



Agency for Health Care Administration

Care Provider Background Screening Clearinghouse

AHCA Clearinghouse Results Website Instruction Guide

Updated 11/21/2024

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Clearinghouse Results Website Overview

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:

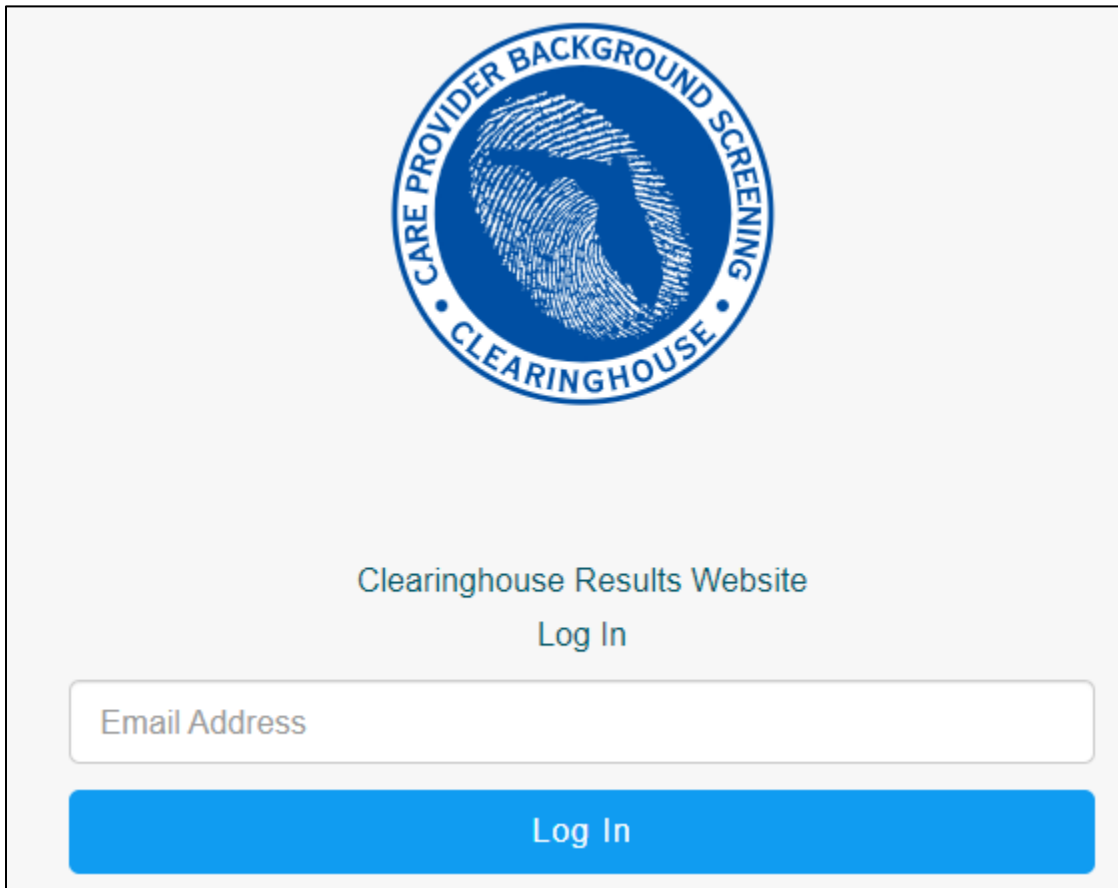
- Ability to share results of criminal history checks among specified agencies.
- Ability to view subsequent arrest information for employees with retained fingerprints (*only available to current employers of the individual*).
- Ability to track screenings from the time the screening request is initiated 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**.
- Availability of a screenings dashboard 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 **5 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

Clearinghouse Results Website Access

To gain access to the Clearinghouse Results Website (CRW) you must first register on the Portal and receive access.

Create new CRW Account

To Create a new CRW Account, enter a valid email address and select 'Log In'



The image shows a login form for the Clearinghouse Results Website. At the top center is a circular logo with a blue border. Inside the border, the text "CARE PROVIDER BACKGROUND SCREENING" is written in a semi-circle at the top, and "CLEARINGHOUSE" is written in a semi-circle at the bottom. In the center of the logo is a blue fingerprint graphic. Below the logo, the text "Clearinghouse Results Website" is centered. Underneath that, the text "Log In" is centered. Below the text is a white rectangular input field with the placeholder text "Email Address". At the bottom of the form is a solid blue rectangular button with the text "Log In" in white.

If the entered email address is not associated with an existing CRW Account, the create new account prompt displays. Select the 'Create New Account' Button.



No Account Found

We can't find an account for you in the system. Please select 'Create New Account' to create a new account or 'Go Back'

[Create New Account](#)

[Go Back](#)

Fill the Registration fields, then click 'Next' to create new CRW Account.



Clearinghouse Results Website

Registration

The password must have the following:

- Must have at least 1 capital letter
- Must have at least 1 lowercase letter
- Must have at least 1 number
- Must have at least 1 special character
- Must be a minimum of 8 characters
- Must have 4 unique characters

Next

Request for Agency Access

To gain access to CRW, you will need to be approved by an appropriate State Agency. Click the 'Select' button for the Agency your Provider is associated with.



Clearinghouse Results Website - CRW

crw.guide@gmail.com

Agency

Help Privacy Policy Log Out

Request Clearinghouse Access

 Select	 Select	 Select	 Select	 Select	 Select	 Select	 Select
---	---	---	---	---	--	---	---

Select a Provider Type in the dropdown field.

The screenshot shows the 'Clearinghouse Results Website - CRW' interface. The header includes the site name, a user email 'crw.guide@gmail.com', and links for 'Help', 'Privacy Policy', and 'Log Out'. The main content area is titled 'Agency for Health Care Administration (AHCA) Request Provider Access'. Below this, a instruction reads: 'Select type and start typing the name of your Provider/Company and select it from the list when it appears. After all requests have been added, select Submit Request and Generate User Agreement.' The 'Request Provider Access' section contains a 'Provider Type' dropdown menu with the text '-- Please Select --' and a 'Search and select a provider' text input field. The 'Current Registration Requests' section is empty. A green button at the bottom right says 'Submit Request and Generate User Agreement'. The footer includes 'Background Screening - CRW Copyright © 2023' and a logo.

Type the Provider's name in the 'Search and select a provider' field. This field performs partial searches.

This screenshot shows the same 'Request Provider Access' form, but now the 'Search and select a provider' field is active. The text 'health' has been entered into the search field. Below the search field, a list of search results is displayed, each with a blue button labeled 'Add Provider Request'. The 'Provider Type' dropdown now shows 'Health Care Clinics' as the selected option. The rest of the interface, including the header, footer, and 'Current Registration Requests' section, remains the same.

Click the '+Add Provider Request' button on the Provider you are requesting access to.

