

Appendix E

Background Screening Clearinghouse Instructions

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

TABLE OF CONTENTS		
Section	Topic	Page
I.	Introduction and Requirements	E-3
II.	Instructions: Account Registration and Generating a User Agreement	E-5
III.	Website Overview	E-12
IV.	Employee/Contractor Roster	E-19
V.	Required Forms	E-20
VI.	Computing Devices, Electronic Mail and Physical Documentation	E-21
VII.	Clearinghouse Concerns	E-22
VIII.	Resources	E-24

Attachment: Affidavit of Compliance – Employee

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section I: Introduction and Requirements

Per Section 435.12 F.S., the Agency for Health Care Administration (AHCA), in consultation with the Department of Law Enforcement, created the Clearinghouse.

The purpose of the Clearinghouse is to provide a single data source for background screening results of persons required to be screened by law for employment in positions that provide services to children, the elderly, and disabled individuals. The Clearinghouse allows the results of criminal history checks to be shared among specified agencies when a person has applied to volunteer, be employed, be licensed, or enter into a contract that requires a state and national fingerprint-based criminal history check.

Introduction

All Candidates and Providers (Agency on Aging, Lead Agency or Local Providers) who are Direct Service Providers (DSP) pursuant to per Section 430.0402 (1) (b), F.S., are required to complete a Level 2 background screening through the Department of Elder Affairs Portal – Care Provider Background Screening Clearinghouse (Clearinghouse). Background Screenings previously completed through another Specified Agency is not considered fulfillment of this obligation.

The Background Screening clearinghouse is not intended to be used in place of your human resources department and should not be used for non-direct service providers. Improper use of the clearinghouse may result in penalties to the Department by Florida Department of Law Enforcement (FDLE) and Federal Bureau of In Investigations (FBI).

- **All** Candidates who are Direct Service Providers (DSP) per Section 430.0402 (1) (b), F.S., are required to complete a Level 2 background screening with an attached photograph through the Care Provider Background Screening Clearinghouse (Clearinghouse).
- **All** DSP (Candidates) of any service provider agency, subcontractor, or vendor of the Department of Elder Affairs (Department/DOEA) are required to have a *DOEA-Aging Network* eligibility determination in the Clearinghouse.
- **All** Providers of Department programs are required to enter all eligible participating Candidates within the *Specified Agency* “Employee/Contractor Roster” tab of the Clearinghouse within 10 business days.
- An Employer may hire a Candidate into a position that requires background screening prior to the Candidate completing the screening process. This period is for training and orientation purposes only, and the Employee shall not provide direct service until the screening process is finalized and the Employee’s status is “Eligible” within the *DOEA-Aging Network* Clearinghouse.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section I: Introduction and Requirements

- Use of the Clearinghouse must be limited to Direct Service Providers as defined by 430.0402 (1) (b), F.S.
- Failure to comply with any background screening requirement is a violation of Section 430.0402, F.S.

A. Volunteers: Chapter 430.0402(c)

1. Volunteers that are DSP who assist on an intermittent basis for less than 20 hours per month and who are not listed on the Department of Law Enforcement Career Offender Search or the Dru Sjodin National Sex Offender Public Website.
 - a.. The program that provides services to the elderly is responsible for verifying that the volunteer is not listed on either database.
 - b.. Once the Department is participating as a specified agency in the clearinghouse created under s.[435.12](#), the provider shall forward the volunteer information to the Department of Elder Affairs if the volunteer is not listed in either database specified in subparagraph 1. The department must then perform a check of the clearinghouse. If a disqualification is identified in the clearinghouse, the volunteer must undergo level 2 background screening pursuant to chapter 435 and this section.

Specified agencies include:

- Agency for Health Care Administration (AHCA);
- Agency for Persons with Disabilities (APD);
- Department of Children and Families (DCF);
- Department of Elder Affairs (DOEA);
- Department of Health (DOH);
- Department of Juvenile Justice (DJJ);
- Division of Vocational Rehabilitation within the Department of Education (DOEVR); and
- Local licensing agencies approved pursuant to Section 402.307, F.S.

