

Dear Colleague:

This communication provides additional information on the upcoming transition from the existing OMH fingerprinting system to MorphoTrust. As indicated in previous guidance, MorphoTrust will become operational for OMH providers on September 18, 2014. Please refer to the timeline below:

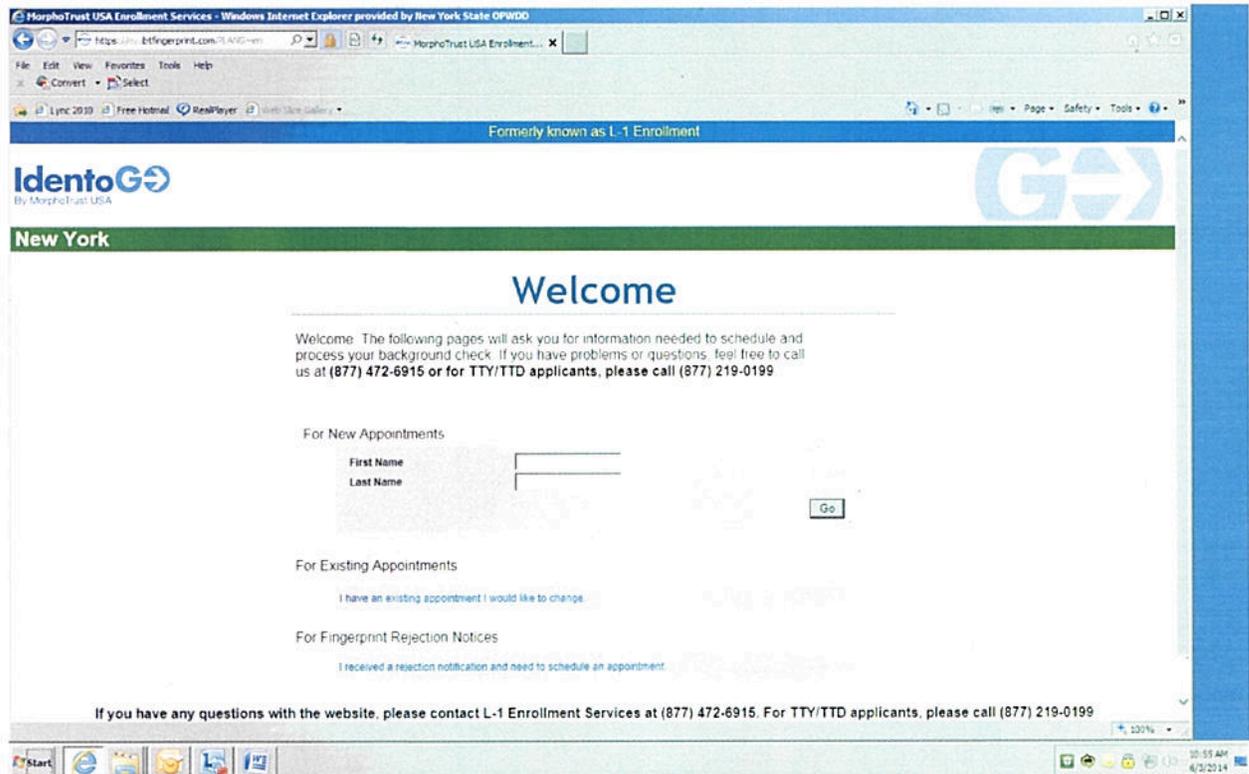
Date	Action
Friday, August 22, 2014	Last day for submission of ink and roll cards
Thursday, September 4, 2014	Current CAPS/Livescan equipment will be shut down. No new prints can be taken.
Friday, 9/5 through Wednesday 9/17/14	Required black-out period. No scans or fingerprint cards will be accepted/processed.
Tuesday, September 16, 2014	Ink and Roll cards may be mailed to MorphoTrust card scan location.
Thursday, September 18, 2014	MorphoTrust becomes operational. Appointments will be accepted via online scheduling or toll-free number and begin livescan and cardscan processing.

Application Process – Registering Applicants for Fingerprinting

Appointments for fingerprinting can be made by the Provider's Authorized Person either on-line at www.identogo.com or by calling L-1 Enrollment Services at (877) 472-6915. Applicants will not be fingerprinted without an appointment.

