PROVIDER ADVISORY #2018-018

Acceptable Background Screening Result Print Out

EFFECTIVE DATE: IMMEDIATELY

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

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

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

Results Instruction Guide – View/Print Version of Results

A printable version of the person profile page and results can be accessed by selecting the ‘View/Print Version’ button below the ‘Employment/Contract History’ section. This will open a new window with a printable version of the information.

1. To print from this window, use ‘CTRL+P’ or ‘Print’.
The Background Screening Clearinghouse is vitally important to all parties who use it by cutting costs, creating efficiency, and providing immediate notification to employers if one of their employees is arrested in Florida.

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

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