

## PROVIDER ADVISORY #2018-016

### Background Screening Requirements – Employment/Contractor Roster

#### Agency with Multiple Locations

**EFFECTIVE DATE: IMMEDIATELY**

**This advisory is intended to remind both APD waiver providers and operators of APD-licensed residential facilities of existing requirements related to the Background Screening Clearinghouse:**

**Agency Providers with multiple locations or Group Homes must have a Clearinghouse profile for each site. Employee screenings must be initiated under the specific location then added to the roster once hired. Employees may be added to multiple rosters if they work in multiple locations.**

**Employment history records must be completed for each location if users with access to the provider's record are to receive updates such as subsequent arrest notifications.**

**ALL owners/employers/employees/contractors/volunteers of your agency who have been APD screened in the Clearinghouse MUST be entered on your “**Employment/Contractor Roster**” and assigned an ‘end date’ on your roster when they are no longer employed by your agency.**

*Section 435.12(2)(c), F.S.- An employer of persons subject to screening by a specified agency must register with the Clearinghouse and maintain the employment status of all employees within the Clearinghouse. Initial employment status and **any** changes in status must be reported within 10 business days.*

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 maintain up-to-date employee rosters within the Clearinghouse, APD will take immediate action in cases where providers are found to be out of compliance with this statutory mandate.

To obtain an OCA and Clearinghouse ID profile for your locations or Group Homes, contact your Regional Office. Once a profile has been created, register and add employees to the roster.

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