Scheduling fingerprinting requirement for clinical rotations at Kootenai Behavioral Health (Student Procedure)

Kootenai Health's Adult Behavioral Health, Youth Acute, Adult & Children's Day Care, the Crisis Center and Chemical Dependency Departments are designated by the Idaho Department of Health and Welfare as daycare facilities. Idaho requires that people (including students) spending time in these facilities have an Idaho Department of Health and Welfare fingerprinting background check completed.

The steps below will help walk you through the process of registering to be fingerprinted and knowing what documents to give back to your collegiate programadministrator.

Things you will need to complete this process

- Your driver's license
- A computer with an internet connection
- An 'Employer Number' 7052
- Payment (See current cost on <u>https://chu.dhw.idaho.gov</u> site)

To create an account

Go to:https://chu.dhw.idaho.govChoose:New Registration (on left hand menu)Register as:ApplicantComplete User Information and Account Information sectionsComplete Account Information

- User Name and Password are case sensitive
- Write them down. You will need them again.
- Click 'Save'

To log on and register for fingerprinting

Go to: <u>https://chu.dhw.idaho.gov</u> Choose: Logon (on left hand menu) Enter user name and password Click 'Logon'. (Do not log on as an employer) Select 'Complete Application' (on left hand menu)

- Complete Personal Information
- Click 'Next' (*not* 'Save and Close')

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Logen	To apply for access to this site, complete the following information and then click Save. Rease provide an email address for password assistance. Otherwise, you will need to contact the Diminal History Unit to have your password							
New Registration	reset. After registering you sill be returned to the home page and be required to log on using your new user name and password.							
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Employer Information Page

- Enter Employer Number in box 1
- Name of contact person will come up in box 2
- Click on: Add to List (box 3)
- Click on Next (*not* 'Save and Close')

Types of Services page

- Click the box for 'Children's Residential Care Facilities'
- Click 'Next'

Alias page

- If you have any other names (like a maiden or AKA name) follow the directions at the right of the screen, then click – 'Next'
- If you have no other names, then just click 'Next'

Criminal Record, Outstanding Warrants, Child Protection Involvement, Adult Protection Involvement, Medicare/Medicaid Exclusion, Driver's License Information pages

- Answer all questions by clicking 'yes' or 'no'
- Click 'Submit'

Schedule Finger Printing

Note: You have 30 days from the date you submitted your application, or your application will be inactivated

- Click on 'Schedule Finger Print Appointment'
- Select 'Coeur d'Alene' from the drop down menu (Step 1)
- Click on a convenient date in red for you to be in Coeur d'Alene (Step 2)
- Click: on a convenient time for you to be fingerprinted at the Coeur d'Alene office (Step 3)
- Note that your chosen date/time is highlighted in red at the bottom of the screen (Step 4)
- Click 'Save'

Printing and notarizing your application

Print a personal copy of the scheduled appointment

• Click the browser print button. Keep this reminder of your appointment time and address of Health & Welfare







Print the full application for notarization and keeping at the school

- Click 'Print Application'
- **Do not click the browser print button**. Click the printer icon embedded in the screen
- Another page will come up. Select 'All' pages in the page range, and click 'OK'
- **Do not click the browser print button**. Click the printer icon embedded in the screen
- Click 'OK'. 5 pages should print

Notarizing the application

- Page 5 of the printed application has a section for you to sign in the presence of a Notary. *(KH is a designated Notary)*
- If completing notarization at KH please come to the Organizational Development Office during normal business hours.
 - Bring Printed Application
 - Valid ID
- Once the application is signed and notarized, return one copy to your program administrator, and the original to KH Organizational Development Office.
- Students must take a copy of notarized application to fingerprinting appointment.

	Medicare / Medicaid Exclusion	
Question #	Question	Answer
1	What incident occurred that caused your exclusion from the Medicare / Medicaid provider list	
2	When did the incident occur	
3a	City	
36	County	
3c	State	
5	For how long is the exclusion in effect	
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Submitting Fingerprints by Mail

- When an individual elects to have fingerprints collected by a local law enforcement agency (out of state students) or by the applicant's employer, the Idaho Department's fingerprint card must be used.
- Please contact the Criminal History Unit at 1-800-340-1246 or e-mail at crimhist@dhw.idaho.gov to request your application package. The fingerprint card must be completed in accordance with the instructions provided in this packet, signed and mailed along with the completed, notarized application and applicable fee to the address indicated on the Department's Mail-in Instructions.
- This may add an additional week to completion and processing.

Previous Fingerprint Clearance Transfer

- If an individual has previously completed a fingerprint and background check, within the last 3 years of the completion date, that information is transferable to other agencies, such as Kootenai Health. To transfer this information for Kootenai's records the individual must complete the following steps.
 - E-mail <u>crimhist@dhw.idaho.gov</u> with the following request and information.

I, ______ (full name including middle initial) am requesting a transfer of my fingerprint based criminal history background check information to be accessible by Kootenai Health Student Services Department. (Employer ID # 7052). My date of birth is _____.

• To complete this transfer of information the student must also complete the Name Based Criminal Background Check Form.

To complete the form

Go to: https://chu.dhw.idaho.gov

Choose the: Idaho State Records Checks tab Complete: Idaho State Police-Criminal History Request Form Cost: \$20.00

 Once you receive notification that your information has been transferred please notify Kootenai Student Services at: <u>studentservices@kh.org</u>

General Information

- Idaho Criminal Background Checks and Fingerprinting are acceptable for 3 years.
- Begin this process four-five weeks prior to clinical rotation. Add an additional week if mailing in fingerprints.