Specified agencies of the Clearinghouse are identified through registration in the Clearinghouse, based upon statutory screening authority.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

Portal Registration Overview:

The Care Provider Background Screening Clearinghouse (Clearinghouse) website is maintained by the Agency for Health Care Administration (AHCA) and available through the AHCA web portal (Portal). If you are not enrolled on the Portal, you will need to create a Portal account before requesting access to background screening by submitting a user agreement. The user agreement for new accounts must be received and approved by agency staff before accessing the site.

The link to the Portal is <https://apps.ahca.myflorida.com/SingleSignOnPortal>. Once access is granted users may initiate a screening, search for screening results, connect to specified agency screenings, select a Livescan service provider and connect to the service provider's website to schedule appointments, and create and maintain an employee roster. Instructions for using the Clearinghouse results website can be found at http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/BGS_results.shtml

Registration in the Clearinghouse:

All Department/DOEA direct service provider, Area Agency on Aging, Lead Agency, and Local Providers must create a user account under the DOEA agency *drop down screen within the Clearinghouse portal* and generate a user agreement in the Background Screening Clearinghouse. Email a scanned copy of the user registration agreement, driver's license and proof of contractual agreement with the Lead Agency and submit doeainetwork@elderaffairs.org for processing.

First Time Portal User Requirements

First-time Users are required to create a log-in and a password to access the Clearinghouse. These credentials can be established by visiting the AHCA web portal at <https://apps.ahca.myflorida.com/SingleSignOnPortal>

Once on the website:

- A. Select "[New User Registration.](#)"
- B. Check the confirmation box and select continue.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

- C. Complete the Account registration by entering all required information indicated by the red asterisk (*) and select “**Register**” to continue.
- D. Select “**Return to Login**” to request access to the Clearinghouse results website.

Portal Users Requirements

The Portal Login page will provide authorized user access to external systems maintained by AHCA. To view and maintain information:

- A. Enter the User ID and Password created in the previous steps. Select “**Log In.**”
- B. From the drop-down list, select “**Department of Elder Affairs**” (DOEA) under Background Screening Clearinghouse.
- C. Select “**Request Program Access**” to continue.
- D. A role is necessary to obtain proper access. Select “**Provider**” from the drop- down list.
- E. Select the “**Provider Type.**”
- F. Start typing the “**Provider Name**” associated with your DOEA account.
- G. Select your provider from the list when it appears. Select “**Add Provider.**”
 - If your Provider information is not located in the drop-down selection, please contact the Department for instructions using the contact information provided below, remember this takes 24 hours to be added to the Provider List:

Contact – Background Screening Unit
Email Address – doeanetwork@elderaffairs.org
Subject Line – BGS User Registration
Body of Email – Require Template for User Registration.

- H. If the requested Provider is correct, select “Submit Request and Generate User Agreement.”
 - If it is incorrect, select Delete and choose the appropriate “**Provider Name.**” “**Submit Request and Generate User Agreement with a copy of Driver’s License.**”

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

- I. Select the link in the upper right corner and print the document. Both, the signature of the User and the Provider are required prior to sending the agreement to the Department for approval.

- J. Send, via encrypted email, the scanned copy of the “User Registration Agreement” with a copy of Applicant’s driver’s license to doeanetwork@elderaffairs.org.

