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

Patricia Trella
Connecticut Department of Public Health

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

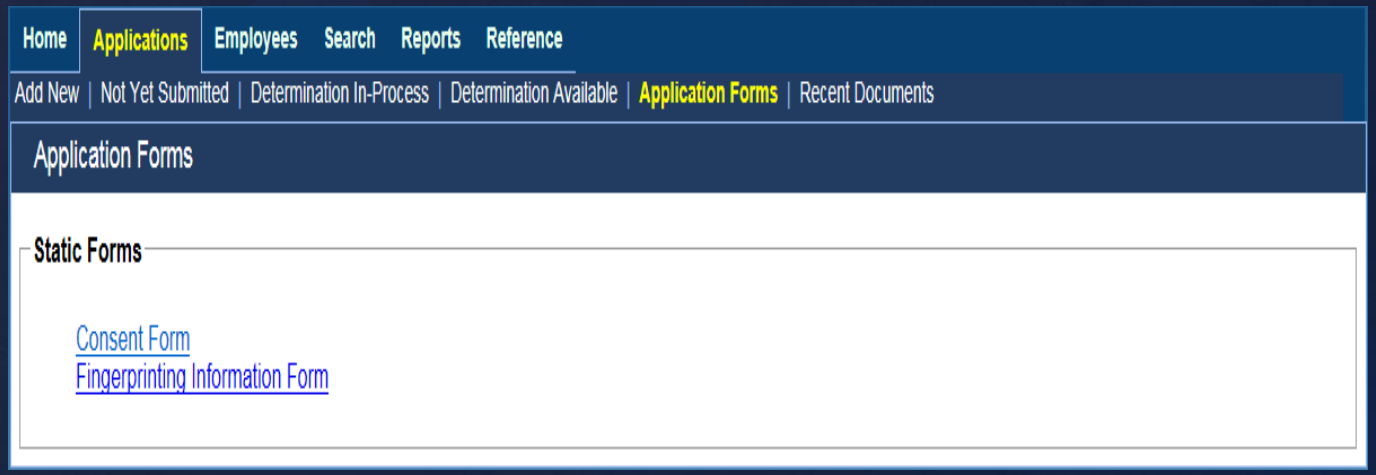
- *Step 1*: Enter Personal and Demographic Information
- *Step 2*: Enter Pre-Employment Information
- *Step 3*: Research Registries
- Step 4: Data Review
- *Step 5*: Submit Application