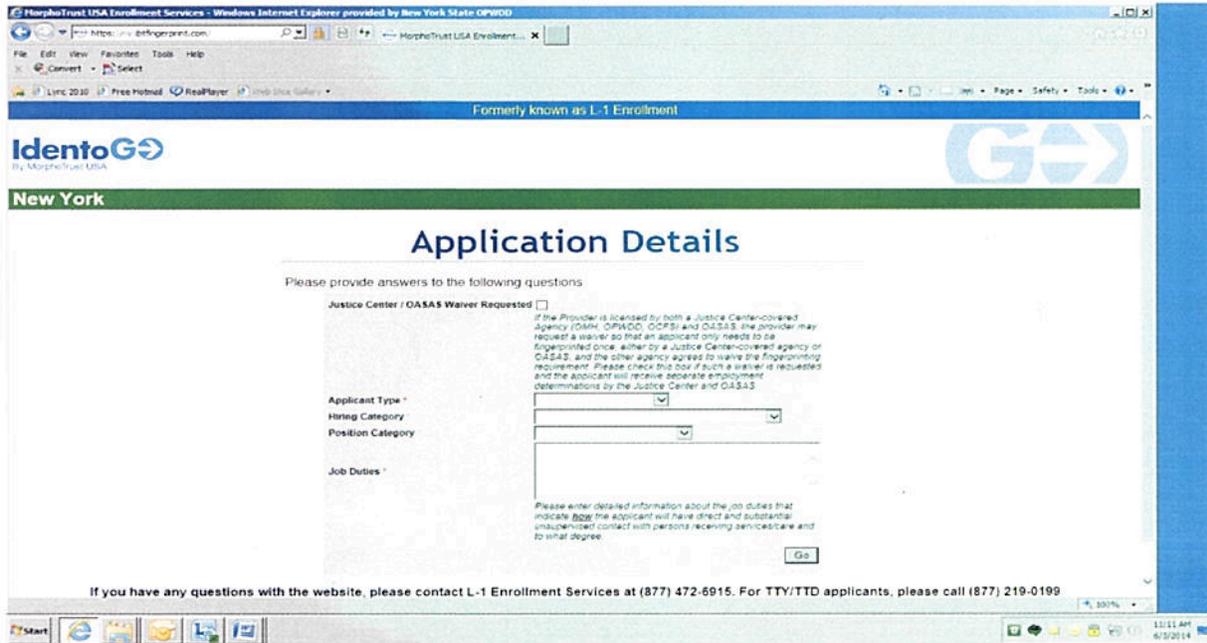
To enroll online, Providers should follow the following instructions:

