



# User Guide

Kansas Department for Aging & Disability Services  
Health Occupations Credentialing  
[www.kdads.ks.gov/hoc](http://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)

#### At a Glance

Applications	
Not Yet Submitted	0
Not Yet Submitted > 10 Days	0
Eligibility Determination In Process	3
Eligibility Determination Complete	1
Determination Available and Action Needed	0
Applications Submitted But Fingerprints Not Completed	3
Determination Not Eligible Currently Employed	0
Pending Payments	0
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0
New Background Check Needed (Within 30 Days)	0

- **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 Fingerprints 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)

### At a Glance

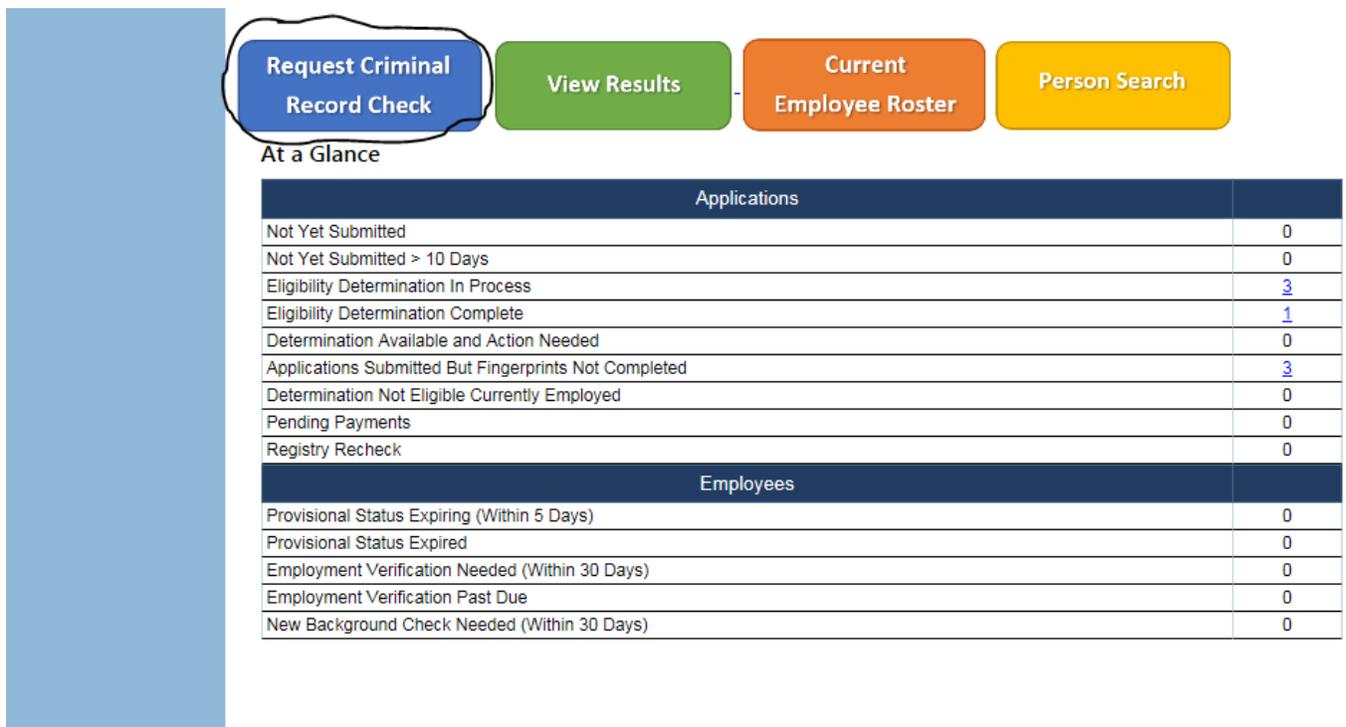
Applications	
Not Yet Submitted	0
Not Yet Submitted > 10 Days	0
Eligibility Determination In Process	3
Eligibility Determination Complete	1
Determination Available and Action Needed	0
Applications Submitted But Fingerprints Not Completed	3
Determination Not Eligible Currently Employed	0
Pending Payments	0
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0
New Background Check Needed (Within 30 Days)	0

