

How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates

1. After you login, click on [My Facilities] tab.

Kansas Department of Health and Environment
CLARIS
"Good Beginnings Last a Life Time"

Home
Help
Welcome: fmurray30727
LogOut

Welcome My Profile **My Facilities** My Applications My Background Checks My Organization My Payments My Authorized Users

TEST

Good Beginnings Last a Lifetime

Bureau of Family Health
Division of Health
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, KS 66612
Phone (785) 296-1270 Fax (785) 559-4244
KDHE.cclr@ks.gov

Welcome Fuzzy Murray!

How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

2. Find your facility and scroll to the right and click on **[Manage Affiliates]** tab.

Welcome My Profile **My Facilities** My Applications My Background Checks My Organization My Payments My Autho

TEST

Facility List [Add New Employee/Resident To One or Multiple Facilities] - If the affiliate roles is the same for all facilities

1 records were found. If you see a Facility that you want to look at further, click it's [Viewer] link.

Facility Name : ⌵	Renewal Date: ⌵	Case Number : ⌵	Program Type : ⌵	Address : ⌵	Current Status: ⌵	Multiple Program Director ⌵	DCF Enrolled ⌵	DCF Provider ⌵	Links ⌵
ABC Sample Head Start		0073002	Head Start Child Care Center	2222 Head Start Drive Lawrence, KS 66047 Douglas County	Open	No	No	No	[Viewer] [Licenses] [Surveys] [Applications] [Enforcements] [Manage Affiliates] [Sponsor] [Fees]

How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

3. To view your current list of affiliates, scroll down the page and you will see the list of names under the “Employee/Resident/Volunteer Review” Section.

Scroll down to view your current list of affiliates.

Address Menu Hours Amenities Sponsor
 Facility License Survey Enforcement Application **Affiliate** Fees Letters Welcome

TEST

Facility Summary: [Edit]

Facility Name : ABC Sample Head Start	Case Number : 0073002	Program Type : Head Start Child Care Center
Address : 2222 Head Start Drive Lawrence, KS 66047	County : Douglas	Email Address : Current Status : Open

start or continue an Application return to the Home Page (top of page) or select the Applications Tab above. [Affiliate History]

ATTENTION:** To authorize an affiliate access to view, edit and expire the facility information and add, edit or remove an affiliate's information:
 The affiliate must first have an email address.
 The affiliate cannot have an "In Processing" Review Status.
 Click [Authorize Access] in the Links column below to authorize the affiliate.
 The authorized affiliate will receive two emails 1.) with username; 2.) with temporary password.
 The person authorizing an affiliate will be copied on the username notification email.

NOTE: If you do not receive any emails, please check your Spam/Junk folder and if you still do not find the email(s), please contact Child Care Licensing at 785-296-1270.

Owner Review

1 owner affiliate records were found.

Person ID	Last Name	First Name	Alias(es)	Affiliation	Effective Date	Date of Birth	SSN	Race	Gender	Hispanic	Address	States/Territories	Phone Number	Email Address	Background Check Status	Links
1637	Murray	Fuzzy		Owner/Operator-Individual	02/20/2019	07/01/1995		WHITE/MEX/PR/OTHER CAUCAS	male	false						[Viewer]

You may filter the grid results --- Apply Filter: use _____ as substring on column: -none- [v] [x]

Employee/Resident/Volunteer Review

[Add New Employee/Resident] [Welcome Page]

32 affiliate records were found.

Last Name	First Name	Middle Name	Alias(es)	Affiliate Role	Person ID	Effective Date	Date of Birth	SSN	Race	Gender	Hispanic	Address	States/Territories	Phone Number	Email Address	Background Check Status	Review Status	Links
Bear	Telly			Administrator	621635	02/22/2019	03/15/1936		WHITE/MEX/PR/OTHER CAUCAS	male	false					Cleared		[Edit] [Expire]
Monster	Cookie			Assistant Director	621562	11/05/2018	01/02/2000		OTHER NON-WHITE	male	false					Not Cleared	Affiliation Type Needs to be updated	[Edit] [Expire]
Bird	Big			Assistant Director	621561	02/22/2019	01/01/2000		OTHER NON-WHITE	male	false					Submitted		[Edit] [Expire]

List of Affiliates

How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

4. To view your background check results, scroll to the right for each affiliate name and look under the “Background Check Status” column.

Address Menu Hours Amenities Sponsor
 Facility License Survey Enforcement Application **Affiliate** Fees Letters Welcome

TEST

Facility Summary: [Edit]

Facility Name : ABC Sample Head Start	Case Number : 0073002	Program Type : Head Start Child Care Center
Address : 2222 Head Start Drive Lawrence, KS 66047	County : Douglas	Email Address : Open

To Start or continue an Application return to the Home Page (top of page) or select the Applications Tab above. [Affiliate History]

****ATTENTION**:** To authorize an affiliate access to view, edit and expire the facility information and add, edit or remove an affiliate's information:

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Employee/Resident/Volunteer Review

[Add New Employee/Resident] [Welcome Page]

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Last Name	First Name	Middle Name	Alias(es)	Affiliate Role	Person ID	Effective Date	Date of Birth	SSN	Race	Gender	Hispanic	Address	States/Territories	Phone Number	Email Address	Background Check Status	Review Status	Links
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Bird	Big			Assistant Director	621561	02/22/2019	01/01/2000		OTHER NON-WHITE	male	false					Submitted		[Edit] [Expire]

Background Check Results are viewed under “Background Check Status”.

How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

5. To “Add” an affiliate, scroll to the right and click on the [Add New Employee/Resident] link. To “Edit” or “Expire” an affiliate, scroll to the right for each affiliate name and click on [Edit] or [Expire].

Address Menu Hours Amenities Sponsor
 Facility License Survey Enforcement Application **Affiliate** Fees Letters Welcome

TEST [Edit]

Facility Summary:

Facility Name : ABC Sample Head Start	Case Number : 0073002	Program Type : Head Start Child Care Center
Address : 2222 Head Start Drive Lawrence, KS 66047	County : Douglas	Email Address : [Empty]
		Current Status : Open

To Start or continue an Application return to the Home Page (top of page) or select the Applications Tab above. [Affiliate History]

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You may filter the grid results --- Apply Filter: use [] as substring on column: [none] [X] [E]

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Monster	Cookie			Assistant Director	621562	11/05/2018	01/02/2000		OTHER NON-WHITE	male	false					Not Cleared	Affiliation Type Needs to be updated	[Edit] [Expire]
Bird	Big			Assistant Director	621561	02/22/2019	01/01/2000		OTHER NON-WHITE	male	false					Submitted		[Edit] [Expire]

Click [Add New Employee/Resident] to add affiliates to your facility.

- Click [Edit] to update affiliate roles and information.
 - Click [Expire] to remove an affiliate from your facility.
- WARNING** - After you click [Expire], the affiliate is removed immediately from your from your facility.