



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Recording a Hiring Decision and Managing Employee Records

Provider User Guide
Version 01
9/27/2023

Introduction

Providers are required to record hiring decisions in the SAFER background check system. Hiring decisions should be recorded for both provisional and permanent employees.

Applicants can be hired as a provisional employment status for 30 days. Once criminal history results are received the provider makes a hiring decision for the employment status, whether to permanently hire the applicant or to terminate the provisional employment. If the provider chooses to not provisionally hire the applicant, then a hiring decision must be made once the criminal history results are received. The provider has 30 days from the date criminal history results are received to permanently hire the applicant, after which time if the applicant is not permanently hired, then the application will be closed and a new application must be submitted, which will require payment in order to add the applicant to your roster.

Managing Employment Records for Applicants

Hire Applicant as Provisional Employee

Once an application has been submitted, the applicant can be hired as a provisional employee until criminal history results are received.

1. If you are hiring the applicant on a provisional status while the background check process is being completed, you can enter that employment information by clicking the **Add Provisional Employment for Applicant** link on the confirmation page once the application has been submitted.

Confirmation

Test Test, 101-01-0101, 1/1/2000, Application #: 45726, Background Check #: 135729

Application Submitted Confirmation

Application Status

Your application was successfully submitted.

This applicant has not been determined eligible for employment and fingerprints must be received by 10/11/2023.

The status of the application can be tracked by clicking the [Application In-Process](#) link above.

Application Forms

[Applicant Fingerprint Form](#)

Uploaded Documents

Document Name	Upload Date	Uploaded By
Test	09/21/2023	

Provisional Employment

[Add Provisional Employment for Applicant](#)

- Otherwise, providers can be hired by going to the menu **Applications > Applications In-Process**. Then, click **Hire Provisionally** from the **Actions** column on the Right. The **Hire** screen displays.

Applications: Application In Process

Please hire your applicant within 60 days or the application will be automatically closed and you will not be able to access the Suitability letter(s). If the application is automatically closed, a new application must be submitted, which will require payment, in order to add to your roster.

Filter Options

Application #: Provider:

Last Name: search by typing name

SSN:

Status:

Results

Locked	App #	Provider	Provider Type	Full Name	Position	SSN	Fingerprint Deadline Date	Status	Status Date	Employment Status	Action
	10040	@ Work Medical - HC1300018	AGENCY	Coolio, Marcel		-9432		Fingerprints Taken - 1st TCN: TCN-100044	06/26/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	10058	@ Work Medical - HC1300018	AGENCY	Smith, Jane		-3698	05/17/2023	In Process	04/27/2023	Provisional Employee	<input type="button" value="Withdraw Documents"/> <input type="button" value="Terminate Employment"/>
	10060	@ Work Medical - HC1300018	AGENCY	Fletcher, Adrian		-0001	05/22/2023	In Process	05/02/2023	Provisional Employee	<input type="button" value="Withdraw Documents"/> <input type="button" value="Terminate Employment"/>
	10069	@ Work Medical - HC1300018	AGENCY	Wonka, William	Laboratory Technician	-2023	07/12/2023	In Process	06/22/2023	Provisional Employee	<input type="button" value="Withdraw Documents"/> <input type="button" value="Terminate Employment"/>
	10070	@ Work Medical - HC1300018	AGENCY	Pizza, Peperoni	Nurse Aide	-1623	07/13/2023	In Process	06/23/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	10071	@ Work Medical - HC1300018	AGENCY	Sealdino, Daniel	Nurse Aide	-6789	07/13/2023	In Process	06/23/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	45730	@ Work Medical - HC1300018	AGENCY	Example, Test	Nursing Home Administrator	-1110		Fingerprints Rejected - State - 2nd TCN: TCN1234 TCR: TCN1234	09/22/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	45732	@ Work Medical - HC1300018	AGENCY	Test, Test	Nursing Home Administrator	-5312	10/11/2023	In Process	09/21/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	45733	@ Work Medical - HC1300018	AGENCY	Screenshot, Uat	Nursing Home Administrator	-6161	10/12/2023	In Process	09/22/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>

9 Total Results

- Enter the **Provisional Hire Date** and click **Save**.

results

locked App # Prov

Hire Provisionally

William Wonka, XXX-XX-2023, 1/1/1970

* Provider: @ Work Medical - HC1300018

* Position Category: Laboratory and Radiology Services

* Position: Laboratory Technician

Employee Type: Employee

* Provisional Hire Date: 06/10/2023

Locked	App #	Provider	Provider Type	Full Name	Position	SSN	Fingerprint Deadline Date	Status	Status Date	Employment Status	Action
	10040	@ Work Medical - HC1300018	AGENCY	Coolio, Marcel		-9432		Fingerprints Taken - 1st TCN: TCN-100044	06/26/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	10058	@ Work Medical - HC1300018	AGENCY	Smith, Jane		-3698	05/17/2023	In Process	04/27/2023	Provisional Employee	<input type="button" value="Withdraw Documents"/> <input type="button" value="Terminate Employment"/>
	10060	@ Work Medical - HC1300018	AGENCY	Fletcher, Adrian		-0001	05/22/2023	In Process	05/02/2023	Provisional Employee	<input type="button" value="Withdraw Documents"/> <input type="button" value="Terminate Employment"/>
	10061	Adorat Home Health Hospice Care Mississ HC040									<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>
	10069	@ Work Medical - HC1300018	AGENCY	Wonka, William	Laboratory Technician	-2023	07/12/2023	In Process	06/22/2023		<input type="button" value="Hire Provisionally"/> <input type="button" value="Withdraw Documents"/>

Hire Applicant as Permanent Employee

After criminal history results have been received, you may hire an applicant (or provisional employee) as a permanent employee. In this section, we will show you how to permanently hire an applicant who was NOT hired provisionally.

