



# National Forum for Background Checks

AHFSA Annual Conference  
Background Screening Interest Track  
September 23-26, 2018

## Background Screening and the Survey and Certification Process

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Care Administration

# Background Screening and the Survey and Certification Process



- ▶ Objective: This session will explore the connection between the background screening process and the onsite survey process. A Roundtable Discussion will follow allowing attendees the opportunity to share information on background screening, reporting, statutory language, and issues and solutions encountered in the process.
- ▶ Questions from interested States: Our conference goal is dialog. In this session, representatives from interested States are encouraged to ask questions; describe their challenges of effectiveness, efficiency and equity; and exchange information.

# Background Screening and the Survey and Certification Process



- ▶ **Care Provider Background Screening Clearinghouse**
  - ▶ Provides a single data source for background screening results of persons required to be screened by law for employment in positions that provide services to children, the elderly, and disabled individuals.
  - ▶ Allows the results of criminal history checks to be shared among specified agencies when a person has applied to volunteer, be employed, be licensed, or enter into a contract that requires a State and national fingerprint-based criminal history check.
  
- ▶ **Employee Roster**
  - ▶ External website for health care providers to initiate screenings and update their employee roster as required by law
  - ▶ Internal website to process screenings and provide view-only capability to surveyors for eligibility results and employee rosters

# Background Screening and the Survey and Certification Process



- ▶ How surveyors incorporate the Clearinghouse in their process
  
- ▶ Issues and solutions
  - ▶ Employee roster does not list eligibilities
    - ▶ Report created
  - ▶ Statutory language and interpretation



# Employee Roster (Provider View)

Home Search Initiate Screening Screenings in Process Screening Results LiveScan **Employee/Contractor Roster** Log Out

## Employees/Contractors

[Switch Agency View](#)

*Search Options*

Position:

Provider:

Hire/Contract Date:  to:

Retained Prints Expiration Date:  to:

Status:

## Employee/Contractor Roster

Last Name	First Name	Provider	Position	Provisional Hire/ Contract Date	Permanent Hire/ Contract Date	Retained Prints Expiration Date	End Date	Action
TEST1	TEST	CAREER ASSESSMENT VOCATIONAL EV ** SUNRISE VF200071038001	Employee - General		03/09/2014	03/09/2019		<a href="#">Edit</a>
TEST2	TEST	CAREER ASSESSMENT VOCATIONAL EV ** SUNRISE - VF200071038001	Employee - General		03/17/2014	03/12/2019		<a href="#">Edit</a>

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# Employee Roster (Staff View)

## ▶ Employee Roster

- ▶ The employee roster lists all applicants for which the provider has added an employment history record on the Clearinghouse Results Website
- ▶ This list provides real time data from the Results Website
- ▶ To view additional information for an employee, select the Person ID hyperlink in the first column
- ▶ To export the employee roster to a MS Excel spreadsheet, select 'Export to Excel'

Person ID	Person Name	SSN	Position	Last Screening Date	Provisional Hire Date	Hire Date	End Date
<a href="#">1013581</a>	PITT102, BRAD	0102	Employee or Staff Person	01/20/2015	01/21/2015		01/21/2015
<a href="#">1013580</a>	PITT101, BRAD	0101	Administrator	01/20/2015		01/01/2001	01/21/2015
<a href="#">1014230</a>	PITT60, BRAD	0060	Chief Financial Officer	02/05/2015		02/05/2015	
<a href="#">1014328</a>	APPLICANT, TEST	1234	Director	02/12/2015		02/11/2015	
<a href="#">1013580</a>	PITT101, BRAD	0101	Employee or Staff Person	01/20/2015	02/11/2015		
<a href="#">1014406</a>	PITT243, BRAD	0243	Administrator	02/13/2015	02/13/2015		
<a href="#">1014474</a>	CLOONEY100, GEORGE	0100	Employee or Staff Person	02/16/2015	02/16/2015		

Export to Excel



# Surveyor BGS Report

## SQL Server Reporting Services

★ Favorites  Browse

[Home](#) > [BGS2\\_Reports](#) > Facility Staff Eligibility Report

Facility Name	<input type="text"/>	<input checked="" type="checkbox"/> NULL	Provider Type	<input type="text" value="HOSPITAL"/>	<input type="button" value="v"/>		
Eligibility Type	<input type="text" value="AHCA Provider/Facility Licensure"/>	<input type="button" value="v"/>	Eligibility	<input type="text" value="Eligible"/>	<input type="button" value="v"/>		
File Number	<input type="text" value="23960054"/>	<input type="checkbox"/> NULL	License Number	<input type="text"/>	<input checked="" type="checkbox"/> NULL		
Date From	<input type="text"/>	<input type="button" value="calendar"/>	<input checked="" type="checkbox"/> NULL	Date To	<input type="text"/>	<input type="button" value="calendar"/>	<input checked="" type="checkbox"/> NULL
Days Since Status Change	<input type="text" value="GREATER THAN 10 DAYS"/>					<input type="button" value="v"/>	

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 Find | Next

File Nbr: 23960054

Person ID	SSN	DOB	Last Name	Position	Eligibility	Eligibility Type	Eligibility Date	Provisional Hire Date	Permanent Hire Date	End Date	Days Since Status Change
17539	xxx-xx-xxxx	02/08/1959	MESA	Employee/Staff Person	Eligible	AHCA Provider/Facility Licensure	02/19/2016		10/31/2016		934
				Administrator – Nursing Home	Eligible	AHCA Provider/Facility Licensure	02/19/2016		12/08/2016		934
196512	xxx-xx-xxxx	12/22/1987	DOYON	Owner / Operator / Licensee	Eligible	AHCA Provider/Facility Licensure	11/20/2015		07/12/2017	07/12/2017	1025
277369	xxx-xx-xxxx	12/16/1967	DURR	Other Licensed Health Care Professional	Eligible	AHCA Provider/Facility Licensure	01/20/2014		02/02/1984	02/03/1984	1694
473198	xxx-xx-xxxx	04/21/1970	PAGE	Other Licensed Health Care Professional	Eligible	AHCA Provider/Facility Licensure	03/16/2012		08/15/2016	08/15/2016	2369
618889	xxx-xx-xxxx	04/01/1990	ALDOR	Certified Nursing Assistant	Eligible	AHCA Provider/Facility Licensure	05/29/2014		01/27/2016	01/27/2016	1565



# Roundtable Discussion

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- ▶ What methods does your program use to work with surveyors on background screening requirements?
  - ▶ Reports
  - ▶ System
  - ▶ Manually
  
- ▶ Challenges?





# QUESTIONS?

