New Alaska Background Check System Division User Guide (NABCS)

DHSS – Division of Health Care
Services Revised 08/11/16

NABCS Pilot Division User Guide

1. **LOGGING IN:** It is extremely important for State users to log onto their computers with their **DHSS** usernames (ldaps), not their SOA accounts. If you log onto your computer as a SOA employee, you will experience problems connecting to the system. If you are not sure how you log on to your computer, please contact the ITS helpdesk at itshelpdesk@alaska.gov and request assistance with identifying how you are logging in.

1.1 **INTITIAL LOG ON**: Your divisions administrator(s) will ensure you are part of the right IT group within the state computer system. This entails your administrator notifying the DHHS helpdesk that your ldap, or user id, is added to the AD group dhss/BCPDivisionStaff. [Division Administrators are those your Division has identified as primary points of contact. Division Administrators are added to the system by the BCP staff.]

Your Division Administrator will inform you once you have been added to the correct AD group. It is then necessary for you to go to the database website at: https://nabcs.dhss.ak.local. The page you are directed to will inform you that you are not authorized to access the database. Until your Division Administrator adds you to the correct division, you will not be able to access the full database. Once you have passed through this initial process, you will not need to follow this step again.

Division Administrators: You will need to submit a helpdesk ticket to the ITS Helpdesk (itshelpdesk@alaska.gov) requesting your staff is added to the BCP AD group: dhss/BCPDivisionStaff. Follow the instructions in the database located under the HELP link labeled New State User Account request form.

1.2 **AFTER INITIAL LOG ON:** Once you are part of the correct AD group and have the correct division settings, you will have what is called 'single sign on' or SSO. This means after logging into your computer, a separate log in and password is not needed to access the system.

Go to the NABCS website: https://nabcs.dhss.ak.local. If you are not directed immediately to the Home Screen, you will see a screen like the one below. Click the blue 'here' and you will be directed to your home screen.

2. HOME SCREEN: Your Home screen is the place to see 'At a Glance' where applications associated with your Division is in the process of their background checks. It is also the place to see Important Messages from the Background Check Program (BCP). You know you have successfully logged in when you see your Home screen. It should appear similar to this:

2.1 IMPORTANT MESSAGES AND HELP LINK: Important messages will appear on the right hand side of the 'Home/At a Glance' screen. Please be sure to review new messages on a regular basis. Information here may range from answering a FAQ to information regarding system maintenance and system down times, or any other important information the BCP needs to share. You may also use the 'Help' link at the top right hand side of the page to find a copy of the Division User Guide, as well as a number of other Help Documents. After choosing the Help link, you will be given a list of available Help documents as seen in the example below.

2.2 AT A GLANCE TABLE: The table on the left side of the screen is an overall snapshot of the applications in the database that pertain to your Division. The numbers reflected in the table correspond to each row title. By clicking an underlined number in the table (blue hyperlink), you will be brought to the specific table of information as it relates to the category you choose. For example, if you choose the underlined number to the right of the 'Not Yet Submitted by Provider' category, you will be brought to a table of all applications the provider began, but did not finish or submit to the BCP. See Appendix A for category definitions.

2.3 HOME SCREEN TABS AND SUB LINKS: The *tabs at the top of the screen* will direct you to different sections within the system. We will explain these tabs throughout the guide.

3. **APPLICATIONS TAB:** Here you can add new applications to the system, review those applications that have yet to be submitted to the BCP, review available determinations, obtain information on any criminal history appeals (reconsiderations and variance requests) in process, and obtain hard copy Release of Information, Variance Request Application Personal Statement form and Variance Request Application, if needed.

3.1 ADD NEW APPLICATION SEARCH: When attempting to add a new application to NABCS, you must first search for the individual with *at least two* criteria. The SSN/ITIN is required in the search, and then either a last name or date of birth may be used. This is the same process used by providers to add applications to the system.

3.2 NEW APPLICATION FOR SOMEONE NOT KNOWN TO THE SYSTEM: After conducting a search for the individual in the system, the system will tell you if they were or were not found in the BCP database. You will find that information under the **Results** section at the lower part of the screen. If the individual is not found in the system, click the '**Add New Applicant**' button to start the application process. If the individual is known to the system, the system will automatically bring you to the person's profile screen. Skip to section 4.0 for instructions on adding a new application for someone already known in the system.

