VIEWPOINT VP SCREENING

HOW TO VERIFY A
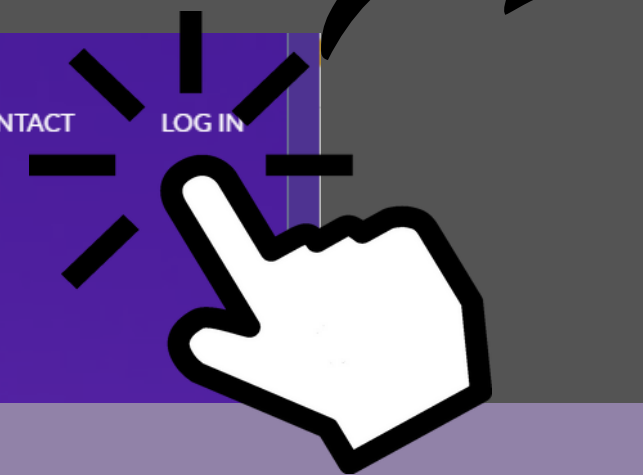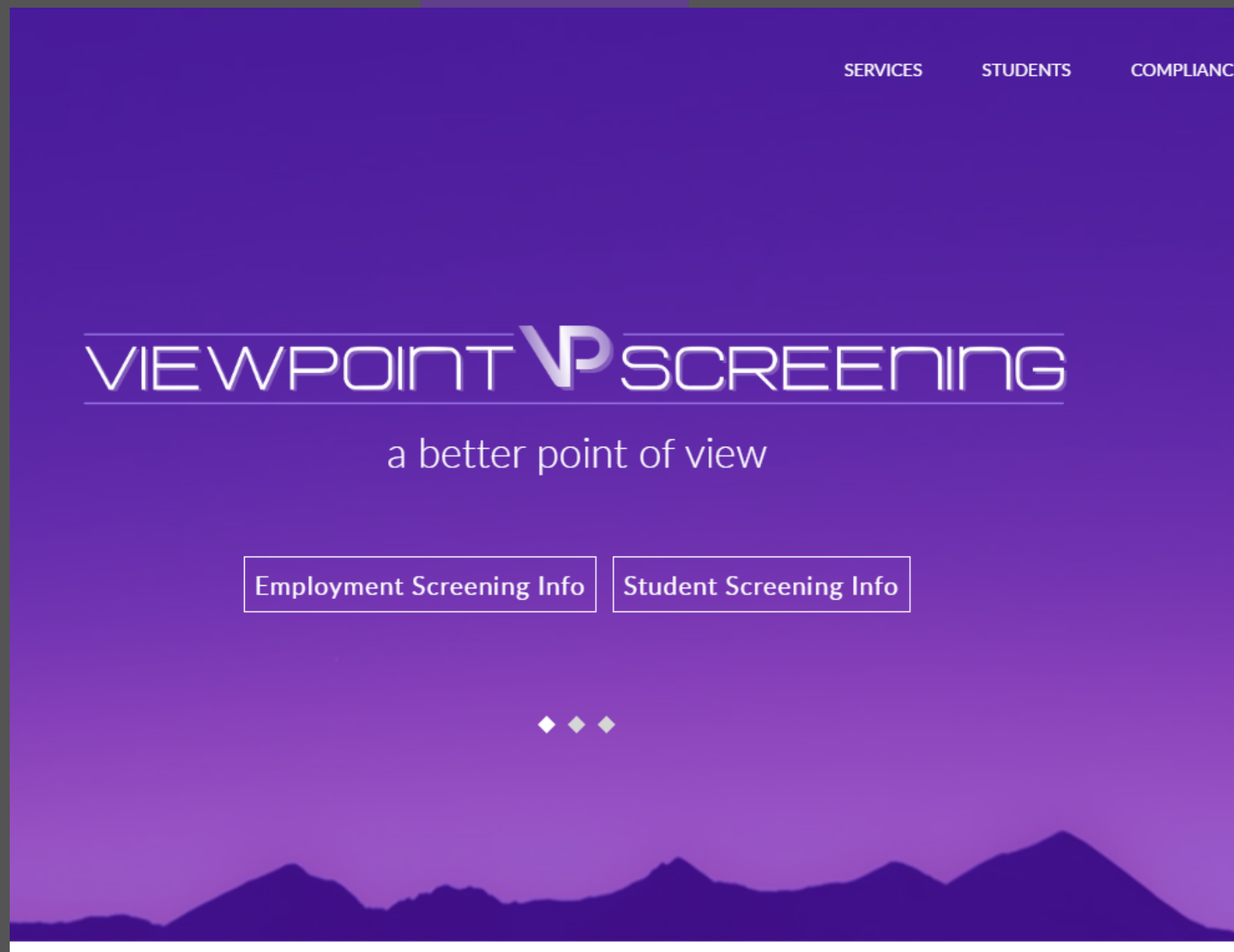
RADD

LET'S GET STARTED!

