

BACK TO *Basics*

BACKGROUND SCREENING REQUIREMENTS

WINTER LICENSING TRAINING 2020

JACKSONVILLE, FLORIDA

TANISHA LEE, OFFICE OF CHILD WELFARE



TOPICS



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THE BACKGROUND SCREENING PROGRAM



DCF Headquarters, Tallahassee

DCF Background
Screening
Program

Crime
Intelligence Unit
(CIU)

Background
Screening Unit

Primary Functions:

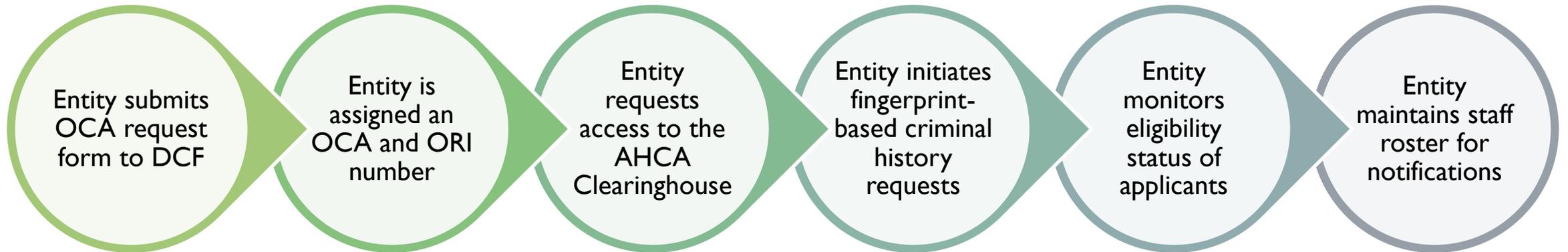
- Provides named-based criminal history searches for investigative purposes.
- Provides abuse and neglect history searches for employment purposes.

- Provides fingerprint-based criminal history screenings.
- Provides abuse and neglect history searches for authorized facilities.
- Issues agency identifying numbers to facilities for the purpose of requesting background screenings.

BACKGROUND SCREENING PROGRAM FUNCTIONS: **OCA ISSUANCE**

Background
Screening Unit

Issues agency identifying numbers to facilities for the purpose of requesting background screenings.



ORI= Originating Agency Identifier

The ORI number is specific to program types and assigned to the department to indicate what statutory requirements are used for eligibility determinations.

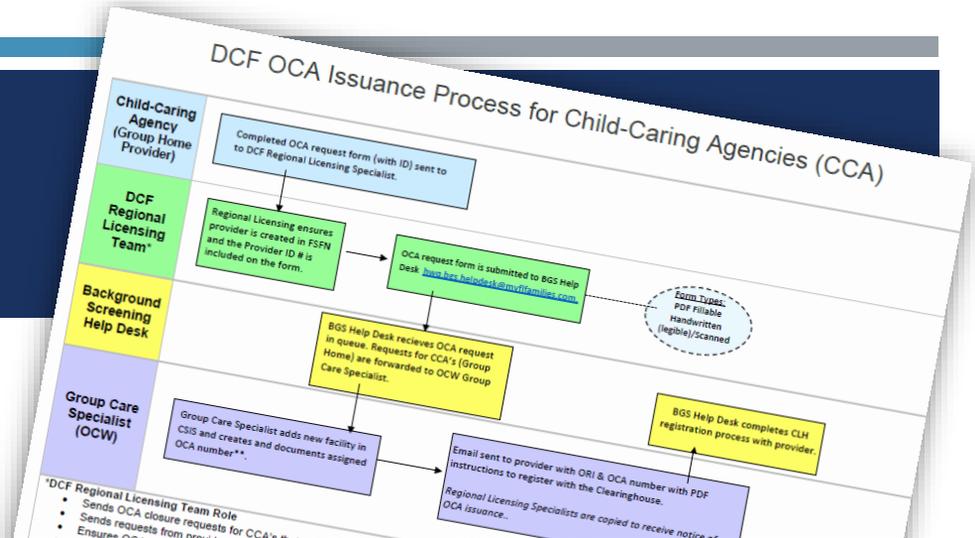
OCA=Originating Agency Case Number

The OCA number is a unique number assigned to each provider that indicates what screening the entity is authorized to receive.

WHEN TO SUBMIT AN OCA FORM

- Need a new OCA number (initial)
- Need an additional OCA number for a different program or screening type
- Change in facility information (i.e. name, contact information, address)
- Facility closure or OCA no longer in use

OCA requests are submitted to the BGS Help Desk for processing. Requests for group care providers are submitted through the DCF regional licensing team to the BGS Help Desk for routing to the Office of Child Welfare.



