

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Rick Scott**  
Governor

**John H. Armstrong, MD, FACS**  
State Surgeon General & Secretary

**Vision:** To be the **Healthiest State** in the Nation

## MEMORANDUM

Date: March 20, 2013

To: Melinda M. Miguel, Chief Inspector General  
Dawn Case, Deputy Chief Inspector General

From: James D. Boyd, C.P.A., M.B.A., Inspector General

Subject: Enterprise Background Screening Project

Action  
Required: Review and Approve

The Chief Inspector General requested the Department of Health, Office of Inspector General act as the lead agency for the enterprise review of background screening. The enterprise audit plan for fiscal year 2012-2013 indicated the background screening project would be conducted as an enterprise project. Enterprise projects generally consist of simultaneous agency projects being conducted by state agencies that choose to participate. However, after conducting preliminary planning and information gathering, we propose this background screening project be conducted as a multi-agency team to address issues common among state agencies.

During 2012, all agencies were notified they were required to use Livescan equipment for all background screenings that include fingerprinting. Livescan is a method of electronically capturing fingerprints and other personal information which is uploaded to Florida Department of Law Enforcement who screens at the state level, and then may send the information to the Federal Bureau of Investigation for additional screening.

We plan to utilize a small team of individuals with relevant knowledge, skills and abilities to formalize and execute the project activities.

### **What we hope to achieve:**

- Review applicable laws, rules and regulations regarding the background screening process;
- Identify Livescan devices owned and operated for the purpose of screening State of Florida employees;
- Identify opportunities for improved efficiencies and economies related to the background screening process and usage of Livescan devices; and
- Review prior audits related to background screenings to determine if further follow-up is needed.

Additionally, during the course of this review, we will identify risks associated with the background screening process and provide recommendations to State Agencies for further individual review.

### **Florida Department of Health**

Office of Inspector General  
4052 Bald Cypress Way, Bin A-03 • Tallahassee, FL 32399-1704  
PHONE: 850/245-4141 • FAX 850/413-8985

### **www.FloridasHealth.com**

TWITTER: HealthyFLA  
FACEBOOK: FLDepartmentofHealth  
YOUTUBE: fldoh

The proposed project scope includes a review of the background screening process for individuals where the payment of screenings is the responsibility of the State of Florida. This scope excludes the more comprehensive background screening process used by a small number of state agencies that must meet Criminal Justice Information System compliance requirements. Also, the scope excludes individuals where the payment of the background screening is the responsibility of an outside entity (such as an employment agency or vendor).

If you would like to meet with us to discuss this project and the direction we plan to take, please let us know. Upon notification of your approval of this proposal, we will pull together the project team and begin the final project planning activities. The team will ultimately submit a detailed project plan to you for review and approval. If you have any other questions or concerns, please contact:

- Michael Bennett, Audit Director at 245-4444 ext. 2150;
- Michelle Weaver at 245-4444 ext. 2137; or
- Kim Rolfe at 245-4444 ext. 2135.

JDB/kr  
Enclosure