LOG IN TO GET STARTED

LOG IN

Username

Password

☐ Show Password

Log In

Forgot username and/or password?

SERVICES   STUDENTS   COMPLIANCE   FEEDBACK   CONTACT   LOG IN

VIEWPOINT VP SCREENING

a better point of view

Employment Screening Info   Student Screening Info

• • •

Viewpoint Screening is proud to provide our efficient, user-friendly online interface to help simplify the process of student screening.

To get started, go to viewpointscreening.com and click "Log In" at the top right corner.

Enter your username and password in the popup box and click "Log In."

DASHBOARD WIDGETS

News & Announcements

This section includes news, updates, and online features. We also provide special offers and discounts here.

News & Announcements

| Latest | Coming Soon | Current Offers |

New dashboard for students 12/08/2021

Viewpoint Screening has launched a new dashboard page for your students. This new dashboard is more intuitive and will help students operate their Viewpoint Screening account in a more clear-cut manner.

System Speed 11/23/2021

Viewpoint Screening has implemented new technology to improve how quickly student data is loaded. You should notice that all results now load within 5 seconds. This enhancement was created to provide you with the best online experience, and we plan to continue this policy with other online features.

Order Analytics

See a graph of your students' order history. This data includes the historical average number of orders placed per month and the number of orders placed this year.

Order Analytics

— Orders Average (since 2019): 580.2   — 2022 Student Orders: 414

150

100

50

0

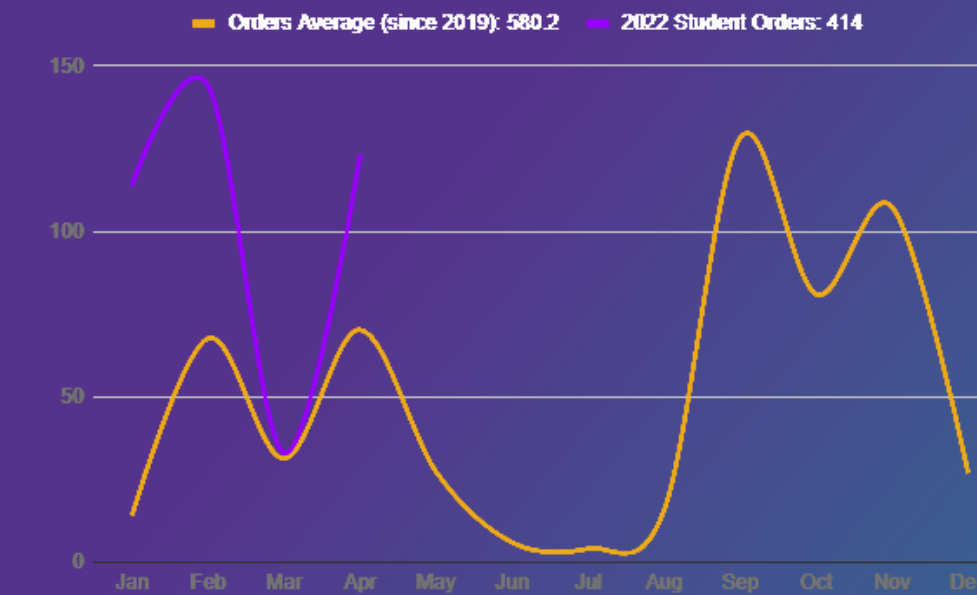Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

User List

This section lists users on the account by department. This feature was created to keep everyone on the same page regarding who has access to student data.

Online Users

John Doe
College University (Allied Health Dept)

Jane Doe
College University (Allied Health Dept)

Package Details

Details regarding the contents of your background check(s) and/or drug testing is available here.

Packages

Background Check

Statewide Criminal Records	North Carolina
County Criminal Records	7 year history, all jurisdictions outside of NC
Crime Database	over 200 million records 50-state sex offender screening terrorist watch lists
Sexual Offender Registry	
Healthcare Fraud & Abuse	- Office of Inspector General (OIG) maintains the list of excluded Individuals/Entities (L - General Services Administration (GSA) maintains the List of Parties Excluded (EPLS) - other state and federal agencies

TASK MENU

Explore the various actions you can take by clicking through the menu options in your Task Menu.

