Care Provider Background Screening Clearinghouse

DCF/APD Clearinghouse Results Website Instruction Guide

Updated April 2020
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In response to the requirements passed during the 2012 Legislative session, the Agency for Health Care
Administration (Agency) created the Care Provider Background Screening Clearinghouse (Clearinghouse) Website for use by all specified agencies. The enhanced 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 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.
- Provides email notification to the user 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.
- Provides TCR# needed for sending an applicant to be rescreened for rejected prints.
- Posts Public Record version of state criminal history record (RAP sheet) for review by the *provider requesting the original screening*.
- Allows user to connect to a screening request in process for notification when results are available (reduces duplicative screening).
- Creates 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.
- 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.
  - According to section 435.12(2) (c) an employer of persons subject to screening by a specified agency must 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.
- Redesigned Individual Profile page that includes:
  - Eligibility Results
  - Photograph, if the individual is in the Clearinghouse
  - Department of Health Professional Licensure Status
  - View screenings in process
  - State criminal history report viewable for the provider initiating the screening
  - Employment History
**Background Screening Home Page**

To gain access to the Clearinghouse results website you must first register on the AHCA Portal and receive access. Since AHCA is the parent agency for the Clearinghouse, access is granted through the AHCA web portal. Please refer to the Portal Registration guide for your agency at this link http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/BGS_results.shtml for registration and log in instructions.

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 – Department of Children and Families.** *APD providers should also select ‘Background Screening Clearinghouse – Department of Children and Families’ since DCF conducts APD provider screenings.*

On the Background Screening Clearinghouse Program – **Department of Children and Families – 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.
If you have requested and been granted access to the Clearinghouse results website on behalf of multiple specified agencies, you will be prompted to select the agency for this session before viewing the home page. For more information about how to request access on behalf of multiple agencies, see the advanced registration guides at this link for your scenario: http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/BGS_results.shtml.

A welcome message and your provider information will appear on the BGS Home page. This page will also display important bulletin messages and information when appropriate.

Moving throughout the website is accomplished by clicking navigation tabs at the top of the page. These tabs will appear on all pages. The navigation tabs allow you to search, initiate screenings, review your screenings in process and screening results, look up Livescan service providers, review your employee roster, and log out. To switch the specified agency for use on the website, you may select ‘Switch Agency View’ from any screen in the system. This will return you to the ‘Select Agency For This Session’ screen.
The Search page allows you to review the eligibility status of an individual if they have undergone a screening or if they have a screening in process in the Clearinghouse. If the individual is not found, a screening may be initiated from this page. If the individual is found, their Profile page will appear. **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

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.

<table>
<thead>
<tr>
<th>SSN:</th>
<th>000-00-0000</th>
</tr>
</thead>
</table>

AND enter at least one of the following:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Smith</th>
</tr>
</thead>
</table>

OR:

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th></th>
</tr>
</thead>
</table>

Click Search
Initiate New Screening

To initiate a new screening for an individual, select the ‘Initiate Screening’ button.
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

![Initiate Screening Form](image-url)
Prior States List
Select all prior states in which the applicant has resided in the last 5 years. If none apply, select the 'None Apply' box to continue. At least one state, or the 'None Apply' box must be selected. Any prior states selected previously are already captured.

Select Position and Confirm Privacy Policy
To ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered.

- 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 applicant has signed and agreed to the Privacy Policy.
Select Livescan Provider and Make Appointment

In accordance with section 408.809(3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search for and select a Livescan Service Provider below.

If you have access to a photo enabled and Clearinghouse compliant service provider (other than a private vendor) you may skip this section by selecting ‘Submit’.

Enter a name and/or city and/or county to locate a Livescan provider in your area. You may also select ‘Search’ to view the entire list.
Make Appointment

After you have selected the Livescan service provider you would like to use, select the ‘Make Appt’ button to schedule an appointment with that service provider. While the website will be unique for each service provider, they will all provide the ability to enter the social security number to prepopulate all demographic information for the applicant, reducing duplicative data entry.

Once you schedule an appointment with the service provider, close the ‘Make Appt’ window to return to the Clearinghouse results website. To complete the screening request, select ‘Submit’.

