



Division of Provider Services & Quality Assurance
P.O. Box 8059, Slot S409, Little Rock, AR 72203-8059

MEMORANDUM

LTC-_____

TO: Nursing Home Administrators, Nursing Facilities, ICFs/MR 16 Beds and Over, HDCs, ICFs/MR Under 16 Beds, Assisted Living Facilities, and other Long-Term Care Facilities

FROM: Martina Smith, J.D., Division Director

DATE: May 22, 2025

RE: Advisory Memo – Electronic Criminal Background Checks Updates

The Division of Provider Services and Quality Assurance (DPSQA) is responsible for reviewing criminal background check requests and issuing determinations for employees of programs and facilities licensed or certified by the Division.

Because of new federal requirements, the Arkansas State Police has made a significant change to the online criminal background check system that impacts how information is provided to the fingerprint harvester. The harvesters have been updated so that the LTC and DDS prefixes are no longer available options to submit requests. When long-term care providers log into the system to request a federal background check, they will now see the following new prefixes:

- LPC – Personal Care – DHS - DPSQA
- LTP – Long-Term Care Provider – DHS - DPSQA
- LTR – Long-Term Care Rehab – DHS - DPSQA
- LTY – Teens and Youth – DHS - DPSQA

Fingerprint requests previously requested and entered under the LTC prefix [must now be submitted under the LTP prefix](#) to ensure the Division receives and can process the request. The following long-term care providers must now select the LTP prefix when submitting an electronic background check application:

- Assisted Living Facilities (ALF)
- Nursing Homes
- Post Acute Head Injury (PAHI)
- Residential Care Facilities (RCF)
- Intermediate Care Facilities

Additionally, requests previously entered under the DDS prefix [must now be submitted under the DDP prefix](#). The following providers must now select the DDP prefix when submitting an electronic background check

application:

- CES Waiver Agency Provider (CES)
- Community Support Systems Provider (CSSP)
- Adult Development Day Treatment (ADDT)
- First Connections Provider not working in a licensed day care
- Early Intervention Day Treatment (EIDT)

The website to schedule electronic fingerprints has removed the LTC and DDS prefixes and replaced them with the prefixes above. Thus, when you go to a harvester location, select the new prefix as the option you need for your fingerprints.

Additionally, the fee structure for federal background checks has changed. On January 1, 2025, the Criminal Background Check Portal was updated with a new FBI background check price reduction. The new cost for an FBI background check is \$12.00. Tyler Technologies (formerly INA) will charge an additional \$1.00 fee for processing using the CBC – online web service. This is the cost breakdown in the Criminal Background Check Portal:

State - \$22.00
FBI - \$12.00
INA fee - \$1.00
Total - \$35.00

Please visit the Arkansas Department of Public Safety's website for the most current pricing information for background checks: <https://www.ark.org/criminal/index.php>.

Applicants may choose to be fingerprinted at their local DHS office. The applicant may also choose to be fingerprinted at a non-DHS location that can be located here: <https://dps.arkansas.gov/law-enforcement/arkansas-state-police/services-programs/fingerprinting/>. Pricing and scheduling vary by location at non-DHS sites.

The background check request forms have been updated to include information regarding the applicant's place of residence for the previous five (5) years. This documentation, along with a copy of the application for employment and photo identification, must be uploaded to the Criminal Background Check Portal for processing. The forms can be found at [Electronic Background Check - Arkansas Department of Human Services](#).

To receive all updates from the Division, please sign up for the Division of Provider Services and Quality Assurance (DPSQA) Provider Subscription Alerts: <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/provider-email-sign-up/>.

If you have questions about the background check process, please follow up here: [Electronic Background Check - Arkansas Department of Human Services](#) OR DPSQA.Records.Check@dhs.arkansas.gov.

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