



# Georgia Department of Behavioral Health and Developmental Disabilities

## CheckPT Provider User Guide

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January 21, 2025

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## Overview

This user guide is a comprehensive guide for providers about how to use [CheckPT](#), DBHDD's new and improved background check application. It details the steps from applicant registration through hiring/separating an applicant/employee.

This user guide describes:

- How to **approve** applications,
- How to **track** applications throughout the background check process,
- How to **view** an applicant's eligibility determination,
- How to **hire** someone by adding them to your roster
- How to **separate** someone no longer working for you, and
- How to **manage** your roster with active employees.

## Applicant Background Check Instruction Form

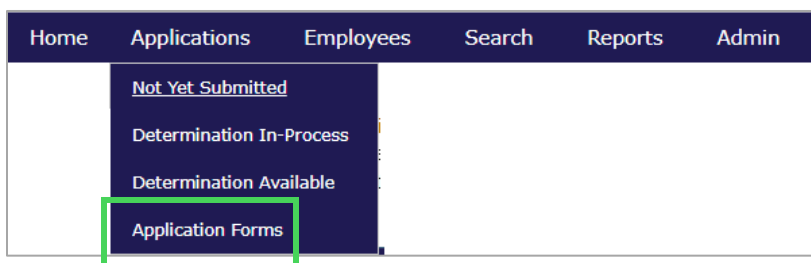
Applicants are required to enter an application through CheckPT. Please reference the Applicant User Guide which provides the steps for an applicant to create a CheckPT user account and submit an application with your unique provider code.

To begin the application process, you must give the applicant a copy of the **Applicant Instruction Form**.

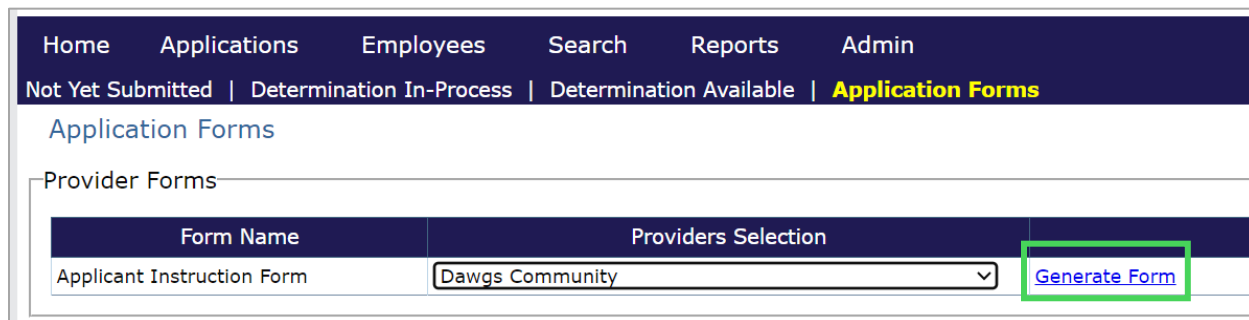


**Note:** To begin an application, the applicant must enter your unique provider code. You have two unique codes, one for **applicant pay** and one for **provider pay** (linked to your Idemia Account UUID). These same codes will be used for all locations operating under your legal name and will appear on the form. Please be sure applicants are aware of your agency's legal name.

The code applicants need for registration is available on the **Applicant Instruction Form**. This form also provides detailed instructions for applicants to enter their application in CheckPT. To access the form, go to the **Applications** menu on the navigation bar and select "**Application Forms**".

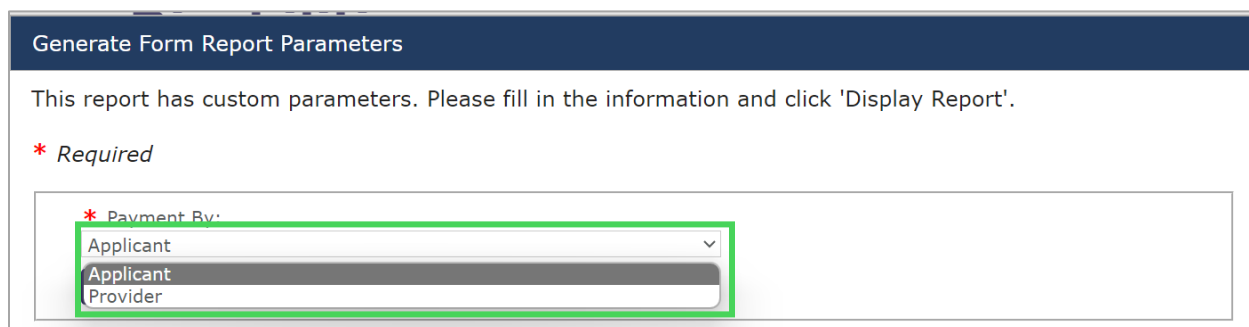


Select your provider name and select “**Generate Form**”.



The screenshot shows the 'Application Forms' section of the CheckPT interface. At the top, there is a navigation bar with links: Home, Applications, Employees, Search, Reports, and Admin. Below this is a sub-navigation bar with links: Not Yet Submitted, Determination In-Process, Determination Available, and Application Forms (which is highlighted in yellow). The main content area is titled 'Application Forms' and contains a 'Provider Forms' section. This section has a table with two columns: 'Form Name' and 'Providers Selection'. The 'Form Name' column contains 'Applicant Instruction Form'. The 'Providers Selection' column contains a dropdown menu with 'Dawgs Community' selected. To the right of the dropdown is a button labeled 'Generate Form', which is highlighted with a green rectangular box.

A popup will appear for you to select who will be responsible for payment for fingerprints. Select **applicant** (they pay) or the **provider** (the provider pays).

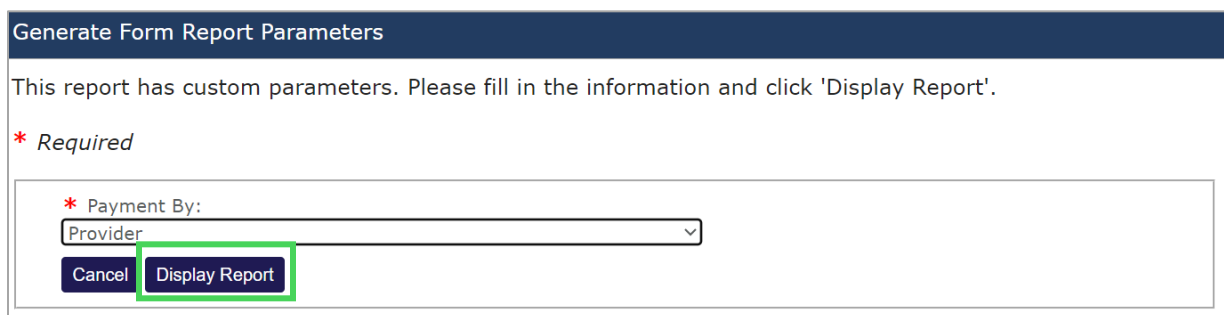


The screenshot shows the 'Generate Form Report Parameters' popup. It has a dark blue header with the title 'Generate Form Report Parameters'. Below the header, it says 'This report has custom parameters. Please fill in the information and click 'Display Report'.' There is a red asterisk followed by the word 'Required'. Below this is a form with a dropdown menu labeled '\* Payment By:'. The dropdown menu is open, showing three options: 'Applicant', 'Applicant', and 'Provider'. The 'Applicant' option is highlighted with a green rectangular box.



**Note:** If you did not set up billing in Idemia's system and link it to your account in CheckPT, the Provider dropdown will not show as an option and the applicant must pay. If this is in error, please follow the steps outlined in the Idemia user guide titled UEP-AMP\_Payment Account Setup\_DBHDD.

Once either Applicant or Provider is selected, Display Report will appear. Select “**Display Report**”, and the Applicant Instructions will open as a pdf document in a new window (make sure you allow pop-ups). You can download the instructions and email them to the applicant or print them out as a hard copy.



The screenshot shows the 'Generate Form Report Parameters' popup. It has a dark blue header with the title 'Generate Form Report Parameters'. Below the header, it says 'This report has custom parameters. Please fill in the information and click 'Display Report'.' There is a red asterisk followed by the word 'Required'. Below this is a form with a dropdown menu labeled '\* Payment By:'. The dropdown menu is open, showing three options: 'Applicant', 'Applicant', and 'Provider'. The 'Provider' option is selected. Below the dropdown menu are two buttons: 'Cancel' and 'Display Report'. The 'Display Report' button is highlighted with a green rectangular box.



**Note:** You can save a copy of each version (Provider Pay and Applicant Pay) to your desktop and print as many copies as you want. You do not need to do this step each time someone applies, so long as you give them a copy of the form with the applicable provider code.

