



# Notice of Instruction

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**Notice of Instruction Number: #031618 Background Screening Clearinghouse Results – DOEA/Aging Network Eligibility**

**TO:** All PSA 6 Providers

**FROM:** Martha Caron, Senior Contract Manager

**DATE:** March 16, 2018

**SUBJECT: Notice of Instruction: Background Screening Clearinghouse Results - DOEA/Aging Network Eligibility**

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The purpose of this Notice is to disseminate additional guidance to all PSA 6 providers on acceptable Department of Elder Affairs (DOEA) Level 2 Background Screening Clearinghouse (Clearinghouse) Results.

Upon subcontracting with a service provider/vendor, providers must obtain proof of eligibility (background screening results) for staff that will serve clients enrolled in DOEA programs.

The intention of this policy notice is to provide clarification for background screening results which show the “Specified Agency” to be the Agency for Health Care Administration (AHCA), or any entity other than the DOEA. In such instances, it is necessary for the provider/vendor to access the Clearinghouse and initiate an “Agency Review.”

Initiating an “Agency Review,” allows background screening information for the staff person to be accessible by the DOEA. Instructions for initiating an “Agency Review” are located in Appendix E of the *July 2017 DOEA Programs and Services Handbook, Background Screening Clearinghouse Instructions* (Handbook).

Particular attention should be paid to the yellow highlighted excerpts below from the Handbook, Appendix E: Background Screening Clearinghouse Instructions, Introduction/Requirements, Page E-2, including, but not limited to:

- All Applicants who meet the Direct Service Provider definition are required to complete a Level 2 screening with an attached photograph through the Care Provider Background Screening Clearinghouse (Clearinghouse).
- ***All Direct Service Provider Applicants/Employees of any of the Department of Elder Affairs (Department/DOEA) Programs are required to have a DOEA-Aging Network eligibility determination in the Clearinghouse.***
- All Providers of Department programs are required to enter all eligible participating Applicants/Employees within the Specified Agency “Employee/Contractor Roster” tab of the Clearinghouse.
- An Employer may hire an Applicant into a position that requires background screening before the Employee completes the screening process. This period is for training and orientation purposes, but ***the Employee cannot provide direct service until the screening process is finalized, and the Clearinghouse status is “Eligible” within the DOEA-Aging Network.***
- Use of the Clearinghouse must be limited to direct service providers as defined by 430.0402(b), F.S.
  - ***Note:*** Failure to comply with any Background Screening Requirement is a violation of Section 430.0402, F.S.

Additionally, it is recommended that providers complete an internal review of subcontracted vendor agreements/contracts to ensure full compliance with acceptable Level 2 screening requirements.

Please contact your Contract Manager should you require additional information or clarification.

Attachments:

Level 2 BGS Results – Sample pdf



Provider Name:

Printed by:

License Number:

**Department of Elder Affairs**

## Background Screening Result

This individual's eligibility status as of \_\_\_\_\_ is provided below. The employer must retain a hard copy of this result in the individual's employee file. If we become aware of a change in an individual's eligibility status, an email notification will be sent to the most recent employer of record in the Clearinghouse or the last provider to submit a screening request through the Clearinghouse. It is recommended health care and/or service provider employers check the screening results of staff regularly as an individual's status may change based on information received. If you become aware of an event that may change the employee's eligibility please contact your specified agency, Department of Elder Affairs, at 850-414-2093. The employer must take the appropriate action when a change in status occurs in accordance with Section 435.06, Florida Statutes.

<b>Applicant Name:</b>	<b>SSN:</b>	<b>Date of Birth:</b>	<b>Race:</b>	<b>Sex:</b>
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Retained Prints Expiration Date: \_\_\_\_\_  
Clearinghouse Screening Available?: **Yes**

### **Department of Elder Affairs Eligibility**

Item	Status	Eligibility Determination Date
<b>Aging Network</b>	<b>Eligible</b>	

### Employment History (as reported to Florida's Background Screening Clearinghouse by provider employers.)

Provider	Position	Hire Date	End Date

Print Event:

Print Date: