



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES


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S. HUGHES MELTON, MD, MBA  
FAAFP, FABAM  
COMMISSIONER

### MEMORANDUM

TO: DBHDS Licensed Private Providers

FROM: Stacy Pendleton, Co-Director   
Human Resources Development & Management

SUBJECT: Transition to Fieldprint Fingerprint Process

DATE: September 21, 2018

The purpose of this memorandum is to announce that the Background Investigations Unit (BIU) will be switching over to electronic fingerprinting effective **Tuesday, December 16, 2018**. This will be done by Fieldprint; a company which was awarded the contract to provide fingerprinting services statewide. They have experience providing fingerprint services nationwide for the federal government, other state governments and private companies. Weekly meetings have been, and are still occurring, with Fieldprint and the BIU to work out details of full implementation and updates to our information systems.

If you attended any of the trainings that were conducted by the DBHDS BIU in 2016, you may recall Malinda Roberts, BIU Supervisor, mentioning that this was on the horizon. To ensure a smooth transition, five of our providers will participate in a pilot that will start on Monday, September 24, 2018.

As a result, after December 3, 2018, your provider will no longer submit requests for criminal background fingerprint checks to BIU; instead, all requests will be processed through the fingerprint vendor, Fieldprint. They will collect all identifying information on the applicant, collect fees, take fingerprints, and electronically submit the information to the Virginia State Police (VSP), the Federal Bureau of Investigations (FBI), and BIU. BIU staff will continue to screen criminal history record results received from VSP and FBI in order to provide the requesting provider a determination of eligibility on the individual being searched.

By implementing this process, we believe it will improve the efficiency of the criminal background fingerprint process by:

- Increasing the number of locations where persons can be fingerprinted as well as increasing the times available to be fingerprinted.
- Submitting an individual's personal identifying information, fingerprints and payment through an online registration site.
- Alleviating the amount of time it takes for BIU to receive the mailed requests.
- Fingerprinting rejection rates and print errors will decrease.

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The cost of fingerprinting will be **\$56.72** which includes the fees for Fieldprint, VSP, FBI, and BIU. Payment will be due when an individual signs up for a fingerprinting appointment online. For those providers that cover the cost of a background search, there will be opportunities to set up billing accounts through Fieldprint. As we get closer to the implementation date we will provide instructions regarding the billing process.

The BIU is in the process of updating our system's provider contact information to ensure we have the most up to date information as we will be communicating via e-mail during this transition period. Please complete and e-mail or fax back the attached **Form #001 – DBHDS' BIU Contact and Information Sheet** to BIU, no later than Tuesday, October 16, 2018. This will ensure that everyone's contact information is up to date and allow for a smooth transition. In addition, when you receive results in the mail from our department up through October 16<sup>th</sup>, we will also be sending a copy of this memorandum. If you have already sent in your updated Form #001, please disregard this extra memorandum.

You may direct any questions by e-mail to Malinda Roberts at [Malinda.roberts@dbhds.virginia.gov](mailto:Malinda.roberts@dbhds.virginia.gov) or Belinda Turner at [Belinda.turner@dbhds.virginia.gov](mailto:Belinda.turner@dbhds.virginia.gov).

We appreciate your cooperation during this transition and as more information is available, we will share it with you by e-mail and posting updates on our website. Thank you for the work you do safeguarding and caring for Virginian's most vulnerable population.

/MCR

Attachment

pc: Malinda Roberts  
DBHDS Licensing Office

## Department of Behavioral Health and Developmental Services (DBHDS)

## DBHDS' LICENSED PROVIDERS CONTACT &amp; INFORMATION SHEET

**TO: Background Investigations Unit (BIU)**

Department of Behavioral Health and Developmental Services (DBHDS)

P.O. Box 1797

Richmond, Virginia 23218-1797

**TELEPHONE:** (804) 786-6384**FAX:** (804) 786-4146**EMAIL:** [Malinda.roberts@dbhds.virginia.gov](mailto:Malinda.roberts@dbhds.virginia.gov) or  
[Belinda.turner@dbhds.virginia.gov](mailto:Belinda.turner@dbhds.virginia.gov)**PROVIDER DATA**

(Please print or type)

**Licensed Provider Business Name and Address:**

Provider Number (3 or 4 digit)

Is your organization  
licensed as a(n):

- Adult Substance Abuse Treatment facility (ASATF)  
 Adult Mental Health Treatment facility (AMHTF)  
 Sponsored Residential Program (SRP)

**CONTACT DATA**

(Please print or type)

#1 Contact Name and Title

#2 Contact Name and Title

Telephone Number:

Telephone Number:

Fax Number:

Fax Number:

Email  
Address:Email  
Address:Reason  
for Submission:

- New Provider  
 Contact Change  
 Address Change  
 Location Added

Date  
of Submission:**BIU Use Only:**

Date Entered into FITS: \_\_\_\_\_

Entered by: \_\_\_\_\_