Georgia Department of
Behavioral Health and Developmental Disabilities

CheckPT Provider User Guide

January 21, 2025

Contents

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.
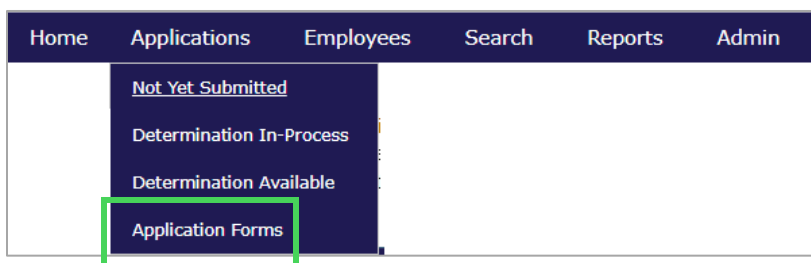
Applicant Background Check Instruction Form

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**.
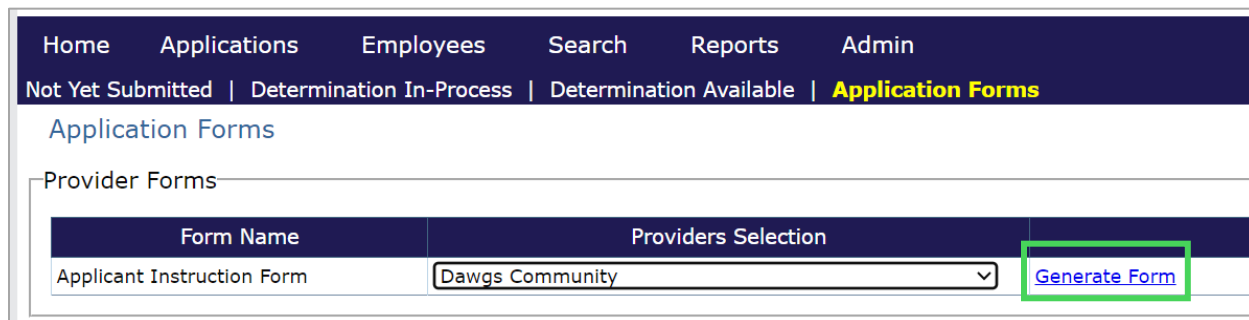
> **Note:** To begin an application, the applicant must enter your unique provider code. You have two unique codes, one for **applicant pay** and one for **provider pay** (linked to your Idemia Account UUID). These same codes will be used for all locations operating under your legal name and will appear 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**".
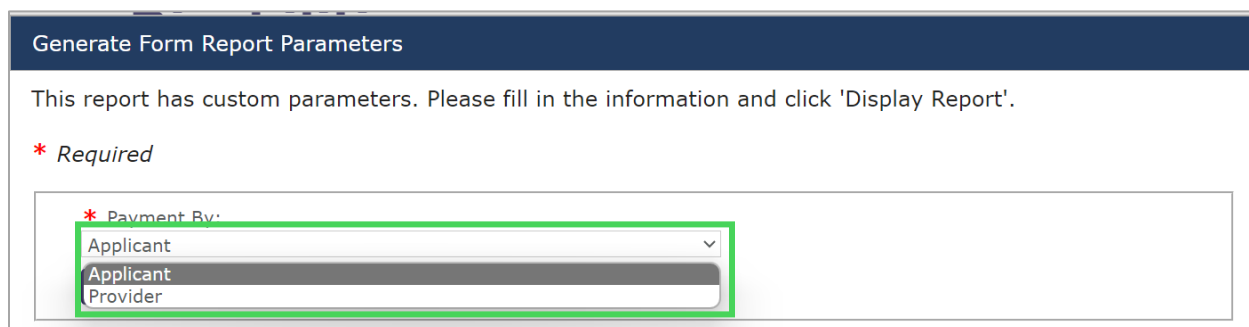
Select your provider name and select "**Generate Form**".