Home	Applications	Determinations	Appeals	Employees	Search	Reports	Reference	Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | Determination Available | Criminal History Appeals |
Batch Payments | Application Forms | Registry Recheck

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. This cannot be changed once you start the application.

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security number issued by the Social Security Administration (SSA).

* SSN / ITIN: 555-55-0000   AND   Last Name: Smith   OR   Date of Birth:

Search

Results

This individual was not found in the background checking system.

Add New Applicant

If the SSN is known to the system, but does not match the last name or date of birth provided in the search, you will get the below screen. Either correct your search criteria, or contact the BCP to verify the last name is correct in the system and the individual has not experienced a last name change that has not been recorded in the system.

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. This cannot be changed once you click search.

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a social security number issued by the Social Security Administration (SSA).

* SSN: 555-12-3456   *AND*   Last Name: Smyth   *OR*   Date of Birth:

Search

Results

The SSN entered already exists, but does not match the Last Name or Date of Birth entered. Please revise your search criteria or contact your background checking system administrator for assistance.

3.3 PERSON PROFILE: You will be directed to complete a new applicant profile. All fields marked with a red asterisk are *required fields*. The fields used to search for the individual automatically populate in the appropriate areas and these fields can only be changed or modified by BCP staff. If you made a mistake in one of these fields, please contact the BCP immediately at 334 -4475.

Please use correct punctuation when entering the applicant's information. If the punctuation is off in any way this may lead to an issue when trying to search for a specific applicant. Examples of this are not putting spaces between names with hyphens or apostrophes (i.e. Smith-Johnson, O'Neill).

If the Mailing Address is different than the Physical Address, uncheck the box labeled 'Same as Permanent Address', and enter the correct mailing address in the required fields that open up. It is *extremely important* to keep the address fields updated to ensure any physical mail sent by the BCP is directed to the correct address.

If the individual does not have any prior Aliases names or Addresses, please check the box and select "Next"

If an individual has any known aliases, prior names, maiden name(s), other known birthdates, or other known SSN's, it is *important* to add them here. This information is used during the background check process. If an alias is known, click on 'Add Alias' in the Aliases/Prior Names box. A pop up box will open like the one below. Enter any known information in the given fields and click 'Save' when complete. Repeat this process for any additional Alias information. You only need to add information to a field where an alias is known. For example, if an individual's last name changed, but not their first name, you only need to enter the last name alias information. Click 'Save' when complete.

Add Alias

At least one field must be entered

First Name:
Jimmy

Middle Name:

Last Name:
Test

SSN:

Date of Birth:

Save   Cancel

A similar process is used in the Prior Address box if it is known that the individual has lived *outside* of the State of Alaska (it is not required that any prior addresses be given within Alaska). If the individual has moved within Alaska, you do not need to enter this information. You only need to identify the State and years in which a person has lived outside of Alaska.

Add Prior Address

* Required

City:

* State:
Nebraska

* Year From:
2000

* Year To:
2001

Save   Cancel

When you are finished entering the individual's profile and demographic information, please ensure you review for accuracy. You may make any changes necessary at this time. The only fields you will not be able to change are that of the original search criteria used when searching for the individual. If everything is correct, click the 'Next' button on the lower right of the screen which will take you to the Pre-Employment Information screen.

3.4 PRE-EMPLOYMENT INFORMATION: Adding information regarding the individual's position.

a. **Provider**: Choose a provider from the drop down box with whom the individual will be associated. The displayed providers are those who have an association with your division.

b. **Program**: Choose the program the individual will be associated with.

c. **Position Category**: The position category is chosen based on the program the individual is to be associated with. For example, if the individual will work in a Personal Care Agency, the position category should be also be Personal Care Agency. If the individual will work in Assisted Living, the position category should be Assisted Living. Many providers have more than one associated program, meaning a provider could have a licensed assisted living home, a care coordination business, and a personal care agency all listed under one provider within the database. This section allows the provider to be specific as to what specific program the individual is to be associated with.

d. **Position**: The provider should choose the title that best fits the individuals projected position. For example, if the individual is to work under the Personal Care Agency component, the position title will be one related to PCA agencies such as PCA Administrator, Personal Care Worker, PCA Office staff. If the individual is to work under the Assisted Living home component, the position titles would be Administrator, Resident Manager, etc. Position titles are linked to the position category and program the individual will be associated with.