DCF GENERAL	CHILD WELFARE	<input type="checkbox"/> Child Placing Agency <ul style="list-style-type: none"> <input type="checkbox"/> Adoption <input type="checkbox"/> Foster Parent <input type="checkbox"/> Human Resources (HR) <input type="checkbox"/> Child Caring Agency (Group Home) <input type="checkbox"/> Agencies contracted to provide services for DCF
	SUBSTANCE ABUSE	<input type="checkbox"/> SA Program (Licensed and/or contracted to provide services for Adults ONLY) <input type="checkbox"/> SA Program (Licensed and/or contracted to provide services for children or developmentally disabled) <input type="checkbox"/> Certified Recovery Residence <input type="checkbox"/> Certified Recovery Residence Administrator <input type="checkbox"/> Peer Specialist
	DCF OTHER	<input type="checkbox"/> Enrichment Program <input type="checkbox"/> Shelter (Emergency/Day/Homeless) <input type="checkbox"/> Summer Camp
	CHILD CARE	<input type="checkbox"/> Licensed Child Care <input type="checkbox"/> Family Day Care Home <input type="checkbox"/> Religious Exempt <input type="checkbox"/> Licensed After School Program <input type="checkbox"/> Non-Licensed After School Program <input type="checkbox"/> Membership Organizations
	MENTAL HEALTH	<input type="checkbox"/> BOTH Substance Abuse and Mental Health <input type="checkbox"/> Residential Group Home providing Mental Health Services <input type="checkbox"/> Peer Specialist <input type="checkbox"/> Mental Health ONLY

OCA REQUEST FORM & SCREENING TYPES

DCF GENERAL	CHILD WELFARE
	SUBSTANCE ABUSE
	DCF OTHER
	CHILD CARE
	MENTAL HEALTH

Child welfare agency types for the purpose of screening:

- Child-Placing Agency
 - Adoptive Parents (Adopt)
 - Foster Parents (FP)
 - Human Resources (HR)
- Child-Caring Agency (GH)
- Agencies contracted to provide services for DCF

*New form released November 2019

BACKGROUND SCREENING PROGRAM FUNCTIONS: **CRIMINAL HISTORY SCREENINGS**

Screening Purpose	Applies To	Florida Statutes Screened	Screening Process	Additional Screening Information
Emergency Placement	Relatives Non-Relatives	Ch. 39	Name-based check submitted through FSFN Fingerprints submitted within 10 days	<ul style="list-style-type: none"> No rearrest alerts Results purged from FSFN within 72 hours Results stored by the Department in CSIS upon fingerprint completion
Planned Placement	Relatives Non-Relatives Reunification	Ch. 39	Fingerprint submission through Live Scan vendor	<ul style="list-style-type: none"> No rearrest alerts Fingerprints not retained in the Clearinghouse Results purged from FSFN within 72 hours Results stored by the Department in CSIS upon fingerprint completion
Adoption	Prospective Adoptive Parents	Ch. 39	Fingerprint submission through Live Scan vendor	<ul style="list-style-type: none"> No rearrest alerts Fingerprints not retained in the Clearinghouse
Licensure	Foster Parents: Level I	Ch. 39	Fingerprint submission through Live Scan vendor <i>*CBC's equipped with Live Scan machines can process and store fingerprints in the Live Scan machine.</i>	<ul style="list-style-type: none"> No rearrest alerts Fingerprints not retained in the Clearinghouse
	Foster Parents: Level II-V Group Home Staff	Ch. 39 Ch. 435	Fingerprint submission processed through AHCA Clearinghouse	<ul style="list-style-type: none"> Rearrest alerts received Fingerprints retained for 5 years in the AHCA Clearinghouse

CRIMINAL HISTORY SCREENING LEVELS

Licensure	Foster Parents: Level II-V Group Home Staff	Ch. 39 Ch. 435	Fingerprint submission processed through AHCA Clearinghouse	Rearrest alerts received Fingerprints retained for 5 years in the AHCA Clearinghouse
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Chapter 435 Employment Screening

Screenings conducted as a condition of employment for persons required to be screened pursuant to this chapter.

LEVEL I

This level screens for statewide criminal history through the Florida Department of Law Enforcement (FDLE) and checks for records on the Dru Sjodin National Sex Offender Public Website.

LEVEL II

This level screens applicants fingerprints for statewide (FDLE) and national (FBI) criminal history records.

