

## CONVENER'S NOTES PAGE

This page is provided to make it easier to capture notes about who attended your session, what happened in the meeting, and what can be done next.

---

**RED FLAG ISSUE:** – Alerts- Background screening

<b>APD Area</b>	<b>Number of Employees w/ BG Not Met</b>	<b>Number of Providers w/ BG Not Met</b>	<b>Pct w/ BG Not Met</b>
<b>1</b>	<b>5</b>	<b>4</b>	<b>11.8%</b>
<b>2</b>	<b>31</b>	<b>28</b>	<b>20.0%</b>
<b>3</b>	<b>39</b>	<b>34</b>	<b>31.2%</b>
<b>4</b>	<b>46</b>	<b>42</b>	<b>19.9%</b>
<b>7</b>	<b>68</b>	<b>48</b>	<b>30.2%</b>
<b>8</b>	<b>41</b>	<b>28</b>	<b>38.4%</b>
<b>9</b>	<b>33</b>	<b>20</b>	<b>32.8%</b>
<b>10</b>	<b>46</b>	<b>35</b>	<b>26.1%</b>
<b>11</b>	<b>94</b>	<b>66</b>	<b>25.9%</b>
<b>12</b>	<b>20</b>	<b>17</b>	<b>23.6%</b>
<b>13</b>	<b>30</b>	<b>29</b>	<b>23.4%</b>
<b>14</b>	<b>5</b>	<b>4</b>	<b>9.8%</b>
<b>15</b>	<b>49</b>	<b>37</b>	<b>32.2%</b>
<b>23</b>	<b>88</b>	<b>65</b>	<b>31.3%</b>
<b>State</b>	<b>595</b>	<b>457</b>	<b>26.3%</b>

<b>Times Noted</b>	<b>Reason Cited</b>
<b>297</b>	<b>The provider did not present the required Federal Bureau of Investigation screening clearance letter.</b>
<b>220</b>	<b>The provider did not present the required Florida Department of Law Enforcement screening clearance letter or another acceptable form of FDLE screening.</b>
<b>202</b>	<b>The provider did not present a Local Criminal Records Check obtained within county of residence.</b>
<b>179</b>	<b>The provider did not present an Affidavit of Good Moral Character.</b>
<b>67</b>	<b>The provider did not provide proof of completing the required five year re-screening.</b>
<b>Times Noted</b>	<b>Reason Cited</b>
<b>23</b>	<b>The provider presented an Affidavit of Good Moral Character but it was not notarized.</b>
<b>16</b>	<b>The provider was not under constant visual supervision of another fully screened employee when working, pending FBI/FDLE final clearance (no longer than 90 days).</b>
<b>9</b>	<b>The provider presented an Affidavit of Good Moral Character, but it was not signed.</b>
<b>7</b>	<b>Background screening results identified a disqualifying offense and the provider has not taken action to resolve or terminate the employee.</b>

Times Noted	Reason Cited
9	The provider did not present an Affidavit of Good Moral Character.
8	The provider did not present a Local Criminal Records Check obtained within county of residence.
9	The provider did not present the required Florida Department of Law Enforcement screening clearance letter or another acceptable form of FDLE screening.
5	The provider did not present the required Federal Bureau of Investigation screening clearance letter.
1	The provider did not provide proof of completing the required five year re-screening.

**CONVENER(S):**

(Person who is taking notes and will present back to group. Please select a person from the group for this role.)

**GROUP PARTICIPANTS:**

(Please pass this around the circle during your session so that everyone can sign it.)

**SOME QUESTIONS to CONSIDER:**

Who needs to have background screening?

Why?

When?

## **SUMMARY OF KEY POINTS, CONCLUSIONS**

### **NEXT STEPS:**