ENTERING THE APPLICANT INTO THE ABCMS

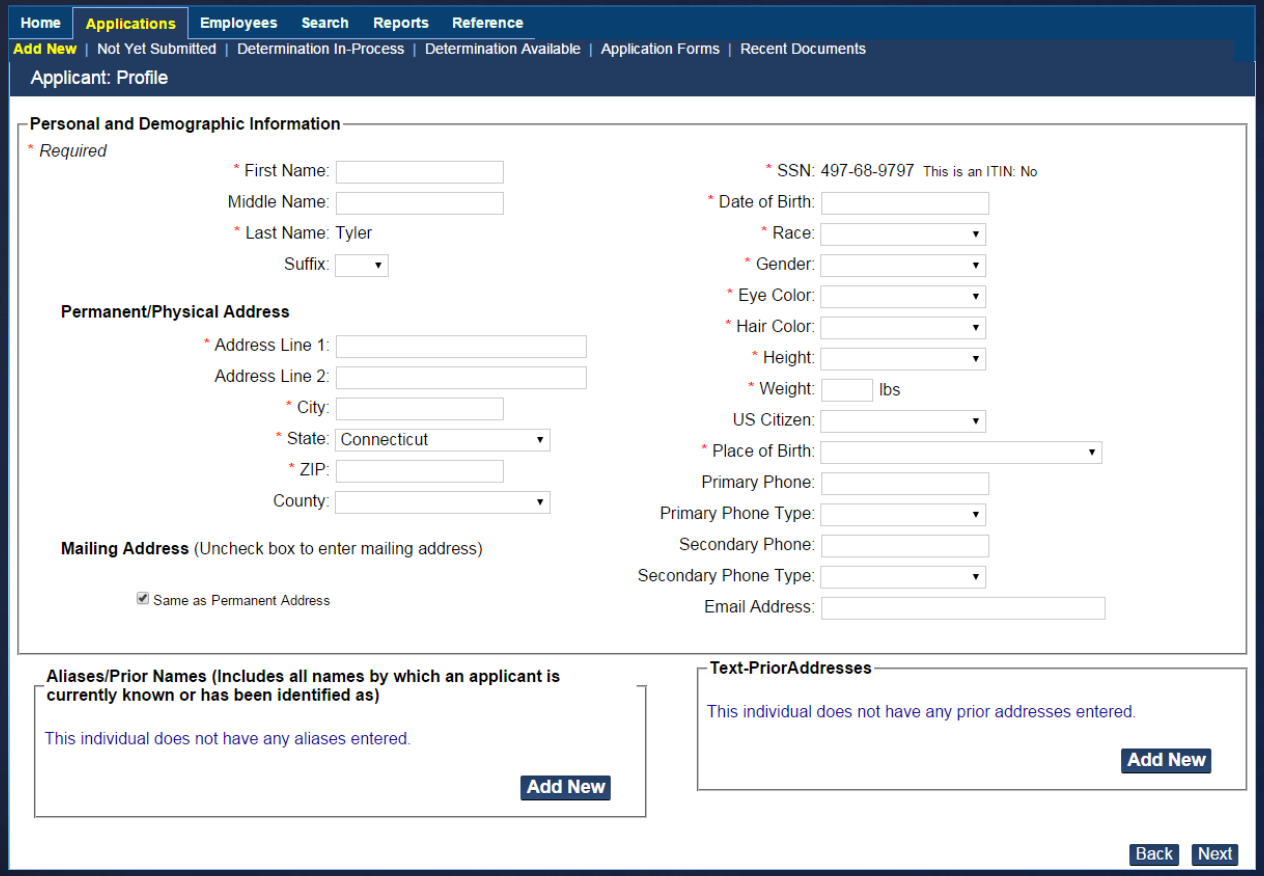
ABCMS Application Forms

Applicant needs to complete:

- Consent Form
- Fingerprinting Information Form



Step 1: Enter Personal and Demographic Information

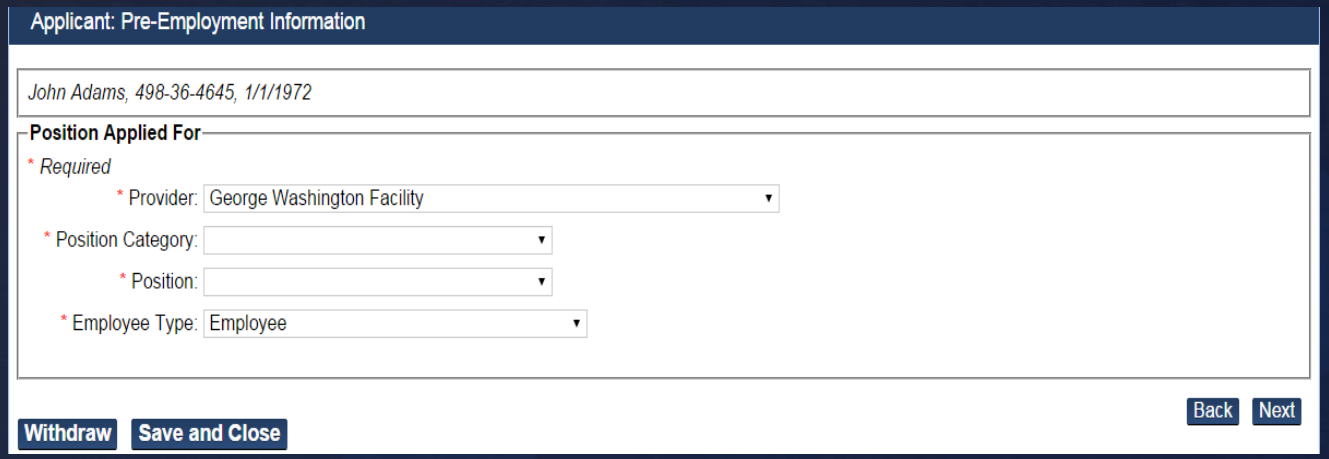


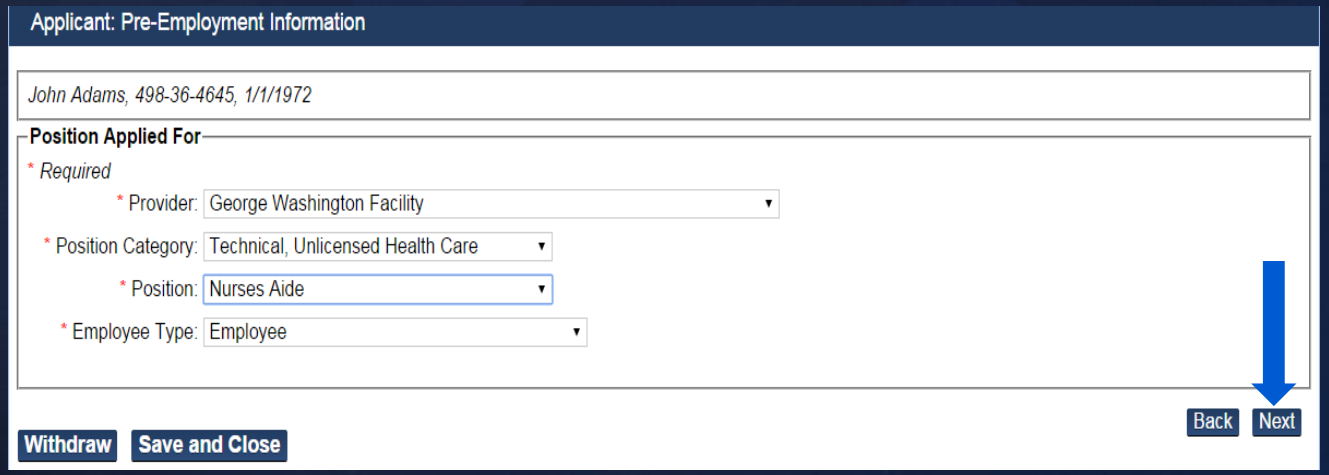
1. Enter applicant information. *Necessary for accurate Criminal History Records (CHRs).

