User Guide

Kansas Department for Aging & Disability Services
Health Occupations Credentialing
www.kdads.ks.gov/hoc
KDADS.CRCSTAFF@ks.gov
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Health Occupations Credentialing

Go to https://www.kancheck.org
Enter username/ password
Select LOGIN
Accept User Agreement *(you’ll need to accept this every time you log in)*

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**Explanation of “At A Glance” (Applications)**

<table>
<thead>
<tr>
<th>Applications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Yet Submitted</td>
<td>0</td>
</tr>
<tr>
<td>Not Yet Submitted &gt; 10 Days</td>
<td>0</td>
</tr>
<tr>
<td>Eligibility Determination in Process</td>
<td>3</td>
</tr>
<tr>
<td>Eligibility Determination Complete</td>
<td>1</td>
</tr>
<tr>
<td>Determination Available and Action Needed</td>
<td>0</td>
</tr>
<tr>
<td>Applications Submitted BUT Fingerprint Not Completed</td>
<td>0</td>
</tr>
<tr>
<td>Determination Not Eligible Currently Employed</td>
<td>3</td>
</tr>
<tr>
<td>Pending Payments</td>
<td>0</td>
</tr>
<tr>
<td>Registry Recheck</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Status Expiring (Within 5 Days)</td>
<td>0</td>
</tr>
<tr>
<td>Provisional Status Expired</td>
<td>0</td>
</tr>
<tr>
<td>Employment Verification Needed (Within 30 Days)</td>
<td>0</td>
</tr>
<tr>
<td>Employment Verification Past Due</td>
<td>0</td>
</tr>
<tr>
<td>New Background Check Needed (Within 30 Days)</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Not Yet Submitted**: The application has been Paused, the record was timed out/incomplete
- **Not Yet Submitted > 10 Days**: “”– and it has been longer than 10 days
- **Eligibility Determination in Process** - “PENDING” After the background check has been submitted successfully along with the fingerprints it will then get sent to the KDADS CRC staff.
- **Eligibility Determination Complete**: a KDADS criminal records team member has reviewed and processed the record in question.
- **Determination Available and Action Needed**: Follow up is needed.
- **Applications Submitted BUT Fingerprint Not completed**: The application has successfully been submitted but the fingerprint have not been taken or/were rejected.
- **Pending Payments**: Background check that needs to be paid for (Batch Payment)
- **Registry Recheck**: The individual in question needs to be rechecked again.
Explanation of “At A Glance” (Employees)

- **Provisional Status Expiring (within 5 days)** – The provisional date is coming to an end for the individual in question
- **Provisional Status Expired** - The individual provisional employment has expired, and they have needed to have the documentation completed to be a “permanent employee”
- **Employment Verification Needed** – CNA/CMA verifications are needed for the individual in question
- **Employment Verification Past Due** - The employment verification is past due
- **New Background Check Needed** -
GETTING STARTED

SUBMITTING A CRIMINAL RECORD CHECK REQUEST

Select the Request Criminal Record Check button.
1.) APPLICANTS: ADD NEW/SEARCH FOR EXISTING PROFILE

- Enter the Social Security Number and Last Name or Date of Birth - Click the SEARCH button at the bottom of the screen.

Please be sure to enter all of the information correctly, because after this information has been submitted into the system, it cannot be changed once you start the application.

Once you’ve clicked the SEARCH button it will then search the system to determine if the individual is in the system (i.e.)