- **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 Back Ground Check Needed-** \*

## GETTING STARTED

# SUBMITTING A CRIMINAL RECORD CHECK REQUEST

Select the [Request Criminal Record Check](#) button



The screenshot displays a navigation bar with four buttons: 'Request Criminal Record Check' (blue, circled), 'View Results' (green), 'Current Employee Roster' (orange), and 'Person Search' (yellow). Below the buttons is an 'At a Glance' summary table with two sections: 'Applications' and 'Employees'.

Applications	
Not Yet Submitted	0
Not Yet Submitted > 10 Days	0
Eligibility Determination In Process	3
Eligibility Determination Complete	1
Determination Available and Action Needed	0
Applications Submitted But Fingerprints Not Completed	3
Determination Not Eligible Currently Employed	0
Pending Payments	0
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0
New Background Check Needed (Within 30 Days)	0

## 1.) APPLICANTS: ADD NEW/SEARCH FOR EXISTING PROFILE

The screenshot shows the 'Applicants: Add New' page with a navigation bar at the top containing links for Home, Applications, Determinations, Waivers, Employees, Search, Reports, Reference, and Admin. Below the navigation bar is a secondary menu with links: Add New, Not Yet Submitted, Determination In-Process, Determination Available, Pending Payments, Payment Search, Registry Recheck, Registry Recheck Log, and Recent Documents. The main content area is titled 'Applicants: Add New' and 'Search for Existing Profile'. It includes a section for 'Enter Search Criteria' with instructions: 'If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. This cannot be changed once you start the application.' Below this is a note about ITIN: 'An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).' The search form has three input fields: '\* SSN / ITIN:', 'Last Name:', and 'Date of Birth:'. The fields are separated by 'AND' and 'OR' labels. A 'Search' button is located at the bottom left of the form area.

- 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.)

The screenshot shows the search results page. The title is 'Results'. The main content area displays the message: 'This individual was not found in KanCheck.' In the bottom right corner, there is a green button labeled 'Add New Applicant'.

## 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.

* Required	
* First Name: <input type="text"/>	SSN: 487-27-1994 This is an MW: No
* Middle Name: <input type="text"/> <input type="checkbox"/> None	* Confirm SSN: <input type="text"/>
Last Name: <input type="text"/>	* Date of Birth: <input type="text"/>
Billinga: <input type="text"/>	* Race: <input type="text"/>
Suffix: <input type="text"/>	* Gender: <input type="text"/>
<b>Permanent/Physical Address</b>	Eye Color: <input type="text"/>
* Address Line 1: <input type="text"/>	Hair Color: <input type="text"/>
Address Line 2: <input type="text"/>	Height: <input type="text"/>
* Zip: <input type="text"/>	Weight: <input type="text"/>
* City: <input type="text"/>	US Citizen: <input type="text"/>
* State: <input type="text"/>	Place Of Birth: <input type="text"/>
Kansas <input type="text"/>	Phone: <input type="text"/>
County: <input type="text"/>	Phone Type: <input type="text"/>
<b>Mailing Address</b>	Secondary Phone: <input type="text"/>
<input checked="" type="checkbox"/> Same as Permanent Address	Secondary Phone Type: <input type="text"/>
	Email: <input type="text"/>
<b>Prior Names and Aliases</b>	<b>Prior Addresses</b>
<input type="checkbox"/> The individual reports that they have not been known by any other names	<input type="checkbox"/> The individual reports that they have not lived out of state during the specified time frame

## PRE-EMPLOYMENT INFORMATION SCREEN

The next screen will be labeled “*Pre - Employment Information*” that screen will show the individuals 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*