BACKGROUND SCREENING REQUIREMENTS FOR LICENSURE

FOSTER PARENTS

- Level I
- Level II-V

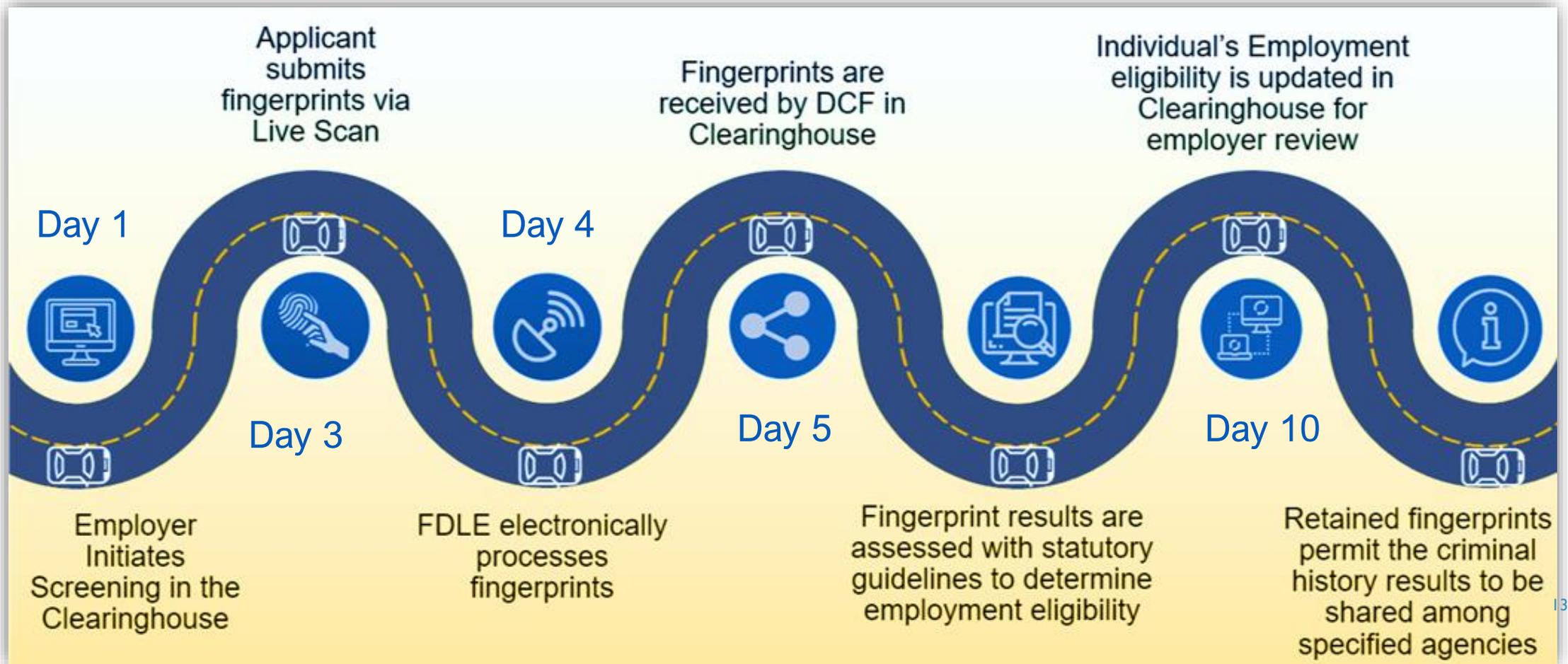
GROUP CARE STAFF

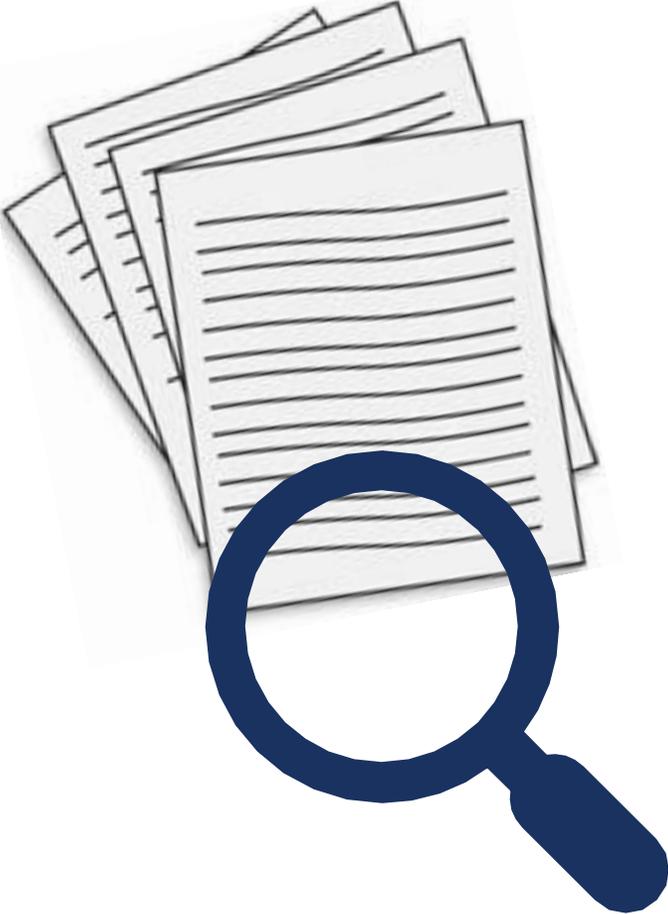
Background Screening	Administered by:	What do this look for?	How is screening obtained?
Statewide Criminal History Record Check (FDLE)	Florida Department of Law Enforcement (FDLE)	Includes arrests, dispositions, and incarcerations for the State of Florida and Juvenile Justice checks up to age 26.	Applicants submit fingerprints to a designated Live Scan vendor for processing.
National Criminal History Record Check (FBI)	Federal Bureau of Investigation (FBI)	Includes arrests, dispositions, and incarcerations for all 50 states and US territories and Juvenile Justice checks up to age 26.	
Florida Sexual Offenders and Predators Search	FDLE Sexual Offenders and Predators Public Website & Dru Sjodin National Sex Offender Public Website	Provides public information and photos on individuals registered as sexual offenders and predators in Florida (FDLE site) and for all 50 states and US territories (Dru Sjodin).	Searches obtained through public sites: https://offender.fdle.state.fl.us/offender/sops/home.jsf or https://www.nsopw.gov/
Local Criminal History Record Search & *911 Call Outs	Local Law Enforcement Agencies	Local criminal history record checks including any criminal activity and law enforcement responses to the requested address. <i>*911 call outs refer to law enforcement responses to the home which may include those that did not result in criminal charges.</i>	Follow local protocol to request records, i.e. though local sheriff's office or police station, etc.
Civil Court Records Check	Clerk of Courts (county-based)	Provides records of involvement related to criminal and civil court cases, traffic citations, probate, municipal infractions and more. This includes any records regarding domestic violence complaints and orders of protection.	Follow county protocol to request civil records or use Comprehensive Case Information System (CCIS) to obtain detailed case information.
Florida Abuse and Neglect Registry Check (Applicants and household members ages 12-17)	DCF Background Screening Department (<i>For Group Home Staff</i>) Community-Based Care/Case Management Agency (<i>For Foster Parents</i>)	Any abuse and neglect records for the individual through a search of the Florida Safe Families Network (FSFN).	Group Homes <ul style="list-style-type: none">Initial screening obtained through ClearinghouseResubmissions obtained through DCF BGS Department Foster Parents <ul style="list-style-type: none">Initial and annual submissions obtained by CBC/CMO
Out of State Abuse and Neglect Records Check <i>*If applicable</i>	State specific. Protocol varies for each state regarding the release of records for foster/adoptive parents and for employment purposes.	<i>*If the individual resided in any other state during the past five (5) years, requests for abuse and neglect history must be made for those states.</i>	Follow guidance for the applicable state(s) to request abuse and neglect history records. http://centerforchildwelfare.fmhi.usf.edu/ChildProtective/AdamWalsh.pdf
Juvenile Record Check (Ages 12-17)*	Department of Juvenile Justice	Provides delinquency records. <i>*Obtained if applicable, i.e. household member ages 12-17 years old residing in foster or group home.</i>	Through FDLE or Department of Juvenile Justice (DJJ)