Note: Your request for access to the Clearinghouse Results Website will be in ‘Pending’ status until the DOEA Coordinator receives and processes your “User Registration Agreement.” Only after the approval occurs, will the User have access to the Clearinghouse.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

Rules in the Clearinghouse

Each User must access the Clearinghouse website and abide by the following rules:

- **Create a unique account.** (There is no limit on the number of Users per program Provider).
- **Do not disclose or lend your USER ID AND/OR PASSWORD to anyone.** Your User ID and Password serve as your "electronic signature." This means that you are responsible for the consequences of unauthorized or illegal transactions. Copies of all User Registrations and supporting documents are required for monitoring purposes.
 - **Failure to comply:** Sharing a User ID and Password will result in immediate suspension of access to the Clearinghouse.
 - Providers cannot regain access to the Clearinghouse Portal until a Corrective Action Plan is in place.
 - All User Registration Violation information and a Corrective Action Plan must be submitted to the AHCA for further review.
- **Do not browse or use Clearinghouse information for unauthorized or illegal purposes.**
 - Per Section 435.11(1)(b), F.S., it is a misdemeanor of the first degree to use records information for purposes other than screening for employment or to release records information to other persons for purposes other than screening for employment.
 - **Do not** make any disclosure of Clearinghouse data that is not specifically authorized.
 - **Do not** intentionally cause corruption or disruption of data files.
- **Edit your user information (i.e., email address, phone number), as needed.**

It is important that you maintain a current email address. Your email address will be required should you need to have your password reset.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

Also, important notifications are sent to the email address on file within the Portal, such as background screening updates, Employee arrest notifications, account registration notices, and portal updates.

Passwords must be updated every 90 days. Failure to do so will result in being locked out of the system. If you have been locked out of the system or forgotten your password, please go to the "Reset Password Instructions" under the Portal Log-In, and follow all prompts

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

Utilizing the Clearinghouse:

Once DOEA access has been granted the direct service provider agency, subcontractor, or vendor of the Department/DOEA will receive a message from the Users Home page of the "Portal Landing" at <https://apps.ahca.myflorida.com/SingleSignOnPortal>, and may begin the process of fingerprinting candidates and adding or updating the employee roster. However, it is necessary for service provider agencies, subcontractors, and vendors to initiate a search to determine whether the Candidate is already in the Clearinghouse before initiating a new screening .

Many of our specified agencies are human services governmental entities, responsible for administration of similar services to authorized service populations, it is common for Direct Service Providers to provide services across corresponding specified agencies within the Clearinghouse; However, Direct Service Provider Candidates of DOEA programs are required to have a *DOEA-Aging Network* eligibility determination in the Clearinghouse.

The Clearinghouse Results Website allows users to initiate a screening, search for screening results, connect to specified agencies' screenings, select a LiveScan service provider, and connect to the service provider's website to schedule appointments. Utilizing the Clearinghouse website to initiate screening requests provides the user the following benefits:

- Ability to share results of criminal history checks among specified agencies;
- Ability to view subsequent arrest information for employees with retained fingerprints (only available to current employers of the individual);
- Ability to track screenings from the time the screening request is initiated in the Clearinghouse until a determination is made;
- Ability to receive email notifications regarding status updates to requests initiated;
- Ability to search for LiveScan service providers by certain criteria (county, name, etc.). Provides information and ability to connect to the fingerprint service provider's website to make appointments;
- Ability to receive the Transaction Control Reference Number (TCR#) needed for sending an applicant to be rescreened for rejected prints;

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section II: Instructions - Account Registration and Generating a User Agreement

- Ability to access Public Record version of state criminal history record (RAP sheet) for review by the **provider requesting the original screening**;
- Ability to connect to a screening request in process for notification when results are available (reduces duplicative screening);
- Ability to create a “status” report and a “completed screening listing” report of screenings requested by the User eliminating the need to search for each screening result individually;
- Ability to maintain an employee roster by entering hire and separation dates for each employee. This facilitates a notification to the employer if the eligibility status of an employee changes; and
- Section 435.12(2)(c) requires an employer of persons subject to screening by a specified agency to register with the Clearinghouse and maintain the employment status of all employees within the Clearinghouse. Initial employment status and any changes in status must be reported within **10 business days**.
- Ability to access the Redesigned Individual Profile Page that includes:
 - Eligibility results;
 - Photograph, if the individual is in the Clearinghouse;
 - Department of Health professional licensure status;
 - Screenings in process;
 - State criminal history report viewable for the provider initiating the screening; and
 - Employment history.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

Clearinghouse Results Website Portal Access:

- A. Log in at <https://apps.ahca.myflorida.com/SingleSignOnPortal>.
- B. On the “Portal Landing,” select Background Screening Clearinghouse- DOEA;
- C. From the Program Access, select the Background Screening Clearinghouse link to access the Clearinghouse results website.