\* *Required*

\* *Provider:*

\* *Position Category:*

\* *Position:*

Save and Close

Back

Next

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**

The screenshot shows a web form titled "Confirm Applicant Consent". At the top, there is a blue header bar with the title. Below the header, a text box displays the applicant information: "Kaile R. Billings, 487-27-1994, 12/31/1990, Application #: 10528". A yellow "Required" label is positioned to the left of the consent text. The consent text reads: "By checking this box I affirm the applicant provided photographic identification and written consent to conduct a registry screening and, upon submission of fingerprints, for the KBI to conduct a state and national criminal history record check". A checkbox with a checkmark is selected. To the right of the consent text is a large empty rectangular box, and an "Upload Document" button is located in the bottom right corner of this box. At the bottom of the form, there are four buttons: "Withdraw", "Save and Close", "Back", and "Next". The "Next" button is highlighted in green. The footer of the page contains the text "RChisholm" on the left and "LIAT - Version: 20190831" on the right.

### 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**

Required Registries  
 DQ LIST OF GUYS

Registry	Research Requirements	Research Results	Research Completed	Actions
National Nurse Aide Registry	Running automatch...	Running automatch...		Add Note
OIG List of Excluded Individuals/Entities	Running automatch...	Running automatch...		Add Note
National Sex Offender Public Website	Manual Search Required	* <input type="text"/>		Add Note

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

Back Next

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.

Background Check Fee

Payment Method	Amount
Batch Payment	\$19.00
Credit Card / eCheck	\$19.00

Withdraw Save and Close Back

## PAYMENT- CONTINUED

### 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.

Background Check Fee

Payment Method	Amount
<a href="#">Batch Payment</a>	\$19.00
<b>Credit Card / eCheck</b>	<b>\$19.00</b>

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)*

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
	Background Check Fee for Application #12345	\$19.00	1	\$19.00
Total				\$19.00

**Transaction Summary**

Background Check Fee for Application #12345	\$19.00
<b>Total</b>	<b>\$19.00</b>

**Payment Type**

Payment Type:

*(After the Processing Fee)*

**Transaction Summary**

Background Check Fee for Application #12345	\$19.00
Credit Processing Fee	\$0.48
<b>Total</b>	<b>\$19.48</b>

**Customer Information**

Address 2:   
 City:  State:   
 Zip/Postal Code:   
 Phone:   
 Email:

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).

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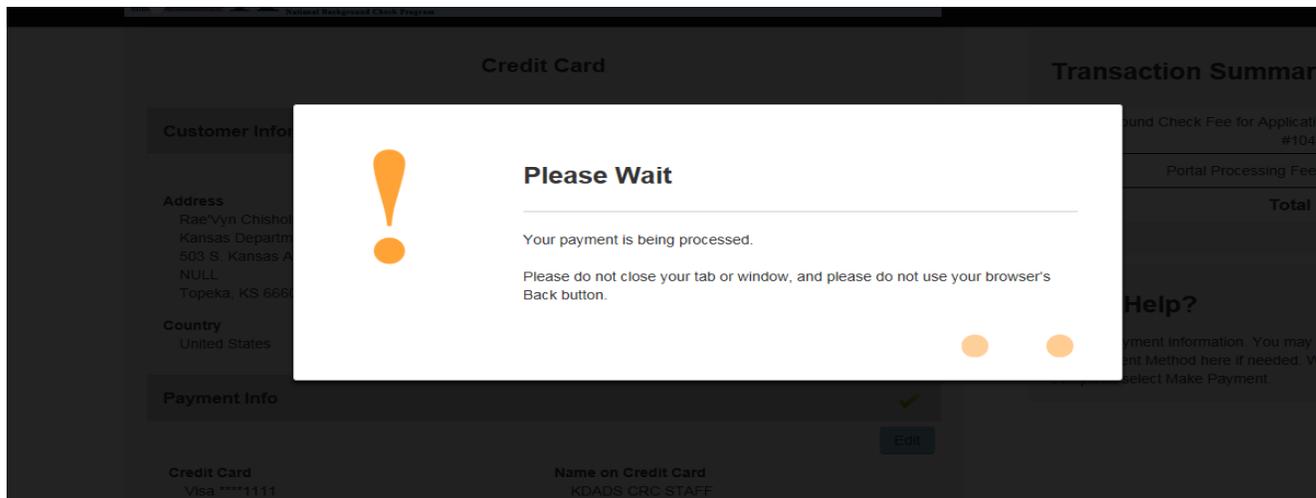
The screenshot shows a 'Payment Info' form with the following fields: 'Credit Card Number \*' (text input), 'Credit Card Type' (dropdown menu with icons for Discover, Visa, MasterCard, and American Express), 'Expiration Month \*' (dropdown menu), 'Expiration Year \*' (dropdown menu), and 'Name on Credit Card \*' (text input). A 'Next >' button is at the bottom right. To the right of the form, a summary box shows 'Portal Processing Fee \$0.48' and 'Total \$19.48'. Below that is a 'Need Help?' section with the text: 'You have selected to pay by credit card. Complete customer billing information and enter credit card information.'