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

*** Add *Aliases* for Hyphenated names.**

Step 2: Enter Pre-Employment Information



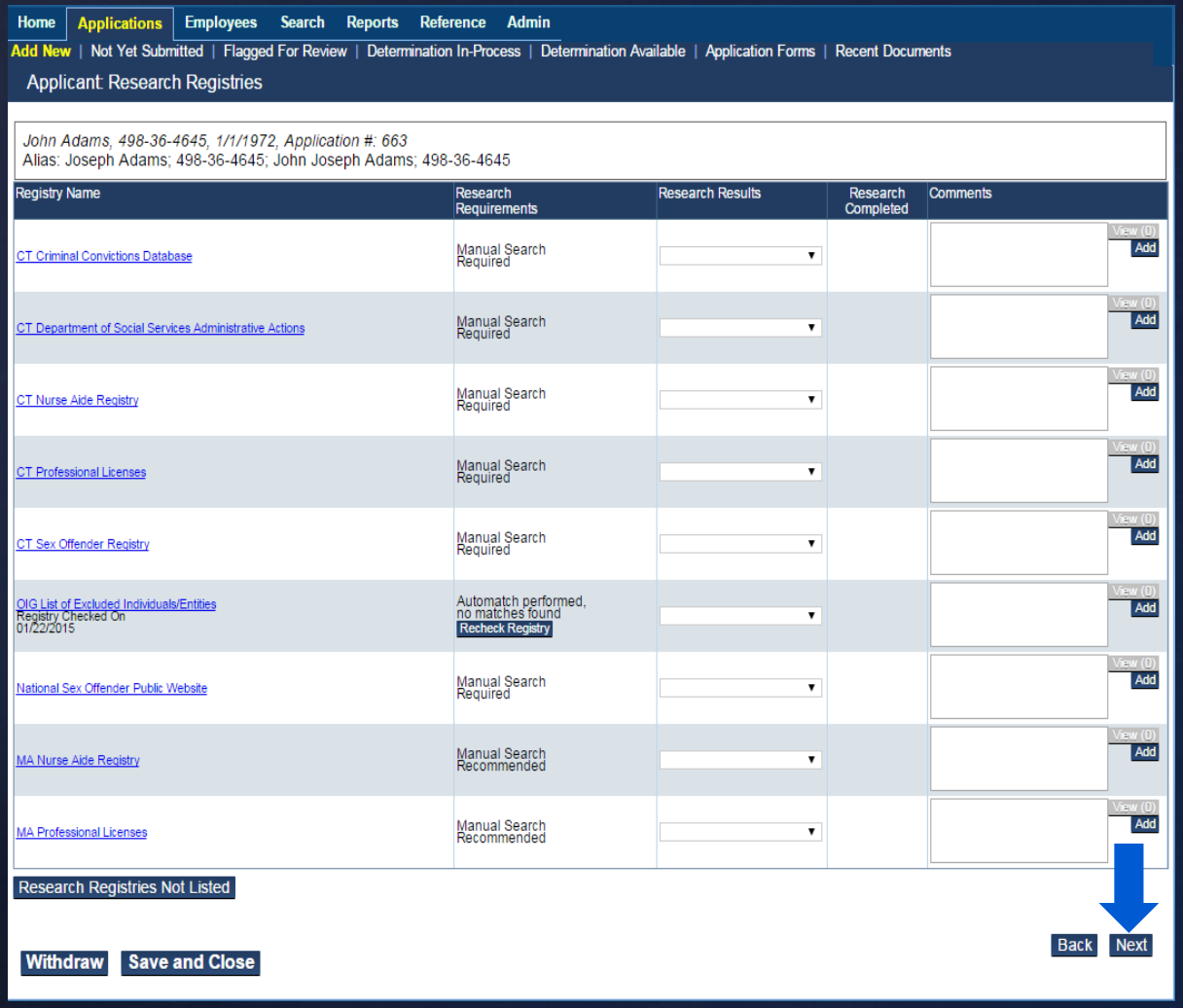


1. Enter the position information the applicant is applying for and click *Next*.

2. *Research Registries* page is displayed.

