

AMENDED PROVIDER ADVISORY #2022-007
BACKGROUND SCREENING REQUIREMENTS – EMPLOYMENT/CONTRACTOR ROSTER
Agency with Multiple Locations

ACTION REQUIRED

EFFECTIVE DATE: IMMEDIATELY

This ***amended*** advisory is intended to provide clarification to both APD waiver providers and operators of APD licensed residential facilities of existing requirements related to the Background Screening Clearinghouse Employee/Contractor Roster.

Agency providers with multiple locations or Group Homes ***must have a minimum of one*** Clearinghouse profile or Controlling Agency Identifier AKA, OCA number. Providers may choose to have a separate profile/OCA number for each location; however, this is NOT required as long as the provider has at least one profile.

If a provider decides to maintain separate rosters, employees may be added to multiple rosters if they work in multiple locations. However, all rosters must be updated in accordance with 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 action in cases where providers are found to be out of compliance with this statutory mandate. In addition, providers are responsible for updating their contact information in the Clearinghouse to ensure employee updates, such as renewal alerts, arrest alerts, etc. are received by the provider. Providers may update their account information by submitting a notification through the [APD Provider Clearinghouse Information Update Notification](#) page.

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