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

## Payment Receipt Confirmation

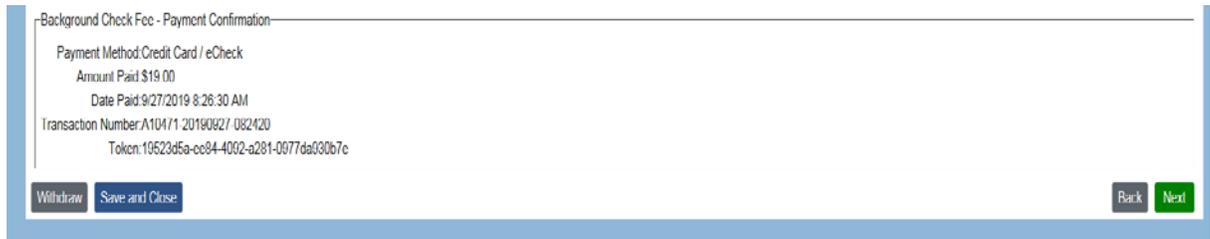
Your payment was successfully processed.

Print

### Receipt Contact Information

## APPLICATION: DATA REVIEW SCREEN

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



Background Check Fee - Payment Confirmation

Payment Method: Credit Card / eCheck  
Amount Paid: \$19.00  
Date Paid: 9/27/2019 8:26:30 AM  
Transaction Number: A10471 20190927 082420  
Token: 19523d5a-cc84-4002-a281-0077da030b7c

Buttons: Withdraw, Save and Close, Back, Next

## APPLICATION: SUBMISSION CONFIRMATION

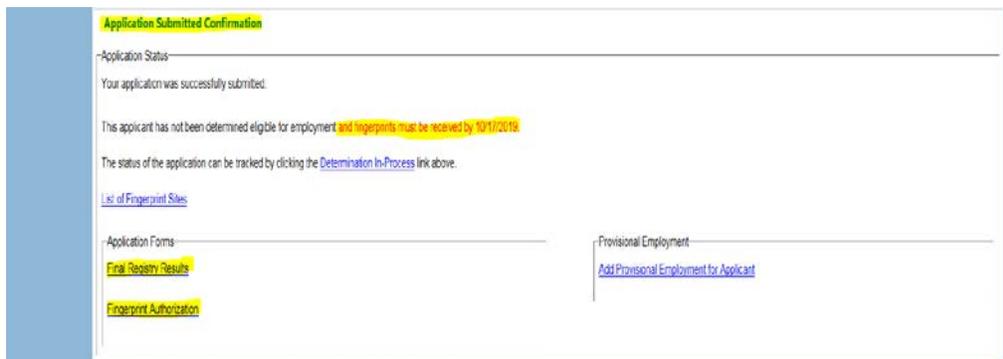
Select **NEXT**. You'll then be able to search fingerprint locations by clicking the live link on the lower left-hand side. Click **SUBMIT**. Once you've clicked submit, you'll then get a confirmation that states that application was submitted successfully, deadline finger prints to be submitted by as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



Application Submitted Confirmation

Application Status  
Your application was successfully submitted.