## Application Approval (Reviewing and Approving Submitted Applications)

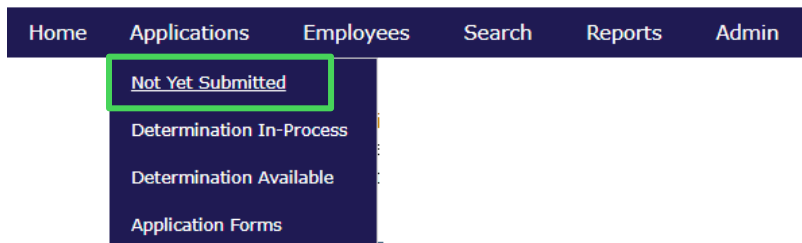
After the applicant has submitted an application in CheckPT, providers are responsible for reviewing and approving the application in CheckPT. This step replaces the need to submit a registration form to DBHDD for approval and will speed up the fingerprinting process.

The following steps show how to find an application in CheckPT and complete the steps required for approval.

### Finding and Approving an Application

Once an applicant has submitted an application in CheckPT, the application will be pending provider review and is considered **“Not Yet Submitted”**. You will receive an automated email from CheckPT when a new application has been submitted.

To review and approve these applications, navigate to the **Applications** menu on the navigation bar and select **“Not Yet Submitted”**.



All applications that have not been submitted yet will appear in the grid. Select **“Resume”** for the applicant you want to review. This will open the Applicant Profile Page.

Results							
Locked	Application # - Type	Facility Type	Facility	Last Name	First Name	Date Saved	Actions
	53	BH	Community Facility	<a href="#">Applicant</a>	CheckPT	04/19/2024	<div><div>Resume</div><div>Withdraw</div></div>
1 Total Results							

## Applicant Profile Information

Review the applicant profile information and make sure it matches the applicant's identification. Errors will delay fingerprinting and may result in the applicant needing to start the process over.

Profile

Compare information on this screen with applicant's identification card.

**Personal and Demographic Information**

\* Required

\* First Name:  SSN:  This is an ITIN: ☐ No

Middle Name:

\* Date of Birth:

\* Last Name:  \* Race:

Suffix:  \* Gender:

**Permanent/Physical Address**

\* Address Line 1:  \* Eye Color:

Address Line 2:  \* Hair Color:

\* City:  \* Height:

\* State:  \* Weight:

\* Zip Code:  \* Country of Citizenship:

\* Place Of Birth:

\* Phone:

\* Email:

\* Preferred Communication Method By Idemia to Applicant:

**Mailing Address**

☒ Same as Permanent Address

**Prior Names and Aliases**

\* ☐ The individual reports that they have not been known by any other names

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

**Prior Addresses**

\* ☐ The individual reports that they have not lived out of state during the specified time frame

Prior Addresses

This individual does not have any prior addresses entered.



**Note:** The applicant's **First Name, Last Name, Date of Birth and Social Security Number CANNOT** be changed once a new application is created. Please reach out to [dbhdd.reg@dbhdd.ga.gov](mailto:dbhdd.reg@dbhdd.ga.gov) if you need assistance to change these fields. Do **NOT** enter a new application.

Under **Prior Names and Aliases**, review to see if any alternate identifying information is listed.

If alternate identifying information is listed in the table, review for accuracy.

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB
Smith	Bright			

If applicant has no alternate identifying information, check the box next to **“The individual reports that they have not been known by any other names”** to confirm no prior names or aliases have been reported.

Or if the applicant relays that alternate identifying information needs to be added, select **“Add Alias”**.

**Prior Names and Aliases**

\* ☐ The individual reports that they have not been known by any other names

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

**Add Alias**

If you select **Add Alias**, a popup will appear where you can enter any additional identifying information. Select **“Save”** after adding the alias information.

**Add Alias**

*At least one field must be entered*

First Name:

Middle Name:

Last Name:

SSN:

Date of Birth:  /  /

**Save** **Cancel**

Added information will display under **Prior Names and Aliases**.

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB
	Bright			
Smith				
Jones				

**Add Alias**

If applicant has lived in another state in the last 5 years, they will enter that under **Prior Addresses**.

If a prior address is listed in the table, review it for accuracy. You may add a prior address by selecting **“Add Prior Address”** when needed.

**Prior Addresses**

Prior Addresses

Years	City	State
2018 - 2020	Lagrange	Maine

[Add Prior Address](#)

If no alternate prior addresses are listed, check the box next to **“The individual reports that they have not lived out of state during the specified time frame”** to confirm the applicant has no additional out of state addresses.

**Prior Addresses**

\* ☐ The individual reports that they have not lived out of state during the specified time frame

Prior Addresses

This individual does not have any prior addresses entered.

[Add Prior Address](#)

Once you confirm all information is accurate, select **“Next”** at the bottom of the screen. You will navigate to the **Pre-Employment Information** page.

Profile

Compare information on this screen with applicant's identification card.

**Personal and Demographic Information**

\* Required

\* First Name: Bright  
Middle Name:  
\* Last Name: Angel  
Suffix:  
Permanent/Physical Address  
\* Address Line 1: 12345 South Street  
Address Line 2:  
\* City: Paradise  
\* State: Georgia  
\* Zip Code: 30222  
Mailing Address  
☒ Same as Permanent Address  
Prior Names and Aliases  
\* ☐ The individual reports that they have not been known by any other names  
Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)  
This individual does not have any aliases entered.  
Add Alias

SSN: 788-45-5877 This is an ITIN: No  
\* Date of Birth: 06/04/1995  
\* Race: White  
\* Gender: Female  
\* Eye Color: Green  
\* Hair Color: Red  
\* Height: 5'6"  
\* Weight: 150  
\* Country of Citizenship: United States of America  
\* Place Of Birth: US: Virginia  
\* Phone: 123-456-6785  
\* Email: msangel@gmail.com  
\* Preferred Communication Method By Idemia to Applicant: Email

**Prior Addresses**

\* ☐ The individual reports that they have not lived out of state during the specified time frame

Prior Addresses

This individual does not have any prior addresses entered.

[Add Prior Address](#)

[Next](#)



On the **Pre-Employment Information** page, you will enter information about the position the applicant is applying for. The **Provider** field will already be identified from the code the applicant used when creating the application.

Home	Applications	Employees	Search	Reports	Admin
------	--------------	-----------	--------	---------	-------

Pre-Employment Information

Bright Angel, XXX-XX-5877, 6/4/1995, Application #: 104305

For Community Providers:

Executive/Administrative/Managerial includes Administrative Assistants, Business Office Staff, Unit Managers, etc.

Provisional Licensed/Certified Clinical Staff includes any licensed or certified staff, RN, LPN, Physician, Activity Therapy, Phlebotomists, etc.

Non-clinical Direct Care Staff includes all direct care staff, group home staff, HST, and FST.

All employees associated with a community provider will be considered a Paid Contractor.

\* Required

\* Provider:

ALBANY AREA COMMUNITY SERVICE BOARD

\* Position Category:

\* Position:

Work Site:

\* Employee Type:

By checking this box I understand that this applicant's background check will be paid for using my provider's Idemia billing account. ☒

Save and Close

BackNext

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**For Staffing Agencies only:** You will need to add the **Related Provider Code** (Code for Payment by Applicant/Provider) for the provider the applicant will be working for. The provider can give you their code. This code should not change. After entering the code, the provider name will display under the field - make sure the name displayed matches the one needed.

Pre-Employment Information

Bright Angel, XXX-XX-5877, 6/4/1995, Application #: 104307

**For Community Providers:**

**Executive/Administrative/Managerial** includes Administrative Assistants, Business Office Staff, Unit Managers, etc.  
**Provisional Licensed/Certified Clinical Staff** includes any licensed or certified staff, RN, LPN, Physician, Activity Therapy, Phlebotomists, etc.  
**Non-clinical Direct Care Staff** includes all direct care staff, group home staff, HST, and FST.

All employees associated with a community provider will be considered a Paid Contractor.

\* Required

\* Provider:  
 Amergis Healthcare Staffing, Inc

\* Position Category:

\* Position:

Work Site:

\* Employee Type:

By checking this box I understand that this applicant's background check will be paid for using my provider's Idemia billing account.  
☒

Save and Close

Back Next

There are six **Position Categories** displayed in the table below. Examples of **Positions** in each category are also included in the table. Review the position examples to determine which position category to select in the next step. Positions will auto-populate based on the Position Category selected.

Position Category	Examples of Positions
Executive/Administrative/Managerial	Administrative Assistants, Business Office Staff, Unit Managers, etc. as per DBHDD Policy 04-104
Professional Licensed/Certified Clinical Staff	Any licensed or certified staff such as RN, LPN, LPC, LMSW, LCSW, CPS, BCBA, CAC, Physician, Activity Therapy, Phlebotomist, etc.
Non-clinical Direct Care Staff	Direct care staff, group home staff, HST, and FST, etc.

Food and Dietary Services	Any food service or dietary staff that are not licensed that will have contact with individuals receiving DBHDD services
Housekeeping and Engineering Services	Any housekeeping and maintenance staff that will have contact with individuals receiving DBHDD services
Any Other Direct Access Employee	Driver, Transportation, or Security staff that will have contact with individuals receiving DBHDD services

Select the appropriate **Position Category** from the dropdown list.

*\* Required*

*\* Provider:*  
BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA ▼

*\* Position Category:*  
▼

- Executive/Administrative/Managerial
- Professional Licensed/Certified Clinical Staff
- Non-clinical Direct Care Staff
- Food and Dietary Services
- Housekeeping and Engineering Services
- Any other direct access employee

The appropriate positions will auto-fill in the next field. Select the **Position** from the next dropdown list.

