



## A Clearinghouse Project Document

*A Project of the* Division of Information Technology

Clearinghouse Livescan Web Service High Level Design

Doc. Created on 09/19/2012 | Last Updated on 10/17/2016

# Clearinghouse Live Scan Web Service (LSWS) High-Level Design

---

Version 1.8

October 17, 2016

## Version History

---

Version	Date	Author	Notes
1.0	09/19/2012	IA	Initial Publication
1.1	10/15/2012	IA	Vendor File (CSV) addition of Location Photo Enabled field
1.2	10/25/2012	IA	<ol style="list-style-type: none"> <li>1. Updated data definitions for web methods.</li> <li>2. Updated Vendor File (CSV). Columns added and removed. Definitions for columns added.</li> <li>3. General grammatical updates</li> <li>4. Appendix additions               <ol style="list-style-type: none"> <li>a. County database</li> <li>b. AHCA BGS System screen mock up workflow</li> <li>c. Fingerprint authorization form examples</li> </ol> </li> <li>5. ApplicantInfoGetRequest descriptions updated</li> </ol>
1.3	11/14/2012	IA	<ol style="list-style-type: none"> <li>1. Added LS Vendor Certification Check List to ensure a visibility into progress</li> <li>2. Updated the AHCA system live scan location search results functionality in the screen wizard documentation</li> <li>3. Updated clarification on modifying data via the LS vendors web site or location</li> <li>4. Added Place of Birth to ApplicantInfoGet</li> <li>5. Timing of LS Vendor location CSV file updates</li> </ol>
1.4	03/19/2013	IA	<ol style="list-style-type: none"> <li>1. In the AppointmentsSaveRequest specification, made Screening Request ID explicitly not required</li> <li>2. Updated Vendor location CSV specifications for 1 &amp; 0 flags; True and False resp.</li> <li>3. Updated Vendor location CSV specifications for File Name requirements</li> <li>4. Updated Vendor CSV general specifications</li> <li>5. Updated Vendor CSV schematics with additional field descriptions and placement on public facing web site</li> <li>6. Applicant Photo requirements updates (SAP comments) and Photo Quality</li> </ol>
1.5		IA	<ol style="list-style-type: none"> <li>1. Update AHCA BGS screen shot for correspond with the CSV file location definition.</li> </ol>

Version	Date	Author	Notes
1.6	10/15/2013	AHCA Bill Wyman Taylor Haddock Mary Perkins	<ol style="list-style-type: none"> <li>1. Part B5 and B6: Removed pages related to Resubmission Due to 90 Day Lapse in Employment since they do not apply to the Live Scan web service.</li> <li>2. Part B7: Removed pages related to State Rap Back Notification since they do not apply to the Live Scan web service.</li> <li>3. Part C (ApplicantInfoGetResponse Method): Changed the "AHCA Data Required" requirement flag from NO to YES for Applicant First Name, Race, Sex, Height, Weight, Eye Color, Hair Color, Place of Birth, Current Mailing Address (Street Line 1, City, State, Zip).</li> <li>4. Part C (ApplicantInfoGetResponse Method): Changed the Screening Request-RFP field description.</li> <li>5. Part D (AHCA LSWS Vendor Certification Section D [WSDL]): Changed web service addresses from IA to AHCA Web Service and WSDL.</li> </ol>
1.7	01/26/2015	AHCA Mary Perkins	<ol style="list-style-type: none"> <li>1. Added background information indicating the AHCA is the parent of the Clearinghouse database and related services.</li> <li>2. Replaced references to 'AHCA' with 'Clearinghouse' throughout document as necessary. AHCA is the parent of the Clearinghouse database and services.</li> <li>3. Corrected CSV data elements table to indicate 'Location Street Line 2' field is not required.</li> </ol>
1.8	10/17/2016	AHCA Division of IT Matt Millar	<ol style="list-style-type: none"> <li>1. Added requirements for keeping up with current technology versioning according to industry standards</li> <li>2. Added that vendors with unsupported technology may not be able to connect to the service if technological standards and versions are not updated or maintained.</li> <li>3. Removed language requiring SSL for service connections based on added language making this requirement moot.</li> </ol>

## Table of Contents

---

<b>VERSION HISTORY</b> .....	<b>2</b>
<b>TABLE OF CONTENTS</b> .....	<b>4</b>
<b>PART A. PROJECT OVERVIEW</b> .....	<b>7</b>
National Background Check Program.....	7
Document Purpose and Audience.....	7
<b>PART B. AHCA BACKGROUND CHECKING PROCESSES</b> .....	<b>8</b>
<b>Overview of System Interfaces</b> .....	<b>8</b>
<b>1. New Screening Initiated in Clearinghouse BGS (Fingerprints Accepted)</b> .....	<b>9</b>
A. Applicant, Appointment, and Fingerprint Status Information.....	9
B. Transmission of Fingerprints.....	10
C. Transmission of Criminal History Information.....	11
D. Updated Live Scan Location Information.....	11
<b>2. New Screening Initiated in Clearinghouse BGS (1<sup>st</sup> Fingerprint Rejection)</b> .....	<b>12</b>
A. 1 <sup>st</sup> Fingerprint Rejection.....	12
B. 2 <sup>nd</sup> Set of Fingerprints.....	12
C. Transmission of 2 <sup>nd</sup> Fingerprints and Criminal History Information.....	13
<b>3. New Screening Initiated at the Live Scan Location</b> .....	<b>14</b>
A. Applicant, Appointment, and Fingerprint Status Information.....	14
<b>4. New Screening Initiated in Clearinghouse BGS (2<sup>nd</sup> Fingerprint Rejection)</b> .....	<b>15</b>
A. 2 <sup>nd</sup> Fingerprint Rejection.....	15
B. Name Check Only Results.....	15
<b>PART C. CLEARINGHOUSE LSWs METHOD SPECIFICATIONS</b> .....	<b>17</b>
<b>Overview</b> .....	<b>17</b>
A. Security.....	17
B. Method Form.....	17

C. Base Response .....	18
<b>Methods .....</b>	<b>18</b>
A. ApplicantInfoGet .....	18
<i>ApplicantInfoGetRequest</i> .....	18
<i>ApplicantInfoGetResponse</i> .....	19
B. AppointmentsSave .....	21
<i>AppointmentsSaveRequest</i> .....	21
<i>AppointmentsSaveResponse</i> .....	21
C. Fingerprint Confirmation .....	23
<i>FingerprintConfirmationRequest</i> .....	23
<i>FingerprintConfirmationResponse</i> .....	23
D. Photo Quality .....	24
<b>PART D. CLEARINGHOUSE LSWS VENDOR CERTIFICATION .....</b>	<b>25</b>
<b>Certification Overview .....</b>	<b>25</b>
<b>Certification Steps .....</b>	<b>26</b>
A. Kick-Off Discussion .....	26
B. Register .....	26
C. Live Scan Vendor URL GET Method .....	26
D. WSDL .....	26
E. Testing .....	27
F. Sign Off .....	27
G. Production .....	27
<b>Clearinghouse LSWS Support .....</b>	<b>27</b>
<b>LS Vendor Certification Check List .....</b>	<b>28</b>
<b>PART E. APPENDIX .....</b>	<b>29</b>
<b>Live Scan Vendor Data File (CSV) .....</b>	<b>29</b>
A. Format: CSV (Comma Separated Values) .....	29
B. Screen where data will be displayed: .....	29
C. File Schematics .....	30

**County Database Reference ..... 33**

**Clearinghouse System Mock Screen Wizard ..... 34**

    Step 1:..... 34

    Step 2:..... 34

    Step 3:..... 35

    Step 5:..... 35

    Step 6:..... 36

**Clearinghouse Livescan Request Form..... 37**

## **Part A. Project Overview**

---

### **National Background Check Program**

The Patient Protection and Affordable Care Act of 2010 (Affordable Care Act) established the framework for a nationwide program to conduct background checks on a statewide basis on all prospective direct patient access employees of long term care (LTC) facilities and providers. The purpose of the National Background Check Program (NBCP) is to identify efficient, effective, and economical procedures for conducting background checks.

