



# **BACKGROUND SCREENING RESOURCES**

NAVIGATING THE BACKGROUND SCREENING WEBSITE



# WHAT'S NEW?

- ❖ REQUIREMENTS FOR SCREENINGS BY PROGRAM TYPE
- ❖ MORE FREQUENTLY ASKED QUESTIONS
- ❖ CLEARINGHOUSE RESOURCES FOR PROVIDERS



# CARE PROVIDER BACKGROUND SCREENING CLEARINGHOUSE RESOURCES



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## Background Screening

The Department of Children and Families licenses and regulates programs for children and vulnerable adults. Background screening is required to ensure the safety of the vulnerable. Last year, the Department completed almost 300,000 screenings. The Department is one of seven agencies that use the Care Provider Background Screening Clearinghouse or "Clearinghouse". The Clearinghouse is administered by the Agency for Health Care Administration (AHCA) to provide background screening results for persons seeking employment or licensure that provide services to children, the elderly, or persons with disabilities. Legal requirements relating to background screening through the Clearinghouse can be found in [Chapter 435, Florida Statutes](#). You can find information on how to use the Clearinghouse under Clearinghouse Resources.


- Navigating the Background Screening Resources



# WHAT WILL YOU FIND?

User Guides and Video Tutorials to help you navigate through each step of the background screening process through the Clearinghouse

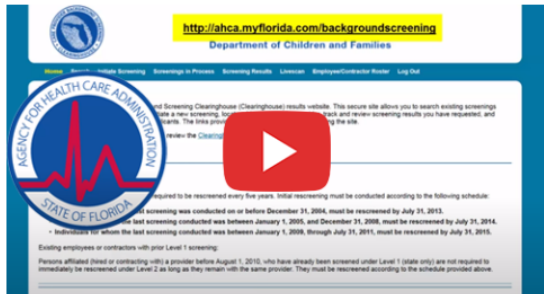
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[Clearinghouse Login](#) [Clearinghouse Resources](#) [Forms](#) [Contact Us](#) [FAQ](#)

User Guides and Video Tutorials for all your Clearinghouse needs.




GUIDES AND FORMS	VIDEOS
<a href="#">Reset Your Clearinghouse Password</a>	<a href="#">Accessing the Clearinghouse</a>
<a href="#">Clearinghouse Portal User Registration</a>	<a href="#">Introduction and Tabs</a>
<a href="#">Clearinghouse Results Website Explanation of Results</a>	<a href="#">Initiating a New Screening</a>
<a href="#">DCF Clearinghouse Results Instruction Guide</a>	<a href="#">Initiating a Resubmission</a>
<a href="#">Clearinghouse Care Provider Renewal Instructions</a>	<a href="#">Add or Edit Employment History</a>
<a href="#">Clearinghouse Applicant Request Form</a>	<a href="#">Initiating an Agency Review</a>
<a href="#">Privacy Policy Acknowledgment</a>	<a href="#">Search and Profile Page</a>




# CLEARINGHOUSE LOG IN


You can even log into your Clearinghouse account from here:


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OF CHILDREN AND FAMILIES**


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 **FAQ**

Providers, click the link to the right to login and access your Clearinghouse Account.

**Provider Login** >



## AHCA Portal - Login

This Portal Login page will allow an authorized user access to external systems maintained by the Agency for Health Care Administration (AHCA) for the purpose of viewing and maintaining information.

### AHCA Portal Login

User ID:

Password:

[Forgot Your Password?](#)

[Reset Password Instructions](#)

[New User Registration](#)



# FORMS

Easy access to the Affidavit of Good Moral Character and other frequently used forms



Clearinghouse Login



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Resources



Forms



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FAQ

Frequently used forms for Providers and Applicants.



