Introduction to the Background Check process

To familiarize you with this new functionality, this module includes a system overview of the Background Check screens.

Modifications made to the Background Check process include Create Background Check from Maintain Case, Unified Home Study, Child and Adult Investigation and Intake modules that support the Background Check process for the Department of Children and Families.

The Background Check process represents changes to FSFN resulting from enhancements to support the following program goals to facilitate the safety of children and families:

- Improve quality and consistency of the background check request process
- Ensure data quality in support of business practices
- Gain efficiencies through enhanced technology

Modifications were to the Background Check process to the various modules in FSFN, support the following enhancements:

- Provide functionality for users to validate certain criteria when requesting background checks from Maintain Case for purposes of Emergency Placements
- Ensure that the necessary data elements are captured in support of the background check process when requesting background checks for purposes of Emergency Placements from Maintain Case, Unified Home Study or Intake

By the end of this module, you will be able to:

- Describe the purpose, goal, and benefits of the Background Check process
- Demonstrate the various methods of requesting and accessing Background Checks
- Describe the modifications to the Background Check process
### Requesting and accessing Background Checks from Child Investigation page

The image shows a screenshot of the Child Investigation page with the Participants tab selected. The Participants section displays details such as name, person ID, date of birth, and other relevant information. The Background Check section allows for the selection of applicable participants and their background check statuses.

### Instructional Text

**Requesting a Recheck from the Child Investigation page**

Background Checks can be requested directly from the Participants tab on the Child Investigation page for the purpose of Rechecks.

Once the Child Investigation has been created, the Participants tab provides the ability to submit background check requests for the Child Investigative Participants when documenting the Child Investigation page. The user selects the applicable participant check box(es), within the Background Check group box, and successfully saves the Child Investigation page. The request is sent to the Background Check Listing queue.

The system will verify the data is captures and only once the validations are met, as well as any other validations on the Child Investigation, will the request be submitted to the Background Check Listing queue when the Child Investigation page is successfully saved.
The system will validate to ensure the following data exists:

- Participant has a Date of Birth documented
- County is documented on the associated Maintain Case page
- Case ID is stored in the database
- Social Security Number or Citizenship ID documented on Person Management

The user will receive the following validation when the participant being submitted for a background check does not have a social security number or citizenship ID documented on Person Management.

Selecting "Yes" will allow the user to submit the background check request without a Social Security and/or Non-Citizen ID, returning the user to the Child Investigation page where the participant’s check box will be grayed out until the Background Check Request has been completed. Selecting "No" will return the user to the Child Investigation page and will stop the Background Check Request process.
Viewing a Background Check from the Child Investigation page
Once the Background Check has been completed the user can access the Background Check by selecting the View hyperlink from the Background Check group box on the Participants tab of the Child Investigation page.

Completed Background Checks will only be available for up to 72 hours from the Background Check Completed Date located in the Complete Background Check group box.
Requesting and accessing Background Checks from Adult Investigation page

![Background Check Request](image)

**Instructional Text**

**Requesting a Recheck from the Adult Investigation page**

Background Checks can be requested by selecting the Background History hyperlink from the Actions group box on the Adult Investigation page for the purpose of Rechecks.
Adult Background History page

Once the Background History hyperlink is selected, the Adult Background History page is displayed. The Adult Background History page provides the ability to submit background check requests for the Adult Investigative Participants. The user selects the applicable participant check box(es), within the Background Check group box, and successfully saves the Adult Background History page. The request is sent to the Background Check Listing queue.

The system will verify the data is captures and only once the validations are met, as well as any other validations on the Adult Investigation, will the request be submitted to the Background Check Listing queue when the Adult Background History page is successfully saved.

The system will validate to ensure the following data exists:

- Participant has a Date of Birth documented
- County is documented on the associated Maintain Case page
• Case ID is stored in the database
• Social Security Number or Citizenship ID documented on Person Management

The user will receive the following validation when the participant being submitted for a background check does not have a social security number or citizenship ID documented on Person Management.