Please contact the service provider with any questions about their ‘Make Appt’ page.
Print Livescan Request Form

Once the screening request is submitted, a Livescan Request Form will be generated for the applicant to take to their screening appointment. The request form contains important information, including the following:

1. The **ORI number** required for electronic fingerprint submission
2. The **Screening Request ID** used by Livescan service providers to link the screening results to the screening request
3. **Appointment information** (if an appointment was scheduled during the Livescan step)

Select ‘Home’ if you are done, or ‘Initiate New Screening’ to initiate a screening for another individual.
Sample LiveScan Request Form

LiveScan Request Form

Agency for Health Care Administration

You have applied for a position with a health care and/or service provider regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. Your fingerprints must be collected by a fingerprint vendor (LiveScan Service Provider) authorized to conduct fingerprinting in Florida. As a result of the background check, your screening results will be listed on the Clearinghouse secure background screening result site. Authorized health care and/or service providers may access this secure site and print out screening results for individuals seeking employment in health care.

Applicant Information

Applicant’s Name: AGENCY TEST
Mailing Address: 123 LANE
CITY, Florida 33333
Date of Birth: 1/1/1990
Place of Birth: Florida
(Sate or Country if not U.S.)
SSN: XXX-XX-0001
Sex: MALE
Height: 6’00”
Hair Color: Brown
Eye Color: Brown

LiveScan Service Provider Information

You must present this form and a current valid government-issued photo identification to be fingerprinted (i.e. driver’s license, State ID or military identification card.)

An appointment has been scheduled for you by the health care provider listed below to have your finger prints taken at:

Test Livescan Location
123 Lane
City, Fl. 33333
(555) 555-5555
Appointment Date: 4/1/2014 Appointment Time: 12:00 AM

If you are unable to make this appointment, contact the requesting health care provider to reschedule.

TCN: ____________________________ Technician’s Name ____________________________

Requesting Health Care and/or Service Provider

Test Provider
123 Street
City, FL 33333
OCA Number: 123456789
Phone Number: (850) 555-5555

Please return this form to the requesting health care and/or service provider once your prints are taken.
Profile Page

The individual’s profile page provides information useful in making hiring decisions. This page contains the screening eligibility status and the Department of Health professional licensure status if applicable.

Other features include the ability to

- Edit demographic information, including mailing address
- Connect to a screening that is already in process for the individual
- Receive email notifications when the screening is complete
- Add employment history
- View Public Rap Sheets for initiated screenings
- View subsequent Arrest and/or Registration files for employees

This page also provides an employment history for the individual as reported by any health care or service provider regulated by a specified agency in the Clearinghouse.
Person Profile

First Name: AGENCY
Middle Name:
Last Name: TEST
Aliases:

Address Line 1: 123 LANE
City: CITY
State: Florida
ZIP: 33333
County:

SSN: XXX-XX-0000
Date of Birth: 12/24/1978
Place of Birth: Georgia
Phone Number:
Email Address:

Sex: MALE
Race: WHITE
Hair Color: Brown
Eye Color: Hazel
Height: 5' 05"
Weight: 150 lbs.

Screenings in Process

<table>
<thead>
<tr>
<th>Screening #</th>
<th>Provider</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2051506</td>
<td>TEST - DCF General - 023704412</td>
<td>01/23/2017</td>
<td>Determination Made</td>
<td>01/23/2017</td>
<td>Remove</td>
</tr>
</tbody>
</table>

- Connected screenings

Provider: 

Initiate Agency Review  Initiate Resubmission

Retained Prints Expiration Date: 1/23/2022
Clearinghouse Screening Available?: Yes

Department of Children and Families Eligibility

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Eligibility Determination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCF General</td>
<td>Eligible</td>
<td>1/23/2017</td>
</tr>
<tr>
<td>DCF Child Care</td>
<td>Eligible</td>
<td>1/23/2017</td>
</tr>
<tr>
<td>DCF Substance Abuse - Adult Only</td>
<td>Eligible</td>
<td>1/23/2017</td>
</tr>
<tr>
<td>DCF Summer Camps</td>
<td>Agency Review Required</td>
<td></td>
</tr>
<tr>
<td>DCF Mental Health</td>
<td>Agency Review Required</td>
<td></td>
</tr>
<tr>
<td>APD General</td>
<td>Agency Review Required</td>
<td></td>
</tr>
<tr>
<td>APD Developmental Disability Centers</td>
<td>Agency Review Required</td>
<td></td>
</tr>
<tr>
<td>APD CDC</td>
<td>Agency Review Required</td>
<td></td>
</tr>
</tbody>
</table>

Employment/Contract History (As reported to Florida's Background Screening Clearinghouse by provider employers.)

Provider | Position | Provisional Hire/Contract Date | Permanent Hire/Contract Date | End Date | Action
---|----------|-------------------------------|-------------------------------|----------|---
No records to display.