Florida House Bill 943 created a “Care Provider Background Screening Clearinghouse” or “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 shall allow 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. (Section 435.12, Florida Statutes).

The Clearinghouse system is developed and maintained by the Agency for Health Care Administration in consultation with the Department for Law Enforcement.

### **Document Purpose and Audience**

This document describes the high-level design for the development of a Clearinghouse live scan web service (LSWS) that will allow a live scan vendor to request information from and send information to the Clearinghouse Background Checking System (BGS). Information will include applicant personal information and demographics, fingerprint appointments, and fingerprints taken confirmation.

For context, this document also includes diagrams and descriptions for every system interface between BGS and another system for Clearinghouse background screening processes. The diagrams depict where the LSWS does or doesn't fit into each process.

This document is intended for use by the Clearinghouse and live scan vendors to aid in the implementation of the LSWS.

## Part B. AHCA Background Checking Processes

---

### Overview of System Interfaces

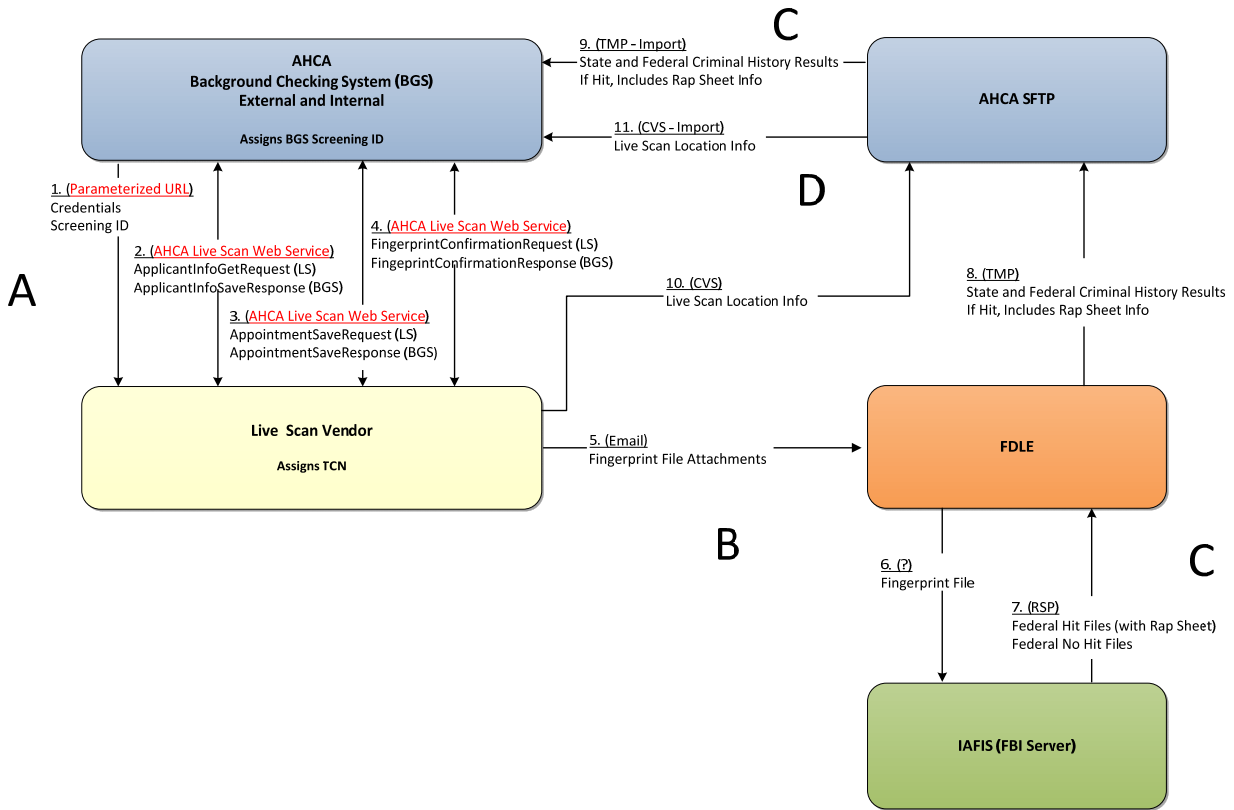
Clearinghouse BGS interfaces with each of the systems described below in order to electronically receive state and federal background check results. Each system is included in the diagrams and process descriptions throughout this document.

- **Clearinghouse BGS** — Clearinghouse system that manages the background check program for direct patient access employees of long term care (LTC) providers. Clearinghouse BGS collects applicant information and assigns the BGS Screening Request ID; Clearinghouse BGS imports background check results, rap back notifications, and updated live scan location information from the Clearinghouse SFTP.
- **Live Scan Vendor** — the systems that collect digital fingerprints, assign the TCN, and associate the TCN with the BGS Screening Request ID. Receives applicant information from Clearinghouse BGS. Transmits fingerprint appointment information and fingerprints taken information to Clearinghouse BGS.
- **FDLE** — Systems that accept digital fingerprint information from the live scan vendor system and send the information to the IAFIS (FBI Server). Stores retained prints. Accepts the FBI background check results (RSP files) and sends them to the Clearinghouse SFTP.
- **IAFIS (FBI Server)** — FBI Integrated Automated Fingerprint Identification System that produces the RSP files with hit/no hit indicator and rap sheet information. Sends the RSP files to the FDLE systems. Assigns the TCR when fingerprints are rejected the first time and the NCO # (Name Check Only) when fingerprints are rejected the 2<sup>nd</sup> time. Transmits the NCO PDF via facsimile to specified agencies.
- **Clearinghouse SFTP** — the system that receives the state and federal background check results, state rap back notifications, and updated live scan location information from the FDLE. Communicates with Clearinghouse BGS.



# 1. New Screening Initiated in Clearinghouse BGS (Fingerprints Accepted)

The Clearinghouse LSWS will be utilized during this process (identified by A below).



## A. Applicant, Appointment, and Fingerprint Status Information

The provider (potential employer) will enter an applicant into Clearinghouse BGS External using the new applicant wizard. During the wizard, the provider will search for and optionally select a live scan location for applicant fingerprinting and link (via a new window/tab) from Clearinghouse BGS to the live scan web site in order to schedule a fingerprint appointment for the applicant. Only live scan locations enabled with photo capabilities will be available for the provider to select during the wizard. At this point:

- 1. Parameterized URL:** Clearinghouse BGS will pass a parameterized URL, which will include the BGS Screening Request ID and Location ID, to the live scan web site. The URL is unique to each live scan vendor and will need to be provided by the live scan vendor during testing. However, the format for the URL will be standard across all live scan vendors. The URL should be able to accept the Screening Request ID and Location ID either as querystring parameters (<http://yourdomain.com/createappointment.aspx?myID={0}&myLocationID={1}>), or as MVC routing parameters (<http://yourdomain.com/createappointment/{0}/{1}>). The

directory, page and variable names can vary, but the placeholder for screening request ID and location ID must be present.

