HEALTH OCCUPATIONS CREDENTIALING
Internet Access Instructions for

Submitting Criminal Record Checks

Below are the steps needed to submit Criminal Record Checks Online and also to obtain the results.

GAINING ACCESS TO THE KDADS ONLINE CRIMINAL RECORD CHECK WEBSITE:

Go to www.kdads.ks.gov and click on the Health Occupations Credentialing link which is highlighted in blue below.

Scroll down and look for the Home and Community Base Services Criminal Record Check heading and click on the HCBS Provider Criminal Record Check Information link and then click on the Online Criminal Record Check link highlighted below. The links to the instructions for submitting a criminal record check, the list of prohibited offenses, and other information is listed there.

After clicking on the link, you will be taken to the Online Criminal Record Check website.

Kansas
Department for Aging
and Disability Services

Introduction

Welcome to the KDADS Online Criminal Record Check Submission web site. Any adult care home, home health agency, or staffing agency referenced under KSA 39-970 or KSA 65-5117 is authorized to use this online process.

FOR NEW USERS ONLY

(New users are defined as New Facility, meaning the Facility has NOT signed up to work with this application before. See "Existing Facility" below for additional information.)

Select "new user" and enter the facility information which includes: facility ID number and name, street address, city, state, zip code, phone number and e-mail address as shown below. **Only one email address per facility is permitted.** If an email address is already associated with your Facility, you must follow the steps defined in "existing Facilities Needing New Login Information" below.

Please wait 24 hours until the next business day before proceeding to the next step

Next, go to the log on page and select log on.

Select "forgot password?" located next to the password field.

On the next screen, reenter the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) and select *Reset my password*.

Go to the facility email inbox and check for receipt of an email message from helpcenter@ink.org. (If the help center email is not found in the in box, check the junk file folder.) This email will contain a temporary password.

Highlight and copy the password within the email, then return to the log on page and hit log on. Enter the facility ID number and paste the temporary password into the password field. Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol. Passwords are not stored and cannot be retrieved, so if you should loose or forget your password, simply request a new one by selecting "forgot password?".

EXISTING FACILITIES NEEDING NEW LOGIN INFORMATION

(This is defined as a Facility that had previously been using the application, but for whatever reason needs a new email associated with logging in.)

First, you must email the CRC staff at crcstaff@kdads.ks.gov stating a new email address needs to be associated with your facility ID. State the facility ID number (a letter, followed by six numbers, all caps, no punctuation, i.e. N000999) in the body of the email.

Wait 24 hours, then go to the introduction page and select log on.

