

New Provider Access to Background Screening Results through DCF Web Portal

DCF has developed an internet Florida Web Systems Portal that will allow providers to access DCF Level II clearance letters and Public Record documentation for those applicants that can be immediately cleared.

Applicants with any offenses will still need to be reviewed by DCF Background Screening staff before a facility is notified of applicant eligibility. However, for applicants with no criminal history, providers will be able to view and print their clearance letters.

The web portal permits providers to search for all applicants screened by the provider within the past 30 days. Clearance letters remain on the system for 30 days. After 30 days, the provider would need to contact the Background Screening Office for a letter.

It is anticipated, at a future date providers will be able to search applicant screenings conducted by other agencies. But, as the present time searches are limited to applicants screened by the provider.

Clearance letters will no longer be sent via email by DCF. After a facility has registered for portal access, it is the provider's responsibility to access and print clearance letters.

DCF will continue to notify the provider, via email, of ineligible (disqualified) applicants.

HOW TO REGISTER FOR ACCESS TO THE FLORIDA WEB SYSTEMS PORTAL

Providers who wish to initiate portal registration are asked to email DCF Background Screening staff member Sharon Mitchner at sharon_mitchner@dcf.state.fl.us. Please ensure you include your facility OCA, your phone number, and the names of all staff who will routinely require portal access to clearance letters. After Ms. Mitchner receives an email request, portal registration is a three-step process.

First, Ms. Mitchner will 'tag', by email, the individual who has requested portal access in order to begin the provider self-registration process. After the provider self-registers, Ms. Mitchner will receive a 'User Registration Confirmation' via email.

System access is the final step and is granted by Ms. Mitchner. The provider will receive an email titled 'User Role Assignment Confirmation'. The email notifies the provider of system access and role assignment (i.e. Viewer). The confirmation email contains the provider's first and last name, system access, user role assignment, a link to the Florida Web Systems Portal login page and a statement with the email address of the User Administration who tagged the provider.

When you set-up your portal password it must:

be 8-20 characters in length

contain at least 1 letter

contain at least 1 number

contain at least 1 special character – acceptable characters are: ~ @ # \$ % ^ * () + { } :

; , ? Passwords are case sensitive Password expires after 90 days Password is locked

after 3 grace logins are used and password is not changed Password is locked after 3

failed password attempts at login

REMEMBER: Your user name is your last name, hyphen, first name (Users frequently forget this when they first begin accessing the system)

DCF remains available to assist providers if a letter cannot be located or other technical assistance is needed.

From DCF Background Screening