*\* Required*

*\* Provider:*  
BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA ▼

*\* Position Category:*  
Food and Dietary Services ▼

*\* Position:*  
▼

- Cook
- Food Service Worker
- Other



**Note:** If you are unable to find the specific position, you can select “**Other**” in any of the position dropdown lists. Additional **Position Description** information is required when **Other** is selected, and a free text box will appear for you to add the position description. Please be sure the position is not available in any other category prior to selecting **Other**.

**Work Site** is a field that should only be used by *Staffing Agencies* and *Fiscal Intermediaries*. This field will help with knowing the location or family an applicant is being hired with and for Roster Management.

- Staffing Agencies: You must enter the **Related Provider Code** (Code for Payment by Applicant/Provider) as instructed above **AND** add the provider name to this field to track which provider an applicant will be working with.
- Fiscal Intermediaries: Note which individual the applicant will be working for with the associated background check.

\* Provider:  
ALBANY AREA COMMUNITY SERVICE BOARD ▼

\* Position Category:  
Non-clinical Direct Care Staff ▼

\* Position:  
Care Giver ▼

Work Site:  
[Empty text area with scroll bar]

\* Employee Type:  
Paid Contractor ▼

Select the **Employee Type**.

- All employees associated with a community provider will be considered a **Paid Contractor**. This will be the only option for you to select.

\* Provider:  
ALBANY AREA COMMUNITY SERVICE BOARD ▼

\* Position Category:  
Non-clinical Direct Care Staff ▼

\* Position:  
Care Giver ▼

Work Site:  
[Empty text area with scroll bar]

\* Employee Type:  
Paid Contractor ▼

If the applicant used your agency's provider pay code to apply, the box will be checked that states, **"By checking this box I understand that this applicant's background check will be paid for using my facility's billing account with Idemia."** Select **"Next"** to continue.

\* Provider:  
ALBANY AREA COMMUNITY SERVICE BOARD ▼

\* Position Category:  
Non-clinical Direct Care Staff ▼

\* Position:  
Care Giver ▼

Work Site:

\* Employee Type:  
Paid Contractor ▼

By checking this box I understand that this applicant's background check will be paid for using my provider's Idemia billing account. ☒

As you move through the application, the bottom right of the page for every step will have **Next** and **Back** buttons. You proceed to the next step by selecting **Next**. You can go back to the previous step by selecting **Back**.

The bottom **left** of the page will have a **Save and Close** button, this will save all your progress **up to the page you save on** and allow you to return to the in-progress application later. To access a saved application, go to **Applications > Not Yet Submitted** on the navigation bar.

Save and Close Back Next

## Verify Identity

Review the applicant's identification information and the uploaded image of their ID.

- **Important:** A valid ID is **required** to get fingerprinted.

All data on the ID should match the applicant's profile information.



**NOTE:** Errors in an applicant's demographic information will delay fingerprinting and may result in the applicant needing to start the process over.

Once verified, select **"Next"**.

Verify Identity

CheckPT Applicant, 602-01-9999, 11/1/1992, Application #: 53

Select document and enter additional information.

Document:

State Issued Drivers License

Description:

Issuing State / Authority:

Document Number:

Expiration Date:

Name	Uploaded By	Upload Date	Action
test	CheckPT@gmail.com	04/19/2024	<a href="#">Delete</a>

Upload Document

Withdraw

Save and Close

Back

Next

## Research Registries

Providers are required to check registries and report any findings in CheckPT. **Auto-match** registries will immediately search the system for matches based on the applicant's name, date of birth, and/or social security number as entered in CheckPT.

**Manual** checked registries require you to select the registry link and enter the applicant's information to search the registry.

1. **Required Registries** must be checked to proceed with fingerprinting and include:
  - a. OIG List of Excluded Individuals/Entities
  - b. Georgia Sex Offender Registry
  - c. National Sex Offender Public Website

2. **Optional Registries** are **not required** by DBHDD, but you can check them to validate licensure or check applicants that may be on the state Nurse Aide Registry.
3. You can also choose to **Research registries not listed** if applicable.

For **auto-match** registries:

- If there are no findings, the Research Results field will auto-fill with “**Cleared**”.

Required Registries				
Registry	Research Requirements	Research Results	Research Completed	Actions
<a href="#">OIG List of Excluded Individuals/Entities</a> Registry Checked On 01/13/2025	Automatch performed, no matches found	* Cleared		<a href="#">Add Note</a>

- If there is a finding, there will be a link stating there is a match in the Research Requirements field. Click the link to view the results.

Required Registries				
Registry	Research Requirements	Research Results	Research Completed	Actions
<a href="#">OIG List of Excluded Individuals/Entities</a> Registry Checked On 01/13/2025	<a href="#">1 Match - View Details</a>	* 		<a href="#">Add Note</a> <a href="#">View Notes (1)</a>

A pop-up will open with the match results. Review the information and select **Confirm**. Copy the findings to be entered in a **Note**. **This note will only be visible to DBHDD state users.**

OIG List of Excluded Individuals/Entities Registry Match Results

CheckPT Profile Information: LUIS ESCABI-PEREZ, XXX-XX-4974, 11/19/1945,

Automatch Results as of 1/13/2025

These are auto-match results based on personal identification information provided by the applicant. If you would like to confirm the results, please use the provided link on the registry research page to perform a manual search of the registry.

Match Results from OIG List of Excluded Individuals/Entities						
First Name	Middle Name	Last Name	Date of Birth	Last 4 SSN	Match Type	Confirm
LUIS		ESCABI-PEREZ	11/19/1945		LastName and DateOfBirth	<input type="radio"/> Confirm <input type="radio"/> Ignore

Event Type: 1128b1

Address: GUAYNABO, PR, 00966

Offense: 1128b1, 1128b1

Exclusion Date: 2018/04/19

Reinstatement Date:

Close

Select **Add Note** and paste the findings. Select Save. Your note will be saved and DBHDD will review the findings.

Required Registries				
Registry	Research Requirements	Research Results	Research Completed	Actions
<a href="#">OIG List of Excluded Individuals/Entities</a> Registry Checked On 01/13/2025	<a href="#">1 Match - View Details</a>	*		<a href="#">Add Note</a> <a href="#">View Notes (1)</a>

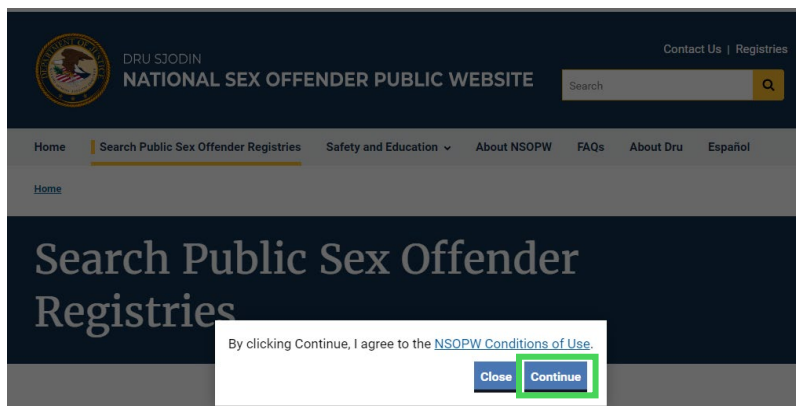
For **manual** checked registries, like the National Sex Offender Public Website:

Select the link in the Registry column.

Required Registries	
Registry	Research Requirements
<a href="#">OIG List of Excluded Individuals/Entities</a> Registry Checked On 01/11/2025	Automatch performed, no matches found
<a href="#">National Sex Offender Public Website</a>	Manual Search Required
<a href="#">Georgia Sex Offender Registry</a> Registry Checked On 01/11/2025	Automatch performed, no matches found

The web site will open in a new window.

For the National Sex Offender site, click “**Continue**” to agree with their Conditions of Use.





Enter the applicant's information and select **Search by Name and/or Zip Code**.

### Search by Name and/or Zip Code

Please enter a first and last name OR a zip code into the required fields.

First Name

First Name (Required)

Last Name

Last Name (Required)

County

County

City/Town

City/Town

Zip Codes

And/or Zip Code

Please note: maximum five zip codes separated by spaces

☐ Search all States, Territories, and Indian Country

State/Territory

All

Indian Country

All

Search by Name and/or Zip Code

If there is not a match for the name and other searched information, set the registry result as **"Cleared"** in the **Research Results** column.

Required Registries				
Registry	Research Requirements	Research Results	Research Completed	Actions
<a href="#">OIG List of Excluded Individuals/Entities</a> Registry Checked On 01/11/2025	Automatch performed, no matches found	* Cleared	01/11/2025	<a href="#">Add Note</a>
<a href="#">National Sex Offender Public Website</a> Registry Checked On 01/11/2025	Manual Search Required	* Cleared		<a href="#">Add Note</a>
<a href="#">Georgia Sex Offender Registry</a> Registry Checked On 01/11/2025	Automatch performed, no matches found	* Cleared	01/11/2025	<a href="#">Add Note</a>

If there is a match, a close match, or you have a question about the results, set the registry result as **"Needs Review"** in the **Research Results** column and DBHDD will review the findings.