REGISTRY CHECKS THROUGH THE ABCMS

Step 3: Research Registries



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

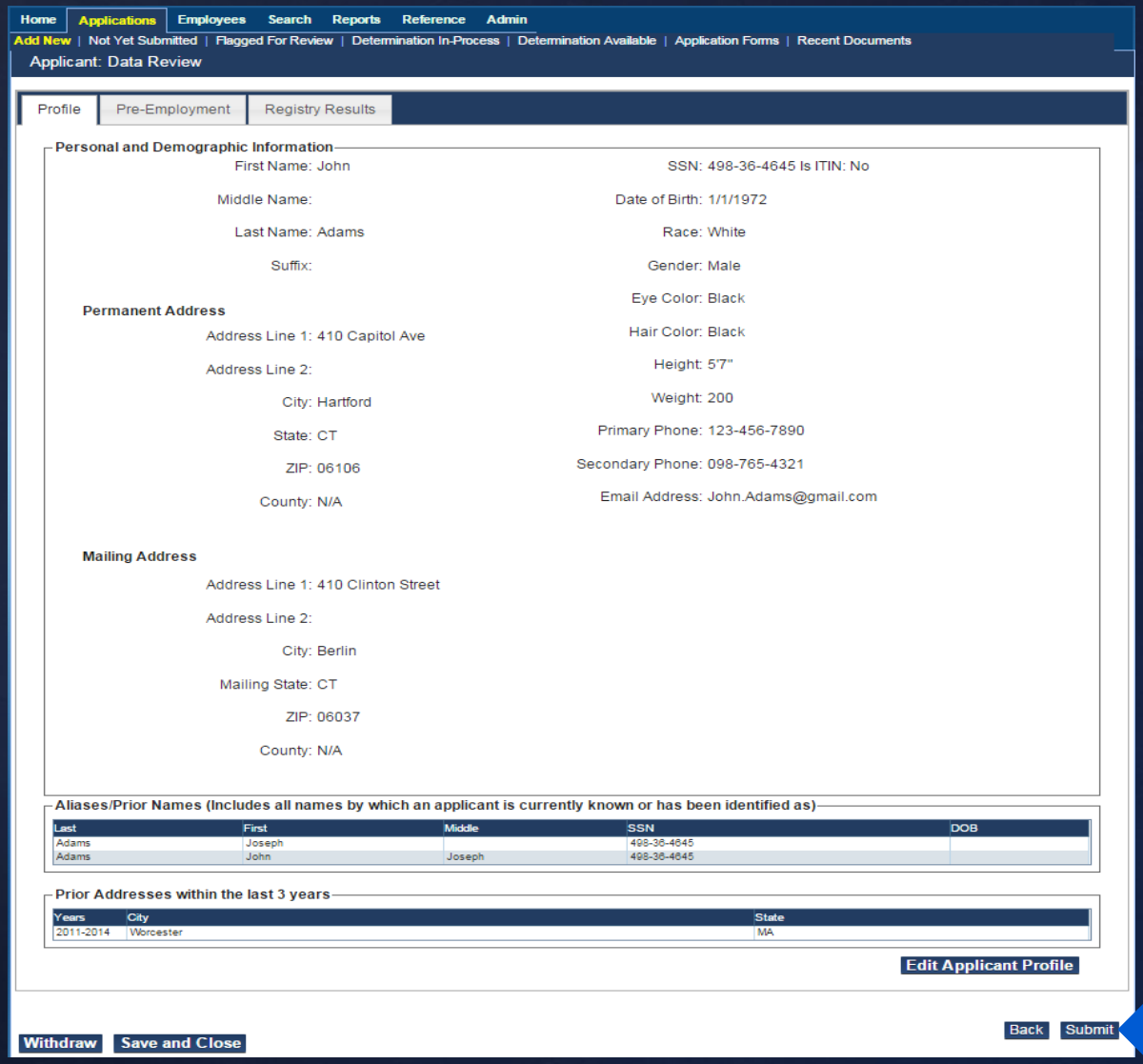
2. "Cleared" = no disqualifying conviction

