KOG Onboarding for CAN Check Request

Open your browser and enter the following: https://kog.chfs.ky.gov/home/

<mark>This is a two-step process:</mark>
- <mark>First, create an account if you do not have an account with KOG (pages 1 -4 of this document).</mark>
- <mark>Second, request a Child Abuse and Neglect (CAN) check (pages 5 - 11 of this document). Highlighted areas are specific to Kenton County School District.</mark>

Click on **Create Account** button.

Enter the required information on the displayed screen and click the **Sign Up** button to complete your
KOG Profile. **NOTE: The provided E-Mail address will be used for the account username.**

Please complete your Kentucky Online Gateway Profile

ℹ If you already have an existing Kentucky Online Gateway (KOG) Account, please click here to reset your password **OR** click on the **Cancel** button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.
All fields with * are required.

* First Name	Middle Name	* Last Name

* E-Mail Address	* Verify E-Mail Address

* Password	* Verify Password

Mobile Phone	Language Preference
	English

Street Address 1	Street Address 2

City	State	Zip Code
	Kentucky	

Question	* Answer
In what city were you born? (Enter full name of city only)	

Question	* Answer
What was the name of your first pet?	

Cancel   Sign Up

Please complete your Kentucky Online Gateway Profile

✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder.

You have 4 HOURS to complete the process.

If no email was received click here.

If you have already verified your account by clicking the link provided in the email, please click on **Sign in** button to continue. **Sign In**

A success message is displayed if required information was submitted. An E-Mail from KOG_DoNotReply@ky.gov is automatically sent to the E-Mail address provided. **NOTE: The requestor has 4 hours to complete the registration process or a new registration must be completed.**

Please complete your Kentucky Online Gateway Profile

✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder.

You have 4 HOURS to complete the process.

If no email was received click here.

If you have already verified your account by clicking the link provided in the email, please click on **Sign in** button to continue. **Sign In**

Access your E-Mail account and click on the activation link in the **Account Verification E-Mail** to complete validation of the requested KOG profile.

This email is to help you complete the last step of account set-up.

Your Citizen account username

Click on the below link now, to activate your account.

https://kog.chfs.ky.gov/public/fwlink/?linkid=14408a3f-4cdd-4c0f-8332-67b8d1bf83a3

Click here for Help Desk contact information
Kentucky Online Gateway

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. was supposed to get this message, please destroy all copies.

If an E-Mail is **not** received within 30 minutes, click on the **No E-Mail received** link.
Enter the previously provided E-Mail address and click **Verify** to resend E-Mail.

MYKY
MyKentucky.gov

Didn't receive an account verification email?

1. Check Spam and Junk folders on your email.
Your email's spam blockers or filters may have listed our email as junk email. Your email service provider such as Hotmail may be blocking our email. If you believe that is a possibility, please contact your email provider.

2. Ask for a new account verification email.
Enter the email address used while creating your account and select **Verify**. If your account isn't already verified you will see a message "Account verification needed click here", when you click the link a verification email will be sent to your email address.

You will have 4 hours to verify your account.