Background Screening	Emergency Placements	Planned Placements	Level I-V Foster Parents	Group Care Staff
Statewide Criminal History Record Check (FDLE)	✓	✓	✓	✓
National Criminal History Record Check (FBI)	✓	✓	✓	✓
Florida Sexual Offenders and Predators Search	✓	✓	✓	✓
Local Criminal History Record Search & *911 Call Outs	✓	✓	✓	✓
Civil Court Records Check	*Required when locals are inaccessible	* Optional	✓	✓
Florida Abuse and Neglect Registry Check (Applicants and household members ages 12-17)	✓	✓	✓	✓
Out of State Abuse and Neglect Records Check <i>*If applicable</i>	✓	✓	✓	✓
Juvenile Record Check (Ages 12-17)*	✓	✓	✓	✓



FINGERPRINT SCREENING TIMELINE: *THROUGH THE CLEARINGHOUSE*



An illustration on the left side of the slide shows a stack of four papers with horizontal lines representing text. A dark blue magnifying glass is positioned over the papers, with its handle pointing towards the bottom right. The background of the slide is dark blue with a white header bar at the top, divided into three segments of different shades of blue and grey.

HOW TO INTERPRET SCREENING RESULTS

CLEARINGHOUSE BACKGROUND SCREENING ELIGIBILITY LETTER

ABUSE AND NEGLECT HISTORY LETTER

CRIMINAL HISTORY RECORD REVIEW LETTER FOR PLACEMENT PURPOSES

REJECTED FINGERPRINTS

“NOT ELIGIBLE” SCREENING DETERMINATIONS

FINGERPRINT EXEMPTIONS

CLEARINGHOUSE ELIGIBILITY STATUS LETTER

The eligibility determination date refers to the determination date of the applicants screening under the specified program type.

The retained prints expiration date refers to the calendar date FDLE will purge the fingerprints from storage if they are not renewed.

What Happens if retained prints expire?

- Prints no longer retained
- Eligibility determination date expires
- Applicant must resubmit fingerprints at an increased cost

Employers will receive notifications 60, 30 and 21 days prior to the upcoming expiring retained prints for those individuals listed on the Employee/Contractor Roster.

Person Profile [Switch Agency View](#)

First Name: AGENCY **Address Line 1:** 123 LANE **Sex:** MALE
Middle Name: **Address Line 2:** **Race:** WHITE
Last Name: TEST **City:** CITY **Hair Color:** Brown
Aliases: **State:** Florida **Eye Color:** Hazel
SSN: XXX-XX-0000 **County:** **Height:** 5' 05"
Date of Birth: 12/24/1978 **Phone Number:** **Weight:** 150 lbs
Place of Birth: Georgia **Email Address:** 

[Edit](#)

Screenings in Process

Screening #	Provider	Submitted Date	Status	Status Date	Action
2051506	TEST - DCF General - 02370441Z	01/23/2017	Determination Made	01/23/2017	Reprint Privacy Policy Remove

Connected screenings

Provider: [Connect to Screenings](#)

[Initiate Agency Review](#) [Initiate Resubmission](#)

Retained Prints Expiration Date: 1/23/2022
Clearinghouse Screening Available?: Yes

Department of Children and Families Eligibility

Item	Status	Eligibility Determination Date
DCF General	Eligible	1/23/2017
DCF Child Care	Eligible	1/23/2017
DCF Substance Abuse - Adult Only	Eligible	1/23/2017
DCF Summer Camps	Agency Review Required	
DCF Mental Health	Agency Review Required	
APD General	Agency Review Required	
APD Developmental Disability Centers	Agency Review Required	
APD CDC	Agency Review Required	

Employment/Contract History (As reported to Florida's Background Screening Clearinghouse by provider employers.)

