Creating a Person Provider Inquiry and Requesting Background Checks for the UHS

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1. Select “Create” from the menu bar.
   a. Select “Provider Inquiry” then Select Person
2. The Person Provider Inquiry Search page will appear
   a. Enter the demographic information for the person whom you wish to find and click on “Search.”
      i. A few different searches may need to be completed using a DOB, age range or SS#. It is important that a detailed search is completed to ensure if the person is in FSFN, they are located.
   b. The search may or may not return results. If results are returned, click on the Person Icon, then the Related People Icon, this will show people who are connected in FSFN.
   c. If you find the correct person, click on the “Select” hyperlink next to the person, and then click on “add participant(s)”.
   d. If no results are found, complete another search with additional information. If the person is not located in FSFN, the person can be created by selecting the “Create” button.
   e. Remember that you MUST add an address for the person in order to proceed with the background checks
   f. Repeat this process to add all household member.
   g. If the person is located in FSFN, click on the hyperlink of the main caregiver to ensure the address is correct.
      i. On the Person Management Page, click on the Address tab to ensure the Primary address is current. If not, click “insert” to add the correct present primary address for the person. Then close out of this page.
   h. Once the address is correct, select save and you will be returned to the Person Provider Inquiry page. Select continue on the Person Provider Inquiry to continue with the process. This will Launch the Person Provider Inquiry.
3. There are two tabs, “Member” and “Basic” that need to be completed.
4. The main caregiver must be given a role of “Caregiver 1.” If there is a second caregiver, Caregiver 2 should be used. Then all other relationship should be added for additional household members.
   a. One person MUST have the role of Caregiver 1. If you are only adding one person to the Provider, then that person will need to have the role of Caregiver 1.
   b. At the bottom of this tab add Non-Household Members to the “Non-household Members” section. These participants will need to have background checks completed because they are frequent visitors to the home where the child is being placed. Click the “Insert” button.
      i. A search page will appear. Enter as much demographic information as known in attempts to locate the person in FSFN.
      ii. Once the non-household member has been added to the UHS, verify that the SS# has been verified for the non-household member(s). Select “yes” or “no” accordingly.
      iii. Complete the Role for the non-household member(s).

    iv. The “Additional Household Information” section should document any additional information provided by the worker. This can include, but is not limited to, explaining why the person or persons listed requires background checks.

5. On the Basic tab, enter the Marital Status of the caregiver(s) from the drop down menu as well as the language and Inquiry Type.
    a. For Inquiry Type, enter “Relative/Non-Relative” from the drop down menu
6. Next save the Person Provider Inquiry
7. In the Actions Group Box, select “Submit Background Checks Request”
    a. This will launch the Background Check Request page
8. Select the request type of Emergency Placement or Planned Placement.
9. Select the Background check box for each participant that requires a background check
10. Select the Request Background Check button.
11. Select the Insert button in the Case Associated group box.
12. Select the Search hyperlink to search for the Case Associated.
    a. Search for the Case associated to the Person Provider using the name, Case ID or Intake number.
13. Select the radio button next to the case, then select continue.
14. The Children Associated group box will return children who have a role of ‘child receiving services’ on the Maintain Case page.
    a. Select the children associated to the Person Provider.
15. Select Save, then select close.

Once the Background checks have been completed.

16. On the desktop, select the Intakes expando, then My Intakes expando.
17. Select the Person Provider Inquiry hyperlink.
    a. This will open the Person Provider Inquiry.
18. In the Actions Group Box, select “Submit Background Checks Request”
19. In the Background Check Request group box, select the view hyperlink under the Action box.
    a. This will launch the background checks.
20. On the Basic tab of the Person Provider Inquiry document the background check information at the bottom of the tab.
    a. Additional background checks not listed above and Clearance Issue group box is used to document background check information as well as any other history.
    b. This information can be added prior to requesting background checks, if there are automatic prior historic disqualifiers.
21. Next finalize the person provider inquiry by selecting either the Accept or Not Accept radio button, then select the reason from the drop down menu.
22. Select Save.
    a. This will freeze the Person Provider Inquiry and create a new icon under the Provider expando.
23. Under the Provider expando select the Provider Hyperlink.
24. Under the Actions group box select the Unified Home Study hyperlink.
25. If there is a Unified Home Study to copy from, select the radio button and then select the copy hyperlink. If there is not a Unified Home Study to copy from, select the Create button.
    a. This will launch the Unified Home Study.