



Notice of Instruction

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**Notice of Instruction Number: #120117 Background Screening Clearinghouse;
Expiration/Renewal Process**

TO: All PSA 6 Provider Agencies

FROM: Martha Caron, Senior Contract Manager

DATE: December 1, 2017

**SUBJECT: Notice of Instruction: Background Screening Clearinghouse
Expiration of Retained Prints Renewal Process**

The purpose of this Notice is to inform all PSA 6 contracted providers of the upcoming modification within the Care Provider Background Screening Clearinghouse (Clearinghouse). The modification is regarding the renewal of retained expired applicant fingerprints.

The Clearinghouse has been in effect since January 1, 2013. Currently, the following specified agencies are active users: Agency for Health Care Administration (AHCA), Department of Health (DOH), Division of Vocational Rehabilitation (DOEVR), Department of Children and Families (DCF), Agency for Persons with Disabilities (APD), Department of Elder Affairs (DOEA), and Department of Juvenile Justice (DJJ).

The expiration of retained prints will begin January 1, 2018. To maintain the retention of fingerprints within the Clearinghouse, the employer must request a "Clearinghouse Renewal" through the "Clearinghouse Results Website" prior to the expiration date of retained prints. If the employer does not initiate a "Clearinghouse Renewal," an employee's prints will no longer be retained, and the individual will have to pay for being re-fingerprinted at a Livescan Service Provider, to comply with background screening requirements. The "Clearinghouse Renewal" functionality will be available later this fall.

Additional information and instruction guides are provided below and in the three (3) attachments included with this NOI.

The Clearinghouse system will notify the employer of upcoming expirations of retained prints for employees listed on the Employee/Contractor Roster 60 days prior to expiration. However, 15 days prior to expiration, the employee's name will no longer appear on the roster. **It is imperative that the employer adds all current employees to their Employee/Contractor Roster to receive important notifications including Arrest and Expiring Retained Prints.**

How to Add Employment/Contract Record:

According to section 435.12(2) (c) 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.**

- To add employment history, open the individual's Profile Page and select "Add Employment/Contract Record."
- Enter the required information and select "Save." This will bring you back to the profile page.
- The new employment record will display in the Employment/Contract History section.

Where to Find the Retained Prints Expiration Date:

The applicant's current Clearinghouse status and retained prints expiration date is listed below the screenings in the process section on the employee's personal profile page.

Retained Prints Expiration Date:

- Fingerprints are retained for a period of 5 years by the Florida Department of Law Enforcement (FDLE).
- The Clearinghouse system will notify the employer of upcoming expirations of retained prints for employees listed on the Employee/Contractor Roster 60 days prior to expiration. However, 15 days prior to expiration, the employee's name will no longer appear for rescreening. The employer has 45 days after notification to complete the Clearinghouse Renewal so that the employee does not need to be re-fingerprinted.
- If the employee does not have retained prints with FDLE, the status will read "Prints Not Retained." This employee would then need to be re-fingerprinted at a Livescan Service Provider.

Failure to comply with any Background Screening Requirement is a violation of Section 430.0402, Florida Statute.

Should you require additional information, please contact your Contract Manager.

Attachments:

Clearinghouse Renewals FAQs

CLH Renewals Eblast 11-14-17

Clearinghouse Renewals User Guide