This applicant has not been determined eligible for employment and fingerprints must be received by 10/17/2019.

The status of the application can be tracked by clicking the [Determination In-Process](#) link above.

[List of Fingerprint Sites](#)

Application Forms  
[Final Registry Results](#)  
[Fingerprint Authorization](#)

Provisional Employment  
[Add Provisional Employment for Applicant](#)

# 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)

Background Check Fee

Payment Method	Amount
<b>Batch Payment</b>	<b>\$19.00</b>
<a href="#">Credit Card / eCheck</a>	\$19.00

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

Make Payment - Background Check Fee

Batch Payment

Amount \$19.00

[Cancel](#) [Confirm](#)

[Withdraw](#) [Save and Close](#) [Back](#)

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.

Background Check Fee - Payment Confirmation

Payment Method:Batch Payment

Amount Paid:\$19.00

Date Paid:Pending ([Cancel Payment](#))

[Withdraw](#) [Save and Close](#) [Back](#) [Next](#)

## APPLICANT: DATA REVIEW SCREEN

Review for correctness then select NEXT

Applicant: Data Review

LEIGHTON KARSON GARDNER, XXX-XX-1974, 7/31/1996, Application #: 10614

Profile	Pre-Employment	Registry Results
---------	----------------	------------------

Personal and Demographic Information

First Name: LEIGHTON	SSN: XXX-XX-1974 Is ITIN: No
Middle Name: KARSON	Date of Birth: 7/31/1996
Last Name: GARDNER	Race: White
Suffix:	Gender: Male
<b>Permanent Address</b>	Eye Color:
Address Line 1: 2323 NE TWISS	Hair Color:
Address Line 2:	Height:
City: TOPEKA	Weight:
State: KS	Primary Phone:
ZIP: 66619	Secondary Phone:
County:	Email Address:

## APPLICANT: FINGERPRINT SCREEN

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

Applicant: Fingerprint

Select Fingerprint Service Provider

LEIGHTON KARSON GARDNER, XXX-XX-1974, 7/31/1996, Application #: 10614

You can research applicant fingerprint locations by clicking the link shown below.

<http://www.google.com>

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!**

Applicant: Confirmation	
LEIGHTON KARSON GARDNER, XXX-XX-1974, 7/31/1996, Application #: 10614, Background Check #: 100600	
<b>Application Submitted Confirmation</b>	
Application Status	
Your application was successfully submitted with a payment pending.	
To complete the payment, click the <a href="#">Pending Payments</a> link above.	
This applicant has not been determined eligible for employment <b>and fingerprints must be received by 12/10/2019.</b>	
The status of the application can be tracked by clicking the <a href="#">Determination In-Process</a> link above.	
<a href="#">List of Fingerprint Sites</a>	
Application Forms	Provisional Employment
<a href="#">Final Registry Results</a>	<a href="#">Add Provisional Employment for Applicant</a>
<a href="#">Fingerprint Authorization</a>	

## APPLICANT: PAYING VIA BATCH PAYMENT

### PAYING VIA BATCH PAYMENT

There are **two** ways to access this section

- Utilize the at a glance chart, find the "Pending Payments" row then select the number available in **blue** (if one)

**Request Criminal Record Check** | **View Results** | **Current Employee Roster** | **Person Search**

**At a Glance**

Applications	
Not Yet Submitted	0
Not Yet Submitted > 10 Days	0
Eligibility Determination In Process	0
Eligibility Determination Complete	3
Determination Available and Action Needed	1
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible Currently Employed	0
<b>Pending Payments</b>	<b>2</b>
Registry Recheck	0

- 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).