Add Employment/Contract Record

New Search  View/Print Version  Explanation of Results
**Person Profile – Edit Demographics**

To edit the demographic information for an applicant select the 'Edit' button on the profile page, below the photo. You may edit and update all information except for the following:

- Social Security Number
- Last Name
- Date of Birth

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.

Please contact the Background Screening Unit to update any of the items listed above.
Person Profile - Screenings in Process

A list of screening requests in process will be displayed on the person profile page. This section allows providers to:

- Initiate a New Screening (if the applicant is NOT in the Clearinghouse)
- Connect to a Screening
- Initiate an Agency Review
- Connect to an Agency Review
- Initiate a Resubmission (if the applicant has retained prints)
- Connect to a Resubmission

Information on initiating requests can be found in later sections of this document.

Connecting to a screening, agency review, or resubmission will allow providers to receive notifications and updates on an applicant’s screening status without the need to request and pay for a new screening.
Person Profile - Clearinghouse Status

The applicant’s current Clearinghouse status and retained prints expiration date are listed below the screenings in process section.

Retained Prints Expiration Date:
- Fingerprints are retained for a period of 5 years by the Florida Department of Law Enforcement (FDLE).
- If the applicant does not have retained prints with FDLE the status will read ‘Prints Not Retained’.

Clearinghouse Screening Available:
- **Yes** – The applicant has a screening in the Clearinghouse that can be shared
- **No** – The applicant does not have a screening in the Clearinghouse that can be shared
- **Awaiting Privacy Policy** – The applicant has a screening with retained prints and a photograph but is missing the required privacy policy to be entered into the Clearinghouse.  
  - Select ‘View Privacy Policy’ to print a copy of the policy for the applicant to sign.
  - Select ‘Confirm Privacy Policy’ to submit the required information.
    - The document does **not** need to be forwarded to Department of Children and Families for review.
The public record version of a criminal history report (or public rap sheet) is available to the provider that initiated the screening on the Clearinghouse results website.

Copies of subsequent arrest or registration notifications from the Florida Department of Law Enforcement are available to current employers of the applicant. The provider must have a current employment history record entered in the Clearinghouse results website for the applicant to view this information.

The public rap sheet and subsequent arrest or registration notifications can be found on the person profile page, below the screenings in process section.
Person Profile - Eligibility Determinations and DOH Licensure

The current eligibility determination and Department of Health licensure status for an applicant can be found in the eligibility and licensure sections of the person profile page.

The Department of Children and Families’ eligibility results are displayed according to the reason for screening.

<table>
<thead>
<tr>
<th>Item/Screening Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCF General</td>
<td>Status of an individual requesting to be licensed, to be employed, or to volunteer in the following areas: Foster Care, Child Welfare or Substance Abuse.</td>
</tr>
<tr>
<td>DCF Child Care</td>
<td>Status of an individual requesting to be licensed, to be employed, or to volunteer in the following areas: Child Care, Family Child Care Home, Religious Exempt, Afterschool or Enrichment Program.</td>
</tr>
<tr>
<td>DCF Substance Abuse – Adult Only</td>
<td>Status of an individual eligible to work only in DCF substance abuse programs with adult clients.</td>
</tr>
<tr>
<td>DCF Summer Camps</td>
<td>Status of an individual requesting to be employed or to volunteer in a summer camp.</td>
</tr>
<tr>
<td>DCF Mental Health</td>
<td>Status of an individual requesting to be employed or to volunteer in a mental health program.</td>
</tr>
</tbody>
</table>
### Definitions of eligibility determinations can be found by hovering over the question mark next to ‘Department of Children and Families Eligibility’ or selecting the ‘Explanation of Results’ button at the bottom of the profile page.

### Person Profile - Employment/Contract History and View/Print Version of Results

All employment history records entered on the Clearinghouse results website for the applicant will display in the 'Employment/Contract History' section of the person profile page. All records, regardless of the specified agency of the provider, will be displayed. The provider name will only display to users with access to the website on behalf of the provider.

The employment history records must be completed if users with access to the provider’s record are to receive updates such as subsequent arrest notifications. Refer to the ‘Add/Edit Employment/Contract Record’ below for instructions on updating employment records.

A printable version of the person profile page and results can be accessed by selecting the ‘View/Print Version’ button below the 'Employment/Contract History’ section. This will open a new window with a printable version of the information.
<table>
<thead>
<tr>
<th>Provider</th>
<th>Position</th>
<th>Provisional Hire/Contract Date</th>
<th>Permanent Hire/Contract Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee - Administrator</td>
<td>03/16/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>03/17/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee - Administrator</td>
<td>03/17/2014</td>
<td></td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add Employment/Contract Record

New Search  View/Print Version  Explanation of Results
Add Employment/Contract Record

According to section 435.12(2) (c) an employer of persons subject to screening by a specified agency must 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.