Home	Applications	Appeals	Employees	Search	Reports	Reference	Admin

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Criminal History Appeals | Pending Payments |
Payment Search | Application Forms

Applicant: Pre-Employment Information

Sammy SMITH, 123-45-6123, 6/18/1982

Position Applied For
* Required
* Provider: Rich Grayson Test Facility
* Program: Personal Care Agencies
* Position Category: PCA Agency
* Position: Personal Care Worker
* Employee Type: Employee

Back   Next

Withdraw   Save and Close

When the information is entered, there are a few different next steps you can take.

1. You may **withdraw** the information, which will leave the profile information in the system, <u>but withdraw the application from association with your provider.</u>

2. You may **Save and Close** the application. This will allow you to stop the application process prior to the application being submitted. You might use this function because you have yet to receive a signed Release of Information from the individual, etc.

3. **Back** brings you back to the profile screen where you can edit information if necessary.

4. **Next** brings you to the next step in the application process.

3.5 RELEASE OF INFORMATION: After clicking 'Next' you will be asked to electronically certify that you have received a signed Release of Information form from the individual. If you **do not have a signed copy of the ROI**, you must either *Withdraw* the application or *Save and Close* the application. Please remember that if you choose Withdraw, the application will no longer be associated with the provider. If you have **a signed ROI**, check the box and choose 'Next'.

If you need a Release of Information form, you can obtain one by going to the Applications tab, Application form link as provided in the example below.

3.6 **PAYMENTS:** After choosing 'Next' you are directed to the payment screen. Here, fees can be chosen to be paid together or separately if they payer chooses to make separate payments and/or separate types of payments. The provider, to pay fees separately, will need to choose the Pay Fees Separately tab; otherwise the fees will be paid together. Please note: Divisions with Reimbursable Service Agreements (RSA) with the BCP for the provider chosen at the Pre-Employment step, your screen will show fees are not required. If an individual wishes to make cash payment for their fees, they will have to present payment at the BCP office located at 4601 Business Park Blvd., Bldg. K. Anchorage, AK 99503.

1. **Check:** Mailing a check will set the payment to pending. When the check is received by the BCP, the payment will be confirmed in the system.

2. **Credit Card:** Choosing this option immediately brings you to the on-line credit card processor for the State of Alaska. Do not choose this option if the individual or provider will contact the BCP at a later time to make a credit card payment.

3. **Batch Payment:** This area was designed for providers to be able to make lump payments by either check or credit card for the applications they have submitted.

3.7 APPLICATION CONFIRMATION PAGE: Please note the following is one example of an Application Confirmation page. Each confirmation page may differ slightly based on the requirements due for each specific application. For example, if a credit card payment was made in the system prior to submitting the application; the confirmation page will state that payment must still be completed. Or, if fingerprints are not due, the system will not provide a due date as to when they must be submitted to the BCP.

Applicant: Confirmation

Eugene Q Test,   *Application #: 897862, Background Check #: 30049549*

Application Submitted Confirmation

┌─ Application Status ───┐

Your application was successfully submitted. Following fingerprinting, this applicant can be hired using the Determination In-Process link above

While this application was successfully submitted, it is not complete. All application requirements must be submitted to and received by the Background Check Program no later than 30 days from the date the application was submitted. **Applications remaining incomplete over 30 days will be closed without further notice.** Once an application is closed, you will be required to submit a new, complete application if you still require a background check. Please note, fees paid to the Background Check Program are non-refundable and cannot be transferred to other applications.

To find a list of fingerprint vendors known to the Background Check Program, click on the Reference Tab above and click on the Fingerprint Locations link.

