

Care Provider Background Screening Clearinghouse

Clearinghouse Renewal Instruction Guide

Contents

Contents	2
Clearinghouse Renewal Overview	3
Background Screening Home Page	4
Clearinghouse Results Website Home Page	5
Search for Employee Person Profile	6
Initiate Clearinghouse Renewal	7
Search Medicare/Medicaid Exclusions (OIG List)	8
National Nurse Aide Registry (NNAR) Search	
Select Provider and Position	10
Clearinghouse Renewal Payment	11
Enter Payment Information	12
Verify Payment Details	13
Submit Renewal Request	
Renewal Request Submitted	14
Person Profile – Renewal in Process	15

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 prior to the retained prints expiration date. By initiating a Clearinghouse Renewal, the current fingerprints retained on file at the Florida Department of Law Enforcement will be resent to the FBI 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.

The ability to initiate a Clearinghouse Renewal is between 60 days and 14 days before the Retained Prints Expiration Date is reached.

If the Clearinghouse Renewal is not initiated before the 14 day window closes a new screening will need to be initiated.

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:

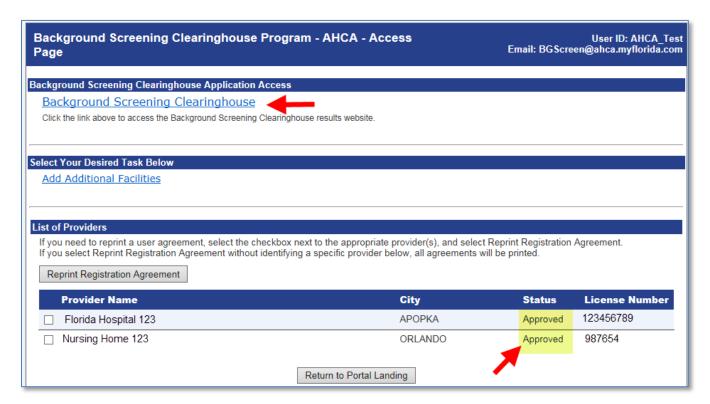
- Request and pay for the renewal of a screening all in one system while also receiving cost savings.
 - The current cost for a Clearinghouse Renewal is \$42.00. That's a cost-saving of over \$30 with the average cost for a new screening being \$75.00!
- Faster processing time since the request is immediately 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.

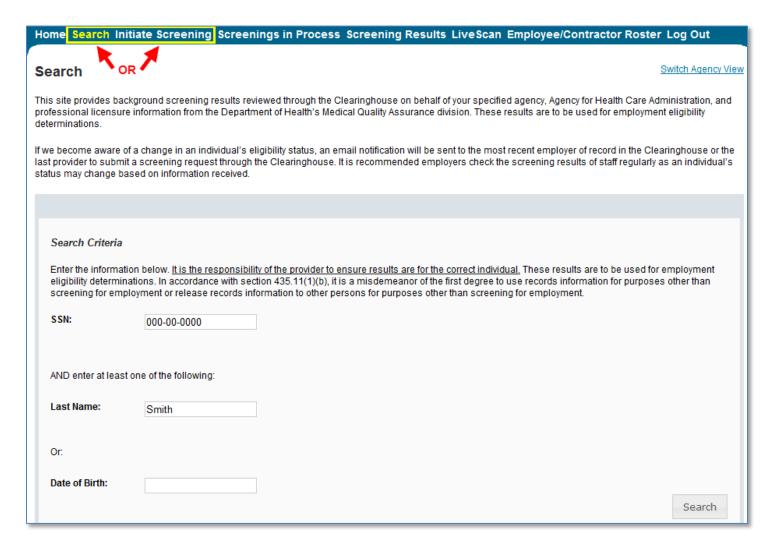
If an employee is on your Employee/Contractor roster and their retained prints expiration date is within the renewal window, their information will display in the Employee's with Expiring Retained Prints table. You can renew an employee by selecting **Renew**, their **Last Name**, or from the **Person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



