Clearinghouse Renewal Overview

Per Florida Statute, retained fingerprints must be renewed every 5 years in order to maintain eligibility for employment. To maintain the retention of fingerprints within the Clearinghouse the employer must request a Clearinghouse Renewal through the Clearinghouse Results Website (CRW) prior to the retained prints expiration date. By initiating a Clearinghouse Renewal through the CRW, the current fingerprints retained on file at the Florida Department of Law Enforcement will be resent to the Federal Bureau of Investigation allowing for an updated criminal history to be processed by the Clearinghouse. If the employer does not initiate a Clearinghouse Renewal an employee’s prints will no longer be retained, the employee’s eligibility determination will expire, and the employee will have to be re-fingerprinted at a Livescan Service Provider at an increased cost to comply with background screening requirements.

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

If the Clearinghouse Renewal is not initiated before the retained prints expiration date a new screening will need to be initiated in the Clearinghouse and the employee will have to be fingerprinted again.

Employers will receive notification of upcoming expiring retained prints for those employees listed on the Employee/Contractor Roster.

The benefits of initiating a Clearinghouse Renewal are:
- Request and pay for the renewal of a screening all in one system while also receiving cost savings.
  - The current cost for a Clearinghouse Renewal is $43.25. That’s a cost-saving of over $30 with the average cost for a new screening being $75.00!
- Faster processing time since the request is immediately sent to the Clearinghouse. No need to wait for the employee to be fingerprinted at a Livescan Service Provider.
- An updated criminal history to ensure compliance with background screening requirements.
- Extend the retained prints expiration by another 5 years.
Background Screening Home Page

To access the Clearinghouse results website through the Portal please log in at https://apps.ahca.myflorida.com/SingleSignOnPortal. On the Portal Landing select **Background Screening Clearinghouse – Agency Name**

On the Background Screening Clearinghouse Program Access Page you will see your approval status. If you are approved, please select the **Background Screening Clearinghouse** link to access the Clearinghouse results website.
Clearinghouse Results Website Home Page

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 Employee’s with Expiring Retained Prints table. You can renew an employee by selecting Renew, their Last Name, or from the Person Profile page.

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**Employees With Expiring Retained Prints**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Selection</th>
<th>Last Name</th>
<th>First Name</th>
<th>Retained Prints Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENEW</td>
<td>TEST1</td>
<td></td>
<td>Applicant</td>
<td>Nov 30 2017</td>
</tr>
<tr>
<td>RENEW</td>
<td>TEST2</td>
<td></td>
<td>Applicant</td>
<td>Nov 30 2017</td>
</tr>
</tbody>
</table>

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**Bulletins**

**Please Initiate All Screenings Prior to Fingerprinting**

Utilizing the Clearinghouse website to initiate screening requests is required by law and provides the following benefits:

- Ability to track screenings from request to determination
- Provides email notifications regarding status updates
- Provides TCR number for rejected fingerprints
- Provides a FREE copy of the Florida Public Rap Sheet for 30-days
Search for Employee Person Profile

The Search page allows you to access the Person Profile for an employee to initiate a Clearinghouse Renewal.

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

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: 000-00-0000

AND enter at least one of the following:

Last Name: Smith

Or:

Date of Birth: 

Search
**Initiate Clearinghouse Renewal**

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

If the Clearinghouse Renewal is not initiated before the retained prints expiration date a new screening will need to be initiated in the Clearinghouse and the employee will have to be fingerprinted again.

To initiate a Clearinghouse Renewal for an individual, select the **Initiate Renewal** button from the Person Profile page.
### Search Medicare/Medicaid Exclusions (OIG List)

The Check OIG List page will only be displayed if it’s required by your agency.

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 BGS OIG Search page.

**Check the affirmation box** to confirm the search was conducted and select **Next** to continue.

*Note: Health care providers that receive federal funding that employs 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.*

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**Check OIG List**

**TEST2, APPLICANT**  
Retained Prints Expiration Date: 11/30/2017

To employ or contract with this individual you must complete an online search of the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) and a Level 2 criminal history screening. The OIG LEIE website lists individuals and entities excluded from Federally-funded health care programs pursuant to sections 1128 and 1159 of the Social Security Act. There is no fee associated with conducting a search on the OIG LEIE website.