┌─ Application Forms ─────────────────────┐

Alaska Release Of Information Form ◀──────
Alaska Release Of Information Form

Fingerprint Authorization Form ◀──────
Fingerprint Authorization Form

└───┘

└───┘

This is the application confirmation page stating the application was successfully submitted. It also provides valuable information regarding what other requirements are still needed prior to the application being processed by the BCP.

On the page, you will find the application number, as well as, the Background Check number.

Fingerprints and payments must be received no later than 30 days from the date the application was submitted or the system will automatically cancel the application. Once an application is canceled in the system, the action cannot be undone. ****Please note: Any fees paid to the BCP are not refundable. If the application is canceled due to remaining incomplete, and a background check is still required, a new application along with all required documents and fees will need to be submitted ****

If the provider needs a copy of the Application Confirmation Page, they should print the page before leaving this page as it cannot be re-printed.

3.9 FINGERPRINT AUTHORIZATION FORM: The *Fingerprint Authorization Form* should be **printed** (the link is provided on the application confirmation page on the lower left hand side) as it provides information that is needed for the Fingerprint Vendor. The information on the authorization form should be given to the individual applicant to bring with them to the Fingerprint Vendor. If the provider is a Fingerprint vendor themselves, just hold on to this sheet as there is necessary information on this form.

The information on this Form must match *exactly* what is input to a LiveScan machine or on a printed Hard Card, otherwise it will not be accepted because it does not match what is in the NABCS system. One of the most important pieces of information on the form is the Background Check number. This number should be on every fingerprint submission. This is how we connect the fingerprints to the right person in our NABCS system.

PLEASE NOTE: If someone has lost their authorization form prior to fingerprinting, or if you were approved for a fingerprint submission extension, you will need to reprint the Fingerprint Authorization form.

You will need to search for and pull up the individual's profile in the system. (How to search is explained later in the guide.) Once you have pulled up the individual's profile, click on the Applications tab. You may need to scroll through the listed background check numbers and application numbers to identify the correct application. Once you identify the correct application, the Fingerprint Authorization link can be chosen to reprint the authorization. See example on next page.

Current Eligibility Determination: Determination In-Process
Current Employment Status: Not Employed

| Add Rap Back | Employment Authorization Form | Add New Application | Case Notes |

| **Profile** | Applications | Appeals | Employment | Documents |

Personal and Demographic Information
* Required

Sammy SMITH, 123-45-6123, 6/18/1982
Current Eligibility Determination: In Process
Current Employment Status: Not Employed

| Employment Authorization Form | Add New Application |

| Profile | **Applications** | Appeals | Employment | Documents |

Background Check #: 20000595 (Fingerprint Based)

Process Started	Determination Status Status Date	Documents	Actions
7/13/2014	In Process - 7/13/2014		Upload Document

Applications Associated with this Background Check

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
15795483	Submitted	Rich Grayson Test Facility	Personal Care Worker		Fingerprint Authorization Form	Upload Document

4.0 APPLICANT KNOWN TO THE SYSTEM: Some individuals are already known to the background check system. When you enter search criteria in the 'Add New' application tab and the individual is known to the system, you will **automatically be brought to their profile page.** Ensure the profile you've pulled up is the right person and make any changes necessary to add additional aliases, change of mailing address, etc. To do this you would click the 'edit' button on the bottom right of the page to open up editable fields.

If everything is accurate within the person summary, you will click on the 'Add New Application' button at the top right of the profile. You may be brought to a screen similar to the screen on the following page ('Select Application Type' screen). This means that the individual has recently submitted a new application to the system, but does not yet have a final determination of 'eligible' or 'not eligible' as they are still 'In-Process' (listed under 'Status' on the following page).

4.1 KNOWN APPLICANT, NEW APPLICATION NEEDED: An applicant may be known to the Background System, but still need a new background check due to their previous information being no longer valid. This could mean they have been out of association with a provider for 100 days or more or their 6 year expiration timeframe for their valid criminal history check has expired. If an individual needs a new background check, the system will automatically walk you through the same process as an Unknown applicant. The only difference being you would not need to re-enter all the profile and demographic information, however, you should validate that the information it is correct. Then, choose the 'add new application' button and follow the processes.

