Georgia Department of DBHDD Behavioral Health and Developmental Disabilities

## **CheckPT Provider User Guide**

June 12, 2025

## Contents

Overview	3
Applicant Background Check Instruction Form	3
Application Approval (Reviewing and Approving Submitted Applications)	5
Finding and Approving an Application	5
Applicant Profile Information	6
Pre-Employment Information	8
Verify Identity	14
Research Registries	14
Data Review	18
Tracking Applications through the Background Check Process	21
Determination In-Process	21
Determination Available	24
Hiring Decisions	26
Hiring an Eligible Applicant	26
Closing (Not Hiring) an Ineligible Applicant	27
Roster Management and Employment Verification	28
Roster Management	28
Verifying Employment	31
Search	33
Searching for a Person Using Personal Information	34
Searching for a Person by Application or Background Check Number	35
Understanding the Person Summary Page	
Profile Tab	
Applications Tab	
Employment Tab	
Documents Tab	

## Overview

This user guide is a comprehensive guide for providers about how to use <u>CheckPT</u>, 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**".

Home	Applications	Employees	Search	Reports	Admin
	Not Yet Submitted				
	Determination In-	Process			
	Determination Ava	ilable			
	Application Forms				

Select your provider name and select "Generate Form".

Home	Applications	Employees	Search	Reports	Admin		
Not Yet Sul	omitted   Determin	nation In-Process	Determinat	tion Available	Application Form	າຣ	
Applica	tion Forms						
Provider	Forms						
	Form Name		Pro	viders Selectio	n		
Applicant	t Instruction Form	Dawgs Co	ommunity		~	<u>Generate Form</u>	

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).

Generate Form Report Parameters				
This report has custom parameters. Please fill in the information and click 'Display Report'.				
* Required				
* Payment By: Applicant Applicant Provider				



**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.

Generate Form Report Parameters
This report has custom parameters. Please fill in the information and click 'Display Report'.
* Required
* Payment By:     Provider     Cancel Display Report



**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.

Γ	Results							
	Locked	Application # - Type	Facility Type	Facility	Last Name	First Name	Date Saved	Actions
		53	вн	Community Facility	<u>Applicant</u>	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.

onal and Demographic Informat	tion		
equired			
Eirst Name	CCN.		
Bright	788-45-5877	This is an ITIN: No	
Middle Namer	* Date of Pirthy		
nucle name.	06/04/1995	<b></b>	
Lash Names	* Passa		
Angel	White		
Aligei	winte .	•	
suttix:	* Gender:		
· · · · · · · · · · · · · · · · · · ·	remaie	*	
Permanent/Physical Address	* Eye Color:		
K Address Line 1:	Green	¥	
12345 South Street	* Hair Color:		
Address Line 2:	Red	~	
	* Height:		
* City:	5'6"	~	
Paradise	* Weight:		
* State:	150		
Georgia 🗸	* Country of Citizenship:		
* Zip Code:	United States of America	~	
30222	* Place Of Birth:		
	US: Virginia	×	
	* Phone:		
Mailing Address	123-456-6785		
Same as Permanent Address	* Email: 🚱		
-	msangel@gmail.com		
	* Preferred Communication		
	Method By Idemia to		
	Applicant:		
	Email	~	
Duise Names and Alizana			Deles Addresses
Prior Names and Allases			
" Une individual reports that they	nave not been known by any other nan	nes	" [] The individual reports that they have not lived out of state during the specified time frame
ses/Prior Names (Includes all names	by which an applicant is currently k	nown or has been	Prior Addresses
ntified as)	by man an approance a callently k		
			This individual does not have any prior addresses entered.
individual does not have any aliases	s entered.		
			add price address



**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.



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".



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.

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			
Prior Addresses			
Years		City	State
018 - 020	Lagrange		Maine
Add Prior Address			
	Prior ior Addr Years 018 - 020 -	Prior Addresses ior Addresses Years Lagrange dd Prior Address	Prior Addresses

	Prior Addresses  *  The individual reports that they have not lived out of state during the specified time frame		
Pri	or Addresses		
Th	This individual does not have any prior addresses entered.		
A	dd 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 Informat	tion	
* Required		
* First Name:	SSN:	
Bright	788-45-5877 This is an ITIN: No	
Middle Name:	* Date of Birth:	
	06/04/1995	
* Last Name:	* Race:	
Angel	White	
Suffix	* Gender:	
~	Female ¥	
Dominant (Dhusical Address	* Eve Color:	
Permanent/Physical Address	Green	
* Address Line 1:	X Hair Color:	
12345 South Street	Red Y	
Address Line 2:	* Uninha	
	* reight:	
* City:	y water	
Paradise	* Weight:	
* State:	150	
Georgia V	* Country of Citizenship:	
* Zip Code:	United States of America	
30222	* Place Of Birth:	
	US: Virginia V	
	* Phone:	
Mailing Address	123-456-6785	
Same as Permanent Address	* Email: 🚱	
	msangel@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	Prior Addresses
dentified as)		This is dividual does not have any other addresses and any other addresses
This individual does not have any aliases	s entered.	This individual does not have any prior addresses entered.
Add Alias		Add Prior Address
		Nex

