

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

Some students placed in Kootenai Health’s Adult and Youth Acute Behavioral Health departments, Chemical Dependency, or the Crisis Center may have to complete an Idaho Health and Welfare Fingerprinted Criminal Background Check. Idaho requires that anyone (including students) spending time with these at risk patient populations complete this requirement prior to beginning time at these facilities. This process can take 4-5 weeks for the state of Idaho to process.

Review the descriptions below to determine if you/your students require an Idaho Health and Welfare Fingerprinted Criminal Background Check.

- Chemical Dependency: Idaho Health and Welfare Fingerprinted Criminal Background Check required
- Crisis Center: Idaho Health and Welfare Fingerprinted Criminal Background Check required
- Adult Behavioral Health: Idaho State Police background check accepted
 - Idaho Health and Welfare Fingerprinted Criminal Background Check required for Senior Practicum experiences or placement >100 hours
- Youth Acute Behavioral Health: Idaho State Police background check accepted
 - Idaho Health and Welfare Fingerprinted Criminal Background Check required for Senior Practicum experiences or placement >100 hours

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 program administrator.

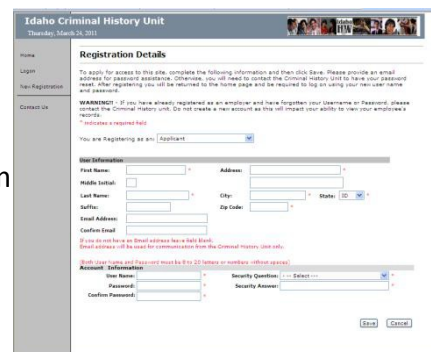
Things you will need to complete this process

- Your driver’s license
- A computer with an internet connection
- An ‘Employer Number’ – 7052
- North Idaho College Nursing Students only:
Also add a secondary ‘Employer Number’ – 5682
- Payment (See current cost on <https://chu.dhw.idaho.gov> site)

To create an account

Go to: <https://chu.dhw.idaho.gov>
Choose: New Registration (on left hand menu)
Register as: Applicant
Complete User Information and Account Information sections
Account Information

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



The screenshot shows the 'Idaho Criminal History Unit' registration page. It includes a navigation menu on the left with options like Home, Login, New Registration, and Contact Us. The main content area is titled 'Registration Details' and contains instructions for new users. Below the instructions are several input fields for personal information: First Name, Middle Initial, Last Name, Suffix, Email Address, and Confirm Email. There are also dropdown menus for City, State, and City Code. At the bottom, there are fields for User Name, Password, Confirm Password, and Security Question with a dropdown menu for the question and a text box for the answer. 'Save' and 'Cancel' buttons are located at the bottom right.

To log on and register for fingerprinting

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

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')

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 **one** of the following Service types that best fits your clinical rotation
 - Behavioral Health Programs,
 - Children's Mental Health Services Providers,
 - or
 - Behavioral Health Community Crisis Centers
- 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'

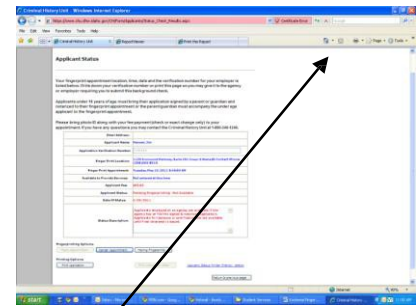
Criminal Record, Outstanding Warrants, Child Protection Involvement, Adult Protection Involvement, Medicare/Medicaid Exclusion, Driver's License Information pages

- 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.

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: studentservices@kh.org

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.