The screenshot shows the 'Clearinghouse Results Website - CRW' interface. The user is logged in as 'crw.guide@gmail.com'. The page title is 'Agency for Health Care Administration (AHCA) Request Provider Access'. A instruction bar says: 'Select type and start typing the name of your Provider/Company and select it from the list when it appears. After all requests have been added, select Submit Request and Generate User Agreement.' The 'Request Provider Access' section has a 'Provider Type' dropdown set to 'Health Care Clinics' and a search bar with 'health' entered. Below the search bar, there are three placeholder cards, each with an 'Add Provider Request' button. The first button is highlighted with a red box. To the right, the 'Current Registration Requests' section is empty. At the bottom of the main content area is a green button labeled 'Submit Request and Generate User Agreement'. The footer includes 'Background Screening - CRW Copyright © 2023' and a logo.

Select the 'Submit Request and Generate User Agreement' button.

This screenshot shows the same interface as the previous one, but with a different focus. The 'Add Provider Request' buttons are no longer highlighted. Instead, the 'Submit Request and Generate User Agreement' button at the bottom of the 'Current Registration Requests' section is highlighted with a red box. Additionally, a yellow card with a 'Remove Provider Request' button is now visible at the top of the 'Current Registration Requests' list. The rest of the interface, including the search bar and footer, remains the same.

The State Agency will review your access request. Once approved, an email confirmation will be sent to the email address entered during the registration process.

From:

Sent: Monday, January 15, 2024 11:31 AM

Subject: Your Request for Clearinghouse Access to CON Healthcare Facility has been APPROVED

Bgs Test,

Your request for access to the Florida Background Screening Clearinghouse website has been APPROVED for the following:

Agency: Agency for Persons with Disabilities

Provider/Company Name: CON Healthcare Facility

License Number: TestAHCA123

City: TALLAHASSEE

Zip: 32399

To access the Clearinghouse website, please select [Log In](#).

Thank you,

Agency for Persons with Disabilities

Agency Clearinghouse Access

Click the Select button on the Agency name to access the Clearinghouse.

 Clearinghouse Results Website - CRW crw.guide@gmail.com

Agency Help Privacy Policy Log Out

Select an Agency for Clearinghouse Access

Agency for Health Care Administration (AHCA)

Select

Request Clearinghouse Access

Department of Children and Families (DCF)

Select

Agency for Persons with Disabilities (APD)

Select

Department of Elder Affairs (DOEA)

Select

Department of Juvenile Justice (DJJ)

Select

Division of Vocational Rehabilitation (VR)

Select

Florida Medicaid (MED)

Select

Florida Medicaid Managed Care (MC)

Select

Background Screening - CRW
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If you have requested and been granted access to the CRW on behalf of multiple specified agencies, you can select the agency for this session.

Clearinghouse Results Website - CRW kbaino.test2@gmail.com

Agency Help Privacy Policy Log Out

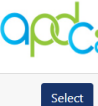
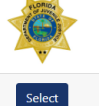
Select an Agency for Clearinghouse Access

Agencies with access granted

- Agency for Health Care Administration (AHCA)  Select
- Department of Children and Families (DCF)  Select
- Division of Vocational Rehabilitation (VR)  Select

Request Clearinghouse Access

Agencies without access, will need to request

- Agency for Persons with Disabilities (APD)  Select
- Department of Elder Affairs (DOEA)  Select
- Department of Juvenile Justice (DJJ)  Select
- Florida Medicaid (MED)  Select
- Florida Medicaid Managed Care (MC)  Select

Background Screening - CRW

<https://crwdev.ficlearinghouse.com/AgencyAccess>

In the Clearinghouse Access Page, you will see your approval status. If you are approved for access, please select the **Access the Clearinghouse** button to enter CRW Homepage for the specified agency.

Clearinghouse Results Website - CRW crw.guide@gmail.com

Agency Help Privacy Policy Log Out

Agency for Health Care Administration (AHCA)
Clearinghouse Access Page

AHCA - Background Screening Clearinghouse

 [Access the Clearinghouse](#)

Requested Provider Access [Add Providers](#)

Provider Name	Provider Number	License Number	Role Status	Action
Provider with Clearinghouse Access			Approved	User Agreement

1 - 1 of 1 items

Users

Provider Name: -- Any Provider -- Status: -- Any Status --

Last Name	First Name	Email Address	Provider	Status
-----------	------------	---------------	----------	--------

Background Screening - CRW
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Clearinghouse Dashboard

A welcome message and your provider information will appear on the Clearinghouse Dashboard. This page will also display **important bulletins or messages** 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 New Screenings, My Screenings, Livescan, and Employee/Contractor Roster. To switch the specified agency for use on the website, you may select the Agency name under 'View As' from any screen in the system.

Clearinghouse Results Website - CRW

Home Search Initiate New Screening My Screenings Livescan Employee/Contractor Roster

View as: VR AHCA DCF

Clearinghouse Dashboard

Messages

Test Message CM 11/02

Bulletins

No Bulletin Messages

Employees with Expiring Retained Prints

Provider: [Dropdown]

Last Name	First Name	Retained Prints Expiration Date	Action
		01/24/2024	RENEW
		02/01/2024	RENEW

No items to display

Notifications (within the past 30 days)

Count	Category
2	Determinations Made
5	Screenings in Process
1	Rejected Fingerprints
1	Arrest/Registration
?	(To be determined)
?	(To be determined)

Approved Providers

Background Screening - CRW
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A list of Employees with Expiring retained prints can be found in the dashboard with a renewal link. Notifications are displayed with current status of recent screenings. Lastly, the approved providers list is displayed with a button to request additional access to another provider.

Employees with Expiring Retained Prints

Provider: FLAGLER HOSPITAL (3665)

Last Name	First Name	Retained Prints Expiration Date	Action
		01/24/2024	RENEW
		02/01/2024	RENEW

1 - 2 of 2 items

Notifications (within the past 30 days)

Count	Category
2	Determinations Made
5	Screenings in Process
1	Rejected Fingerprints
1	Arrest/Registration
?	(To be determined)
?	(To be determined)

Approved Providers

License Number: [Input Field]

[Request Additional Provider Access](#)

Search for Screening Results

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'**

Clearinghouse Results Website - CRW

crw.guide@gmail.com

Home Search Initiate New Screening My Screenings Livescan Employee/Contractor Roster Help Privacy Policy Log Out

Search

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

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.

Step 1: Search for an existing person profile

Social Security Number

XXX-XX-XXXX

Social Security Number is required per Florida Statute 435.12(2)(d). If an individual cannot legally obtain a social security number, they must provide an individual taxpayer identification number (ITIN).

Last Name

Date of Birth

MM/DD/YYYY

Search

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Initiate New Screening

To initiate a new screening for an individual, select the 'Initiate Screening' button

Step 1: Search for an existing person profile

No Match Found ✕

A profile for this individual could not be found in the Clearinghouse.

You can search again or initiate a new screening request.

Search **Initiate New Screening**

Search

Confirm the Social Security Number before proceeding. You are NOT able to edit the Social Security Number after this step. To edit the Social Security Number, you will have to contact your regulatory agency.