CheckPT Provider User Guide Version 02 | June 12, 2025 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-En	ployment Infor	rmation			
Bright A	ngel, XXX-XX-58	177, 6/4/1995, A	pplication #	: 104305	
For Con	munity Provide	ers:			
All em	Executive/Adı Provisional Lic Non-clinical D ployees associato	ministrative/Mar censed/Certified irect Care Staff i ed with a commu	nagerial inclu I Clinical Staf ncludes all dir unity provide	ides Administra If includes any ect care staff, g er will be cons	tive Assistants, Business Office Staff, Unit Managers, etc. icensed or certified staff, RN, LPN, Physician, Activity Therapy, Phlebotomists, etc. iroup home staff, HST, and FST. <b>idered a Paid Contractor.</b>
* Req	uired				
	* Provider: ALBANY AREA C * Position Catego * Position: Work Site:	OMMUNITY SERVI	ICE BOARD	v	
				*	
	* Employee Type	e:		~	
Save an	By checking this d Close	box I understand	l that this app	olicant's backg	round check will be paid for using my provider's Idemia billing account. 🛛 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.

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 Contr	actor.							
* Required								
* Provider:	Related Provider Code:							
Amergis Healthcare Staffing, Inc	Z453CG Q							
* Position Category	Related Drovider Name: ALBANY AREA COMMUNITY SERVICE BOARD							
×								
* Decition:								
· Position.								
we have								
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.

* 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	
Any other direct process ampleyee	

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

* Re	quired	
	* Provider:	
	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	$\sim$
	* Position Category:	
	Food and Dietary Services	$\sim$
	* Position:	
		$\sim$
	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.

ALBANY AREA COMMUNITY SERVICE BOARD	`
* Position Category:	
Non-clinical Direct Care Staff	~
* Position:	
Care Giver	~
Work Site:	

#### 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.

ALBANY AREA COMMUNITY SERVICE BOARD	~	
* Position Category:		
Non-clinical Direct Care Staff	~	
* Position:		
Care Giver	~	
Work Site:		

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	$\checkmark$	
* Position Category:		
Non-clinical Direct Care Staff	$\checkmark$	
* Position:		
Care Giver	V	
Work Site:		
	A	
	•	
* Employee Type:		
Paid Contractor	v	
r and contractor	-	
By checking this box I understand that this applica	t'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".

Select document and enter additional information	on.		
Document:			
State Issued Drivers License	~		
Description:			
Issuing State / Authority:			
	1 I		
Document Number:			
	1 t		
Expiration Date:			
Name	Uploaded By	Upload Date Action	
test	CheckPT@gmail	.com 04/19/2024 Delete	
test	CheckPT@gmail	.com 04/19/2024 Delete	

#### **Research Registries**

Providers are required to check registries and report any findings in CheckPT. **Automatch** 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 Actions Completed	
OIG List of Excluded Individuals/Entities Registry Checked On 01/13/2025	Automatch performed, no matches found	* Cleared v	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 Actions Completed
OIG List of Excluded Individuals/Entities Registry Checked On 01/13/2025	<u>1 Match - View Details</u>	*	Add Note View Notes (1)

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

OIG List of	Excluded Indiv	viduals/Entities	Registry Matcl	h Results		
CheckPT P Automatch	rofile Informa n Results as of	tion: LUIS ESC 1/13/2025	CABI-PEREZ, X>	(X-XX-4974,	11/19/1945,	
These are a would like to manual sea	uto-match res o confirm the rch of the regi	sults based on results, please stry.	personal identi use the provid	fication infoi led link on tl	rmation provided by the he registry research page	applicant. If you e to perform a
Match Results	from OIG List of	Excluded Individua	als/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	OConfirm OIgnore
EventType: 11: Address: GUA	28b1 NABO, PR, 00966	5				
Offense: 1128 Exclusion Date Reinstatement	2018/04/19 Date:					

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

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.

