

## Online confirmation of ROI

The Background Check Program (BCP) continues to work on efforts to make our processes and procedures for background checks more effective and efficient. One of our most recent enhancements is the ability for providers to certify and confirm electronically that they have the Disclosure of Personal History and Release of Information form (ROI) on file at their location. If you utilize this option there is no need to mail, fax, drop off, or scan and email the ROI to the BCP unless the individual has answered yes to any of the questions or the BCP requests the form from you.

Just follow these steps to take advantage of this new process:

- Complete and submit the online application (We recommend that you print off the Confirmation Page and/or simply make note of the Application ID number at this time and print off the Confirmation Page after electronically certifying the receipt of the ROI)
- Obtain the completed and signed ROI from the applicant
- Using PIN and password log into the secure area of the database
- Select “View Application Confirmation Page”
- Enter the Application ID (aka – Case ID) in the box and click the “View Application Confirmation Page” button
- This will bring you to a revised confirmation page. In the section titled “**Release of Information**” you are able to “Certify Receipt of ROI”
- If you agree to the three bulleted statements in the box you then click on the “Certify Receipt of ROI” link
- This will take you to the Provider Certification page
- Read the four bulleted statements
- You can then click on either “Accept ROI” to submit the certification to the BCP or “Cancel” if you do not wish to submit the certification to the BCP at this time
- Both actions will take you back to the Confirmation Page.
- If you submitted the certification of the ROI electronically then the Confirmation Page will update to show the received date of the ROI and that no further action is required regarding the ROI

- If you canceled the action, you will still be able to submit the certification electronically at a later date or you can submit the ROI to the BCP via fax, email, etc.
- Print off a copy of the Confirmation Page for your records
- Please note that if you electronically submit the certification of the ROI there is no need to then fax or email the ROI to the BCP – your submission will automatically be noted in the database system
- Also – please note that you can enter several applications and then log into the secure area one time and submit several ROIs. There is no need to submit one application and then submit one ROI at a time