Initiate New Screening - Confirm SSN ✕

You selected 'Initiate New Screening'. Please confirm the SSN you entered below. If the information is incorrect or you need to make changes, please select 'Cancel'.

You will NOT be able to edit the SSN after this step.

You Entered:

Social Security Number: XXX-XX-2234
Last Name: TESTONI
Date of Birth: 02/01/2000

Confirm SSN:

Social Security Number

XXX-XX-XXXX

Cancel **Confirm**

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

Enter Person Profile

Home > Initiate New Screening > Enter Person Profile

First Name *	Middle Name (optional)	Last Name *
TESTA		TESTONI
Suffix (optional)	Aliases (optional)	
SSN *	Date of Birth *	Place of Birth *
XXX-XX-2234	02/01/2000	-- Please Select --
Mailing Address *	Apt/Unit/Suite (optional)	
City *	State *	Zip Code *
	-- Please Select --	
Phone Number *	Email Address *	
Sex *	Race *	Hair Color *
-- Please Select --	-- Please Select --	-- Please Select --
Eye Color *	Height *	Weight *
-- Please Select --	-- Please Select --	

* = Required

Cancel Next

Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you **select the 'Perform 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 appropriate affirmation option to confirm that either the search was conducted or if a search is not applicable for your Provider Type. Select the 'Next' button 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.

Check OIG List

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#)

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 healthcare programs pursuant to sections 1128 and 1156 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.

[Perform OIG Search](#)

Please affirm a statement below related to the OIG LEIE search for this screening request:

☐ I affirm the OIG List of Excluded Individual/Entities (LEIE) was searched for the individual listed in this screening request

☐ I affirm the OIG List of Excluded Individuals/Entities (LEIE) is not applicable to this screening request as determined by my Provider Type

[Back](#) [Next](#)

Select Position, Confirm Privacy Policy, and Set ORI

To ensure the appropriate criteria are 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.

The ORI number for the request will be determined based on the PROVIDER name used to submit the request. The ORI number is used to determine the screening purpose.

If you are not registered as a Florida Medicaid Provider (enrollment or re-enrollment) or a Medicaid Health Plan, you will NOT be able to request a review for Medicaid Provider Enrollment purposes.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

Provider

Position

Please confirm the applicant has read and received a copy of the [Privacy Policy](#).

☐ The applicant has received and signed the Privacy Policy. A copy will be emailed to the applicant if a valid email address is on file.

Email Address (optional)

[Back](#) [Next](#)

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 'Continue without making an appointment'.**

Enter a name and/or zip code and/or city and/or county and/or State to locate a Livescan provider in your area. You may also select 'Search' to view the entire list.

Select Livescan Service Provider

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#) > [NNAR](#) > [Provider/Position/PP](#) > [Livescan Service Provider](#)

In accordance with section 408.809 (3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search for and select a Clearinghouse approved photo enabled Livescan Service Provider below. The information listed is updated continuously as it is reported to the Clearinghouse by the Livescan vendor. Enter at least one of the following criteria to search for a specific Livescan service provider or locate a service provider in your area.

Location Name Zip Code City

County State

[Continue without making an appointment](#)

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, scroll down to the bottom of the page then select **'Next'**.

Please contact the service provider with any questions about their 'Make Appt' page.

Select Livescan Service Provider

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#) > [NNAR](#) > [Provider/Position/PP](#) > [Livescan Service Provider](#)

In accordance with section 408.809 (3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search for and select a Clearinghouse approved photo enabled Livescan Service Provider below. The information listed is updated continuously as it is reported to the Clearinghouse by the Livescan vendor. Enter at least one of the following criteria to search for a specific Livescan service provider or locate a service provider in your area.

Location Name Zip Code City

County State

[Continue without making an appointment](#)

[Export to Excel](#) [Print All](#)

Name	Address	City	County	Phone	Appointment	Cost	Hours	Website
								Make Appointment
						Price varies based on ORI. Please call for fee.	Hours vary by location, please visit website.	
						Please call for price	Mon. - Fri. 8:30-6:30, Sat 10 - 2	Make Appointment
						Price varies based on ORI. Please call for fee.	Hours vary by location, please visit website.	
						Please call for price	M-F 8:30-6:30, Sat 10-2	Make Appointment
								Make Appointment

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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.

Confirmation Page

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#) > [NNAR](#) > [Provider/Position/PP](#) > [Livescan Service Provider](#) > [Confirmation Page](#)

New Screening Request Submitted Successfully

Your screening request was successfully submitted. Screening results are generally available within 5 - 7 business days. To view the Livescan Request Form associated to this screening request, select **Print Livescan Request Form**. To return to the Homepage, select **Home**.

1 of 1 page

139%



ORI: EAHCA020Z
Screening ID: 9638306
Date of Request: 12/05/2023 08:46:47 AM



Agency for Health Care Administration

Livescan Request Form

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:	TESTA TESTONI	SSN:	
Mailing Address:	123 test drive tallahassee FL 32399	Sex:	F
Date of Birth:	02/01/2000	Height:	506
Place of Birth:	VI	Hair Color:	BLK
		Eye Color:	BRO

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.)

Sample Livescan Request Form

ORI: EAHCA020Z
Screening ID: 9638306
Date of Request: 12/05/2023 08:46:47 AM


Agency for Health Care Administration

Livescan Request Form

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:	TESTA TESTONI	SSN:	
		Sex:	F
Mailing Address:	123 test drive tallahassee FL 32399		
Date of Birth:	02/01/2000	Height:	506
Place of Birth:	VI	Hair Color:	BLK
		Eye Color:	BRO

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.)

Requesting Health Care and/or Service Provider

LicenseNumber
PhoneNumber

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.

To access the Profile Page, search for an existing employee with a screening submitted.



Edit Profile

First Name

Middle Name

Last Name

Aliases

SSN

Date of Birth

Place of Birth

Mailing Address

Apt/Unit/Suite

City

State

Zip Code

Phone Number

Email Address

Sex

Race

Hair Color

Eye Color

Height

Weight

Retained Prints

Expiration Date

1/23/2029

Clearinghouse Status

Yes

Add Employment/Contract Record

Print Results

Agency for Health Care Administration Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Screening In Process	
Employment	Non-Medicaid / Medicare Participating Provider	Screening In Process	
Position	AHCA Provider/Facility Licensure	Screening In Process	

Initiate New Screening

Explanation of Results

Screening In Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/16/2024	Screening In Process	09/16/2024	

Florida Department of Health Licensure Status

Profession	License Number	Original Date	Expiration Date	License Status
No data found				

Employment/Contract History

Agency	Name	Position	Provisional Hire / Contract Date	Permanent Hire / Contract Date	End Date	Action
No Clearinghouse Employment/ Contract History records						

Add Employment/Contract Record

Person Profile – Edit Demographics

To edit the demographic information for an applicant, select the 'Edit Profile' 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.