- To add employment history, open the individual’s Profile Page and select ‘Add Employment/Contract Record’
- Enter the required information and select ‘Save’. This will bring you back to the profile page. The new employment record will display in the Employment/Contract History section.
Section 435.06(2)(d) provides that an applicant may be hired provisionally for training and orientation purposes before the screening process is completed. You may add a provisional hire date for an applicant with a current ‘Screening in Process’ status in the Clearinghouse by selecting the ‘Add Employment/Contract Record’ button located at the bottom of the applicant’s profile page.

**Add Employment/Contract Record**

![Add Employment/Contract Record](image)

**Edit Employment Record**

You may edit an employee record from the ‘Employment/Contract History’ section on the profile page, or from the Employee/Contractor Roster tab. From either page, select the ‘Edit’ link under the action column for the applicant record you wish to update and enter the required information and select ‘Save’.

**Edit Employment/Contract Record**

![Edit Employment/Contract Record](image)

To quickly enter an ‘End Date’ for an employment record from the Employee/Contractor Roster tab, select the calendar icon in the ‘End Date’ column. Enter the required information and select ‘Save’.
Screenings in Process Tab

The Screenings in Process tab provides a listing of all screening requests you have initiated or connected to and the current status. A request will remain on the list for 7 days once a determination is made.

- View an individual's profile page by selecting the last name of the individual
- Filter the list by using the search options and selecting 'Apply'
- Sort the records by selecting any column header
- If you no longer wish to receive email notifications for an individual, select the 'Remove' link under the Action column. The screening will be removed for your list however the screening will continue to be processed
Screenings in Process

This page provides a listing of your screening requests and the current status. A request will remain on the list for 7 days once a determination is made. You may also filter the list using the fields below. If you wish to no longer receive notification on an individual request select “Remove”. The request will be removed from your listing however the screening process will continue.

### Search Options

- **Provider:**
- **Last Name:**
- **Screening Status:**
- **Submitted Date:**

### Screenings List

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Screening #</th>
<th>Submitted</th>
<th>Provider</th>
<th>Position</th>
<th>Screening Status</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST1</td>
<td>TEST</td>
<td>XXX-XX-0025</td>
<td>210576</td>
<td>00/09/2014</td>
<td>TEST PROVIDER - 1234</td>
<td>Employee - Financial Officer</td>
<td>Results Received from FDLE</td>
<td>00/09/2014</td>
<td>Remove</td>
</tr>
<tr>
<td>TEST2</td>
<td>TEST</td>
<td>XXX-XX-0033</td>
<td>210733</td>
<td>00/09/2014</td>
<td>TEST PROVIDER - 1234</td>
<td>Employee - Financial Officer</td>
<td>Availing Fingerprints</td>
<td>03/08/2014</td>
<td>Remove</td>
</tr>
<tr>
<td>TEST3</td>
<td>TEST</td>
<td>XXX-XX-0013</td>
<td>210752</td>
<td>00/09/2014</td>
<td>TEST PROVIDER - 1234</td>
<td>Employee - Financial Officer</td>
<td>Fingerprint Rejected 1st - TCR # 82013137000007550213</td>
<td>03/08/2014</td>
<td>Request Fingerprint Form</td>
</tr>
</tbody>
</table>
Screening Results Tab
The Screening Results tab provides a listing of all screening requests you have initiated or connected to with the final determination.

- View an individual’s profile page by selecting the last name of the individual. To add employment history, you must open the individual’s profile page.
- Filter the list by using the filter options and selecting ‘Apply’.
- Sort the records by selecting any column header.
- If you no longer wish to receive email notifications for an individual, select the ‘Remove’ link under the Action column. The screening will be removed for your list however the screening will remain in the database.

The page will default with an empty screenings list. You MUST select a Screening Purposes to view results.
**Livescan Tab**

You may select the Livescan tab on the navigation bar to search for photo enabled and Clearinghouse compliant Livescan service providers. This list contains information as reported by the Livescan vendors and service providers to the Clearinghouse. To schedule an appointment please initiate a new screening.

- To filter your search, use the search criteria and select ‘Search’
Employee/Contractor Roster
The Employee/Contractor Roster tab provides a listing of your employees and contractors as entered through the Employment/Contract History section of the individual’s profile page. The list defaults to current employees only.