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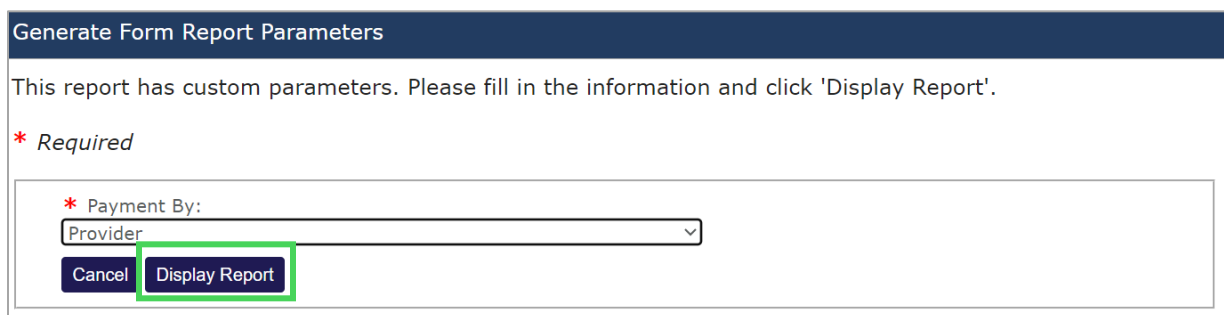
Note: If you did not set up billing in Idemia's system and link it to your account in CheckPT, the Provider dropdown will not show as an option and the applicant must pay. If this is in error, please follow the steps outlined in the Idemia user guide titled UEP-AMP_Payment Account Setup_DBHDD.

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.

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.

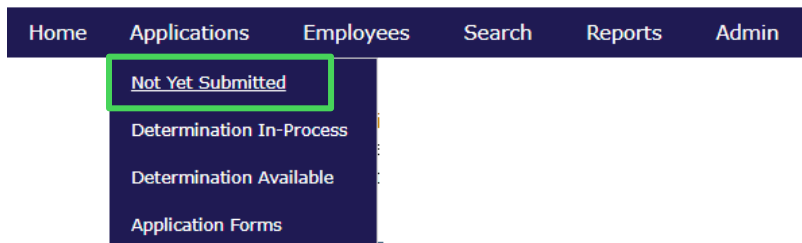# Application Approval (Reviewing and Approving Submitted Applications)

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**".

Home	Applications	Employees	Search	Reports	Admin

Not Yet Submitted

Determination In-Process

Determination Available

Application Forms

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	Applicant	CheckPT	04/19/2024	Resume Withdraw

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: Bright	SSN: 788-45-5877 This is an ITIN: No
Middle Name:	* Date of Birth: 06/04/1995
* Last Name: Angel	* Race: White
Suffix:	* Gender: Female
Permanent/Physical Address	* Eye Color: Green
* Address Line 1: 12345 South Street	* Hair Color: Red
Address Line 2:	* Height: 5'6"
* City: Paradise	* Weight: 150
* State: Georgia	* Country of Citizenship: United States of America
* Zip Code: 30222	* Place Of Birth: US: Virginia
	* Phone: 123-456-6785
Mailing Address ☑Same as Permanent Address	* Email: ❓ msjangel@gmail.com
	* Preferred Communication Method By Idemia to Applicant: ❓ Email

Prior Names and Aliases

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

Prior Addresses

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

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.

[Add Alias]   [Add Prior Address]

[Next]

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 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
	Bright			
Smith				

[Add Alias]

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:

SSN: 788-45-5877   This is an ITIN: No
* Date of Birth: 06/04/1995
* Race: White
* Gender: Female

Permanent/Physical Address
* Address Line 1: 12345 South Street
Address Line 2:
* City: Paradise
* State: Georgia
* Zip Code: 30222

* 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: ❓ msjangel@gmail.com
* Preferred Communication Method By Idemia to Applicant: Email

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

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]   [Back] [Next]

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.

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.

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

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:

* 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:

* 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.

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.

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	Delete

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
OIG List of Excluded Individuals/Entities Registry Checked On 01/13/2025	Automatch performed, no matches found	* Cleared ▾		Add Note

- 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
OIG List of Excluded Individuals/Entities Registry Checked On 01/13/2025	1 Match - View Details	* ▾		Add Note View Notes (1)

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	○ Confirm ○ Ignore

EventType: 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.

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

Select the link in the Registry column.

The web site will open in a new window.