At the bottom of the page you will see a button marked Log In. Do not click on the New User button.
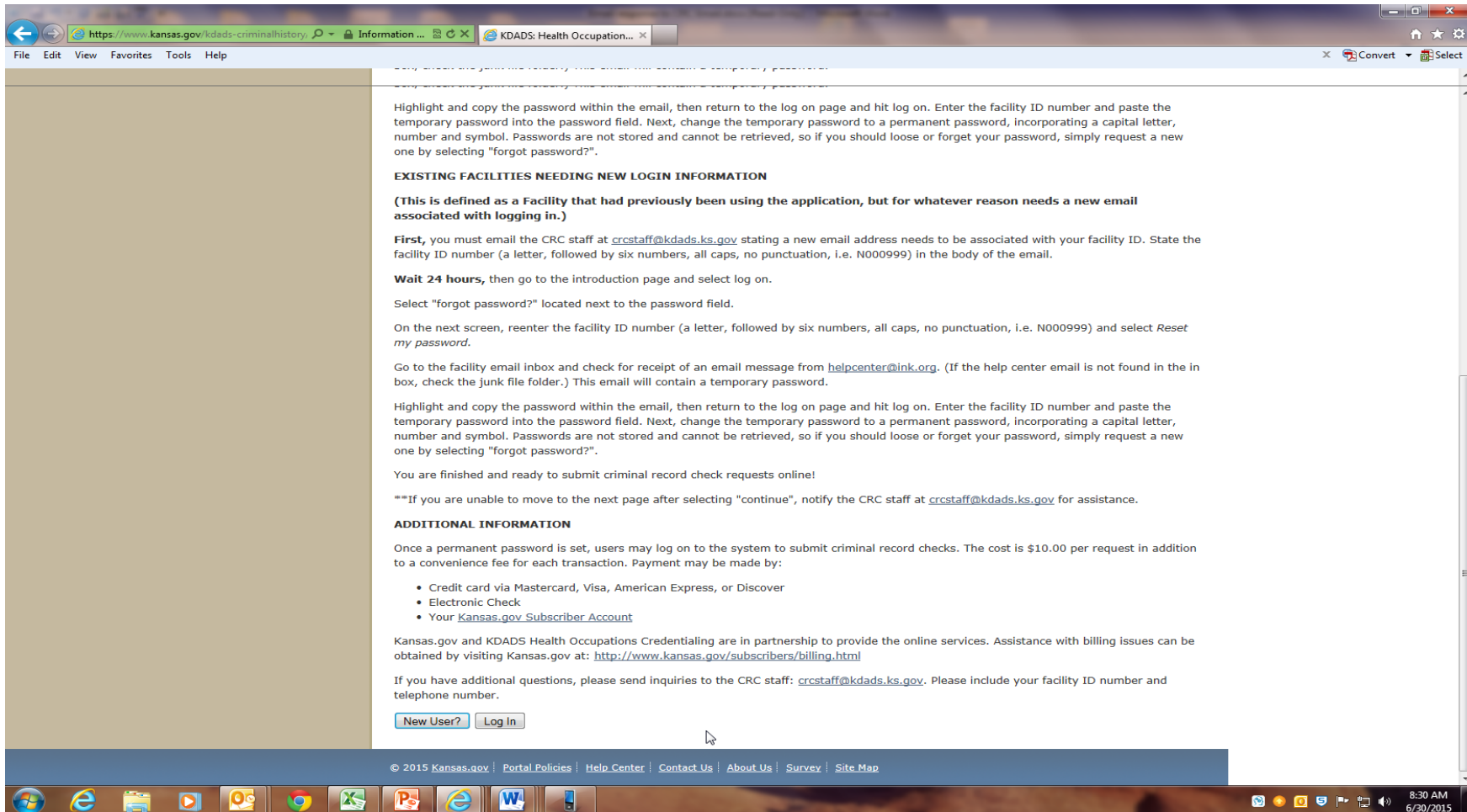
If it is the first time a user logs into the system they will have to request a password. In order to receive the password the user must have a Facility ID number issued by HOC and a current email address must be on file. If an email address is not on file or the email address needs to be changed (**Only one email address per facility is permitted**), please contact the criminal record check staff at crcstaff@kdads.ks.gov . Once received, there a 24 hour waiting period for the new email to be updated on the criminal record check website. After 24 hours, the user should go to the introduction page for the online Criminal Record Check website https://www.kansas.gov/kdads-criminalhistory/index.do and select Log On.

Select "forgot password?" located next to the password field.

Log in

Facility ID Number: [ ]

Password: [ ]   Forgot password?

[Log In]

Trouble logging in?

Remember, all fields are case-sensitive. You must enter the Facillity ID, e-mail address and password exactly as you did when you created it. If you have questions you may contact KDADS at 785-296-8628 or by email.

On the next screen, enter the facility ID number (example: G067011) and select *Reset my password.*

The user will receive an email message from helpcenter@ink.org. **(If the help center email is not found in the in box, check the junk file folder.)** This email will contain a temporary password (example: w$r@*bb).

Highlight and copy the password within the email, then return to the log on page and click on Log On. Enter the facility ID number and paste the temporary password into the password field.

Next, change the temporary password to a permanent password, incorporating a capital letter, number and symbol.

Passwords are not stored and cannot be retrieved, so if you should lose or forget your password, simply request a new one by selecting "Forgot Password?".

Now you are finished and ready to submit criminal record check requests online!

SUBMITTING CRC'S

Once you have gained access to the Online Criminal Record Check website, you can begin submitting your Criminal Record Check requests.

Enter the information in the fields below.

Applicant Initial Search

You are not required to have information in all of the below fields. If the person you are searching for is not in the result list on the next page put information in fewer of the below fields.

Social Security Number:	[ ]	Example: 999-99-9999
Date of Birth:	[ ]	Example: 01/01/1960
Last Name:	[ ]	

Search   Cancel

SITE NAVIGATION

Criminal Record Check Intro.
Convenience Fees
Helpful Hints
Contact Info.
Log Out

OTHER WEB SITES

< KDADS Web Site
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Unless the individual has had a recent search they may not show up. If that occurs, click on the **Applicant Not Listed** Button and continue to the next screen.

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Applicant Initial Search Results

Please choose one (1) applicant below and select "Continue" to verify their identity on the following page.

Select Applicant	Social Security Number	Applicant Full Name	Date of Birth	Gender

Person Not Listed Above?

- Refine Search - Select this button and use different search criteria or criteria in fewer fields.
- Applicant Not Listed - Select this button to enter information for a person that you cannot find in the database.