2. **Live Scan Web Site:** The live scan vendor web site will initiate the Clearinghouse LSWS ApplicantInfoGetRequest method to obtain the applicant information stored in Clearinghouse BGS. The Clearinghouse LSWS will transmit the information with the ApplicantInfoGetResponse method upon a successful connection and method call. The live scan vendor web site will need to capture the Social Security of the applicant the provider is attempting to schedule. This will serve as a two-factor authentication process to ensure access to Clearinghouse BGS data is restricted. Please refer to the ApplicantInfoGetRequest for specifics.

**Note:** If there are data elements that are not present in the Clearinghouse LSWS ApplicantInfoGetRequest, that are required for processes on your systems, you will need to capture these on your web site or location.

3. **Live Scan Web Site:** The live scan vendor web site will initiate sending the fingerprint appointment information to the Clearinghouse LSWS with the AppointmentsSaveRequest method. The Clearinghouse LSWS will confirm receipt success or failure with the AppointmentsSaveResponse method.

When the provider completes the appointment scheduling on the live scan web site, the provider will return to Clearinghouse BGS and complete the new screening wizard. The provider will provide the auto-generated Livescan Request Form to the applicant to take to the live scan location. This form will contain the Clearinghouse BGS Screening Request ID and applicable ORI.

When the applicant visits the live scan location for fingerprinting, the technician will match the applicant with the correct screening using the BGS Screening Request ID, will take the applicant's digital fingerprints, and will assign the TCN. When complete:

4. **Clearinghouse LSWS:** The live scan vendor system will transmit the TCN, Fingerprints Taken Date, and applicant photo to the Clearinghouse LSWS with the FingerprintConfirmationRequest method. The Clearinghouse LSWS will confirm receipt success or failure with the FingerprintConfirmationResponse method.

## **B. Transmission of Fingerprints**

5. **Fingerprint File:** At the time of fingerprinting, the live scan vendor system will transmit the applicant's digital fingerprint images and TCN to the FDLE via an email with several attachments. (This is assumed to be a standard process today.)
6. **Fingerprint File:** The FDLE will transmit the applicant's digital fingerprint images and TCN to IAFIS (the FBI server).

### **C. Transmission of Criminal History Information**

7. **FBI RSP File:** The FBI will conduct the federal fingerprint-based background check and will send an RSP file to the FDLE with a hit/no hit indication. A hit file will include rap sheet information.
8. **FDLE TMP File:** The FDLE will conduct the state fingerprint-based background check and will combine the state hit/no hit results and rap sheet information with the FBI results into a TMP file that is transmitted to the Clearinghouse SFTP.
9. **TMP File Import:** Clearinghouse BGS imports the TMP file from the Clearinghouse SFTP and parses the contents of the file into Clearinghouse BGS database.

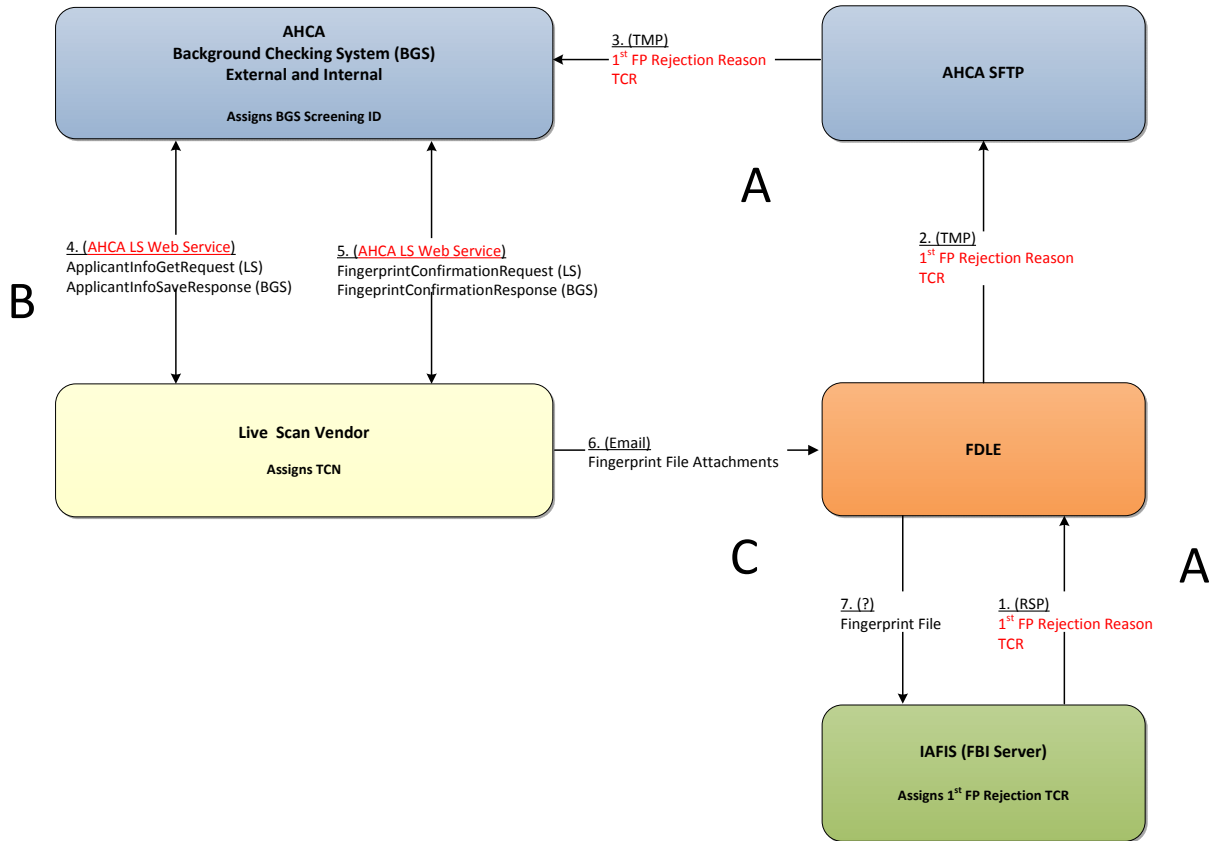
### **D. Updated Live Scan Location Information**

On an ongoing basis, the Live Scan vendor will be required to submit an update of its vendor location information and photo capabilities.

10. **LS Vendor CSV File:** The live scan vendor will transmit to a CSV file with updated live scan location information to a secure Clearinghouse location. (Please refer to Appendix for file specifications; Username and password information will be provided to you.)
11. **BGS Import:** Clearinghouse BGS will import the CSV file into the Clearinghouse BGS database. The updated information will display on the Clearinghouse BGS External fingerprint appointment step of the new applicant wizard.

## 2. New Screening Initiated in Clearinghouse BGS (1<sup>st</sup> Fingerprint Rejection)

The Clearinghouse LSWS will be utilized during this process (identified by B below).



### A. 1<sup>st</sup> Fingerprint Rejection

1. **RSP File:** When the FBI rejects an applicant's fingerprints, a TCR will be assigned along with the rejected status and a rejected reason. This information is transmitted to the FDLE in the RSP file.
2. **TMP File:** The FDLE will transmit the rejected fingerprint information to the Clearinghouse SFTP.
3. **TMP File Import:** Clearinghouse BGS will import the rejected fingerprint information, including the TCR, and save it to the database.

### B. 2<sup>nd</sup> Set of Fingerprints

The provider will provide a new Rejected Fingerprints Form to the applicant to take the live scan vendor. The provider or applicant will schedule a new appointment on the live scan vendor's

web site directly. (i.e. the provider will not access the live scan vendor web site via Clearinghouse BGS.)