Anyone who receives federal funding and hires an individual or entity on the LEIE may be subject to civil monetary penalties (CMP). Individuals listed on the Exclusion list are not eligible for employment with providers that provide Medicare and Medicaid services.

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**OIG Search**  
Select the affirmation statement to confirm you performed a OIG LEIE search.

- [ ] I affirm the OIG List of Excluded Individuals/Entities (LEIE) was searched for the individual listed above.

If you would like to end this review, select **Return to Search**.

If you would like to hire this individual without completing a new screening select **Profile Page** to enter employment information and print a copy of the individual’s Background Screening Results page for your records.

If you would like to initiate a new screening for the individual, select the “Next” button to continue.
National Background Check Program Nurse Aide Registry

The National Background Check Program Nurse Aide Registry page will only be displayed if it’s required by your agency.

The National Background Check Program Nurse Aide Registry is a web service that allows providers to check multiple state Nurse Aide Registries at once.

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 Renewal** to continue.

![](table.png)
**Select Provider and Position**

To ensure the appropriate criteria is applied during the Clearinghouse Renewal review, the provider and position type for the Clearinghouse Renewal must be selected.

- Select the **Provider** that the individual is employed by 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 employee’s **Position** from the drop down list
- Select **Next**
Clearinghouse Renewal Payment

Payment options are Credit Card or E-Check.

- Credit Card
  - MasterCard
  - Discover
  - American Express
  - VISA
- E-Checking
  - Personal or Business checking/savings account

To pay for the renewal:

- Select Payment Method
  - Credit Card
  - Checking
- Select Pay Total Amount to continue

Please note that all Clearinghouse Renewal payments will be collected by the Agency for Health Care Administration.

IMPORTANT – Please note that payment information will NOT be saved.

Clearinghouse Payment

As the parent agency of the Care Provider Background Screening Clearinghouse (Clearinghouse), all payments submitted to the Clearinghouse will be collected and processed by the Agency for Health Care Administration.

<table>
<thead>
<tr>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON Healthcare Facility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Amount</th>
<th>Service Charge</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$43.25</td>
<td>$1.41</td>
<td>$44.66</td>
</tr>
</tbody>
</table>

Select Payment Method

- Credit Card
- Checking

Pay Total Amount

Terms, Conditions & Fees for Payments: A non-refundable convenience fee of 3.25% will be added to all credit card/debit card payments or $0.10 on all e-check (checking) payments. Please allow 2 to 5 business days for the payments to be settled and posted.

Refund Policy: The refund processing of your payment will begin upon receipt of the Application for Refund form. Applications for refund are processed in accordance with Florida Administrative Code 12-25.002 and Florida Administrative Code 661-44.020. We will notify you if, for any reason, we are not able to process the refund. Section 215.26, Florida Statutes, requires all requests for refunds be submitted within 3 years of the initial payment to the State of Florida. Depending upon the user’s method of payment, refunds may be issued using the original method of payment.

Cancel Screening Request

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**Enter Payment Information**

The yellow banner message at the top of the page is for informational purposes only.

Enter the payment information in the fields marked with asterisks (*) based upon the payment method you selected. Prepopulated fields can be edited. Hit the “Save Changes” button when finished entering or editing the payment.

Once the payment information has been entered, select **Continue**
Review Payment Details

Verify payment details and select **Confirm**

![Payment Details](image)

Submit Renewal Request

Select **Submit Renewal Request** to complete this request. An email confirmation and receipt will be sent to the address on record.

![Renewal Request Submitted](image)

Renewal Request Submitted

Once the screening request is submitted, select **Home** if you are done or **Initiate New Screening** to initiate a screening for another individual.
Person Profile – Renewal in Process

Open the employee’s profile page to view the status of a Clearinghouse Renewal request.

An informational message displays indicating no further action can be taken until a determination has been made.

A fingerprint renewal is in process. No further action can be taken until a determination is made.