

DPH Long-Term Care  
Criminal History and Patient Abuse  
Background Search Program:  
Use of the ABCMS: 5 Steps

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**Overview of  
Applicant Background Check  
Management System  
(ABCMS)  
Development**

# ABCMS Overview

- ⌘ CT DPH has overall administrative authority of ABCMS:
  - ⌘ Assists providers with user accounts.
  - ⌘ Manages ABCMS permissions based on user type.
  - ⌘ Retains personally identifiable data.
  - ⌘ ABCMS hosted at CT Bureau of Enterprise Systems & Technology (BEST) behind firewalls.

## ABCMS Overview, continued

- ⌘ CT Department of Emergency Services and Public Protection (DESPP) has administrative authority of the criminal history reporting:
  - ⌘ Access to State and Federal Criminal History Reports (CHRs).
  - ⌘ Verifies and records applicant identity in ABCMS at time of fingerprinting.
  - ⌘ Transmits fingerprints to Federal Bureau of Investigation (FBI).
  - ⌘ Forwards CHR results through the ABCMS.

## ABCMS Overview, continued

- ⌘ Providers will manage their respective applicants in the ABCMS:
  - ⌘ Log in to the ABCMS website.
  - ⌘ Enter new applicants.
  - ⌘ Conduct registry checks.
  - ⌘ Manages applicants and employees in the ABCMS.
  - ⌘ Access to state CHR (even if not disqualifying) and eligibility determinations.

# User Role Examples

- ⌘ Provider Users
  - ⌘ Human Resources
  - ⌘ 3rd Party Staffing Company
  - ⌘ Other users/administrators as may be authorized

# ABCMS – 5 Steps

&Step 1: Enter Personal and Demographic Information

&Step 2: Enter Pre-Employment Information

&Step 3: Research Registries

&Step 4: Data Review

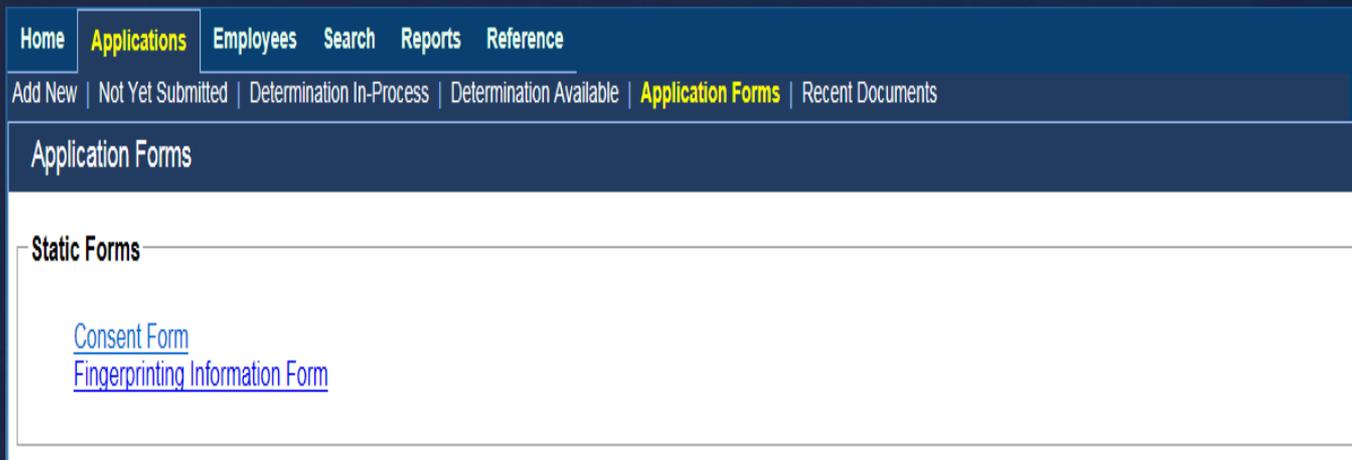
&Step 5: Submit Application

# ENTERING THE APPLICANT INTO THE ABCMS

# ABCMS Application Forms

Applicant needs to complete:

- Consent Form
- Fingerprinting Information Form



The screenshot shows a web application interface with a dark blue header and a white content area. The header contains navigation links: Home, Applications (highlighted), Employees, Search, Reports, and Reference. Below the header is a secondary navigation bar with links: Add New, Not Yet Submitted, Determination In-Process, Determination Available, Application Forms (highlighted), and Recent Documents. The main content area is titled "Application Forms" and contains a section labeled "Static Forms" with two links: [Consent Form](#) and [Fingerprinting Information Form](#).

