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# **New Alaska Background Check System Division User Guide (NABCS)**

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

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# NABCS Pilot Division User Guide

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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](mailto:itshelpdesk@alaska.gov) and request assistance with identifying how you are logging in.

1.1 **INITIAL 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 DHSS 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](mailto: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:

Welcome to the Background Check TEST database!!!! Please note that all information entered into this system should be made up, fake, imaginary, or otherwise untrue data. This site is provided for training purposes to help new users learn the system before full implementation of the live system. This is the TEST system. If you are a pilot user (OCS staff and Pioneer Home staff) and need access to the pilot system, please contact Karen or Kyler at the information below.

Applications	
Not Yet Submitted By Provider	<a href="#">13</a>
Not Yet Submitted By Provider > 10 Days	<a href="#">13</a>
Eligibility Determination In Process	<a href="#">40</a>
Eligibility Determination Complete	<a href="#">5</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">5</a>
Applications Submitted But Fingerprints Not Completed	<a href="#">5</a>
Determination Not Eligible Currently Employed	0
Pending Payments	<a href="#">2</a>
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
New Background Check Needed (Within 30 Days)	0
Determinations	
Ready For Determination	0
Eligible For Criminal History Appeal	0
Criminal History Appeals In Process	0

**Important Messages**  
Please email Karen Darby at karen.darby@alaska.gov if you have any questions or issues with NABCS.

**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.

Click on a link below for additional help documents. If you have questions that are not answered or need additional technical help with the system, please email your question to BCUnit@alaska.gov. Please include as many details as possible regarding your question or issue and include your name, facility name, and direct phone number.

Help Files

Clicking a link for a Help File will open that file in a new browser window.

- [New User Account Registration](#)
- [Basic Application Steps](#)
- [NABCS Enhancements October 2015](#)
- [Applicant Initiated Guide 11.19.2014](#)
- [Provider User Guide 3-2015](#)
- [Eligibility Determination Complete Guide](#)
- [New Provider User Account Instructions](#)
- [Release of Information](#)
- [Variance Request Application for Background Check](#)
- [Variance Request Application Personal Statement form](#)
- [Division User Guide](#)
- [Fingerprint Card Instructions](#)
- [How To Change Position Category or Position Title](#)
- [New State User Account request form](#)
- [Division Oversight Agency Contacts](#)
- [CCPO Provider/Facility Account Form](#)
- [DBH Provider/Facility Account Form](#)
- [Residential Licensing Provider/Facility Account Form](#)
- [HCS - Hospitals Provider/Facility Account Form](#)
- [DSDS Provider/Facility Account Form](#)
- [EED Provider/Facility Account Form](#)
- [OCS Provider/Facility Account Form](#)

**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.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Health and Social Services  
Division of Health Care Services

Home Applications Determinations Appeals Employees Search Reports Reference Admin

Home

Welcome to the Alaska Background Check System!

NABCS, the New Alaska Background Check System, is the Department's program for the processing of criminal history checks for individuals in contact with Alaska's vulnerable populations receiving services in licensed and/or certified entities.

If you need assistance with NABCS, please contact the Background Check Program at 334-4475 or at BCUnit @alaska.gov.

**At a Glance**

Applications	
Not Yet Submitted By Provider	<a href="#">38</a>
Not Yet Submitted By Provider > 10 Days	<a href="#">17</a>
Eligibility Determination In Process	<a href="#">1072</a>
Eligibility Determination Complete	<a href="#">426</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">203</a>
Applications Submitted But Fingerprints Not Completed	<a href="#">382</a>
Determination Not Eligible Currently Employed	<a href="#">41</a>
Criminal History Appeals	<a href="#">480</a>
Pending Payments	<a href="#">214</a>
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
New Background Check Needed (Within 30 Days)	<a href="#">247</a>
New Background Check Needed Expired	<a href="#">477</a>

**Important Messages**

**Take Action Today!!!**

Applicants listed on your Determination Available table are in jeopardy of having their eligibility statuses terminated if you do not take the appropriate hiring actions. Please review those individuals found on your Determination Available screen to ensure you have taken an action on each application you have submitted. View the Eligibility Determination Complete guide found under the HELP link above for further information and screen shots to help you through this process.