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
 - o Date of Birth
- Select Search

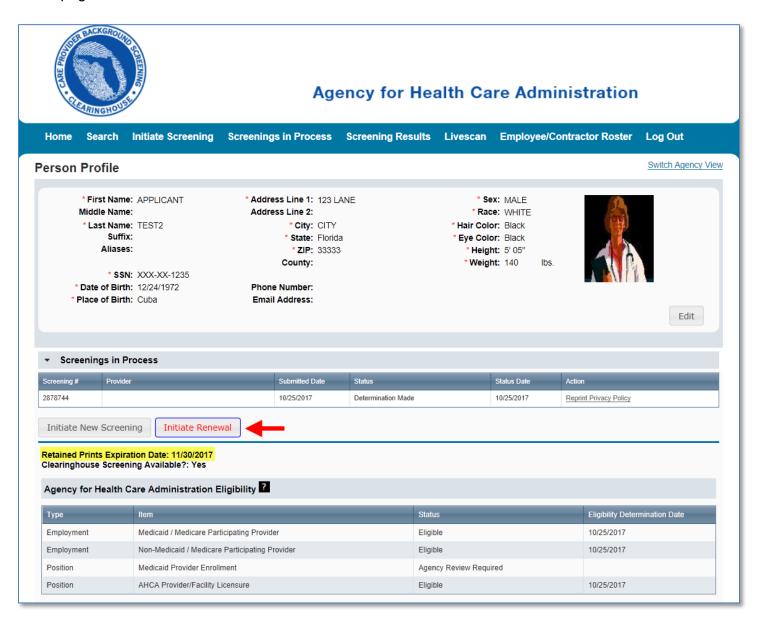


Initiate Clearinghouse Renewal

The ability to initiate a Clearinghouse Renewal is between 60 days and 14 days before the Retained Prints Expiration Date is reached.

If the Clearinghouse Renewal is not initiated before the 14 day window closes a brand new screening will need to be initiated.

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



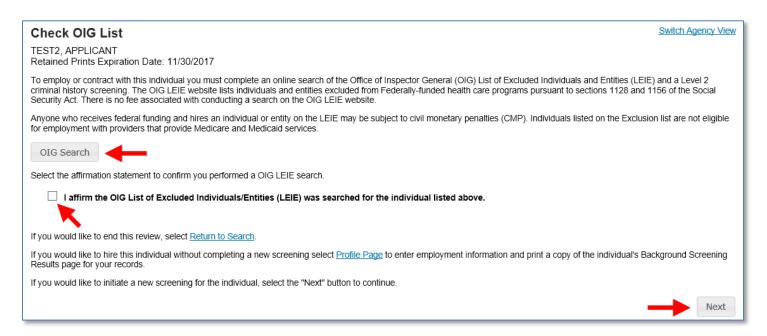
Search Medicare/Medicaid Exclusions (OIG List)

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.



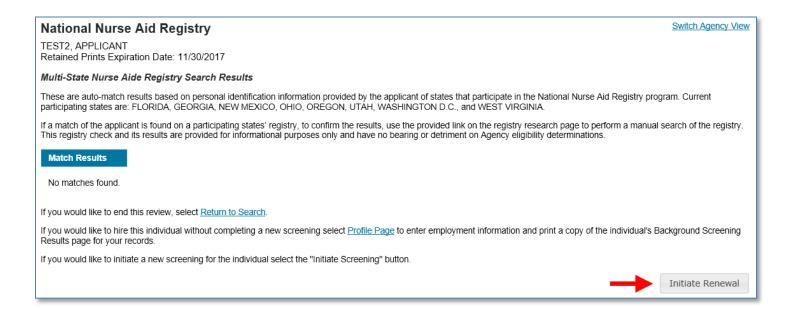
National Nurse Aide Registry (NNAR) Search

The National Nurse Aide Registry page will only be displayed if it's required by your agency.