**1 Payment Type** | **2 Customer Info** | **3 Payment Info** | **4 Submit Payment**

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
	Background Check Fee for Application #10522	\$19.00	1	\$19.00
	Background Check Fee for Application #10523	\$19.00	1	\$19.00
	Background Check Fee for Application #10528	\$19.00	1	\$19.00
Total				\$57.00

**Payment**

Payment Type

Payment Type \*

Credit Card

Next >

Customer Information

Payment Info

**Transaction Summary**

Background Check Fee for Application #10522	\$19.00
Background Check Fee for Application #10523	\$19.00
Background Check Fee for Application #10528	\$19.00
Portal Processing Fee	\$1.43
<b>Total</b>	<b>\$58.43</b>

**Need Help?**  
 Select Payment Method and Continue to proceed with payment.

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- 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.



The screenshot shows the KanCheck National Background Check Program interface. The header includes the logo and navigation tabs: Home, Applications, Determinations, Waivers, Employees, Search, Reports, Reference, and Admin. Below the header, there are links for 'Add New', 'Not Yet Submitted', 'Determination In-Process', 'Determination Available', 'Pending Payments', 'Payment Search', 'Registry Recheck', 'Registry Recheck Log', and 'Recent Documents'. The main content area is titled 'Applicant: Confirmation' and displays the following information:

- Applicant: Confirmation
- Rosanna K Wilson, 878-46-7486, 10/10/1980, Application #: 10525, Background Check #: 100513
- Application Submitted Confirmation**
- Application Status: Your application was successfully submitted.
- This applicant has not been determined eligible for employment and fingerprints must be received by 10-13-2016.
- The status of the application can be tracked by clicking the [Determination In-Process](#) link above.
- [List of Fingerprint Sites](#)
- Application Forms: [Final Registry Results](#) and [Fingerprint Authorization](#)
- Provisional Employment: [Add Provisional Employment for Applicant](#)

At the bottom left, it says 'RChsholm' and at the bottom right, 'UAT - Version: 20190831'.

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.

10528	<a href="#">A 1 STAFFING</a>	<a href="#">Billings, Kaila</a>	Radiology Technician	-1994	Not Prohibited	09/23/2019	<a href="#">Hire</a>		<a href="#">Clearance Letter.pdf</a> <a href="#">Close Without Hiring</a>
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## 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.

10614	<a href="#">ADVOCATE CARE SERVICES INC</a>	<a href="#">GARDNER LEIGHTON</a>	Kitchen Worker	-1974	Prohibited	11/22/2019	Not Eligible for Hire	Can appeal Prohibited through 12/22/2019	3	<a href="#">Notice of Prohibition Letter for LTC.pdf</a> <a href="#">Close Without Hiring</a>
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## HOW TO OBTAIN THE PROHIBITION LETTER?

To obtain the prohibition letter:

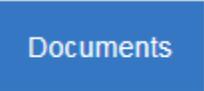
- 1.) Click the **Determination Available** tab (or **View Results** button)



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

<a href="#">GARDNER LEIGHTON</a>	Kitchen Worker	-1974	<b>Prohibited</b>
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- 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.

Profile	Applications	Waivers	Employment	Documents	History		
<b>Background Check # 100600</b>							
Generated Forms, Letters, and Reports							
Document Type	Application #	Provider	Document Name	File Size	Generated By	Generated On	Action
Application	10614	ADVOCATE CARE SERVICES INC	<a href="#">Final Registry Results.pdf</a>	405.0KB	RaeVynProvider	11/20/2019 2:08 PM	
Application	10614	ADVOCATE CARE SERVICES INC	<a href="#">Fingerprint Authorization.pdf</a>	587.0KB	RaeVynProvider	11/20/2019 2:09 PM	
Application	10614	ADVOCATE CARE SERVICES INC	<a href="#">Notice of Prohibition Letter for LTC.pdf</a>	275.0KB	TasksService	11/22/2019 12:05 PM	

## 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.

Administration: User Accounts

\* Required

User Account

Status: Enabled

\* Is Pending: No

\* Username:

\* First Name:

\* Last Name:

\* Email:

Phone:

\* User Type:

Provider:

\* Roles

Role	Selected	Grantable
Provider User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* Providers:

[Assign Providers](#) [Select all my Providers](#)

Position Title:

Comment:

Back to Search Save

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**.

