



30-minute Lunch & Learn Webinar Series

New Updates & Important Reminders for 2025

NOVEMBER 14, 2024

Legal Disclaimer

- The information and opinions expressed are for educational purposes only and are based on current practice, industry related knowledge and business expertise. The information provided shall not be construed as legal advice, express or implied.



Presenters



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Agenda



Our people

Presenters

Brad Odil

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2025

Compliance Reporting – 7 years

Fee Increases – The Work Number

Drug Screening increases

Data Retention Policy

Third-Party reporting

Hiring Policy reminders

Use of Summary Alerts & Scoring

Continuous Monitoring & Rescreens

State Challenges

Integrations



Closing

Questions and Answers

sales@referenceservices.com

7-year criminal conviction reporting

- **Current Federal Rule**
 - **Convictions – Reportable Forever**
 - **Non-Convictions / Pending / Deferral – reportable 7 yrs from charge date or file date**
- 9 states already impose a 7-year restriction
- Some records beyond 7 years are not complete or reliable
- County Criminal search is based on 7-year address history
- Your employees think the reporting limit is 7 years
- Employer's tolerance to types of risk is changing and inline with EEOC
- Most clients scope is 7 year

7-year criminal conviction reporting

- RSI will continue to report major felony convictions (Ex: Violence, Sex Crimes, etc.) under the federal law
 - Felonies for Life
- *Clients in Healthcare and Child Services will not see any changes to their reports. ANY Client can choose to receive the maximum reporting standard if necessary.*
 - *Maximum reporting under federal and state law*
- Contact RSI Help Desk if you have a need for a different reporting Scope and we will add special instruction help@referenceservices.com
- Change begins January 1, 2025

The Work Number

Equifax owns The Work Number and continues their process of annual increases for accessing their data.

- Beginning January 1st, the rate will increase from \$87.20 to \$95.92.
- This is an RSI negotiated discount
 - Normal rate is \$119
- TWN claims
 - 10% more data since July 2023
 - 3.4+ million employers contribute to their data
 - 695m+ records

EQUIFAX®

**The Work
Number**®

The Work Number - Alternatives

RSI can add required documents for the applicant to submit to RSI when using our Quick APP process

- Submit their own The Work Number report
 - Individual reports are free
- Request Tax documents or other proof of employment
 - Federal form 4506-C – authorization to release tax records

Drug Screening cost - eScreen

- Known for annual increases due to increasing labor and lab cost
 - December 1st increase coming
- Alternatives
 - Point of Collection oral fluid devices – Less than \$10 per device
 - Instant, Use for non-negative, Low cost
- Electronic Employer Collect - (around \$40 per test)
 - Instant Oral Fluid device
 - Lab tested



Data Retention, Viewing Reports

- ***Data Retention***

- RSI policy is to maintain data for 3 years
- Due to increasing class action litigation

- ***Viewing Reports***

- Be sure to read the entire report and do not rely on the Summary section when making a hiring decision
 - The Summary does not define the level of the “alert”
- Social Security Trace cannot be used to make a hiring decision
- Your written hiring policy should identify disqualifying records

Sharing Reports with Third Party

- Reminder, RSI reports are only viewable by the “End User” (Our Client)
 - Authorization from the applicant is only approving RSI and the End User to view the report
- **PEOs / Hiring Agencies**
 - If you are sharing reports, the courts may consider you a CRA which requires you to follow FCRA
 - Dispute reconciliation, etc.
 - **Best process is to “Certify” that the applicant / employee passes the HR policy of your third party**
 - Authorization Form says the CRA and End User are the only parties authorized to view the report
 - **If necessary for third-party to view**
 - Separate End User agreement with RSI and add third party to Authorization form

Continuous Monitoring, Rescreening

If you rescreen annually, or have high risk positions, consider the benefits of Continuous Monitoring. In most cases, the annual cost is less than a rescreen and provides daily or monthly monitoring to alert changes in records

- Criminal monitoring includes excessive traffic violations
- Healthcare sanctions monitoring
- Rescreening options are available at various intervals
 - Monthly, Quarterly, Annually depending on the RSI platform being used