4.2 KNOWN APPLICANT, NO DETERMINATION YET AVAILABLE: If an applicant is known to the system and is still going through the process of a background check, you will receive a screen providing two options:

Application

Select Application Type

Eugene Q Test,   . . .

INSTRUCTIONS: Please choose the type of application that best suits your needs. You may be given up to three options to choose from. These options are based on previous applicant information submitted to this system.

If you are provided an option to **Employ/Associate**, you can immediately hire the applicant at the completion of the application process. Please be sure to view and print the applicant's approval letter to ensure the individual's background is not expiring soon.

If you are provided the option to **Connect** to an In-Process application, you will not be given the opportunity to hire provisionally and you will be notified when a determination is made and if the applicant is available for employment/association.

Choosing the **Add New Application** button will require fees and fingerprints to be submitted prior to the processing of the application.

Connect to In-Process Background Check

This applicant has a new application that is In Process. You can connect to this application by clicking the Connect button. When a final determination is made on your application, you will be notified.

Please note: At this time, fees and fingerprints are not required. If the original application to which you connect fails complete the background check application process, you will be notified of any fees or fingerprints due at the time the original application closes. You will be provided the opportunity to ensure a complete application is on file for processing.

Provider	Date Submitted	Status	Action
Tracey's Test Provider	08/04/2016	In Process	Connect

Add New Application: Fees and Fingerprints Required

If you would rather initiate a new background check, click the New Application button. This will require that the applicant be fingerprinted again and that payment be made for the new background check.
Add New Application: Fees and Fingerprints Required

Connect: Means a prior application for the individual has been submitted and has not yet been given a final determination of 'Eligible' or 'Ineligible'. If you choose to connect to an In Process application, you will not be given a provisional clearance nor be required to submit a verification fee. You will be notified when a determination is available for this application. Please be aware, by choosing this option, it is very important that the applicant follow the background check process all the way through with the originating provider. If the applicant does not follow the process all the way through, you may have to start the process again.

Add New Application: You will only want to choose this option if you want to submit a complete application, including all fees and fingerprints, regardless of when the applicant may have previously gone through the process. This means you will be required to submit a full application. This option requires all fees and fingerprints prior to processing of the application.

OCS STAFF SHOULD NOT CHOOSE THE 'CONNECT' BUTTON. CHOOSING THAT BUTTON WILL CONNECT YOU TO AN APPLICATION IN PROCESS AND YOU WILL NOT HAVE THE OPPORTUNITY TO SUBMIT FINGERPRINTS FOR RESULTS THAT ARE PROVIDED IN DIRECT RESPONSE TO A BACKGROUND CHECK CONDUCTED FOR FOSTER PARENTS.

OCS staff should always choose the 'New Application' button at the lower left hand part of the screen. This allows you to use the profile information and enter in the position information along with going through the process of getting a new set of fingerprints.

Once you choose which option is best for you, you will be required to enter the Pre-Employment information. See section 3.0 for more information on completing this step.

You will then need to verify you have a signed Release of Information form from the applicant, the payment screen will tell you if any fees are due, and will then bring you to the application confirmation page. Please be sure to read and identify any missing requirements that are due. Please submit any remaining items no later than 30 days from the date of application submission.

4.3 **KNOWN APPLICANT, DETERMINATION AVAILABLE:** If the individual is known to the system and has a current *final determination*, the screen you see is a bit different after you have completed a search for the individual. Here you will have two options. The first option is to choose Recheck Registries. If you choose this option, you will not have to submit additional fees and/or fingerprints. The second option is to add a New Application. This will require a full, complete application with all fingerprints and fees being required. Do not choose this option if you do not want to be required to submit a full, new application.

OCS STAFF: YOU SHOULD ALWAYS CHOOSE "Add New Application: Fees and fingerprints required". IF YOU CHOOSE THE 'Employ/Associate' BUTTON, YOU WILL BE CONNECTED TO AN APPLICATION AND YOU WILL NOT HAVE THE OPPORTUNITY TO SUBMIT FINGERPRINTS FOR RESULTS THAT ARE PROVIDED IN DIRECT RESPONSE TO A BACKGROUND CHECK CONDUCTED FOR FOSTER PARENTS.