3. Enter *Comments* as needed.

4. Click *Next.*

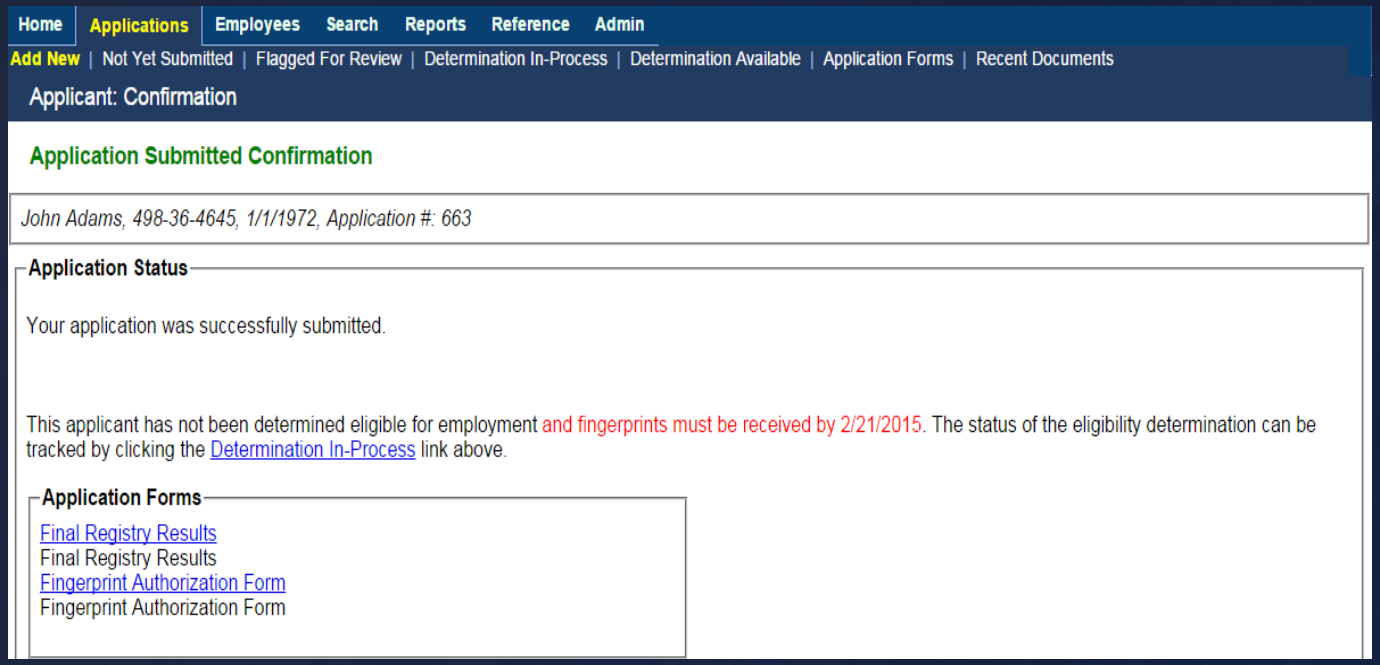
*** Hyphenated names need to be searched, by both names (e.g., "James-Smith" is searched as "James" and "Smith").**

Step 4: Data Review



- Review for confirmation before *Submit*.

Step 5: Submit Application



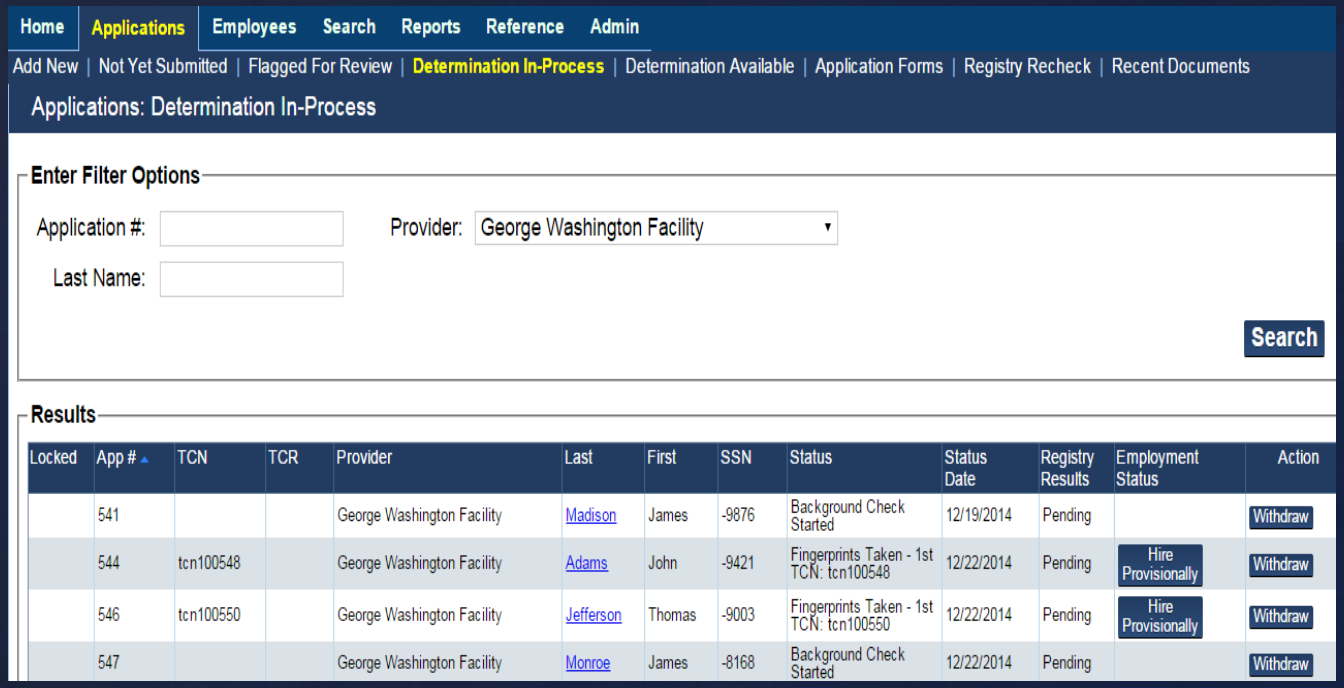
- Confirmation message is displayed.
- Form will be pre-populated by the ABCMS with applicant demographic data.

