

Ohio | National Background Check Program

What: Ohio's Automated Registry Check System (ARCS) is now live! ARCS has been designed to improve the efficiency and effectiveness of the six required registry checks for Ohio's home and community-based providers.

Who: ARCS is available to Medicaid home and community-based service (HCBS) providers to conduct pre- and post-hiring registry checks of employees who provide direct care to Ohio's most vulnerable population, including seniors and people with disabilities.

When: The pilot testing for ARCS started in August 2014 with approximately 25 volunteer providers. The Ohio Department of Medicaid is adding more providers every week, once they have been validated through the Medicaid Information Technology System (MITS) portal.

Where: The ARCS web site is: <https://arcs.ohio.gov/bcs>. You will need a user name and password to set up and use an ARCS account.

How Can I Access ARCS?

First, you must make sure your Medicaid provider information is up to date in the MITS portal. Update your information by following the instructions in Attachment 1 (for an existing MITS account) or Attachment 2 (for a new MITS account).

If your organization has a Medicaid Provider Number, you already have an account. The easiest way to update your account is to have your MITS administrator (usually your fiscal or billing person who handles claims) either update the provider information by following

the instructions in Attachment 1, or this person must grant MITS access to you to login to MITS and update the information.

The welcome email for ARCS will be sent to the email address in MITS, so it is very important that your organization has a current email address in MITS. If you want the MITS email address to be the fiscal person's email, just ask whoever receives the ARCS welcome email to forward it to you.

Access MITS here:

<https://portal.ohmits.com/public/Providers/tabid/43/Default.aspx>

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After you receive the ARCS welcome email, you can log in to ARCS and set up your account. From here, you can change your email address in ARCS. We are excited to have you join the initial roll-out of ARCS. **Please go to the MITS portal as soon as possible so you can be added to the list of providers who have found ARCS to be easy to use and a great time-saving tool for conducting registry checks.**

Right now you can add your current employees to ARCS, but they must be added individually. In the next few months we will provide a time-saving automated process so you can import several employees at once.

ARCS has been designed to improve the efficiency and effectiveness of the six required registry checks for Ohio's home and community-based providers:

- » **Excluded Parties List System**
(U.S. General Services Administration)
- » **List of Excluded Individuals and Entities**
(U.S. Office of Inspector General)
- » **Ohio Sex Offender and Child Victim Database**
(Ohio Attorney General's Office)
- » **DODD Abuser Registry Verification**
(Ohio Department of Developmental Disabilities)
- » **Ohio Nurse Aide Registry**
(Ohio Department of Health)
- » **ODRC Inmates Database**
(Ohio Department of Rehabilitation and Correction)

Instead of searching six different web sites, you can now check all six registries at once. For applicants with no significant findings, ARCS generates the form needed to order a fingerprint check. After an applicant is hired, ARCS notifies employers of any new findings that are recorded.

A Note About Set Up...

This is the only time you will need to set up the MITS portal for this purpose. ARCS is a separate system, and all registry checks will be done using the ARCS web site. If you have difficulties accessing or updating your MITS account, please call the MITS help line at 1-800-686-1516.

To speak with a support agent select the following options: 3,3,3,1,1,3,0 (make sure you wait until the talking starts again), then select 0 again.

Rap Back News!

The Retained Applicant Fingerprint Database (Rap Back) is a continuous criminal record monitoring service that can be used to obtain criminal records checks and satisfy post-employment background check requirements. Fingerprint-based criminal record databases maintained by BCI pursuant to ORC 109.57 will be continually compared against the Retained Applicant Fingerprint Database.

When the Rap Back service discovers that records received under ORC 109.572 indicate an individual enrolled in the Rap Back service has been arrested or convicted of a crime or scaled misdemeanor, the Rap Back service will alert the participant to log into the web portal for more information, allowing employers to receive notification.

If you are a provider enrolled in ARCS, you can register NOW to pilot test Rap Back by selecting the Ohio Attorney General-BCI-Rap Back link on the ARCS home page. Rap Back will go live statewide in the near future. Check the ARCS home page for the latest information!

Questions? Need more information?

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