Candidate Search

Prior to sending any Candidate to the LiveScan Vendor (Fingerprint Provider), Clearinghouse Users are required to initiate a search to determine whether the Candidate is already within the Clearinghouse to avoid replication of Candidate information within the system.


Search for Screening Results

The “Search Page” allows the User to review the eligibility status of a Candidate, if the Candidate has undergone a screening or has a screening in-process with the Clearinghouse. If the Candidate does not have a eligibility status with a DOEA – Network Provider, the User can initiate a screening from this browser.

Note: If you know an individual has not been screened, you may click the ‘Initiate Screening’ tab located on the navigation bar.

- Enter the individual’s:
 - Social Security Number AND
 - Last Name OR
 - Date of Birth
- Select ‘Search’

Search Result: A screening result for this individual was not found in the Clearinghouse result website. You may initiate a screening by selecting the “Initiate Screening” button

Initiate Screening

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

Enter Profile Information:

- Enter all required information, as designated by the red asterisks (*)
 - Enter the mailing address of the individual being screened
 - Please note that the height and weight limits are set by the Florida Department of Law Enforcement. If an applicant falls outside of the established limits, please select the closest match.
- Ensure all information is accurate and select the 'Next' button

Required Provider Procedures:

DOEA is a participant of the Privacy Policy Form, OIG LEIE, and NNAR website lists.

Privacy Policy:

The privacy policy requires an acknowledgment that the Candidate/Employee has received a copy of the privacy policies from the Florida Department of Law Enforcement and the Federal Bureau of Investigation, which describes the exchange of information where criminal record results will become part of the Care Provider Background Screening Clearinghouse.

The Candidate/Employee must indicate understanding and agreement that they have read and complied with guidelines contained in the privacy policies prior to the Level 2 screening being initiated.

Check Department of Health and Human Services Office of Inspector General (OIG) List:

Search Medicare/Medicaid Exclusions

Individuals who do not have a prior screening must be manually checked in the OIG List of Excluded Individuals and Entities (LEIE), upon initial screening. Once an individual has a record in the Clearinghouse system, an automated review of the OIG LEIE will occur when the list is updated every 30 days.

To employ or contract with any individual participating within any DOEA Program all service providers, subcontractors, and vendors are required to complete an online search of the OIG LEIE and a Level 2 Criminal History Screening.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

The OIG LEIE website lists individuals and entities excluded from federally-funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act. There is no fee associated with conducting a search on the OIG LEIE website.

When you **select the “OIG Search”** button, you will be redirected to the OIG’s website. Follow the instructions to search for the individual and complete the OIG LEIE search. Close the OIG website and return to the Clearinghouse OIG Search page.

Check the affirmation box to confirm the search was conducted and **select “Initiate Screening”** to continue or “Cancel” if you do not wish to proceed with the screening.

Note: Health care providers that receive federal funding and employ an individual on the LEIE may be subject to civil monetary penalties (CMP). Individuals on the Exclusion List are not eligible for employment with providers of Medicare and/or Medicaid services.

National Nurse Aide Registry (NNAR) Search

The NNAR is a web service that allows providers to check multiple state Nurse Aide Registries at once. These are auto-match results based on personal identification information provided by the candidate of states that participated in the NNAR. The states currently participating in the NNAR are Florida, Georgia, New Mexico, Ohio, Oregon, Utah, Washington D.C., and West Virginia. When you initiate a new screening, resubmission or agency review, a NNAR search will be performed and display as a separate step in the initiation process.

If a match of the applicant is found on a participating state’s registry, to confirm the results, use the provided hyperlink on the registry research page to perform a manual search of the registry.

