

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH
Acting Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BLAST FAX 2021-17C

TO: Nursing Homes, Home Health Agencies, Homemaker-Home Health Aide Agencies, Assisted Living Service Agencies, Hospice Care Agencies, Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), Chronic Disease Hospitals, and Residential Care Homes

FROM: Acting Commissioner Deidre S. Gifford, MD, MPH

CC: Deputy Commissioner Heather Aaron, MPH, LNHA
Adelita Orefice, MPM, JD, CHC, Chief of Staff
Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch
Donna Ortelle, Section Chief, Facility Licensing and Investigations Section
Patricia Trella, Health Program Associate, Office of Legal Compliance

DATE: June 30, 2021

SUBJECT: Applicant Background Check Management System (ABCMS) Program: *Critical Information Affecting Employment* of 7K workers (workers hired from March 23, 2020 through May 19, 2021)

Please be advised that **7K workers** (workers hired from March 23, 2020 through May 19, 2021) who have not been fingerprinted by July 20, 2021, **will not be eligible for continued employment and must be terminated when Executive Order 7K expires on July 20, 2021, unless they are fingerprinted before the Executive Order expires.**

7K Workers who are fingerprinted before July 20th but awaiting results can be hired under provisional status in accordance with section 19a-491c(f)(2) of the Connecticut General Statutes. The statute requires such individuals to be subject to direct, on-site supervision during the course of such provisional employment or contractual or volunteer period. Under the statute the individual also must, in a signed statement (i) affirm that the individual has not committed a



Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



disqualifying offense, and (ii) acknowledge that a disqualifying offense reported in the background search required by the statute shall constitute good cause for termination. The *Consent and Disclosure Form* satisfies the latter requirement.

Critical Information Affecting Employment of 7K workers (workers hired from March 23, 2020 through May 19, 2021)

To continue to employ 7K workers you must have their fingerprint portion of their background checks completed as soon as possible. As noted in Blast Fax 21-17 (attached), the Department has collaborated with the Department of Emergency Services and Public Protection (DESPP) to develop an aggressive plan to address the ABCMS fingerprinting of 7K workers. It is mission critical to the success of this plan that appointments for fingerprinting services are scheduled as soon as possible.

Fingerprinting will be provided by appointment only through SignUpGenius at https://biglink.to/DPH_ABCMS_Fingerprinting.

Your unprinted 7K workers must use the above SignUpGenius link to make their appointments to be fingerprinted. For persons hired on or after May 20, 2021, fingerprinting services are also scheduled using SignUpGenius. Appointments will be made ten (10) minutes apart, from 8:00 a.m. to 4:30 p.m.

Fingerprinting services are temporarily not available at Headquarters (HQ) in Middletown, CT for your applicants. We apologize for any inconvenience to your applicants, however the other State Troop locations* are open for fingerprinting services.

“ABCMS: Updates and Q & A” Webinars: focused on workers hired from March 23, 2020 through May 19, 2021 (7K workers)

Connecticut Department of Public Health (DPH) continues to hold webinar sessions for all ABCMS system users. We are offering three additional webinars, “ABCMS: Updates and Q & A”, focused on workers hired from March 23, 2020 through May 19, 2021 (7K workers). One of the previous webinars is posted in the “Help” section of the ABCMS portal and on DPH’s public-facing website at www.ct.gov/dph/ABCMS.

DPH strongly encourages you to watch the posted webinar or attend one of the three scheduled Teams sessions, if you haven’t recently attended a webinar. The content will be the same for each meeting, except for the Question & Answer portion, so you only need to participate in one meeting.

No registration is needed. The dates/times are listed below for the “ABCMS: Updates and Q & A” webinars.

- Wednesday, 6/30/2021 at 3:30
- Thursday, 7/1/2021 at 11:00
- Wednesday, 7/7/2021 at 3:30

To join one of the above “ABCMS: Updates and Q & A” webinars, please use this link:

Microsoft Teams Meeting
Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 860-840-2075,419417600#](#) United States, Hartford

Phone Conference ID: 419 417 600#

“Introduction to the ABCMS Program: New Users/All Users Welcome” Webinars

DPH is offering two “Introduction to the ABCMS Program: New Users/All Users Welcome” webinars. The content will be the same for each meeting, except for the *Question & Answer* portion, so you only need to participate in one meeting. This webinar session will review the basics of the ABCMS Program. Everyone is welcome to attend, however please note that the focus will be on information for new users. There will not be time at this session for information on 7K workers.

No registration is needed. The dates/times are listed below for the “Introduction to the ABCMS Program: New Users/All Users Welcome” webinars.