- Go to the menu **Applications > Applications In-Process**. Then, click **Hire Provisionally** from the **Actions** column on the Right.

Applications: Application In Process

Please hire your applicant within 60 days or the application will be automatically closed and you will not be able to access the Suitability letter(s). If the application is automatically closed, a new application must be submitted, which will require payment, in order to add to your roster.

Filter Options

Application #: Provider:

Last Name: search by typing name

SSN:

Status:

State Criminal History Received No:

Results

Locked	App #	Provider	Provider Type	Full Name	Position	SSN	Fingerprint Deadline Date	Status	Status Date	Employment Status	Action
	12626	[Redacted]	HOME HEALTH AGENCY-PRIVATE FREESTANDING	[Redacted]	Nurse Aide	-2945		State Criminal History Received No: HHS TCN: 19920081-20230803-2533	08/11/2023		<input type="button" value="Hire"/> <input type="button" value="Withdraw"/> <input type="button" value="Documents"/>
	26026	[Redacted]	HOME HEALTH AGENCY-HOSPITAL BASED	[Redacted]	Nursing Home Administrator	-1618		State Criminal History Received No: HHS TCN: 19920081-20230810-0537	08/24/2023		<input type="button" value="Hire"/> <input type="button" value="Withdraw"/> <input type="button" value="Documents"/>

- The **Hire** screen displays. Enter the **Hire Date** and click **Save**.

Hire

[\[Redacted\]](#)

* Provider:

* Position Category:

* Position:

Employee Type:

* Hire Date:

Terminate Provisional Employee

You must end employment of the provisional employee and record the employee's separation in SAFER:

- If criminal history has not been received in the specified timeframe.
- If the Applicant is no longer working for the facility.
- If the provisional period for an applicant has expired and you do not want to hire the applicant permanently.

1. Click on **Applications > Application In-Process** on the navigation bar. Click **Terminate Employment** in the **Employment Status** column for the corresponding employee. The **Terminate Employment** dialog box appears.

Results

Locked App #	Provider	Provider Type	Full Name	Position	SSN	Fingerprint Deadline Date	Status	Status Date	Employment Status	Action
10040	@ Work Medical - HC1300018	AGENCY	Coolio, Marcel		-9432	05/16/2023	In Process	04/26/2023		Hire Provisionally Withdraw Documents
10058	@ Work Medical - HC1300018	AGENCY	Smith, Jane		-3698	05/17/2023	In Process	04/27/2023	Provisional Employee	Terminate Employment Withdraw Documents
10060	@ Work Medical - HC1300018	AGENCY	Fletcher, Adrian		-0001	05/22/2023	In Process	05/02/2023	Provisional Employee	Terminate Employment Withdraw Documents
10069	@ Work Medical - HC1300018	AGENCY	Wonka, William	Laboratory Technician	-2023	07/12/2023	In Process	06/22/2023	Provisional Employee	Terminate Employment Withdraw Documents

4 Total Results

2. In **Separation Date**, use the calendar to select a date or enter a date in MM/DD/YYYY format. Then click **Save**.

Terminate Employment

William Wonka, 226-01-2023, 1/1/1970

*** Required**

Employment Status: Separated

Provider: @ Work Medical - HC1300018

Position Category: Laboratory and Radiology Services

Position: Laboratory Technician

Provisional Hire Date: 06/22/2023

*** Separation Date:**

Cancel Save

Verifying Employment

Providers are required to verify the continued employment of their employees on a periodic basis. Employment is considered to be verified when a person is hired, and then re-verification must be performed periodically thereafter. The **Employee: Verification** screen lists employees that need to be verified. To verify employment for current employees:

1. Go to **Employees > Verification** on the navigation bar. The **Employees: Verification** screen appears.

2. To see a list of employees whose employment needs to be verified, click on the **Employment Last Verified on or before** date box and a calendar will appear. Select a verification date. Generally, you'll be selecting today's date. Then click **Search**. The search results appear.

Results

If an individual name has changed, update name on Person Summary page.

Provider	Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
@ Work Medical - HC1300018	Fletcher, Adrian	Other	05/02/2023		05/02/2023	05/02/2024	<input type="checkbox"/>	Edit
Above Average Healthcare - HC1500047	Fletcher, Adrian	Nursing Home Administrator	05/05/2023		05/05/2023	05/05/2024	<input type="checkbox"/>	Edit
360 Healthcare Staffing - HC1300197	O'Brien, Danny	Other	05/02/2023		05/02/2023	05/02/2024	<input type="checkbox"/>	Edit
@ Work Medical - HC1300018	Smith, Jane	Nurse Aide	06/01/2023		06/01/2023	06/01/2024	<input type="checkbox"/>	Edit
@ Work Medical - HC1300018	Wonka, William	Laboratory Technician	06/22/2023		06/22/2023	06/22/2024	<input type="checkbox"/>	Edit

5 Total Results

[Verify Selected](#)

3. To verify employment first review the employee list to see if there is any employee on the list who is no longer working for your facility. If you find someone on the list who has left employment with your facility, record the separation by clicking on the **Edit** button in the **Action** column. Once the separation is recorded, the employee is removed from the verification list and placed in the list of separated employees.

4. Once you have edited the employment record for all employees on the list who no longer work for your employer, you can click the **Select All** button at the bottom of the page. This will click the checkbox for all employees remaining on the verification list. (Alternatively, you can check each employee's checkbox individually.) Click the **Verify Selected** button and the new verification date will be set to today's date.



If your list of employees is longer than one page, you must click **Select All** and **Verify Selected** on each page.