

Provider Enrollment

Fingerprinting Process for Providers and Owners Enrolled in Georgia Medicaid/PeachCare for Kids®

How to Become a Requesting Agency

Helpful hints in completing your 3M Cogent Agency or Business Enrollment



42 CFR 455.450(c) requires that when a state Medicaid agency designates a provider as a “high” categorical risk, the agency must do all of the following:

- Require the submission of a set of fingerprints in accordance with 42 CFR 455.434.
- Under 42 CFR 455.434(b), the requirement to submit fingerprints applies to both the “high” risk provider and any person with a 5 percent or more direct or indirect ownership interest in the provider, as those terms are defined in 455.101.
- If the provider is enrolled in Medicare or another state’s Medicaid agency, Georgia will rely on the results of that agency’s fingerprint determination.
- The Georgia Bureau of Investigation has contracted with 3M Cogent to conduct live scan fingerprinting on a statewide basis.
- Providers who do not already have an OAC or GAC (Agency ID) number issued by 3M Cogent must first obtain a number **before** you can register applicants for fingerprinting.
- Fields highlighted in yellow are required.
- On the 3M Cogent website at <https://www.ga.cogentid.com/index.htm>, click on **Fingerprint Locations** to see vendor, street address, city and telephone number of the live scan fingerprint vendor.
- When the form requests the name of the Agency, you would enter the name of your business or company.
- If you are enrolled in Georgia Medicaid and have multiple service locations, you can use the same Agency ID for all entities.
- When you get to the screen where it requests your Agency Name, the Agency ID will self-populate on the first line. This is your Agency ID. Do not change or edit this field.
- A Frequently Asked Questions (FAQ) regarding the fingerprint process can be found at www.mmis.georgia.gov. Click on Provider Information/FAQ for Providers.

NOTE: The screenshots used in this module are based on one example information

Navigating to Become a Requesting Agency

Go to: www.ga.cogentid.com

Click on “Become a Requesting Agency”



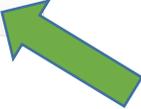
The screenshot shows the homepage of the 3M Cogent Applicant Fingerprinting Online Services. At the top left is the COGENT logo (a 3M Company). To the right is the text "Applicant Fingerprinting Online Services" and a gold seal. Below the header is a "Helpful Links" sidebar with buttons for: Find A Fingerprint Location, Modify Existing Registration, Cancel Existing Registration, Reprint Registration Receipt, Reprint Fingerprint Submission Receipt, Refund Policy, How to Submit Ink Cards, and Sales Inquiry. The main content area features a heading: "Welcome to the Georgia Applicant Processing Service for fingerprint background requests". Below this is a paragraph of text explaining the electronic submission process. At the bottom of the main area are three buttons: "Applicant Registration", "GAPS Agency Login", and "Become a Requesting Agency". A green arrow points to the "Become a Requesting Agency" button. Below the buttons is a red-bordered box containing a "Please Note" about a URL change starting June 17, 2015, from www.cogentid.com to aps.3m.com.

If your agency or business is not a governmental agency, click “No.” If it is, click “Yes.”



Question

Is the agency you are enrolling with GAPS a school, state/local government agency?



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DCH will make the fitness determination. Click “Yes.”



Applicant Fingerprinting Online Services



Question

Is a state agency responsible for making a determination of employment eligibility for your applicants?