E-Mail Address [   ]   **VERIFY**

Once the user clicks on the E-Mail activation link the requestor will be sent to the **Validate New Account**
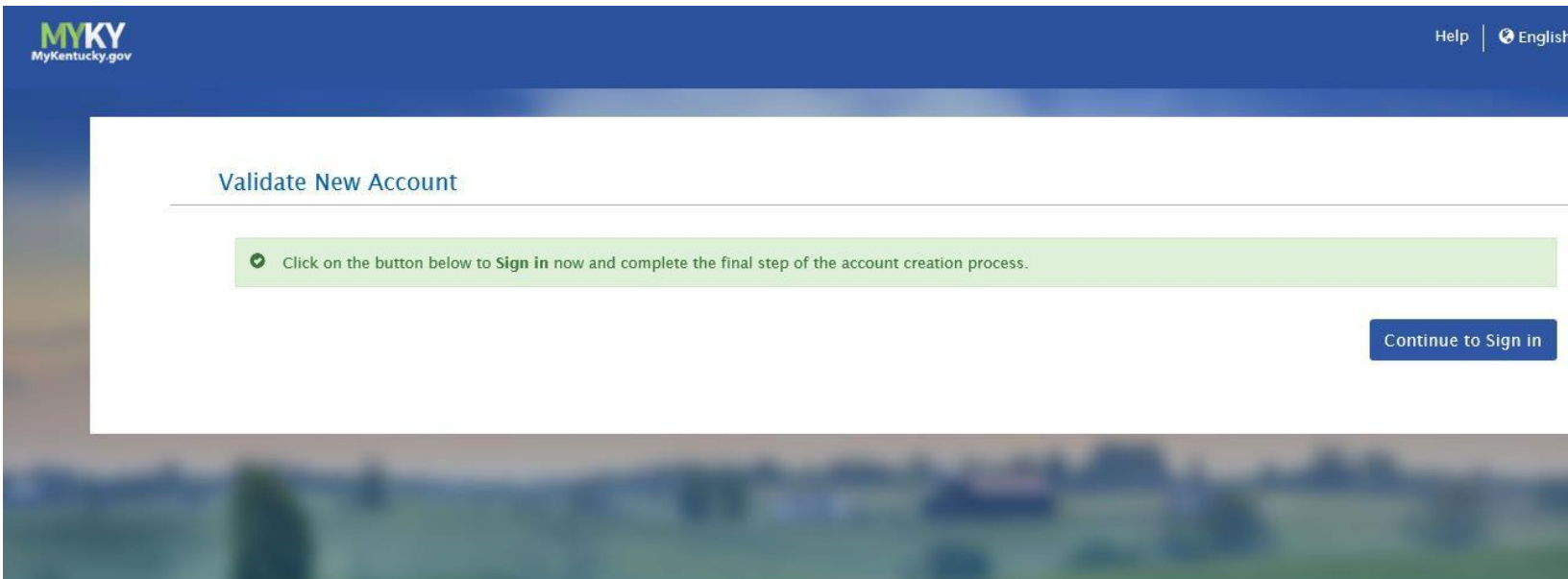
screen, where they will be prompted to **Continue to Sign In.**

User will be redirected to the **KOG External Gateway Log In** screen. (You may want to save the URL to your Favorites.) Enter your username and password and click **Sign In.**

CAN Check Request User Guide

Open your browser and enter the following: https://kog.chfs.ky.gov/home/

Select **Sign In**

Enter your registered E-mail address and Password.

Select the letter **"C"** from the alphabet list on the All Apps tab and select **CAN and Adam Walsh Verification** from the application list and click **Enroll.**

Select CHILD/ABUSE/NEGLECT (CAN) CHECKS(dcc-374 OR DPP-156) FOR EMPLOYMENT

The CAN Check Home screen will be displayed.

| Home | My Dashboard | Form ▾ | CAN User Guide |

For technical support issues, please contact the help desk at 866-231-0003 Option 3 during the hours of Monday – Friday 7:30am – 5:00pm or TWISTHelpDesk@ky.gov o

Welcome

Welcome to the CAN Payment and Verification system. This system allows you to request and pay for Child Abuse and Neglect Registry
No refunds will be issued regardless of circumstances. Per Kentucky Revised Statutes, please allow up to 30 days for processi
applications will NOT be corrected by Records Management Staff. If information is entered incorrectly, the request will be reject
new request. No refunds will be issued due to incorrect information being entered.

Instructions

To begin a new request, select the correct form from the Form Menu located in the upper left hand corner.
- **For requests related to a licensed, certified or registered child care or an out of state child care employee, please comple**
  Check (DCC-374).
- For **all** other child abuse neglect checks, please complete the Central Registry Check (DPP-156).
- **FOR MINORS UNDER THE AGE OF 18, you must upload the parental consent form AND a photo ID of the person signing**
  your request to be processed. The request will be denied and your money will not be returned if these items are not uplo
- **Child Abuse Neglect checks are for EMPLOYMENT/VOLUNTEERS purposes ONLY. If you need records for any other reas**
  CHFSDCBS.RMS@ky.gov

The CAN Payment and Verification Database does not accept international addresses. Please list US addresses only.
Please make sure to include an employer/agency name and email address on your request. This allows results to go directly to the empl
For DPP 156 request only: Agencies requesting Central Registry Checks on behalf of their employees, potential employees, or volunteer
DPP-156 (R. 8/2019) EN / SP form.
To check the status of a previously submitted request, select My Dashboard in the upper left hand corner

Select DPP-156 for Central Registry Checks from the Form Drop down tab.

| Home | My Dashboard | Form ▾ | CAN User Guide |

For te

Child Care Central Registry Check (DCC-374)

Central Registry Check (DPP-156)

Public Child Welfare Worker Certification Program

66-231-0003 Option 3

Welcome

Welcome to the CAN Payment and Verification syst
No refunds will be issued regardless of circums

Sections of the selected form annotated with a red * are mandatory fields (Middle Name and Nick Name/Maiden name can have N/A entered if not applicable). A proof of ID (driver's license, birth certificate, or Social Security card) photograph must be attached to each request.

