Care Provider Background Screening Clearinghouse

Clearinghouse Renewal Instruction Guide

Updated October 2017
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>2</td>
</tr>
<tr>
<td>Clearinghouse Renewal Overview</td>
<td>3</td>
</tr>
<tr>
<td>Background Screening Home Page</td>
<td>4</td>
</tr>
<tr>
<td>Clearinghouse Results Website Home Page</td>
<td>5</td>
</tr>
<tr>
<td>Search for Employee Person Profile</td>
<td>6</td>
</tr>
<tr>
<td>Initiate Clearinghouse Renewal</td>
<td>7</td>
</tr>
<tr>
<td>Search Medicare/Medicaid Exclusions (OIG List)</td>
<td>8</td>
</tr>
<tr>
<td>National Nurse Aide Registry (NNAR) Search</td>
<td>9</td>
</tr>
<tr>
<td>Select Provider and Position</td>
<td>10</td>
</tr>
<tr>
<td>Clearinghouse Renewal Payment</td>
<td>11</td>
</tr>
<tr>
<td>Enter Payment Information</td>
<td>12</td>
</tr>
<tr>
<td>Verify Payment Details</td>
<td>13</td>
</tr>
<tr>
<td>Submit Renewal Request</td>
<td>14</td>
</tr>
<tr>
<td>Renewal Request Submitted</td>
<td>14</td>
</tr>
<tr>
<td>Person Profile – Renewal in Process</td>
<td>15</td>
</tr>
</tbody>
</table>
Clearinghouse Renewal Overview

Per Florida statute, retained fingerprints must be renewed every 5 years in order to maintain eligibility for employment. 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. By initiating a Clearinghouse Renewal, the current fingerprints retained on file at the Florida Department of Law Enforcement will be resent to the FBI allowing for an updated criminal history to be processed by the Clearinghouse. If the employer does not initiate a Clearinghouse Renewal an employee’s prints will no longer be retained, the employee’s eligibility determination will expire, and the employee will have to be re-fingerprinted at a Livescan Service Provider at an increased cost to comply with background screening requirements.

The ability to initiate a Clearinghouse Renewal is between 60 days and 14 days before the Retained Prints Expiration Date is reached.

If the Clearinghouse Renewal is not initiated before the 14 day window closes a new screening will need to be initiated.

Employers will receive notification of upcoming expiring retained prints for those employees listed on the Employee/Contractor Roster.

The benefits of initiating a Clearinghouse Renewal are:
- Request and pay for the renewal of a screening all in one system while also receiving cost savings.
  - The current cost for a Clearinghouse Renewal is $42.00. That’s a cost-saving of over $30 with the average cost for a new screening being $75.00!
- Faster processing time since the request is immediately sent to the Clearinghouse. No need to wait for the employee to be fingerprinted at a Livescan Service Provider.
- An updated criminal history to ensure compliance with background screening requirements.
- Extend the retained prints expiration by another 5 years.
Background Screening Home Page

To access the Clearinghouse results website through the Portal please log in at
Screening Clearinghouse – Agency Name

On the Background Screening Clearinghouse Program Access Page you will see your approval status. If
you are approved, please select the Background Screening Clearinghouse link to access the
Clearinghouse results website.
Clearinghouse Results Website Home Page

A welcome message and your provider information will appear on the Clearinghouse Results Website Home page. This page will also display the **Employees with Expiring Retained Prints** table and bulletin messages.

If an employee is on your Employee/Contractor roster and their retained prints expiration date is within the renewal window, their information will display in the Employee’s with Expiring Retained Prints table. You can renew an employee by selecting **Renew**, their **Last Name**, or from the **Person Profile** page.
Search for Employee Person Profile

The Search page allows you to access the Person Profile for an employee to initiate a Clearinghouse Renewal.

- Enter the individual’s:
  - Social Security Number **AND**
  - Last Name **OR**
  - Date of Birth
- Select **Search**
**Initiate Clearinghouse Renewal**

The ability to initiate a Clearinghouse Renewal is between **60 days and 14 days** before the Retained Prints Expiration Date is reached.

If the Clearinghouse Renewal is not initiated before the 14 day window closes a brand new screening will need to be initiated.

To initiate a Clearinghouse Renewal for an individual, select the **Initiate Renewal** button from the Person Profile page.
Search Medicare/Medicaid Exclusions (OIG List)

The Check OIG List page will only be displayed if it’s required by your agency.

When you select the **OIG Search** button, you will be redirected to the OIG’s website. Follow the instructions to search for the individual and complete the OIG LEIE search. Close the OIG website and return to the BGS OIG Search page.

**Check the affirmation box** to confirm the search was conducted and select **Next** to continue.

*Note: Health care providers that receive federal funding that employs an individual on the LEIE may be subject to civil monetary penalties (CMP). Individuals on the Exclusion List are not eligible for employment with providers of Medicare and/or Medicaid services.*
**National Nurse Aide Registry (NNAR) Search**

The National Nurse Aide Registry page will only be displayed if it’s required by your agency.

The National Nurse Aide Registry is a web service that allows providers to check multiple state Nurse Aide Registries at once.