5.0 NOT YET SUBMITTED: This table identifies all applications started by a provider that have been saved, but not finished, or submitted to the BCP. Here a provider can either *resume* an application, or *withdraw* the application by choosing the correct link on the right hand side of the table under 'Actions'. Withdrawn applications **cannot be reversed** and a new application will need to be created if a background check is required. Divisions will *only see those applications that are associated with their division*. However, divisions have the ability to perform other searches to obtain additional information on other individuals in the system.

You can use the Filter Options at the top of the screen to search for specific applications. The more information entered into the given fields, the more narrow the search will be.

6.0 WITHDRAWING AN APPLICATION: If an application is withdrawn at this stage before it is submitted, then this application will no longer be associated with the given provider/division. Applications may also be withdrawn after they have been submitted, and it remains that the application will no longer be associated with you once it is withdrawn at any stage of the application process. If the employee is provisional at the time of withdrawal, this employee must be terminated immediately.

If a payment has been made prior to withdrawal of the application, you will not be able to request a refund as the BCP has a no refund policy.

7.0 DETERMINATION IN PROCESS: The Determination In-Process tab is a list of applications that have been submitted. This means an application profile is complete and it has been submitted to the BCP. This is the screen you will use to determine if an application is complete, including all fees and fingerprints. Some applications identified on this table are able to be hired provisionally while waiting the results of the fingerprint based criminal history check.

Provisional Employee means the individual was hired provisionally, while the final determination is pending.

Hire Provisionally means the individual cleared an initial name based background check and may be hired provisionally. To hire provisionally, click the 'hire provisionally' button, enter the date of hire, and save the application. Please note an individual is not provisionally cleared to work until the provider has actually selected "Hire Provisionally" under the Employment Status column.

Withdraw means you can withdraw the application from processing further in the background check system. This action cannot be undone and any fees paid are non-refundable.

8.0 DETERMINATIONS AVAILABLE: Under this tab, you will find the final determinations for all applicants associated with a provider and the date on which the determination was made. You may also view/print the Approval Letter for an applicant. These are final determinations meaning the application process is complete to include the review of both the state and FBI fingerprint results.

Eligible means the final determination is eligible. This is the same as Active status in the original BCP system.

Not eligible means the application did not pass the background check and a barrier was identified. This individual may not be hired unless an approved variance request is on file.

Not Eligible – Appeal Granted means that an individual was previously determined as Not Eligible but has submitted and was approved for a variance.

Permanent Employee means the individual was previously hired as a provisional employee during pendency of the fingerprint results. This employment status means the individual was previously provisionally hired and as the results came back without a barrier history, the system *automatically* moved the individual to permanent status.

Hire means the individual's background check clearance is eligible and the individual is able to be hired by the provider. This means the individual was not previously hired in a provisional status. Please note the provider must take a hiring action in order for the individual to maintain a valid criminal history background check. Solely printing the approval letter does not validate the background check.

Close Without Hiring is an action taken by the provider. When the 'Close Without Hiring' link is selected, it means that the provider has reviewed the final determination and has not hired this individual. This individual will no longer be associated with that provider and does not have a valid background check with this provider.

Locked	App # - Type	Provider	Name	Position	Determination	Determination Date	Employment Status	Appeal Info	Actions
	15796053	Rich Grayson Test Facility	Febtest, Willow	Administrator	Not Eligible	03/15/2016	Not Eligible for Hire		✖ Close Without Hiring
	15796048	Tracey's Test Provider	Febtest, Fpduedate	Administrator	Not Eligible – Appeal Granted - no longer valid	03/09/2016			✖ Close Without Hiring
	15795999	Tracey's Test Provider	Febtest, Willow	Administrator	Not Eligible – Appeal Granted	03/04/2016	Hire		✖ Close Without Hiring
	15795996 - Connected	Jenny's Fake Foster Home	Januarytest, Tony	Foster Parent	Eligible – no longer valid	03/04/2016			Approval Letter ✖ Close Without Hiring
	15795995	Jenny's Fake Foster Home	Januarytest, Tony	Foster Parent	Eligible – no longer valid	02/25/2016			Approval Letter ✖ Close Without Hiring
	15795991	Tracey's Test Provider	Januarytest, Stacey	Resident Manager	Not Eligible	03/01/2016	Not Eligible for Hire		✖ Close Without Hiring
	15795990	Rich Grayson Test Facility	Januarytest, Mitchell	Administrator	Eligible	03/23/2016	Permanent Employee		Approval Letter ✖ Close
	15795988	Matt's Fake Child Care	Januarytest, Tony	Caregiver	Eligible – no longer valid	02/25/2016	Permanent Employee		Approval Letter ✖ Close