The National 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.

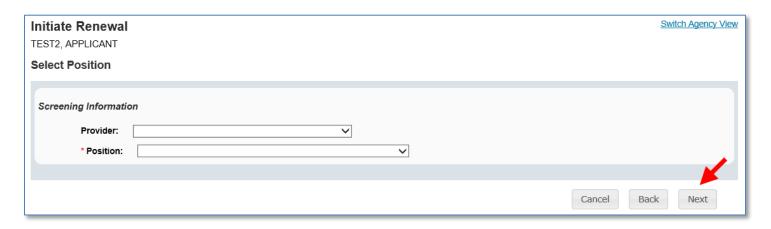
Select Initiate Renewal to continue.



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

The cost of a Clearinghouse Renewal is \$42 plus a service fee. Payment options are Credit Card or E-Check.

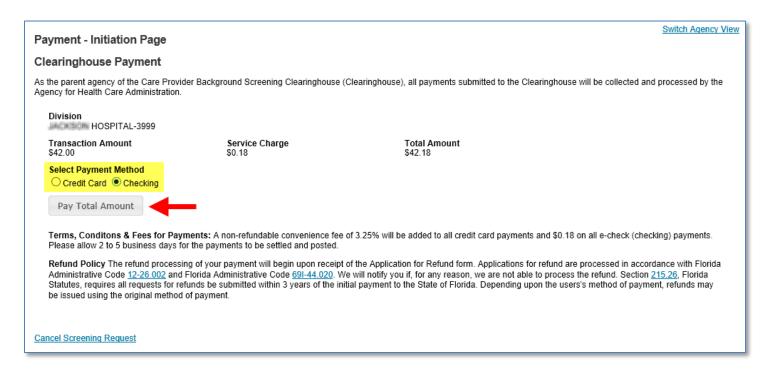
- Credit Card
 - MasterCard
 - Discover
 - American Express
 - We currently do <u>NOT</u> accept VISA
- E-Checking
 - Personal or Business checking/savings account

To pay for the renewal:

- Select Payment Method
 - Credit CardOR
 - 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.