**NABCS Internet Browser Functionality**

To make sure you have best experience possible, the NABCS system will support only the most up-to-date version of the following internet browsers:

- o Mozilla Firefox
- o Internet Explorer

**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.

Alaska Department of Health and Social Services  
Division of Health Care Services

Home Applications Appeals Employees Search Reports Reference Admin

Home

**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.

The screenshot shows the NABCS web application interface. At the top, there is a navigation bar with tabs: Home, Applications, Determinations, Appeals, Employees, Search, Reports, Reference, and Admin. The 'Applications' tab is selected and circled in red. Below the navigation bar, there is a sub-menu with options: Add New, Not Yet Submitted, Flagged For Review, Determination In-Process, Determination Available, and Criminal History Appeals. The 'Add New' option is also circled in red. Below the sub-menu, there is a section titled 'Applicants: Add New' with a sub-section 'Search for Existing Profile'. Under 'Search for Existing Profile', there is a section 'Enter Search Criteria' with instructions: '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.' Below the instructions, there is a text box explaining ITIN: '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).' At the bottom of the search form, there are three input fields: '\* SSN / ITIN: [ - - ] AND Last Name: [ ] OR Date of Birth: [ ]'. A 'Search' button is located at the bottom right of the form.

**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.

The screenshot shows a web application interface for adding new applicants. At the top is a navigation menu with tabs: Home, Applications, Determinations, Appeals, Employees, Search, Reports, Reference, and Admin. Below this is a secondary menu with links: Add New, Not Yet Submitted, Flagged For Review, Determination In-Process, Determination Available, Criminal History Appeals, Batch Payments, Application Forms, and Registry Recheck. The main heading is "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:  AND Last Name:  OR Date of Birth:

**Results**

This individual was not found in the background checking system.

**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:  AND Last Name:  OR Date of Birth:

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.

Home Applications Determinations 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 | Recent Documents

Applicant: Profile

Please ensure all required fields marked with a red asterisk are completed, including the individual's mailing address.

**Personal and Demographic Information**

\* Required

\* First Name:  SSN: 918-79-1891 This is an ITIN: Yes  
 Middle Name:  Confirm SSN:   
 Last Name:  \* Date of Birth:   
 JuneTest Suffix:  \* Race:   
 \* Permanent/Physical Address \* Gender:   
 \* Address Line 1:  \* Eye Color:   
 Address Line 2:  \* Hair Color:   
 \* City:  \* Height:   
 \* State:  Alaska \* Weight:   
 \* Zip Code:  US Citizen:   
 Mailing Address  Same as Permanent Address \* Place of Birth:   
 Phone:   
 Phone Type:   
 Secondary Phone:   
 Secondary Phone Type:   
 \* Email:

**Prior Names and Aliases**

\*  The individual reports that they have not been known by any other names

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

This individual does not have any aliases entered.

Add Alias

**Prior Addresses**

\*  The individual reports that they have not lived out of state during the specified time frame

Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time.

This individual does not have any prior addresses entered.

Add Prior Address

Back Next

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 you 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.

Home
Applications
Determinations
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
|
Recent Documents

Applicant: Profile

Please ensure all required fields marked with a red asterisk are completed, including the individual's mailing address.

### Personal and Demographic Information

*\* Required*

**\* First Name:**  
James

**Middle Name:**

**Last Name:**  
JuneTest

**Suffix:**

**SSN:**  
918-79-1891 This is an ITIN: Yes

**Confirm SSN:**  
918-79-1891

**\* Date of Birth:**  
10/10/1955

**\* Race:**  
Unknown

**\* Gender:**  
Male

**\* Eye Color:**  
Blue

**\* Hair Color:**  
Blonde or Strawberry

**\* Height:**  
5'5"

**\* Weight:**  
185

**US Citizen:**

**\* Place of Birth:**  
US: Nebraska

**Phone:**

**Phone Type:**

**Secondary Phone:**

**Secondary Phone Type:**

**\* Email:**  
example@example.com

**Permanent/Physical Address**

**\* Address Line 1:**  
123 Physical Address

**Address Line 2:**

**\* City:**  
Anchorage

**\* State:**  
Alaska

**\* Zip Code:**  
99874

**Mailing Address**  Same as Permanent Address

**\* Address Line 1:**  
123 Mailing Address

**Address Line 2:**

**\* City:**  
Anchorage

**\* State:**  
Alaska

**\* Zip Code:**  
99850

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB	
	Jimmy				<a href="#">Delete</a>

[Add Alias](#)

Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time.

