

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 22, 2005

MEMORANDUM**WHAT'S INSIDE:**

- Electronic Fingerprint Scanning Process

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: USE OF ELECTRONIC SCANNING SERVICE FOR CRIMINAL BACKGROUND CHECKS

CHILD WELFARE MANUAL REVISIONS:

Section 6 Chapter 3 Attachment A
 Section 6 Chapter 3 Attachment D
 Section 6 Chapter 3 Attachment H

ATTACHMENTS:

Electronic Scan Alternative Care Provider letter
 Electronic Scan Biological Parent letter
 Electronic Scan Respite Care Provider letter

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

We have been fingerprinting all prospective foster parents, relative care providers and adult household members since January 28, 2004, as required by RSMo 210.487. We previously submitted fingerprint cards to the Missouri State Highway Patrol (MSHP) for processing. However, MSHP awarded a contract to Identix Identification Services (IIS) to provide electronic fingerprint scanning services in Missouri. This service is known as **Missouri Applicant Processing Services** or **MOAPS**. The Children's Division began utilizing this service in July, 2005. This service is also utilized by in home child care providers who are monitored through the Office of Early Childhood. Information on the use of the electronic scan service by in home child care providers can be found by referencing Memo [CD05-49](#), dated 08/17/05.

This memorandum is to outline the changes made in policy regarding:

- The submission of fingerprints;
- Review the process for using MOAPS;
- Review the letters to be provided to applicants for scheduling purposes; and

- Establish a process for conducting group scan sessions.

The Child Welfare Manual has been updated to include the new electronic scan process. These changes were made to Section 6 Chapter 3 Attachments A, D, and H. The electronic scan process should be the only process utilized; however, there may be specific situations in which the previous card and ink method may be used. This should be done in rare cases only, such as homebound adults living in a foster, relative or kinship home. Staff should be aware that results on card and ink prints may take as long as 3 months to be returned. We are currently averaging 10 weeks for card and ink results. The rejection rate is also much higher using this method. Therefore, staff should provide sufficient time for these results to be returned so there will not be a delay in issuing or renewing a license. No provider should be issued a license prior to the criminal background check results being received.

Applicants may schedule their appointments either by phone or through the Identix website. The process for registration is as follows:

- Contact MOAPS to schedule the appointment.
 1. To schedule by phone, call 1-866-522-7067.
 2. To schedule via the Internet, go to www.identix.com/iis.
- The applicant will need to identify the reason they are being printed and that is to provide foster care for the Children's Division. Respite providers and biological parents will need to state that they are being printed at the request of the Children's Division.
- MOAPS staff will request additional identifying information. This information includes:
 1. Full name _____
 2. Date of Birth _____
 3. Social Security Number _____
 4. ORI number **M0920360Z**
 5. OCA code _____

(The OCA field must be provided to the applicant by the local office prior to the applicant contacting MOAPS. The OCA codes were previously provided to all counties.)

Once MOAPS has collected the information, a date and time for the appointment will be set. Applicants may view available sites on the IIS website. This information may be located by going to www.identix.com/iis and clicking on **Missouri**. This will take you to the Missouri information page. Under the **Current Project Status** heading, there is a link within the text titled **Missouri location web page**. This will show all current locations and the number of days available for scanning.

The process information listed above should be provided to all applicants by utilizing one of the letters previously provided to counties. There are letters for alternative care providers, biological parents, respite care providers and private agencies. The letters for alternative care providers, biological parents and respite care providers are attached. These letters include the ORI and OCA information which are the components necessary for adequate billing process. It is important to be sure that the appropriate OCA code is utilized so our alternative care providers will not be charged for their prints. There are separate letters for biological parents and respite providers as we do not cover the cost of those prints. The cost to them for utilizing MOAPS is \$50.95, which

includes the fees of \$24 for FBI, \$14 for MSHP, and \$12.95 processing fee. Identix is able to determine whether to bill the Division or charge the applicant the fees based upon the OCA code provided by Children’s Division staff.

The Division may pay for criminal background checks for relative studies being done through ICPC if the family is completing the licensure process. Relatives not completing the licensure process will be responsible for payment for the background screening. The Division will not pay for the background checks on any individuals residing with the biological parent(s). Specific questions regarding the ICPC process should be directed to the ICPC unit in Central Office.

Identix offers on-site scanning for groups of 30 or more. Children’s Division staff may arrange this service by contacting Identix Identification Services at 573-592-7169 or 941-730-4766. The current IIS staff member handling these requests is Christine Devore. Staff should give 2-3 weeks notice when arranging an on-site session. Staff will need to decide whether applicants will complete forms for submission to Identix or enroll online for the on-site scanning. IIS will work with staff to make these arrangements and to schedule the sessions.

If a county is experiencing delays in receiving background results, they may contact Martha Witt in the Background Screening and Investigation Unit at 573-751-3448 or Martha.S.Witt@dss.mo.gov or Stefanie Wickers in the Quality Improvement and Field Support Unit.

NECESSARY ACTION:	
1. Review with all Children’s Division staff.	
PDS CONTACT: Stefanie Wickers 573-751-1354 Stefanie.D.Wickers@dss.mo.gov	PROGRAM MANAGER: Cindy Wilkinson 573-751-3171 Cindy.R.Wilkinson@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 6 Chapter 3 Attachment A Section 6 Chapter 3 Attachment D Section 6 Chapter 3 Attachment H	
RELATED STATUTE: RSMo 210.487	
ADMINISTRATIVE RULE: State Code of Regulations Title 13 Division 40 Chapter 60	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	

PN/SW:js