# Step 1: Enter Personal and Demographic Information

Home Applications Employees Search Reports Reference

Add New | Not Yet Submitted | Determination In-Process | Determination Available | Application Forms | Recent Documents

Applicant: Profile

**Personal and Demographic Information**

\* Required

\* First Name:

Middle Name:

\* Last Name: Tyler

Suffix:

\* SSN: 497-68-9797 This is an ITIN: No

\* Date of Birth:

\* Race:

\* Gender:

\* Eye Color:

\* Hair Color:

\* Height:

\* Weight:  lbs

US Citizen:

\* Place of Birth:

Permanent/Physical Address

\* Address Line 1:

Address Line 2:

\* City:

\* State: Connecticut

\* ZIP:

County:

Mailing Address (Uncheck box to enter mailing address)

Same as Permanent Address

Primary Phone:

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

Email Address:

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 New

Text-PriorAddresses

This individual does not have any prior addresses entered.

Add New

Back Next

1. Enter applicant information.

\*Necessary for accurate Criminal History Records (CHRs).

2. Profile is created and the *Pre-Employment Information* page is displayed.

\* *Add Aliases* for Hyphenated names.

# Step 2: Enter Pre-Employment Information

Applicant: Pre-Employment Information

John Adams, 498-36-4645, 1/1/1972

Position Applied For

\* Required

\* Provider: George Washington Facility

\* Position Category:

\* Position:

\* Employee Type: Employee

Withdraw Save and Close Back Next

1. Enter the position information the applicant is applying for and click *Next*.

Applicant: Pre-Employment Information

John Adams, 498-36-4645, 1/1/1972

Position Applied For

\* Required

\* Provider: George Washington Facility

\* Position Category: Technical, Unlicensed Health Care

\* Position: Nurses Aide

\* Employee Type: Employee

Withdraw Save and Close Back Next



2. *Research Registries* page is displayed.

# REGISTRY CHECKS THROUGH THE ABCMS

# Step 3: Research Registries

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | Determination Available | Application Forms | Recent Documents

Applicant: Research Registries

John Adams, 498-36-4645, 1/1/1972, Application #: 663  
Alias: Joseph Adams; 498-36-4645; John Joseph Adams; 498-36-4645

Registry Name	Research Requirements	Research Results	Research Completed	Comments
<a href="#">CT Criminal Convictions Database</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">CT Department of Social Services Administrative Actions</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">CT Nurse Aide Registry</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">CT Professional Licenses</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">CT Sex Offender Registry</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">OIG List of Excluded Individuals/Entities Registry Checked On 01/22/2015</a>	Automatch performed, no matches found <a href="#">Recheck Registry</a>	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">National Sex Offender Public Website</a>	Manual Search Required	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">MA Nurse Aide Registry</a>	Manual Search Recommended	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>
<a href="#">MA Professional Licenses</a>	Manual Search Recommended	<input type="text"/>		<input type="text"/> <a href="#">View (D)</a> <a href="#">Add</a>

Research Registries Not Listed

[Withdraw](#) [Save and Close](#)

[Back](#) [Next](#)

1. Click the *registry link* to open the registry website.

2. "Cleared" = no disqualifying conviction

3. Enter *Comments* as needed.

4. Click *Next*.

\* Hyphenated names need to be searched, by both names (e.g., "James-Smith" is searched as "James" and "Smith").

# Step 4: Data Review

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | Determination Available | Application Forms | Recent Documents

Applicant: Data Review

Profile Pre-Employment Registry Results

**Personal and Demographic Information**

First Name: John SSN: 498-36-4645 Is ITIN: No  
Middle Name: Date of Birth: 1/1/1972  
Last Name: Adams Race: White  
Suffix: Gender: Male  
Eye Color: Black  
Permanent Address  
Address Line 1: 410 Capitol Ave Hair Color: Black  
Address Line 2: Height: 57"  
City: Hartford Weight: 200  
State: CT Primary Phone: 123-456-7890  
ZIP: 06106 Secondary Phone: 098-765-4321  
County: N/A Email Address: John.Adams@gmail.com

**Mailing Address**

Address Line 1: 410 Clinton Street  
Address Line 2:  
City: Berlin  
Mailing State: CT  
ZIP: 06037  
County: N/A

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

Last	First	Middle	SSN	DOB
Adams	Joseph		498-36-4645	
Adams	John	Joseph	498-36-4645	

**Prior Addresses within the last 3 years**

Years	City	State
2011-2014	Worcester	MA

Withdraw Save and Close Edit Applicant Profile Back Submit

Review for confirmation before *Submit*.