When the applicant visits the live scan location for fingerprinting, the technician will match the applicant with the correct screening using the BGS Screening Request ID, will take the applicant's digital fingerprints and a new photo, and will assign a new TCN. When complete:

4. **Clearinghouse LSWS:** The live scan vendor system will initiate the ApplicantInfoGetRequest method to obtain the applicant information stored in Clearinghouse BGS. Clearinghouse BGS will transmit the information including the TCR with the ApplicantInfoGetResponse method

**Note:** If there are data elements that are not present in the Clearinghouse LSWS ApplicantInfoGetRequest, that are required for processes on your systems, you will need to capture these on your web site or location.

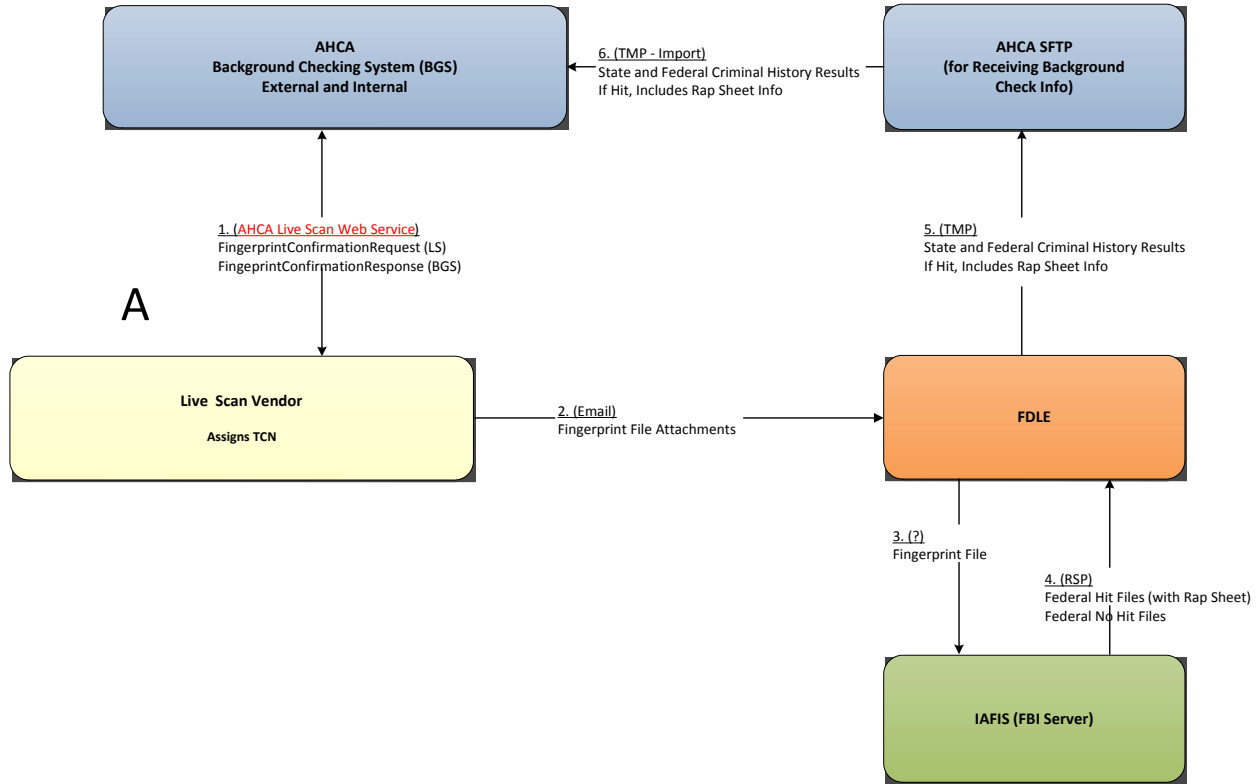
5. **Clearinghouse LSWS:** The live scan web site will transmit the TCN and Fingerprints Taken Date to Clearinghouse LSWS with the FingerprintConfirmationRequest method. Clearinghouse LSWS will confirm receipt success or failure with the FingerprintConfirmationResponse method.

### **C. Transmission of 2<sup>nd</sup> Fingerprints and Criminal History Information**

The remainder of the process continues in the same manner as the first time an applicant gets fingerprinted.

### 3. New Screening Initiated at the Live Scan Location

The Clearinghouse LSWS will be utilized during this process (identified by A below).



#### **A. Applicant, Appointment, and Fingerprint Status Information**

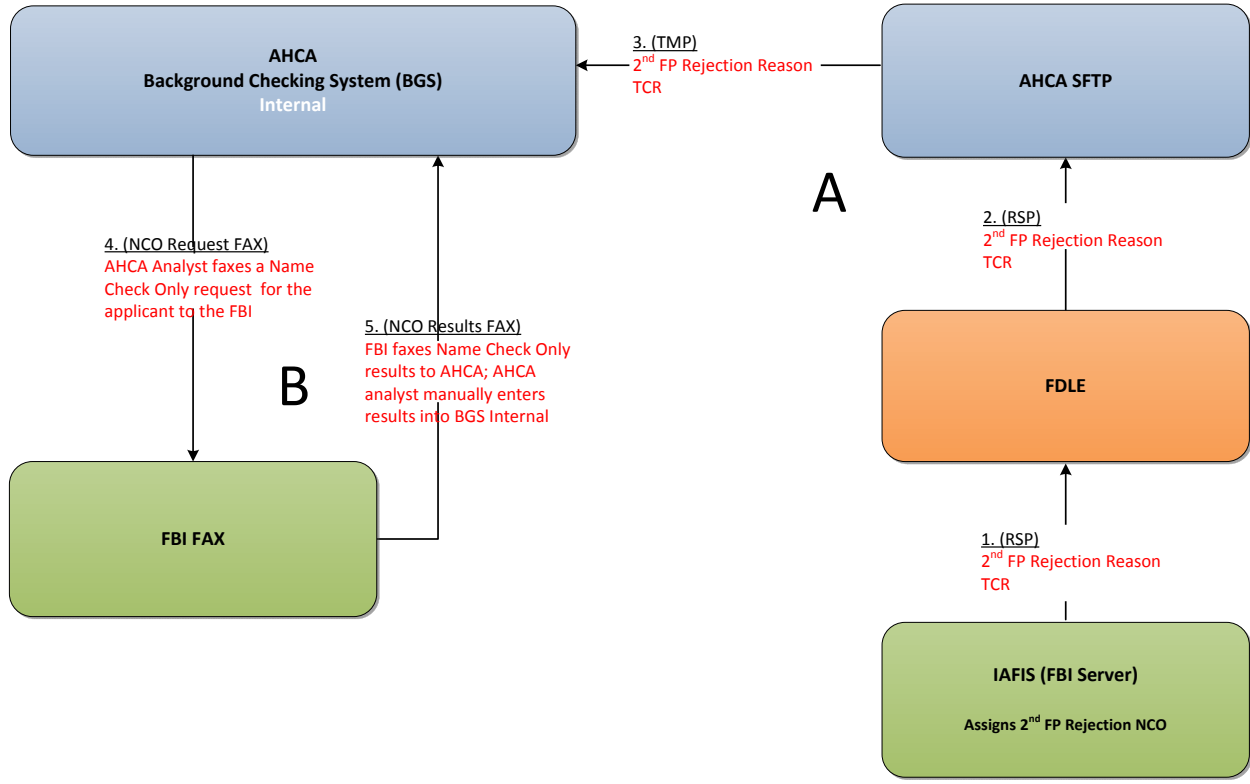
1. This process is initiated at the live scan vendor location; therefore, the Parameterized URL and Clearinghouse LSWS ApplicantInfoGet method are not utilized. The live scan technician will enter applicant information into the live scan system and will assign a TCN. A ClearinghouseBGS Screening Request ID will not be available.