The screenshot shows the 'Person Profile Edit' page for a user named TESTA TESTONI. The page has a dark blue header with the Clearinghouse logo and navigation links: Home, Search, Initiate New Screening, My Screenings, Livescan, and Employee/Contractor Roster. The user's email, crw.guide@gmail.com, is in the top right. The profile form is divided into several sections: a photo placeholder (labeled 'Photo Unavailable'), a 'Retained Prints' status box (showing 'Prints Not Retained' and 'Clearinghouse Screening Available? No'), and a main form area with fields for First Name (TESTA), Middle Name (optional), Last Name (TESTONI), Aliases (optional), SSN (XXX-XX-2234), Date of Birth (02/01/2000), Place of Birth (U.S. Virgin Islands), Mailing Address (123 test drive), Apt/Unit/Suite (optional), City (tallahassee), State (Florida), Zip Code (32399), Phone Number ((123) 456-7890), Email Address (testoni.test@gmail.com), Sex (FEMALE), Race (ASIAN), Hair Color (Black), Eye Color (Brown), Height (5' 06"), and Weight (190). A red warning message at the bottom states: 'To edit your Last Name, Date of Birth, or Social Security Number, please send a copy of your government-issued ID and Social Security Card to your Agency for which you were screened.' Below this are 'Cancel' and 'Save' buttons. The footer includes 'Background Screening - CRW Copyright © 2023' and a 'my' logo.

Person Profile Edit - TESTA TESTONI

First Name: TESTA

Middle Name (optional):

Last Name: TESTONI

Aliases (optional):

SSN: XXX-XX-2234

Date of Birth: 02/01/2000

Place of Birth: U.S. Virgin Islands

Mailing Address: 123 test drive

Apt/Unit/Suite (optional):

City: tallahassee

State: Florida

Zip Code: 32399

Phone Number: (123) 456-7890

Email Address: testoni.test@gmail.com

Sex: FEMALE

Race: ASIAN

Hair Color: Black

Eye Color: Brown

Height: 5' 06"

Weight: 190

To edit your Last Name, Date of Birth, or Social Security Number, please send a copy of your government-issued ID and Social Security Card to your Agency for which you were screened.

Cancel Save

Background Screening - CRW
Copyright © 2023

Person Profile – Screening Actions

Depending on the screening status, you have the following available actions:

- [Initiate an Agency Review](#) – request a free agency review of the screening in file.

The image shows a green button labeled 'Initiate Agency Review'. Below the button, text reads: 'Select the 'Initiate Agency Review' button to request a FREE agency review of the screening on file with the Clearinghouse.'

Initiate Agency Review

Select the 'Initiate Agency Review' button to request a FREE agency review of the screening on file with the Clearinghouse.

- [Initiate a Renewal](#) – if employee's retained prints are expiring and within the renewal period, the 'Initiate Renewal' button will display.

The image shows a dark blue button labeled 'Initiate Renewal'. Below the button, text reads: 'Select the 'Initiate Renewal' button to request a renewal screening and extend the person's retained print expiration date. This is recommended by the Clearinghouse in order to save money and keep the person's fingerprints retained.'

Initiate Renewal

Select the 'Initiate Renewal' button to request a renewal screening and extend the person's retained print expiration date. This is recommended by the Clearinghouse in order to save money and keep the person's fingerprints retained.

- [Initiate a Resubmission](#) – if the applicant has retained prints and has a 90-day lapse in employment, a resubmission is required.

Initiate Resubmission

Select the 'Initiate Resubmission' button to request a new national and state criminal history check. A resubmission is required when a person has a 90 day lapse in employment. The person's retained fingerprints will be resent to FDLE for an additional criminal history check.

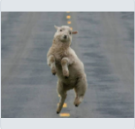
Initiate Resubmission

Person Profile – Clearinghouse Status

The applicant's current Clearinghouse status and retained prints expiration date are listed next to the demographic section.

+ Add Employment/Contract Record

Print Results

 Edit Profile	First Name Middle Name Last Name Aliases SSN Date of Birth Place of Birth	Mailing Address Apt/Unit/Suite City State Zip Code Phone Number Email Address	Sex Race Hair Color Eye Color Height Weight	Retained Prints Expiration Date 1/23/2029 Clearinghouse Status Yes
---	--	--	---	---

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.

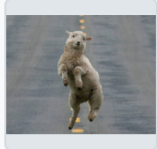
Person Profile – Public Rap Sheets and Arrest/Registration Notifications

The public record version of criminal history reports (or public rap sheets) 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.

Print Results



Edit Profile

First Name

Middle Name

Last Name

Aliases

SSN

Date of Birth

Place of Birth

Mailing Address

Apt/Unit/Suite

City

State

Zip Code

Phone Number

Email Address

Sex

Race

Hair Color

Eye Color

Height

Weight

Retained Prints

Expiration Date

1/23/2029

Clearinghouse Status

Yes

Agency for Health Care Administration Eligibility Arrest/Registration

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Arrest/Registration Review In Process	09/23/2024
Employment	Non-Medicaid / Medicare Participating Provider	Arrest/Registration Review In Process	09/23/2024
Position	AHCA Provider/Facility Licensure	Arrest/Registration Review In Process	09/23/2024

Initiate New Screening

Explanation of Results

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 Agency for Health Care Administration's eligibility results are displayed by type according to the reason for screening.

Category	Eligibility	Description
Employment	Medicaid / Medicare Participating Provider	Status of an individual employed or applying to work in a facility that receives Medicaid or Medicare funds.
Employment	Non-Medicaid / Medicare Participating Provider	Status of an individual employed or applying to work in a facility that does not receive Medicaid or Medicare funds.
Position	Medicaid Provider Enrollment	Status of an individual provider or principal of a provider entity that is enrolled or is applying to enroll as a Medicaid provider. Principals of the provider entity include any officer, director, billing agent, managing employee, or affiliated person, or any partner or shareholder who has an ownership interest equal to 5 percent or more in the provider.
Position	AHCA Provider/Facility Licensure	Status of an individual who may hold a position as CFO, Administrator, Controlling Interest, or Owner/Operator in a facility that is licensed or is applying for licensure as an AHCA provider.

Please note that you MUST be registered as a Florida Medicaid Provider or Medicaid Health Plan to request a review for Medicaid Provider Enrollment purposes.

Definitions of eligibility determinations can be found by selecting the 'Explanation of Results' button.

Agency for Health Care Administration Eligibility

Arrest/Registration

Type	Item	Status	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Eligible	11/01/2023
Employment	Non-Medicaid / Medicare Participating Provider	Eligible	11/01/2023
Position	AHCA Provider/Facility Licensure	Eligible	11/01/2023

Explanation of Results

Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		10/26/2023	Determination Made	11/01/2023	Make Livescan Appointment View/Print Livescan Request Form

Florida Department of Health Licensure Status

Profession	License Number	Original Date	Expiration Date	License Status
Certified Nursing Assistant		02/04/1989	05/31/2024	Clear

Person Profile – Employment/Contract History

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's 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.