Provider	Position	Provisional Hire/Contract Date	Permanent Hire/Contract Date	End Date	Action
No records to display.					

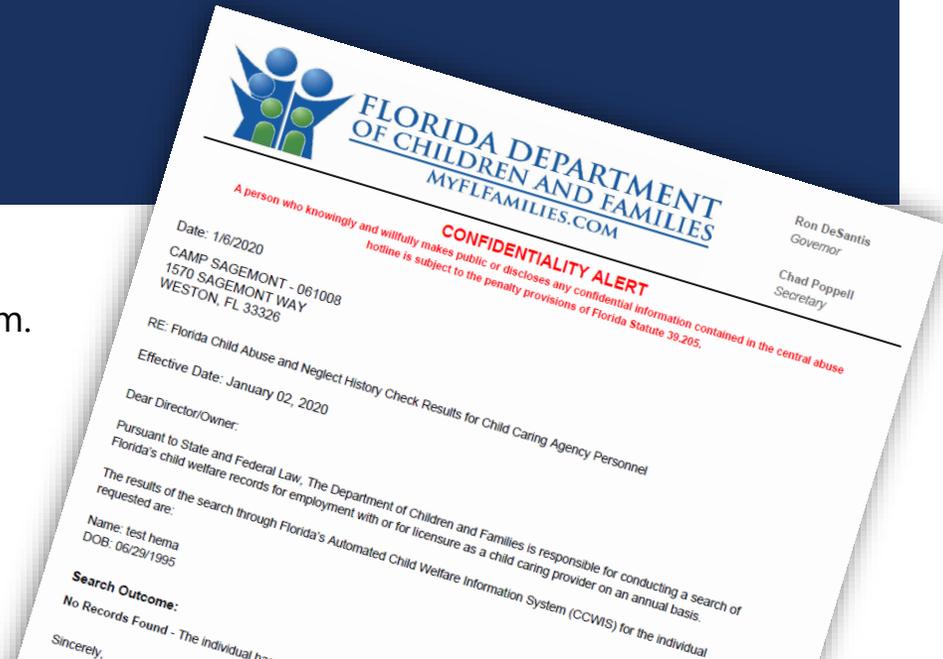
[Add Employment/Contract Record](#)

[New Search](#) [View/Print Version](#) [Explanation of Results](#)

ABUSE AND NEGLECT HISTORY LETTER

Child abuse and neglect record results are indicated in the Clearinghouse for group care staff. The DCF BGS program will also notify the provider of the result details via letter form. The notification of abuse history results will indicate the outcome of the search.

DCF regional licensing teams should follow their regional protocol to review verified findings for group care staff. This process involves assessing for concerns as it relates to the safety and well-being of children in placement.



Retained Prints Expiration Date: 11/21/2021
Clearinghouse Screening Available?: Yes

Department of Children and Families Eligibility

The Department has reviewed child welfare records for the State of Florida. This search was conducted in Florida's Automated Child Welfare Information System (SACWIS).

There is no record of the applicant being listed as the caregiver responsible for a verified finding of abuse, abandonment or neglect of a child.

The individual may request additional information pursuant to s.39.202, Florida Statutes.

Category	Status	Eligibility Determination Date
DCF General	Not Eligible	11/30/2016
DCF Child Care	Not Eligible	11/30/2016
DCF Substance Abuse - Adult Only	Not Eligible	11/30/2016
DCF Summer Camps	Agency Review Required	
DCF Mental Health	Agency Review Required	
APD General	Agency Review Required	
APD Developmental Disability Centers	Agency Review Required	
APD CDC	Agency Review Required	

EFFECTIVE DATE: 12/16/19

EMPLOYEE/APPLICANT NAME:

DOB:

SEARCH RESULTS:

Date	Intake Number	County

Open investigation and pending outcome. Additional information may be obtained from the Department by contacting your local DCF Regional Licensing Office.

Date	Intake Number	County

Criminal History Record Review Letter
For Placement Purposes

RESULTS VALID AS OF: 10/19/2005

To:
CATHOLIC CHARITIES
1000 PINEBROOK ROAD
VENICE, FL 34285

RE: TESTA, NANCY
D.O.B. 01/08/1948 - SSN: XXX-XX-2627

Dear Director/Owner:

In accordance with the requirements of Section 39.0138, Florida Statutes, the Department has completed a review of the criminal history records of the individual listed above. The records reviewed were based upon the fingerprints submitted at your direction.

- The Department's review found no information that automatically prohibits the above individual from being considered by you as a placement option.
- The Department's review found information that **statutorily prohibits the above individual from being considered as a placement option**. This is not applicable if the applicant is the parent of the child.
- Although there was no information reviewed that would statutorily prohibit placement consideration under FS 39.0138, it is recommended that the child protective investigator or the Circuit Point of Contact review all available information and discuss with the case manager the appropriateness of this placement. Advisement of the court may be warranted.
- The Department requires additional information in order to complete this criminal history records review. Please contact the below listed Department staff at the number listed below.