Results

This individual was not found in KanCheck.
APPLICANT- CONTINUED

If the individual is not found in the system click “ADD NEW APPLICANT” it will then take you to submit personal and demographic information of the individual. Please fill this out as thoroughly and correctly as possible. **The * is information that is required.**

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Required</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>*</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>*</td>
</tr>
<tr>
<td>Billingsuffix</td>
<td></td>
</tr>
<tr>
<td>Permanent/Physical Address</td>
<td>* Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>*</td>
</tr>
<tr>
<td>State</td>
<td>* Kansas</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td>* Home as Permanent Address</td>
</tr>
<tr>
<td>Prior Names and Aliases</td>
<td>* The individual reports that they have not been known by any other names</td>
</tr>
<tr>
<td>Prior Addresses</td>
<td>* The individual reports that they have not lived out of state during the specified time frame</td>
</tr>
</tbody>
</table>

SSN: 431-27-1339 Yes or no? Yes
* National ID:
* Date of Birth:
* Race:
* Gender:
* Eye Color:
* Hair Color:  
* Height:
* Weight:
* US Citizen:
* Place of Birth:
* Phone:
* Phone Type:
* Secondary Phone:
* Secondary Phone Type:
* Email:
PRE-EMPLOYMENT INFORMATION SCREEN

The next screen will be labeled “Pre-Employment Information” that screen will show the individual’s Full name, their social security number and their date of birth (Please assure that this is correct). Once you’ve verified that the above information is correct. Chose the best available description of the applicant below:

1.) Provider Name 2.) Position Category 3.) Position

Select NEXT
2.) CONFIRM APPLICANT CONSENT

You’ll upload the Waiver Agreement AND FBI Privacy Statement by select the Upload Document button. After it has been successfully uploaded, you’ll then check the box with the * next to it. Click NEXT.
3.) RESEARCH REGISTRIES

This page contains a total of 3 registries (National Nurse Aid Registry, OIG List of Excluded Individual, and the National Sex Offender Public Website). 2 of the 3 registries are “auto match” which means the system itself will check the registries. The 3rd registry (National Sex Offender Public Website) you’ll have to check manually. Once first three auto matches have been completed and you’ve checked the 3rd one- select the correct results as seen below in the example.

If the system does locate the individual in question on a registry and you’ve determined that they are indeed the same individual– go back to the system and select “NOT CLEARED” in the results box. If an individual appears on any of these lists – they’re immediately disqualified from employment.

*There will be times where other registries will appear – (i.e.) the individual has a current/prior address that was in another state.

Select NEXT

<table>
<thead>
<tr>
<th>Registry</th>
<th>Research Requirements</th>
<th>Research Results</th>
<th>Research Completed</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>[National Nurse Aid Registry]</td>
<td>Running auto match</td>
<td>Running auto match</td>
<td></td>
<td>Add Note</td>
</tr>
<tr>
<td>[OIG List of Excluded Individual/Office]</td>
<td>Running auto match</td>
<td>Running auto match</td>
<td></td>
<td>Add Note</td>
</tr>
<tr>
<td>[National Sex Offender Public Website]</td>
<td>Manual Search Required</td>
<td></td>
<td></td>
<td>Add Note</td>
</tr>
</tbody>
</table>

**Optional Registries**

There are no optional registries.

**Out of State Registries**

There are no out of state registries.

Research Registries Not Listed
Withdraw Save and Close

After completing the registry check the next step is payment.

You’ll be taken to the payment portal.
4.) PAYMENT

Payment Portal

There are two payment options:

1.) **Batch Payment** – this option is utilized when you would like to submit multiple individuals
(Add applicants’ information into “PENDING PAYMENTS” where you can pay for multiple applicants at same time.)

2.) **Credit Card/Electronic Check (eCheck)** - This option is utilized to submit payment for one applicant.
EXAMPLE OF CREDIT CARD/ELECTRONIC CHECK (ECHECK)
(to submit payment for one application at a time)

Selecting Credit Card/Electronic Check (echeck) -> The transaction details will reflect on the page. You'll then select the payment type.

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Payment</td>
<td>$19.00</td>
</tr>
<tr>
<td>Credit Card / eCheck</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

As shown below the example reflects the accurate price before and after the fee for one criminal record check. ($19.00 + 0.48 = $19.48)

(Before the Processing Fee)

Select NEXT The facility/customer information automatically populates.

