



Background Screening Clearinghouse Expiration of Retained Prints and the Employee/Contractor Roster

October 2, 2017

All APD Licensed Residential Facilities, APD Waiver Providers, and Background Screening Users

Re: Background Screening Clearinghouse Expiration of Retained Prints Renewal Process

The Care Provider Background Screening Clearinghouse (Clearinghouse) has been in effect since January 1, 2013. Currently, all specified agencies (the Agency for Health Care Administration (Agency), the Department of Health (DOH), the Division of Vocational Rehabilitation (DOEVR), the Department of Children and Families (DCF) the Agency for Persons with Disabilities (APD), the Department of Elder Affairs (DOEA), and the Department of Juvenile Justice (DJJ)) are active users.

The expiration of retained prints will begin **January 1, 2018**. 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. If the employer does not initiate a Clearinghouse Renewal an employee's prints will no longer be retained and the individual will have to pay for and be re-fingerprinted at a Livescan Service Provider to comply with background screening requirements. The ability to renew fingerprints will be available later this fall. Additional information and instruction guides will be provided before then.

The Clearinghouse system will notify the employer of upcoming expirations of retained prints of only those employees that are listed on the Employee/Contractor Roster. **It is imperative that the employer adds all current employees to their Employee/Contractor Roster to receive important notifications including Arrest notifications and Expiring Retained prints notifications.**

Failure to maintain a current employee/contractor roster within the Clearinghouse WILL result in enforcement action by the Agency.


Where to find the retained prints expiration date

The applicant's current Clearinghouse status and retained prints expiration date are listed below the screenings in process section on the employee's person profile page.

Retained Prints Expiration Date:

- Fingerprints are retained for a period of 5 years by the Florida Department of Law Enforcement (FDLE).
- If the employee does not have retained prints with FDLE the status will read 'Prints Not Retained'. This employee would then need to be re-fingerprinted at a Livescan Service Provider.

Person Profile [Switch Agency View](#)

First Name: AGENCY	Address Line 1: 123 LANE	Sex: MALE	
Middle Name:	Address Line 2:	Race: WHITE	
Last Name: TEST104	City: CITY	Hair Color: Brown	
Aliases:	State: Florida	Eye Color: Hazel	
SSN: XXX-XX-0104	ZIP: 33333	Height: 5' 05"	
Date of Birth: 12/24/1972	County:	Weight: 150 lbs.	
Place of Birth: Georgia	Prior States:		

[Edit](#)

Screenings in Process

Screening #	Provider	Submitted Date	Status	Status Date	Action
No screenings found					

[Initiate Resubmission](#)

Retained Prints Expiration Date: 1/19/2020
Clearinghouse Screening Available?: Awaiting Privacy Policy [View Privacy Policy](#) [Confirm Privacy Policy](#)

How to Add Employment/Contract Record

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

- To add employment history, open the individual's Profile Page and select 'Add Employment/Contract Record'
- Enter the required information and select 'Save'. This will bring you back to the profile page.
- The new employment record will display in the Employment/Contract History section.

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 - Financial Officer		03/12/2014		Edit


[Add Employment/Contract Record](#)

Add Employment/Contract Record

Applicant Name:	SSN:	Date of Birth:	Race:	Sex:
<input type="text" value="NURSE"/>	XXX-XX-6789	1/1/1990	BLACK	FEMALE

* **Provider:**

* **Position:**

* **Permanent Hire/Contract Date:** 

* Required

[Back](#) [Save To Specified Provider](#)

[Save & Add To Another Provider](#)

▼ **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
	Chief Financial Officer		03/17/2014		
TEST PROVIDER - 1234	Employee - Administrator		03/17/2014		Edit

Please visit our website for helpful [Clearinghouse instruction guides and videos](#).

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