[Refine Search] [Applicant Not Listed] [Continue]

Enter the individual's information in the boxes below. The boxes with the small red arrows are required information. The criminal record check will be rejected without that information. Once the information is fill in, click on the **Submit** button at the bottom of the page.

Submit Applicant to KDADS

➤ Indicates required information

Applicant's Detailed Information

➤ SSN:	[ ]	Example: 999-99-9999
➤ First Name:	[ ]	
Middle Initial:	[ ]	
➤ Last Name:	[ ]	
Name Suffix:	[ ]	
Address:	[ ]	
City:	[ ]	
State:	--Please Select-- ▾	
Zip Code:	[ ]	
Home Phone Number:	[ ]	Example: (999) 999-9999
Work Phone Number:	[ ]	Example: (999) 999-9999
➤ DOB:	[ ]	Example: 01/01/1960
➤ Gender:	--Please Select-- ▾	
➤ Race:	--Please Select-- ▾	
Other Last Name1:	[ ]	
Other Last Name2:	[ ]	
Other Last Name3:	[ ]	
Other Last Name4:	[ ]	
Other Last Name5:	[ ]	

On the Applicant Summary Page the individual(s) you have entered will be listed. If you have more individuals to submit, click on the **More** button. You can also Print the list or Delete individuals from the list by clicking on the appropriate button. If you are finished submitting individuals, click on the **Finished** button.

Kansas
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Criminal Record Check

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Applicant Summary Page

⚠ NOTICE: We have your e-mail address as **sirwin@kdhe.state.ks.us**. To change your e-mail address, if it is incorrect, select the "Update E-mail Address" button below.

Update E-mail Address

When you select Submit below you will be submitting a request for **1** criminal history record checks at a cost of **$10.00** plus the applicable convenience fees. Your Grand Total including all fees will be displayed after you indicate your payment type on the following page.

Remove	SSN	Full Name	Date of Birth	Amount
☐	6789	IRWIN, STEVE	01/01/1955	$10.00
			TOTAL	$10.00

Remove Print Finished More

Button Descriptions

- **Remove** - Will remove a selected applicant from the list. The page will refresh and display recalculated results.
- **Print** - Prints a printer-friendly report of the applicants on the list.
- **Finished** - Will submit the applicants on the list and continue on to the payment process.
- **More** - Allows you to add additional applicants by searching for them on the initial search page.

Upon clicking on the **Finished** button you are then taken to the KanPay website to submit payment.

Expiration Date: 01/2010

Contact Information

| Phone Number: | 7852966647 | | Make changes |
| Email Address: | sirwin@kdhe.state.ks.us | | |

Cost Information

SKU	ID	Description	Quantity	Amount
KDHECH	1111	Search Fee -- KDHE Criminal History	1	$ 10.00
CONVFEE		Convenience Fee	1	$ 1.32
			Total	$ 11.32

Agreement to Pay

I understand that the above amount will be charged to my **credit card**, and that my credit card billing statement will show this amount as paid to "**Kansas.gov KanPay Pmt**".

Kansas.gov reserves the right to assess you a $15 service fee for all chargebacks and returns.

Please be patient once you have hit the "*I Agree / Submit Payment*" button, **it may take up to 60 seconds** before your order is completed. Upon completion you will be returned to the "**Test Application**".

| I Agree / Submit Payment | I Disagree / Cancel Order |

After payment is accepted, the final screen is the Confirmation page. The criminal record check has not been submitted unless you see this page. It is advisable to print this page and keep for your records.

Some tips to remember when submitting requests online.

1. Gather all necessary information before beginning the online process (IE: All names used by the individual, SSN, DOB, address, gender)

2. Use ALL caps when entering information.

3. Do NOT use the browser back button.

4. Do NOT let the system time out.

If you happen to do number 3 or 4, the system may lock all information that was entered previous to the time out/back button for 24 hours.

GETTING RESULTS

Go to the Kansas Nurse Aid Registry: www.ksnurseaidregistry.org

Select the second option titled: Health Care Facility Access

Enter your Facility ID # and click submit.

Select Employment List/Employment Verification Page.

Here you will have a listing of all employees currently affiliated with your facility.

Across from each name will be a "View Results" button once the Criminal Record Check is completed.

When you click this button it will have one of two results.

1. No Criminal History: It will populate a word document that states this individual does not have a criminal history. You will print this off and put it in their file.

2. Criminal History Match: It will give you a message that states that it has been determined that the individual does have a criminal history and that we will mail the results.

Please be diligent in checking the results online!