Assign Providers

Search for Provider - Enter at least 3 characters

Select Provider(s) Providers Assigned to User

Cancel Save

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**.

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Assign Providers

Search for Provider - Enter at least 3 characters

TRA

Select Provider(s)

Providers Assigned to User

[Remove](#) | TRAINING NURSING HOME (MYSTERY VAN, KS 66603)

Cancel 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**.

Administration: User Accounts

\* Required

User Account

Status: Enabled

Address Line 1:

\* Is Pending: No

Address Line 2:

\* Username:

City:

\* First Name:

State:

\* Last Name:

Zip:

\* Email:

Phone:

\* User Type: Provider

\* Roles

Role	Selected	Grantable
Provider User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* Providers:

TRAINING NURSING HOME

[Assign Providers](#) [Select all my Providers](#)

To complete your Provider changes, you must click 'Save'.

Position Title:

Comment:

Back to Search Save

## CNA/HHA UPDATE

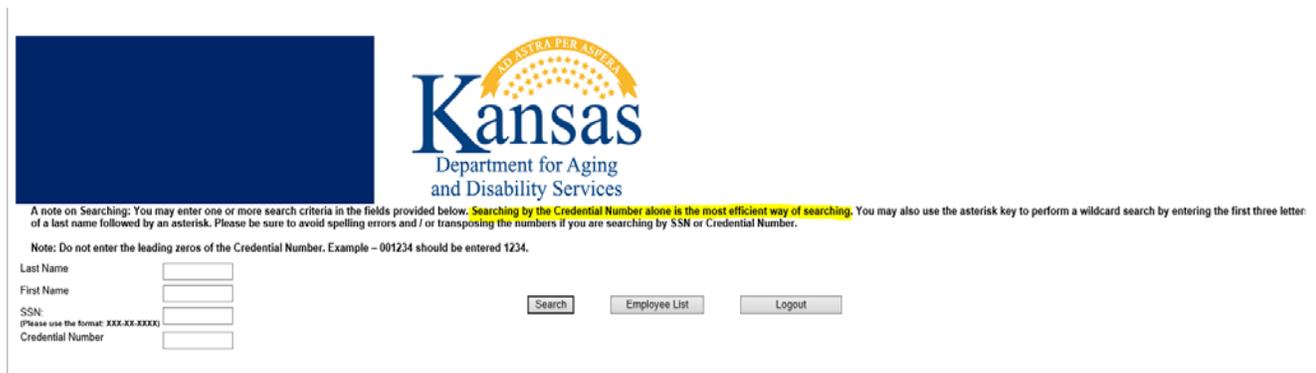
Additional Step needed for the Certified Nurse Aides and Home Health Aides (CNA/HHA)

For facilities to continue to take advantage of the **Annual CNA/HHA Employment Verification— Begins Jan. 1, 2020 - Deadline March 31<sup>st</sup> 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)



A note on Searching: You may enter one or more search criteria in the fields provided below. Searching by the Credential Number alone is the most efficient way of searching. You may also use the asterisk key to perform a wildcard search by entering the first three letters of a last name followed by an asterisk. Please be sure to avoid spelling errors and / or transposing the numbers if you are searching by SSN or Credential Number.

Note: Do not enter the leading zeros of the Credential Number. Example - 001234 should be entered 1234.