Employment/Contract History

Agency	Name	Position	Provisional Hire / Contract Date	Permanent Hire / Contract Date	End Date	Action
AHCA		Employee or Contracted Staff Person		11/14/2022		Edit
DCF		Employee or Staff Person		06/08/2021		

Add Employment/Contract Record

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 5 business days.**

- To add employment history, open the individual's Profile Page and select 'Add Employment/Contract Record'

Employment/Contract History						
Agency	Name	Position	Provisional Hire / Contract Date	Permanent Hire / Contract Date	End Date	Action
AHCA		Employee or Contracted Staff Person		11/14/2022		Edit
DCF		Employee or Staff Person		06/08/2021		
						

- Enter the required information and select 'Save'. This will bring you back to the profile page.

Add Employment/Contract Record

This individual has a screening in process and can be hired on a provisional basis only. Once an eligibility determination has been made, this record can be updated with either a permanent hire date or an end date.

Name:

SSN:

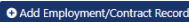
Date of Birth:

Provider:

Position:

Provisional Hire/Contract Date:

The new employment record will be displayed in the Employment/Contract History section.

Employment/Contract History						
Agency	Name	Position	Provisional Hire / Contract Date	Permanent Hire / Contract Date	End Date	Action
DCF		Household Member		01/31/2018		Edit
						

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

This individual has a screening in process and can be hired on a provisional basis only. Once an eligibility determination has been made, this record can be updated with either a permanent hire date or an end date.

Name:

SSN:

Date of Birth:

Provider:

-- Please Select --

Position:

Provisional Hire/Contract Date:

MM/DD/YYYY

Photo Unavailable

Cancel

Save

Page 26 of 51

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'**.

Employment/Contract History						
Agency	Name	Position	Provisional Hire / Contract Date	Permanent Hire / Contract Date	End Date	Action
AHCA		Employee or Contracted Staff Person		11/14/2022		Edit
DCF		Employee or Staff Person		06/08/2021		
						+ Add Employment/Contract Record

Edit Employment/Contract Record

Name:

SSN:

Date of Birth:

Provider:

Permanent Hire/Contract Date:

11/14/2022



End Date:

MM/DD/YYYY





Photo Unavailable

Cancel

Save

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.

The screenshot shows a web form titled "Edit Employment/Contract Record". It includes a "Name:" field, a calendar for December 2023 with the 5th highlighted, a "Photo Unavailable" placeholder, and a date input field showing "MM/DD/YYYY". At the bottom are "Cancel" and "Save" buttons.

My Screenings Tab

The My Screenings tab provides an overview of screenings submitted by you for the selected Agency.

My Screenings

This page provides details of your screening requests, payment history and important notifications that require review. You may click the notification card to filter and display those specific screening requests in the Screening List. You may review your payments by selecting 'Payment History' below.

2 Determinations Made	5 Screenings in Process	1 Rejected Fingerprints	1 Arrest/Registration	? (To be determined)	? (To be determined)
--------------------------	----------------------------	----------------------------	--------------------------	-------------------------	-------------------------

The number within each tile shows the number of screenings with the specified status. Clicking the tiles will navigate you to the screenings listing.

- View an individual's profile page by selecting the first 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 'Search'.
- Sort the records by selecting any column header.

Determinations Made

The Determinations Made section provides a listing of all screening requests you have initiated or connected to with the final determination. A request will remain on the list for 7 days once a determination is made.

Completed Screenings								
Last Name:		Provider:						
		-- Any Provider --		Search				
Full Name	SSN	Screening #	Date Submitted	Provider Name	Position	Screening Status	Screening Request Type	Action
			10/05/2023		Employee/Staff Person	Determination Made	Resubmission	View
			09/29/2023		Employee/Staff Person	Determination Made	Renewal	View
			09/13/2023		Employee/Staff Person	Determination Made	Renewal	View
			09/08/2023		Mental Health Personnel	Determination Made	Agency Review	View
			09/05/2023		Employee/Staff Person	Determination Made	Renewal	View
			09/05/2023		Employee/Staff Person	Determination Made	Renewal	View
			08/28/2023		Employee/Staff Person	Determination Made	Primary	View
1 10 items per page 1 - 7 of 7 items Export to Excel Print All								

Screening in Process

The Screenings in Process section provides a listing of all screening requests that you have initiated or connected to, along with the current status.

Screenings In Process								
Payment History								
You may view, filter, export and print your agency and provider specific screening requests using the fields below. Screening requests will remain in this section for 90 days after initiated. If a screening request does not appear in this section, then the determination is complete or you have taken an action to remove it from view.								
Last Name:		Provider:		Screening Status:				
		-- Any Provider --		-- Any Status --				
				Search				
Full Name	SSN	Screening #	Date Submitted	Provider Name	Position	Screening Status	Screening Request Type	Action
			10/05/2023		Employee/Staff Person	Screening In Process	Primary	View
			12/05/2023		Home Health Aide	Awaiting Fingerprints	Primary	View
1 10 items per page 1 - 2 of 2 items Export to Excel Print All								

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'

Select Livescan Service Provider

In accordance with section 408.809 (3), Florida Statutes, all Level 2 screenings must be submitted electronically. You may search for and select a Clearinghouse approved photo enabled Livescan Service Provider below. The information listed is updated continuously as it is reported to the Clearinghouse by the Livescan vendor. Enter as least one of the following criteria to search for a specific Livescan service provider or locate a service provider in your area.

Location Name

Zip Code

City

test system

County

State

-- Please Select --

Florida

Search

Export to Excel

Print All

Name	Address	City	County	Phone	Appointment	Cost	Hours
TEST SYSTEM - TEST SYSTEM	TEST-SYSTEM	TEST SYSTEM	Other States	18005281358	Appointment required, please visit website.	Price varies based on ORI. Please call for fee.	Hours vary by location, please visit website.

1

25 items per page

1 - 1 of 1 items

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 or First Name of the individual.
- Filter the list by using the search options and selecting 'Search'.
- Sort the records by selecting any column header.
- To edit an employment record, select the 'Edit' button in the action column.
- Click the Calendar Icon under End Date to add an employees end date.

Employee/Contractor Roster

This page provides a listing of your employees and contractors. You can review an individual's profile and make edits to the individual's employment record. The notification cards provide you with important information regarding individuals who are listed as active employees/contractors.

0
Determinations Made

0
Screenings in Process

0
Rejected Fingerprints

0
Arrest/Registration

?
(To be determined)

?
(To be determined)

Last Name:

Provider:
-- Any Provider --

Employment Status:
Permanent

Position:
▼

Retained Prints Expiration Date:
MM/DD/YYYY

MM/DD/YYYY

Hire/Contract Date:
MM/DD/YYYY

MM/DD/YYYY

Search

Employee/Contractor Roster

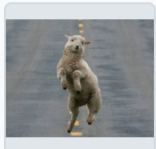
Add New Employee/Contractor Record

Last Name ↑	First Name ↑	Provider Name	Position Type	Provisional Hire / Contract Date	Permanent Hire / Contract Date	Date Retained Prints Expire	End Date	Action
			Household Member		02/05/2018	05/22/2027		Edit
			Household Member		01/31/2018	06/16/2022 Expired		Edit

Initiate Renewal

A person's Clearinghouse screening is eligible for renewal if the fingerprints are within 60 days of the expiration date.

