

# 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](http://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](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](mailto: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](http://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](http://www.ct.gov/dph/ABCMS).

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