Required Registries				
Registry	Research Requirements	Research Results	Research Completed	Actions
OIG List of Excluded Individuals/Entities Registry Checked On 01/11/2025	Automatch performed, no matches found	* Cleared	01/11/2025	Add Note
National Sex Offender Public Website Registry Checked On 01/11/2025	Manual Search Required	*		Add Note
Georgia Sex Offender Registry Registry Checked On 01/11/2025	Automatch performed, no matches found	Church	01/11/2025	Add Note
		Needs Review		

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
	gia Department of vioral Health and Develo	pmental Dis	abili	ities	
Home Applications Determinations Add New   Not Yet Submitted   Determination Research Registries	Individual Assessment Employees Search Report In-Process   Determination Available   Application Forms	ts Admin			
Melissa Tester, 753-95-1258, 2/1/1970, Ap Alias: Day; Angela; 120-10-0190 Auto-match registries will immediately searc name and other available information to sea	plication #: 72 h the system for matches based on the applicant's name, date of bi rch the registry, and enter the Research Results. If there is no matc	rth, and/or social security numbe h, select Cleared. If there is a ma	r. For manu atch, select I	al registries click the registry Needs Review and add a note	link, enter the applicant's e.
Required Registries					
Registry	Research Requirements	Research Re	sults	Research Completed	Actions
OIG List of Excluded Individuals/Entities Registry Checked On 05/15/2024	Automatch performed, no matches found	* Cleared	~		Add Note
National Sex Offender Public Website Registry Checked On 06/07/2024	Manual Search Required	* Needs Review	~	6/07/2024	Add Note
Georgia Sex Offender Registry 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.

ata Re	view					
	-1 100/10/ 5077 6/4	(1005 A	101205			
ght An	igel, XXX-XX-5877, 6/4/	1995, Application #:	104305			
rofile	Identity Verification	Pre-Employment	Registry Results			
ersonal	and Demographic Infor	mation				
		First Name:	Bright	SSN: XXX-XX-587	7 Is ITIN: No	
		Middle Name:		Date of Birth: 6/4/1995		
		Last Name:	Angel	Race: White/Hispa	nic Descent	
		Suffix:		Gender: Female		
Perr	manent Address			Eye Color: Green		
		Address Line 1:	12345 South Street	Hair Color: Red		
		Address Line 2:		Height: 5'6"		
		City:	Paradise	Weight: 150		
		State:	GA	Country of Citizenship: UNITED STA	ITES	
		Zip:	30222	Place Of Birth: US: HAWAII		
				Phone: 123-456-67	85	
				Email: melissa.tho	rnton@dbhdd.ga.gov	
Mail	ling Address					
		Address Line 1:	12345 South Street			
		Address Line 2:				
		City:	Paradise			
		State:	GA			
		Zip:	30222			
liases/R	Prior Names (Includes a	Il names by which an	applicant is currently known	or has been identified as)		
	Last	Defente	First	Middle	SSN	DOB
ones		bright				
Smith						
'nor Ade	dresses					
Years 2018-		City		Indiana	State	
				in summer too		
dit Appl	licant Profile					
	-					
Vithdrav	v Save and Close					Back

CheckPT Provider User Guide Version 02 | June 12, 2025 When you are certain all information is correct, select "**Submit**" to proceed with the background check.

Data Re	view					
John Doe,	, , , 1/1/199	99, Application #: 55				
Profile	Identity Verification	Pre-Employment	Registry Results			
Personal	and Demographic Infor	mation				
		First Name:	John	SSN: IS ITIN: No		
		Middle Name:		Date of Birth: 1/1/1999		
		Last Name:	Doe	Race: Asian		
		Suffix:		Gender: Male		
Dorr	nament Address			Eye Color: Grey		
ren	nanent Address	Address Line 1:	Peachtree Stre	Hair Color: Black		
		Address Line 2:	Feachcree Scree	Height: 4'10"		
		City:	Atlanta	Weight: 215		
		State:	GA	Country of Citizenship: UNITED STATES		
		Zin	30302	Place Of Birth: GEORGIA (USA)		
			50502	Phone: 111-111-1111		
				Email:		
Mail	ing Address					
		Address Line 1:	Peachtree Stre	et		
		Address Line 2:				
		City: J	Atlanta			
		State:	GA			
		Zip:	30302			
Aliases/F	Prior Names (Includes a	ll names by which an	applicant is currentl	y known or has been identified as)		
This indi	vidual does not have an	y aliases entered.				
Prior Add	dresses					
This indi	vidual does not have an	y prior addresses ent	ered.			
Edit Appl	icant 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.

ŀ	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	<u>Angel</u>	Bright	Care Giver		02/10/202	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*										
UEID*										
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	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	<u>Angel</u>	Bright	Care Giver		02/10/2021	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.



Appl	ication	#:		Facility	/:							
								~				
First	Name	:	0.									
			14									
Last	Name		15									
SSN												
			1									
Stati	us:											
			*									
Se	arch		~									
Se	arch		~									
Se	arch		~									
Se sults	arch	Facility Type	✓ Last	First	Position	FP	Status	Status	Wait	Wait	Employme	Actio
Se sults cked	arch App #	Facility Type	V Last Name	First Name	Position	FP Deadline	Status	Status Date	Wait Reason	Wait Reason	Employme nt Status	Actio
Se sults ked	App #	Facility Type	V Last Name	First Name	Position	FP Deadline	Status	Status Date	Wait Reason	Wait Reason Date	Employme nt Status	Actio
Se	App #	Facility Type	V Last Name	First Name	Position	FP Deadline	Status	Status Date	Wait Reason	Wait Reason Date	Employme nt Status	Actio

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.