Years	City	State	
2000-2001		Nebraska	<a href="#">Delete</a>

[Add Prior Address](#)

Back
Next

### 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

Withdraw Save and Close Back Next

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, but withdraw the application from association with your provider.
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.

The screenshot displays a web application interface for managing applicant information. At the top, a navigation bar includes links for Home, Applications, Appeals, Employees, Search, Reports, Reference, and Admin. Below this, a secondary menu lists various application statuses and actions like 'Add New', 'Not Yet Submitted', 'Determination In-Process', etc. The main content area is titled 'Applicant: Pre-Employment Information' and shows the name and contact info for Sammy SMITH. A section titled 'Position Applied For' contains several required dropdown menus: Provider (Rich Grayson Test Facility), Program (Personal Care Agencies), Position Category (PCA Agency), Position (Personal Care Worker), and Employee Type (Employee). At the bottom of the form, there are two groups of buttons: 'Withdraw' and 'Save and Close' on the left, and 'Back' and 'Next' on the right. The 'Withdraw' and 'Save and Close' buttons are highlighted with a red box.

**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’.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Applications', 'Determinations', 'Appeals', 'Employees', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a secondary navigation bar with links like 'Add New', 'Not Yet Submitted', 'Flagged For Review', etc. The main content area is titled 'Applicants: Add New' and contains a 'Confirm Applicant Consent' section. It displays the applicant's name 'James Smith' and application number '15795139'. There are two required checkboxes: the first is checked, and the second is also checked. Below the checkboxes is a list of three numbered statements regarding authority and fees. At the bottom of the form, there are two buttons: 'Withdraw' and 'Save and Close' on the left, and 'Back' and 'Next' on the right. The 'Next' button is highlighted with a red box.

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.

The screenshot shows the website for the Alaska Department of Health and Social Services, Division of Health Care Services. The top navigation bar includes 'State of Alaska', 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. The main header features the department logo and name. A secondary navigation bar contains 'Home', 'Applications', 'Determinations', 'Appeals', 'Employees', 'Search', 'Reports', 'Reference', and 'Admin'. Below this is a tertiary navigation bar with links like 'Add New', 'Not Yet Submitted', 'Determination In-Process', etc. The 'Applications' tab is highlighted with a red box, and the 'Application Forms' link within it is also highlighted with a red box. The main content area is titled 'Application Forms' and contains a section for 'Static Forms' with three blue hyperlinks: 'Release of Information form', 'Variance Request Application Personal Statement form', and 'Variance Request Application'.

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.

Home Applications Determinations Appeals Employees Search Reports Reference Admin  
 Add New Not Yet Submitted Determination In-Process Determination Available Rapback Determination Available  
 Criminal History Appeals Pending Payments Payment Search Application Forms Registry Recheck Recent Documents

Applicant: Payment  
 James Junetest,

If you have questions regarding fees due, please contact the BCP at BCUnit@alaska.gov prior to making a payment. Fees paid to the Background Check Program are nonrefundable and cannot be transferred to another application. Checks should be made out to the State of Alaska.

Pay Fees Together **Pay Fees Separately**

Application Fee

Payment Method	Amount
<a href="#">Credit Card</a>	\$25.00
<a href="#">Mail Check</a>	\$25.00
<a href="#">Batch Payment</a>	\$25.00
<a href="#">Cash Payment</a>	\$25.00

Fingerprint Fee

Payment Method	Amount
<a href="#">Credit Card</a>	\$47.75
<a href="#">Mail Check</a>	\$47.75
<a href="#">Batch Payment</a>	\$47.75
<a href="#">Cash Payment</a>	\$47.75

Withdraw Save and Close Back

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.

Home Applications Determinations Appeals Employees Search Reports Reference Admin  
 Add New Not Yet Submitted Determination In-Process Determination Available Rapback Determination Available  
 Criminal History Appeals Pending Payments Payment Search Application Forms Registry Recheck Recent Documents

Applicant: Payment  
 James Junetest,

If you have questions regarding fees due, please contact the BCP at BCUnit@alaska.gov prior to making a payment. Fees paid to the Background Check Program are nonrefundable and cannot be transferred to another application. Checks should be made out to the State of Alaska.