College University

Jane Smith

- Dashboard
- Results
- Profile
- Contact
- Documents
- RADD (Health Portal)
- Order Dashboard

RESULTS
Clicking here takes you to your full student Results Roster, to see all student data.

PROFILE
Click here to review your contact information as we have it recorded in our system. ALSO CLICK HERE TO CHANGE YOUR PASSWORD.

CONTACT
Click here to view contact information for your account manager.

DOCUMENTS
Clicking here opens up a menu of additional resources and activities

VIEWPOINT VP SCREENING

Results List

| New | Approved | Current | Archived |
| Completed | In Process | Clear | Hits | Compliant | Not Compliant |

Approve Student · Archive Student Data · Classify Student As... · Share Student Data With...

Show 50 · 11 student(s) · Prev

Data Options	Name	Classification	Class / Program / Campus	Order Info	Clinical Site
Approve / Archive / Classify / Share	PAUL , LES 06/09/1915 XXX-XX-0 herzing2@viewpointscreening.com Notes	Class of 2023		Apr 03 2020 Background Check Health Portal	ClinicalSite-A, ClinicalSite-C, ClinicalSite-B, HondrosCollegeMaumee
Approve / Archive / Classify / Share	HANKS , TOM 07/09/1956 XXX-XX-0 tom@viewpointscreening.com Notes	Class of 2024		Jun 27 2019 Background Check + Drug Test Health Portal	ClinicalSite-A, ClinicalSite-B, ClinicalSite-C, LewisUniversity NursingandHealthScience
Approve / Archive / Classify / Share	DEGRASSE TYSON , NEIL 10/05/1958 XXX-XX-0 degrassetyson@viewpointscreening.com Notes	Class of 2023		Feb 07 2019 Background Check + Drug Test Health Portal	ClinicalSite-B, ClinicalSite-A, ClinicalSite-C

Documents

Client Information

Health Portal Report

Student Instructions

General Information

Drug Testing FAQs and Workflow

Understanding Why a SSN Cannot be Validated

Admin Dashboard User Guide

A Guide to Viewpoint Products and Services

Criminal Definitions

LEGEND
(Legend is found on Results Page).

Click on the Legend button for a color-coded guide to reviewing student reports..

Legend

Background Check and/or Drug Test

- Order is in process
- Background check is clear and/or drug test is negative
- Background check has hits and/or drug test is positive
- Background check and/or drug test results do not meet criteria

Health Portal

- No documents have been uploaded
- All documents have been uploaded and approved
- Health Portal contains pending or missing documents
- A document has been denied

Close

VERIFY YOUR RADD Health Portal Requirements & Due Dates Form

Jane Smith

Dashboard

Results

Profile

Contact

Document

RADD (Health Portal)

Order Dashboard

1 Locate the RADD (Health Portal) in your menu

Radd Index

2 Check out the RADD Index. You should have visibility to all Health Portals that you have access to HERE.

Search Radds

Sorting
Default

3 Click here to View and/or Edit a RADD form.

Health Portal Name	ORG	Primary Due Date	Health Portal Description
School Name	schoolname ID #2523671 • Pack ID #5035442	2023/04/01	Health Portal for "Health Portal" only package
School Name	schoolname ID #2523671 • Pack ID #3540682	2023/08/01	Health Portal for "Background Check + Health Portal" package

Health Portal Name is here (usually the name is the department)

Your Primary Due Date is in this column

This column is for a Health Portal Description (Ex: Fall Students; Spring Students)

Number of RADD Forms displayed defaults to 5; use the arrow toggle to change amount visible.

EDIT

EDIT

Rows per page: 5 ▼ 1-2 of 2 ‹ ›

VIEWPOINT VP SCREENING

Radd Form Editor

‹ Return to Radd Index

You can use this button to sort requirements in alphabetic order

4 Use the scroll bar to check the setup. Note: There are 2 scrollbars; one for the RADD and one for the larger page you're on within the Viewpoint webpage.