# Step 5: Submit Application

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | Determination Available | Application Forms | Recent Documents

Applicant: Confirmation

## Application Submitted Confirmation

John Adams, 498-36-4645, 1/1/1972, Application #: 663

### Application Status

Your application was successfully submitted.

This applicant has not been determined eligible for employment and fingerprints must be received by 2/21/2015. The status of the eligibility determination can be tracked by clicking the [Determination In-Process](#) link above.

### Application Forms

- [Final Registry Results](#)
- Final Registry Results
- [Fingerprint Authorization Form](#)
- Fingerprint Authorization Form

Confirmation message is displayed.

Form will be pre-populated by the ABCMS with applicant demographic data.

# Post-Registry Checks, Applicant is Eligible for Fingerprinting

- ⌘ At this stage, Fingerprinting Authorization Form may be printed and given to the Applicant.
- ⌘ Applicant takes Fingerprinting Authorization Form to State Police Barracks or Department of Emergency Services and Public Protection (DESPP) Middletown Headquarters

# Tracking: Determination In-Process

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | **Determination In-Process** | Determination Available | Application Forms | Registry Recheck | Recent Documents

Applications: Determination In-Process

Enter Filter Options

Application #:  Provider:

Last Name:

Results

Locked	App #	TCN	TCR	Provider	Last	First	SSN	Status	Status Date	Registry Results	Employment Status	Action
	541			George Washington Facility	<a href="#">Madison</a>	James	-9876	Background Check Started	12/19/2014	Pending		<input type="button" value="Withdraw"/>
	544	tcn100548		George Washington Facility	<a href="#">Adams</a>	John	-9421	Fingerprints Taken - 1st TCN: tcn100548	12/22/2014	Pending	<input type="button" value="Hire Provisionally"/>	<input type="button" value="Withdraw"/>
	546	tcn100550		George Washington Facility	<a href="#">Jefferson</a>	Thomas	-9003	Fingerprints Taken - 1st TCN: tcn100550	12/22/2014	Pending	<input type="button" value="Hire Provisionally"/>	<input type="button" value="Withdraw"/>
	547			George Washington Facility	<a href="#">Monroe</a>	James	-8168	Background Check Started	12/22/2014	Pending		<input type="button" value="Withdraw"/>

1. All applications submitted and waiting CHRs and final determination are listed.

2. To track the applicant in the fingerprinting process, review *Status*.

3. In *Enter Filter Options*, enter your search criteria, then click *Search*. The updated search results appear.

# Determination Available – Application Decision Options

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | **Determination Available** | Application Forms | Registry Recheck | Recent Documents

Applications: Determination Available

Enter Filter Options

Application #:  Provider:

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

Results

This is custom text for Determination Available Results

Locked	App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
	546	George Washington Facility	<a href="#">Jefferson</a>	Thomas	-9003	Eligible	12/23/2014	<b>Hire</b>		<b>Close Without Hiring</b> <a href="#">View Rapsheet</a>
	544	George Washington Facility	<a href="#">Adams</a>	John	-9421	Eligible	12/23/2014	<b>Hire</b>		<b>Close Without Hiring</b>

# *Applicant Status: No-hit Result*

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | **Determination Available** | Application Forms | Recent Documents

Applications: Determination Available

Enter Filter Options

Application #:  Provider:

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

Results

Locked App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
663	George Washington Facility	<a href="#">Adams</a>	John	-4645	Eligible	01/22/2015	<input type="button" value="Hire"/>		<input type="button" value="Close Without Hiring"/>

Determination is Eligible/Clear to Work



# Applicant Status: State Criminal History Result (CHR), but Not Disqualifying

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | **Determination Available** | Application Forms | Registry Recheck | Recent Documents

Applications: Determination Available

Enter Filter Options

Application #:  Provider:

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

Results

This is custom text for Determination Available Results

Locked App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
546	George Washington Facility	<a href="#">Jefferson</a>	Thomas	-9003	Eligible	12/23/2014	<a href="#">Hire</a>		<a href="#">Close Without Hiring</a> <a href="#">View Rapsheet</a>

“View Rapsheet”:  
You May Review State CHRs



# Applicant Status: Disqualifying Conviction Identified – “Not Eligible”

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | **Determination Available** | Application Forms | Registry Recheck | Recent Documents

Applications: Determination Available

Enter Filter Options

Application #:  Provider:

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

**Results**

This is custom text for Determination Available Results

Locked	App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
	549	George Washington Facility	<a href="#">Madison</a>	James	-9876	<b>Not Eligible</b>	12/23/2014	Not Eligible for Hire	Can appeal Not Eligible through 1/22/2015	<a href="#">Close Without Hiring</a>



# Thank You

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