Application Fee - Payment Confirmation  
 Payment Method: Batch Payment  
 Amount Paid: \$25.00  
 Date Paid: Pending ( [Cancel Payment](#) )

Fingerprint Fee - Payment Confirmation  
 Payment Method: Batch Payment  
 Amount Paid: \$49.75  
 Date Paid: Pending ( [Cancel Payment](#) )

Withdraw Save and Close Back Next

**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.

 <p style="margin: 0;">THE STATE of <b>ALASKA</b> GOVERNOR BILL WALKER</p>	<p style="margin: 0;"><b>Department of Health and Social Services</b> Division of Health Care Services Background Check Program</p> <p style="margin: 0; font-size: small;">4601 Business Park Blvd., Building K Anchorage, Alaska 99503 Main: 907.334.4475 Fax: 907.269.3488</p>																								
<p><b>FINGERPRINT AUTHORIZATION FORM</b></p>																									
<p style="font-size: x-small;">You have received this form because you have applied for a position for which a criminal history record search is required pursuant to Alaska Statute 47.05.300-.390 and Alaska Administrative Code 7 AAC 10.010-.990. Your fingerprints must be collected for submission to the State of Alaska, Department of Health and Social Services Background Check Program (BCP).</p>																									
<p style="font-size: x-small;"><b>BASIC INSTRUCTIONS:</b> You must present this form and a current, valid government-issued photo identification to be fingerprinted (i.e. driver's license, state ID, military ID, etc.) at a fingerprint vendor of your choice. Fees for the cost of capturing prints are not included in fees paid to the BCP for the processing of an application. Any fees charged by the fingerprint vendor are payable directly to the vendor and are not reimbursable or refundable by the BCP. Your fingerprints must be submitted to the BCP no later than the expiration date noted below.</p>																									
<p style="font-size: x-small;"><b>SPECIAL INSTRUCTIONS FOR RESUBMISSION OF REJECTED CARDS:</b> If you are submitting your fingerprints due to a rejection of your original prints, you <b>MUST</b> submit a copy of the email notification informing you of the rejection <b>WITH</b> your hard copy resubmitted fingerprints. If you are using an approved electronic submission vendor, the information in the OCA, SID, and TCR fields below <b>MUST</b> be entered into the electronic submission prior to transmission to the BCP. Failure to submit the email notification or ensuring the OCA, SID, and TCR fields are entered on an electronic submission may cause additional processing fees charged to you.</p>																									
<p style="font-size: x-small;"><b>PLEASE NOTE:</b> This authorization form expires on 08/21/2016. If your fingerprints have not been taken by 08/21/2016 <del>and received</del> by the Background Check Program, your application will be closed as incomplete. This authorization will be void and a new authorization form must be obtained by resubmitting a new background check application and associated fees.</p>																									
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;"><b>APPLICANT INFORMATION:</b></td> </tr> <tr> <td style="width: 50%; padding: 5px;"><b>Background Check #:</b> 20001215</td> <td style="width: 50%; padding: 5px;"><b>OCA:</b></td> </tr> <tr> <td style="padding: 5px;"><b>Application Date:</b> 8/11/2016</td> <td style="padding: 5px;"><b>SID:</b></td> </tr> <tr> <td style="padding: 5px;"><b>ORI:</b> AKAST0100</td> <td style="padding: 5px;"><b>TCR:</b></td> </tr> <tr> <td style="padding: 5px;"><b>First Name:</b> James</td> <td style="padding: 5px;"><b>Race:</b> Native American</td> </tr> <tr> <td style="padding: 5px;"><b>Last Name:</b> Junetest</td> <td style="padding: 5px;"><b>Gender:</b> Male</td> </tr> <tr> <td style="padding: 5px;"><b>Address:</b> 123 Physical Address Anchorage, AK 99507</td> <td style="padding: 5px;"><b>Eye Color:</b> Blue</td> </tr> <tr> <td></td> <td style="padding: 5px;"><b>Hair Color:</b> Blonde or Strawberry</td> </tr> <tr> <td></td> <td style="padding: 5px;"><b>Weight:</b> 125</td> </tr> <tr> <td style="padding: 5px;"><b>Place of Birth:</b> US: Louisiana</td> <td style="padding: 5px;"><b>Height:</b> 5'5"</td> </tr> <tr> <td style="padding: 5px;"><b>SSN:</b></td> <td style="padding: 5px;"><b>Reason fingerprinted:</b> AS 47.05.300-.390</td> </tr> <tr> <td style="padding: 5px;"><b>DOB:</b></td> <td style="padding: 5px;"><b>Agency:</b> DHSS</td> </tr> </table>		<b>APPLICANT INFORMATION:</b>		<b>Background Check #:</b> 20001215	<b>OCA:</b>	<b>Application Date:</b> 8/11/2016	<b>SID:</b>	<b>ORI:</b> AKAST0100	<b>TCR:</b>	<b>First Name:</b> James	<b>Race:</b> Native American	<b>Last Name:</b> Junetest	<b>Gender:</b> Male	<b>Address:</b> 123 Physical Address Anchorage, AK 99507	<b>Eye Color:</b> Blue		<b>Hair Color:</b> Blonde or Strawberry		<b>Weight:</b> 125	<b>Place of Birth:</b> US: Louisiana	<b>Height:</b> 5'5"	<b>SSN:</b>	<b>Reason fingerprinted:</b> AS 47.05.300-.390	<b>DOB:</b>	<b>Agency:</b> DHSS
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**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		<a href="#">Upload Document</a>