The registry check and its results are provided for informational purposes only and have no bearing on Agency eligibility determinations.

Select **Initiate Screening** to continue.

Initiate New Screening: To initiate a new screening for a Candidate, select “Initiate Screening,” and follow prompts.

If the Candidate has a screening, the Candidate’s “Profile Page” will appear. If screened by another specified agency and entered in the Clearinghouse, the eligibility status will be “agency review required.”

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

If a Candidate possesses an “Eligibility Statement” from another *Specified Agency* within the Clearinghouse, a Provider is required to request a DOEA Agency Review at no cost. The DOEA Agency Review is possible if a photograph is attached to the Profile Page. However, if no photograph is attached to the Profile Page, a DOEA Agency Review will not be available, and the Provider will have to “Initiate a New Screening.”

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

Agency Review Benefits:

The Department/DOEA Agency Review allows the Specified Agency to make an eligibility determination for employment purposes. Benefits of requesting a DOEA Agency Review include the following:

- “Agency Review” requests are FREE to the Provider and Candidate/Employee.
- The Candidate does NOT need to visit a LiveScan location to submit new fingerprints. The Provider will receive a copy of the public rap sheet after initiating a DOEA Agency Review.

Prior to initiating an Agency Review for a Candidate/~~Employee~~, the user must complete the following actions:

- A. Ensure the “Clearinghouse Screening Available” indicator states “Yes”;
- B. Ensure the “Privacy Policy” has been signed and acknowledged;
- C. Ensure the “Office of Inspector General (OIG) List of Excluded Individuals and Entities” has been searched and acknowledged;
- D. Ensure the “National Nurse Aide Registry (NNAR)” search has been completed;
- E. Ensure the demographic portion of the profile page is completed;
- F. Ensure the correct Social Security Number is on the “LiveScan Request Form”;
- G. Complete the “Requesting Provider” field within the Clearinghouse;
- H. Provide Candidate with a “LiveScan Request Form,” **before** the fingerprinting process;
- I. Instruct the Candidate to request a photograph from the LiveScan Vendor at the time of LiveScan fingerprinting and ensure correct photograph has been uploaded to Candidate/Employee Profile Page;
- J. Return to the Clearinghouse Website upon receipt of email notification to check the Candidate’s status.
- K. The Provider will receive a copy of the public rap sheet after initiating a DOEA Agency Review.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

Initiating an Agency Review:

To ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual is required by the Department/DOEA for processing letters.

- Select the “Initiate Agency Review” button.
- Select the **provider** that the individual has applied to work for from the drop-down list.
- Please note the provider drop-down will only display if you are accessing the website on behalf of multiple providers.
- Select the **position** that the individual is applying for from the drop-down list.
- Select the **“Privacy Policy”** link to view and print the privacy policy. Check the affirmation box to confirm that the Candidate/~~Employee~~ has signed and agreed to the Privacy Policy.
- If a candidate already has a signed Privacy Policy on file, they do NOT have to resign the updated Privacy Policy.

Initiate Resubmission: The retention of fingerprints in the Clearinghouse provides cost savings for Candidates that have had a lapse in employment greater than 90 days.

If there is a lapse in employment, a new national criminal history check (including the resubmission of the retained fingerprints) is required. A new state criminal history search will also be conducted at no additional charge.

To initiate a resubmission for a Candidate, select “Initiate Resubmission,” and follow prompts.

Benefits of Initiating a Clearinghouse Renewal:

- The request and payment for screening renewal occurs in one system resulting in cost savings.
- An updated criminal history is completed to ensure compliance with background screening requirements.
- The current cost for a Clearinghouse Renewal is \$42.00, a cost-saving of over \$30; the average cost for a new screening is \$75.00.
- The processing time is faster since the request is immediately sent to the Clearinghouse; no need to wait for the employee to be fingerprinted at a LiveScan Service Provider location.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section III: Results – Website Overview

- The print retention time is extended an additional five years.

To initiate a Clearinghouse Renewal, select the **Initiate Renewal** button from the Person Profile Page and follow the prompts.