Applications: Determination In	n-Process										
Filter Options											
Application #:	Provider:		Division:								
		~									
First Name:											
Last Name:											
SSN:											
Status:					Ŧ						
	~										
Search											
Results											
Locked App #	Provider Type	Last Name	First Name	Position	Fingerprint	Status	Status	Wait Reason	Wait Reason I	mployment	Action
					Deadline		Date		Date	Status	
100553 BEHAVIORAL HEALT	TH SERVICES OF SOUTH GEORGIA	<u>Money</u>	Lotsa	RN	07/14/2024	Background Check Started	06/14/202	Waiting on Applicant	06/25/2024		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.

Applic	ations: D	etermination In-Process										
Filter O	ptions											
Арр	lication #:	Provider:		Division:								
Firs	t Name:											
Last	Name:											
SSN	:											
Stat	us:					w						
Se	arch	<b>v</b>										
Results												
Locked	App #	Provider Type	Last Name	First Name	Position	Fingerprint Deadline Date	Status	Status Date	Wait Reason	Wait Reason Date	Employment Status	t Action
	100553	BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	<u>Money</u>	Lotsa	RN	07/14/2024	Background Check Started	06/14/2024	Waiting on Applicant	06/25/2024		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	Confirm Withdraw											
Lotsa Money, XXX-XX-7899, 6/6/1982, Application #: 100553												
* Required												
The associated Determination will not proceed.												
If you are sure you w 'Withdraw'.	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	Cancel Withdraw										
	Applicant Withdrew from Process Data Correction Did Not Report for Position/Work											
	<ul> <li>Duplicate Background Check Submission</li> <li>Finding on Registry Check</li> <li>Hired Another Candidate</li> </ul>											
	Inactivity/No Contact from Applicant Refused to Submit to LiveScan Fingerprinting Other											

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

_F	lesults	;													
l	.ocked	App #	Provider Type	Payment Responsibility	Last Name	First Name	Positio	Work Site	ingerprint Deadline Date	Status	Status Date	Wait Reason	Wait Reason Date	Employme nt Status	Action
		104307	Amergis Healthcare Staffing, Inc	Provider	<u>Angel</u>	Bright	RN	ALBANY AREA COMMUNITY SERVICE BOARD	)2/12/2025	Background Check Started	01/13/2025				Withdraw
	1 Tot	al Resul	ts												

