

CHS Compliance

Clinical Leadership & Management

SPRING & FALL Incoming Students

Overview of Compliance Actions and Due Dates

Action	What is Needed	Incoming SPRING Semester Students Due Date	Incoming FALL Semester Students Due Date
PURCHASE	☐ CLM CastleBranch Package - \$125.00 <i>(background check initiated with purchase)</i>	February 1	September 1
SCHEDULE	☐ LabCorp – Urine Drug Test <i>(cost included in CastleBranch package)</i>	February 1	September 1
	☐ TB Testing ☐ Annual Flu Vaccine	March 15	October 15
GATHER	☐ Vaccine Records - (MMR, Hep B, Varicella, Tdap) ☐ Personal Health Insurance ID card	March 15	October 15
SIGN	☐ Commitment to Behavioral Standard in Patient Care ☐ HIPAA Education and Consent (HIPAA Acknowledgment) ☐ OLE Orientation Guide ☐ UK Code of Student Conduct	March 15	October 15

**Please read the following slides CAREFULLY for full details on each requirement.*

CastleBranch Compliance Accounts (myCB)

- All students in the College of Health Sciences are required to have **full background checks** and ten-panel **drug screenings** before beginning a CHS program. The college works with a company called [CastleBranch](#) (owned by DISA Healthcare) to meet these requirements.
- Students are also required to submit proof of **immunizations** and other **program-specific requirements**.
- Your myCB account will house all clinical and programmatic requirements in one convenient location.
- It is the student's responsibility to upload documents in accordance with requirement details. The CHS Compliance Team monitors and reports overdue status to the department.

The myCB homepage:

myCB

Welcome to myCB

Your school program or employer requires you to use myCB to complete essential background checks, drug screenings, or other core compliance tasks. If you have any questions, please [contact our support team](#) for assistance.

What to Expect

Step 1



Login or Create a New Account

Enter your account credentials or create a new myCB account to begin.

Step 2



Place Your myCB Order

Order the required background check or compliance tracking based on your institution's needs.

Step 3



Complete Requirements

Submit the required documents, track your progress, view results, and share your completed documents.

If you have an existing account and this is your first time logging into the upgraded platform, [CLICK HERE!](#)

Sign In

Don't Have an Account? [Sign Up](#)

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Getting Started with CastleBranch

BEFORE YOU BEGIN

There are two types of students completing compliance requirements:

I am NEW to CHS and I've never had a CHS CastleBranch account!

→ Follow the [New Student](#) instructions.

I have (or had) a CHS CastleBranch account before!

- Examples:
 - I changed majors/programs within the college.
 - I left UK and later returned.
 - My previous CHS account was archived.
 - I'm entering a graduate program after completing a CHS undergraduate program.

→ Follow the [Returning Student](#) instructions.

Knowing which category you fit into will save time and prevent ordering the wrong package!

NEW Students: Create Your Account

Step 1: Create your myCB2 account

- Go to <https://mycb2.castlebranch.com/onboard/sign-up>
- Use your **@uky.edu** student email address
- Follow the prompts to create your account

Helpful resources:

- [Creating your myCB2 Account](#) video
- [Dashboard Introduction](#) walkthrough

myCB

Welcome to myCB

Your school program or employer requires you to use myCB to complete essential background checks, drug screenings, or other core compliance tasks. If you have any questions, please [contact our support team](#) for assistance.

 Need help?

Have an account?

Create New Account

Enter the details below to start your account. Required fields are marked with an asterisk (*)

Email Address *

Phone Number *

Password *

[View Requirements](#)



Keep Going

Confirm Password *



☐ I agree to the [Privacy Policy](#) & [Terms of Service](#)

Continue

RETURNING Students: Access Your Existing Account

Step 1: If you've **previously had a CastleBranch account** with the College of Health Sciences

- Visit <https://mycb2.castlebranch.com/>
 - At the bottom of the page, select the **"Click Here"** link for existing users
 - Log in using your previous CastleBranch credentials
 - Select the **myCB** tile
 - Access **myCB2**
 - Create a **new password** for the updated platform

If your account has been archived or you have changed programs, **do not create a new account.**

- Instead, contact the chs-compliance@uky.edu so your account can be:
 - Unarchived, *and/or*
 - Transferred into your new program.
- You can tell if your account has already been transferred by looking for your new program in your To-Do Lists
 - Make sure you click on your new program's To-Do List so that you see the correct requirements!

Helpful resources:

[Existing User Login walkthrough](#) for the new myCB2 platform

[Dashboard Introduction](#) walkthrough

mycb2.castlebranch.com

Don't Have an Account? [Sign Up](#)

Sign In

Enter your account credentials.