HEALTH OCCUPATIONS CREDENTIALING
Internet Access Instructions for
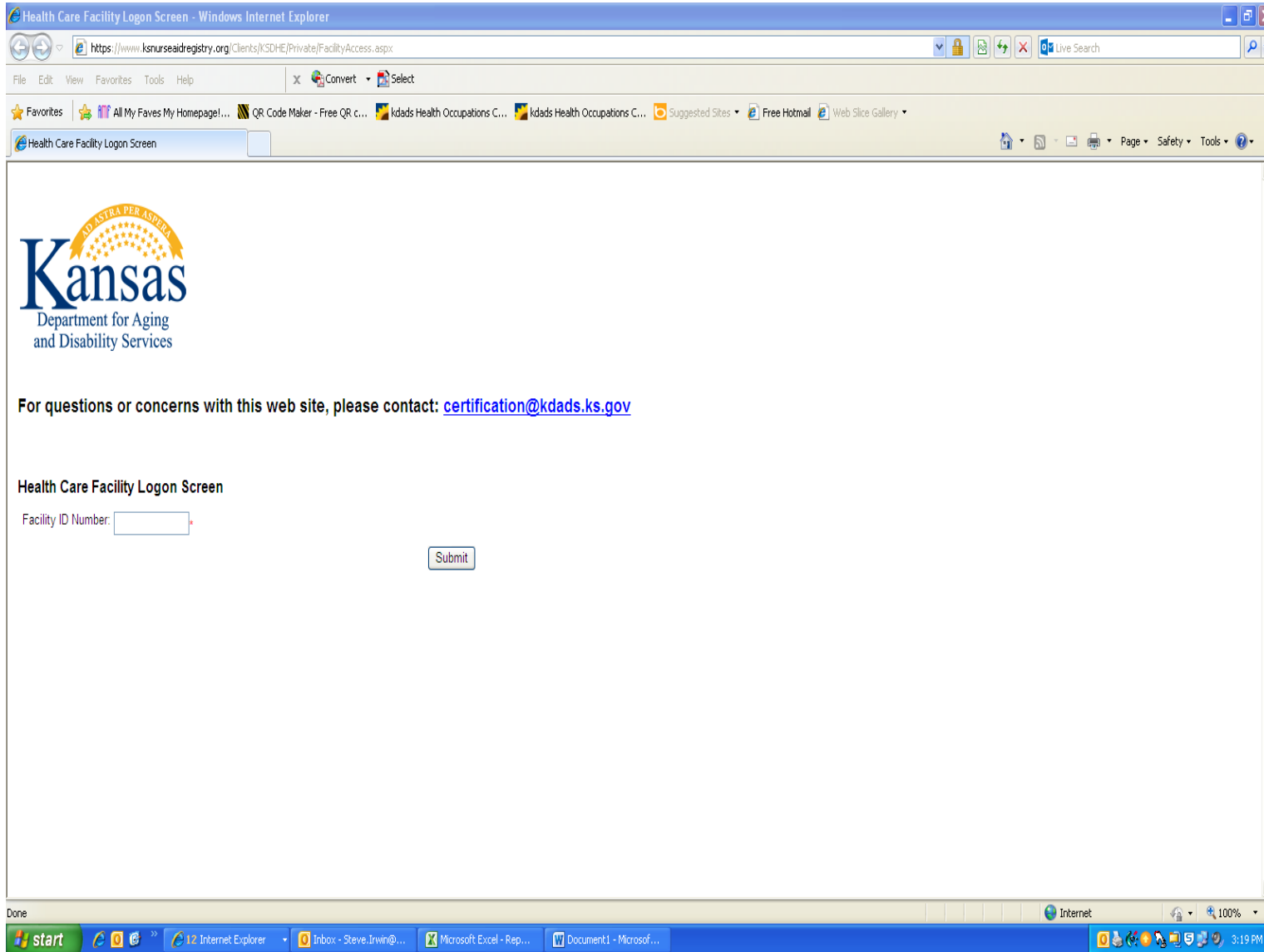## Obtaining Criminal Record Check Results

If you are a Kansas HCBS Provider you may access the Kansas Nurse Aide Registry by entering the following web address: www.ksnurseaidregistry.org. It would be advisable to keep the address as a favorite.

Facilities will need to click on the **Health Care Facility Access** button in order to obtain criminal record check results.

The Facility ID number will be issued by Health Occupations Credentialing upon receipt of the Facility Information form. **Example: A999123. Do not use hyphens or spaces.**

Enter the Facility ID number in the box and click on the Enter button.

Select the **Employment List** button to proceed to the list of employees. From there you can obtain the results of criminal record checks which have been submitted.