9.0 CRIMINAL HISTORY APPEALS: The Appeals tab is used for Variances. Variances are submitted when an applicant confirms the information identified by the BCP to base their determination is correct.

** *The Criminal History Appeals process is currently being revised. Additional information is forthcoming regarding the updated process.* **

10. EMPLOYEES TAB: Under this tab, you will find information regarding all individuals associated with a provider or your division. You can search for all provisional, permanent, and separated employees in addition to all employees needing new background checks that are associated with your Division.

This tab automatically *defaults* to the provisional employee list and provides information regarding the provider, the position, the hire date, the number of days in provisional and the remaining days in provisional. You may modify the list of results by entering specific information into the various search criteria fields. Also you will be able to find permanent or separated employees in the other sub-tab listings along the top.

Each Roster listing (Provisional/Permanent/Separated) may also be printed by clicking the 'Print' button at the bottom of the page. This is an excellent way to keep track of the staff on hand, and efficiently verify who is, and who is not still employed. Those who are no longer employed should be separated from employment as soon as possible.

10.1 EDIT EMPLOYMENT: When you choose this Edit link on the 'Employees' table, you are able to make employment status changes regarding separation from employment and verifying an individual's employment. This area is intended to encourage providers and oversight divisions to maintain the appropriate status for individuals associated with each provider. Keeping employee lists updated minimizes the amount of work for providers, oversight divisions, and the BCP.

Home	Applications	Determinations	Appeals	**Employees**	Search	Reports	Reference	Admin

Provisional | Permanent | **Roster** | Separated | New Background Check Needed

Employees: Roster

Filter Criteria

Division:
- All -

Hire Date:

Provider:
Tracey's Test Provider

Hire Date to:

Program:

Verification Date:

Last Name:

Verification Date to:

Employment Status:
Active

Is Eligible:

Employee Type:

Position Category:

Position:

[Search]

Results

Provider	Name	Position	Employee Type	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination	Action
Tracey's Test Provider	Test, Eugene	Student	Employee	Permanent		07/18/2016	Eligible	Edit
Tracey's Test Provider	Test, Enhancement	Student	Employee	Permanent		07/26/2016	Eligible	Edit
Tracey's Test Provider	Test, Eugene	Caregiver	Employee	Provisional	08/11/2016		In Process	Edit

3 Total Results

[CSV File] [Print]

Edit Employment

Eugene Q Test,

When editing employment, please choose a program under which the individual works. Only those programs associated with your entity are available. When choosing a Position Category, the Position Category should correlate to the Program. Please do not choose a position category that does not correlate to the Program field.

* Required

* Employment Status:
Permanent

* Employee Type:
Employee

* Provider:
Tracey's Test Provider

Hire Date Provisional:

Position Category:
Student/Apprentice Training

* Hire Date:
07/18/2016

* Position:
Student

Separation Date:

Verification Date:
07/18/2016

[Save] [Cancel]

10.2 NEW BACKGROUND CHECK NEEDED: The New Background Check Needed sub-tab identifies all individuals whose background checks are expiring within 30 days. If the background check has expired, a new application for this individual will need to be completed.

If you would like to look ahead further than 30 days, you may just enter in the date which you are looking for in the 'Filter Criteria'. You may also print this page in order to generate a list of employees needing a new background check.