Select **"Add Note"** to add your question and details about your findings. **This note will only be visible to DBHDD state users.**

Help | My Account | Logout

**Georgia Department of Behavioral Health and Developmental Disabilities**

Home Applications Determinations Individual Assessment Employees Search Reports Admin

**Add New** | Not Yet Submitted | Determination In-Process | Determination Available | Application Forms

Research Registries

Melissa Tester, 753-95-1258, 2/1/1970, Application #: 72  
Alias: Day; Angela; 120-10-0190

Auto-match registries will immediately search the system for matches based on the applicant's name, date of birth, and/or social security number. For manual registries click the registry link, enter the applicant's name and other available information to search the registry, and enter the Research Results. If there is no match, select Cleared. If there is a match, select Needs Review and add a note.

**Required Registries**

Registry	Research Requirements	Research Results	Research Completed	Actions
<a href="#">DTC List of Excluded Individuals/Entities</a> Registry Checked On 05/15/2024	Automatch performed, no matches found	* Cleared		Add Note
<a href="#">National Sex Offender Public Website</a> Registry Checked On 06/07/2024	Manual Search Required	* Needs Review	6/07/2024	Add Note
<a href="#">Georgia Sex Offender Registry</a> Registry Checked On 05/15/2024	Automatch performed, no matches found	* Cleared		Add Note

## Data Review

The final step is Data Review. Complete a final review of all information. You can review all information on each tab: Profile, Identity Verification, Pre-employment, and Registry Results.

If something needs to be changed, select **Edit Applicant Profile** and change the information.

Data Review

Bright Angel, XXX-XX-5877, 6/4/1995, Application #: 104305

Profile Identity Verification Pre-Employment Registry Results

**Personal and Demographic Information**

First Name: Bright  
Middle Name:  
Last Name: Angel  
Suffix:  
SSN: XXX-XX-5877 Is ITIN: No  
Date of Birth: 6/4/1995  
Race: White/Hispanic Descent  
Gender: Female  
Eye Color: Green  
Hair Color: Red  
Height: 5'6"  
Weight: 150  
Country of Citizenship: UNITED STATES  
Place Of Birth: US; HAWAII  
Phone: 123-456-6785  
Email: melissa.thornton@dbhdd.ga.gov

**Permanent Address**

Address Line 1: 12345 South Street  
Address Line 2:  
City: Paradise  
State: GA  
Zip: 30222

**Mailing Address**

Address Line 1: 12345 South Street  
Address Line 2:  
City: Paradise  
State: GA  
Zip: 30222

**Aliases/Prior Names** (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB
Jones				
Smith				

**Prior Addresses**

Years	City	State
2016-2022	Indiana	

**Edit Applicant Profile**

Withdraw Save and Close Back Submit

When you are certain all information is correct, select “**Submit**” to proceed with the background check.

Data Review

John Doe, [REDACTED], 1/1/1999, Application #: 55

Profile Identity Verification Pre-Employment Registry Results

Personal and Demographic Information

First Name: John SSN: [REDACTED] Is ITIN: No  
 Middle Name: Date of Birth: 1/1/1999  
 Last Name: Doe Race: Asian  
 Suffix: Gender: Male  
 Eye Color: Grey  
 Hair Color: Black  
 Height: 4'10"  
 Weight: 215  
 Country of Citizenship: UNITED STATES  
 Place Of Birth: GEORGIA (USA)  
 Phone: 111-111-1111  
 Email: [REDACTED]

**Permanent Address**

Address Line 1: [REDACTED] Peachtree Street  
 Address Line 2:  
 City: Atlanta  
 State: GA  
 Zip: 30302

**Mailing Address**

Address Line 1: [REDACTED] Peachtree Street  
 Address Line 2:  
 City: Atlanta  
 State: GA  
 Zip: 30302

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)  
 This individual does not have any aliases entered.

Prior Addresses  
 This individual does not have any prior addresses entered.

[Edit Applicant Profile](#)

[Withdraw](#) [Save and Close](#) [Back](#) [Submit](#)

The applicant’s background check status will change from **Not Yet Submitted** to **Background Check Started** on the **Determination In-Process** page.

Results											
Locked	App #	Provider Type	Payment Responsibility	Last Name	First Name	Position	Work Site	Fingerprint Deadline Date	Status	Status Date	
	104305	ALBANY AREA COMMUNITY SERVICE BOARD	Provider	Angel	Bright	Care Giver		02/10/2025	Background Check Started	01/11/2025	

The applicant will receive an email from Idemia with a link to schedule their appointment in Idemia’s application, IdentoGO.

The applicant will click on the link in the email and be navigated to IdentoGo to schedule an appointment. They will enter their **DOB** and **last name**. Their UEID will auto-fill. The applicant will **NOT** need to create an account in Idemia.

Please reference the **Applicant User Guide** for additional information about the Idemia/IdentoGo appointment scheduling process.

Continue Enrollment

To look up previous enrollments and manage upcoming appointments, please enter your information below.

Notice

Information entered below must match information provided during pre-enrollment.

PHONE NUMBER

EMAIL ADDRESS

UE ID

Date of Birth\*

Last Name\*

UE ID\*  
AZGA111QQ6

CANCEL

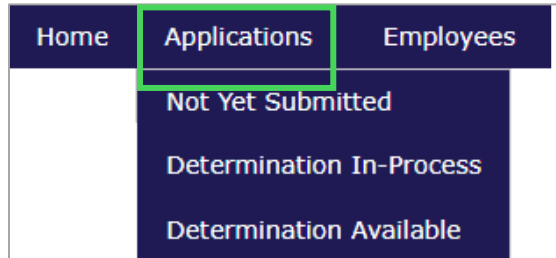
CONTINUE >

When the applicant has scheduled their appointment, you will see the applicant's status change from **Background Check Started** to **Appointment Scheduled** on the **Determination In-Process** page.

Results											
Locked	App #	Provider Type	Payment Responsibility	Last Name	First Name	Position	Work Site	Fingerprint Deadline Date	Status	Status Date	
	104305	ALBANY AREA COMMUNITY SERVICE BOARD	Provider	Angel	Bright	Care Giver		02/10/2025	Appointment Scheduled - 1/13/2025 8:00 AM	01/13/2025	

## Tracking Applications through the Background Check Process

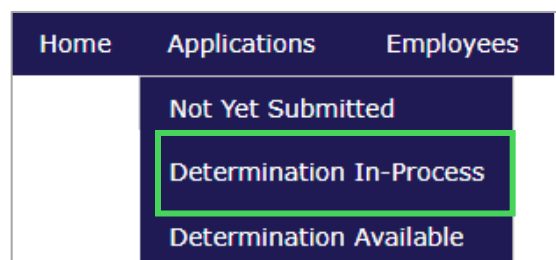
Applications can be tracked through the various stages of the background check process by using the following lists, located under **Applications** on the navigation bar:



- **Not Yet Submitted** – Applications that need to be reviewed and approved by provider user
- **Determination In-process** – Applications that have been approved by provider and are waiting for fingerprints and eligibility determinations
- **Determination Available** – Applications that have been reviewed by DBHDD and have an eligibility determination

### Determination In-Process

Once an application has been submitted (approved) by you and is waiting for fingerprints and review by DBHDD, it is considered in-process. You can access **Determination In-Process** by going to **Applications > Determination In-Process** on the navigation bar.



The **Status** column will indicate the status of the application.

Applications: Determination In-Process

Filter Options

Application #:

Facility:

First Name:

Last Name:

SSN:

Status:

Search

Results

Locked	App #	Facility Type	Last Name	First Name	Position	FP Deadline	Status	Status Date	Wait Reason	Wait Reason Date	Employment Status	Action
	53	Community Facility	<a href="#">Applicant</a>	CheckPT	General Clerk	05/19/2024	Background Check Started	04/19/2024				<a href="#">Withdraw</a>

1 Total Results

### Statuses:

- Not Yet Submitted
- Background Check Started
- Appointment Scheduled
- Fingerprints Sent to GBI
- Fingerprints Received by GBI
- Fingerprints Retake Required – fingerprints were not accepted and applicant needs to be re-fingerprinted. Applicant should receive an email from Idemia.

If there is a Wait Reason in the **Wait Reason** column, additional information is needed from the applicant. Do **not** create a new application. DBHDD will email the applicant with their next steps. Tell the applicant to look for an email from DBHDD and to follow the steps outlined in that email.

The **Wait Reason Date** column gives the date the applicant was notified by DBHDD. The applicant will have 30 days from that date to provide the additional information.

Applications: Determination In-Process

Filter Options

Application #:  Provider:  Division:

First Name:

Last Name:

SSN:

Status:

Results

Locked	App #	Provider Type	Last Name	First Name	Position	Fingerprint Deadline Date	Status	Status Date	Wait Reason	Wait Reason Date	Employment Status	Action
	100553	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	<a href="#">Money</a>	Lotsa	RN	07/14/2024	Background Check Started	06/14/2024	Waiting on Applicant	06/25/2024		<input type="button" value="Withdraw"/>

At any point in the process, you can decide to **Withdraw** the applicant's application, removing them from being considered for hire. If you want to withdraw the applicant from consideration, select "**Withdraw**" in the **Action** column.