**PLEASE BE SURE THAT THE INFORMATION IS CORRECT.**

Select NEXT, Enter the payment information (i.e. credit card number, expiration month, expiration year and the name on the credit card as shown below).
Once completed. Select NEXT. The next screen that will display is the Transaction Detail page where you can once again assure the information for your facility is accurate.

Selecting NEXT will then take you the credit card summary page.

**TO FINALIZE PAYMENT, CLICK “SUBMIT PAYMENT”.**

*The page below is the payment processing page*

If submitted successfully the next page, you'll see is “PAYMENT RECEIPT CONFIRMATION”. This page is printable *(an icon to do is on the upper right-hand side)*. The page will contain the facility contact information, payment information, billing information and a transaction summery. Once you are done you can click the **SUBMIT** button.
APPLICATION: DATA REVIEW SCREEN

After submission you’ll then be directed to a DATA REVIEW page with the information (as posted below)

APPLICATION: SUBMISSION CONFIRMATION

Select NEXT. You’ll then be able to search fingerprint locations by clicking the live link on the lower left-hand side. Click SUBMIT. Once you’ve clicked submit, you’ll then get a confirmation that states that application was submitted successfully, deadline finger prints to be submitted by as well as the forms needed in order to do so.

The two forms at the bottom left hand side contain crucial information.

Final Registry Results- A summary that contains the details of the individuals as well as records that you’ve successfully check the registries as required by state and federal laws.

Fingerprint Authorization- This is the form that needs to be printed and sent with the applicant. The form will contain the applicant’s information, where to find a fingerprinting location, what needs to be brought with them upon the printing process.

Provisional Employment- Allows the individual to be deemed “temporary” hired for 60 days (per the law unless you’re HCBS) until the finger prints have come back/determination has been made that states otherwise.

YOU ARE DONE 😊
4B.) PAYMENT- CONTINUED

EXAMPLE OF A BATCH PAYMENT

Selecting Batch Payment - will allow you to click submit one applicant then go on to submit additional applicants. You’ll receive the fingerprint authorization form w/o payment being submitted yet. Will have to complete the payment portion in pending payments (directions listed below).

Select the “Batch Payment” option (seen highlighted below)

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Payment</td>
<td>$19.00</td>
</tr>
<tr>
<td>Credit Card / eCheck</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

Once batch payment option has been selected, you’ll get the page that looks like the below. Select CONFIRM

After selecting CONFIRM the next page on your screen will be a payment confirmation page (as shown below). Once you’re done with this page select NEXT.
**APPLICANT: DATA REVIEW SCREEN**

Review for correctness then select **NEXT**

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**APPLICANT: FINGERPRINT SCREEN**

Selecting the fingerprint location. Use the link to access fingerprinting locations. Select **SUBMIT**.

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After selecting **SUBMIT** the final page you’ll see in the submitting portion will be the Confirmation Page.
**APPLICANT: CONFIRMATION SCREEN**

The confirmation page contains the forms needed (Final Registry Results and the Fingerprint Authorization form).

**PRINT BOTH FORMS FOR YOUR RECORDS AND GIVE THE APPLICANT A COPY OF THE FINGERPRINT AUTHORIZATION FORM!**

<table>
<thead>
<tr>
<th>Applicant: Confirmation</th>
<th>Provisional Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEOHART KARSON GARDNER, XXX-XX-1974, 7/31/1996, Application #: 109514. Background Check #: 100600</td>
<td>Add Provisional Employment for Applicant</td>
</tr>
</tbody>
</table>

**Application Submitted Confirmation**

- **Application Status:**
  
  Your application was successfully submitted with a payment pending.

- **To complete the payment,** click the **Pending Payments** link above.

- **This applicant has not been determined eligible for employment.**
  Fingerprint results must be reviewed by 12/10/2018.