SAVE RADD

Requirement	SORT A-Z	Due Date	Requirement Parameters	Renewal	Health Portal Description
Health Portal Name **School Name** schoolname ID #2523671 • Pack ID #5035442 CHANGE		ⓘ Apply Due Date to all Requirements Due Date 📅 2023-04-01 ✕ **Change Due Dates Here** SET	**Make Edits to your requirements here**	**Add/ Edit Renewal Parameters Here**	Health Portal Description Health Portal for "Health Portal" only package **Guidelines are in this column. This is where your instructions are provided for students/faculty regarding how to satisfy this requirement.**
≡ Requirement Name COVID-19 🔵 Is Active		Due Date 📅 2023-04-01 ✕	☑ 2 vaccinations (1 if J&J) ☐ positive titer ☐ completed vaccination series AND a positive titer ☐ series in process	+	You must have completed a COVID-19 vaccination series and provide documentation to avoid the risk of being denied clinical placement. A COVID-19 vaccination series is either two doses in a 2-dose series (such as Pfizer-BioNTech or Moderna) or a single-dose vaccine (such as Janssen/Johnson & Johnson). You may also submit a signed declination form.

All "Active" Requirements are listed in your RADD. The toggle switch will say "Is Active" under the Requirement Name. To temporarily de-activate a requirement, UN-toggle the "Is-Active" switch.

RADD TIPS & FEATURES

Editing

Requirement Name	Due Date		
HIPAA Training Certificate	2023-04-01	☐ School form required	☐ One year from completed date
Is Active		☑ Viewpoint Screening certification	☐ * specific date *
DELETE REQUIREMENT 🗑		☐ Any certification	

These buttons are used to add or edit the parameters of your requirement.

When you finish editing, or just want to exit the edit box for the parameters of this requirement, click the exit button at the bottom of that row that looks like this.

To make edits within the 'requirement parameters' and 'renewal' columns, the edit button must be clicked. You cannot check the boxes. Once edits are made, approproate boxes will show as "checked."
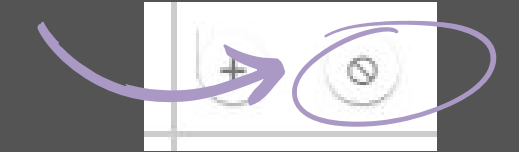
Add a Requirement

Scroll to the bottom of the RADD to find the "Add Requirement Row" button.

+ ADD REQUIREMENT ROW

Sorting

Drag & drop requirements to re-order them in your roster by grabbing the three lines with your cursor and dragging it to where you want it. Or, sort requirements alphabetically with the "Sort A-Z" Button.

☰ Requirement Name

Is Active

‹ Return to Radd Index

DELETE

Requirement	SORT A-Z
Health Portal Name	
School Name	
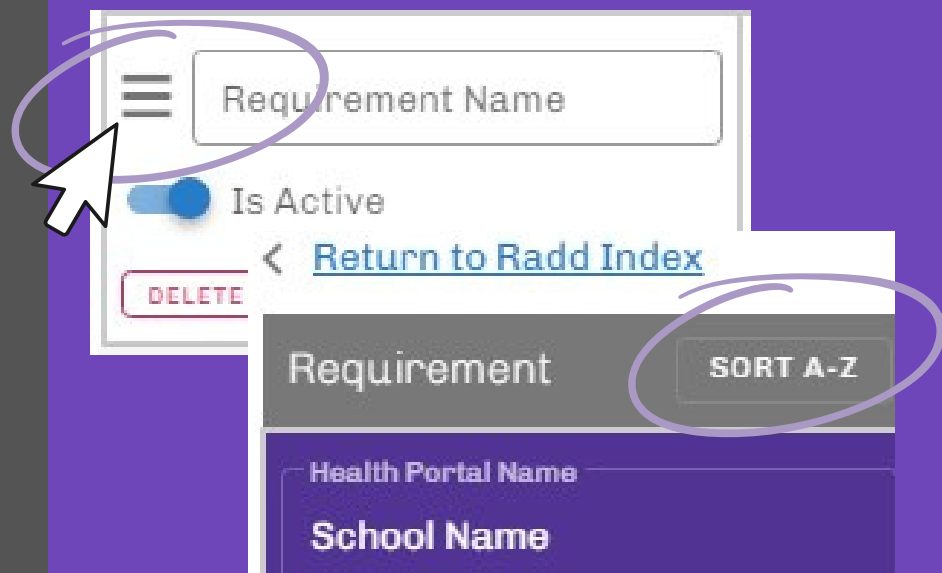
EDITING A GUIDELINE (requirement description)

Requirement Description

| Arial | 12pt | Paragraph | **B** *I* U̲ S̶ A A | ≡ ≡ ≡ ≡ | ⫶≡ ⫶≡ ⫶≡ | 🔗 ... |

Making changes to the description has never been easier. Just click on the requirement description field. This box will open up, and you can add/ edit, remove text as needed.

