

**PROVIDER ADVISORY #2022-003  
BACKGROUND SCREENING ROSTERS REQUIREMENTS**

**ACTION REQUIRED**

**EFFECTIVE DATE: IMMEDIATELY**

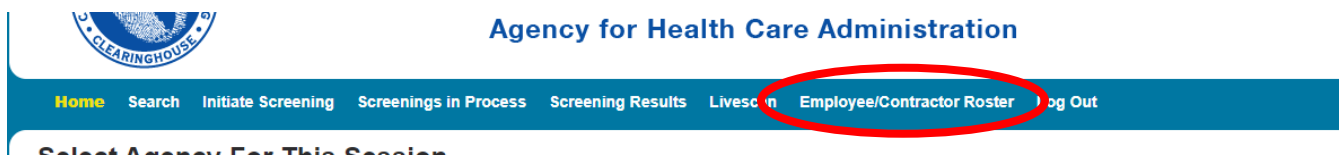
**ALL APD waiver providers, APD-licensed residential facilities, CDC+ Representatives and background screening users**

Chapter 435.12(5)(c), F.S. requires that “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.” This requirement can be satisfied by ensuring your employee roster is kept up to date within the Clearinghouse.

Current, up-to-date rosters serve as proof of compliance with this background screening requirement, and Clearinghouse users must be able to produce a Clearinghouse roster upon request by the agency and/or the agency’s contracted Quality Improvement Organization. This roster should be printed using the “Print All” feature within the Clearinghouse as described in this advisory. Please note, rosters that are not printed using the instructions below (e.g., an Excel spreadsheet printout) may not provide the source information needed to validate the roster, and thus will **NOT** be accepted and will be marked as non-compliant.

Instructions on how to print an acceptable roster are below.

1. Log in to the Clearinghouse and select the “Employee/Contractor Roster” tab at the top of the page.



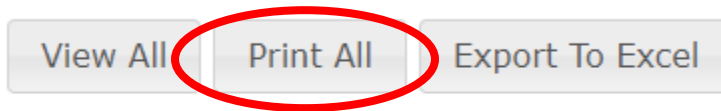
- a. Note: If you also provide services under AHCA/Medicaid, you will be asked to select an agency from the drop down, see screenshot below. You will select “Department of Children and Families”

**Select Agency For This Session**

Select Agency:

2. Once the employee/contractor roster is showing, scroll down to the bottom of the roster and select the "Print All" button.

3.



4. This will open a new window, and from here left click with your mouse and select the print option. When you print in this manner, your roster will be date- and time-stamped as well as display the web address from which you are printing the document.

Note: If your printed document does not include the timestamp and website information within the header/footer, open your printer's settings and make sure the boxes for date/time and header/footer are checked. These are typically located within the printer properties under the Stamp/Composition tab.