- **The status of the application can be tracked by clicking the Determination in Process link above.**

**List of Fingerprint Sites**

<table>
<thead>
<tr>
<th>Application Forms</th>
<th>Provisional Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Registry Results</td>
<td>Add Provisional Employment for Applicant</td>
</tr>
<tr>
<td>Fingerprint Authorization</td>
<td></td>
</tr>
</tbody>
</table>
APPLICANT: PAYING VIA BATCH PAYMENT

PAYING VIA BATCH PAYMENT

There are two ways to access this section

1.) Utilize the at a glance chart, find the “Pending Payments” row then select the number available in blue (if one)

| Applications                                      |
|----------|----------|
| Not Yet Submitted                                 |
| 0        |
| Not Yet Submitted > 10 Days                       |
| 0        |
| Eligibility Determination In Process              |
| 0        |
| Eligibility Determination Complete                |
| 2        |
| Determination Available and Action Needed         |
| 1        |
| Applications Submitted But Fingerprints Not Completed |
| 0        |
| Determination Not Eligible Currently Employed     |
| 0        |
| Pending Payments                                  |
| 2        |
| Registry Recheck                                  |
| 0        |

2.) Choose Pending Payments link to pay now (or find the option under Pending Payments on the Home Screen) Click “PAY NOW” box for the individuals you want to pay for. Then pay by credit card

KanPay Portal will appear – the page will reflect the criminal record checks that you’re about to pay for, the price, the total amount, and payment type. There are two payment types currently: credit card and electronic check (echeck).
Selecting **NEXT** will then show the “Customer Information:” tab – this will reflect the provider information. Once, reviewed and determined all is correct then select **NEXT**.

- Submit the credit card details (i.e. credit card number, expiration month, expiration year, and name on credit card).
- When you are complete, and you select NEXT a brief credit card summary will appear (it will reflect the facility information as well as the payment information).

**TO FINALIZE CLICK “SUBMIT PAYMENT”**

If submitted successfully, the next page you'll see is **“PAYMENT RECEIPT CONFIRMATION”**. This page is printable (an icon to do is on the upper right-hand side). The page will contain the facility contact information, payment information, billing information and a transaction summary.

Once you are done you can click the **SUBMIT** button.

- Print Receipt

*You’ll also receive an email with the information above as well.*

**APPLICANT: DATA REVIEW**

Once the submission and the payment has been completed successfully, you'll then be able to click “continue”. It will automatically take you to a **“Data Review”** where it will show you all the information that was submitted on the individual.
APPLICATION: SUBMISSION CONFIRMATION

Select **NEXT**. You'll then be able to search fingerprint locations by clicking the live link on the lower left-hand side. Click **SUBMIT**. Once you've clicked submit, you'll then get a confirmation that state that application was submitted successfully, when they need their finger prints submitted by as well as the forms needed in order to do so. **The two forms at the bottom left hand side contain crucial information.**

**Final Registry Results**- A summary that contains the details of the individuals as well as records that you've successfully check the registries as required by state and federal laws.

**Fingerprint Authorization**- This is the form that needs to be printed and sent with the applicant. The form will contain the applicant's information, where to find a fingerprinting location, what needs to be brought with them upon the printing process.

**Provisional Employment**- Allows the individual to be deemed “temporary” hired for 60 days (per the law unless you're HCBS) until the finger prints have come back/determination has been made that states otherwise.

Select the “HOME” tab once you've printed off the desired documentation.

YOU ARE DONE 😊😊
OBTAINING THE RESULTS

You’ll receive an email notification from the KanCheck system when the results are ready for viewing 😊

1.) Login into the KanCheck System

2.) Accept the User Agreement

3.) Click on the green "View Results" button.
DETERMINATION AVAILABLE: ELIGIBLE TO WORK

- This will then automatically take you to the “Determination Available” page. This is the page where you’ll be able to obtain your clearance letter, or your prohibition letter.
- Below is an example of an individual who is eligible for employment.
- Clicking “Hire” will add the individual to your employee list/roster.
- Also clicking the “Clearance Letter” will generate the letter itself.