- To initiate a renewal, select the **'Initiate Renewal'** button.


[Edit Profile](#)

First Name
Middle Name
Last Name
Aliases
SSN
Date of Birth
Place of Birth Arkansas

Mailing Address
Apt/Unit/Suite
City
State
Zip Code
Phone Number
Email Address

Sex
Race
Hair Color
Eye Color
Height
Weight

Retained Prints
Expiration Date
9/22/2024
Clearinghouse Status
Yes

[Add Employment/Contract Record](#) [Print Results](#)

Florida Medicaid Managed Care Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Position	Managed Care	Eligible	09/11/2024

[Explanation of Results](#)

Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/11/2024	Determination Made	09/11/2024	

Initiate Renewal

Select the 'Initiate Renewal' button to request a renewal screening and extend the person's retained print expiration date. This is recommended by the Clearinghouse in order to save money and keep the person's fingerprints retained.

[Initiate Renewal](#)

- Verify Person's Demographic information is correct, then click 'Next'.

[Home](#) > [Initiate Agency Review](#) > [Confirm Person Profile](#)

First Name *

Middle Name (optional)

Last Name *

Suffix (optional)

Aliases (optional)

SSN *

Date of Birth *

Place of Birth *

Mailing Address *

Apt/Unit/Suite (optional)

City *

State *

Zip Code *

Phone Number *

Email Address *

Sex *

Race *

Hair Color *

Eye Color *

Height *

Weight *

* = Required

[Cancel](#) [Next](#)

Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you **select the ‘Perform 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 appropriate affirmation option to confirm that either the search was conducted or if a search is not applicable for your Provider Type. Select the ‘Next’ button 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.

Check OIG List

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#)

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 healthcare programs pursuant to sections 1128 and 1156 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.

Perform OIG Search

Please affirm a statement below related to the OIG LEIE search for this screening request:

☐ I affirm the OIG List of Excluded Individual/Entities (LEIE) was searched for the individual listed in this screening request

☐ I affirm the OIG List of Excluded Individuals/Entities (LEIE) is not applicable to this screening request as determined by my Provider Type

Back

Next

Select Position, Confirm Privacy Policy, and Set ORI

To ensure the appropriate criteria are 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.

The ORI number for the request will be determined based on the PROVIDER name used to submit the request. The ORI number is used to determine the screening purpose.

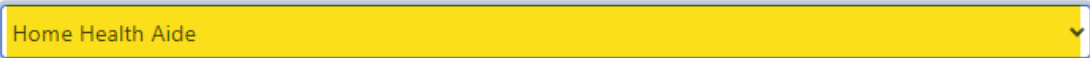
If you are not registered as a Florida Medicaid Provider (enrollment or re-enrollment) or a Medicaid Health Plan, you will NOT be able to request a review for Medicaid Provider Enrollment purposes.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

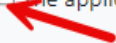
Provider



Position



Please confirm the applicant has read and received a copy of the [Privacy Policy](#) 

☐ The applicant has received and signed the Privacy Policy. A copy will be emailed to the applicant if a valid email address is on file. 

Email Address (optional)



Add to Cart or Pay Now

Select 'Add To Cart' if you need to process another screening or 'Pay Now' to initiate payment for the current screening.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

Provider

Position

-- Select Position Type --

Please confirm the applicant has read and received a copy of the [Privacy Policy](#)

☒ The applicant has received and signed the Privacy Policy. A copy will be emailed to the applicant if a valid email address is on file.

Email Address (optional)

Back

Add To Cart

\$ Pay Now

Initiate Renewal Payment

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

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

To pay for the renewal:

- Select payment method
- Select 'Pay Total Amount' to continue

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

Select Payment Type

Division

Agency for Health Care Administration

Transaction Amount

Service Charge

Total Amount

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 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 12-26.002 and Florida Administrative Code 69I-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 users's method of payment, refunds may be issued using the original method of payment.

You have 15 minutes to complete this payment.

Enter Payment Information

Enter the customer information in the fields marked with asterisks (*) based upon the payment method you selected, then click 'Next'.

Payment

Payment Type

Credit/Debit Card

Customer Information

Country *

United States

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone Number

Complete all required

Next

Payment Information

Payment Type

Electronic Check

Customer Information

Country *

United States

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone Number

Complete all required fields [*]

Next

Payment Information

Enter payment information in the fields marked with asterisks (*) based upon the payment method you selected, then click 'Next'.

Payment Information

Complete all required fields:

Credit Card Number * ?

Credit Card Type

Expiration Month *

Expiration Year *

Security Code * ?

Name on Credit Card *

Name on Account *

☐ This is a business account.

Routing Number *

Account Number * ?

Re-enter Account Number *

☒ Checking ☐ Savings

Next >

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

Review Payment Information & Submit Renewal Request

Review your payment information and select 'Submit Payment' to process your payment.

Payment

Payment Type

Credit/Debit Card

Customer Information

Address

Phone Number

Country

United States

Email Address

Payment Information

Credit Card

Visa

Exp. 06/2029

Name on Credit Card

Customer Information

Address

Phone Number

Country

United States

Email Address

Payment Information

Electronic Check

Name on Account

Terms and Conditions

[Open a new window to print](#)

governing Agency for Health Care Administration's state.

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact Agency for Health Care Administration at 850-412-3858.

7. I understand the Originating ID for this transaction is "123456789". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable

☒ Yes, I authorize this transaction.

Cancel

Submit Payment

Renewal Confirmation

An email confirmation and receipt will be sent to the address on record.

Credit Card

Renewal Request Successfully Submitted

Renewal Request Successfully Submitted

Your screening request was successfully submitted. Your payment confirmation number is 12974003

Division

Agency for Health Care Administration

Transaction Amount

\$43.25

Payment Method

Credit

Payment Status

Approved

To view the Payment Confirmation, select the **Print Payment Confirmation**. To return to the Homepage, select **Home**

Print Payment Confirmation

Home

E-Checking

Renewal Request Successfully Submitted

Renewal Request Successfully Submitted

Your screening request was successfully submitted. Your payment confirmation number is 12974153

Division

Department of Children and Families

Transaction Amount

\$43.25

Payment Method

Check

Payment Status

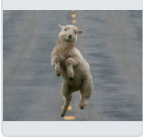
Approved

To view the Payment Confirmation, select the **Print Payment Confirmation**. To return to the Homepage, select **Home**

Print Payment Confirmation

Home

Search for the applicant and open their profile page to view the status of a renewal request.