Please remember that this letter is not an approval of a placement, it is the notice to you of the Department's review of the criminal history record as required by statute. The Community-Based Care Lead Agency is responsible for conducting the home study and other required investigative checks as well as conducting an evaluation of all factors regarding the safety of the child in determining the appropriateness of this placement. This includes information obtained from local law enforcement and other sources available to you.

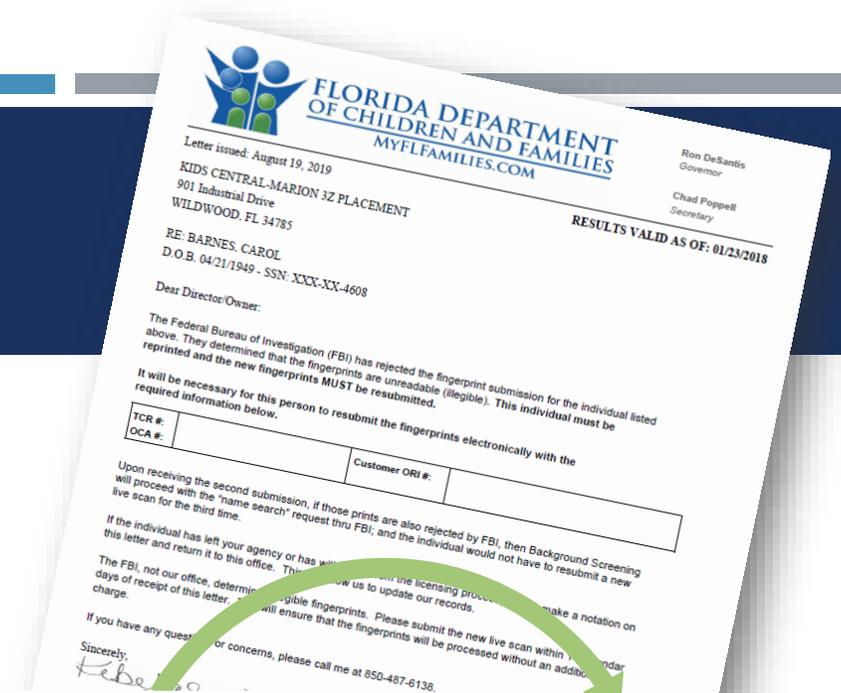
If you have any questions, please contact at 1-888-352-2849.

