

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

Login to the ABCMS

- Open a Web browser (For Ex: Internet Explorer -Version 9 or Higher is recommended, Google Chrome, Firefox, Safari).
- Type www.stg-abcms.ct.gov as the web address  and hit enter. The login page will be displayed. Enter your assigned *Training Username* in Username field and *Password* in the Password Field.

Note:

- The username is not case sensitive.
- The password is case sensitive.
- Click  button
- Please follow these steps:
 1. Enter current password:
 2. Enter new password:
 3. Confirm new password:
 4. Choose a security question
 5. Enter a Security answer
 6. Confirm Security answer
- Click  and you will be logged in.

Scenario 1: Enter a new applicant Position: Nurses Aide

Click .

Applications > Application Forms

- Consent Form
- Fingerprinting Information Form

Once the program is live, you will ask the applicant to fill out both forms.

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

Applications > Add New



- Step 1 – Applications: click Add New.
- Step 2 – Pick a random last name and Social Security Number and click **Search**. System verifies the applicant is new to the system. Click **Add New Applicant**.
- Step 3 – Applicant: Profile (Personal and Demographic Information)
 - Enter required Personal and Demographic Information (* indicates required fields)
 - Enter Alias information - Click **Add New** in the Aliases/Prior Names, from the bottom left side, which will open an “Add Alias page” and complete Alias information. (Hint: hyphenated names need to be broken out into two distinct names. Example: “Susan Ann Smith-Williams” should be entered as “Susan Ann Smith” and “Susan Ann Williams”). You can enter multiple Alias names by clicking *Add New* and add additional aliases.
 - a. Enter Prior Address – Click **Add New** in the **Prior Addresses** section. The **Prior Addresses** dialog appears.
 - Enter City: Providence, State: Rhode Island, Year From: 2012 and Year To: 2014. Click **Save**.
 - Click **Next**.
 - Step 4 – Applicant: Pre-Employment Information
 - Select “Professional / Licensed Health Care” from the Position Category drop-down box
 - Select “Nurses Aide” from the Position drop-down box
 - Select “Employee” from the Employee Type drop-down box
 - After completing all the information on this page, click **Next**.
 - Step 5 – Applicant: Research Registries (Note: all registries are free and name-based.)
 - Review all registries.
 - Click on each registry link which will open the corresponding website, except the OIG registry, which has an auto-match. For the OIG registry, you do not have to click the link.
 - Type in the required details (Ex: First name, Last name) and Search.
 - If there is no match, select “Cleared” from the drop-down in the Research Results column for each required registry.
 - Since your applicant had lived in Massachusetts, an additional registry search for Massachusetts will appear. Note: This is a check that can be skipped, however it is recommended. It is not mandatory.
 - Once all the registries are marked as Cleared, click **Next**.

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

- Step 6 – Applicant : Data Review
 - This Page is to verify the Applicant data before submitting the Application.
 - Review Profile, Pre-Employment and Registry Results tabs

Profile	Pre-Employment	Registry Results
---------	----------------	------------------

 - Click **Submit**.
- Step 7 – Applicant : Confirmation
 - Application Submitted Confirmation message will be displayed.
 - Review the *Final Registry Results* and *Fingerprinting Authorization Form* available in the **Application Forms** section is at the bottom of the page.

Scenario 1: Verification:

- Home Page “At a Glance Table”: Click on the hyperlink “Eligibility Determination In Process” to make sure the Application you just created is listed with the status “Applicant Data Sent” or “Background Check Started”.
- At his point, the application has been submitted. The applicant can go to be fingerprinted. If you want to know what’s happening, please go to the next step.

Scenario 2: Determination In-Process

Click **Home**.

[Home Page > At a Glance Table -> Eligibility Determination In-Process](#)

[Applications > Determination In-Process](#)

- The Determination In-Process page lists your Application created in Scenario 1.
- The Determination In-Process page contains statuses of applications In-Process (examples below):
 - Applicant Data Sent
 - Background Check Started
 - Fingerprints Taken

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

Scenario 3: Determination Available

Click .

[Home Page](#) -> [At a Glance Table](#) -> [Eligibility Determination Complete](#)

The Eligibility Determination Complete link, will bring you to the Determination Available page.

[Applications](#) > [Determination Available](#)

- The Determination Available page will have all the applications who are “Eligible” or “Not Eligible” based on the results from the background check.
- We have created two Applications for this training purpose with Determinations “Eligible” and “Not Eligible”.
- Some example of actions you can perform in Determination Available Page are
 - Hire (Background Check completed and ready to Hire)
 - Close without Hiring(Close the application without hiring)
- For the “Eligible” applicant click the “hire” button in the employment status column.
- Hire Page will be displayed and key in the Permanent hire date and click “Save” and the applicant has been recorded as hired.
- For the “Not Eligible” applicant you can click “Close without Hiring” button in the Actions Column and Confirm Close pop up page displays and click “Yes” and the application is closed.

Scenario 3: Verification:

- To verify whether you have hired the Eligible applicant, go to Employees -> Permanent. Click . Hired applicant will be there.

Scenario 4: Enter an application for an applicant already in the system

Click .

[Applications](#) > [Add New](#)

[Eligible Applicant/Completed background check for another provider:](#)

- Navigate to Applications -> Add New
- Enter Applicant’s SSN, Last name and click .