Home	Applications	Determinations	Appeals	Employees	Search	Reports	Reference	Admin

Provisional | Permanent | Roster | Separated | **New Background Check Needed**

Employees: New Background Check Needed

Filter Options

Division:
- All -

Provider:
Rich Grayson Test Facility

Background Check Needed By From:

Background Check Needed By To:
12/31/2020

Search

Results

Provider	Name	Position	Hire Date	Background Check Needed by	Days Remaining	Action
Rich Grayson Test Facility	Nln, Nfn	Individual Service Provider	11/18/2014	11/14/2020	1556	New Application
Rich Grayson Test Facility	Winter, Test	Caregiver	11/20/2014	11/20/2020	1562	New Application
2 Total Results						

Print

DHSS\jrball   Version: 20160430

11. SEARCH TAB: Person Search To search for any person in the BCP database, use one or more of the person search fields and click Search. If only one person matches your search, you will be brought directly to their profile page. If more than one person meets your search criteria, you will be provided a table of possible matches. At that time, create a narrower search by using more search fields and clicking Search again.

11.2 SEARCH TAB: Application Search: You may also conduct an application search to go directly to a specific 'Person Summary' page, as long as you know the application number.

You may find the Application # in a variety of pages as you enter a new application, starting with one given on the ROI confirmation page, all the way thru to the Application Submission Confirmation page. You may wish to write this number down as you may need in the future when searching for a specific application.

12. REPORTS: The reports tab allows you to query certain reports available to your division. *Additional information is forthcoming regarding the features of the available reports.*

APPENDIX A:

Not Yet Submitted by Provider:
Applications a provider started but did not complete and submit to the BCP. These applications can be resumed by the provider, completed and submitted to the BCP. These applications cannot be worked by the BCP until completed.

Not Yet Submitted by Provider > 10 days:
Applications a provider started more than 10 days ago that have not been completed and submitted to the BCP. These applications cannot be worked by the BCP until completed.

Eligibility Determination in Process:
Applications a provider has submitted to the BCP. Some of these applications cannot be worked by the BCP as they are not complete applications. You will need to review the table to determine if any information is missing. Applications missing information after 30 days will automatically close and a new application will need to be submitted if a background check is needed. Only completed applications are worked by the BCP.

Eligibility Determination Complete:
Applications where a background check has been completed and the results are available.

Eligibility Determination Complete and Action Needed in 10 days:
Applications where a background check determination has been made and the provider must take an action on the case within 10 days.

Applications Submitted but Fingerprints Not Completed:
Applications on this page have not had fingerprints submitted to the BCP. They may have not been received because the fingerprints have been rejected, or they have merely not been submitted. If there are any numbers here, you will want to keep track of these applications and why fingerprints have not been received by the BCP.

Determination Not Eligible- Provisionally Hired:
Applications where a background check has been completed and a determination of Not Eligible was made. These individuals may be in contact with recipients of services as the individual(s) were hired provisionally by the provider after the registry portion of the background check.

Pending Payments:
Payments such as a check or batch payment will be shown here. If it is a check payment, the BCP is either waiting to receive the check in the mail, or currently processing the check. If the pending payment is a Batch Payment, then the payment will need to be made under the 'Applications' tab, and 'Batch Payments' sub-tab.

**Provisional Status Expiring
(Within 5 days):**

Applicants who have been in provisional status for nearly 90 days during the pendency of the fingerprint check. Providers should be contacting the BCP regarding these individuals if they continue to remain associated with the provider. Providers may need to resubmit rejected fingerprint cards, complete payments, etc. or the BCP needs to extend the provisional timeframe during pendency of the fingerprint results being received by the BCP.

Provisional Status Expired:

Applicants whose 90 day provisional status has expired.

**New Background Check Needed
(Within 30 Days):**

Applications on this page are due to expire within 30 days.

New Background Check Needed - Expired:

Application on this page have expired.

Eligible for Criminal History Appeal:

Applicants who are in 'Not Eligible' status are eligible to request reconsideration if they believe the information obtained by the BCP is incorrect, or to request a variance if they believe they can show rehabilitation or an alternate way to meet the intent of the regulations.

Criminal History Appeals in Process:

Applicants who have requested a variance within the appropriate timeframes.

Name-Based Check Required:

Means an individual's prints have been rejected two times from the FBI and the individual will receive a federal name-based check.

Name-Based Check Started:

Applicants for whom paperwork has been submitted to receive a name-based criminal history check.