*Applications Associated with this Background Check*

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
15795483	<a href="#">Submitted</a>	Rich Grayson Test Facility	Personal Care Worker		<a href="#">Fingerprint Authorization Form</a>	<a href="#">Upload Document</a>

**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.

The screenshot displays a web interface for a person's profile. At the top, there is a navigation menu with tabs: Home, Applications, Determinations, Appeals, Employees, Search, Reports, Reference, and Admin. Below this is a search bar containing the name 'Eugene Q Test' and a green 'Add New Application' button. The main content area has sub-tabs: Profile, Applications, Appeals, and Employment. The 'Profile' tab is active, showing 'Personal and Demographic Information'.

**Personal and Demographic Information**

First Name: Eugene	SSN: 017-65-5443 This is an ETR: No
Middle Name: Q	Confirm SSN:
Last Name: Test	Date of Birth: 1/1/1978
Suffix:	Race: White
<b>Permanent/Physical Address</b>	Gender: Male
Address Line 1: 4601 Business Park	Eye Color: Gray
Address Line 2:	Hair Color: Brown
City: Anchorage	Height: 6'3"
State: Alaska	Weight: 180
Zip Code: 99503	US Citizen:
<b>Mailing Address</b> Same as Permanent Address: No	Place of Birth: US: Florida
Address Line 1: Sesame Place	Phone:
Address Line 2:	Phone Type:
City: Anchorage	Secondary Phone:
State: Alaska	Secondary Phone Type:
Zip Code: 99503	Email: example@example.com

At the bottom, there are two sections for 'History of Changes':

- Aliases/Prior Names:** (Includes all names by which an applicant is currently known or has been identified as). This individual does not have any aliases entered. [Add Alias](#)
- Addresses:** Enter the year(s) and state(s) in which the applicant has lived if they have lived outside of Alaska at any time. This individual does not have any prior addresses entered. [Add Prior Address](#)

An [Edit](#) button is located in the bottom right corner of the profile page.

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.

State of Alaska | myAlaska | My Government | Resident | Business in Alaska | Visiting Alaska | State Employees

Alaska Department of Health and Social Services  
Division of Health Care Services

Home | Applications | Determinations | 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 | Recent Documents

Applications: Applications Not Yet Submitted

Filter Options

Application #:

Last Name:

SSN:

Date Saved From:

Date Saved To:

Division:

Provider:

Position Category:

Position:

Results

Locked	App -# Type	Provider	Name	Position	Date Saved	Actions
	897794	<a href="#">Rich Grayson Test Facility</a>	<a href="#">Test, Eugene</a>	Administrator	08/11/2016	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

1 Total Results

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.

The screenshot shows a web interface for withdrawing an application. At the top is a dark blue header with the text "Confirm Withdraw". Below this is a light gray box containing the applicant's information: "Timmy Test, 222-22-2222, 11/13/1984, Application #: 15795138". A red-bordered warning box contains the text "Warnings: Withdraw Reason is required." Below the warning, there is a red italicized note: "\*If application is withdrawn, Provisional Employment must be terminated immediately." Further down, a blue italicized instruction reads: "If you are sure you want to Withdraw this application, select a Withdraw Reason and click 'Withdraw'." Below this instruction is a label "\* Withdraw Reason:" followed by a dropdown menu with "Applicant declined position" selected. At the bottom right of the form are two buttons: "Cancel" and "Withdraw".