Sincerely,

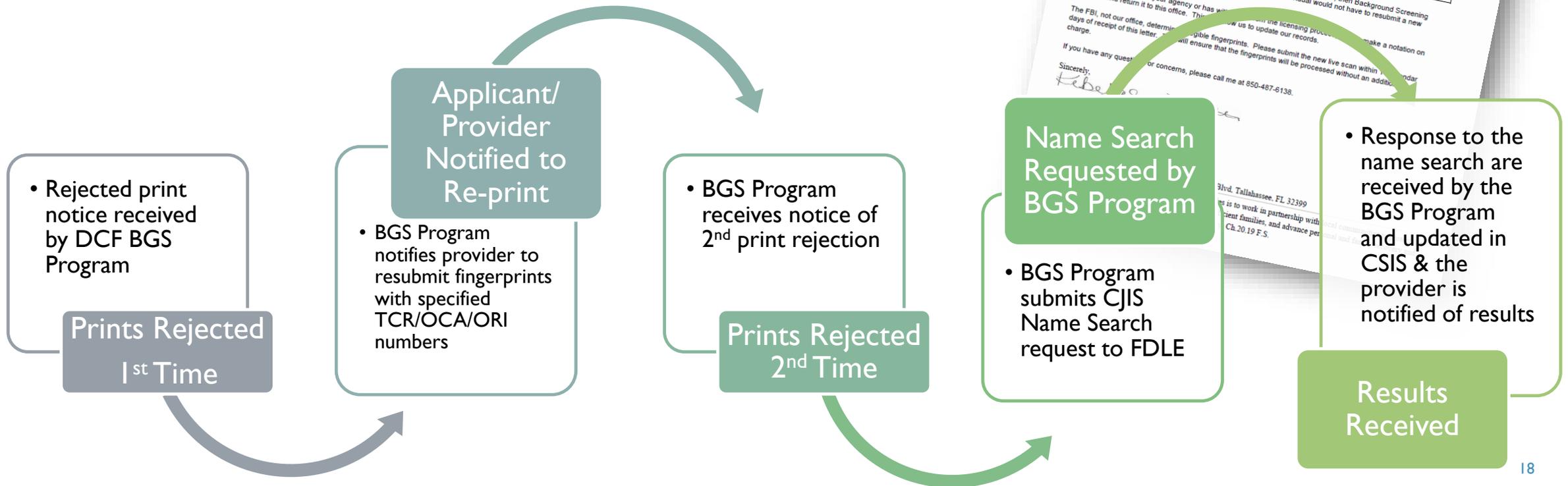
Screening Coordinator

CRIMINAL HISTORY RECORD REVIEW LETTER FOR PLACEMENT PURPOSES

FINGERPRINT REJECTION RESULTS

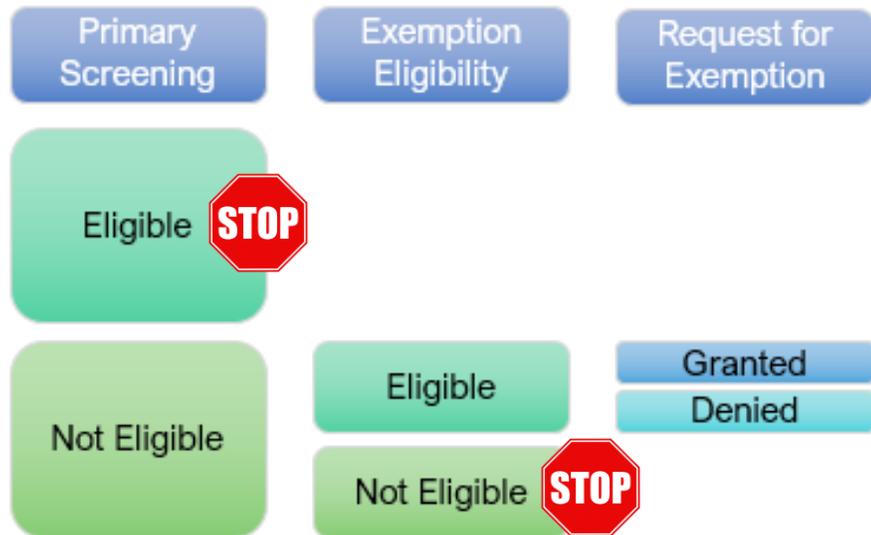


What happens if an applicants fingerprints are rejected?



EXEMPTIONS PROCESS

What happens if an applicants screening status has been determined “not eligible”?



Exemptions ask to waive disqualifying criminal offenses for applicants who are screened under Chapter 435, F.S.

Applicants who are “not eligible” receive a letter from the department with guidance on the exemption request process.

Applicants are advised to submit their completed application with ALL required documents to prevent processing delays.



EXEMPTIONS FROM FINGERPRINTING

Does the following apply:

1. Is the applicant a household member with a physical, developmental or cognitive disability that prevents them from safely submitting prints? **YES**
2. Is the household member in a caregiving role? **NO**
3. Has the applicant obtained documentation from a licensed health professional that addresses the following: **YES**
 - Justification that the individual is unable to submit fingerprints safely due to a disability; and,
 - The disability does not pose a safety concern for any children in the home.

If the above applies, proceed with submission of [Fingerprint Exemption Request Form](#) to your DCF regional managing directors or designee for review following guidelines in [65C-28.020, F.A.C.](#)

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
MYFLFAMILIES.COM

REQUEST FOR FINGERPRINT EXEMPTION

Section 39.0138(2), Florida Statutes, permits the Department to grant an exemption for adult household members who have a physical, developmental, or cognitive disability that prevents that person from safely submitting fingerprints. All exempted individuals must have a level 1 screening completed pursuant to s. 435.03, F. S.

Requesting Agency: _____
Region: _____
Circuit: _____
Child Welfare Professional Name: _____

Adult Household Member Name (Last, First, M.I.): _____
Date of Birth: _____
Gender: _____
Primary Caregiver's FSFN Provider ID: _____

Please attach all supporting documentation from a licensed health professional justifying the request for fingerprint exemption and provide a brief description as to why the exemption should be granted.

Child Welfare Professional Signature: _____ Date: _____

Supervisor Name: _____ Title: _____

Signature: _____ Date: _____

ACTION BY THE DEPARTMENT OF CHILDREN AND FAMILIES REGIONAL FAMILY SAFETY PROGRAM OFFICE

Exemption Granted on _____.

Exemption Denied on _____.

Documentation from a licensed health professional was not provided.

The individual does not meet requirements for fingerprint exemption pursuant to s. 39.0138, F.S.

Other: _____

Comments: _____

Regional Managing Director or Designee Name (Print): _____

Signature: _____ Date: _____

CF-FSP 5436, Feb 2019 [65C-28.020, F.A.C.]

EXEMPTION FROM FINGERPRINTING CONT.

Next Steps...

- The regional managing director or designee will review the documentation, make a determination, and notify the requesting agency within 10 days of receiving the fingerprint exemption request.
- Results of the fingerprint exemption request are documented into CSIS and FSFN.
- If granted, the individual must obtain a Level I screening as outlined in Chapter 435.03, F.S.
- If denied, the department will notify the individual, in writing, of the determination, reasons for denial and the right to appeal pursuant to Chapter 120, F.S.



Not eligible to request?

- Individuals not eligible to request a fingerprint exemption shall follow the steps to submit fingerprints through an approved vendor.
- Fingerprinting vendors are equipped to submit a fingerprint screening request for individuals with special circumstances (i.e. low-quality prints, missing/extra fingers, etc.).