Applications: Determination In-Process

Filter Options

Application #:  Provider:  Division:

First Name:

Last Name:

SSN:

Status:

Results

Locked	App #	Provider Type	Last Name	First Name	Position	Fingerprint Deadline Date	Status	Status Date	Wait Reason	Wait Reason Date	Employment Status	Action
	100553	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	<a href="#">Money</a>	Lotsa	RN	07/14/2024	Background Check Started	06/14/2024	Waiting on Applicant	06/25/2024		<input type="button" value="Withdraw"/>

A pop-up window will open. You must select a **Withdraw Reason** from the dropdown list. Select the reason and select “**Withdraw**”.

**Confirm Withdraw**

Lotsa Money, XXX-XX-7899, 6/6/1982, Application #: 100553

**\* Required**

The associated Determination will not proceed.

If you are sure you want to Withdraw this application, select a Withdraw Reason and click 'Withdraw'.

**\* Withdraw Reason:**

- Administrative Withdraw
- Applicant No Longer Available/Interested
- Applicant Withdrew from Process
- Data Correction
- Did Not Report for Position/Work
- Duplicate Background Check Submission
- Finding on Registry Check
- Hired Another Candidate
- Inactivity/No Contact from Applicant
- Refused to Submit to LiveScan Fingerprinting
- Other

**Cancel Withdraw**

*For Staffing Agencies and Fiscal Intermediaries Only:* You will see the Work Site information here.

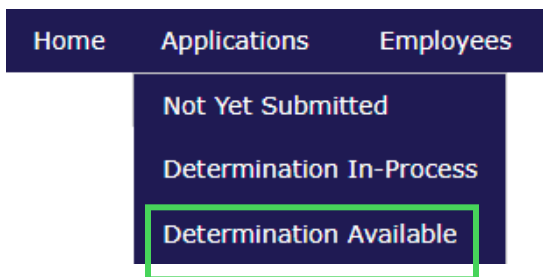
Results														
Locked	App #	Provider Type	Payment Responsibility	Last Name	First Name	Position	Work Site	Fingerprint Deadline Date	Status	Status Date	Wait Reason	Wait Reason Date	Employment Status	Action
	104307	Amergis Healthcare Staffing, Inc	Provider	Angel	Bright	RN	ALBANY AREA COMMUNITY SERVICE BOARD	02/12/2025	Background Check Started	01/13/2025				<a href="#">Withdraw</a>
1 Total Results														

## Determination Available

Once the background check results have been received and a determination has been made by DBHDD, applications will appear on the **Determination Available** page. Applications will remain on this page until you make a hiring decision.



You can access **Determination Available** by going to **Applications > Determination Available** on the navigation bar.



You will be directed to the **Applications: Determination Available** page.

In the **Determination** column, the status will show as one of the following:

- **Eligible** – the applicant is eligible for hire
- **Ineligible** – the applicant is ineligible for hire
- **Undetermined** – additional information is needed from the applicant to make a determination of eligible or ineligible. (This is not a final determination and will transition to eligible or ineligible based on policy.)

HomeApplicationsEmployeesSearchReportsAdmin

Not Yet Submitted | Determination In-Process | **Determination Available** | Application Forms

Applications: Determination Available

Filter Options

Application #:

First Name:

Last Name:

SSN:

Determination Date From:

Determination Date To:

Employment Status:

Providers:  
Davgs Community

Determination:

Divisions:

Search

Results

Locked Application ID	Provider	Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions
66	Davgs Community	Tester	Sunshine	Bookkeeper	Ineligible	05/16/2024				Close - Not Hired
45	Davgs Community	Carry	Harry	Nurse Practitioner	Undetermined	04/18/2024				Close - Not Hired
40	Davgs Community	Berry	Blue	Housekeeping Staff	Undetermined	04/25/2024				Close - Not Hired
32	Davgs Community	Sty	Blue	Developmental Disabilities Professional (DDP)	Eligible	04/04/2024		Hire		Close - Not Hired
23	Davgs Community	Sind	Blue	Driver/Transportation	Eligible	04/03/2024		Hire		Close - Not Hired
14	Davgs Community	Akari	Debby	IT Staff	Eligible	02/11/2024		Hire		Close - Not Hired
13	Davgs Community	Oni	Alex	Consultant	Undetermined	03/11/2024	03/11/2024			Close - Not Hired
9	Davgs Community	Tester	Melissa	LPN	Undetermined	03/18/2024				Close - Not Hired

8 Total Results

CSV File



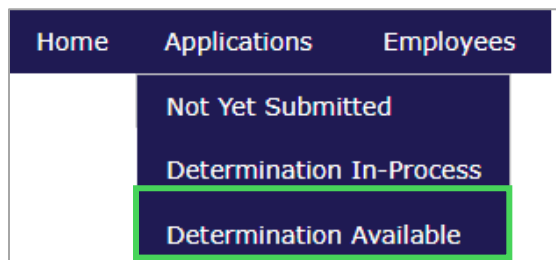
**Important:** You must make a hiring decision in CheckPT for every applicant.

## Hiring Decisions

You are **required** to record hiring decisions in CheckPT for every applicant who has a determination.

Once background check results are received, you decide if you want to hire the applicant. You have **60 days** from the date background check results are received to hire the applicant. If the applicant is not hired in 60 days, the application will be **closed** and a new application will be required.

Go to **Applications> Determination Available** page.



## Hiring an Eligible Applicant

If the applicant has a determination of **Eligible**, and you want to hire the applicant, select “**Hire**” in the **Employment Status** column.

Applications: Determination Available

Filter Options

Application #:

First Name:

Last Name:

SSN:

Determination Date From:

Determination Date To:

Employment Status:

Provider:

Determination:

Division:

Results

Locked Application ID	Provider	Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions
100551	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	Day	Sunny	Peer Specialist	Eligible	06/17/2024		<input type="button" value="Hire"/>		<input type="button" value="Close - Not Hired"/>

A pop-up window will open. Verify the information and enter the **Hire Date** to add them to your Roster. When finished, select “**Save**”.



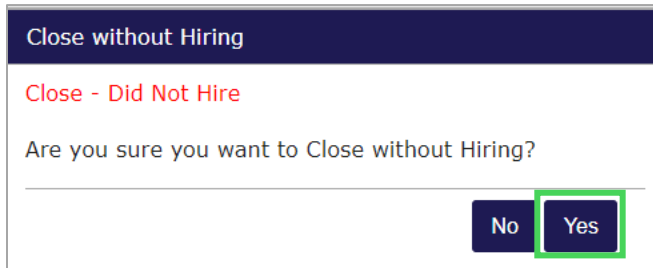
**Note:** The Hire date must be on or after the determination date but cannot be a future date.

## Closing (Not Hiring) an Ineligible Applicant

If the applicant has a determination of **Ineligible** or you choose not to hire an applicant for another reason, select “**Close-Not Hired**” in the **Actions** column.

Locked Application ID	Provider	Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions
100551	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	Day	Sunny	Peer Specialist	Eligible	06/17/2024		Hire		Close - Not Hired

A pop-up will ask you to confirm that you want to **Close without Hiring**. Select **“Yes”**. The applicant will be removed from the **Determination Available** grid and will **not** be added to your roster.

A confirmation dialog box with a dark blue header containing the text "Close without Hiring". Below the header, the text "Close - Did Not Hire" is displayed in red. The main body of the dialog contains the question "Are you sure you want to Close without Hiring?". At the bottom right, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a green rectangular border.

## Roster Management and Employment Verification

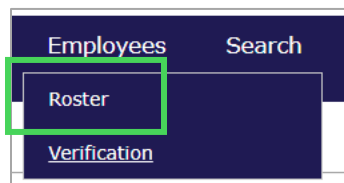
CheckPT allows you to maintain a roster of active employees for your agency. You must keep your roster up to date. You are **required** to verify the continued employment of your employees every **60 days**.

You can print your Roster if asked to provide a list of all active employees for an investigation, certification review, or audit.

Your Roster is a list of all active employees you have hired through CheckPT. When an applicant has an Eligible determination, and you hire them, this adds them to your Roster. When an employee leaves your agency, you will update the Roster indicating they have been separated and are no longer working for your agency.

### Roster Management

To access the **Employees: Roster** page, go to **Employees** on the navigation bar and select **“Roster”**.



Enter any filter criteria and select “**Search**”.

**Employees: Roster**

**Filter Criteria**

Division: - All -	Employment Status: Active	Hire Date From: <input type="text"/>
Provider: Dawgs Community	Employee Type: <input type="text"/>	Hire Date To: <input type="text"/>
<input type="text" value="dawg"/>	Position Category: <input type="text"/>	User Name: <input type="text"/>
Program: <input type="text"/>	Position: <input type="text"/>	Determination Status: <input type="text"/>
First Name: <input type="text"/>		Background Check #: <input type="text"/>
Last Name: <input type="text"/>		
Date of Birth From: <input type="text"/>		
Date of Birth To: <input type="text"/>		

**Search**

Your list of employees will display. Review the list and make sure it only includes current, active employees.