## **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.)

cations: 1	Determination Avai	able								
Ontione										
options										
plication #:		Provider:		Di	vision:					
		Dawgs Comm	unity	•		*				
st Name:		Determination		~						
et Namer										
N:										
termination	Date From:					Ŧ				
termination	Date To:									
		<b></b>								
sployment S	itatus:									
sployment S	itatus:									
eployment S earch	itatus:									
eployment S	itatus:									
iearch S	itatus:									
earch S Application	n Provider	Last Name	First Name	Pesition	Determination	Petermination	Wait Reason	Employment Status	Days Remaining	Actions
earch S Application	itatus:	Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions
earch S Application ID	n Provider	Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions Class - Not Hired
earch S Application 10 66 45	n Provider Davigs Community Davis Community	Last Name	First Name Sunshine Harry	Position Bookkeeper	Determination	Determination Date 05/16/2024 14/18/2024	Wait Reason	Employment Status	Days Remaining	Actions Close - Not Hired Close - Not Hired
earch s Application ID 66 45 40	n Provider Davigs Community Davigs Community	Last Name Taster Carry Barry	First Name Sunshine Harry	Position Bookkeeper Nurse Practitioner Housekeeping 53-#F	Determination Instigible Undetermined	Determination Date 05/16/2024 04/18/2024	Wait Reason	Employment Status	Days Remaining	Actions Close - Not Hired Close - Not Hired
earch s Application 1D 66 45 40	h Provider Davigs Community Davigs Community Davigs Community	Last Name Tastar Satty Barty	First Name Sunshine Harry Blue	Position Bookkeeper Nurse Practitioner Housekeeping Staff Developmental	Determination Ineligible Undetermined Undetermined	Determination Date 05/16/2024 04/18/2024 04/25/2024	Wait Reason	Employment Status	Days Remaining	Actions Class - Not Hind Class - Not Hind Class - Not Hind
earch S Application 1D 66 45 40 22	n Provider Davigs Community Davigs Community Davigs Community Davigs Community	Last Name Ratar Gany Berry Sky	First Name Sunshine Harry Blue Blue	Pusition Bookkeeper Nurse Practitioner Houseleeping Staff Developmental Developmental (ODP)	Determination Ineligible Undetermined Undetermined Eligible	Determination Date 05/16/2024 04/18/2024 04/28/2024 04/04/2024	Wait Reason	Employment Status Hire	Days Remaining	Actions Close - Not Hired Close - Not Hired Close - Not Hired Close - Not Hired
earch S Application D 45 40 32 23	n Provider Davigs Community Davigs Community Davigs Community Davigs Community Davigs Community Davigs Community	East Name Easter Carry Barry Barry Barry Barry Barry	First Name Sunshine Harry Blue Blue Blue	Position Bookkeeper Nurse Practitioner Housekeeping Staff Developmental Disabilities Professiona (DDP) Drive/Transportation	Determination Ineligible Undetermined Undetermined Eligible Eligible	Determination           05/16/2024           04/18/2024           04/25/2024           04/04/2024           04/03/2024	Wait Reason	Employment Status tine	Days Remaining	Actions Gase - Not Kined Gase - Not Kined Gase - Not Kined Gase - Not Kined Gase - Not Kined
earch Application ID 66 45 40 22 23 14	Itatus: Provider Davigs Community Davigs Community Davigs Community Davigs Community Davigs Community Davigs Community	Lust Name Tatter Carry Barry Barly Barly Barly	First Name Sunshine Harry Blue Blue Blue Debby	Position Bookkeeper Nurse Practitioner Housekeeping Staff Developmental Databilities professiona (ODP) Driven/Transportation IT Staff	Determination Instigible Undetermined Undetermined Eligible Eligible	Determination Date 05/16/2024 04/25/2024 04/25/2024 04/02/2024 04/02/2024 04/03/2024 04/03/2024	Wait Reason	Employment Status (Kee Kee	Days Remaining	Actions Close - Not Hired Close - Not Hired Close - Not Hired Close - Not Hired Close - Not Hired
Application ID 66 45 40 22 23 14 13	n Provider Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community	Last Name Tattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar Sattar	First Name Sunshine Harry Blue Blue Blue Blue Ales	Position Bookkeeper Norse Practitioner Housekeeping Staff Developmental Developmental COOP Drive/Transportation IT Staff Consultant	Determination Ineligible Undetermined Undetermined Eligible Eligible Eligible Undetermined	Determination Date 25/16/2024 24/18/2024 24/25/2024 24/04/2024 24/04/2024 23/11/2024	Wait Reason	Employment Status Itine Itine Itine Itine	Days Remaining	Actions Close - Not Hired Close - Not Hired
Application ID 66 45 40 22 23 14 13 9	Provider Provider Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community Dawgs Community	E Last Name Last Name Satar Satar Satar Satar Satar Satar Satar Satar Satar	First Name Sunshine Harry Blue Blue Blue Blue Debby Ales Melissa	Position Bookkeeper Nurse Practitioner Housekeeping Staff Developmental Disabilities Professiona Driver/Transportation TT Staff Consultant LIN	Determination Ineligible Undetermined Undetermined Eligible Eligible Undetermined Undetermined	Determination Date 25/16/2024 24/19/2024 24/19/2024 24/19/2024 24/10/2024 22/11/2024 22/11/2024 22/11/2024	Wait Reason 03/11/2024	Employment Status line Him Him	Days Remaining	Actions Clease - Not Hired Close - Not Hired

#### 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 #:	Provider:	Divisior	1:						
		v							
First Name:	Determination:								
		v							
Last Name:									
SSN:									
Determination Date From:				•					
Determination Date Io:									
Employment Status:									
v									
Court									
Search									
Danika									
Results									
Locked Application Pr	rovider Last Nam	e First Name	Position	Determination	Determination	Wait Reason	Employment Status	Days	Actions
					Date			Remaining	
100551 BEHAVIORAL HEALTH SERVICES	OF SOUTH GEORGIA	Sunny	Peer Specialist	Eligible	06/17/2024		Hire		Close - Not Hired

CheckPT Provider User Guide Version 02 | June 12, 2025 A pop-up window will open. Verify the information and enter the **Hire Date** to add them to your Roster. When finished, select "**Save**".

Hire	
Jane Cloud, XXX-XX-7885, 8/1/1988	
<ul> <li>* Provider:</li> <li>GATEWAY BEHAVIORAL HEALTH SER </li> <li>* Position Category:</li> <li>Non-clinical Direct Care Staff </li> <li>* Position:</li> <li>Paraprofessional </li> <li>* Employee Type:</li> <li>Paid Contractor </li> </ul>	
* Hire Date:	



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.

Applications: Determination Available									
Filter Options									
Application #:	Provider:	Division	n:						
		¥							
First Name:	Determination:	×							
Last Name:									
S5N:									
Determination Date From:				v					
Determination Date To:									
Employment Status:									
Search									
Results									
Locked Application ID	Provider Last Name	First Name	Position	Determination	Determination Date	Wait Reason	Employment Status	Days Remaining	Actions
100551 BEHAVIORAL HEALTH SERVICE	ES OF SOUTH GEORGIA	Sunny	Peer Specialist	Eligible	06/17/2024		Hire		Close - Not Hired

CheckPT Provider User Guide Version 02 | June 12, 2025 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**".



