

New Hire Background Process

Complete steps 1-3 at time of hire. Employees are not to work the floor AT ALL until Shadow trackers and H&W notarized application or transfer request have been completed.

STEP 1

➤ **Shadow Trackers w/Nurse Registry option included**

(This lets the employee work unsupervised for the 21 days awaiting H&W background check. **Must include the nurse registry to be valid.**)

Log in to: <https://shadowtrackers.instascreen.net/sso/login.taz>

Click Order / New Order / The Cottages – Employment. Click Idaho Nurse Aide Registry then Next. Enter all required fields and SSN then Next. Enter address. Do NOT click on match missing DOB. Click Next then Complete Order.

STEP 2

➤ **New H&W**

Background

1. Notarized Application – copy for employee file and upload to iSolved
<https://chu.dhw.idaho.gov>
Cottages Senior Living, LLC
Agency ID 12657
2. Appointment within 21 days of hire date
3. Follow up to ensure employee goes to appointment.
4. Print clearance letter off Criminal History Unit and upload to iSolved.

➤ **Transfer H&W
Background****

1. Email Criminal History Unit requesting to transfer
Chu.transfer@dhw.idaho.gov
Include applicant name, DOB, last four of SSN, agency ID 12657
2. Not to work the floor AT ALL until the background is transferred.
3. Print clearance letter off Criminal History Unit and upload to iSolved.

If employee misses appointment or is at 21 days from hire date, they MUST be taken off the schedule until fingerprints are done and clearance letter is printed off Criminal History Unit (iSolved will email 3 days prior to deadline)

STEP 3

➤ **ISP Background**

1. Fill out ISP and fax within 30 days of start date.
2. Keep copy of fax confirmation. (will show when request was initiated).
3. If clearance letter not received in 30 days – Follow up and resend.
4. Upload clearance to iSolved.