

# ILLINOIS DEPARTMENT OF VETERAN AFFAIRS

## Human Services/Executive Agency

**FY14 Headcount: 1,493**

<http://www2.illinois.gov/veterans/Pages/default.aspx>

### **Summary of Agency Operations**

The Illinois Department of Veterans' Affairs (IDVA) empowers veterans, their dependents and their survivors to thrive by assisting them in obtaining federal and state benefits and resources; by providing long-term health care for eligible veterans; and by partnering with other agencies and non-profits to help veterans address education, mental health, housing, and employment challenges. IDVA's Central Office supports these programs, as well as the Illinois Warrior Assistance Program and the Veterans Cash grant program.

### **Internal Hiring**

#### **Agency positions subject to restrictions based on criminal history by statute or regulation**

**Direct care occupations:** Licensed Practical Nurse I; Licensed Practical Nurse II; Physical Therapy Aide II - Direct Care; Registered Nurse I; Registered Nurse II; Veterans Nursing Assistant – Certified

#### **Agency positions subject to restrictions based on criminal history by agency policy**

Per agency's report submitted to the Task Force, there are 105 **non-direct care positions** which criminal history is not formally disqualifying, yet are subject to criminal background checks as a Department practice for consideration in the hiring process: Account Clerk I; Account Technician I;

Account Technician II; Accountant; Accountant Advanced; Accountant Supervisor; Activity Program Aide II; Activity Therapist; Administrative Assistant I; Administrative Assistant II; Apparel/Dry Goods Specialist III; Barber; Building/Grounds Lead I; Building/Grounds Maintenance Worker; Business Manager; Carpenter; Chaplain I; Chief Internal Auditor; Cook I; Cook II; Data Processing Operator; Dietary Manager I; Dietary Manager II; Dietitian; Electrician; Executive I; Executive II; Executive Secretary I; Executive Secretary II; Executive Secretary III; Health Information Administrator; Health Information Associate; Human Resources Assistant; Human Resources Associate; Human Resources Representative; Human Resources Specialist; Information Services Specialist I; Information Services Specialist II; Information Systems Analyst I; Information Systems Analyst II; Inhalation Therapist; Inhalation Therapy Supervisor; Laundry Manager I; Library Associate; Maintenance Equipment Operator; Maintenance Worker (Power Plant); Medical Administrator 1, Opt D; Office Administrator III; Office Administrator IV; Office Assistant; Office Associate; Office Clerk; Office Coordinator; Office Specialist; Painter; Pharmacist Lead Technician; Pharmacist Technician; Pharmacy Services Coordinator; Physical Therapy Aide II; Physical Therapy Aide III; Physician; Physician Specialist, Option A; Physician Specialist, Option B; Physician Specialist, Option B; Plumber;

## Illinois Department of Veteran Affairs

Property and Supply Clerk III; Public Safety Inspector; Public Service Administrator; Radiologic Technologist Program Coordinator; Registered Nurse - Advanced Practice; Rehab Counselor; Rehab Counselor Aide II; Reimbursement Officer; Reimbursement Officer I; Reimbursement Officer II; Reproduction Service Supervisor I; Reproduction Service Technician I; Security Officer; Security Officer Chief; Security Officer Sergeant; Senior Public Service Administrator; Social Service Aide I; Social Service Aide II; Social Service Program Planner I; Social Service Program Planner II; Social Service Program Planner III; Social Worker II; Social Worker III; Staff Pharmacist; Stationary Engineer; Stationary Engineer Assistant Chief; Stationary Engineer Chief; Stationary Fireman; Steamfitter; Storekeeper I; Storekeeper II; Storekeeper III; Stores Clerk; Support Service Coordinator I; Support Service Lead; Support Service Worker; Switchboard Operator I; Switchboard Operator II; Veterans Educational Specialist III; Veterans Service Officer

### **Administrative Rule 77 Ill. Adm. Code 340.1377 Illinois Veteran' Home Code**

Requires the Department's veterans' homes to comply with the Health Care Worker Background Check Act (225 ILCS 46) and the Health Care Worker Background Check Code (77 Ill. Adm. Code 955) for direct care positions.