The Employee list page, as shown below, wil list employees who have either been submitted for a criminal record check or are associated with a facility for some reason. HOC will add the employee to your employee list as part of the criminal record check process. The individual should be listed the following business day after your have submitted your request. To obtain criminal record check results on a listed employee, click on the View Results button. It usually takes two to three business days for the results to be posted to the site.

![Kansas Department for Aging and Disability Services logo]

Welcome to the Health Occupations Credentialing Employment Verification Page. This page will allow you to keep your employee's nurse aide certification status current. Listed below are individuals who were submitted by your facility for a criminal record check. The list also includes the Certified Nurse Aides, Home Health Aides, and Certified Medication Aides who reportedly worked a minimum of eight hours during the past 24 months. Any CNA, CMA or HHA who worked a minimum of eight hours during the previous calendar year should remain on the list.

The Health Occupations Credentialing Employment Verification Page also allows you to:
* Remove individuals who are no longer employed by your facility
* Add new employees
* Search for certification verification for employment eligibility
* View and print CNA / CMA /HHA confirmation notices
* After a criminal record check has been submitted and processed, you can view the criminal record check no match results (those with no criminal history) by selecting the "View Result" button. (Please note that criminal record check results on those with criminal history will be sent via regular mail.)

Thank you for using this site. We hope you find it useful.

For questions or concerns with this web site, please contact: crcstaff@kdads.ks.gov

December 11, 2013
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
If the "View Result" button is not present and further criminal record check details are required, please contact the Kansas Department of Health and Environment at 785-296-1253.

	Name	Credential Number	Certification Type	CRC Results	Current Employee
Remove	VICKY AKER			View Result	⦿ Yes ○ No
Remove	RANDY LEE ANGLE			View Result	○ Yes ○ No
Remove	JERMAIN LAJUANE BETTS			View Result	⦿ Yes ○ No
Remove	GENEAN PLESHETTE BEVERLY			View Result	○ Yes ○ No
Remove	MARANDA E BEYARD			View Result	⦿ Yes ○ No

Click on the View Result button to obtain the results. If an individual has no criminal history, when you click the View Result button you will get the message shown in the box below. This will allow you to open or save the "No Match" letter.

View Result

View Result

View Result

File Download ✕

Do you want to open or save this file?

Name: c9db8746-b72b-4af8-9c27-1ffe30dbd95e.rtf

Type: Microsoft Word 97 - 2003 Document, 2.06MB

From: **www.ksnurseaidregistry.org**

View Result

[Open]   [Save]   [Cancel]

View Result

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

View Result

View Result

It is advisable to print a copy of the No Match document and keep on file.

Survey, Certification and Credentialing Commission
Health Occupations Credentialing
New England Building
503 South Kansas Avenue
Topeka, KS 66603-3404

Kansas
AD ASTRA PER ASPERA
Department for Aging
and Disability Services

Phone: (785) 296-1240
Fax: (785) 296-3075
wwwmail@kdads.ks.gov
www.kdads.ks.gov

Shawn Sullivan, Secretary

Sam Brownback, Governor

Joe Ewert, Commissioner

MAIL TO:

ATTN: HUMAN RESOURCES
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
1000 SW JACKSON
TOPEKA, KS 66612

Phone: 785-296-1270
Fax: 785-296-3075
www.kdheks.gov/hoc

The criminal record check process on the individual listed below has been completed. No documentation of the existence of any criminal history related to prohibited offenses pursuant to KSA 39-970 and KSA 65-5117 has been received from the Kansas Bureau of Investigation on the individual listed. If you have any questions please call (785) 296-6647.

DATE: Nov 06, 2012

NAME:
TEST-WOOD TEST

DOB:
SEX:
RACE: Unknown

KNOWN ALIASES:

If an individual has some type of criminal history on file, the message below appears when the View Results button is clicked. It does not necessarily mean that the individual is prohibited but that there is criminal history on file. Per KBI security guidelines HOC is prohibited from transmitting criminal history information electronically. Criminal history information must be sent via regular mail.

If an individual has a conviction which prohibits employment, a Notice of Employment Prohibition will be sent via regular mail to the facility that requested the criminal record check.

The criminal history information has been reviewed and it has been determined the named subject has convictions or adjudications on file in the state central repository. Additional information will be mailed to the requesting facility/agency. For questions email crcstaff@kdads.ks.gov.

If an individual is prohibited from being employed due to either a criminal conviction or a finding of Abuse, Neglect or Explotation the message in red will appear on the Nurse Aide Registry Confirmation Notice as illustrated in the screen shot below.