Edit Profile

First Name

Middle Name

Last Name

Aliases

SSN

Date of Birth

Place of Birth

Mailing Address

Apt/Unit/Suite

City

State

Zip Code

Phone Number

Email Address

Sex

Race

Hair Color

Eye Color

Height

Weight

Retained Prints

Expiration Date

9/22/2024

Clearinghouse Status

Yes

Add Employment/Contract Record

Print Results

Agency for Health Care Administration Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Renewal In Process	09/17/2024
Employment	Non-Medicaid / Medicare Participating Provider	Renewal In Process	09/17/2024
Position	AHCA Provider/Facility Licensure	Renewal In Process	09/17/2024

Explanation of Results

Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/17/2024	Renewal In Process	09/17/2024	
		09/16/2024	Determination Made	09/17/2024	

Renewal In Process

A Fingerprint Renewal is in process. No further action is required at this time.

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.

The screenshot shows a user profile page with a header section containing personal information: First Name, Middle Name, Last Name, Aliases, SSN, Date of Birth, Place of Birth, Mailing Address (Apt/Unit/Suite, City, State, Zip Code, Phone Number, Email Address), Sex, Race, Hair Color, Eye Color, Height, and Weight. A 'Retained Prints' box shows an expiration date of 8/1/2024 and a 'Clearinghouse Status' of Yes. Below this is a table titled 'Agency for Persons with Disabilities Eligibility' with columns for Type, Item, Eligibility Status, and Eligibility Determination Date. The table lists three items: APD General, APD Developmental Disability Centers, and APD CDC, all with an 'Agency Review Required' status. A yellow button labeled 'Explanation of Results' is at the bottom right. A green button labeled 'Initiate Agency Review' is centered below the table, with a red arrow pointing to it. Below the button is a text box explaining that clicking the button requests a FREE agency review of the screening on file with the Clearinghouse.

Type	Item	Eligibility Status	Eligibility Determination Date
Employment	APD General	Agency Review Required	
Employment	APD Developmental Disability Centers	Agency Review Required	
Employment	APD CDC	Agency Review Required	

Initiate Agency Review

Select the 'Initiate Agency Review' button to request a FREE agency review of the screening on file with the Clearinghouse.

Initiate Agency Review

Verify Person’s Demographic information is correct, then click ‘Next’.

The screenshot shows the 'Confirm Person Profile' form. It contains fields for First Name, Middle Name (optional), Last Name, Suffix (optional), Aliases (optional), SSN, Date of Birth, Place of Birth, Mailing Address, Apt/Unit/Suite (optional), City, State (dropdown), Zip Code, Phone Number, Email Address, Sex, Race, Hair Color, Eye Color, Height, and Weight. A legend at the bottom left indicates that fields marked with an asterisk (*) are required. At the bottom right are 'Cancel' and 'Next' buttons.

Confirm Person Profile

Home > Initiate Agency Review > Confirm Person Profile

First Name * Middle Name (optional) Last Name *

Suffix (optional) Aliases (optional)

SSN * Date of Birth * Place of Birth *

Mailing Address * Apt/Unit/Suite (optional)

City * State * Zip Code *

Phone Number * Email Address *

Sex * Race * Hair Color *

Eye Color * Height * Weight *

* = Required

Cancel Next

Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

When you **select the ‘Perform 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 appropriate affirmation option to confirm that either the search was conducted or if a search is not applicable for your Provider Type. Select the ‘Next’ button 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.

Check OIG List

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#)

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 healthcare programs pursuant to sections 1128 and 1156 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.

[Perform OIG Search](#)

Please affirm a statement below related to the OIG LEIE search for this screening request:

☐ I affirm the OIG List of Excluded Individual/Entities (LEIE) was searched for the individual listed in this screening request

☐ I affirm the OIG List of Excluded Individuals/Entities (LEIE) is not applicable to this screening request as determined by my Provider Type

[Back](#) [Next](#)

Select Position, Confirm Privacy Policy, and Set ORI

To ensure the appropriate criteria are 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

The ORI number for the request will be determined based on the PROVIDER name used to submit the request. The ORI number is used to determine the screening purpose.

If you are not registered as a Florida Medicaid Provider (enrollment or re-enrollment) or a Medicaid Health Plan, you will NOT be able to request a review for Medicaid Provider Enrollment purposes.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

Provider

CON Healthcare Facility (AHCATest123) ▼

Position

Nursing Assistant (non-certified) or Patient Aid ▼

[Back](#) [Next](#) 

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.

Confirmation Page

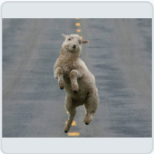
[Home](#) > [Initiate Agency Review](#) > [Person Profile](#) > [OIG List](#) > [NNAR](#) > [Provider/Position](#) > [Confirmation Page](#)

Agency Review Request Submitted Successfully

Your screening request was successfully submitted. Screening results are generally available within 5 - 7 business days. To return to the Homepage, select **Home**.

[Home](#)

Open the applicant's profile page to view the status of an agency review request.


[Edit Profile](#)

First Name
Middle Name
Last Name
Aliases
SSN
Date of Birth
Place of Birth

Mailing Address
Apt/Unit/Suite
City
State
Zip Code
Phone Number
Email Address

Sex
Race
Hair Color
Eye Color
Height
Weight

Retained Prints
Expiration Date
1/23/2029
Clearinghouse Status
Yes

[Add Employment/Contract Record](#) [Print Results](#)

Department of Juvenile Justice Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Caretakers	Agency Review In Process	09/17/2024

[Initiate New Screening](#) [Explanation of Results](#)

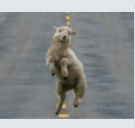
Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/17/2024	Agency Review In Process	09/17/2024	

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.



First Name
Middle Name
Last Name
Aliases
SSN
Date of Birth
Place of Birth

Mailing Address
Apt/Unit/Suite
City
State
Zip Code
Phone Number
Email Address

Sex
Race
Hair Color
Eye Color
Height
Weight

Retained Prints
Expiration Date
1/23/2029
Clearinghouse Status
Yes

[Edit Profile](#)

Agency for Health Care Administration Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Eligible	09/17/2024
Employment	Non-Medicaid / Medicare Participating Provider	Eligible	09/17/2024
Position	AHCA Provider/Facility Licensure	Eligible	09/17/2024

[Initiate New Screening](#)[Explanation of Results](#)

Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/16/2024	Determination Made	09/17/2024	

Initiate Resubmission

Select the 'Initiate Resubmission' button to request a new national and state criminal history check. A resubmission is required when a person has a 90 day lapse in employment. The person's retained fingerprints will be resent to FDLE for an additional criminal history check.

[Initiate Resubmission](#)

Verify Person's Demographic information is correct, then click 'Next'.

[Home](#) > [Initiate Agency Review](#) > [Confirm Person Profile](#)

First Name *

Middle Name (optional)

Last Name *

Suffix (optional)

Aliases (optional)

SSN *

Date of Birth *

Place of Birth *

Mailing Address *

Apt/Unit/Suite (optional)

City *

State *

Zip Code *

Phone Number *

Email Address *

Sex *

Race *

Hair Color *

Eye Color *

Height *

Weight *

*** = Required**

[Cancel](#)

[Next](#)

Search Medicare/Medicaid Exclusions (OIG List)

Individuals who do not have a prior screening must be manually checked in the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) upon initial screening. Once an individual has a record in the BGS system an automated review of the OIG LEIE will occur when the list is updated every 30 days.