Yes

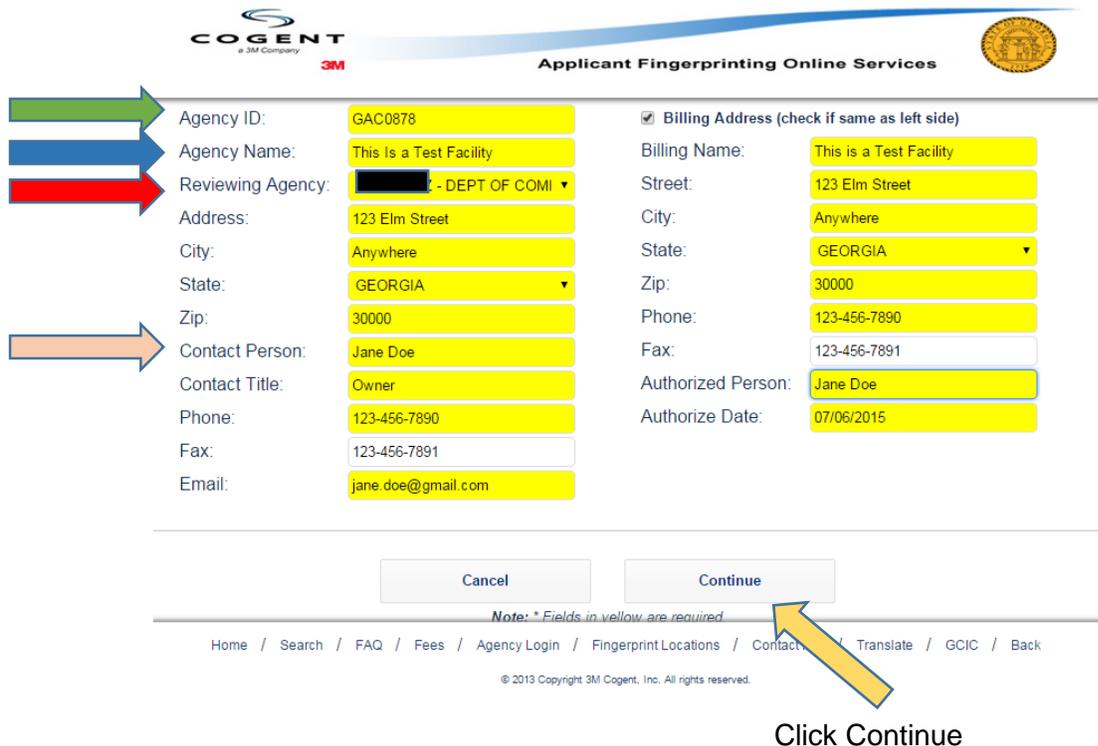
No



FAQ



All fields in yellow must be completed. Only check the box under Billing Address if you want to setup an account with 3M Cogent for billing purposes.



COGENT
a 3M Company

Applicant Fingerprinting Online Services

Agency ID: GAC0878 Billing Address (check if same as left side)

Agency Name: This Is a Test Facility Billing Name: This is a Test Facility

Reviewing Agency: - DEPT OF COMI Street: 123 Elm Street

Address: 123 Elm Street City: Anywhere

City: Anywhere State: GEORGIA

State: GEORGIA Zip: 30000

Zip: 30000 Phone: 123-456-7890

Contact Person: Jane Doe Fax: 123-456-7891

Contact Title: Owner Authorized Person: Jane Doe

Phone: 123-456-7890 Authorize Date: 07/06/2015

Fax: 123-456-7891

Email: jane.doe@gmail.com

Cancel Continue

Note: * Fields in yellow are required

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Click Continue



This is your Agency ID (GAC) number or account number with 3M Cogent. Please make note of this number. You can use this same GAC number for all service locations and for all future fingerprint registrations.



Enter your business or company name and address.



Select "Dept. of Community Health" from the drop down menu.



The Contact person is normally the business' authorized individual.

Only answer “Yes” to this question if you want to setup a billing account with 3M Cogent. If you plan to pay the fingerprint registration fee using a credit card, click “No.”

Question

Would you like to have an Agency Pay account with 3M Cogent?

Yes

No



FAQ



The below screenshot is confirmation of your agency's (or business) enrollment with 3M Cogent. Note your Agency ID (GAC) number in the Agency Enrollment box below.

COGENT a 3M Company **3M** **Applicant Fingerprinting Online Services**

Agency Enrollment



Georgia Crime Information Center (GCIC)
GAPS Account Number Request Form
Criminal History Record Checks for State Agency Subcontractors

Submit completed form by fax or email to GCIC Applicant Services at 404-270-8417 or GAapplicant@gbi.ga.gov. Contact 404-244-2639, option 2 for assistance.

Company Name: This is a Test Facility
Licensing Authority: DEPT OF COMMUNITY HEALTH

Note: Please print out a copy of this agreement to have on hand in your records.

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 **Applicant Fingerprinting Online Services**

Company Address: 123 Elm Street		
City: Anywhere	State: GA	Zip Code: 30000
Email Address: dostrander@dch.ga.gov		
Contact: Jane Doe	Phone: 123-456-7890	
Signature	Date	

GCIC Use Only

GAPS Account Number assigned:

GAC GAC0878 

Date 07-06-2015

Note: Please print out a copy of this agreement to have on hand in your records.

When all screens are completed, you will be asked to print and submit the completed form by fax or email to the Georgia Crime Information Center (GCIC) Applicant Services at 404-270-8417 or GAapplicant@gbi.ga.gov. You may contact GCIC by telephone at 404-244-2639, option 2, for assistance.

FAQ



GEORGIA DEPARTMENT
OF COMMUNITY HEALTH