



# Fingerprint Criminal Background Check

*August 2019*

## **What is the fingerprint criminal background check and why is it required?**

Federal regulations (42 CFR 455.434) established by the Centers for Medicare and Medicaid Services (CMS) require enhanced screening and revalidation of all Medicare, Medicaid, and Children's Health Insurance Program providers. Fingerprint criminal background checks are based on the level of screening for risk of fraud, waste and abuse as determined for that category of provider type.

## **Does every provider and/or owner need to participate?**

No. Only providers designated as high-risk, and owners of high-risk providers, must comply.

## **I am a high-risk provider enrolled in Colorado Medicaid but am located out of state. Do I still need to comply?**

Yes, all high-risk Providers need to comply.

## **I live outside of Colorado; how will my background be checked?**

Your background will be checked with the Colorado Bureau of Investigation and the Federal Bureau of Investigation through the state-approved vendors [IdentoGo](#) or [Colorado Fingerprinting](#).

## **I am already enrolled with Health First Colorado (Colorado's Medicaid Program) or Child Health Plans *Plus* (CHP+) as a high-risk provider; does this apply to me?**

Yes, fingerprint criminal background checks apply to both existing and new enrollments.

## **Who needs to complete the fingerprint criminal background check process?**

Per state and federal regulations, any entity enrolling as a provider type designated as high categorical risk **and** any person with five percent (5%) or more ownership or control interest in a provider designated as high categorical risk, must consent to criminal background checks and submit a set of fingerprints within 30 calendar days upon request from the CMS, the Colorado Department of Health Care Policy & Financing (the Department), the Department's agents, or the Department's designated contractors.

The five percent (5%) ownership threshold applies to all forms of organizations, including partnerships.



## Which provider types are in the high-risk category?

Provider types designated as high categorical risk:

- Enrolling Durable Medical Equipment suppliers.
- Enrolling Home Health agencies.
- Enrolling Personal Care Agencies providing services under the state plan.
- Enrolling providers of the following Home and Community Based Services:
  - Assistive Technology.
  - Homemaker.
  - Personal Care.
  - Specialized Medical Equipment and Supplies.
  - In-Home Support Services.
- Providers for whom the Department imposes a payment suspension based on credible allegation of fraud, waste, or abuse, for the duration of the suspension.
- Providers the Department has identified as having a delinquent debt owed to the State, not including providers currently under a settlement or repayment agreement.
- Providers that have previously been excluded by the Health and Human Services (HHS) Office of Inspector General, had their provider agreement terminated for cause by the Department, its contractors or agents, or another State's Medicaid program within the previous 10 years.
- Providers applying for enrollment within six (6) months from the time that the Department or CMS lifts a temporary enrollment moratorium on the provider's enrollment type.

## Do all employees of a high-risk provider need to comply?

Not necessarily. Only individuals enrolled as a high-risk provider, or with a five percent (5%) ownership interest in a high-risk provider, must comply.

## What if I have more than one enrollment and different risk levels for each?

Providers with multiple enrollments and risk levels will be screened at the highest risk level.

## What if I have an ownership stake in multiple provider agencies?

Individuals only need to provide fingerprints once, and the information will apply to all applicable enrollments.

## When does fingerprint criminal background check begin?

Notifications began in May 2018 for high-risk provider types. Individual providers or persons with five percent (5%) or more direct or indirect ownership interest in a high-risk provider type must submit fingerprints at an [IdentoGo](#) or [Colorado Fingerprinting](#) location. You can find more information on the [CBI web site](#).



**How will I be notified when the process begins?**

Notification letters will be mailed via United States Postal Service (USPS).

**Is there a specific form or format for fingerprint Submissions?**

Applicants will be required to pre-enroll and schedule an appointment to have their fingerprints taken and submitted electronically to CBI for processing utilizing the [IdentoGO](#) or [Colorado Fingerprinting](#) enrollment sites. To better serve all Colorado citizens, enrollment sites have been strategically placed throughout Colorado.

**Where do I go to get my fingerprints taken?**

Individual providers or persons with five percent (5%) or more direct or indirect ownership interest in a high-risk provider type obtains their fingerprints from one of the approved sites which can be found [IdentoGo](#) or [Colorado Fingerprinting](#). Fingerprint cards will no longer be accepted.

**Is there a cost to me?**

There is a fee for the approved agency to perform the fingerprinting. All individuals are advised to call the approved fingerprint site for availability, cost and acceptable forms of payment can be found at the [CBI Website](#).

**What is the best way to submit my fingerprint card?**

The original completed fingerprints will be submitted directly to CBI from the approved fingerprinting site.

**How long does it take to process my fingerprints?**

Allow 30 calendar days from the date the Colorado Bureau of Investigation receives the fingerprints for the process to be completed.

**What if there are problems with my fingerprints and a replacement set is required?**

If the fingerprints submitted are poor quality, smudged or for any reason unusable, the individual will be notified of next steps. A replacement may be required for submission. Visit the [CBI website](#) for more information.

**How will I be notified of the results?**

Individuals will not be notified directly upon passing fingerprint criminal background check. Enrollments and revalidations will continue processing once an individual enrolling as a provider type designated as high categorical risk, and each person with five percent (5%) or more ownership or control interest in a provider designated as high categorical risk have completed and passed the fingerprint criminal background check process.



## How will I know if my fingerprint background check results were sent to the right department?

To ensure that your fingerprint background check results are routed to the correct place, use the following codes when you set up your appointment:

IdentoGo:

ServiceCode	ServiceName
25YQG9	Department of Health Care Policy and Financing - Medicaid

Colorado Fingerprinting:

CBI Unique ID	Reason Fingerprinted
CPACMDCI	Department of Health Care Policy and Financing - Medicaid

## What if I fail the fingerprint criminal background check or don't want to participate?

Individuals that are required by law to participate in the fingerprint criminal background check process may be denied or terminated for failure to comply.

## I have already completed the fingerprint criminal background check process for Medicare or another state's Medicaid program. Why do I have to complete this process again?

If you are required to complete the fingerprint criminal background check process and have already done so with Medicare or another state Medicaid agency, please complete the Fingerprint Criminal Background Check Other Information panel.

The Department will verify fingerprint criminal background check completion for Medicare via the Provider Enrollment, Chain, and Ownership System (PECOS). The Medicare enrollment must be in an approved status and must indicate a 'completed pass' result within the last five years to be valid.

The Department will similarly verify fingerprint criminal background check completion with other state Medicaid agencies. If verification cannot be confirmed in PECOS or through another state Medicaid agency within 10 business days, then fingerprints will be required.

## I am currently in the process of selling my business. Do I still need to comply?

You will need to comply until the business or ownership interest has sold.



**I have sold my ownership in the business or I am no longer a part of this business. How do I get removed from the list?**

The provider will need to go into the Colorado interChange and update the ownership of the entity immediately.

**Fingerprint criminal background check links and documents**

[Colorado Fingerprinting locations across the state](#)

[Colorado Bureau of Investigation Privacy Notice](#)

[Colorado Bureau of Investigation Notice to Applicants](#)

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