

PROVIDER ADVISORY #2018-018

Acceptable Background Screening Result Print Out

EFFECTIVE DATE: IMMEDIATELY

ALL APD waiver providers, APD-licensed residential facilities, and Background Screening Users

In order to document compliance with background screening requirements, Clearinghouse users must provide the Agency with background screening results using the View/Print feature within the Clearinghouse as described within this Advisory.

Instructions on how to view and print screening results from the Background Screening Clearinghouse may be found via the following link:

[Clearinghouse Results InstructionGuide DCF APD.pdf](#)

Results Instruction Guide– View/Print Version of Results

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.

1. To print from this window, use 'CTRL+P' or 'Print'.

▼ **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
	Employee - Administrator		03/18/2014		
	Chief Financial Officer		03/17/2014		
	Employee - Administrator		03/17/2014		Edit

Add Employment/Contract Record

New Search **View/Print Version** Explanation of Results

2. Clearinghouse watermark seal will appear on the printed version.

Acceptable Background Screening Result Page



Department of
Children and
Families

Provider Name:
Printed by: Daniella Jones
OCA Number:

Background Screening Result

This individual's eligibility status as of 10/22/2018 is provided below. The employer must retain a hard copy of this result in the individual's employee file. 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 health care and/or service provider employers check the screening results of staff regularly as an individual's status may change based on information received. If you become aware of an event that may change the employee's eligibility please contact your specified agency, Department of Children and Families, at 888-352-2842. The employer must take the appropriate action when a change in status occurs in accordance with Section 435.06, Florida Statutes.

Applicant Name: ██████████	SSN: XXX-XX-████	Date of Birth: ██████	Race: WHITE	Sex: MALE
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Retained Prints Expiration Date: 5/20/2021
Clearinghouse Screening Available?: Yes

Department of Children and Families Eligibility

Item	Status	Eligibility Determination Date
DCF General	Agency Review Required	
DCF Child Care	Agency Review Required	
DCF Substance Abuse - Adult Only	Agency Review Required	
DCF Summer Camps	Agency Review Required	
DCF Mental Health	Agency Review Required	
APD General	Eligible	6/6/2016
APD Developmental Disability Centers	Agency Review Required	
APD CDC	Agency Review Required	

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

Provider	Position	Hire Date	End Date
██████████ Your Provider Name Here	Owner/Operator/Licensee	01/01/2006	10/30/2017

Print Event: 16233915

Print Date: 10/22/2018

The Background Screening Clearinghouse is vitally important to all parties who use it by cutting costs, creating efficiency, and providing immediate notification to employers if one of their employees is arrested in Florida.

Since state law requires providers to register and maintain the employment status of all employees within the Clearinghouse, APD will take immediate action in cases where providers are found to be out of compliance with this statutory mandate.

Providers who have questions or require technical assistance regarding the Clearinghouse should contact their APD Regional Office.