Text effects are also available (bold, font, color, etc.) so you can make important info stand out.

Click SAVE when you are finished editing

CANCEL

SAVE

FREQUENTLY ASKED QUESTIONS

Q. I just made changes to the RADD which are visible on my end. When will they be visible to students in the Health Portal?

Changes are instantly visible to you once you make them in your RADD form, but reflecting those changes to students is not automatic. A Compliance Manager is notified of the changes whenever you click "Request VPS Review." They review them upon receipt to make sure they will make sense for our reviewers and no further clarification is needed. Once review is complete, the Complance Manager synchronizes the student view to adjust for the changes.

Q. Ok. So what is the difference in the "Save" Button and the "Request VPS Review" button?

If you need to make a change, clicking the save button won't notify us. You will need to click the "Request VPS Review" button for us to make your changes go live for students. The "Save" button is intended to allow you to work on edits and save as you go, and go away/ come back as needed, and then when all changes are ready, you "Request VPS Review."

Q. Do I have to edit all due dates individually?

A due date can be applied for all requirements, and each requirement can have it's specific due date changed.

At the top of the RADD editor, you can apply a due date to all requirements.

Due Date

Apply Due Date to all Requirements

Due Date
2023-04-01

SET
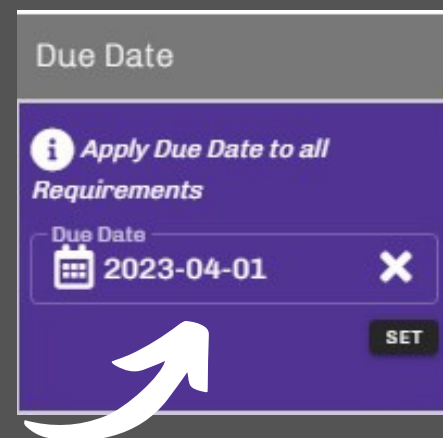
Q. What happens if I want to remove a requirement for only a period of time?

Requirements can be turned off, and then turned back on later. Documents associated with temporarily De-activated requirements will not be visible until the requirement is Re-activated. Any documents that were previously uploaded will be visible again upon turning the requirement back on. In seasonal situations, such as Off-Season for influenza, sometimes it is better to leave the requirement Active and use an Out of Season Exemption form. Consult with your account manager for best practices if you are uncertain about Deactivating a Requirement.

Q. Can I see all the Health Portals that I have access to if I am an administrator for multiple departments?

The RADD Index page will show all Health Portals that you have access to as an administrator.

Please Note* - There is a specific Health Portal for each package that includes a Health Portal. Example: Surgical Tech only has one set of requirements for students, however, they have one package that has a Background Check and Health Portal, and another that has only a Health Portal. This will be visible as 2 separate Health Portals when you log in to your RADD Index.

⬆️🔗 UPLOADING & LINKING DOCUMENTS

Requirement Description

| Arial ⌄ | 12pt ⌄ | Paragraph ⌄ | **B** *I* U S A ⌄ 🖊️ ⌄ | ≡ ≡ ≡ ≡ | ☰⌄ ☰⌄ ⇤ ⇥ | 🔗 🔗 🔗 ✂️🔗 🖼️ 🧹 <> |

Please use the following form if you are starting clinicals outside of flu season (May1 - Sept 30). Out of Season Flu Form

Link to VP_SSN_Unable_to_Validate_3680.pdf

4 After you insert the link (step 3), if you want to edit the title of your document/ how it is displayed, click the link button.

Click the Upload Icon to browse your files and upload a document.

1

🔗 ...able_to_Validate_3680.pdf

⬆️

Document Checklist:

☑ *Correct Document?*

☑ *Saved as PDF?*

☑ *Not been photocopied too much?*

☑ *No requests for SSN?*

☐ _____

3 To insert a link of this file into your description, click the Link Icon on the left.

2 The document will appear here.

🔗 ...able_to_Validate_3680.pdf 🗑️

SAVE

Don't forget to Save when done!

CANCEL

LAST STEP: REQUEST VPS REVIEW

REQUEST VPS REVIEW

Use this tally to help you compare the number of requirements you have and how many have been entered.

Once your review and edits are complete, you need to save your changes, and get those changes to us.

- Scroll to the bottom of the RADD
- Click SAVE RADD
- THEN, Click "Request VPS Review."
- We will review and synchronize your changes and make them visible to your students promptly.

**Call or Email
Your Account Representative
to let them know the RADD
REVIEW is complete!**

RADD