At the time of fingerprinting or via a daily batch process, the live scan vendor system will use the Clearinghouse LSWS to send applicant photos using the FingerprintConfirmation method.

2. The rest of the process will proceed in the same manner as a screening initiated in Clearinghouse BGS until the import of the criminal history results from the Clearinghouse SFTP. Upon import, Clearinghouse BGS will process the screening results as an unmatched screening.

## 4. New Screening Initiated in Clearinghouse BGS (2<sup>nd</sup> Fingerprint Rejection)

The Clearinghouse LSWS will **NOT** be utilized during this process.



### A. 2<sup>nd</sup> Fingerprint Rejection

1. **RSP File:** When the FBI rejects an applicant's fingerprints for the second time, a new TCR will be assigned along with the rejected status and a rejected reason. This information is transmitted to the FDLE in the RSP file.
2. **TMP File:** The FDLE will transmit the rejected fingerprint information to the Clearinghouse SFTP.
3. **TMP File Import:** Clearinghouse BGS will import the rejected fingerprint information, including the new TCR, and save it to the database.

### B. Name Check Only Results

4. **NCO Request FAX:** When the FBI rejects an applicant's fingerprints a second time, a specified agency analyst will fax a NCO (Name Check Only) request to the FBI.

5. **NCO Results FAX:** The FBI will conduct the name-based search and will fax the results to the specified agency. A specified agency analyst will manually enter the NCO results into BGS Internal.



## Part C. Clearinghouse LSWS Method Specifications

---

### Overview

#### A. Security

The Clearinghouse LSWS will be developed using Microsoft .NET WCF and can support a variety of SOAP-based web service endpoints. The exact address and configuration will be resolved throughout the UAT phase.

- Service credentials will be required. Vendor-level credentials must be used to authenticate access to the service and its methods. Note that these credentials will differ from the user/location credentials required by each service method.
- Vendors are required to maintain current technology protocol versioning according to industry standards. Vendors with unsupported technology may find that they cannot connect to the Clearinghouse BGS.

The following table represents the service credentials required for every method.

Data	Data Type	Required	Notes/Questions
Username	Text	Required	<i>Values TBD by AHCA</i>  The Username will be associated 1 to 1 with a Vendor ID. The FDLE does not have Vendor IDs; therefore, AHCA will create unique Vendor IDs for each vendor during the Certification process.
Password	Text	Required	<i>Values TBD by AHCA</i>

#### B. Method Form

Each method and its corresponding request/response types are defined throughout the remainder of this document. The Clearinghouse LSWS methods will take the following form:

- **MethodResponse (MethodRequest)**

### C. Base Response

The following represents the base response for every method. Most methods will augment this base response with additional details relevant to the individual method.

Data	Data Type	Notes
Is Successful	Boolean	
Error Messages	List	List of type Error Message
<ul style="list-style-type: none"><li>Code</li></ul>	Integer	401 – Unauthorized: Access is denied 500 – Internal server error 601 – Data not in correct format 604 – Requested data not found 701 – Unable to save/ update record
<ul style="list-style-type: none"><li>Source</li></ul>	Text	Used to identify the source of the error, such as “SSN” or “TCN”
<ul style="list-style-type: none"><li>Text</li></ul>	Text	Description of error
Value		Typically Integer or Text, but can vary or be omitted.

## Methods

Most methods will favor a “batch mentality” and attempt to reduce the need for multiple calls. However, any method that accepts/returns lists will still work if the client prefers to make calls one at a time.

### A. ApplicantInfoGet

This method allows the live scan vendor to obtain applicant information at the time the appointment is scheduled so that it does not have to be manually entered at the time of fingerprinting.

#### ApplicantInfoGetRequest

Data	Data Type	Required	Notes/Questions
Screening Request ID	Integer	Yes	Obtained from the Livescan Request Form or the Parameterized URL
SSN	Text	Yes	9 digits without formatting

## ApplicantInfoGetResponse

Regarding the optional fields listed below, the method will send the information if it exists in Clearinghouse BGS.

Data	Data Type	AHCA Data Required	Notes/Questions
Base Response *	Base Response		
Applicant			
SSN	Text	Yes	9 digits without formatting
First Name	Text	Yes	50 chars max
Middle Name	Text	No	50 chars max
Last Name	Text	Yes	50 chars max
Aliases	Text	No	255 chars max
Date of Birth	Date	Yes	CCYY-MM-DDTHH:MM:SS
Race	Enum	Yes	{ W, B, A, I, U } <ul style="list-style-type: none"> <li>• W - White</li> <li>• B - Black</li> <li>• A - Oriental/Asian</li> <li>• I - American Indian/Alaskan Native</li> <li>• U - Unknown</li> </ul>
Sex	Enum	Yes	{ M, F, X } <ul style="list-style-type: none"> <li>• M – Male</li> <li>• F – Female</li> <li>• X – Unknown</li> </ul>
Height	Text	Yes	Ex: 509 Use 3-digit format; The first number will be feet. The second and third numbers will be inches. If the number is less than ten it will be preceded by zero. Range: 400-711
Weight	Text	Yes	Ex: 200 Range: 50-485
Eye Color	Enum	Yes	{BLK, HAZ, BLU, MAR, BRO, PNK, GRN, GRY, MUL, XXX} <ul style="list-style-type: none"> <li>• BLK Black</li> <li>• HAZ Hazel</li> <li>• BLU Blue</li> <li>• MAR Maroon</li> </ul>

Data	Data Type	AHCA Data Required	Notes/Questions
			<ul style="list-style-type: none"> <li>• BRO Brown</li> <li>• PNK Pink</li> <li>• GRN Green</li> <li>• GRY Gray or partly gray</li> <li>• MUL Multicolored</li> <li>• XXX Unknown</li> </ul>
Hair Color	Enum	Yes	{BAL, RED, BLK, SDY, BLN, WHI, BRO, GRY, XXX, BLU, GRN, ONG, PNK, PLE} <ul style="list-style-type: none"> <li>• BAL Bald</li> <li>• RED Red</li> <li>• BLK Black</li> <li>• SDY Sandy</li> <li>• BLN Blonde or strawberry</li> <li>• WHI White</li> <li>• BRO Brown</li> <li>• GRY Gray</li> <li>• XXX Unknown</li> <li>• BLU Blue</li> <li>• GRN Green</li> <li>• ONG Orange</li> <li>• PNK Pink</li> <li>• PLE Purple</li> </ul>
Place Of Birth	Text	Yes	255 chars max
Current Mailing Address		Yes	
o Street Line 1	Text	Yes	255 chars max
o Street Line 2	Text	No	255 chars max
o City	Text	Yes	100 chars max
o State	Text	Yes	2 char abbreviation
o ZIP	Text	Yes	5 digits, or 5+4 formatted, with hyphen
Screening Request			
ORI	Text	Yes	50 chars max
Provider ID	Text	Yes	Provider ID = Client Code + File Number  There are 4 Client Codes that map to AHCA Provider, Durable Medical Equipment Provider, Contractor, and 3 <sup>rd</sup> Party Provider.

Data	Data Type	AHCA Data Required	Notes/Questions
			Numeric, format TBD, currently 8 digits max
RFP	Text	Yes	“Other Employment and Licensing”
TCN	Text	No	Will not be known upon initial fingerprinting
TCR	Text	No	Will not be known upon initial fingerprinting
Submitted	DateTime	Yes	CCYY-MM-DDTHH:MM:SS This is the date the screening request was created in the Clearinghouse BGS system.

\* For more information, please refer to the [Base Response](#) section of this document

## B. AppointmentsSave

This method allows the live scan vendor to send scheduled appointment information to Clearinghouse BGS as a transaction, during the new applicant wizard.

### AppointmentsSaveRequest

Data	Data Type	Required	Notes/Questions
Appointments	List of appointments		
Appointment			
o Location Code	Text	Yes	20 chars max
o Applicant			
▪ First Name	Text	No	50 chars max
▪ Last Name	Text	No	50 chars max
▪ SSN	Text	Yes	9 digits, no formatting
▪ Screening Request ID	Integer	No	Numeric, up to Int.MaxValue
o Scheduled	DateTime	Yes	CCYY-MM-DDTHH:MM:SS

### AppointmentsSaveResponse

Data	Data Type	Required	Notes/Questions
Base Response*	Base Response		
Nested Base Responses	Base Response		One for each Appointment

\* For more information, please refer to the [Base Response](#) section of this document



### C. Fingerprint Confirmation

This method allows the live scan vendor to notify Clearinghouse BGS that an applicant has had their fingerprints taken and provides Clearinghouse BGS with the TCN and applicant photo both as a transaction (via the new applicant wizard) and as a nightly batch for screenings that were not initiated in AHCA BGS External. All live scan vendors must adhere to a photo size of 200k or less.

#### FingerprintConfirmationRequest

Data	Data Type	Required	Notes/Questions
Screening Request ID	Integer	No	Will exist for screening requests initiated in Clearinghouse BGS and should be sent; Will not exist for screenings initiated at the live scan location and should not be sent. <b>Will not exist for submissions with DOH ORIs.</b>
SSN	Text	Yes	9 digits without formatting
Last Name	Text	Yes	50 chars max
Date of Birth	Date	Yes	CCYY-MM-DD
Sex	Enum	Yes	{ M, F, X } <ul style="list-style-type: none"> <li>• M – Male</li> <li>• F – Female</li> </ul> X – Unknown
Device ID	Text	Yes	50 chars max
Technician	Text	Yes	100 chars max
TCN	Text	Yes	255 chars max
Fingerprinted	DateTime	Yes	CCYY-MM-DDTHH:MM:SS
Applicant Photo	Binary	Yes	<b>Photo requirements:</b> <ol style="list-style-type: none"> <li><b>1. SAP 30 CompliantJPG file format (this will eventually change to JP2 in the future)</b></li> <li><b>2. Photo size should be 200k or less</b></li> </ol>

#### FingerprintConfirmationResponse

Data	Data Type	Nullable	Notes/Questions
Base Response	Base Response		

\* For more information, please refer to the [Base Response](#) section of this document

#### **D. Photo Quality**

Please ensure that you follow the ANSI/NIST-ITL 1-2011 standards when photographs are being taken. Specifically, as the standards relates to SAP 30 and SAP 40 level photo compliancy. Currently, and for the immediate future until a revised Clearinghouse LSWS HLD is publish, SAP 30 is an acceptable level of photo compliancy. In the future however, there will be a move to SAP 40 level compliancy and JPEG-2000 file format.

Photos will be monitored and audited on an on-going basis. As the specifications have outline in this HLD document, photo issues that are not SAP 30 compliant will be addressed with the vendor with the supporting information: Device ID and Technician.

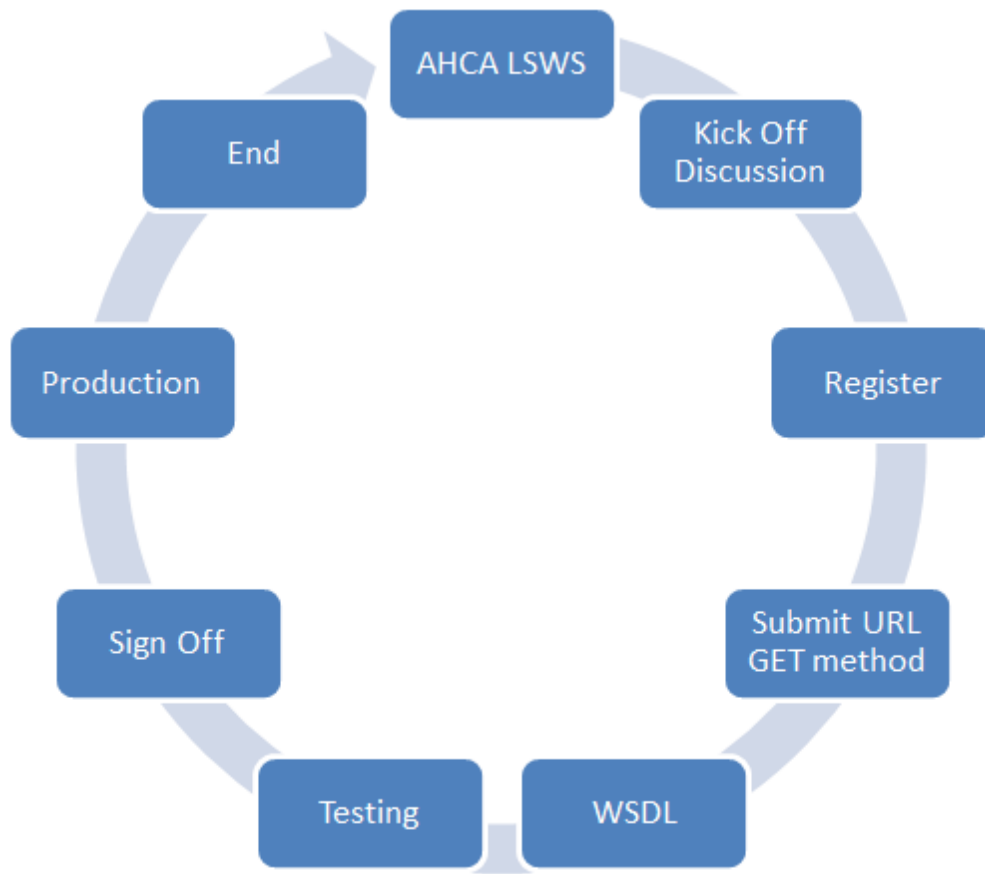


## Part D. Clearinghouse LSWS Vendor Certification

---

### Certification Overview

As described throughout this document, the Clearinghouse LSWS is an integrated web service that facilitates live scan vendors to programmatically communicate various data transactions with Clearinghouse BGS system; such as applicant information, fingerprint appointment information, fingerprints taken confirmation, applicant photos, etc. There is no setup fee associated with connecting to the Clearinghouse LSWS per se, but to use the Clearinghouse LSWS you must register with the Clearinghouse LSWS Support team at AHCA (BGS\_Support@ahca.myflorida.com) to complete a certification process. The certification process establishes proper security credentials needed to move forward with an integrated live scan/Clearinghouse approach to fingerprint-based background checks.



## Certification Steps

### A. Kick-Off Discussion

To begin the process of integrating your fingerprint process with Clearinghouse BGS, you will have a kick-off meeting to discuss high-level direction, content of the Clearinghouse LSWS High Level Design document, and general time periods for implementation.