<table>
<thead>
<tr>
<th>10538</th>
<th>A 1 STAFFING</th>
<th>Billings, Kaila</th>
<th>Radiology Technician</th>
<th>12/04</th>
<th>Not Prohibited</th>
<th>09/23/2019</th>
<th>Hire</th>
</tr>
</thead>
</table>

DETERMINATION AVAILABLE: PROHIBITED

A Prohibited Individual will look like the below: Majority of the times the individuals Prohibition Letter should be available next to the CLOSE WITHOUT HIRING button however there are instances that it may not.

<table>
<thead>
<tr>
<th>10614</th>
<th>ADVOCATE CARE SERVICES INC</th>
<th>GARDNER LEIGHTON</th>
<th>Kitchen Worker</th>
<th>1974</th>
<th>Prohibited</th>
<th>11/22/2019</th>
<th>Not Eligible for Hire</th>
<th>Can appeal Prohibited through 12/22/2019</th>
<th>3</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notice of Prohibition Letter</th>
<th>Set &amp; Lock</th>
<th>Close Without Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO OBTAIN THE PROHIBITION LETTER?

To obtain the prohibition letter:

1.) Click the **Determination Available** tab (or **View Results** button)

   Applications: Determination Available

2.) Click the **individuals name**.

| GARDNER LEIGHTON | Kitchen Worker | -1974 | Prohibited |

3.) It will then take you to the individuals “person summary”.

4.) Select the tab labeled “**Documents**”.

5.) The Prohibition Letter will be available for printing.

6.) Click the **"Notice of Prohibition Letter"** to view and print.
ADDING A NEW USER TO THE FACILITY ACCOUNT

Once you are logged into the system go to the ADMIN tab and select User Accounts. The page that will appear next will be the Administration: User Accounts. In the filter criteria you can search for the individual to see if they’re already in the system. If you know that the individual isn’t in the system click the ADD NEW USER button.

You must assure that the required fields are completed; Make sure that “NO” is selected for *Is Pending. The username, first/last name, and email fields must be completed as well. Where the *Roles section is select both boxes; selected and grantable. You’ll then select the link Assign Providers.

A pop up will appear and in the “Search for Provider” space begin typing your facility name. The facility name will appear then click on it. Clicking on the facility name will then move it to the opposite side of the screen under “Providers Assigned to User”. Select SAVE.
It will then redirect back to the User Account page BUT with a facility corresponded with the individual (lower left-hand side). To finalized select SAVE.
**CNA/HHA UPDATE**

Additional Step needed for the Certified Nurse Aides and Home Health Aides (CNA/HHA)

For facilities to continue to take advantage of the Annual CNA/HHA Employment Verification—Begins Jan. 1, 2020 - Deadline March 31st to report CNA/HHA hours.

After a certified individual has worked at least 8HRS performing activities of daily living they will need to be manually added to the facility employee by following the steps below:

To do this please follow these steps:

1. Go to [www.ksnurseaidregistry.org](http://www.ksnurseaidregistry.org)
2. Select "Facility Access"
3. Enter Facility ID number (Can be located on your facilities license, Example: N000000)
4. Once logged on select "Employment Verification Page"
5. First make sure the employee is not already on the list by click on CTRL+F and search by their first name. If individual is found nothing further is needed at this time.
6. If the individual is not found, Click on Add Employees (the following page will display)

7. If CNA/HHA number is known just enter that number and search. If CNA/HHA number is unknown, try SSN with the dashes or first and last name.
8. Click on search
9. A search result page should display
10. Once you have verified their name click the button "Add" once. Please allow the system to make the necessary changes.
11. If saved successfully the highlighted message will display:

![Highlighted message]

12. Once saved successfully another employee can be added by searching by their information or click on employee list or logout once finish.

13. If the individual’s information is not found, then this individual’s CNA/HHA certification is inactive and cannot be added to the list until they are back active. As shown below:

![Employee list]

Note: Do not enter the leading spaces of the Credentialed Number, Example - 001234 should be entered 1234.