For the National Sex Offender site, click "**Continue**" to agree with their Conditions of Use.
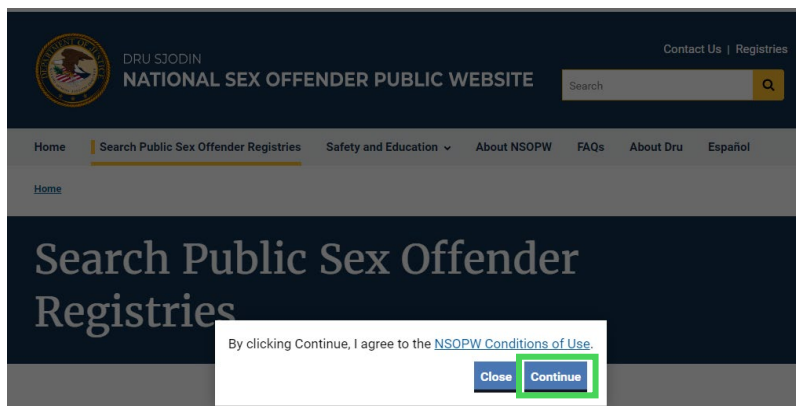
Enter the applicant's information and select **Search by Name and/or Zip Code**.

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

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.**

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.

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

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

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	Fingerprin 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:
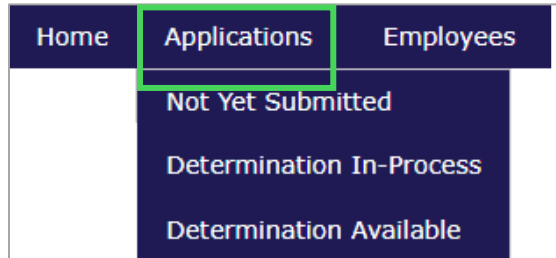
- **Not Yet Submitted** – Applications that need to be reviewed and approved by provider user

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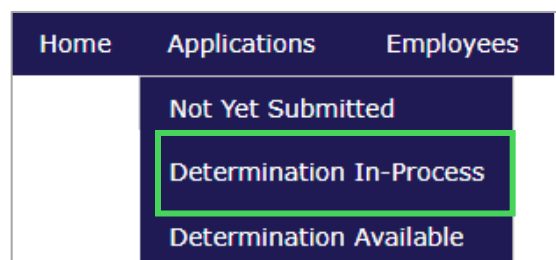
The **Status** column will indicate the status of the application.

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.

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.

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				Withdraw

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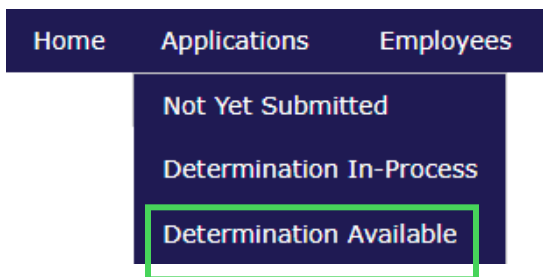
You will be directed to the **Applications: Determination Available** page.

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.)

! **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.
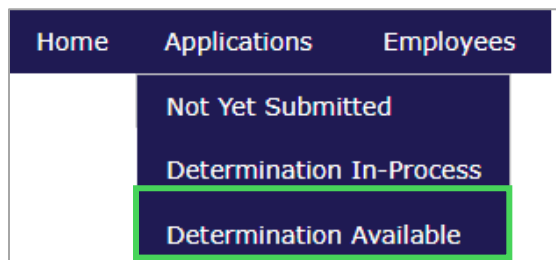
Hiring an Eligible Applicant

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

A pop-up window will open. Verify the information and enter the **Hire Date** to add them to your Roster. When finished, select "**Save**".
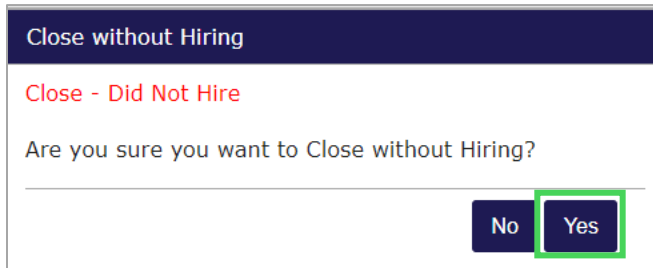
Note: The Hire date must be on or after the determination date but cannot be a future date.

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.

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.

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**".
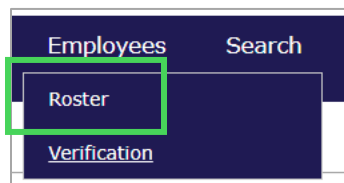
Enter any filter criteria and select "**Search**".

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

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**".

