Seventh Database for Review Prior to Criminal Background Check

Amendments to rules 173-9-03 and 173-9-03.1 of the Administrative Code take effect March 1, 2019.

Since 2013, the rules have required reviewing the status of persons being checked in six databases. One of the amendments will require checking a seventh database, the Medicaid Provider Exclusion & Suspension List. The Ohio Department of Aging (ODA) amended the rules to require the seventh database to keep standards for disqualification the same between ODA and the Ohio Department of Medicaid, which already disqualifies persons being checked.

Please note:

- For an individual hired by an ODA-certified provider on or after March 1, 2019, the provider will be required to check all seven databases upon hire.
- For an employee of an ODA-certified provider hired prior to March 1, 2019, the provider will not have to check the seventh database until the provider conducts the next criminal records check on the employee. OAC rule 173-9-04 allows a provider to wait until the fifth anniversary of the employee's date of hire before conducting a new set of criminal records checks.

A help sheet is attached to assist in saving a screen shot of this database.

Screen Printing

1) What is screenprinting?
   - Screenprinting is a tool that allows you to capture a copy of your computer screen into a document, email or other file as a screenscreenshot or screen capture. This is done using a variation of a print screen button on your keyboard.

2) What does the print screen button look like?
   - Depending on the keyboard, the Print Screen key may look different. Variations include **Printscreen, PrntScrn, PrntScr, PrtScn, PtrScr, PrtSc, among other abbreviations of the like variety.**

3) Where is the print screen button?
   - Generally, the Print Screen button is in the upper right corner of the keyboard. Note that on some keyboards Print Screen may be a secondary function of another key, such as Insert. In this case you usually can perform a screen print function by pressing the **Fn** + **Insert** keys together.

wikiHow to Use the "Print Screen" Function on a Keyboard

4) Next is figuring out which Windows operating system you have because each will operate the Print Screen function differently.

   a) <u>Using Print Screen key in Windows XP and Windows Vista</u>
      - To capture the entire screen:
        Press the **PrntScrn** key.

      - To capture an active window:
        Press the **Alt** + **PrntScrn** keys together.

   b) <u>Using Print Screen key in Windows 7</u>
      - To capture the entire screen:
        Press the **PrntScrn** key.

      - To capture an active window:
        Press the **Alt** + **PrntScrn** keys together.

   c) <u>Using Print Screen key in Windows 8, 8.1 and 10</u>
      - To capture the entire screen:
        Press the **Windows logo** key + **PrntScrn** key together.

   Windows key looks like:

      - To capture all active windows:
        Press the **PrntScrn** key.

      - To capture a single active window:
        Tap or click on the window you want to capture.
        Press the **Alt** + **PrntScrn** keys together.