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

- The Person Summary page will be displayed and it will show the following information at the top of the page
 - Applicant's Name, SSN and DOB
 - Current Eligibility Determination : Eligible for Employment – Valid Through MM/DD/YYYY
- Click **Add New Application**.
- Applicant: Pre-Employment Information page displays and
- Choose "Professional / Licensed Health Care" for Position Category, "Nurses Aide" for Position and "Employee" for Employee Type from the drop down and click **Submit**.
- Application Submitted Confirmation page displays the following information:
 - This applicant does not require fingerprinting for employment at this time.
 - You can check the status of this Application by clicking the *Determination Available* link above.
- From the Home page -> At a Glance Table -> Eligibility Determination Complete click on the hyperlink and this will take you the "Determination Available Page" where the applicant would be listed with Determination status "Eligible" and Employment Status as "Hire"
- For this training let's hire the applicant. Click the **Hire** button in the Employment Status column and the hire page is displayed. Enter the "Permanent Hire Date" and click **Save**.

Scenario 4: Verification:

- To verify: Go to Employees -> Permanent and click **Search** and the hired applicant from Case 1 will be listed.

Scenario 5: Resume Application and Flagged for Review

Click **Home**.

Home Page -> At a Glance -> Not Yet Submitted by Provider

Note: if you have saved your application, this next step will explain how to resume the process.

Applications > Not Yet Submitted

- For this scenario, a test application will be already available on the "Not Yet Submitted" page.
- Click **Resume** in the Actions Column for the corresponding Applicant.

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

- The Resume process takes you to the Applicant: Profile page. If there are no edits, click *Next*.
- Applicant: Pre-Employment Information page will be displayed.
- Select:
 - Position Category: “Professional / Licensed Health Care”
 - Position: “Nurses Aide”
 - Employee Type: “Employee”
 - Click *Next*.
- This Applicant will match on the “OIG list of Excluded Individuals/Entities” registry. Select “Flagged for Review” from the drop-down in the Research column for the OIG registry.
- Click “Add” and type your comment and click “Save”. Click on all the other registry links. Check if the applicant is matched on any other registry’s website. Select “Cleared” in the Research Results column and click *Next*.
- Application Flag for Review Confirmation message displays for this Application.
- **This is not part of this training exercise:** ABCMS program staff will receive an email notification that an applicant is flagged for review and will make a determination (“Cleared” or “Not Cleared”). Once the determination has been made, you will receive an email notification, and you can resume the application from the “Not Yet Submitted” page.

Scenario 6: Review Reports

Click [Home](#)

Reports > Provider Reports

Home	Applications	Employees	Search	Reports	Reference	Admin
Provider Reports				Provider Reports		

- Select **Employment Roster Report**
- Choose Employment Status “All” and Provider “Your assigned provider” **and** Click “View Report” to generate the report. A report may be exported to a file, using several formats.
**Please note you may need to adjust your pop-up blocker to allow this page to open*

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

Administrator Training

Note for Scenarios 7 and 8: Some users will have access to the following screens, and some users will not have access.

Only facility ABCMS System Administrators have the ability to create user accounts for additional users at the long-term care facility. Facility ABCMS administrators can add, view, and manage the user accounts associated with your facility.

Scenario 7: Administrators – Create New User

Click .

Admin > User Accounts

- Click  button.
- Enter Username – Enter a Username that you will create: For Ex a Username for Training1 would be Training1user.
- Enter First name and Last Name (Please do not enter real names)
- Enter your email address.
- Check the “Selected” and “Grantable” box corresponding to the “User” role.
 - *FYI:*
 - **Selected:** When a Role has the “Selected Box” checked, it means that the user will be able to perform the functions of that role.
 - **Grantable:** When a Role has the “Grantable Box” checked, it means the user has the ability to create additional users, and will be able to grant this role to new user that you create.
- Click [Assign Providers](#) link.
- Enter the first three letters of your test training provider name. You will see your provider name under Select Provider(s). Select your Provider Link and click .
- Click .
- Click Yes for “Confirm User Save: Are you sure you want to save new Provider user”.
- You have successfully created a new user.

Applicant Background Check Management System (ABCMS) Program: Training Scenarios

Scenario 8: Administrators – Manage Users

Click [Home](#).

Admin > User Accounts (To Edit User Information and Role Change)

- Search for the New User created in Scenario 7 (Administrators – Create New User) and you can use any of the Filter Criteria (For Ex: Last Name, User Name, and Email). Click [Search](#).
- The User Search results will display the newly created user.
- Click [Edit](#) button in the Actions column which displays the User Accounts page.
- Edit the Last name and click [Save](#) button.

Click [Home](#).

Admin > User Accounts (To reset Password)

- Search for the New User created in Scenario 7 (Administrators – Create New User) and you can use any of the Filter Criteria (For Ex: Last Name, User Name, and Email).
 - The User Search results will display the newly created user.
 - Click [Edit](#) button in the Actions column which displays the User Accounts page.
 - Click [Reset Password](#) button which will reset the password and sends the user a system generated password to their email address and will be asked to change upon login.
- Note: A user account is locked after four failed password attempts. A good rule of thumb: if you forget your password three times, then click *Forgot Password*.

Please logout of the ABCMS System.



DPH Keeping Connecticut Healthy DEPARTMENT OF PUBLIC HEALTH Help My Account Logout

Home Applications Determinations Appeals Employees Search Reports Reference Admin