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

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

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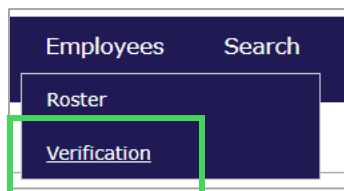
To see a list of employees whose employment needs to be verified, ensure the date range in the fields **Employment Verification Needed From:** and **Employment Verification Needed By:** are accurate. Generally, you'll be selecting today's date. Then select **Search**.

The search results appear.

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.

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

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.

Provider	Last Name ▲	First Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	Money	Lotsa	RN		07/01/2024	07/01/2024	09/01/2024	☑	Edit
BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	More	Monica	LPN		06/26/2024	06/26/2024	08/26/2024	☑	Edit

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

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.

Search   Reports

Person Search

Application Search
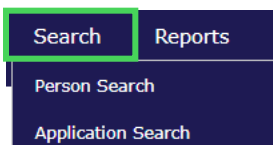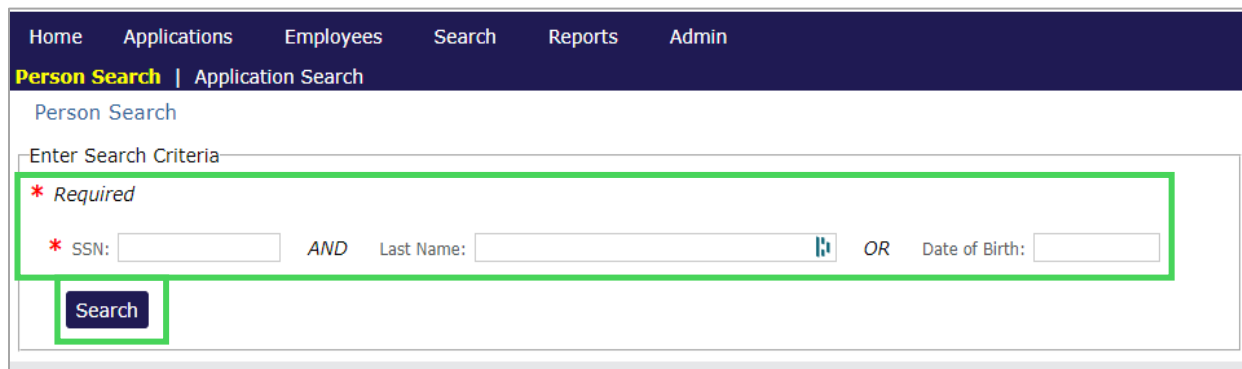
Searching for a Person Using Personal Information
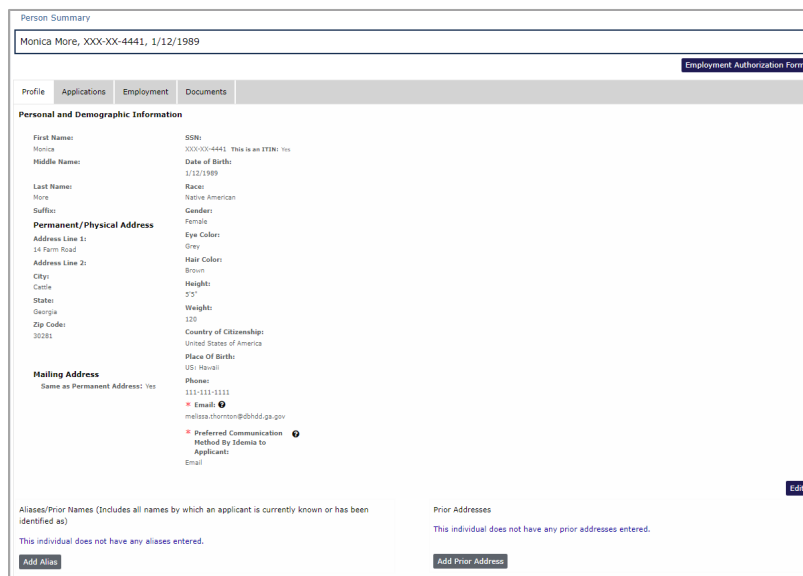
Go to **Search > Person Search** on the navigation bar.
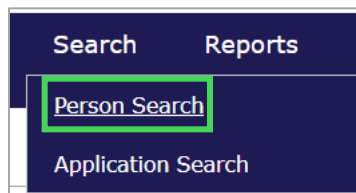
The **Person Search** screen appears. Enter the applicant's **SSN** and either their **Last Name** or **Date of Birth** and select "**Search**". You must have the applicant's personal information to search for them.