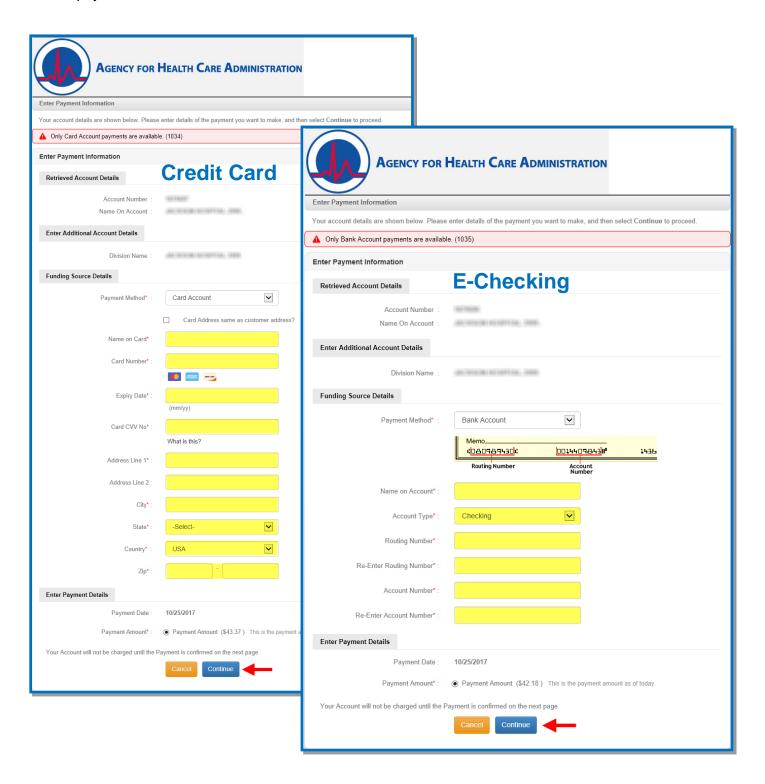


Enter Payment Information

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

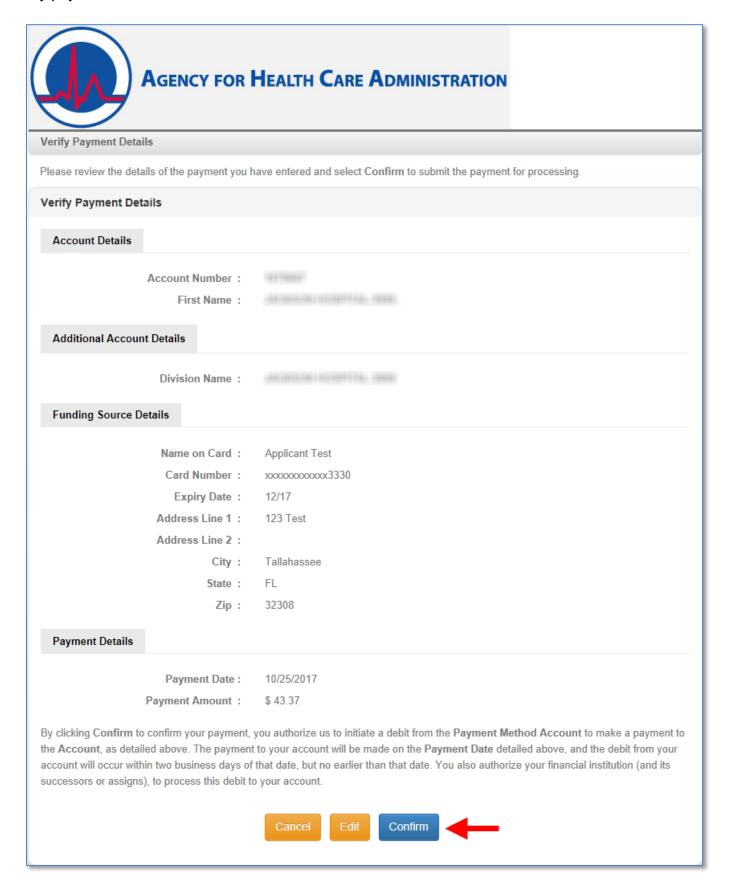
Enter the payment information in the fields marked with asterisks (*) based upon the payment method you selected. Prepopulated fields can be edited.

Once the payment information has been entered, select Continue



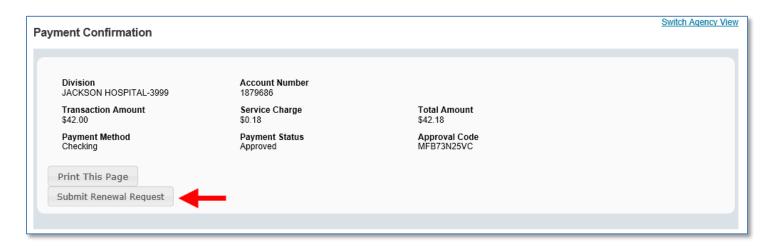
Verify Payment Details

Verify payment details and select Confirm



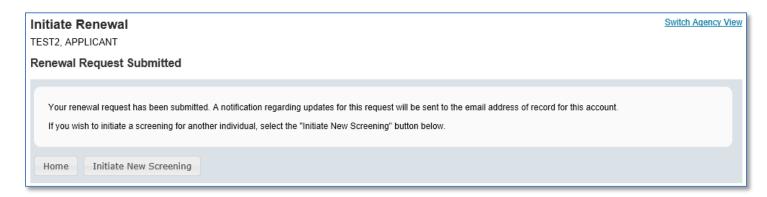
Submit Renewal Request

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



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.