State Challenges

CLEAN SLATE LAW – REMOVING PII – TECHNOLOGY CHANGES/FAILURES

- Current states of interest include:
 - Michigan
 - New Jersey
 - California
 - Delaware
 - Colorado
 - Minnesota – coming Jan 2025
- RSI Monitors orders daily to identify potential “problem” jurisdictions and get issues resolved quickly
 - You will be notified if any issues are affecting your orders
 - ETAs are added/updated in the system in some cases

Current Integrations

Jobvite

JazzHR™

talentReef

symplr

CADIENT
TALENT™

SAP SuccessFactors
SAP®

üKG
Our purpose is people

CERIDIAN
Dayforce

KRONOS

bamboohr®

icims®

Kenexa®
an IBM Company

workday®

paylocity®

Applicant PRO

RSI REFERENCE
SERVICES INC



RSI Chrome Extension



Title	Candidates	Status	Requisition-specific candidate Status	Next Steps (Req)	Requisition-specific Reason for Rejection	ACE	Req Rank	Act
SPD Carpenter Careers Website	1	Open	Application Received	Phone Screen				

Candidate Information:

First name: Jeremy	Street address: 875 S 300 N
Last name: Kohler	City: St.George
Middle:	State/Territory: US-UT
Phone #: 4358177787	ZIP/Postal code: 84770
Mobile #: 4358177787	Country: United States
Email: jeremy.kohler@yahoo.com	

Main Status Details:

Main status: Submitted	Start date:
Hired date:	

Resume and Cover Letter:

Attach resume:

Cover Letter: Hunter Engineering Company, a leading manufacturer of automotive service equipment, seeks a Field Service Representative for the Company's St. George, UT market. Hunter Field Service Representatives are independent contractors who install and service HUNTER® quality-branded equipment and on basic equipment operation. The position requires excellent customer service and communication skills in addition to strong technical ability.

We found the following phone numbers or emails on this page

If the email or phone number is incorrect, you can adjust that information on this page or after you click the "start order process" button.

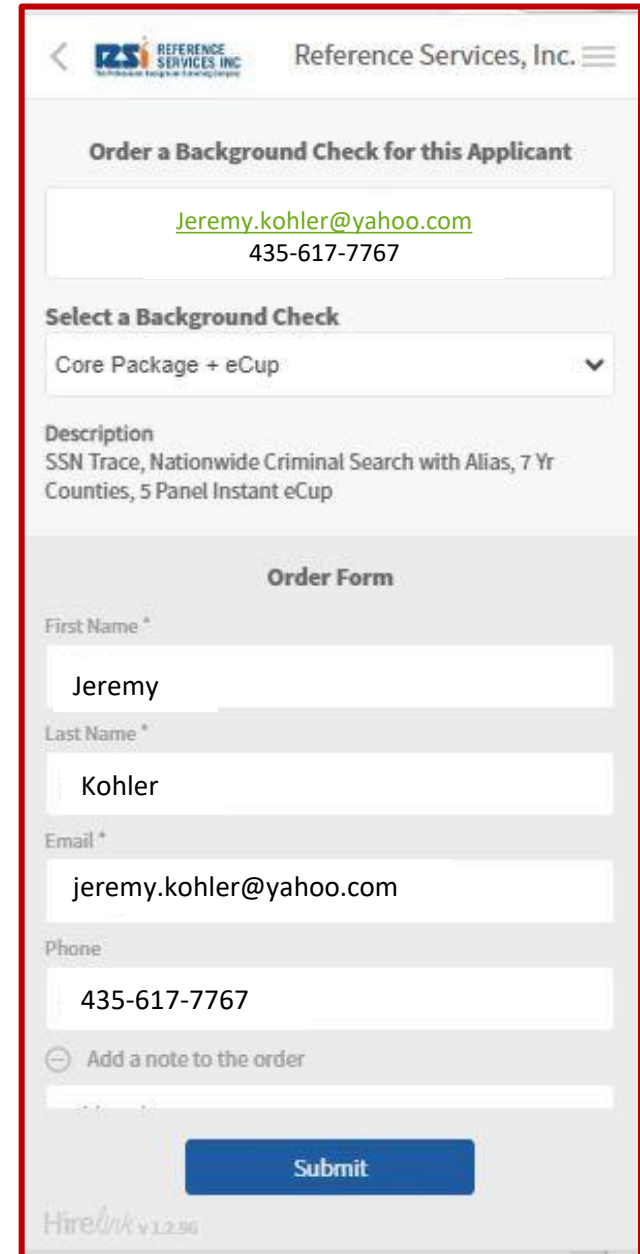
Jeremy.kohler@yahoo.com

435-617-7767

[Start Order Process](#)

