



## **Centers for Medicare & Medicaid Services National Background Check Program**

### **Availability of Technical Assistance for Grantee States**

The purpose of this document is to explain the CNA technical assistance (TA) support available to States participating in the Centers for Medicare & Medicaid Services' (CMS) National Background Check Program (NBCP).

The CMS has contracted with CNA to provide TA to States that receive grants under the NBCP. CNA may assist in the development, implementation, operation, and reporting of State systems to conduct background checks on applicants for direct access employment with long term care facilities and providers. CNA-provided TA is funded directly by CMS and is available to grantee States as an adjunct to their grant awards; funding for this TA does not come out of a State's grant funds. CNA has provided TA to grantee States under the NBCP since September 2010.

The three major components of CNA TA to the CMS NBCP are:

1. *State-specific TA based on identification of program needs and approval by CMS.*  
Although there are some restrictions and limitations, CMS has enabled CNA to provide substantial TA, including onsite support to grantee States. CNA supports CMS policy regarding the dissemination and sharing of tools and databases developed during grant implementation across all grantee States. TA can include customization to adapt or integrate an existing tool to meet the needs of the State's program, development of prototypes and proof-of-concept websites, or development of an NBCP-compliant system and database tools.
2. *Grantee State engagement and support through information-sharing events and calls.*  
This includes national meetings and ad hoc teleconferences for sharing information. These events provide communication and networking opportunities between grantee States and CMS. These events and opportunities will also facilitate interaction between program participants and subject matter experts in a variety of fields.
3. *Share lessons learned and leverage best practices across all NBCP grantee States.*  
CNA makes this information available on a dedicated NBCP website, BGCheckInfo (<http://bgcheckinfo.cna.org/>). The individual States' "My State Page" portion of the website is also used to store State-specific information and reports.

## **State-specific TA**

CNA's first step in providing TA to a grantee State is to assess the State's needs. After the State, CMS and CNA agree on the scope and description of the TA requested, CNA will assign the appropriate subject matter experts to assist the State, and will work with that State NBCP team to supervise, monitor, and report on the progress and performance of the TA activities.

CNA offers a broad array of TA services, including services in the following areas:

- Legislative planning, writing, and draft review;
- Background check process flow development and background check program management and development;
- Definition of fitness determination policies and procedures;
- Registry and other public database search strategies and techniques;
- Development of information systems technology requirements, data collection/sharing, and database development planning;
- Software tool adaptation, integration, and information sharing;
- Integration of fingerprint technology, transmission techniques, quality validation, and compliance monitoring processes, and
- Coordination with law enforcement agencies in the areas of:
  - Fingerprinting/live scan service integration
  - Background investigation requirements for civil applicants
  - Criminal history record data sharing requirements
  - National (FBI) and State processes and data integration
  - Rap back technology and process integration.

Grantee States are encouraged to submit specific TA requests to CNA via email at [stateliasion@cna.org](mailto:stateliasion@cna.org) or directly to their CNA liaison.