



Criminal History Record Information Policy

- In compliance with Act 14, it is the policy of (name of facility/school) that each applicant completes a Pennsylvania Criminal History Record Information check which was obtained during the year prior to enrolling in a nurse aide training program.
- If the applicant has resided in the commonwealth for the last two consecutive years, prior to enrolling in a nurse aide training program, a CHRI request is made to the Pennsylvania State Police. A form titled SP4-164 can be obtained at a police station or processed electronically at <https://epatch.state.pa.us>. The electronic version or mailed request must reflect a state seal embedded in the final report.
- If the applicant has not resided in Pennsylvania for the last two consecutive years prior to enrolling in a nurse aide training program, the applicant must request a CHRI from the PA State Police and an FBI report. (PA CHRI's and FBI reports are valid for a period of one year.).
- The “designated reviewer” (Director of Nursing, Human Resource) is responsible to:
 - Receive the applicant’s original CHRI report or a copy the applicant’s original CHRI report;
 - Review the CHRI report for prohibited offenses contained in 701.13 (relating to the non-acceptance of certain applicants); and
 - Sign and date the original or copy of the original and place in a locked file/storage area.
- Ensure that only those individuals who are designated in the “Right to Know” policy for the NATCEP and state or federal employees involved in monitoring the program have access to these files.
- Notify the applicant in writing whether the decision not to admit the applicant is based in whole, or part on the CHRI report.
- (Facility/School) will not enroll a nurse aide applicant whose CHRI report indicates that the applicant has been convicted of any of the offenses designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act (P.S. 780-101, 780-144), or any offense listed under Act 14.
- PA CHRI checks and FBI reports will be maintained by the Human Resource Program Coordinator (or “said party”) in a confidential manner and secured in a file cabinet.
- If a facility or “said party” willfully fails to comply with 701.12 (2) and (3) or 701.13 of Act 14, it shall be subject to a civil penalty as provided for a 701.21.
- Representatives from the Pennsylvania Department of Education, State or Federal agencies will be permitted to view all PA Nurse Aide Training reports and all related Pennsylvania CHRI's and FBI reports.

CHRI Policy

- In compliance with the Nurse Aide Resident Abuse Prevention Training Act, Act 14 of 1997, each applicant completes a PA CHRI report which was obtained during the year prior to enrolling in a nurse aide training program.
- If the applicant has resided in Pennsylvania for the last two years prior to enrolling a NATP, the applicant must contact the PA State Police to request a Request for Criminal Record Check form. This form can be completed electronically at <https://epatch.state.pa.us>.
- If the applicant has not resided in Pennsylvania for the last two years, the applicant must contact the Pennsylvania State Police to request a Criminal Record Check form and an FBI report processed through Cogent Systems.

CHRI Process (who and when)

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- _____

- _____

- _____

CHRI Procedure (what steps and when the steps are performed)

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This worksheet is designed to provide assistance in developing a CHRI Policy, Process and Procedure