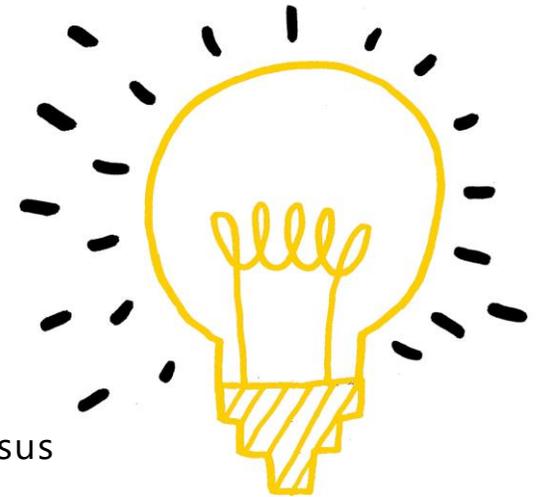
Agencies seeking fingerprint exemptions for an adult household member shall seek to eliminate barriers to fingerprint submission that do not pose a safety concern for the individual due to a physical, developmental or cognitive disability (i.e. Use of mobile fingerprint vendors, assisting with transportation needs, etc.).

BEST PRACTICES

- Use designated point of contacts to inquire or follow-up on inquiries specific to that department.
- Ensure you are using the latest version of department forms/applications to prevent processing delays.
- Keep contact information, including emails, phone numbers and addresses, up-to-date by notifying appropriate licensing staff.

For Clearinghouse Users:

- Keep Clearinghouse roster up to date within 10 days of changes to applicants/staff.
- Review trainings and guides provided by the Clearinghouse to navigate the site with ease.
- Ensure the correct OCA number is used based on screening population. (i.e. foster parents versus staff)
- Use the OCA form to submit changes to facility information, OCA or facility closure.



RESOURCES

AHCA Clearinghouse Video Trainings and FAQ's

<https://www.myflfamilies.com/programs/backgroundscreening/clearinghouse/>

Clearinghouse Renewals FAQ's

https://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/Renewals.shtml

The Center for Child Welfare

<http://centerforchildwelfare.fmhi.usf.edu/>

Florida Administrative Code

<https://www.flrules.org/>

The 2019 Florida Statutes

<http://www.leg.state.fl.us/STATUTES/>

Adam Walsh State Contacts and Procedures for Child Abuse Registry Check

<http://centerforchildwelfare.fmhi.usf.edu/ChildProtective/AdamWalsh.pdf>

FDLE Sexual Offenders and Predators Public Website &

Dru Sjodin National Sex Offender Public Website

<https://offender.fdle.state.fl.us/offender/sops/home.jsf>

<https://www.nsopw.gov/>

Background Screening Requirements for Foster Parents

The Department shall conduct background screenings for all persons considered by the Department for initial licensure or re-licensure, as out-of-home caregivers or all household members age 12 and older pursuant to Sections 409.175, F.S. and 39.0138, F.S. and 65C-45.001, F.A.C.

Required Background Screenings	Frequency of screening	Effective Date
FDLE/FBI Criminal Records (Check through fingerprinting)	Results valid for 5 years	July 1, 1987
Abuse and Neglect History Records Check	Results valid for 12 months	July 1, 2017
Local Criminal Record Check	Results valid for 12 months	July 1, 1987
911 Call Out History	Results valid for 12 months	October 20, 2016
Florida Sex Offender & Predator Registry Search	Results valid for 12 months	March 6, 2018
Civil Records Check	Results valid for 12 months	July 1, 2013
Out of State Child Abuse and Neglect Records Check (if applicable)	Required if applicant resided out of state within 5 years upon initial hire	July 1, 2013
Out of State Civil Records Check (if applicable)	Required if applicant resided out of state within 5 years upon initial hire	October 20, 2016 No longer effective: April 18, 2019

Required Background Screenings for Household Members Ages 12-17 Years Old

Required Background Screenings	Frequency of screening
DJJ Juvenile Records Check	Results valid for 12 months
Abuse and Neglect Records Check through Florida Safe Families Network (FSFN)	Results valid for 12 months

Questions or Concerns?
Please contact your DCF Regional Licensing Specialist for assistance.

June 14, 2019

Background Screening Requirements for Group Homes

Section 409.145(2)(e), Florida Statutes requires staff employed by licensed residential child-caring agencies to meet the same education, training and background screening requirements as licensed foster parents and their household members.

Required Background Screenings for Household Members Ages 12-17 Years Old	Frequency of screening
DJJ Juvenile Records Check	Results valid for 12 months
Abuse and Neglect Records Check through Florida Safe Families Network (FSFN)	Results valid for 12 months

Questions or Concerns?
Please contact your DCF Regional Licensing Specialist for assistance.

For details on how to complete these background screenings visit: <http://centerforchildwelfare.fmhi.usf.edu/video/center/bgscreening/start.html>

June 14, 2019

**Background Screening
Call Center:
(888) 352-2849**

**Mon – Fri:
8:00 AM – 5:00 PM**

**CIU Analyst number
1-855-776-2729**

**Mon – Fri:
8:00 AM – 5:00 PM**

Questions or Concerns?

CONTACTS

Tanisha Lee, Child-Caring and Child-Placing Licensing Specialist
Tanisha.Lee@myflfamilies.com

Teanna Houston, Statewide Foster Home Licensing Specialist
Teanna.Houston@myflfamilies.com

TOPIC

Abuse History bgs.abuse.history@myflfamilies.com

Exemptions bgs.background.screening@myflfamilies.com

Help Desk bgs.helpdesk@myflfamilies.com

Background Screenings bgs.background.screening@myflfamilies.com