### B. Register

Once you've reviewed the Clearinghouse LSWS document, the AHCA team will establish a set of credentials for you to establish connectivity to the Clearinghouse LSWS. To register, please submit an email request to [BGS\\_Support@AHCA.myflorida.com](mailto:BGS_Support@AHCA.myflorida.com)

### C. Live Scan Vendor URL GET Method

In order for Clearinghouse BGS system to communicate with your appointment scheduling web site, Clearinghouse will require that you submit a URL to be used with a corresponding GET parameter. The URL should be able to accept the Screening Request ID and location ID either as a querystring parameter (<http://yourdomain.com/createappointment.aspx?myID={0}&myLocationID={1}>), or as MVC routing parameters (<http://yourdomain.com/createappointment/{0}/{1}>). The directory, page and variable names can vary, but the placeholder for a screening request ID and location ID must be present. This will be used for the initial "hand-shake" between Clearinghouse BGS and your web site. The parameter that will be passed to the GET method will be the Screening Request ID (SRID) and location ID. The SRID and location ID will subsequently be used, along with security credentials, for your web site to call back to the Clearinghouse LSWS to obtain data elements outlined earlier in this document. This is a necessary step to establish Clearinghouse BGS testing platform prior to going live.

### D. WSDL

The Clearinghouse LSWS Support team will make available to you a development web service and WSDL (Web Services Description Language), based on the specifications outlined in this document, that will allow your system to understand the basic contract of the Clearinghouse LSWS. Please note that the WSDL will not be made available in Production as it will only be used for your development and to test your connectivity to the Clearinghouse LSWS.

***Development/Beta Web Service and WSDL:***

[https://b.apps.ahca.myflorida.com/Data\\_Services/BGSLiveScanWcf/LiveScanWcf.svc](https://b.apps.ahca.myflorida.com/Data_Services/BGSLiveScanWcf/LiveScanWcf.svc)

[https://b.apps.ahca.myflorida.com/Data\\_Services/BGSLiveScanWcf/LiveScanWcf.svc?wsdl](https://b.apps.ahca.myflorida.com/Data_Services/BGSLiveScanWcf/LiveScanWcf.svc?wsdl)

**Production Web Service and WSDL:**

[https://apps.ahca.myflorida.com/Data\\_Services/BGSLiveScanWcf/LiveScanWcf.svc](https://apps.ahca.myflorida.com/Data_Services/BGSLiveScanWcf/LiveScanWcf.svc)

[https://apps.ahca.myflorida.com/Data\\_Services/BGSLiveScanWcf/LiveScanWcf.svc?wsdl](https://apps.ahca.myflorida.com/Data_Services/BGSLiveScanWcf/LiveScanWcf.svc?wsdl)

**E. Testing**

The AHCA team will provide to you a set of test examples so that you can validate and unit test your integration. Once you are comfortable with the process, the AHCA team will further validate (acceptance test) the connectivity and functionality from within Clearinghouse BGS platform.

In order to facilitate testing, you will need to provide the AHCA team five test cases that can be used for acceptance testing. They should include First Name, Last Name, TCN numbers, and photo samples. You will also need to provide screenshots or documentation to test the Make Appointment page, if applicable.

**Testing Credentials**

The AHCA team will provide a set of testing credentials.

**Test Cases**

The AHCA team will provide a set of test cases upon request.

**F. Sign Off**

Once the testing is complete and AHCA is satisfied with the testing results, there will be an official communication signifying that a Production implementation is ready. Within that communication, all Production specific URL's (scheduling URL, Clearinghouse LSWS) will need to be updated accordingly in Clearinghouse BGS and in your live scan systems. Confirmation of your ability to send applicant photos will need to be provided to the AHCA team to ensure a smooth transition to Production is possible. An updated vendor location CSV file will need to be sent to the AHCA team per the specifications outlined in this document.

**G. Production**

Congratulations, the final step of the certification process is live Production.

**Clearinghouse LSWS Support**

If you have any implementation or setup questions, please contact the AHCA technical support team at [BGS\\_Support@ahca.myflorida.com](mailto:BGS_Support@ahca.myflorida.com).

## LS Vendor Certification Check List

Reference	Description	Team Responsible	Complete (Y/N)	Date Complete
1.	Schedule Kick off discussion with AHCA team and review of the Clearinghouse LSWS HLD document.	LS Vendor		
2.	Submit URL to AHCA for configuration purposes (parameterized URL)	LS Vendor		
3.	Publish credentials from the AHCA team to LS Vendor; <ul style="list-style-type: none"> <li>a. sFTP credentials</li> <li>b. sFTP location</li> <li>c. Web Service credentials</li> </ul>	AHCA		
4.	Begin development against the development WSDL/Clearinghouse LSWS	LS Vendor		
5.	Submit Server IP addresses to AHCA to be whitelisted	LS Vendor		
6.	Begin development of the Vendor Location data file.	LS Vendor		
7.	Test and validate the connectivity between Clearinghouse and LS Vendor	LS Vendor		
8.	Full Integration Testing between Clearinghouse system and LS Vendor web site	AHCA		
9.	Discussion of sign off and production deployment timing	AHCA		
10.	Schedule the automated delivery of the vendor location file	LS Vendor		

## Part E. Appendix

### Live Scan Vendor Data File (CSV)

The live scan vendor data file will provide the Clearinghouse an up to date listing off all locations available for applicants to obtain fingerprinting. The file will also facilitate the Clearinghouse knowing which locations are photo enabled. This should contain all location data from the vendor, assuming Live Scan Location Code is a **unique value**. You may submit your file to the Clearinghouse sFTP site whenever you have updates to your locations. Please note, each time you submit a file you will need to ensure you are sending in all of your locations in, not just updated or new locations. The updates will be processed nightly.

#### A. Format: CSV (Comma Separated Values)

- Text contained within quotes
- If a column is Not required and you're sending in no data, please transmit double-quotes
- No header row
- Each line of text will contain one row of data
- Each line text will be terminated with a CR/LF
- File extension “.CSV”
- File Name: %LSVendorName%-ddmmyyyyhhmm.csv

#### B. Screen where data will be displayed:

Display Name (Vendor Website URL)	Location Name Address 1 Address 2	City	County	Phone	Appointment Types	Fees	Hours	Action ?
LiveScan Service Provider ?	Address	City	County	Phone	Appointment	Cost	Hours	Action ?
Test Display Name	Test Location 500 Test Dr NE Suite 402	Fakeville	Miami-Dade	555-777-8899	Same Day Walk- In Service, On- Line Appointments & Mobile Service	Fees vary upon services requested. Call for details	M-F 8:30am- 5PM	Print

### C. File Schematics

Data	Data Type	Required	Notes/Questions
Live Scan Vendor Code	Text	Yes	To be provided by AHCA
Display Name	Text	Yes	255 chars max (Parent Company) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system "LiveScan Service Provider"
Vendor Website URL	Text	No	1024 chars max (Parent Company) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system Referenced in "LiveScan Service Provider"
Contact First Name	Text	No	50 chars max (Parent Company) Used internally by the AHCA team
Contact Last Name	Text	No	50 chars max (Parent Company) Used internally by the AHCA team
Vendor Email Address	Text	No	255 chars max (Parent Company) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system
Phone	Text	No	with extension, 20 chars max (Parent Company) Used internally by the AHCA team
Fax	Text	No	20 chars max (Parent Company) Used internally by the AHCA team
Cell	Text	No	20 chars max (Parent Company) Used internally by the AHCA team
Street Line 1	Text	No	255 chars max (Parent Company) Used internally by the AHCA team
Street Line 2	Text	No	255 chars max (Parent Company) Used internally by the AHCA team
City	Text	No	100 chars max (Parent Company) Used internally by the AHCA team
State	Text	No	2 char abbreviation