- Wednesday, 6/30/2021 at 12:00
- Tuesday, 7/6/2021 at 1:00

To join one of the above “Introduction to the ABCMS Program: New Users/All Users Welcome” webinars, please use this link:

Microsoft Teams Meeting
Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 860-840-2075,419417600#](#) United States, Hartford

Phone Conference ID: 419 417 600#

For general information relating to your responsibilities under Section 19a-491c, please visit the DPH’s website at www.ct.gov/dph/ABCMS. The Department looks forward to providing this informative meeting. For additional information on the program including training video

tutorials, please visit the DPH's ABCMS website at www.ct.gov/dph/ABCMS. For questions, please contact the ABCMS Program by email at dph.ABCMS@ct.gov or at (860) 509-8366. Thank you.

* Connecticut State Police Troops - *Note: 800 numbers are only accessible within CT.*

TROOP A - Southbury

90 Lakeside Road
Southbury, CT 06488
(800) 376-1554
(203) 267-2200

TROOP F - Westbrook

315 Spencer Plains Road
Westbrook, CT 06498
(800) 256-5761
(860) 399-2100

TROOP B - Canaan

Route 7, 463 Ashley Falls Road
North Canaan, CT 06018
(800) 497-0403
(860) 626-1820

TROOP H - Hartford

100R Washington Street
Hartford, CT 06106
(800) 968-0664
(860) 534-1000

TROOP G - Bridgeport

149 Prospect Street
Bridgeport, CT 06604
(800) 575-6330
(203) 696-2500

TROOP K - Colchester

15A Old Hartford Road
Colchester, CT 06415
(800) 546-5005
(860) 465-5400

TROOP L - Litchfield

452A Bantam Road
Litchfield, CT 06759
(800) 953-9949
(860) 626-7900

TROOP I - Bethany

BLAST FAX 2021-17C

631 Amity Road
Bethany, CT 06525
(800) 956-8818
(203) 393-4200

TROOP C - Tolland

1320 Tolland Stage
Tolland, CT 06084
(800) 318-7633
(860) 896-3200

TROOP D - Danielson

55 Westcott Road
Danielson, CT 06239
(800) 954-8828
(860) 779-4900

TROOP E – MONTVILLE

I-395 North (between exits 79 & 79a) Uncasville, CT 06335
(800) 953-7747
(860) 848-6500

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH


Deidre S. Gifford, MD, MPH
Acting Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

BLAST FAX 2021-17

TO: Nursing Homes, Home Health Agencies, Homemaker-Home Health Aide Agencies, Assisted Living Service Agencies, Hospice Care Agencies, Intermediate Care Facilities for individuals with intellectual disabilities (ICF/IID), Chronic Disease Hospitals, and Residential Care Homes

FROM: Acting Commissioner Deidre S. Gifford, MD, MPH 

CC: Deputy Commissioner Heather Aaron, MPH, LNHA
Adelita Orefice, MPM, JD, CHC, Chief of Staff
Barbara Cass, RN., Branch Chief, Healthcare Quality and Safety Branch
Donna Ortelle, Section Chief, Facility Licensing and Investigations Section
Patricia Trella, Health Program Associate, Office of Legal Compliance

DATE: June 4, 2021

SUBJECT: Applicant Background Check Management System (ABCMS) Program

The Connecticut Department of Public Health (DPH) hopes that you find this information to be helpful regarding the Applicant Background Check Management System (ABCMS) Program. **Beginning on Tuesday, July 20, 2021, Governor Lamont's Executive Order 7K will no longer apply to workers hired from March 23, 2020 through May 19, 2021** (hereinafter 7K workers).

Therefore, to continue to employ 7K workers you must have their background checks completed as soon as possible. To do so, DPH has made special arrangements with the CT State Police to have enhanced access to fingerprinting at State Troop locations as discussed below.



Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



The fingerprinting portion of the criminal history record search for your *currently employed* unprinted 7K workers will be available to track the mandated background searches as may be required pursuant to Connecticut General Statutes, Section 19a-491c. The dedicated dates open for fingerprinting services for currently employed 7K workers are weekdays, Monday, June 7, 2021 – Wednesday, June 30, 2021. Each unprinted 7K worker's fingerprints must be collected at one of the designated Connecticut State Police Troop locations*.

If your organization hired workers from March 23, 2020 – May 19, 2021, then all ABCMS users at your organization will receive an email message indicating which of your applications need fingerprinting. The subject of the message is: *CT DPH Notification: 7K Workers: Catch-up period for ABCMS fingerprint-based criminal background checks (6/7/2021 – 6/30/2021)*. If you do not receive this email message by June 7, 2021, it is because you did not hire workers from March 23, 2020 – May 19, 2021, so no action is needed.

Persons hired on and after May 20, 2021 will continue to have thirty (30) days to be fingerprinted for the program.

Fingerprinting Related Information

The following fingerprinting-related information will be available to unprinted 7K workers on the “Fingerprinting Authorization Form”.

Dedicated fingerprinting services for 7K Workers will be available from Monday, June 7, 2021 through Wednesday, June 30, 2021. Fingerprinting will be provided by appointment only through SignUpGenius at https://biglink.to/DPH_ABCMS_Fingerprinting.