For the Clearinghouse Renewal Instruction Guide, log in at

[http://elderaffairs.state.fl.us/doea/bs/Clearinghouse Renewals User Guide.pdf](http://elderaffairs.state.fl.us/doea/bs/Clearinghouse_Renewals_User_Guide.pdf)

Initiate Clearinghouse Renewal: A Clearinghouse Renewal is completed from the Users Home page of the “Portal Landing” at <https://apps.ahca.myflorida.com/SingleSignOnPortal>.

A welcome message and your provider information will appear on the Clearinghouse Results Website Home page. This page will also display the **Employees with Expiring Retained Prints** table and bulletin messages.

If an employee is on your ~~Employee~~/Contractor roster and their retained prints expiration date is within the renewal window, their information will display in the **Employees with Expiring Retained Prints** table. You can renew an employee by selecting **Renew**, their **Last Name**, or from the **Person Profile** page.

Providers may initiate a Clearinghouse Renewal **60 days** before the “Retained Prints Expiration Date” is reached.

If the Clearinghouse Renewal is not initiated 14-days before the “Retained Prints Expiration date,” a new screening will need to be initiated.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section IV: Employee/Contractor Roster

Employee/Contractor Roster

The employment history records are vital to receiving necessary information from the Clearinghouse, or another *Specified Agency*, and receiving updates such as follows:

- Subsequent arrest notifications; and
- Expiring retained fingerprint notifications;
- The Florida Department of Law Enforcement removes all screenings that do not have an active link to a Provider in the Retention Data Base.

Add Employment/Contractor Record

Per Section 435.12(2) (c) F.S., an Employer of persons, subject to screening by a *Specified Agency* is required to register with the Clearinghouse and maintain the employment status of all Employees within the Clearinghouse. Initial employment status and any changes in employment status are required to be entered within 10 business days.

Add employment history:

- A. Open the “Candidate Profile Page” and select “Add Employment/Contractor Record.” and Enter the required information and select “Save.” This will bring you back to the “Candidate Profile Page.”
- B. View the new employment record displayed in the “Employment/Contractor History” section.

Edit Employment Record

You may edit an Employee record from the “Employment/Contractor History” section on the “Applicant Profile Page,” or from the “Employee/Contractor Roster Tab” as follows:

- A. Select the “Edit” link under the action column for the Candidate record you wish to update and enter the required information and select “Save.”
- B. Enter an end date for the employment record by selecting the calendar icon in the “End Date” column.
- C. Enter the required information and select “Save.”

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section V: Required Forms

Required Forms

All approved *DOEA-Aging Network Candidates* and all approved SHINE Volunteers are required to sign the “Affidavit of Compliance Candidate Form, Effective June 2019 – most current version,” and attach the “Eligibility Statement.”

These documents remain within the personnel records; however, for SHINE Volunteers, a copy of the “Eligibility Statement” is required to be sent to the DOEA SHINE Contract Manager. Email transmission of the Required Forms must be encrypted.

The following forms are a requirement for monitoring purposes:

- Signed and dated Privacy Policy;
- If a candidate already has a signed Privacy Policy on file, they do NOT have to resign the updated Privacy Policy.
-
- “Eligibility Statement” with proof of Employment History from DOEA;
- This **is not a screenshot** of the Profile Page. Each Provider must scroll down to the bottom of the Profile Page, and select the “View/Print Version Tab.”
- This will give you the “Eligibility Statement” with Provider instructions and the *Specified Agency* statute for Background Screening.
- Signed and dated Affidavit of Compliance Employee Form, Effective June 2019 ~~April 2016~~.
- The Candidate **should not sign** the DOEA Affidavit Compliance Employee Form prior to the receipt of the Eligibility Determination Notification.