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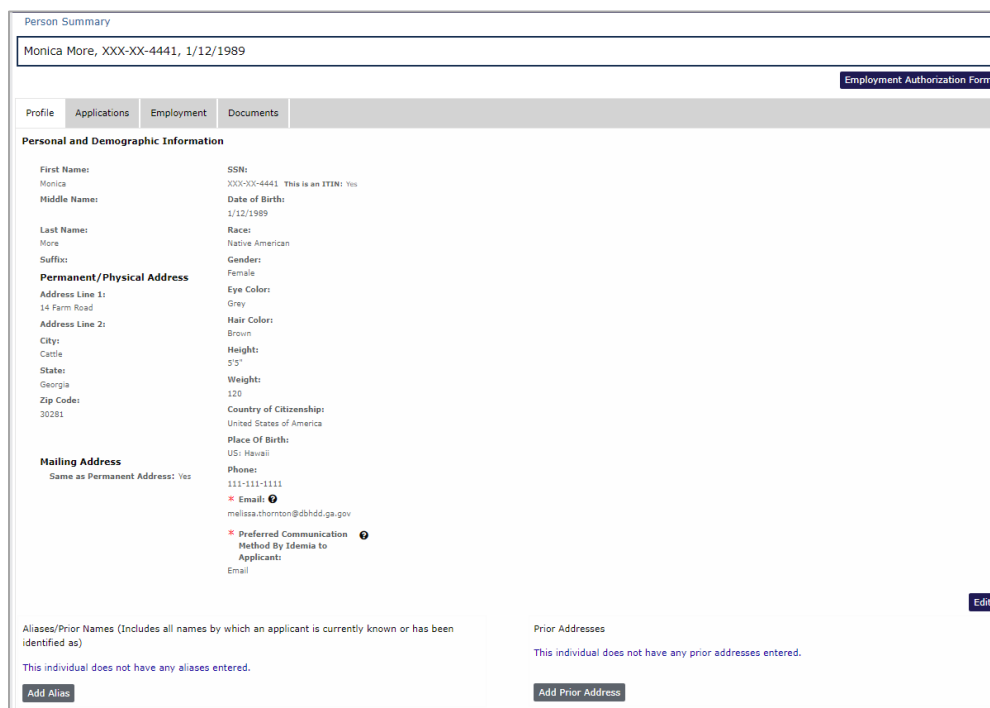
Go to **Search > Application Search** on the navigation bar.
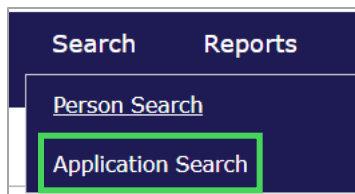
The **Person Search by Application** page appears. Enter the **Application #** or **Background Check #** and select **Search**. These numbers can be found on the Determination In-Process or Determination Available pages.

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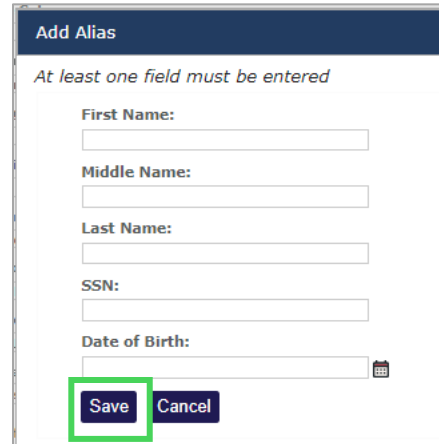
Note: If the person's last name, SSN, or DOB have been entered incorrectly, you must contact DBHDD to have it corrected. Provider users cannot edit these fields.