### **Statutory/regulatory restrictions applicable to internal hiring for direct care/ long-term facilities positions:**

#### **Health Care Workers Background Check Act [225 ILCS 46]**

See Department of Public Health Fact Sheet for an enumeration of disqualifying offenses

#### **Health Care Worker Background Check Code (77 Ill. Adm. Code 955)**

See Department of Public Health Fact Sheet for enumeration of disqualifying offenses

### **System of personnel administration**

#### **Personnel Code [20 ILCS 415]**

#### **Title 80, Ill Admin Code, Section 302.130 Removal of names from eligible list**

See section IV. of the Final Report for the enumerated criminal history restrictions in the Personnel Code related to being qualified for open competitive examinations and subsequent appointment.

### **Criminal history record check procedures for direct-care positions:**

#### **1) Self-disclosure on application**

Yes, after a selected candidate is identified through the interview and selection process, applicant's information is submitted to the Illinois Department of Public Health (IDPH) through its *Health Care Worker Background Check Registry's Web Application*, per agency's report to the Task Force

#### **2) How criminal history is obtained:**

A finger-print based criminal background check is executed through IDPH *Health Care Worker Background Check Registry's Web Application*.

#### **3) In house review procedure:**

Illinois Department of Public Health (IDPH) makes the determination if the individual is disqualified.

## Illinois Department of Veteran Affairs

### **Criminal history record check procedures for non-direct-care positions:**

#### **3) Self-disclosure on application**

Yes (CMS 100)

#### **4) How criminal history is obtained:**

Name based Uniform Conviction Information Act (UCIA) criminal background checks are executed by the State Police for all new hires.

#### **In house review procedure:**

The criminal history is considered in the hiring process and the Department refers to the listing of *Disqualifying Convictions* maintained by the Illinois Department of Public Health; however, it has discretion in applying criminal background to non-direct care hiring decisions, per agency's report to the Task Force.

### **Exemption, waiver, or review mechanisms for applicants**

Waivers sought through the Health Care Worker Background Check process are handled through the Department of Public Health. No waiver process mentioned in agency report for non-direct care positions.

### **Number of job applicants who were subject to a criminal history records check in 2010-2011**

28

### **Occupational Licensing, Certification, Regulation**

N/A

### **Employment Contracting**

#### **Contracting restrictions based on criminal history, by statute or regulation**

##### **Illinois Procurement Code [30 ILCS 500/]**

30 ILCS 500/50-2 (Continuing disclosure; false certification)

30 ILCS 500/50-5 (Bribery)

30 ILCS 500/50-5 (c) (Conduct on behalf of business)

30 ILCS 500/50-10 (Felons)

30 ILCS 500/50-10.5 (Prohibited bidders and contractors)

See section IV. of this report for a discussion of criminal history-based restrictions on contracting with the State in the Illinois Procurement Code.

### **Summary of Employment Restrictions from Agency Report**

All hires are subject to name-based criminal background checks. The Department considers criminal history in the hiring process but there is no policy specifying any disqualifying offenses.

## Illinois Department of Veteran Affairs

Direct-care workers are subject to UCIA fingerprint checks and Illinois Department of Public Health (IDPH) Health Care Worker Registry Checks, registry checks with the Health and Human Services Office of Inspector General; Illinois Sex Offenders Registration; Illinois Department of Corrections Sex Registrant, Inmate Search, and Wanted Fugitives databases; and the National Sex Offender Public Registry.

See the Health Care Workers Background Check Act and Code, 225 ILCS 46 and 77 Ill. Admin. Code 955 § 955.160, respectively. See also the Illinois Veterans' Homes Code, 77 Ill. Admin. Code 340, specifically Section 1337: Health Care Workers Background Check.

In 2010 and 2011, 424 name-based checks were submitted to ISP. The Department does not track data regarding individuals disqualified based on criminal history disclosure or background checks. The Department also does not track individuals seeking waiver for background checks, as this is handled through the Illinois Department of Public Health.