



**Division of Medical Services**  
**Office of Long Term Care**  
<http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>  
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**MEMORANDUM**

**LTC-A-2015-06**

**TO:**  Nursing Facilities;  ICFs/MR 16 Bed & Over;  HDCs;  
 ICFs/MR Under 16 Beds;  ALF Level I;  ALF Level II;  
 RCFs;  Adult Day Cares;  Adult Day Health Cares;  
 Post-Acute Head Injury Facilities;  Interested Parties;  
 DHS County Offices

**FROM:** Carol Shockley, Director, Office of Long Term Care

**DATE:** December 21, 2015

**RE:** Advisory Memo – Criminal Background Checks – Modification of Results Letters

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As a result of an audit, the Office of Long Term Care (OLTC) has been informed that OLTC cannot reveal any nature of a criminal conviction that results in a disqualification, and cannot reveal that a disqualification is the result of a FBI check. Accordingly, OLTC has modified the determination letters both for state and federal checks. Effective immediately, determination letters:

1. Will not list the actual conviction information;
2. Will not state whether the disqualification was due to a state or federal background check; and,
3. Will only say whether the individual was qualified or was disqualified under Ark. Code Ann. § 20-38-101.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8307 (voice) or 501-682-6789 (TDD).

CS/bcs