**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.

Home Applications **Determinations** 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 | Recent Documents

Applications: Determination In-Process

Filter Options

Application #:  Division:

Last Name:  Provider:

SSN:

Status:

Results

Locked	App #	Provider	Name	Position	Payment Status	Fingerprint Due Date	Status	Status Date	Employment Status	Action
	897093	<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Eugene</a>	Caregiver	Received		Fingerprints Taken - 1st TCN: 030049063	08/11/2016	<a href="#">Provisional Employee</a> <a href="#">Terminate Employment</a>	
	897744	<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Val</a>	Caregiver		09/10/2016				<input type="button" value="Withdraw"/>
	897862	<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Eugene</a>	Administrator		09/11/2016				<input type="button" value="Withdraw"/>

3 Total Results

**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	<a href="#">Rich Grayson Test Facility</a>	<a href="#">Febtest, Willow</a>	Administrator	Not Eligible	03/15/2016	Not Eligible for Hire		✖ Close Without Hiring
	15796048	<a href="#">Tracey's Test Provider</a>	<a href="#">Febtest, Fpuedate</a>	Administrator	Not Eligible - Appeal Granted - no longer valid	03/09/2016			✖ Close Without Hiring
	15795999	<a href="#">Tracey's Test Provider</a>	<a href="#">Febtest, Willow</a>	Administrator	Not Eligible - Appeal Granted	03/04/2016	Hire		✖ Close Without Hiring
	15795996 - Connected	<a href="#">Jenny's Fake Foster Home</a>	<a href="#">Januarytest, Tony</a>	Foster Parent	Eligible - no longer valid	03/04/2016			<a href="#">Approval Letter</a> ✖ Close Without Hiring
	15795995	<a href="#">Jenny's Fake Foster Home</a>	<a href="#">Januarytest, Tony</a>	Foster Parent	Eligible - no longer valid	02/25/2016			<a href="#">Approval Letter</a> ✖ Close Without Hiring
	15795991	<a href="#">Tracey's Test Provider</a>	<a href="#">Januarytest, Stacey</a>	Resident Manager	Not Eligible	03/01/2016	Not Eligible for Hire		✖ Close Without Hiring
	15795990	<a href="#">Rich Grayson Test Facility</a>	<a href="#">Januarytest, Mitchell</a>	Administrator	Eligible	03/23/2016	<a href="#">Permanent Employee</a>		<a href="#">Approval Letter</a> ✖ Close
	15795988	<a href="#">Matt's Fake Child Care</a>	<a href="#">Januarytest, Tony</a>	Caregiver	Eligible - no longer valid	02/25/2016	<a href="#">Permanent Employee</a>		<a href="#">Approval Letter</a> ✖ 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.

**Employees: Provisional**

**Filter Options**

Division:  Hire Date From:

Provider:  Hire Date To:

Position Category:

Position:

Last Name:

---

**Results**

Provider	Name	Position	Hire Date	Total Days in Provisional	Days Remaining in Provisional	Action
Tracey's Test Provider	<a href="#">Test, Eugene</a>	Caregiver	08/11/2016	4	86	<input type="button" value="Edit"/> <input type="button" value="Extend Provisional"/>
1 Total Results						

**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:

Provider:

Program:

Last Name:

Employment Status:

Employee Type:

Position Category:

Position:

Hire Date:

Hire Date to:

Verification Date:

Verification Date to:

Is Eligible:

Results

Provider	Name	Position	Employee Type	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination	Action
<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Eugene</a>	Student	Employee	Permanent		07/18/2016	Eligible	<input type="button" value="Edit"/>
<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Enhancement</a>	Student	Employee	Permanent		07/26/2016	Eligible	<input type="button" value="Edit"/>
<a href="#">Tracey's Test Provider</a>	<a href="#">Test, Eugene</a>	Caregiver	Employee	Provisional	08/11/2016		In Process	<input type="button" value="Edit"/>

3 Total Results

**Edit Employment**

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:

\* Employee Type:

\* Provider:

Hire Date Provisional:

Position Category:

\* Hire Date:

\* Position:

Separation Date:

Verification Date:

**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.

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

**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.