Email Address *

Enter your email address

Password *

[Forgot Password](#)

[Sign In](#)

If you have an existing account and this is your first time logging into the upgraded platform, [CLICK HERE!](#)

myCB

To-Do Lists

University of Kentucky - Human Health Sciences

University of Kentucky - Human Health Sciences

Order Requirements

All

HHS UK37 Fall 2024 - 902.030... 1 of 10

HHS UK37 Fall 2024 -

All Statuses: 10 In

Top Priority:

ALL

- Varicella (Chicke)**
One of the following
Overdue Due: De
- Hepatitis B**
One of the following
Overdue Due: De

Ordering Your Compliance Package

NEW Students

- **Step 2:** Navigate to the [Order Placement portal](#) from the myCB2 dashboard
- Purchase the **required CLM package** using code: **UK34**
 - The cost is approximately \$125 and covers a background check, drug screen, and medical document manager

RETURNING Students

- **Step 2:** Remember to email chs-compliance@uky.edu to request your existing CHS account be transferred into your current program.
- Most returning **undergraduate** students **do not need to purchase another package.**
 - Our team and/or your program will let you know if a reorder of background check and drug screen is needed.

Helpful Resource:

[Placing an Order with a Package Code](#) walkthrough

Complete Your Background Check and Drug Screen

NEW undergraduate students

Step 3: Background Check

- You'll enter the information for your background check when placing your package order (see [previous slide](#)).
- Before submitting, verify:
 - Your Social Security Number is correct
 - Your legal name is spelled correctly

These are the two most common reasons for delays!

Step 4: Drug Screen

- **Download your Drug Test Registration Form**
- Schedule an **Employment Drug Screening - Urine** test at [any LabCorp location](#)
- Bring the registration form with you to your appointment – this will ensure the results go directly to your myCB account!

Notes and Helpful Resources:

- Drug screen registration expires **6 months** after your order date.
- If you take prescription medications that may affect your results, have your medication information available. CastleBranch/DISA Healthcare will contact you if additional information is needed.
- [Downloading your Drug Test Registration Form](#) walkthrough
- [How to Complete your Drug Screen](#) video

Complete Your To-Do List

Step 5: Upload all required compliance documents.

- You may upload documents in either of two ways:
 - **Option 1** - Use the Document Center
 - [Documents Center](#) walkthrough
 - **Option 2** - Upload directly to each individual requirement
 - [Uploading Documents to a Specific Requirement](#) walkthrough
 - [Uploading to a Specific Requirement](#) video

The screenshot shows the mycb2.castlebranch.com website. At the top, there's a navigation bar with the URL. Below it, a 'Top Priority:' section with a 'By Due Date' dropdown menu. The main content area is titled 'ALL' and lists five overdue tasks, each with a yellow warning icon, a title, a description, and an 'Overdue' status with a due date of Dec 15, 2024.

- HIPAA Education and Consent**
Download the HIPAA Education and...
Overdue Due: Dec 15, 2024
- Orientation Guide**
Please go to <https://chs.uky.edu/current...>
Overdue Due: Dec 15, 2024
- Commitment to Behavioral Standard in Patient Care**
Upload signed copy of the Commitment...
Overdue Due: Dec 15, 2024
- Health Insurance**
Provide a copy of your current health...
Overdue Due: Dec 15, 2024
- Tetanus, Diphtheria, & Pertussis (Tdap)**

The bottom navigation bar includes icons for Dashboard, To Do's, Order, Documents, and Notifications (with a red badge showing 2).

**The next slides contain helpful
tips for the various compliance
requirements!**

Tuberculosis (TB) Testing

Option #1

Two-step-TB Skin Test (TST)

- Requires 2 full testing procedures – resulting in 2 negative results.
 - (4 visits total to your provider: 2 administrations + 2 readings at least 1 week apart but no more than 12 months apart.)
- If you have had a negative TB test in the past 12 months, this can be used as the first result.
- Please visit [CHS Compliance FAQs](#) on “What is a TST?” to ensure you are completing this test correctly.

You can get a TB test at any medical provider of your choice

or

University Health Services (**UHS**) will provide TB skin tests to students. Call [859-323-2778](#) or schedule through your MyChart account.

Option #2

IGRA blood test

Ask your provider for the TB blood test. You do not need any documents from CHS to have this completed.

- Upload your medical record with a NEGATIVE result to your myCB account. Records must always include 2 patient identifiers (name and DOB).
- *Please confirm that this testing is covered by your health insurance.*

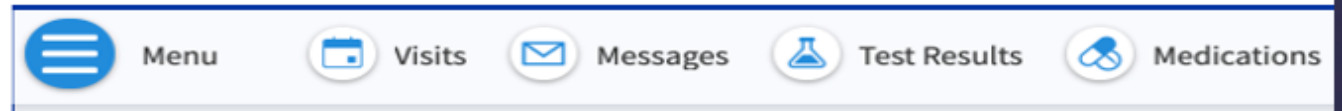
How to download test results & immunizations from your UK Healthcare (MyChart) account

Please try these instructions for finding vaccines done at UK Healthcare:

In My Chart->Menu->Health summary->Immunization tab

If you got your TB test at University Health Service:

1. Log in or sign up for MyChart:
<https://mychart.uky.edu/MyChart/Authentication/Login?>
2. Click 'Test Results' on the top menu bar



