DHS

MARYLAND DEPARTMENT OF
HUMAN SERVICES

OFFICE OF
LICENSING AND MONITORING

Quarterly Providers Meeting

Friday, March 29, 2019

10:00 a.m. – 12:00 p.m.

<u>Agenda</u>

I.   Welcome and OLM Staff Introductions...Robin L. Harvey

II. CJIS Fingerprint Waiver...Adele Black

III. CPS Background Clearances...Lynn Wisner

IV. SSA Updates...Tennille Thomas and Debbie Marini

V.   RCYCP Recertification Process...Janet Furman, DDA

CJIS Fingerprint Waiver

CJIS Fingerprint Waiver

Maryland Code, Family Law § 5-550

(c) "Department" means the Department of Public Safety and Correctional Services.

…

(g) "Secretary" means the Secretary of Public Safety and Correctional Services.

Maryland Code, Family Law § 5-552

(c) The requirement that a complete set of legible fingerprints be submitted as part of the application for a criminal history records check may be waived by the Department if:

(1) the application is submitted by a person who has attempted to have a complete set of fingerprints taken on at least 2 occasions;

(2) the taking of a complete set of legible fingerprints is not possible because of a physical or medical condition of the person's fingers or hands;

(3) the person submits documentation satisfactory to the Department of the requirements of this subsection; and

(4) the person submits the other information required for a criminal history records check.

List of private providers:

http://www.dpscs.state.md.us/publicservs/fingerprint.shtml

CPS Background Clearance

January 29, 2019

Dear Provider:

Thank you for submitting the required documents in order to continue the onboarding process for CPS/Background Check for **NEW HIRES ONLY** access through the myDHR portal.

This document includes information on the procedures for the final step in obtaining myDHR user accounts, as well as screenshots and helpful hints for the completion of the registration process (attached).

You are now ready to **REGISTER for a myDHR Account for CPS Background Check:**

Step ONE:

Click on the link below and follow the instructions on pages 2 and 3:

https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home

Step TWO:

Upon completing Step ONE, please click on the following Google form link. Submitting the form will alert the Social Services Administration (SSA) that you have completed the first step of the registration on myDHR as the CPS Background Check Administrator. Upon receiving the notification SSA will activate the account, and it will be available in approximately 3 business days for use.

https://goo.gl/forms/znTuFxNTwOl98eQU2

The Following are HELPFUL HINTS for registration completion:
1. When entering the agency information in myDHR, be sure to use the name listed on the DHS/SSA contract agreement.
2. As staff complete the registration process, each person should select the box for "Self," and enter their **work email address and phone number only**. Please enter the **DOB ONLY** and **NOT** the social security number.

If you have problems with completing Step TWO, please contact provider.mydhs@maryland.gov.

Once you are registered, then SSA will connect your myDHR account to the CPS/Background Check web site where you will then be able to submit CPS Clearance Applications for **NEW HIRES** (only) at your organization. Separate instructions provide guidance about that process.
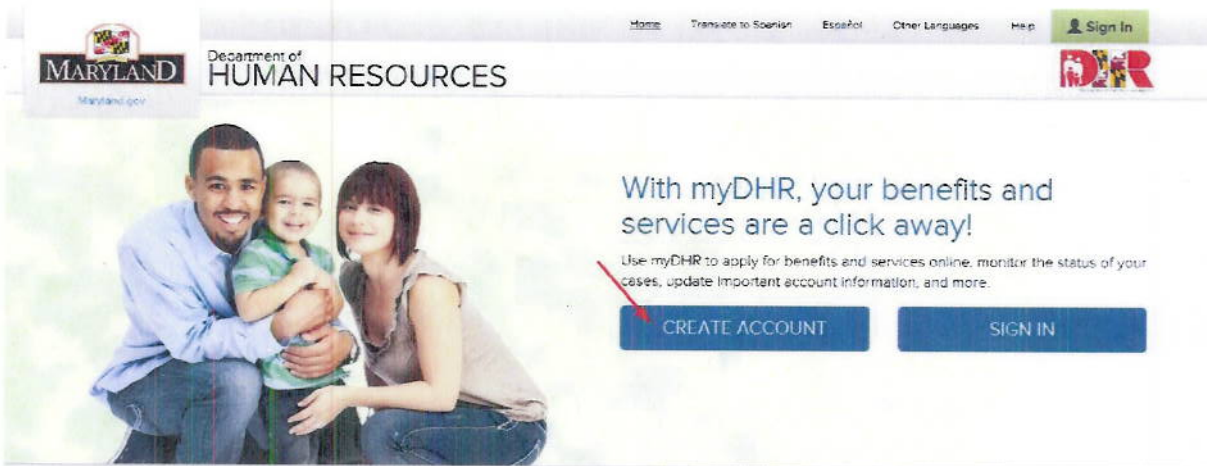
Screen Instructions:

Screen One:

How to create an account on the myDHR portal

Step 1: Go https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home

Step 2: Click Create Account

Screen Instructions:

Complete the required fields as indicated with a red (*) as shown below

Please complete the registration form below to set up your myDHR account. The account is free, and all information entered into your account is kept secure and confidential. Once you establish your account, you can begin applying for services, accessing your case details, and managing your account information.

Please note that you must have an email address to create a myDHR account. If you need help finding an email provider, visit the "Registration" section of **How to Use myDHR**.

> **Follow the helpful hint boxes below to complete registration.**

Required fields marked with an asterisk (*)

Your Name

First*   MI   Lest*   Suffix

> **Providers have to create individual account first before they can be associate to an organization.**

Are you applying for yourself? *   **Select YES as registrant.**

⦿ Yes   ○ No

Sign-In Information

If you already have any active cases with Maryland Department of Human Resources, please use the same email address on record of active cases.

> **ENTER YOUR WORK EMAIL ADDRESS ONLY**

Email *   Confirm Email *

Password * ⦵   Confirm Password*

> **CREATE A PASSWORD (Select ? for password rules)**

> ***DO NOT ENTER A SOCIAL SECURITY #**

Personal Information:

Date of Birth*   SSN ⦿   Gender Please Select One ⌄

> ***MUST ENTER DOB**

Cell Phone   Home Phone   Work Phone

Please Select One ⌄

> **ENTER your AGENCY phone number**

> **Select WORK**

> **Once you have completed this step of the registration process, please click on the link below. It will notify SSA that you have completed the MyDHR registration process and your account will be activated by the SSA Admin to provide you with access to the CPS Background Check Administrator feature.**

https://goo.gl/forms/znTuFxNTwOl98eQU2

RCYCP Recertification Process