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 appropriate affirmation option to confirm that either the search was conducted or if a search is not applicable for your Provider Type. Select the 'Next' button 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.

Check OIG List

[Home](#) > [Initiate New Screening](#) > [Person Profile](#) > [OIG List](#)

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 healthcare programs pursuant to sections 1128 and 1156 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.

Perform OIG Search

Please affirm a statement below related to the OIG LEIE search for this screening request:

☐ I affirm the OIG List of Excluded Individual/Entities (LEIE) was searched for the individual listed in this screening request

☐ I affirm the OIG List of Excluded Individuals/Entities (LEIE) is not applicable to this screening request as determined by my Provider Type

Back

Next

Select Position, Confirm Privacy Policy, and Set ORI

To ensure the appropriate criteria are 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.

The ORI number for the request will be determined based on the PROVIDER name used to submit the request. The ORI number is used to determine the screening purpose.

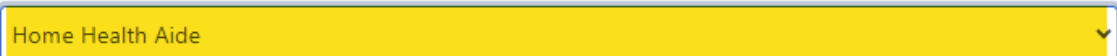
If you are not registered as a Florida Medicaid Provider (enrollment or re-enrollment) or a Medicaid Health Plan, you will NOT be able to request a review for Medicaid Provider Enrollment purposes.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

Provider



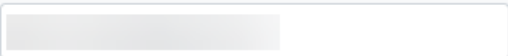
Position



Please confirm the applicant has read and received a copy of the [Privacy Policy](#).

☐ The applicant has received and signed the Privacy Policy. A copy will be emailed to the applicant if a valid email address is on file.

Email Address (optional)



Add to Cart or Pay Now

Select 'Add To Cart' if you need to process another screening or 'Pay Now' to initiate payment for the current screening.

Please select a Provider and Position for which the applicant has applied from the drop-down lists

Provider

Position

Board Member

Back

Add To Cart

\$ Pay Now

Initiate Resubmission Payment

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
 - VISA
 - 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.

Select Payment Type

Division
Agency for Health Care Administration

Transaction Amount Service Charge Total Amount

Select Payment Method

☒Credit Card ☐Checking

Terms, Conditions & Fees for Payments:
A non-refundable convenience fee of 3.25% 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 12-26.002 and Florida Administrative Code 69I-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.

You have 15 minutes to complete this payment.

Enter Payment Information

Enter the customer information in the fields marked with asterisks (*) based upon the payment method you selected, then click 'Next'.

The screenshot displays the 'Payment' section of a form. It features two tabs: 'Credit/Debit Card' and 'Electronic Check'. Both tabs show a 'Customer Information' form with the following fields: Country (dropdown menu), First Name (text input), Last Name (text input), Address (text input), Address 2 (text input), City (text input), State (dropdown menu), ZIP/Postal Code (text input), and Phone Number (text input). The 'Credit/Debit Card' tab has a 'Next' button, and the 'Electronic Check' tab has a 'Next >' button. The 'Electronic Check' tab also has a green checkmark in the top right corner.

Enter payment information in the fields marked with asterisks (*) based upon the payment method you selected, then click 'Next'.

The screenshot displays the 'Payment Information' section of a form. It features two tabs: 'Credit Card' and 'Electronic Check'. The 'Credit Card' tab shows the following fields: Credit Card Number (text input), Credit Card Type (dropdown menu with icons for MasterCard, Visa, Discover, and American Express), Expiration Month (dropdown menu), Expiration Year (dropdown menu), Security Code (text input), and Name on Credit Card (text input). The 'Electronic Check' tab shows the following fields: Name on Account (text input), Routing Number (text input), Account Number (text input), and Re-enter Account Number (text input). Both tabs have a 'Next' button. The 'Electronic Check' tab also has a 'Next >' button.

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

Review Payment Information & Submit Resubmission Request

Review your payment information and select ‘Submit Payment’ to process your payment.

Payment

Payment Type

Credit/Debit Card

Customer Information

Address

Phone Number

Country

United States

Email Address

Payment Information

Credit Card

Visa

Exp. 05/2029

Name on Credit Card

Cancel

Submit Payment

Customer Information

Address

Phone Number

Country

United States

Email Address

Payment Information

Electronic Check

Name on Account

Terms and Conditions

governing Agency for Health Care Administration's state.

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact Agency for Health Care Administration at 850-412-3858.

7. I understand the Originating ID for this transaction is "123456789". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable

☒ Yes, I authorize this transaction.

Cancel

Submit Payment

Resubmission Confirmation

An email confirmation and receipt will be sent to the address on record.

Credit Card

Resubmission Request Successfully Submitted

Resubmission Request Successfully Submitted

Your screening request was successfully submitted. Screening results are generally available within 5 - 7 business days. Your payment confirmation number is 12971343

Division

Agency for Health Care Administration

Transaction Amount

Payment Method

Credit

Payment Status

Approved

To view the Payment Confirmation, select the **Print Payment Confirmation**. To return to the Homepage, select **Home**

Print Payment Confirmation

Home

E-Checking

Resubmission Request Successfully Submitted

Resubmission Request Successfully Submitted

Your screening request was successfully submitted. Screening results are generally available within 5 - 7 business days. Your payment confirmation number is 12971365

Division

Agency for Health Care Administration

Transaction Amount

Payment Method

Check

Payment Status

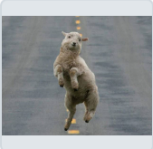
Approved

To view the Payment Confirmation, select the **Print Payment Confirmation**. To return to the Homepage, select **Home**

Print Payment Confirmation

Home

Search for the applicant and open their profile page to view the status of a resubmission request.



Edit Profile

First Name

Middle Name

Last Name

Aliases

SSN

Date of Birth

Place of Birth

Mailing Address

Apt/Unit/Suite

City

State

Zip Code

Phone Number

Email Address

Sex

Race

Hair Color

Eye Color

Height

Weight

Retained Prints

Expiration Date

1/23/2029

Clearinghouse Status

Yes

Add Employment/Contract Record

Print Results

Agency for Health Care Administration Eligibility

Type	Item	Eligibility Determination	Eligibility Determination Date
Employment	Medicaid / Medicare Participating Provider	Resubmission In Process	09/17/2024
Employment	Non-Medicaid / Medicare Participating Provider	Resubmission In Process	09/17/2024
Position	AHCA Provider/Facility Licensure	Resubmission In Process	09/17/2024

Initiate New Screening

Explanation of Results

Screening in Process

Screening #	Provider Name	Submitted	Status	Status Date	Action
		09/17/2024	Resubmission In Process	09/17/2024	
		09/16/2024	Determination Made	09/17/2024	

Resubmission In Process

A Fingerprint Resubmission is in process. No further action is required at this time.