Division:		Employment Status:		Hire Date From:	
- All -	~	Active	~		
Provider:		Employee Type:		Hire Date To:	
Dawgs Community	~ *		~		
<b>Q</b> dawg		Position Category:		User Name:	
Program:			~		
	~	Position:		Determination Status:	
First Name:			~		
				Background Check #:	
Last Name:					
Date of Birth From:					
	Ē				
Date of Birth To:					

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.

Results												-
Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employmen t 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	Edit Terminate Letter
32	<u>Dawgs Community</u>	<u>Sky</u>	Blue	04/30/1971	Developmental Disabilities Professional (DDP)	Permanent		04/08/2024	Eligible	04/04/2024	Community Provider	Edit Terminate Letter
29	Dawgs Community	<u>Tester</u>	Melissa	02/01/1970	Paraprofessional	Permanent		05/01/2024	Eligible	04/04/2024	Community Provider	Edit 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	Edit Terminate Letter
4 Total Result	ts											
	Select All Terminate Employment for Selected Select All Letters Print Clearence Letters for Selected CSV File											File Print

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	Results												
Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employmen t Status	Provisional Hire Date	Permanent Hire Date	Determination Status	Determination Date	Request Type	Action	
23	Dawgs Community	<u>Bird</u>	Blue	03/01/1993	Driver/Transportation	Permanent		04/08/2024	Eligible	04/03/2024	Community Provider	Edit Terminate Letter	
32	Dawgs Community	<u>Sky</u>	Blue	04/30/1971	Developmental Disabilities Professional (DDP)	Permanent		04/08/2024	Eligible	04/04/2024	Community Provider	Edit Terminate Letter	
29	Dawgs Community	<u>Tester</u>	Melissa	02/01/1970	Paraprofessional	Permanent		05/01/2024	Eligible	04/04/2024	Community Provider	Edit 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	Edit Terminate Letter	
4 Total Result	ts												
	Select All Terminate Employment for Selected Select All Letters Print Clearence 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					
Division:		Employment Status:		Hire Date From:	
- All -	~	Separated	~		
Provider:		Employee Type:		Hire Date To:	
	~		~		
Program:		Position Category:		Determination Status:	
	~		~		~
First Name:		Position:		Background Check #:	
			~		
Last Name:					
Date of Birth From:					
	<b></b>				
Date of Birth To:					
Search	<b></b>				

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

Employees:	Roster											
Filter Criteria												
Division:			Employment	Status:	Hire Date	From:						
- All -		~	Separated		~		<b></b>					
Provider:			Employee Ty	pe:	Hire Date	To:						
		~			×		<b></b>					
Program:			Position Cate	gory:	Determina	ation Status:						
		~			~		~					
First Name:			Position:		Backgrour	nd Check #:						
					~							
Last Name:												
Date of Birt	h From:											
		Ē										
Date of Birt	h To:											
		œ										
Search												
Results												
Application ID	Provider	Last Name	First Name	Date of Birth	Position	Employmer	Provisional Hire Da	te Permanent Hire Date	Determination Status	Determination Date	Request Type	Action
						Status						
33	Dawgs Community	Capitol	Test	01/18/1989	Direct Support Professional (DSP)	Separated		04/17/2024	Eligible	04/04/2024	Community Provider	Edit
56	Dawgs Community	Cat	Tom	11/17/1965	Housekeeping Staff	Separated		05/06/2024	Eligible	05/02/2024	Community Provider	Edit
61	Dawgs Community	Flowers	White	05/17/1989	Direct Support Professional (DSP)	Separated		05/01/2024	Eligible	05/01/2024	Community Provider	Edit
1	Dawgs Community	<u>John</u>	Papa	10/01/1969	Nurse Aide	Separated		04/26/2024	Eligible	04/25/2024	Community Provider	Edit
47	Dawgs Community	Red	Crimson	02/01/1994	Driver/Transportatio	Separated		04/19/2024	Eligible	04/19/2024	Community Provider	Edit
6	Dawgs Community	Shellstrop	Eleanor	11/01/1992	Administrative Assistant	Separated		05/15/2024	Eligible	02/29/2024	Community Provider	Edit
38	Dawgs Community	Stravhand	Michael	10/01/1969	Lab Technician	Separated		04/15/2024	Eligible	04/15/2024	Community Provider	Edit
7 Total Resul	ts											

## **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**.

Home Applications	Employees	Search	Reports	Admin
Roster   Verification	Roster			
Employees: Verificatio	Verification			
Filter Options			8	
Employment Verification	Needed From:	Division:		
06/07/2024	<b></b>			A
Employment Verification	Needed By:			
07/07/2024	<b></b>			
Provider:				
	~			
Last Name:				*
Search				

