

**OMH Pre-Employment Checks (PECs)
Quick Reference Guide for Authorized Persons (APs) and Agency Liaisons (ALs)**

Bureau of Inspection and Certification July 2024

OMH PEC for employees, contractors, consultants, interns, and volunteers in Subject Programs who meet CRITERIA:	What's being checked?	Who pays?	What does this check rely on?	What is the usual turnaround time?	How are providers notified of results?	How should OMH providers save results?
<p align="center">ALWAYS THE FIRST CHECK!</p> <p>CRITERIA: Applicants with the potential for regular and substantial contact with clients (without regard to supervised or unsupervised)</p> <p>Staff Exclusion List check via the NYS Justice Center's Vulnerable Persons Central Register: https://vpcr.justicecenter.ny.gov/SEL/</p> <p>Get help: jc.sm.cbcsel@justicecenter.ny.gov</p> <p>Form to designate an AP to perform SEL checks</p>	<p>MATCH or NO MATCH on the Justice Center's list of people who have committed serious or repeated acts of abuse or neglect against people with special needs in programs under the NYS Justice Center's jurisdiction.</p> <p>These individuals are barred from working in positions requiring regular and substantial contact with people receiving services.</p>	<p>No one. This check is free.</p>	<p>Social Security # or Alien Registration #</p> <p>Email the Justice Center's CBC Unit if the applicant has neither kind of ID</p>	<p>Within seconds if the applicant is NOT NAMED on the list</p> <p>One business day if the applicant IS NAMED ON THE LIST</p>	<p>AP receives email from vpcr-notification@justicecenter.ny.gov</p>	<p>NO MATCH:</p> <p>Provider may proceed with other PECs.</p> <p>Save a screenshot or printout in electronic and/or paper personnel file(s).</p> <hr/> <p>MATCH:</p> <p>DO NOT HIRE!</p> <p>Store sensitive information securely.</p>
<p>CRITERIA: Applicants with the potential for regular and substantial contact with clients (without regard to supervised or unsupervised)</p> <p>Statewide Central Register check via OCFS's Online Clearance System (OCS) which is accessed via My NY.gov ID</p> <p>Get help: ocfs.sm.ocs.user.assistance@ocfs.ny.gov</p> <p>Email the OMH PEC Specialist to request the OCS Registration Packet for OMH providers to designate an AL to OCFS to perform SCR checks.</p>	<p>History of child abuse or maltreatment in NYS</p>	<p>PROVIDER PAYS:</p> <p>Prospective employees: \$25</p> <p>Prospective volunteers (including interns): Free</p> <p>Rechecks for active employees or volunteers: Free</p>	<p>All names the person has been known by, and where they've lived for 28 years</p>	<p>Generally within 10-20 days if there is no "indicated report" of child abuse or maltreatment in NYS, but may take longer</p>	<p>NONE.</p> <p>OCFS does not send a notification when a result is ready, and the system purges result letters after six months.</p> <p>Providers must keep checking the OCS for results.</p>	<p>Save a screenshot or printout in electronic and/or paper personnel file(s).</p> <p>Store sensitive information securely.</p>
<p>CRITERIA: ONLY for applicants who have the potential for, or may be permitted, regular and substantial unsupervised or unrestricted video, phone, and/or physical contacts with clients</p> <p>Criminal Background Check via the NYS Justice Center's CBC system which is accessed via My NY.gov ID</p> <p>Get help: jc.sm.cbc@justicecenter.ny.gov</p> <p>Form to designate an AP to manage CBC records and view hiring determinations, including confidential details of criminal history and any subsequent arrests or conviction updates in New York State.</p>	<p>National criminal history from NYS Division of Justice Services (DCJS) and/or Federal Bureau of Investigations (FBI)</p> <p>NOTE: This is the only one of the three checks required by OMH that involves ONGOING MONITORING.</p> <p>Once an applicant is in the CBC system, the Justice Center will notify the AP of any subsequent arrest or conviction update in NYS.</p> <p>This is one of the reasons it is critical to update CBC records within 14 days of an employment status change.</p>	<p>OMH PAYS \$102.50</p> <p>OMH is automatically billed when an applicant is printed at an IdentoGO location under OMH service code 15479N.</p> <p>There is usually an additional fee for prints taken at an IdentoGO location outside NYS.</p>	<p>Fingerprints</p> <p>Email the Justice Center's CBC Unit if the applicant has no fingerprints</p>	<p>One or two days if prints are acceptable and there is either no criminal history, or if there is criminal history that the Justice Center determines does not need to be reviewed with the applicant</p>	<p>AP receives email from noreply.iccbc@justicecenter.ny.gov</p>	<p>OMH does not require providers to store any CBC documentation in their own files, because the CBC system permanently stores all hiring determinations and employment status updates for applicants with or without criminal history, plus any letters the Justice Center produces regarding their review and/or hiring determination for applicants with a criminal history.</p> <p>Providers who choose to save determination letters and/or subsequent arrest or conviction update letters in their own files MUST store them in a manner that allows ONLY APs to view them.</p> <p>Providers must also store any other documentation of an applicant's criminal history securely.</p>