Your unprinted 7K workers must use the above SignUpGenius link to make their appointments to be fingerprinted. Appointments will be made ten (10) minutes apart, from 8:00 a.m. to 4:30 p.m., Monday, June 7, 2021 – Wednesday, June 30, 2021.

It is recommended to unprinted 7K workers that they should arrive at their appointment at least fifteen (15) minutes early, to allow time for parking. If unprinted 7K workers arrive late to their appointments, they will need to reschedule the appointment to another date and time. There are no "walk in" appointments; “walk ins” will be turned away in all circumstances.

For persons hired on or after May 20, 2021, fingerprinting services are also scheduled using SignUpGenius.

Fingerprinting services are temporarily not available at Headquarters (HQ) in Middletown, CT for your unprinted workers. We apologize for any inconvenience to your unprinted workers, however the other State Troop locations are open for fingerprinting services. We will provide notice when Headquarters (HQ) in Middletown, CT becomes available in the future for fingerprinting services.

Your unprinted workers must bring the following to their fingerprinting appointments:

- “Fingerprinting Authorization Form”, to be given to the CT State Trooper at time of fingerprinting.
- Valid Government issued photo ID (Driver's License, Connecticut ID Card or Passport)

Please note:

- The photo ID needs to match the “Fingerprinting Authorization Form” exactly.
- The address on the photo ID needs to be current.
- Note: If an unprinted worker has been issued a temporary paper license or ID card from DMV, this document can't be used as a form of ID without the expiring license or ID card or another form of valid, photo ID such as a passport.
- Student IDs are not acceptable forms of ID.

The following instructions for unprinted workers and the designated CT State troop locations are listed on your unprinted worker’s “Fingerprinting Authorization Form”.

- Anyone who is currently sick OR experiencing any symptoms associated with COVID-19 is asked to delay being fingerprinted until the individual has been symptom free for 14 days.
- Upon your arrival at the troop, you will be required to:
Submit to temporal scan. Anyone with an elevated temperature will be asked to return at a later time, once their temperature has normalized. Anyone refusing the temporal scan will not be admitted into the building.
- Wear a mask at all times.
- Maintain the required social distancing protocols.
- Only the person being fingerprinted will be allowed in the building. The exceptions to this are: someone acting as a translator or someone providing medical assistance services to the person being printed.
- If there are any questions about the health-related instructions for fingerprinting, please call one of the designated Connecticut State Police Troop locations.

Payment Processing

For fingerprinting processing charges, organizations must maintain active payment subscriber accounts in the NIC Connecticut (NIC CT) payment portal for the online payment of fees required for fingerprint processing and will be required to pay for fingerprint processing online through NIC CT’s payment portal.

If you have any questions about the payment process, please contact:

Kayla Oquendo - NIC CT
Email: kayla.oquendo@egov.com
Phone: 860-956-6330

For general information relating to your responsibilities under Section 19a-491c, please visit the DPH’s website at www.ct.gov/dph/ABCMS.

The Department looks forward to working closely with you as fingerprinting services become available for your unprinted workers. For additional information on the program including training video tutorials, please visit the DPH’s ABCMS website at www.ct.gov/dph/ABCMS.

For questions, please contact the ABCMS Program by email at dph.ABCMS@ct.gov or at (860) 509-8366. Thank you for your cooperation.

* Fingerprinting services are only available at one of the following Connecticut State Police Troops locations:

Note: 800 numbers are only accessible within CT.

| | |
|---|---|
| <p>TROOP A - Southbury 90 Lakeside Road Southbury, CT 06488 (800) 376-1554 (203) 267-2200</p> | <p>TROOP F - Westbrook 315 Spencer Plains Road Westbrook, CT 06498 (800) 256-5761 (860) 399-2100</p> |
| <p>TROOP B - Canaan Route 7, 463 Ashley Falls Road North Canaan, CT 06018 (800) 497-0403 (860) 626-1820</p> | <p>TROOP H - Hartford 100R Washington Street Hartford, CT 06106 (800) 968-0664 (860) 534-1000</p> |
| <p>TROOP G - Bridgeport 149 Prospect Street Bridgeport, CT 06604 (800) 575-6330 (203) 696-2500</p> | <p>TROOP K - Colchester 15A Old Hartford Road Colchester, CT 06415 (800) 546-5005 (860) 465-5400</p> |
| <p>TROOP L - Litchfield 452A Bantam Road Litchfield, CT 06759 (800) 953-9949 (860) 626-7900</p> | <p>TROOP I - Bethany 631 Amity Road Bethany, CT 06525 (800) 956-8818 (203) 393-4200</p> |
| <p>TROOP C - Tolland 1320 Tolland Stage Tolland, CT 06084 (800) 318-7633 (860) 896-3200</p> | <p>TROOP D - Danielson 55 Westcott Road Danielson, CT 06239 (800) 954-8828 (860) 779-4900</p> |
| <p>TROOP E – MONTVILLE I-395 North (between exits 79 & 79a) Uncasville, CT 06335 (800) 953-7747 (860) 848-6500</p> | |