<mark>Select "Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)</mark>

CENTRAL REGISTRY CHECK

* FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGUL ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- ☐ Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)

- ☐ Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by 92

- ☑ Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by K

- ☐ Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)

- ☐ Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)

- ☐ Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)

- ☐ Supports for Community Living (SCL) Employee (Required by 907 KAR 12:010)

- ☐ Michelle P. Waiver (Required by 907 KAR 1:835)

- ☐ Home and Community Based (HCB) Waiver (Required by 907 KAR 1:160 and 7:010)

- ☐ Acquired Brain Injury Waiver Services (Required by 907 KAR 3:090)

- ☐ Children's Advocacy Center (Required by 922 KAR 1:580)

- ☐ Court Appointed Special Advocate(CASA) (Required by KRS 620.515)

- ☐ Personal Care Attendant (Required by 910 KAR 1:090)

Other
(If you are requesting this check due to it being required for an out of state employer, please include the statutory or regulat

Continue filling out the Personal Information and Current Address Sections.

Fill out the Employer/Agency Requesting Information –

<mark>Name: Kenton County School District</mark>
<mark>Address Line 1: 1055 Eaton Dr</mark>
<mark>City: Ft. Wright</mark>
<mark>State: KY</mark>
<mark>Zip Code: 41017</mark>

<mark>Place a checkmark in the "Employer / Agency Information" checkbox and add the following information:</mark>
<mark>E-mail Address: hr@kenton.kyschools.us</mark>

Employer/Agency Requesting Information

Please enter the information of your employer, agency, school, church, organization, etc. that requires this check to be completed as a condition of your employment or volunteerism.

*Name

Kenton County School District

*Address Line 1

1055 Eaton Dr

Address Line 2

Ex. Apt 10 Or Suite 200

*City

Ft Wright

*State

Kentucky

*Zip Code

41017

☑ In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

*Email Address

hr@kenton.kyschools.us

Employer email address exists in the system

Upload your document in the View/Upload Documents Section, add description.

To submit requested CAN Check(s) for payment select **Submit.**

Confirm your submittal and select **Submit.**

Upon Submission, you will be presented with the payment selection screen.

If you wish to pay by credit card/debit card select **Pay by Credit/Debit Card.** Then select **Proceed to E- Sign.**

Confirm your electronic signature and select **Sign and Pay.**

E-Signature

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information. All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all the information needed, I may be subject to prosecution for fraud.

Signature

canuat citizen

Date and Time

5/13/2019 1:57:03 PM

Sign & Pay

Enter your credit card/debit card information on the **Select Payment Type** screen (there is a fee of $10 per CAN Check request submitted). Select Next to Continue to Payment overview page.

Select Payment Type

CREDITCARD

1234 5678 9012 1234

CREDIT CARD

Card Details

Card Number (required)

No spaces or dashes, please.

Expiration Date (required)

01 ▼   2019 ▼

Security Code (required)

❷ Help

Cardholder Details

Name (required)

Country (required)

United States ▼

Address Line 1 (required)

Address Line 2

City (required)

State (required)

KY ▼

Zip Code (required)

NEXT

Select **Pay Now** if all details are correct to finalize payment.

CHFS Child Abuse & Neglect (CAN) Checks

Visa Card Details   EDIT

Card Number ***********1111   Expiration Date 1/2020

Cardholder Details   EDIT

Jonathan Vandiver

Frankfort, KY 40601 United States

🛒 PAY NOW

Cancel and return to CHFS Child Abuse & Neglect (CAN) Checks   Login with Kentucky Online Gateway

Policies Security Disclaimer Accessibility

Kentucky

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Kentucky.gov

Summary	^
CAN Application Fee Item Price: $10.00 Quantity: 1	$10.00
Sub Total	$10.00
Total	$10.00

You Must Click Submit Payment 2 times in order for your payment to process.

After successful payment CAN Check request receipt is displayed proving the assigned Case Number(s) for your request(s).

An E-Mail will be sent to the address on file providing the Case Number upon successful submission.

Thank you for completing this state-required process in order to serve KSCD students!