- View an individual’s profile page by selecting the last name of the individual
- Filter the list by using the search options and selecting ‘Apply’
- Sort the records by selecting any column header
- To edit an employment record, select the ‘Edit’ button in the action column

Initiate Agency Review
If an individual has been screened by another specified agency and entered into the Clearinghouse, a provider may request an agency review at no cost. This will allow the specified agency to make an eligibility determination for employment purposes. Benefits of requesting an agency review include the following:

- Agency Review requests are FREE for the provider and individual
• The applicant or employee does NOT need to visit a Livescan location and submit new fingerprints
• The provider will receive a copy of the public rap sheet after initiating an agency review

To initiate an agency review for an individual, select the ‘Initiate Agency Review’ button.

Select Position and Confirm Privacy Policy
To ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered.

• 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 applicant has signed and agreed to the Privacy Policy.

Agency Review 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.

Open the applicant’s profile page to view the status of an agency review request, or connect to an agency review.
Initiate Resubmission

The retention of fingerprints provides a cost savings for applicants that are in the Clearinghouse but have had a lapse in employment greater than 90 days. If there has been a 90-day lapse in employment, these applicants would only require a new national criminal history check – a resubmission of the retained fingerprints. A new state criminal history search will also be conducted, at no additional charge.

To initiate a Resubmission for an individual, select the ‘Initiate Resubmission’ button.
Select Position and Confirm Privacy Policy

To ensure the appropriate criteria is applied during the screening review, the position type and reason for screening the individual must be entered.

- 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 applicant has signed and agreed to the Privacy Policy.
Initiate Payment – Credit Card

The cost of a resubmission is the current fee for a national criminal history check plus a service fee. Resubmission payment options include:

- Credit Card ○ MasterCard ○ Discover ○ American Express
- E-Checking (skip to page 37 for E-Checking instructions) ○ Personal or Business checking/savings account

To pay for the resubmission:

- Select payment method
- Select Pay Total Amount to continue

Please note that all resubmission payments will be collected by the Agency for Health Care Administration.
Enter Payment Information – Credit Card

Enter the payment information and select ‘Continue’ to verify payment information and submit the request.

IMPORTANT – Please note that payment information will NOT be saved.
Review Payment Information – Credit Card

Review your payment information and select Confirm to submit your payment. *Skip to page 40 to submit the resubmission request.*
Initiate Payment – E-Checking

The cost of a resubmission is the current fee for a national criminal history check plus a service fee. Resubmission payment options include:

- Credit Card (refer to page 34 for Credit Card instructions)  
  - MasterCard  
  - Discover  
  - American Express  

- E-Checking  
  - Personal or Business checking/savings account

To pay for the resubmission:

- Select payment method  
- Select Pay Total Amount to continue

Please note that all resubmission payments will be collected by the Agency for Health Care Administration.
**Payment - Initiation Page**

**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>
<th>TEST PROVIDER - 1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Amount</td>
<td>Service Charge</td>
</tr>
<tr>
<td>$15.34</td>
<td></td>
</tr>
</tbody>
</table>

**Select Payment Method**

- Credit Card
- Checking

**Pay Total Amount**

**Terms, Conditions & Fees for Payments:** A non-refundable convenience fee of 2.50% will be added to all credit card payments and $0.18 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 396-06.002 and Florida Administrative Code 396-44.000. We will notify you if, for any reason, we are not able to process the refund. Section 216.28, 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**

---

**Enter Payment Information – E-Checking**

Enter the payment information and select ‘Continue’ to verify payment information and submit the request.

**IMPORTANT – Please note that payment information will NOT be saved.**
Review Payment Information – E-Checking

To submit your payment using E-Checking you **must answer a challenge question**. Please enter the email address associated with the account you used to log into the website (https://apps.ahca.myflorida.com/SingleSignOnPortal).

Review your payment information and select Confirm to submit your payment.
Submit Resubmission Request
Select ‘Submit Resubmission Request’ to complete this request. An email confirmation and receipt will be sent to the address on record.
Resubmission 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.

Open the applicant’s profile page to view the status of a resubmission request.
Initiate Clearinghouse Renewal

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.
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.
Or, to initiate a Clearinghouse Renewal for an individual, select the **Initiate Renewal** button from the Person Profile page.
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**

![Screening Information](image-url)

- Provider: 
- Position: 

**Initiate Renewal**
TEST1, APPLICANT

**Select Position**

**Screening Information**

**Provider:**

**Position:**
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.**

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

**Select Payment Method**: Credit Card or 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 $0.18 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 12.26.002 and Florida Administrative Code 691.44.020. We will notify you if, for any reason, we are not able to process the refund. Section 215.28, 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]
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**

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

[Image of payment details and renewal request form]
**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.