3. Click on the TB Skin Test you would like to upload
4. Click the printer icon in the top right corner

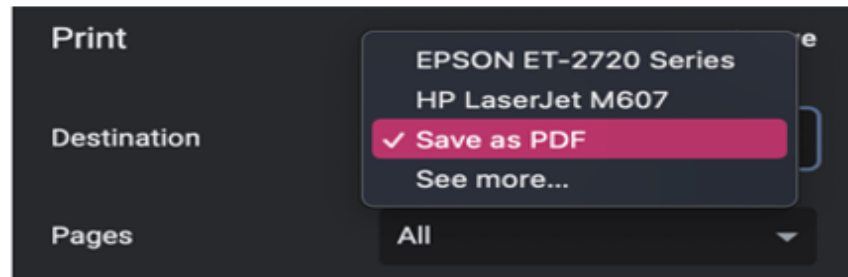


5. Click 'print this page' at the top of the page



Print this page | Close this window

6. Under 'destination,' select 'save as PDF'



7. Save your results as a PDF on your computer and upload to CastleBranch
8. For Blood tests you may need to click on the NIL for results to be listed.

Vaccine Records

Initial Vaccine Records

Submission of complete vaccine records will satisfy this requirement; no annual renewal is needed for the following:

- ✓ **MMR (Measles, Mumps, & Rubella)**
2 dose series or positive titer
- ✓ **Hepatitis B**
3 dose series or 2 dose of Hepsilav (Adjuvanted)
Series “in process” requires documentation of the first 2 vaccines.
- ✓ **Varicella (Chicken Pox)**
2-dose series, or positive titer, or medical documentation of disease
- ✓ **Tdap (Tetanus, Diphtheria, & Pertussis)**
1 vaccine dose at any time in lifetime

Vaccines can be administered at any healthcare provider of your choice or by University Health Services. Appointments can be made by calling 859-323-2778

Annual Vaccine Requirements

- ✓ **Flu vaccine** – DUE 10/15 every year

Current season vaccine required (Sept – Mar each year).

Documentation must include date of administration, vaccine lot and expiration date, and provider details.

**NOTE: A receipt from the pharmacy is not sufficient information. Please ask your provider for a more detailed record.*

- ✓ **COVID-19 (Optional for students)**

Your myCB account has a location to upload COVID vaccine records. This is **NOT** a mandatory vaccine by CHS or UKHC.

CHS does not monitor this vaccine entry, nor will a student obtain a hold on their account for an incomplete entry. Students may choose to upload their COVID-19 vaccine information in the same system as their other records, for convenience.

TIP!! If you were born in Kentucky in 2005 or later, you may be able to find your childhood vaccination records in the Kentucky Immunization Registry at <https://kyirpublicportal.ky.gov/> (other states may have similar digital registries)

Consent Forms

Each of the policies and forms to the right can be found at:

[CHS Student Policies, Standards, and Forms](#)

Upload each as a **signed and dated PDF** to your MyCB account when completed.

Photo images of the forms may be accepted if they are legible.

- ☐ Commitment to Behavioral Standard in Patient Care
- ☐ HIPAA Education and Consent (HIPAA Acknowledgment)
- ☐ OLE Orientation Guide
- ☐ UK Code of Student Conduct

Personal Health Insurance

- Submit a legible copy of the **front AND back** of your current health insurance card or proof of coverage.
 - TRICARE members without a card: submission of your valid military ID (front and back) is required.
- Is **YOUR NAME** listed on the front of the card?
 - **YES:** Card can be uploaded as is. No additional action is required.
 - **NO:** Additional documentation of dependent coverage is required.
 - This can be a 1095-C tax form, letter from your insurance, an EOB, or screenshot of insurance website showing your name, the name of subscriber, and plan name.



That's everything you need!

Here are some tips & troubleshooting ideas:

Always go back and check that your submission was uploaded

- Often an error message is overlooked, and students become overdue with an item that they believe was successfully submitted; properly uploaded items will briefly show a status of “Processing” before changing to “Pending Review.”
- Items with a **Rejected** status need to be reviewed and potentially resubmitted as requested in the reviewer’s comments.

Pay close attention to the **requirement details**!

- Do your forms have your NAME, DOB, current DATE, test results, etc. on them?
- Did you fully complete the submitted forms?
- The best way to find **ALL the details** of a requirement is in your myCB account.
 - Each requirement has FULL details for a successful submission.
- Is your document **legible**?
 - Hard-to-read, or too-small images will be rejected by CastleBranch reviewers.

Resources for Students

QUESTIONS

- CHS Website: [CHS Compliance](#)
- FAQs: [Compliance FAQs](#)
- Forms & Documents: [Compliance Forms](#)
- DISA CB Help Desk: Phone: (888) 723-4263, or [submit a ticket](#) on the DISA CB support page

THE CHS COMPLIANCE TEAM

- *Jaime Cress & Kathryn Greenhalgh*
- CHS Email: CHS-Compliance@uky.edu
- Office hours:
 - Mon - Fri: 8am – 4pm
 - *Our office typically responds within 1-2 business days*