If a match of the applicant is found on a participating state’s registry, to confirm the results, use the provided hyperlink on the registry research page to perform a manual search of the registry. **The registry check and its results are provided for informational purposes only and have no bearing on Agency eligibility determinations.**

Select **Initiate Renewal** to continue.

---

**National Nurse Aid Registry**

**TEST2, APPLICANT**  
Retained Prints Expiration Date: 11/30/2017

**Multi-State Nurse Aide Registry Search Results**

These are auto-match results based on personal identification information provided by the applicant of states that participate in the National Nurse Aid Registry program. Current participating states are: FLORIDA, GEORGIA, NEW MEXICO, OHIO, OREGON, UTAH, WASHINGTON D.C., and WEST VIRGINIA.

If a match of the applicant is found on a participating states registry, to confirm the results, use the provided link on the registry research page to perform a manual search of the registry. This registry check and its results are provided for informational purposes only and have no bearing or detriment on Agency eligibility determinations.

**Match Results**

No matches found.

If you would like to end this review, select **Return to Search**.

If you would like to hire this individual without completing a new screening select **Profile Page** to enter employment information and print a copy of the individual's Background Screening Results page for your records.

If you would like to initiate a new screening for the individual select the “Initiate Screening” button.
Select Provider and Position

To ensure the appropriate criteria is applied during the Clearinghouse Renewal review, the provider and position type for the Clearinghouse Renewal must be selected.

- Select the **Provider** that the individual is employed by from the drop down list
  - Please note the provider drop down will only display if you are accessing the website on behalf of multiple providers.
- Select the employee’s **Position** from the drop down list
- Select **Next**

![Initiate Renewal](image-url)
Clearinghouse Renewal Payment

The cost of a Clearinghouse Renewal is $42 plus a service fee. Payment options are Credit Card or E-Check.

- Credit Card
  - MasterCard
  - Discover
  - American Express
  - We currently do **NOT** accept VISA
- E-Checking
  - Personal or Business checking/savings account

To pay for the renewal:
- Select Payment Method
  - Credit Card
    - OR
  - Checking
- Select **Pay Total Amount** to continue

Please note that all Clearinghouse Renewal payments will be collected by the Agency for Health Care Administration.

**IMPORTANT – Please note that payment information will NOT be saved.**
Enter Payment Information

The red banner message at the top of the page is for informational purposes only.

Enter the payment information in the fields marked with asterisks (*) based upon the payment method you selected. Prepopulated fields can be edited.

Once the payment information has been entered, select **Continue**
Verify Payment Details
Verify payment details and select Confirm

By clicking Confirm to confirm your payment, you authorize us to initiate a debit from the Payment Method Account to make a payment to the Account, as detailed above. The payment to your account will be made on the Payment Date detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns), to process this debit to your account.
Submit Renewal Request

Select **Submit Renewal Request** to complete this request. An email confirmation and receipt will be sent to the address on record.

Renewal Request Submitted

Once the screening request is submitted, select **Home** if you are done or **Initiate New Screening** to initiate a screening for another individual.

Initiate Renewal

TEST2, APPLICANT

Renewal Request Submitted

Your renewal request has been submitted. A notification regarding updates for this request will be sent to the email address of record for this account. If you wish to initiate a screening for another individual, select the "Initiate New Screening" button below.

Home  Initiate New Screening
**Person Profile – Renewal in Process**

Open the employee’s profile page to view the status of a Clearinghouse Renewal request.

An informational message displays indicating no further action can be taken until a determination has been made.

![Person Profile](image-url)

- **Screenings in Process**
  - **Screening #**
  - **Provider**
  - **Submitted Date**
  - **Status**
  - **Status Date**
  - **Action**

  - 2D78148
    - **Provider**: [Redacted]
    - **Submitted Date**: 10/28/2017
    - **Status**: Renewal In Process
    - **Status Date**: 10/25/2017
    - **Action**: Recent Privacy Policy Renewal

  - 2D78144
    - **Submitted Date**: 10/29/2017
    - **Status**: Determination Made
    - **Status Date**: 10/25/2017
    - **Action**: Recent Privacy Policy

  - **Retained Prints Expiration Date**: 11/30/2017
  - **Clearinghouse Screening Available?**: Yes

**Agency for Health Care Administration Eligibility**

<table>
<thead>
<tr>
<th>Type</th>
<th>Item</th>
<th>Status</th>
<th>Eligibility Determination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>Medicaid / Medicare Participating Provider</td>
<td>Eligible</td>
<td>10/25/2017</td>
</tr>
<tr>
<td>Employment</td>
<td>Non-Medicaid / Medicare Participating Provider</td>
<td>Eligible</td>
<td>10/25/2017</td>
</tr>
<tr>
<td>Position</td>
<td>Medicaid Provider Enrollment</td>
<td>Agency Review Required</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>AHCA Provider/Facility Licensure</td>
<td>Eligible</td>
<td>10/25/2017</td>
</tr>
</tbody>
</table>

**Employment/Contract History**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Position</th>
<th>Provisional Hire/Contract Date</th>
<th>Permanent Hire/Contract Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>JACKSON HOSPITAL - 3009</td>
<td>Administrator</td>
<td>10/25/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>