RSI Chrome Extension

1. Add applicant name
 2. Select background screening custom package
 3. Select work location – system supports multi-location child accounts, if needed
 4. Submit
- System then sends Quick App email / text from the RSI system to applicant to capture personal data and authorization forms



The screenshot shows the RSI Chrome Extension interface for ordering a background check. At the top, there is a navigation bar with the RSI logo and the text "Reference Services, Inc." followed by a hamburger menu icon. Below this, the main heading is "Order a Background Check for this Applicant". Underneath, there is a white box containing the email address "Jeremy.kohler@yahoo.com" and the phone number "435-617-7767". Below this box is a dropdown menu labeled "Select a Background Check" with the selected option "Core Package + eCup". Underneath the dropdown is a "Description" section: "SSN Trace, Nationwide Criminal Search with Alias, 7 Yr Counties, 5 Panel Instant eCup". Below the description is a section titled "Order Form" containing several input fields: "First Name*" with the value "Jeremy", "Last Name*" with the value "Kohler", "Email*" with the value "jeremy.kohler@yahoo.com", and "Phone" with the value "435-617-7767". Below the phone field is a link "Add a note to the order" with a minus sign icon. At the bottom of the form is a blue "Submit" button. In the bottom left corner of the form, there is a small logo for "HireLink v1.2.56".

RSI Chrome Extension

File# 134387 | MESS, HANK A.

Background Screening Report

6361 W 13400 s.
SLire 100
Herriman, UT 84006
Phone: 888-350-7681
Fax: 801-407-1703

FILE NUMBER	13037	REPORT DATE	07-26-2016
REPORT TO	Daniel's Inc. (2172 - CEMO) 1234 Test Blvd Draper, UT 84020 Phone: 801-555-4444 Fax: -	ORDER DATE	07-26-2016
		TYPE	Package 1

Application Information

APPLICANT	MESS, HANK A	SSN	XXX-XX-1111	DIB	12-15-XXXX
DRIVERS LICENSE	UT - 123456789	PHONE NUMBER			
ADDRESS(ES)	1234 MAIN ST	CITY /STATE /ZIP	CRAPff, UT 84020		


Investigative

Cwnty Criminal RecOrdTs Sea-eh

NAME SEARCHED	MESS, HANK A	SEARCH DATE	07-26-2016 1:24 PM MDT
DIB SEARCHED	12-15-XXXX	SEARCH SCOPE	7 years
JURISDICTION	UT-SALT LAKE		

*** Abstract ***

NAME ON RECORD	MESS, HANK	CASE NUMBER	502000CF0 12155YXXMB
DIB ON RECORD	XXXX-04-27	COURT	
OTHER IDENTIFIERS		FILE DATE	2014-08-20
OTHER INFO			

Reference Services, Inc. 


Background Check Order Status

Jeremy.kohler@yahoo.com
435-617-7767

Current Status: Complete
Ordered Package: Core Package + eCup
Requested By: bcannon1608@gmail.com
Date Requested: Jun 13, 2024
Date of Last Status Update: Jun 13, 2024
Order ID: 104231

[View Report](#)

[Add Another Background Check](#)

Hirelink v12.96 

You can view the report as searches are being completed. Will show either "Complete" or "Partial" Once completed, you will select "View Report" to open the report in a separate tab.

Key Takeaways



- RSI Standard Scope will be 7 years
- The Work Number fee is increasing
 - There are alternative with applicant docs
- Escreen price increase
 - Alternatives with POCT
- RSI Data Retention is 3 years
- Be careful sharing reports with third parties
- Consider Continuous Monitoring / Rescreening
- Some States are reducing PII
- Lots of Integration options
 - RSI Chrome Extension
- ***Reminder – check the RSI News and Announcement often for important updates***
- help@referenceservices.com



Thank you

sales@referenceservices.com