1. On the “Welcome” registration screen, enter the applicant’s name under “For New Appointments.”

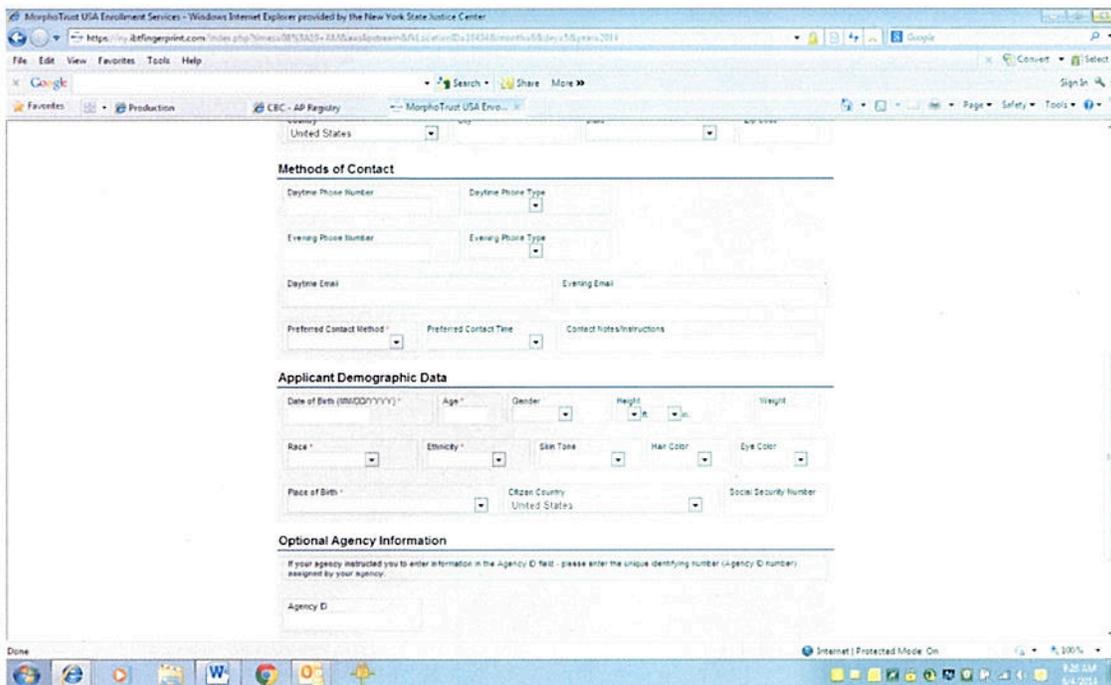


2. On the next screen, enter **NY922160Z** as the ORI (Originating Agency Identifier) number.
3. Next, a prompt will ask for the Agency Provider Number (five digit identification number). The Provider name will appear and the Authorized Person must confirm that it is accurate. A list of OMH provider ids will be posted to the Justice Center’s website.
4. Select the Justice Center/OASAS waiver requested box if the applicant will be working in both an OMH and OASAS program.
5. The next screen contains Application Details, see screenshot below. For OMH providers:
 - From the Applicant Type drop-down list, select Direct Service Provider, Family Care, Volunteer, or Operator.
 - From the Hiring Category drop-down, select New Hire.
 - From the Position Category drop-down, select the appropriate field (e.g., Direct Care, Nursing, Social Work)

- A detailed Job Description of the applicant's duties must be entered.



6. Upon selecting Go, the next screen is for selecting the fingerprinting location. After selecting the location and time for the appointment, an Applicant Information screen will appear where the applicant's demographic information is entered.



7. MorphoTrust will bill OMH directly for the cost of fingerprinting. There is no need to enter anything in the payment options field.
8. The enrollment confirmation page should be printed and provided to the applicant to bring to the fingerprinting appointment.

We recommend that a summary sheet be prepared with the above information, including ORI number and provider id, for Authorized Persons who will be registering applicants. Please note that the Identogo Enrollment Officers cannot assist in providing any of the above information. Questions should be referred to a specific contact person at your agency.

Accepted Forms of Identification

The applicants MUST present two (2) forms of ID, at least one of which must have a photo (see Column A) when they go to the Identogo location for fingerprinting:

<u>Column A – Valid Photo Identification</u>	<u>Column B – Valid Supplementary Identification</u>
U.S. Passport (unexpired or expired)	Voter Registration Card
Permanent Resident Card	U.S. Military Card or Draft Record
Alien Registration Receipt Card	Military Dependent’s ID Card
Unexpired Foreign Passport	Coast Guard Merchant Mariner Card
Driver’s License or Photo ID Card (issued by U.S. State or Territory)	Native American Tribal Document
School or College ID Card (with photo)	Canadian Driver’s License
Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)	U.S. Social Security Card
Photo ID Card issued by Federal, State or Local Government	Certification of Birth Abroad (Issued by U.S. Department of State)
	U.S. Citizen ID Card (Form I-7)

At the fingerprinting location, the applicant’s identification documents will be reviewed, the fingerprints will be scanned and a photo will be taken. The information will be launched immediately by MorphoTrust to the NYS Division of Criminal Justice Services (DCJS) for processing.

The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date and time and reason for fingerprinting. Your agency should request that the applicants provide one of those receipts to your agency and retain the other copy for their records.

Upon completion of the fingerprint search process, the DCJS response will be delivered electronically to the Justice Center. The Justice Center will review the results and update the CBC system. An email will also be sent to the Provider's Authorized Person advising of the Justice Center determination.

Fingerprint Rejections

If the applicant's fingerprints are rejected due to poor quality prints, MorphoTrust will contact the applicant directly through the applicant's provided contact information requested during the registration (either an e-mail address, telephone number or home address). The Justice Center will receive a daily log of failed prints from MorphoTrust and will assist Providers when fingerprints are rejected.

Ink and Roll Cards

Please note that MorphoTrust prefers that applicant fingerprints be obtained via live-scan equipment due to the higher quality and quicker turnaround time afforded through electronic submission. If ink and roll cards are necessary, Providers will be able to mail the cards along with a completed Card Scan Information Form to the MorphoTrust cardscan processing unit located at: Morphotrust USA Card Scan Department, 3051 Hollis Drive, Suite 310 Springfield, IL 62704.

This form and additional instructions can be found on the Justice Center website (www.justicecenter.ny.gov) under the Pre-Employment Check tab on the OMH Providers Move to MorphoTrust Info drop-down option for "Ink and Roll Card Procedures." Fingerprint cards should no longer be sent to the Justice Center CBC Unit.

Next Steps

Please ensure that this memo is shared with the appropriate staff of your agencies. Questions regarding this transition should be directed to Kevin Honikel at OMH at (518) 473-5940. Any questions regarding the criminal background check process should be directed to the Justice Center Criminal Background Check Unit at cbc@justicecenter.ny.gov or (518) 549-0361.

All guidance regarding the transition to MorphoTrust distributed by OMH will also be posted to the Justice Center website on the Pre-Employment Checks tab.

Sincerely,



Kevin Honikel
Assistant Director, Internal Affairs
New York State Office of Mental Health

Sincerely,



Deirdre Keating
Director, Criminal Background Check Unit
New York State Justice Center for the
Protection of People with Special Needs