
BE INFORMEDNETWORK
BULLETIN

IMPORTANT UPDATES

GAPS Transition to FieldPrint for Background Checks

Live "Help Desk" Sessions

May 1st, 2023

The Georgia Bureau of Investigations (GBI) will launch the new GAPS website featuring Fieldprint on May 1, 2023. To make a smooth transition, the Georgia Crime Information Center (GCIC) is offering Live "Help Desk" sessions on Microsoft TEAMS. The Live "Help Desk" sessions will connect you with the GCIC training team and answer any questions you may have or may arise from accessing the new GAPS website.



On May 1st, the Live "Help Desk" sessions will be available to join at the top of every hour beginning at 9:00 AM.

If you would like to join a Live "Help Desk" session to ask a question or seek help, please email GCIC at ncj.trainingteam@gbi.ga.gov at least **ten minutes** before the session you would like to join.

For example, it is 2:34 PM and you would like to join the 3 pm Live "Help Desk" session. Simply send an email to the email address above and state: "Please send me an invite to the 3:00 PM Live Help Desk Session." You will then be emailed an invite to join the 3:00 PM session.

The last Live "Help Desk" session on May 1st will begin at 4 PM. Please email GCIC with any questions at ncj.trainingteam@gbi.ga.gov.

Important DBHDD Policy Updates Effective May 1, 2023

**Criminal History Record Check for DBHDD Network
Provider Applicants, 04-104**

**Criminal History Record Check for Individual Provider
Applicants, 04-111**



EFFECTIVE MAY 1, 2023, fingerprint based criminal background checks will be processed via FieldPrint. To facilitate as smooth a transition as possible, providers who experience challenges getting applicants fingerprinted using the new system may utilize the *Attestation of Absence of*

Barrier Crimes Data, Attachment F, in the above policies. It's imperative that providers continue to pursue completion of the fingerprint background check during this period. This allowance will be in place until May 31, 2023, at which time the transition issues may be reassessed.

If there are challenges getting an applicant who is subject to this policy fingerprinted due to the transition to FieldPrint, DBHDD's Provider Network must have the applicant complete Attachment F. The signed form must be submitted electronically to DBHDD-CRS@dbhdd.ga.gov, along with an explanation of the efforts that the provider has already made to complete the fingerprinting and the delays the provider has encountered. DBHDD will respond confirming or denying acceptance of the Attestation. **Applicants cannot begin working until DBHDD has approved the Attestation in writing.** The provider must maintain a copy of the Attestation and approval email from DBHDD in the applicant's personnel file.

All applicants who are subject to this policy and hired after May 1, 2023, using the Attestation, must complete the fingerprint-based background check by May 31, 2023.

The Individual Assessment process set forth in policies 04-104 and 04-111 do not apply during the Attestation but may become applicable once the applicant is fingerprinted.

Once applicants hired under an Attestation have been fingerprinted, if they are deemed ineligible, they must immediately stop working. If an applicant is deemed "under review," they must immediately stop working with individuals served until eligibility is determined as outlined in policies 04-104 and 04-111.

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