Results

Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination Status	Determination Date	Request Type	Action
23	Dawgs Community	Blind	Blue	03/01/1993	Driver/Transportation	Permanent		04/08/2024	Eligible	04/03/2024	Community Provider	<input type="checkbox"/> Edit <input type="checkbox"/> Terminate <input type="checkbox"/> Letter
32	Dawgs Community	Sky	Blue	04/30/1971	Developmental Disabilities Professional (DDP)	Permanent		04/08/2024	Eligible	04/04/2024	Community Provider	<input type="checkbox"/> Edit <input type="checkbox"/> Terminate <input type="checkbox"/> Letter
29	Dawgs Community	Tester	Melissa	02/01/1970	Paraprofessional	Permanent		05/01/2024	Eligible	04/04/2024	Community Provider	<input type="checkbox"/> Edit <input type="checkbox"/> Terminate <input type="checkbox"/> Letter
58	Dawgs Community	Thunder	Brittany	08/25/1993	Direct Support Tech (FST/HST/MHT/SST)	Permanent		05/01/2024	Eligible	04/25/2024	Community Provider	<input type="checkbox"/> Edit <input type="checkbox"/> Terminate <input type="checkbox"/> Letter

4 Total Results

You can remove employees who are no longer working with you by checking the box next to **Terminate** for one or multiple employees. Then select “**Terminate Employment for Selected**”.

You can download letters by checking the box next to **Letter** for one or multiple employees. Then select “**Print Clearance Letters for Selected**”.

You can also print your roster or export it as a csv file by selecting “**CSV File**” or “**Print**”.

Results

Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination Status	Determination Date	Request Type	Action
23	Dawgs Community	Bird	Blue	03/01/1993	Driver/Transportation	Permanent		04/08/2024	Eligible	04/03/2024	Community Provider	<a href="#">Edit</a> <input type="checkbox"/> Terminate Letter
32	Dawgs Community	Sky	Blue	04/30/1971	Developmental Disabilities Professional (DDP)	Permanent		04/08/2024	Eligible	04/04/2024	Community Provider	<a href="#">Edit</a> <input type="checkbox"/> Terminate Letter
29	Dawgs Community	Tester	Melissa	02/01/1970	Paraprofessional	Permanent		05/01/2024	Eligible	04/04/2024	Community Provider	<a href="#">Edit</a> <input type="checkbox"/> Terminate Letter
58	Dawgs Community	Thunder	Brittany	08/25/1993	Direct Support Tech (FST/HST/MHT/SST)	Permanent		05/01/2024	Eligible	04/25/2024	Community Provider	<a href="#">Edit</a> <input type="checkbox"/> Terminate Letter

4 Total Results

[Select All](#)
[Terminate Employment for Selected](#)
[Select All Letters](#)
[Print Clearance Letters for Selected](#)
[CSV File](#)
[Print](#)

To access a list of separated employees, under **Filter Criteria**, select **Separated** for **Employment Status** and select **Search**.

Employees: Roster

**Filter Criteria**

Division:   
 Provider:   
 Program:   
 First Name:   
 Last Name:   
 Date of Birth From:   
 Date of Birth To:

Employment Status:   
 Employee Type:   
 Position Category:   
 Position:

Hire Date From:   
 Hire Date To:   
 Determination Status:   
 Background Check #:

[Search](#)

A list of all Separated employees will be displayed. Notice the **Separated** status under the **Employment Status** column.

Employees: Roster

**Filter Criteria**

Division:   
 Provider:   
 Program:   
 First Name:   
 Last Name:   
 Date of Birth From:   
 Date of Birth To:

Employment Status:   
 Employee Type:   
 Position Category:   
 Position:

Hire Date From:   
 Hire Date To:   
 Determination Status:   
 Background Check #:

[Search](#)

Results

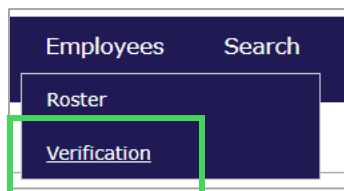
Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination Status	Determination Date	Request Type	Action
33	Dawgs Community	Capitol	Test	01/18/1989	Direct Support Professional (DSP)	Separated		04/17/2024	Eligible	04/04/2024	Community Provider	<a href="#">Edit</a>
56	Dawgs Community	Cat	Tom	11/17/1965	Housekeeping Staff	Separated		05/06/2024	Eligible	05/02/2024	Community Provider	<a href="#">Edit</a>
61	Dawgs Community	Flowers	White	05/17/1989	Direct Support Professional (DSP)	Separated		05/01/2024	Eligible	05/01/2024	Community Provider	<a href="#">Edit</a>
1	Dawgs Community	John	Papa	10/01/1969	Nurse Aide	Separated		04/26/2024	Eligible	04/25/2024	Community Provider	<a href="#">Edit</a>
47	Dawgs Community	Red	Crimson	02/01/1994	Driver/Transportation	Separated		04/19/2024	Eligible	04/19/2024	Community Provider	<a href="#">Edit</a>
6	Dawgs Community	Shellstroe	Eleanor	11/01/1992	Administrative Assistant	Separated		05/15/2024	Eligible	02/29/2024	Community Provider	<a href="#">Edit</a>
38	Dawgs Community	Stravhand	Michael	10/01/1969	Lab Technician	Separated		04/15/2024	Eligible	04/15/2024	Community Provider	<a href="#">Edit</a>

7 Total Results

## Verifying Employment

You must verify continued employment of employees every **60 days** to maintain an active roster. You will receive automated notifications from CheckPT when verification is needed for specific employees.

Go to the **Employees** menu on the navigation bar and select **Verification**.



To see a list of employees whose employment needs to be verified, ensure the date range in the fields **Employment Verification Needed From:** and **Employment Verification Needed By:** are accurate. Generally, you'll be selecting today's date. Then select **Search**.

A screenshot of the 'Employees: Verification' form. The form is titled 'Employees: Verification' and has a 'Filter Options' section. In this section, there are two date pickers: 'Employment Verification Needed From:' and 'Employment Verification Needed By:'. Both date pickers are set to '06/07/2024' and are highlighted with a green rectangular box. Below these date pickers are fields for 'Provider:', 'Last Name:', and a 'Search' button. The 'Search' button is also highlighted with a green rectangular box. The 'Division:' field is a large text area to the right of the date pickers.

The search results appear.

Results

If an individual name has changed, update name on Person Summary page.

Provider	Last Name	First Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Verification Last Verified	Verify Action Needed By
<a href="#">Dawgs Staffing</a>	<a href="#">Turner</a>	Ronda	Direct Support Professional (DSP)		04/19/2024	04/19/2024	06/19/2024 <input type="checkbox"/> <a href="#">Edit</a>
<a href="#">Dawgs Staffing</a>	<a href="#">Shine</a>	Sun	HCP070 Registered Nurse 1		04/03/2024	04/03/2024	06/03/2024 <input type="checkbox"/> <a href="#">Edit</a>

2 Total Results

[Select All](#) [Verify Selected](#)

[CSV File](#) [Print](#)

To verify employment, review the employee list to see if there is any employee on the list who is no longer working for your agency. If you find someone on the list who has left employment with your agency, record the separation by selecting “**Edit**” in the **Action** column.

Home
Applications
Employees
Search
Reports
Admin

Roster | **Verification**

Employees: Verification

Filter Options

Employment Verification Needed From:  
04/19/2024

Employment Verification Needed By:  
06/24/2024

Facility:  
Community Facility

Last Name:

Search

Results

Facility	Last Name	First Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
Community Facility	<a href="#">Applicant</a>	CheckPT	General Clerk		04/19/2024	04/19/2024	06/19/2024	<input type="checkbox"/>	<b>Edit</b>

1 Total Results

Verify Selected

A pop up will appear. Under **Employment Status** select **Separated**, enter the **Separation Date**, and select **Save**.

Edit Employment

Lotsa Money, 744-47-7899, 6/6/1982

\* Required

\* Employment Status:

Separated

Provisional Hire Date:

Provider:

BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA

Hire Date:

07/01/2024

Request Type:

Community Provider

\* Separation Date:

Position Category:

Professional Licensed/Certified Clinical Staff

Verification Date:

07/01/2024

Position:

RN

Save

Cancel



Once the separation is recorded, the employee is removed from the verification list and your roster and placed in the list of separated employees. This list is visible in your Roster by selecting the Employment Status, Separated.

Once you have edited the employment record for all employees on the list who no longer work for your agency, select “**Select All**” at the bottom of the page. This will select the checkbox for all employees who are still working for you remaining on the verification list. (Alternatively, you can check each employee's checkbox individually.)

Select “**Verify Selected**” and the new verification date will be set to today's date.

Results

If an individual name has changed, update name on Person Summary page.

Provider	Last Name	First Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
<a href="#">BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA</a>	<a href="#">Money</a>	Lotsa	RN		07/01/2024	07/01/2024	09/01/2024	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
<a href="#">BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA</a>	<a href="#">More</a>	Monica	LPN		06/26/2024	06/26/2024	08/26/2024	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

2 Total Results

[Select All](#) [Verify Selected](#)

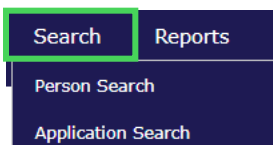
[CSV File](#) [Print](#)



**Note:** If your list of employees is longer than one page, you must select “**Select All**” and “**Verify Selected**” on *each page*.

