

PROVIDER ADVISORY #2017-005

Background Screening Requirements – Employment/Contractor Roster

EFFECTIVE DATE: IMMEDIATELY

This advisory is a reminder to both APD waiver providers and operators of APD-licensed residential facilities of the current requirements of the Background Screening Clearinghouse.

All owners/employers/employees/contractors/volunteers who have been APD screened in the Clearinghouse **MUST** be entered on your “**Employment/Contractor Roster**” and when they are no longer employed by your agency, they must be assigned an end date on your roster. This is extremely important.

*Section 435.12(2)(c), F.S.- 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.***

Here is a link to a video on how to Add or Edit Employment History in the Background Screening Clearinghouse: <https://www.youtube.com/watch?v=wZtyGs20Zj8&feature=youtu.be>

Instruction Guide– Employment/Contract History

All employment records entered on the Clearinghouse website for an applicant will display in the ‘Employment/Contract History’ section. However, the provider name will only display to users with access to the website on behalf of the provider.

The employment history records must be completed if users with access to the provider’s record are to receive updates such as subsequent arrest notifications.

▼ 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
	Employee - Administrator		03/18/2014		
	Chief Financial Officer		03/17/2014		
	Employee - Administrator		03/17/2014		Edit

The Background Screening Clearinghouse is vitally important to those who use it because it reduces costs, creates efficiency, and provides immediate notification to employers if one of their employees is arrested in Florida.

Since state law requires providers to maintain up-to-date employee rosters within the Clearinghouse, APD will take immediate action in cases where providers are found to be out of compliance with this statutory mandate.

Providers who have questions or require technical assistance regarding the Clearinghouse, should contact their APD Regional Office.