



In reply, please refer to  
file:

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
KA 'OIHANA OLAKINO  
OFFICE OF HEALTH CARE ASSURANCE**  
601 KAMOKILA BOULEVARD, ROOM 361  
KAPOLEI, HAWAII 96707

May 28, 2024

Dear Health Care Facility Administrator:

**RE: BACKGROUND CHECK REQUIREMENTS SUPPLEMENT**

The Hawaii Department of Health (DOH), through the Office of Health Care Assurance (OHCA), adopted Chapter 11-106, Hawaii Administrative Rules (HAR), entitled Background Checks, on February 3, 2019, to ensure the health, safety, and welfare of clients, patients, and residents. The purpose of this letter is to supplement and clarify the letter from OHCA dated November 30, 2023.

OHCA has received many questions about the frequency of background checks. This letter is to clarify the required frequency of background checks required for health care facilities. The following changes are implemented for ALL facilities licensed and certified by OHCA:

1) Initial background check must include a review of the following registries: a) federal fingerprinting, b) Adult Protective Services, c) Child Abuse and Neglect, d) sex offender registry (employer online self-check), and e) certified nurse aide registry (if applicable). If the individual currently resides in another state or recently moved to Hawaii, a review of records of a) to e) is required from where the individual resided. Refer to HAR §11-106-3(a) and (b) as to who is required to obtain a background check.

2) Year two background check (12 months after initial background check) must include a review of the following registries\*: a) registry check (Hawaii E-Crim, OR federal fingerprinting), b) Adult Protective Services, c) Child Abuse and Neglect, d) sex offender registry (employer online self-check), and e) certified nurse aide registry (if applicable).

3) Biennially thereafter the first two years (i.e., year four, six, eight, and subsequent even years) must include a review of the following registries\*: a) registry check (Hawaii E-Crim, OR Federal Fingerprinting), b) Adult Protective Services, c) Child Abuse and Neglect, d) sex offender registry (employer online self-check), and e) certified nurse aide registry (if applicable).

*\*NOTE: If the individual currently resides in another state or recently moved to Hawaii, fingerprinting will be required with each background check.*

Be sure to print out and KEEP background check reports to show compliance. The Office of Health Care Assurance does not retain background check records.

## BACKGROUND CHECK REQUIREMENTS SUPPLEMENT

May 28, 2024

Page 2

Generic codes: **FPHawaiiDOHARCH** = Background check to include fingerprinting, Adult Protective Services, Child Abuse Neglect. Sex offender registry check to be conducted separately.

**FPHawaiiDOHARCHAPS** = Background check to include Adult Protective Services and Child Abuse Neglect (no fingerprinting). E-Crim and Sex offender registry check to be conducted separately.

If your facility has a company account setup with Fieldprint, please reach out to your Fieldprint representative regarding the registry checks applicable to the required check. If your facility/agency would like to setup a corporate Fieldprint account, please contact our office or your Nurse Consultant via email for more information.

For sex offender registry search: [HCJDC Covered Offender Search \(ehawaii.gov\)](https://ehawaii.gov/hcjdc/covered-offender-search/)

For more information, refer to the OHCA website on background checks at:  
<https://health.hawaii.gov/ohca/home/how-to-obtain-a-background-check/>

Finally, for further details on the Background Check rules, refer to chapter 11-106, HAR at: <https://health.hawaii.gov/opppd/files/2019/02/11-106.pdf>

Please help to ensure the health, safety, and welfare of your clients, patients, and residents by conducting these important and required background checks.

Sincerely,



JUSTIN LAM, R.N.  
Acting Chief  
Office of Health Care Assurance

JL:cn