ARKANSAS
DEPARTMENT OF
HUMAN
SERVICES

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

## <u>MEMORANDUM</u>                                    LTC-A-2022-15

**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:**    February 8, 2022

**RE:**        Advisory Memo – Employment Clearance Registry for Long Term Care Facility Personnel

The Department maintains an online Employment Clearance Registry database (ECR) of previously conducted criminal record checks on applicants of Long-Term Care facilities that resulted in a determination that the applicant is disqualified from employment. Additionally, the online Employment Clearance Registry (ECR) contains certification information for nursing assistants, administrative findings of abuse/neglect/theft, and employment restriction information for nursing assistants and applicants.

Beginning February 08, 2022, facilities and providers will be able to check the Employment Clearance Registry (ECR). In order for Long-Term Care facilities and providers to check the Employment Clearance Registry, visit https://ar.tmuniverse.com/ and sign in with your login credentials. Once you have logged in, enter either the individual's social security number, name, or CNA registration number. The CNA registration number or social security number is the most efficient way to ensure accuracy of your search.

If a facility or provider does not have an account, you must contact our office at ecr.check@dhs.arkansas.gov so that an account can be created for you. Once you receive notification that an account has been created, go to https://ar.tmuniverse.com/ on any web browser. Click the "Sign in" tab in the top righthand side of your screen. Click the "Forgot Your Password?" Link. Enter the email address associated with your record, and if your login credential does not work, please call 1-888-401-0462 to verify your information. Lastly, check your e-mail for the resent link and you should be able to log into your account.

For any questions regarding the Employment Clearance Registry, please visit https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/employment-clearance-registry/ or ecr.check@dhs.arkansas.gov .