



COMMONWEALTH of VIRGINIA

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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FAAFP, FABAM
COMMISSIONER

MEMORANDUM

TO: DBHDS Licensed Private Providers

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

SUBJECT: Fieldprint Regional Implementation and Training Dates

DATE: February 26, 2019

We are announcing the implementation of the new process for electronic fingerprinting that will occur by regions. The Background Investigations Unit (BIU) will be offering regional training sessions prior to implementation. Please refer to the attached information about upcoming regional trainings and registration directions. Due to the limited seating, please register **only one staff** per organization as soon as possible, registrations for **all sessions** will be accepted through **Wednesday, March 13, 2019**. Also, please be aware, that the Office of Licensing is **strongly encouraging** all providers to make every effort possible to attend this regional training. If you are not sure which region you fall under, please visit the following website <http://lpss.dbhds.virginia.gov/lpss.aspx>.

As referenced in my previous communications, the submission of all fingerprint background check requests will be processed through Fieldprint. This will include collecting all identifying information on the applicant, collecting fees, taking fingerprints, and electronically submitting 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 an eligibility determination on the individual being searched. Please refer to "*Guidance Related to Following Fieldprint Process/Procedures*" for further descriptive information on the new system.

This new process will improve the efficiency of the criminal background fingerprint procedure. If you have not already updated your organization's contact information, please do so; it is imperative that we have the correct e-mail and mailing address. You may direct any questions by e-mail to Malinda Roberts at Malinda.roberts@dbhds.virginia.gov or Belinda Turner at Belinda.turner@dbhds.virginia.gov.

We appreciate your cooperation during this transition and look forward to seeing you at an upcoming training. Thank you for the work you do safeguarding and caring for Virginian's most vulnerable population.

SP/MCR

Attachments

pc: Malinda Roberts
DBHDS Licensing Office

Department of Behavioral Health and Developmental Services (DBHDS)
Background Investigations Unit (BIU)
Fieldprint Implementation Regional Trainings

The completed registration should be faxed to (804) 786-4146 or e-mailed to Belinda.turner@dbhds.virginia.gov or Malinda.roberts@dbhds.virginia.gov by Wednesday, March 13, 2019.

Organization Name (please print):		Organization Number:	
Name (please print):		Region:	
*****REGISTRATION DEADLINE is Wednesday, March 13, 2019*****			
All trainings will begin at 10 a.m. and adjourn at 3 p.m.		Lunch is on your own and will be from 12 noon – 1 p.m.	
Region 1 - Northwest	<input type="checkbox"/>	March 20, 2019	Links to Life, LLC Lynchburg, VA
	<input type="checkbox"/>	April 3, 2019	Region Ten CSB Charlottesville, VA
Region 4 - Central	<input type="checkbox"/>	March 29, 2019	Tuckahoe Library Henrico, VA
	<input type="checkbox"/>	April 4, 2019	Region Ten CSB Charlottesville, VA
	<input type="checkbox"/>	April 11, 2019	Virginia State Police Training Academy N. Chesterfield, VA
Region 2 - Northern	<input type="checkbox"/>	April 22, 2019	Salem Church Regional Library Fredericksburg, VA
	<input type="checkbox"/>	April 24, 2019	Sherwood Regional Library Alexandria, VA
Region 3 - Southwest	<input type="checkbox"/>	May 9, 2019	Blacksburg Library Blacksburg, VA
	<input type="checkbox"/>	May 23, 2019	Wytheville Community College Wytheville, VA
Region 5 - Eastern	<input type="checkbox"/>	May 14, 2019	WTCSB Suffolk, VA
	<input type="checkbox"/>	May 16, 2019	The Farley Center Williamsburg, VA
	<input type="checkbox"/>	May 21, 2019	Portsmouth CSB Portsmouth, VA

 BIU Use Only:

Date Registration Received: _____

Received by: _____

Date Confirmation E-mailed: _____