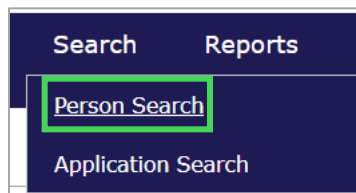
## Search

You can search for an applicant or application by going to **Search** on the navigation bar. You can search by using an applicant’s social security number and either their last name or date of birth, or by using their application number.

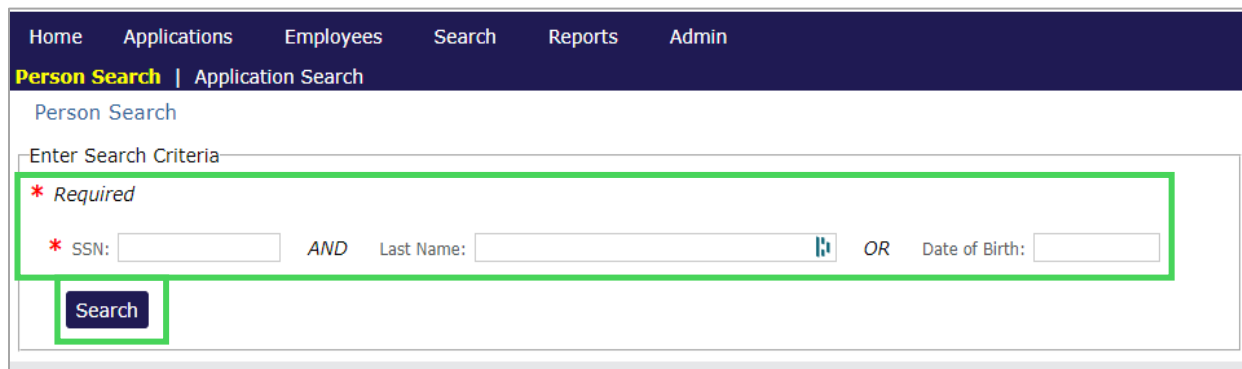


## Searching for a Person Using Personal Information

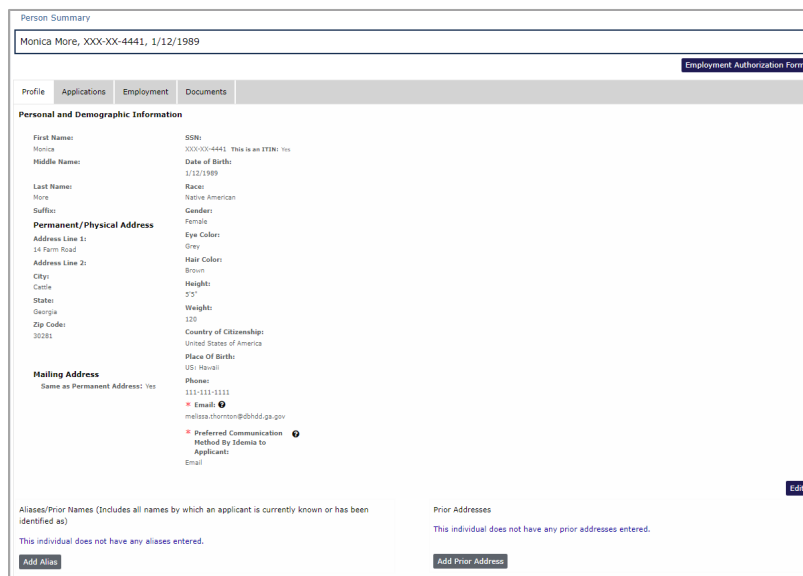
Go to **Search > Person Search** on the navigation bar.



The **Person Search** screen appears. Enter the applicant's **SSN** and either their **Last Name** or **Date of Birth** and select "**Search**". You must have the applicant's personal information to search for them.

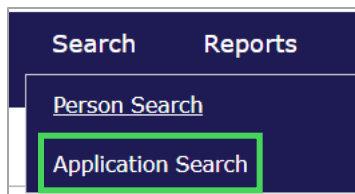


If the applicant has a record in CheckPT, the search will return the applicant's **Person Summary** page. If the applicant is not in the system, a message indicating that the person was not found will return.

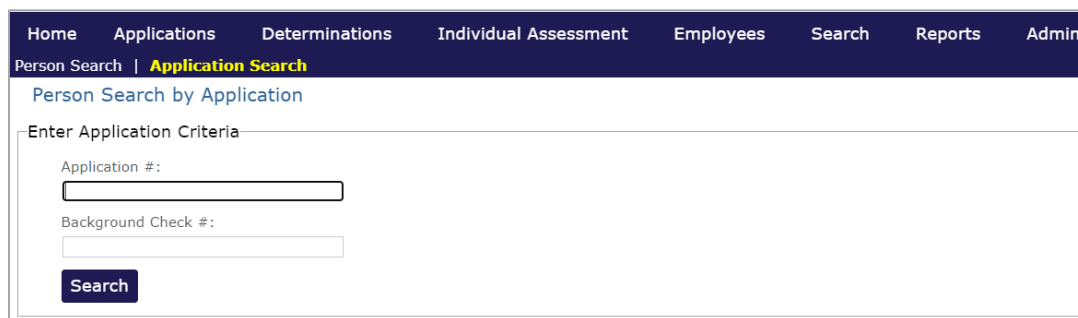


## Searching for a Person by Application or Background Check Number

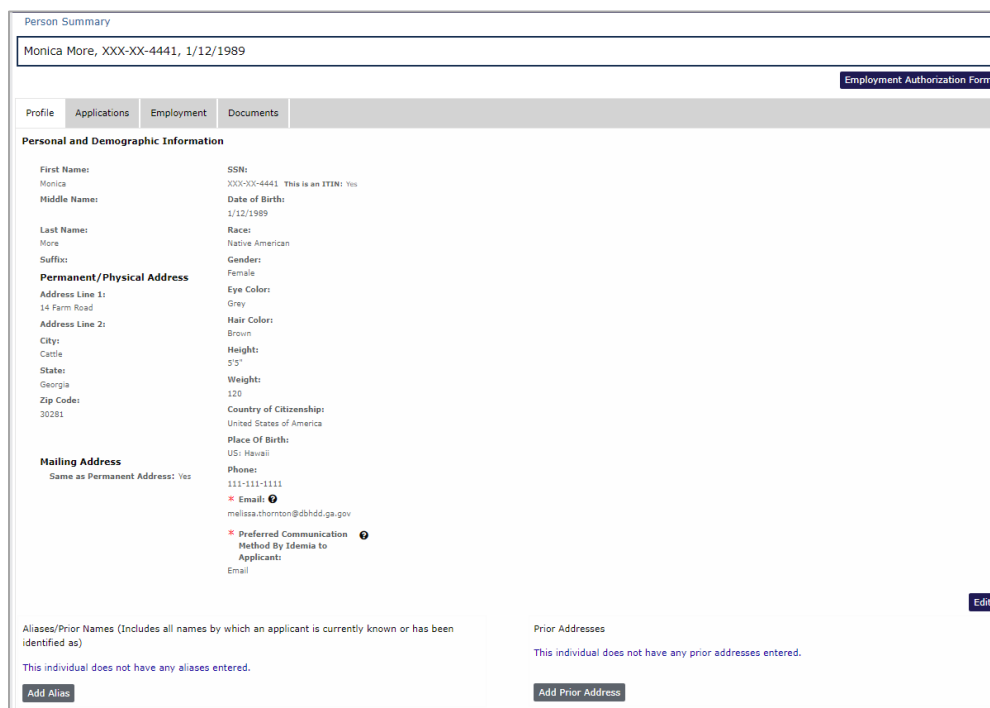
Go to **Search > Application Search** on the navigation bar.



The **Person Search by Application** page appears. Enter the **Application #** or **Background Check #** and select **Search**. These numbers can be found on the Determination In-Process or Determination Available pages.



The **Person Summary** page appears.



## Understanding the Person Summary Page

When a person or application search results in a match, the applicant's **Person Summary** page appears. This page includes the following:

- **Profile Tab** – The person's personal and demographic information.
- **Applications Tab** – A list of all applications submitted by the person for your agency and a list of associated background checks conducted.
- **Employment Tab** – A history of your agency's employment information for the person.
- **Documents Tab** - Documents generated for the person during the application and background check process.

### Profile Tab

From the **Profile** tab, you may:

- View and edit detailed information about the person, including personal and demographic information, alias, and prior address information.
- Add new alias/prior name information.
- Add prior addresses that were not previously recorded.