Data	Data Type	Required	Notes/Questions
			(Parent Company) Used internally by the AHCA team
County	Text	No	Needs to match AHCA DB to save. (Parent Company) Used internally by the AHCA team  Please refer to Appendix <a href="#">County Database Reference</a>
ZIP	Text	No	5 or 5+4 formatted with hyphen (Parent Company) Used internally by the AHCA team
Location Code	Text	Yes	Corresponds to Location ID used in the Parameterized URL <b>Must be unique value for each row</b>
Location Name	Text	No	50 chars max (Location specific) Optional, to be displayed in addition to the parent company name during the fingerprint appointment process within the Clearinghouse system within the Address field.
Location Street Line 1	Text	Yes	255 chars max (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system "Address" field
Location Street Line 2	Text	No	255 chars max (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system
Location City	Text	Yes	255 chars max (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system "City" field
Location State	Text	Yes	255 chars max (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system

Data	Data Type	Required	Notes/Questions
Location County	Text	Yes	Needs to match AHCA DB to save. Please refer to Appendix <a href="#">County Database Reference</a>  If no County is submitted in the file, "Other States" will be used as a Default  "Counties" field
Location ZIP	Text	Yes	5 or 5+4 formatted with hyphen (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system
Location Phone	Text	Yes	with extension, 20 chars max (Location specific) Displayed during Fingerprint selection process and the Live Scan vendor list within the Clearinghouse system
Location Appointment Types	Text	No	100 chars max Ex: Online, Walk in, Phone  "Appointment" field
Location Hours	Text	No	255 chars max Ex: M-F 8:30 am to 5:30 pm. Sat-Sun Closed  "Hours" field
Location Fees	Text	No	255 chars max Ex: \$60.25  "Cost" field
Location Photo Enable Flag	Boolean	Yes	Ex: 1 (true) or 0 (false)
Location Active Flag	Boolean	Yes	Ex: 1 (true) or 0 (false)



## County Database Reference

County Name	County Name
Alachua	Lee
Baker	Leon
Bay	Levy
Bradford	Liberty
Brevard	Madison
Broward	Manatee
Calhoun	Marion
Charlotte	Martin
Citrus	Miami-Dade
Clay	Monroe
Collier	Nassau
Columbia	Okaloosa
Desoto	Okeechobee
Dixie	Orange
Duval	Osceola
Escambia	Palm Beach
Flagler	Pasco
Franklin	Pinellas
Gadsden	Polk
Georgia	Putnam
Gilchrist	Santa Rosa
Glades	Sarasota
Gulf	Seminole
Hamilton	St. Johns
Hardee	St. Lucie
Hendry	Sumter
Hernando	Suwannee
Highlands	Taylor
Hillsborough	Union
Holmes	Volusia
Indian River	Wakulla
Jackson	Walton
Jefferson	Washington
Lafayette	Other States
Lake	

## Clearinghouse System Mock Screen Wizard

**Step 1:** Provider clicks the Initiate Screening navigation item, searches for the applicant, and then clicks the Initiate Screening button

Home Search **Initiate Screening** Screenings in Process Screening Results LiveScan Employee/Contractor Roster Log Out

### Search

[Switch Agency View](#)

This site provides background screening results reviewed through the Clearinghouse on behalf of your specified agency, Department of Children and Families, and professional licensure information from the Department of Health's Medical Quality Assurance division. These results are to be used for employment eligibility determinations.

If we become aware of a change in an individual's eligibility status, an email notification will be sent to the most recent employer of record in the Clearinghouse or the last provider to submit a screening request through the Clearinghouse. It is recommended employers check the screening results of staff regularly as an individual's status may change based on information received.

**Search Criteria**

Enter the information below. It is the responsibility of the provider to ensure results are for the correct individual. These results are to be used for employment eligibility determinations. In accordance with section 435.11(1)(b), it is a misdemeanor of the first degree to use records information for purposes other than screening for employment or release records information to other persons for purposes other than screening for employment.

SSN:

AND enter at least one of the following:

Last Name:

Or:

Date of Birth:

**Search Result**

A screening result for this individual was not found in the Clearinghouse results website. You may initiate a screening by selecting the "Initiate Screening" button.

**Step 2:** Provider enters demographic information and clicks Next.

### Initiate Screening

[Switch Agency View](#)

#### Enter Profile

To initiate a screening please enter the information below. Fields with an (\*) are required.

* First Name: Agency	* Address Line 1: 123 Lane	* Sex: MALE
Middle Name:	Address Line 2:	* Race: WHITE
* Last Name: Test	* City: City	* Hair Color: Brown
Aliases:	* State: Florida	* Eye Color: Brown
* SSN: XXX-XX-XXXX	* ZIP: 33333	* Height: 6' 00"
	County:	* Weight: 180 lbs.
* Date of Birth: 01/01/1990 mm/dd/yyyy	Prior States:	
* Place of Birth: Florida		

\*Required

**Step 3:** Provider enters position information and clicks Next. BGS assigns the Person ID, Screening Request ID, and ORI.

**Initiate Screening** [Switch Agency View](#)  
TEST, AGENCY

**Select Position**

*Screening Information*

Provider:

\* Position:

\*  The applicant/employee has received and signed the [Privacy Policy](#).

Cancel Back **Next**

**Step 5:** Provider searches for a Live Scan location. BGS will return all locations that match the search criteria. The search results will be sorted by those locations that are photo enabled, then integrated into the Clearinghouse LSWS, and finally all remaining locations. (The list comes from the Clearinghouse BGS database. The Clearinghouse BGS database is updated with information the Live Scan vendors send on a periodic basis—fields detailed in the LSWS HLD document.)

**Initiate Screening** [Switch Agency View](#)  
TEST, AGENCY

In accordance with section 408.809 (3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search and select a LiveScan service provider below. If you have access to LiveScan services other than a private vendor you may skip this section by selecting "Next".

**Select LiveScan Service Provider**

*Search Criteria*

Enter at least one of the following criteria to search for a specific LiveScan service provider or locate a service provider in your area.

LiveScan Service Provider:  City:  County:

Search

**LiveScan List**

The information listed below is updated continuously as it is reported to AHCA by the LiveScan service provider. The information is subject to change at any time without notice. We recommend you contact the vendor service provider directly or visit their website to confirm the information is still correct.

To schedule an appointment, you may contact the service provider directly or select the online link under the Appointment column.

LiveScan Service Provider	Address	City	County	Phone	Appointment	Cost	Hours	Action
Test Livescan Location	123 Lane City, FL 33333	City	County	(555) 555-5555	Walk-ins Appointments			Make Appt

Displaying items 1 - 1 of 1

Print All

Cancel Back **Submit**

### **Live Scan Vendor Web Site Process**

Provider clicks the Make Appointment button within the Clearinghouse BGS system and the vendor site opens in a new window. Parameterized URL is passed from Clearinghouse BGS system to the live scan site. Provider is prompted to input applicant's social security number. Live scan site uses vendor credentials, social security number (without formatting) and screening request id to obtain applicant info via the web service (ApplicantInfoGet method).

Provider uses live scan site flow to make appointment. At the end of the appointment process, provider submits and then closes the live scan site window. Live scan sends the appointment information via web service to the Clearinghouse BGS system (AppointmentSave method).

Provider returns to the Clearinghouse BGS live scan search screen and clicks the Submit button to continue in the new applicant wizard in the Clearinghouse BGS system.

*Note:* The provider can continue whether BGS receives appointment information or not. BGS does not require the information for the provider to submit the screening.

**Step 6:** BGS generates the Livescan Request Form. Provider clicks the Print button to print the form for the applicant to take to the live scan appointment. The form contains the Screening Request ID, the ORI, and other pertinent personal and demographic information of the applicant. If BGS has fingerprint appointment information, the form contains that information as well.

