

State of Michigan ICHAT Training

September 16th/ September 24th





ICHAT



- In partnership with State of Michigan DTMB, effective September 1, 2025, a vendor-funded ICHAT background check (accessible via [Login - ICHAT Menu- michigan.gov](https://michigan.gov)) will be required for all newly selected candidates. This requirement is in addition to the existing vendor-funded HireRight **SOMI - B (4 Panel No THC) - 3.0** package.
- Any additional background or fingerprinting checks needed, as outlined in the job posting, will continue to be DTMB/Agency-funded unless otherwise noted.
- Please note: The ICHAT background check will be required as part of the SOMI Background Check requirement for annual renewals as well.



Candidate Selection/Onboarding Process



- Once a candidate is selected for a role, submit and coordinate the completion of background check and drug screening through HireRight package **SOMI - B (4 Panel No THC) - 3.0**
- Submit candidate to ICHAT platform. Upload results into dotStaff™ under onboarding tasks, in the attachment section for “ICHA”.
- If additional, required background or fingerprinting checks are DTMB/Agency-funded, DTMB/Agency submits Candidate for internal screenings using DTMB/Agency onboarding paperwork provided (Vendor coordinates paperwork completion with selected Candidate and uploads completed forms in dotStaff™)



ICHAT Login



- [Login - ICHAT Menu](#)
- Login as a guest user or registered user

Reason for Search*

Employment

First Name*

Middle Name

Last Name*

Suffix

Date of Birth*

Race*

Gender*

SID - What's This?

[Additional Names>>](#)

Miscellaneous Number (Maximum number of characters left - 30)

Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used as an identifier specific to an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number should not be used in this field.



ICHAT Results



- [Login - ICHAT Menu \(michigan.gov\)](#) and “Retrieve Search Results”
 - Date of order
 - Confirmation number
 - Order number
- Review results and upload copy into dotStaff under “Onboarding Tasks” in the attachment section for “ICHAT”.

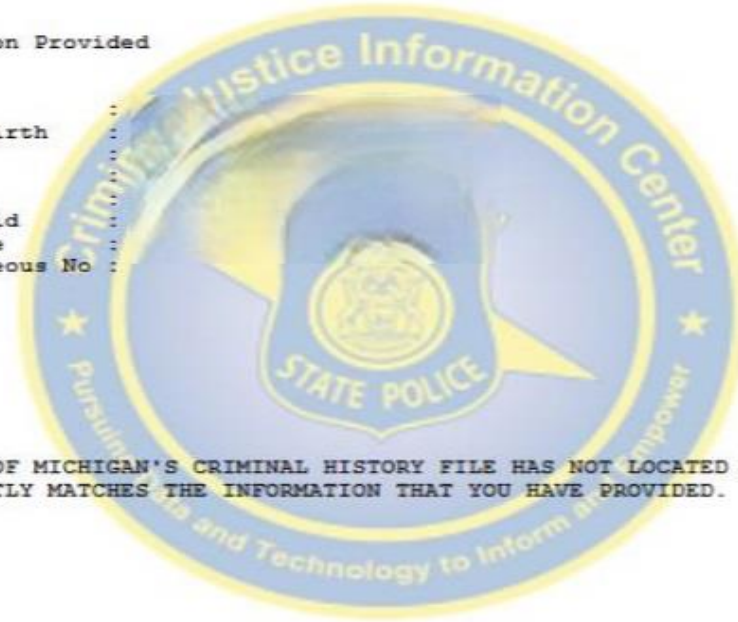


ICHAT Results



Information Provided

Name :
Date of Birth :
Gender :
Race :
Reason :
Amount Paid :
Order Date :
Miscellaneous No :



A SEARCH OF MICHIGAN'S CRIMINAL HISTORY FILE HAS NOT LOCATED A CRIMINAL RECORD THAT EXACTLY MATCHES THE INFORMATION THAT YOU HAVE PROVIDED.



Onboarding Tasks



Onboarding Category

Onboarding	Description	Posting ID	Vendor	MSP	Expiration	Attachments
ICHAT		2590	<input type="checkbox"/>	<input type="checkbox"/>		🔗
7 Year HireRight Background Check		2590	<input type="checkbox"/>	<input type="checkbox"/>		
Receipt of PO		2590		<input type="checkbox"/>		
W2-1099 Employment Status Validation Form		2590	<input type="checkbox"/>	<input type="checkbox"/>		
E-Verify		2590	<input type="checkbox"/>	<input type="checkbox"/>		🔗
Drug Screen		2590	<input type="checkbox"/>	<input type="checkbox"/>		



Navigating ICHAT



- We encourage you to follow the links below for any additional ICHAT questions;
 - [Login - ICHAT Menu \(michigan.gov\)](#)
 - [PowerPoint Presentation](#)
 - [FAQS - ICHAT Menu](#)



Annual Renewals



- You will receive a notification from Knowledge Services MSP Solutions Team for the annual background. Typically, due in February, April, August, October, and December.
- Submit Resource(s) to identified background package in HireRight **SOMI - A (Standard Package)** and submit Resource(s) to ICHAT platform
 - Drug screen will not be required for annual renewals.
- ICHAT results must be uploaded via dotStaff form.

Thank you

Knowledge Service State of Michigan MSP Team
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