Note: The Affidavit of Compliance Employee Form, Effective April 2016 is included as Attachment 1.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section VI: Computing Devices, Electronic Mail and Physical Documentation

Computing Devices, Electronic Mail, and Physical Documentation

The purpose of this section is to outline the responsibilities associated with the safeguarding of Candidates/Employees. Personally Identifiable Information (PII) and Criminal Justice Information (CJI). These responsibilities are applicable to DOEA employees and DOEA – Aging Network Clearinghouse participants. Detailed guidance regarding the operational compliance of processing and maintaining PII and CJI can be found in the following documents:

- Criminal Justice Information Services (CJIS) Security Policy – Version 5.6,
- Link: <http://www.fdle.state.fl.us/NCJA-CSP-Compliance/Resources>
- Federal Information Processing Standards Publication 140-2, Security Requirements for Cryptographic Modules – Dated December 3, 2002
- Link: <https://www.nist.gov/publications/security-requirements- cryptographic-modules-includes-change-notices-1232002>

Computing Devices and Physical Documentation

Computing devices used and the storing of physical documentation involved in the Candidate/Employee background screening/eligibility process shall at a minimum:

- 1) Adhere to CJIS Security Policy – Version 5.6, Dated June 5, 2017, Section 5.9.2 – *Controlled Area*.
- 2) Adhere to CJIS Security Policy – Version 5.6, Dated June 5, 2017, Section 5.10.1.2.1 – *Encryption for CJI in Transit*.
- 3) Adhere to Section 5.10.1.2.2 – *Encryption for CJI at Rest*.

Electronic Mail

All electronic mail messages containing PII, CJI, and information and/or document(s) related to the Candidate/Employee background screening/eligibility process shall be encrypted. Electronic mail encryption shall be utilized by both DOEA employees and DOEA – Aging Network Clearinghouse participants.

Request Assistance

Requests for assistance, clarification, or general questions regarding the responsibilities related to PII and CJI should be sent to the DOEA Background Screening Coordinator.

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section VII: Clearinghouse Concerns

Concerns

All *DOEA- Aging Network* Clearinghouse concerns are to be addressed within an encrypted email:

Notification to the Background Screening Coordinator – Valerie Brinkley (850) 414-2093

Email Address: doeanetwork@elderaffairs.org

Subject Line: BGS Clearinghouse Concern

Body of Email; State the exact problem and include a screenshot (if possible.) When inquiring about a Candidate/Employee, the following information is required:

- Full Name
- DOB

DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section VIII: Resources

Clearinghouse Informational Page:

The additional resources listed below are located on the Clearinghouse informational page at the following Website:

http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/CH_Instruction_Guides.shtml.

User Registration Training:

- User Registration Training Video
- User Registration Guide

Clearinghouse Results Training Videos:

- User Registration Training Video
<https://www.youtube.com/watch?v=NehJeDC7ejw&feature=youtu.be>
 - Introduction and Tabs
<https://www.youtube.com/watch?v=gN-MYogroPE&feature=youtu.be>
 - Search and Profile Page
<https://www.youtube.com/watch?v=MlOLqXJhqN8&feature=youtu.be>
 - Initiating a New Screening
<https://www.youtube.com/watch?v=RM10x21oG1o&feature=youtu.be>
 - Adding Employment
<https://www.youtube.com/watch?v=wZtyGs20Zj8&feature=youtu.be>
 - Initiating an Agency Review
https://www.youtube.com/watch?v=U42v_soWU_o&feature=youtu.be
 - Initiating a Resubmission
https://www.youtube.com/watch?v=zO_tHB55T1M&feature=youtu.be
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DEPARTMENT OF ELDER AFFAIRS PROGRAMS AND SERVICES HANDBOOK

Appendix E: Background Screening Clearinghouse Instructions

Section VIII: Resources

Clearinghouse Results Website Guide:

- Department of Elder Affairs
http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/docs/Clearinghouse_Results_InstructionGuide_DOEA.pdf

FORMS:

- Additional Information: (last bullet on left)
http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/Regulations_Forms.shtml
- Regulations and Forms:
 1. Clearinghouse Applicant Request Form
 2. Privacy Policy