Last Name

First Name

SSN:   
(Please use the format: XXX-XX-XXXX)

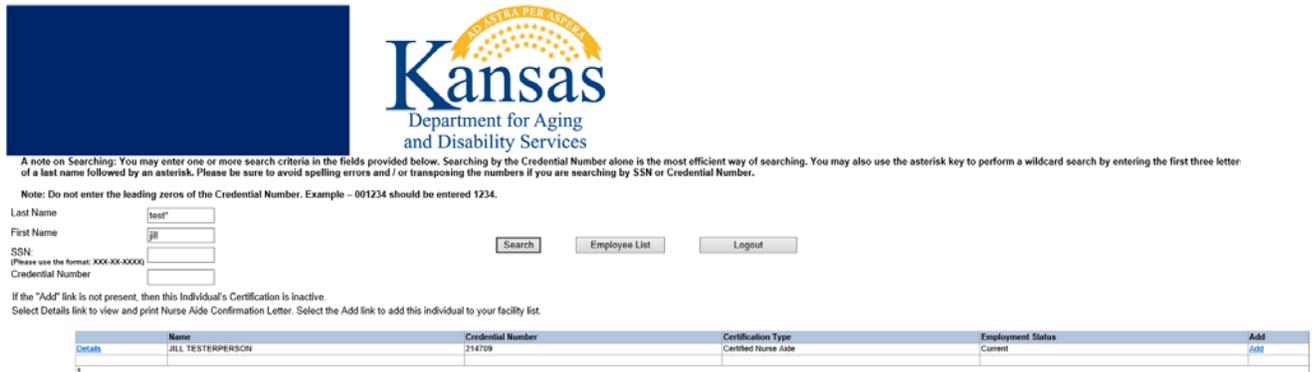
Credential Number

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

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10. Once you have verified their name click the button "Add" once. Please allow the system to make the necessary changes.



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11. If saved successfully the highlighted message will display:

**Kansas**  
 Department for Aging and Disability Services

**AD ASTRA PER ASPERA**

A note on Searching: You may enter one or more search criteria in the fields provided below. Searching by the Credential Number alone is the most efficient way of searching. You may also use the asterisk key to perform a wildcard search by entering the first three letter of a last name followed by an asterisk. Please be sure to avoid spelling errors and / or transposing the numbers if you are searching by SSN or Credential Number.

Note: Do not enter the leading zeros of the Credential Number. Example - 001234 should be entered 1234.

Last Name:   
 First Name:   
 SSN:   
 (Please use the format: XXX-XX-XXXX)  
 Credential Number:

If the "Add" link is not present, then this individual's Certification is inactive. Select Details link to view and print Nurse Aide Confirmation Letter. Select the Add link to add this individual to your facility list.

**JILL TESTERPERSON has been added to your list.**

Name	Credential Number	Certification Type	Employment Status	Add
<a href="#">Details</a> JILL TESTERPERSON	214709	Certified Nurse Aide	Previous	<a href="#">Add</a>

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 individuals CNA/HHA certification is inactive and cannot be added to the list until they are back active. As shown below:

**Kansas**  
 Department for Aging and Disability Services

**AD ASTRA PER ASPERA**

A note on Searching: You may enter one or more search criteria in the fields provided below. Searching by the Credential Number alone is the most efficient way of searching. You may also use the asterisk key to perform a wildcard search by entering the first three letter of a last name followed by an asterisk. Please be sure to avoid spelling errors and / or transposing the numbers if you are searching by SSN or Credential Number.

Note: Do not enter the leading zeros of the Credential Number. Example - 001234 should be entered 1234.

Last Name:   
 First Name:   
 SSN:   
 (Please use the format: XXX-XX-XXXX)  
 Credential Number:

If the "Add" link is not present, then this individual's Certification is inactive. Select Details link to view and print Nurse Aide Confirmation Letter. Select the Add link to add this individual to your facility list.

Name	Credential Number	Certification Type	Employment Status	Add
<a href="#">Details</a> Criteria entered does not match anyone in system or the individual's certification is not active.				<a href="#">Add</a>