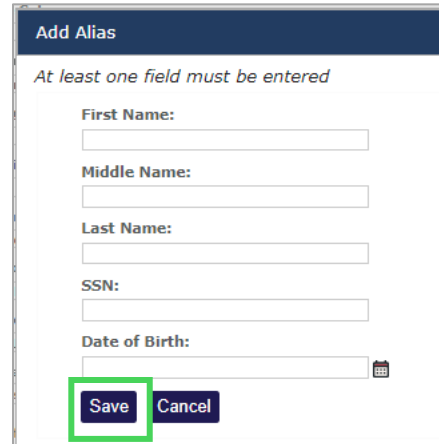
**Note:** If the person's last name, SSN, or DOB have been entered incorrectly, you must contact DBHDD to have it corrected. Provider users cannot edit these fields.

To edit information, select **"Edit"** and make the required changes.

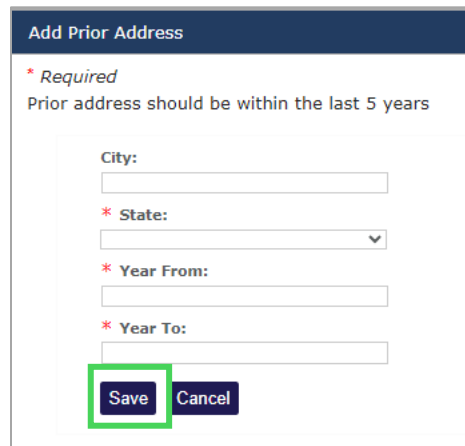
Profile	Applications	Employment	Documents
<b>Personal and Demographic Information</b>			
<b>First Name:</b> Sun			
<b>Middle Name:</b> Shine			
<b>Last Name:</b> Shine			
<b>Suffix:</b> Happy			
<b>Permanent/Physical Address</b>			
<b>Address Line 1:</b> 589 West Road			
<b>Address Line 2:</b>			
<b>City:</b> Georgia			
<b>State:</b> Georgia			
<b>Zip Code:</b> 30228			
<b>Mailing Address</b>			
Same as Permanent Address: Yes			
<b>SSN:</b> XXX-XX-7888 This is an ITIN: Yes			
<b>Date of Birth:</b> 5/1/1980			
<b>Race:</b> White/Hispanic Descent			
<b>Gender:</b> Female			
<b>Eye Color:</b> Blue			
<b>Hair Color:</b> Blonde			
<b>Height:</b> 5'3"			
<b>Weight:</b> 120			
<b>Country of Citizenship:</b> United States of America			
<b>Place Of Birth:</b> US: Massachusetts			
<b>Phone:</b> 404-275-7669			
<b>* Email:</b> kb21899mt@gmail.com			
<b>* Preferred Communication Method By Idemia to Applicant:</b> Email			

Edit

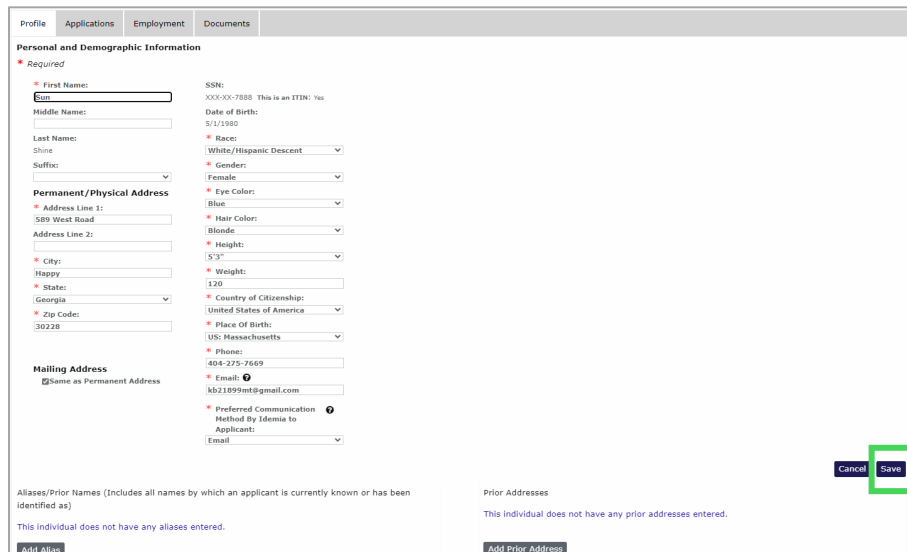
To add alias/prior names, select **“Add Alias”**. A pop-up will open. Enter the information and select **“Save”**.

A pop-up form titled "Add Alias" with a dark blue header. Below the header, a message states "At least one field must be entered". The form contains input fields for "First Name:", "Middle Name:", "Last Name:", "SSN:", and "Date of Birth:". The "Date of Birth:" field includes a calendar icon. At the bottom, there are two buttons: "Save" (highlighted with a green border) and "Cancel".

To add prior addresses, select **“Add Prior Address”**. A pop-up will open. Enter the information and select **“Save”**.

A pop-up form titled "Add Prior Address" with a dark blue header. Below the header, a message states "\* Required" and "Prior address should be within the last 5 years". The form contains input fields for "City:", "State:" (a dropdown menu), "Year From:", and "Year To:". At the bottom, there are two buttons: "Save" (highlighted with a green border) and "Cancel".

Once all information has been updated, select **“Save”**.

A main profile form with a grey header containing tabs: "Profile", "Applications", "Employment", and "Documents". The "Profile" tab is active. The form is titled "Personal and Demographic Information" and includes a "\* Required" section. It contains input fields for "First Name:", "Middle Name:", "Last Name:", "SSN:", "Date of Birth:", "Race:", "Gender:", "Eye Color:", "Hair Color:", "Height:", "Weight:", "Country of Citizenship:", "Place of Birth:", "Phone:", "Email:", and "Preferred Communication Method By Idemia to Applicant:". There are also dropdown menus for "State:" and "Country of Citizenship:". Below the form, there are two sections: "Aliases/Prior Names" and "Prior Addresses", both with "Add" buttons. At the bottom right, there are two buttons: "Cancel" and "Save" (highlighted with a green border).

## Applications Tab

The status of applications and the background checks can be seen on the **Applications** tab on the **Person Summary** page.

From the **Applications** tab, you may:

- View **Applications** (and their statuses) associated with the person.
- Record employment information from the **Actions** column.

Below is an example of the **Applications** tab. The table tells us the following:

- The Background Check number is **10003** and has a status date of **6/17/24**, and a determination of **Eligible**.
- The application was submitted on **5/21/2024** for **Dawgs Staffing** for the position of **RN**. The application number is **100003**.

To add employment or change someone's position, select the “**Add Employment**” link in the **Actions** column.

Profile

Applications

Employment

Documents

Background Check #: 10003 (Fingerprint Based)

Reason for Fingerprinting: Contractors Providing Care/Treatment

Process Started	Determination Status	Status Date	Wait Reason	Wait Reason Date	UEID	Service Code
5/21/2024	Eligible	6/17/2024				

Applications Associated with this Background Check

Application # - Type	Application Status	Application Submitted Date	Provider	Position	License Type - #	Documents	Actions
100003	<a href="#">Determination Available</a>	05/21/2024	Dawgs Staffing	RN			<div><div><a href="#">Upload Document</a></div><div><a href="#">Add Employment</a></div></div> <div><a href="#">Send Document for State Review</a></div>

The **Add Employment** pop-up will appear. You can add the **Hire Date** and select “**Save**” which will add the person to your Roster.

You can change the person's position by selecting a new position category and position.

**Add Employment**

Blanket Statement, XXX-XX-9124, 5/1/1988

\* Provider:  
Dawgs Staffing

\* Position Category:  
Professional Licensed/Certified Clinic

\* Position:  
RN

\* Hire Date:

Save

Cancel

## Employment Tab

From the **Employment** tab, you can view and edit employment information for the person. On the screenshot below, the person has been hired **permanently** at **Behavioral Health Services of South Georgia** as an **LPN**. You can edit this information by selecting “**Edit**”.

Profile	Applications	Employment	Documents			
Application #	Provider		Position	Status	Separation Date	Action
100562	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA		LPN	Permanent		<a href="#">Edit</a>

An Edit Employment pop-up will appear. You can edit the **Employment Status** and **Hire Date**.

If the employee is no longer working for you, select “**Separated**” for **Employment Status** and enter the **Separation Date** and select **Save**.

Edit Employment

Bright Angel, XXX-XX-5877, 6/4/1995

\* Required

\* Employment Status:

Permanent

Provider:

BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA

Request Type:

Community Provider

Position Category:

Professional Licensed/Certified Clinical Staff

Position:

LPN

Save

Cancel

Provisional Hire Date:

\* Hire Date:

07/22/2024

Separation Date:

Verification Date:

07/15/2024

## Documents Tab

From the **Documents** tab, you can view generated letters for the person. Select the hyperlink of the document name in the **Document Name** column to access the document. The letter will appear in a new window, and you can save or print the letter for your records.

Profile

Applications

Employment

Documents

Background Check #: 100057

Generated Forms, Letters, and Reports

Document Type	Application #	Provider	Document Name	File Size	Generated By	Generated On
Application	58	Dawgs Community	<a href="#">GADBHDD Eligible Letter.pdf</a>	56.0KB	TasksService	5/8/2024 1:01 PM

Uploaded Documents

There are no Uploaded Documents

Documents Available for Generation

No documents are available for generation.