#### The search results appear.

Results	undete energie en Demon Cumm						
If an individual name has changed,	Last Name	Eirst Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Verification Verifi	fr Action
riovider	- Cust Northe	This Name	rosition	Hovisional fille bace	Termanent fille bate	Last Verified Needed By	ly Action
Dawgs Staffing	Turner	Ronda	Direct Support Professional (DSP)		04/19/2024	04/19/2024 06/19/2024	Edit
Dawgs Staffing	Shine	Sun	HCP070 Registered Nurse 1		04/03/2024	04/03/2024 06/03/2024 🗌	Edit
2 Total Results							
						Select All Verify Sel	lected
						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	Employ	ees Sea	arch Re	ports	Admin				
Roster	Verification									
Emplo	yees: Verificati	ion								
Filter C	ptions									
Em	ployment Verificatio	n Needed From	1:							
04	/19/2024									
Em	ployment Verificatio	n Needed By:								
06	/24/2024									
Fac	ility:									
Co	mmunity Facility	•	~							
Las	t Name:									
			(i							
S	earch									
	carch									
Results	,									
	Facility	Last Name	First Name	Positio	n P	rovisional	Permanent Hire	Employment	Verification	Verify Action
						lire Date	Date	Last verified	мееаеа ву	
Commu	inity Facility	Applicant	CheckPT	General Clerk	<		04/19/2024	04/19/2024	06/19/2024	Edit
1 Tot	al Results								, ,	
	ai nesuits								Morif	Colocted
									vern	y 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	<b></b>
Community Provider	Verification Date:	<b></b>
Position Category: Professional Licensed/Certified Clinical Staff	07/01/2024	<b></b>
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	- + D-							
Ir an individual name nas changed, upd Provider	Last Name	First Name	page. Position	Provisional Hire Date	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify Actio
BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	<u>Money</u>	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
2 Total Results						Select	All Verify CSV Fil	/ Selected le 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.

Home	Applications	Employees	Search	Reports	Admin		
Person S	earch   Applica	tion Search					
Person	Search						
Enter Se	arch Criteria						
* Requi	ired						<b>7</b>
* SSN	:	AND Last	Name:			OR Date of Birth:	
Sea	arch						

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.

Person S	Summary				
Monica	More, XXX-X	K-4441, 1/12/	1989		
					Employment Authorization For
Profile	Applications	Employment	Documents		
Persona	l and Demogra	phic Informatic	m		
First I Monice	Name:		SSN: XXX-XX-4441 T	nis is an ITIN: Yes	
Niddle Last More	e Name: Name:		Date of Birth: 1/12/1989 Race: Native American		
Suffix Perm Addre	ananent/Physica	I Address	Gender: Female Eye Color:		
14 Far Addre City:	rm Road ess Line 2:		Grey Hair Color: Brown Height:		
State: Georgi Zip Co	i ia ode:		5'3" Weight: 120		
30281			Country of Citi United States of Place Of Birth: US: Hawali	cenship: America	
Maili San	ing Address ne as Permanent :	Address: Yes	Phone: 111-111-1111 * Email: @ melissa.thorntor	@dbhdd.ga.gov	
			Preferred Control Method By I Applicant: Email	mmunication O demia to	
					Ed
Aliases/P identified	rior Names (Incl I as)	udes all names b	y which an appli	cant is currently known or has been	Prior Addresses This individual does not have any prior addresses entered.
This indiv	vidual does not h	ave any aliases e	entered.		
Add Alia	35				Add Prior Address

## 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.

Person S	ummary			
Monica I	More, XXX-X)	(-4441, 1/12/	1989	
				Employment Authorization Form
Profile	Applications	Employment	Documents	
Personal	and Demogra	ohic Informatio	n	
First N Monica Middle Last N. More Suffix: Perm. Addres City: City: City: City: City: City: City: City: City: City:	ame: Name: ament/Physica se Line 1: n Road use Line 2:	l Address	SSN: 2000/00-4441 This is an ITTN: Yes Date of Birth: 1/12/1995 Race: Race: Race: Ramale Eye Color: Gray Hair Color: Biroon Height: 575 Waght:	
Zip Cor 30281 Mailir Sam	de: n <b>g Address</b> e as Permanent /	ddress: Ves	240 Country of Citizenship: United Stass of America Place Of Bittin US: Havais Phone: 11:11:11:111 # Emails Method By Idema to Applicant: Email	
Aliases/Pr identified This indivi Add Alias	ior Names (Incli as) idual does not h	udes all names b ave any aliases e	y which an applicant is currently known or has been intered.	Edit Prior Addresses This individual does not have any prior addresses entered. Add Prior Address

