

Employment Verification Instructions

Providers are required, per 7 AAC 10.910(d), to annually verify each applicant's continued association with their entity. Annual verification is needed to ensure only actively associated individuals continue to be monitored in the criminal history rap back program. PLEASE NOTE: By verifying an applicant is associated with your entity, the applicant will remain in the rap back system and the Background Check Program will continue to receive notification of negative criminal history actions, if any. DO NOT verify an applicant's association if they do not continue to have association* with your entity as the Background Check Program is not entitled to this information.

*For staffing agencies, association means the individual is actively placed and working in a licensed and/or certified entity in Alaska. It does not include continued association with the overall staffing agency and the individual working outside of Alaska.

To complete the Employment Verification process, take the following steps:

1. Continue to monitor all applicants associated with your entity through your Home screen At a Glance table in NABCS for items needing attention, such as hiring actions and employment verification. Please remember, you must take official hiring actions in the system. Failure to take timely action may invalidate an individual's determination.
2. From your Home screen, go to the Employees section on your At a Glance table. The system will identify which individuals are due employment verification within the upcoming 30 days and which individuals, if any, are overdue for employment verification.

Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	<u>35</u>
Employment Verification Past Due	<u>34</u>
New Background Check Needed (Within 30 Days)	0

3. Click on the underlined blue number to identify which applicants require employment verification. Review the applicants and check the box for those individuals who are currently associated with your entity and click the Verify Selected button.

Results

If an individual name has changed, update name on Person Summary page.

Provider	Name	Position	Provisional Hire Date	Permanent Hire Date	Employment Verification Last Verified	Employment Verification Needed By	Background Check Number	Verify Action
Rich Grayson Test Facility	Cochrell, Bonnie	Financial		12/04/2014	12/04/2014	11/13/2017	20000609	<input checked="" type="checkbox"/> Edit
Rich Grayson Test Facility	Davis, Happy	Resident Manager	04/10/2014	04/10/2014	04/10/2014	11/13/2017	20000483	<input type="checkbox"/> Edit
Rich Grayson Test Facility	Downs, Marco	Administrator		05/06/2016	11/13/2017	12/13/2017	20000873	<input checked="" type="checkbox"/> Edit
Rich Grayson Test Facility	Duck, Daisy	Clerical	12/04/2014	07/16/2015	12/04/2014	11/13/2017	20000911	<input type="checkbox"/> Edit
Rich Grayson Test Facility	Example, Erin	Contractor/Consultant		12/01/2014	12/01/2014	11/13/2017	20000625	<input checked="" type="checkbox"/> Edit
Rich Grayson Test Facility	Example, Erin	Individual Service Provider		12/11/2014	12/11/2014	11/13/2017	20000625	<input type="checkbox"/> Edit
Rich Grayson Test Facility	Jackson, Joseph	Personal Care Worker		07/16/2015	07/16/2015	11/13/2017	20000368	<input type="checkbox"/> Edit
Rich Grayson Test Facility	Jackson, Joseph	Managerial		05/13/2014	05/13/2014	11/13/2017	20000368	<input type="checkbox"/> Edit
Rich Grayson Test Facility	McClain, Victor	Child Care Associate		12/05/2014	12/05/2014	11/13/2017	20000579	<input type="checkbox"/> Edit
Rich Grayson Test Facility	Schmoop, Jose	Occupational/Vocational Therapist		11/07/2014	11/07/2014	11/13/2017	20000612	<input type="checkbox"/> Edit

10 Total Results

Select All Verify Selected

4. If all applicants are currently associated with your entity, you may click the Select All button and then click the Verify Selected button. Please note, if you have more than one page of applicants needing verification, you may only use the Select All for one page at a time. You may need to refresh the table to review the remaining applicants and confirm association.

5. If an applicant is no longer associated with your entity, click the Edit button. Change the Employment Status to Separated, enter the separation date and click Save.

Edit Employment

Joseph Test Jackson, 562-34-1234, 6/8/1956

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: Separated	* Employee Type: Employee
* Provider: Rich Grayson Test Facility	Hire Date: 07/16/2015
* Position Category: Child Care Facility	* Separation Date:
* Position: Caregiver	Verification Date: 07/16/2015

Save Cancel

6. If you completed steps 1 – 5 for those due for employment verification, ensure you repeat the same steps for any applications identified as overdue for employment verification and vice versa.