

Please notify the Office of Licensing any time a change of ownership for this organization is going to take place by clicking [here](#).

Communication Center:

The communication center allows you to correspond with the DBHDS Office of Licensing and manage your organization's contacts and access to this Provider Portal.

[Correspondence Inbox](#) (1) (?)

[Messaging](#) (0) (?)

[Login Request](#) (0) (?)

Menu:

You may choose from the various options below to submit applications and modifications, as well as to manage organization contacts and respond to corrective action plans.

If a menu option is greyed out, then you may not have security access to the process, or the process is not available to the Provider Organization at this time. The Manage Authorized Contacts menu option below allows the organization to grant access and control security for each Provider Portal user.

If you need assistance navigating the processes available to you or the organization, please contact the organization's primary contact before contacting the DBHDS Office of Licensing for assistance.

> [Manage Authorized Contacts](#) (?)

> [Initial Provider Application](#) (?)

> [Children's Residential Provider Application](#) (?)

> [Background Checks](#) (?)

> [Service Modification](#) (?)

> [Location Modification](#) (?)

> [Information Modification](#) (?)

> [Information Modification – Children's Residential](#) (?)

> [License Renewal](#) (?)

> [Corrective Action Plans](#) (?)

> [Print License](#) (?)

> [Change Login Information](#) (?)

**Choose Background Checks
from the Menu on the
Dashboard screen**

Pending Applications: (?)

Background Check Status

The status of submitted background check results are listed below. Once a decision letter is sent to the specified contact, the status below will show as complete and the decision will be displayed. Completed background checks will remain in this summary for 60 days. If any fingerprints are rejected, the Background Investigations Unit will send an email to the specified contact informing them of that status.

To view and edit the contacts on file, please click the "Manage Background Check Contacts" button.

[Manage Background Check Contacts](#) **Choose Manage Background Check Contacts from the Background Check Status screen**

Name	Transmission Date	Status	Decision	Eligibility Letter	Org Number	Contact ID
Calvinist/Pender	02/09/2022	Pending			001	001
Taylor Green	01/20/2022	Complete	Eligible - No Record	View	001	001
Jessamine Dickson	01/18/2022	Complete	Eligible - No Record	View	001	001
Robert E. Nicholson	01/17/2022	Complete	Eligible - No Record	View	001	001
Jessamine H. Johnson	01/12/2022	Complete	Eligible - No Record	View	001	001
Walter G. Dickson	01/10/2022	Complete	Eligible - No Record	View	001	001
Jessamine H. Johnson	10/07/2021	Pending			001	001

For technical assistance or questions, please send an email to the Background Investigation Unit at malinda.roberts@dbhds.virginia.gov.

[Return to Dashboard](#)





Background Checks

Please review the Background Check Contacts for the organization and/or locations. To remove a contact as a Background Check Contact, select the Remove link next to that contact. To add a contact to the organization or a location, select the "Add Contact" button. To edit the information on file for a contact listed, select the Edit link next to that contact.

If a new contact is added to the organization or a location that already has a contact listed, the existing contact will be removed and replaced with the new contact. There may only be one contact for the organization and for each location at a time.

For technical assistance or questions, please send an email to the Background Investigation Unit at malinda.roberts@dbhds.virginia.gov.

Name	Address	Phone Number	Email	Contact For	Org Number	Contact ID	
Malinda Roberts	P.O. Box 277 Waverly, VA 23890		newbeg277@aol.com	New Beginning, Inc.	001	001	Edit Remove

[Add New Contact](#)

[Back](#)

If there is not a contact listed on this Background Checks screen, then one must be added before the Provider can schedule appointments with Fieldprint. To add a contact, click Add New Contact and go through the screens to add the person. If the person listed needs to have their information updated, click the Edit link. If the person needs to be removed, click the Remove link, then add a new person as needed.

IMPORTANT - This does not give the person access to the Provider Portal, this just adds them as the contact for Background Check Eligibility Letters. For Provider Portal Access, watch the How to Manage Authorized Contacts training found at the bottom of the Dashboard screen.