## **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
Persona	l and Demograf	phic Informatio	n
First Sun Middl Last I Shine Suffio Perm	Name: e Name: Name: : : : : : : : : : : : : :	al Address	SSN: 2002-02-588 This is an ITIN: Yes Date of Birth: 5/1/1980 Race: White/Hispanic Descent Gender: Female
Addre 589 W Addre City: Happy State Georg Zip C 30228	iss Line 1: 'est Road ess Line 2: / :: jia ode: 8	T Address	Eye Color: Blue Hair Color: Blonde Height: 5'3" Weight: 120 Country Citizenship: United States of America
Maili Sar	ng Address ne as Permanent A	<b>iddress:</b> Yes	Place of Birth: US: Massachusetts Phone: 404-275-7569 * Email. O kb21899mt8gmail.com ** Preferred Communication 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 Pri	or Address
* <i>Requii</i> Prior ad	red Idress should be within the last 5 years
	City:       * State:
	Year From:
	Save Cancel

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

Personal and Demographic Informa	tion		
Required			
* First Name:	SSN:		
Sun	XXX-XX-7888 This is an ITIN: Yes		
Middle Name:	Date of Birth:		
	5/1/1980		
Last Name:	White (Microsolic Descent		
0.00	Vincey mapping beacent		
Sumo:	Female Y		
	For Colori		
Permanent/Physical Address	Blue		
* Address Line 1:	* Mair Color:		
569 West Road	Blonde		
Address Line 2:	* Height:		
	5'3" ~		
- City:	* Weight:		
Chabas	120		
Georgia	* Country of Citizenship:		
* Zin Code:	United States of America Y		
30228	* Place Of Birth:		
	US: Massachusetts		
	* Phone:		
Mailing Address	404-275-7669		
Infine Applications Employment  Front Recursor  Front Reme:  Front Reme:  Front Reme:  Solve Sol	* Email: 😧		
	kb21899mt@gmail.com		
	* Preferred Communication		
	Method By Idemia to		
	Applicant:		
	emaii		
			Cancel
liases/Prior Names (Includes all names	s by which an applicant is currently known or has been	Prior Addresses	
dentified as)			
		This individual does not have any prior addresses entered.	
This individual does not have any allase	s entered.		

## **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										
Determination Status	Status Date	Wait Rea	son	Wait Reaso	n Date	UEID	Service Code			
le	6/17/2024	6/17/2024								
G Applications Associated with this Background Check										
Application # - Application Status Appl Type		Provider	Position	License Type - #	Documents		Actions			
Determination Available	05/21/2024	Dawgs Staffing	RN			Upload Document Add Employment				
	plications Employme Check #: 10003 (Fing gerprinting: Contractors Determination Status le s Associated with this Ba Application Status Determination Available	plications     Employment     Documents       Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment       Determination Status     Status Date       ile     6/17/2024       s Associated with this Background Check       Application Status     Application Submitted Date       Determination Available     05/21/2024	plications     Employment     Documents       Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment     Based)       Determination Status     Status Date     Wait Real       Ide     6/17/2024     6/17/2024       s Associated with this Background Check     Application Status     Application Submitted Date     Provider       Determination Available     05/21/2024     Dawgs Staffing	plications     Employment     Documents       Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment       Determination Status     Status Date     Wait Reason       le     6/17/2024     6/17/2024       S Associated with this Background Check       Application Status     Application Submitted Date     Provider       Determination Available     05/21/2024     Dawgs Staffing     RN	plications     Employment     Documents       Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment       Determination Status     Status Date     Wait Reason     Wait Reason       le     6/17/2024     6/17/2024     Vait Reason     Vait Reason       s Associated with this Background Check     Application Status     Application Submitted Date     Provider     Position     License Type - #       Determination Available     05/21/2024     Dawgs Staffing     RN     RN	plications     Employment     Documents       Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment       Determination Status     Status Date     Wait Reason     Wait Reason Date       Ide     6/17/2024     6/17/2024     Formation Status     Formation Status       S Associated with this Background Check     Application Status     Application Submitted Date     Provider     Position     License Type - #     Documents       Determination Available     05/21/2024     Dawgs Staffing     RN     Image: Care Status Statu	Pilcations       Employment       Documents         Check #: 10003 (Fingerprint Based) gerprinting: Contractors Providing Care/Treatment         Determination Status       Status Date       Wait Reason       Wait Reason Date       UEID         Ide       6/17/2024       6/17/2024       UEID       Ide       Ide			

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 Y
* Hire Date:
in 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1
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	Applicatio	ns	Employment	Documents					
Application #				1	Provider	Position	Status	Separation Date	Action
100562		BEHA	VIORAL HEALTH SER	VICES 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	Provisional Hire Date:	Ē
Provider: BEHAVIORAL HEALTH SERVICES OF SOUTH GEORGIA	* Hire Date: 07/22/2024	Ē
Request Type: Community Provider	Separation Date:	
Position Category: Professional Licensed/Certified Clinical Staff	Verification Date: 07/15/2024	<b></b>
Position: LPN		
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										
Docum	nent Type	Application #	Provider		Document Name		File Size	Generated By	Generated On	
Application	58	[	awgs 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.										