- [Apply for Exemption From Disqualification](#)
- [OCA Request Form](#)
- [APD Attestation of Good Moral Character](#)
- [Child Care Attestation of Good Moral Character](#)
- [DCF Affidavit of Good Moral Character](#)



# REQUIREMENTS FOR SCREENINGS BY PROGRAM TYPE

PROGRAM TYPE (WHO NEEDS TO BE SCREENED)	STATUTORY REFERENCE	CHILD ABUSE AND NEGLECT CHECKS	OUT OF STATE CRIMINAL HISTORY	STATE AND NATIONAL CRIMINAL HISTORY REVIEW	ADDITIONAL PERMANENT DISQUALIFYING OFFENSES
<a href="#">Child Care</a>	402.302	✓	✓ (Federal Requirement)	✓	✓
<a href="#">Child Placement</a>	409.175 39.0138	✓*		✓	✓
<a href="#">Summer Camps</a>	409.175			✓	
<a href="#">Mental Health</a>	394.4572 408.809			✓	
<a href="#">Substance Use Disorders</a>	397.4073 408.809			✓	
<a href="#">Peer Specialists</a>	397.417			✓	
<a href="#">Recovery Residences</a>	397.487			✓	
<a href="#">Recovery Residence Administrators</a>	397.4871			✓	

\*Only for Residential Group Home owners, operators, and employees

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# HOW CAN I PRINT THESE REQUIREMENTS?

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# MORE FREQUENTLY ASKED QUESTIONS



Clearinghouse Login



Clearinghouse  
Resources



Forms



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FAQ

Answers to your Frequently Asked Questions.



- [General FAQ](#)
- [Summer Camp Screening FAQ](#)
- [Clearinghouse FAQ](#)
- [Peers FAQ](#)
- [Child Care FAQ](#)
- [Exemptions FAQ](#)



# HERE ARE SOME EXAMPLES OF WHAT YOU CAN FIND:

[Home](#) | [Services](#) | [Background Screening](#) | [Frequently Asked Questions for General Topics](#)

[Clearinghouse](#)

[OCA Request Form](#)

[Apply for Exemption From  
Disqualification](#)

**[General FAQ](#)**

[Summer Camp Screening FAQ](#)

[Clearinghouse FAQ](#)

[Peer FAQ](#)

[Child Care FAQ](#)

[Exemptions FAQ](#)

## Frequently Asked Questions for General Topics

What are the differences between Level 1 and Level 2 Background Screening for employment and where are the lists of offenses that will preclude potential employees from working? What are local law enforcement checks? What are the cost differences? Do we need to do a local sheriff's check? ▼

What are ORI and OCA numbers? What is the process to get an agency ORI Code and OCA Code? ▼

I have an applicant that I want to hire but they live out of the state. How can I get them screened? ▼

Is a Level 2 screening the same as a criminal history report? ▼

What is the 30-day timeframe mentioned in the "not eligible" letter? ▼

What if the individual does not provide the requested arrest report or court document within 30 days? ▼



# EASIER TO NAVIGATE

Navigate through all the frequently asked questions using tabs

[Home](#) | [Services](#) | [Background Screening](#) | [Frequently Asked Questions for General Topics](#)

Clearinghouse

OCA Request Form

Apply for Exemption From  
Disqualification

**General FAQ**

Summer Camp Screening FAQ

Clearinghouse FAQ

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# CONTACT US IF YOU HAVE ADDITIONAL QUESTIONS



Clearinghouse Login



Clearinghouse  
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Forms

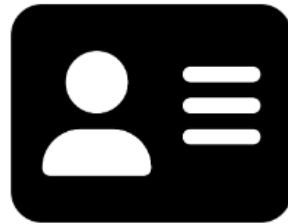


Contact Us



FAQ

Have any questions or concerns? Please reach out to us at the following number or address.



[\(888\) 352-2849](tel:(888)352-2849)

Florida Relay 711

Agents Available Mon-Fri  
8:00 a.m.- 5:00 p.m.

**Please mail all Correspondence to the following address:**

2415 North Monroe Street  
Suite 400  
Tallahassee, FL 32303-4190