Selecting “Yes” will allow the user to submit the background check request without a Social Security and/or Non-Citizen ID, returning the user to the Adult Background History page where the participant’s check box will be grayed out until the Background Check Request has been completed. Selecting “No” will return the user to the Adult Background History page and will stop the Background Check Request process.
Viewing a Background Check from the Adult Investigation page

From the Adult Background History page, the user can access the Background Check by selecting the View hyperlink from the Background Check group box.

Completed Background Checks will only be available for up to 72 hours from the Background Check Completed Date located in the Complete Background Check group box.
Requesting Background Checks from Maintain Case

Instructional Text

The Create Background Check pop-up page is launched from the Maintain Case page and allows the user to request background checks. The user can request the following Background Check Request from the Background Check Request group box by selecting the appropriate radio button for an Emergency Placement, Planned Placement or Reunification.
From the Create Background Checks pop-up page, the user selects the applicable participant check box(es), within the Background Request Check group box, and then selects the Request Background Check button. The request is sent to the Background Check Listing queue.

When the request type of Emergency Placement is selected, the system will verify the data is captured and the validation pop-up page will be launched and require the user to select Yes in order for the request to successfully be submitted and populate the Background Check Listing page. If the user selects No, s/he will be returned to the Create Background Checks page and no request will have been submitted.

The system will validate to ensure the following data exists:

- Participant has a Date of Birth documented
- County is documented on the associated Maintain Case page
- Case ID is stored in the database
- Social Security Number or Citizenship ID documented on Person Management
The user will receive the following validation when the participant being submitted for a background check does not have a social security number or citizenship ID documented on Person Management.

Either the SSN or Non-Citizen ID is missing on Person Management. A Social Security Number and/or Non-Citizen ID is not required; however, it is strongly encouraged in order to retrieve the most accurate results as possible. If known, please document the Social Security Number and/or Non-Citizen ID on the Basic Tab of Person Management. Do you wish to continue without documenting the Social Security Number or Non-Citizen ID?
When the Request Type is Emergency Placement, the Emergency Placement prompt will display. This will ensure that the user certifies the necessary statements before submitting background checks for emergency placement reasons.

Do you certify that the following statements are correct?

- The child is being placed as a relative/non-relative placement.
- Urgent/exigent circumstances exist for this child.
- Placement will be made within the next 72 hours.
- The reason for this request is not for the purpose of: Judicial Review, Adoption Visitation, Baby-Sitter, Respite, or Licensing.
- The requestor understands that if placement is made, fingerprints of the person being checked (including biological parents) need to be submitted to FDLE the next business day. (DCF considers fingerprints late after 10 days from the name based check. FDLE will consider the placement in violation after 15 days).

[Yes] [No]
Viewing a Background Checks from Person Management

From the Additional tab on Person Management the user can access the Background Check by selecting the View hyperlink from the Background Check group box.

Completed Background Checks will only be available for up to 72 hours from the Background Check Completed Date located in the Complete Background Check group box.
Requesting and Viewing Background Checks from Unified Home Study

Instructional Text

Background Checks can be requested directly from the Background Check Information tab in the Unified Home Study page for the purpose of Planned Placement or Emergency Placement.

The Background Check Information tab provides the ability to submit background check requests for the Unified Home Study household members when documenting the Unified Home Study page. The user selects the applicable participant check box(es), within the Criminal Background Check Request group box, and selecting the Request Background Check button. The request is sent to the Background Check Listing queue.

For Emergency Placements the system will verify the data is captured and only once the validations are met, as well as any other validations on the Unified Home Study, will the request be submitted to the Background Check Listing queue.
The system will validate to ensure the following data exists:

- Participant has a Date of Birth documented
- County is documented on the Caregiver 1’s Person Management record for the current Primary Residence.
- Case ID is stored in the database
- Social Security Number or Citizenship ID documented on Person Management

The user will receive the following validation when the participant being submitted for a background check does not have a social security number or citizenship ID documented on Person Management.
When the Request Type is Emergency Placement, the Emergency Placement prompt will display. This will ensure that the user certifies the necessary statements before submitting background checks for emergency placement reasons.
Viewing a Background Check from the Unified Home Study page

From the Background Check Information tab on Unified Home Study the user can access the Background Check by selecting the View hyperlink from the Criminal Background Check Completed group box.

Completed Background Checks will only be available for up to 72 hours from the Background Check Completed Date located in the Complete Background Check group box.