Applicant Forms for the three OMH Pre-Employment Checks (PECs)

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Check	Form Link and Purpose	Does the applicant complete and return this form to the OMH provider?	Is the OMH provider required to use an official form?	OMH regulatory requirements regarding this form
CBC	<p>Fingerprint Applicant Info Sheet</p> <p>PURPOSE: Necessary info to enroll Subject Individuals for fingerprinting to get an OMH hiring determination from the Justice Center.</p> <p>CRITERIA: Applicants who have the potential for, or may be permitted, regular and substantial unsupervised or unrestricted video, phone, and/or physical contacts with clients.</p>	✓	<p>NO</p> <p>OMH providers may choose how to collect the information.</p>	<p>None</p>
SEL CBC	<p>Applicant Consent Form for Fingerprinting for Justice Center CBC</p> <p>PURPOSE: All Subject Individuals MUST give consent for fingerprinting to get a hiring determination from the Justice Center.</p> <p>Item #7: The applicant must complete this section fully and truthfully, certifying to the best of their knowledge whether they have been convicted of a crime or have pending arrest charges in New York or another jurisdiction, and providing details of any convictions and/or charges.</p> <p>Item #8: This form also asks for SS # for the SEL check. When the applicant signs the form, they are acknowledging that they have been advised that their Social Security number is being requested so that the provider can check whether the applicant is named on the Justice Center's Staff Exclusion List before the provider enrolls the applicant in fingerprinting for the CBC.</p>	✓	<p>✓</p> <p>OMH providers use a Justice Center form.</p>	<p>✓</p> <p>14 NYCRR Part 550.5(e)(5)(iii)</p> <p>Maintain the signed form in your records.</p> <p>Store any electronic copies in a manner that prevents future edits after the applicant and AP have completed the form.</p>
CBC	<p>Personal Criminal History Information Review Form</p> <p>PURPOSE: OMH providers must advise each applicant who meets criteria for a CBC of their right to obtain, review and seek correction of their criminal history information, and the procedures to do so. The Justice Center created this form as a simple way to fulfill this requirement.</p>	NO	<p>✓</p> <p>OMH providers use a Justice Center form.</p>	<p>✓</p> <p>14 NYCRR Part 550.5(e)(5)(ii)</p> <p>Maintain evidence in your records that each applicant has received this form.</p>
SCR	<p>Email the OMH PEC Specialist to request forms created for OMH providers</p> <p>PURPOSE: Necessary info for the Agency Liaison or other Agency Worker to run the SCR check.</p> <p>CRITERIA: Applicants with the potential for regular and substantial contact with clients (without regard to supervised or unsupervised)</p>	✓	<p>NO</p> <p>OMH providers may choose how to collect the information.</p>	<p>None</p>