



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Med-QUEST Division
Health Care Services Branch
P. O. Box 700190
Kapolei, Hawaii 96709-0190

December 16, 2009

MEMORANDUM

ACS M09-29

TO: Home and Community Based Providers for Medicaid

FROM: Patricia M. Bazin, Health Care Services Branch Administrator *ms*

SUBJECT: STANDARDS REGARDING THE REPUTABLE AND RESPONSIBLE CHARACTER OF SERVICE PROVIDERS WHO HAVE DIRECT CONTACT WITH INDIVIDUALS RECEIVING HOME AND COMMUNITY-BASED SERVICES

The Hawaii Revised Statutes has given the Department of Human Services (DHS) responsibility to set standards to determine the reputable and responsible character of services providers in §346-97 HAR. (The Med-QUEST Division Criminal History Record Check Standards and Protective Services Central Registry Check Standards are available on-line at <http://www.med-quest.us/providers/ProvidersQuickRef.html>).

In HRS §346-97, DHS is authorized to charge a cost for this service. In HRS §346-97 (g) the statute states that "the costs of processing fingerprints and the state criminal history record checks may be borne by the employer or by the employee or individual who is being screened."

In the past, DHS has assumed partial cost for processing finger prints and State criminal history record checks. Effective January 1, 2010, the following costs will be charged to either the employer or employee of individuals requesting the screening:

- For Federal Bureau of Investigation fingerprinting and federal record check the cost is \$20, in addition to the \$39.25 cost for the Hawaii Criminal Data Justice Center;
- For the Criminal Justice Information System (CJIS) State criminal history record check the cost is \$10 (this is only needed in years when the FBI fingerprinting is not done- also providers can obtain this directly from the Hawaii Criminal Data Justice Center if they prefer);

- For the Protective Services Central Registry Check(s) the cost per check is \$13.50; and
- For Request for Exemption Review (III C of attached standards) the cost is \$40.

The forms for the Authorization for Criminal History Records Clearance (DHS 1645) and the Authorization to Release Information from the Adult/Child Protective Services Central Registry (DHS 1507) are available at <http://hawaii.gov/dhs/backgroundcheck>.

To make an appointment for fingerprinting services, contact Insights to Success (ITS), the DHS contractor who manages this process at 532-8322 on Oahu or toll-free at (877)532-8322 from Neighbor Island.

You can also mail your DHS 1645 or 1507 to:

Insights to Success
P.O. Box 1290
Honolulu, Hawaii 96807

Please make your personal check, cashier's check or money order payable to the Med-QUEST Division to pay for the costs of these services. Submit it to Insights to Success along with your application.

If you have any questions, call the Member and Provider Relations Section at the Med-QUEST Division at (808)692-8099.