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

Profile	Applications	Employment	Documents

Personal and Demographic Information

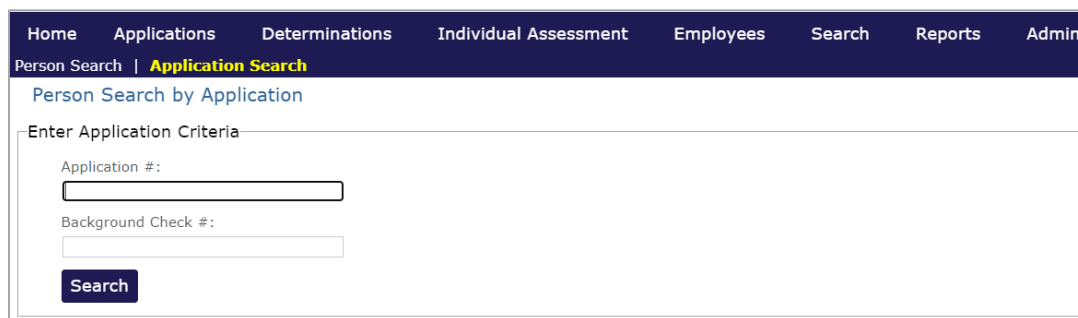|	
First Name: Sun	**SSN:** XXX-XX-7888 **This is an ITIN:** Yes
Middle Name:	**Date of Birth:** 5/1/1980
Last Name: Shine	**Race:** White/Hispanic Descent
Suffix:	**Gender:** Female
Permanent/Physical Address	**Eye Color:** Blue
Address Line 1: 589 West Road	**Hair Color:** Blonde
Address Line 2:	**Height:**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

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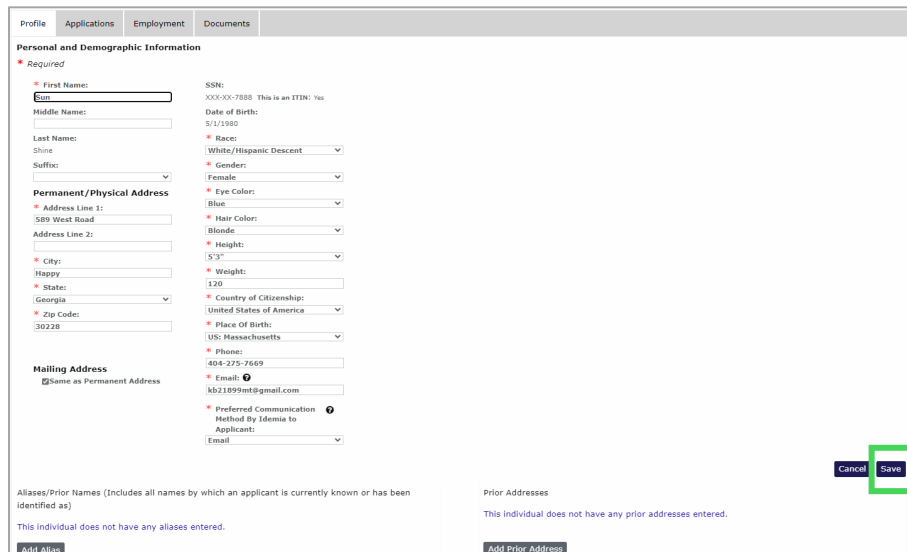
To add alias/prior names, select "**Add Alias**". A pop-up will open. Enter the information and select "**Save**".

Add Alias

At least one field must be entered

First Name:

Middle Name:

Last Name:

SSN:

Date of Birth:

[Save] [Cancel]

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

Add Prior Address

* *Required*
Prior address should be within the last 5 years

City:

* State:

* Year From:

* Year To:

[Save] [Cancel]

Once all information has been updated, select "**Save**".

Profile | Applications | Employment | Documents

Personal and Demographic Information

* *Required*

* First Name: Sun

SSN: XXX-XX-7888 This is an ITIN: Yes

Middle Name:

Date of Birth: 5/1/1980

Last Name: Shine

* Race: White/Hispanic Descent

Suffix:

* Gender: Female

Permanent/Physical Address

* Eye Color: Blue

* Address Line 1: 589 West Road

* Hair Color: Blonde

Address Line 2:

* Height: 5'3"

* City: Happy

* Weight: 120

* State: Georgia

* Country of Citizenship: United States of America

* Zip Code: 30228

* Place Of Birth: US: Massachusetts

* Phone: 404-275-7669

Mailing Address

* Email: kb21899mt@gmail.com

☑ Same as Permanent Address

* Preferred Communication Method By Idemia to Applicant: Email

[Cancel] [Save]

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]

Prior Addresses

This individual does not have any prior addresses entered.

[Add Prior Address]

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	Determination Available	05/21/2024	Dawgs Staffing	RN			Upload Document Upload Document for State Review Add Employment

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		Edit

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

Provisional Hire Date:

* Hire Date:
07/22/2024

Separation Date:

Verification Date:
07/15/2024

Save   Cancel

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	GADBHDD Eligible Letter.pdf	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.