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

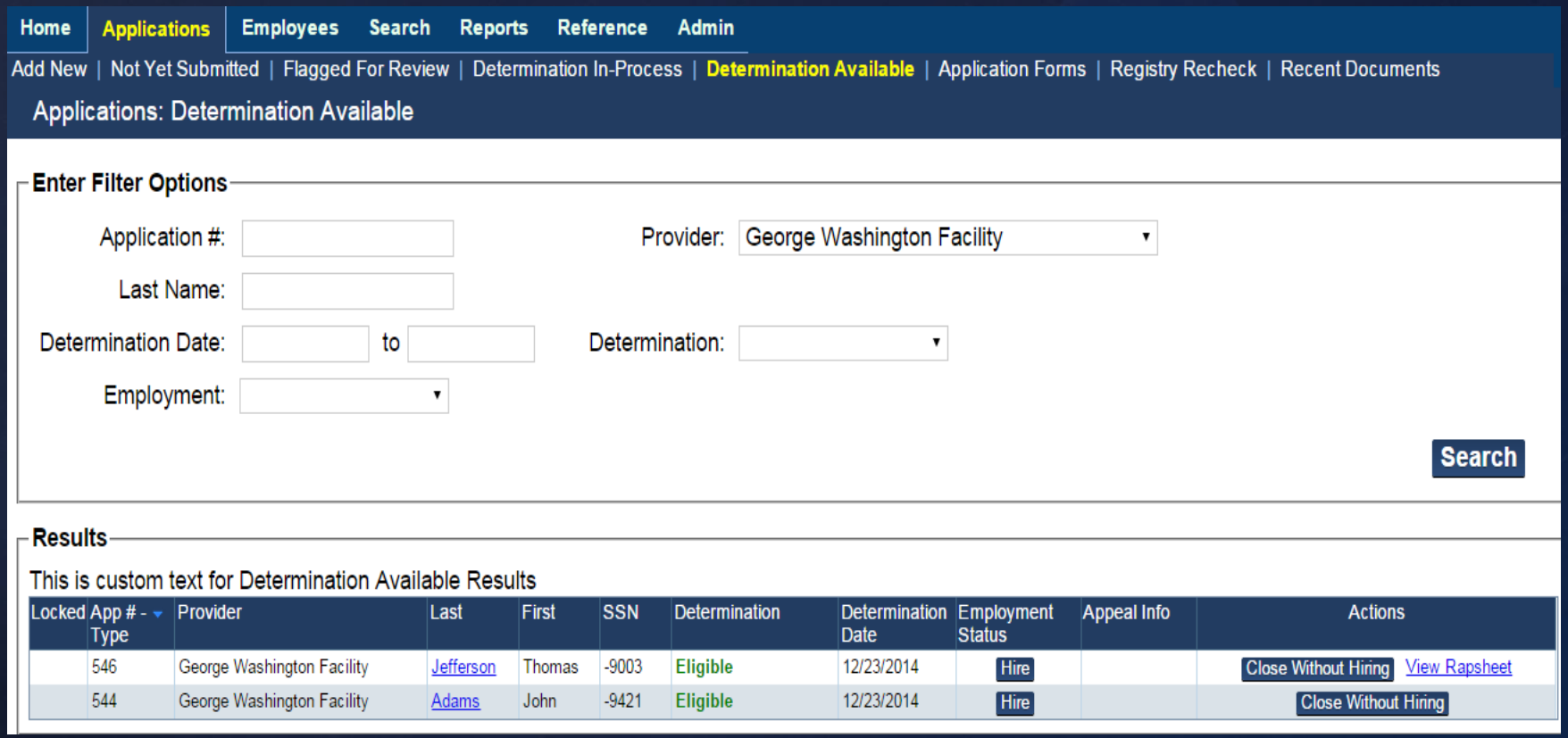


1. All applications submitted and waiting CHRs and final determination are listed.

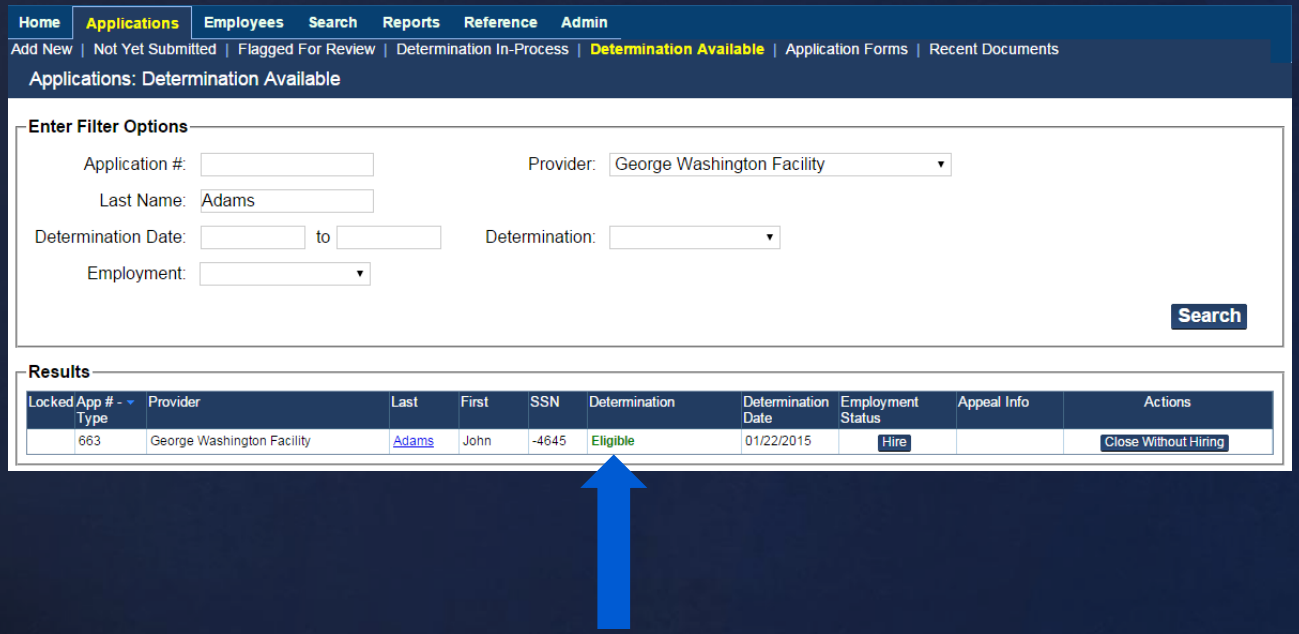
2. To track the applicant in the fingerprinting process, review *Status*.

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

Determination Available – Application Decision Options

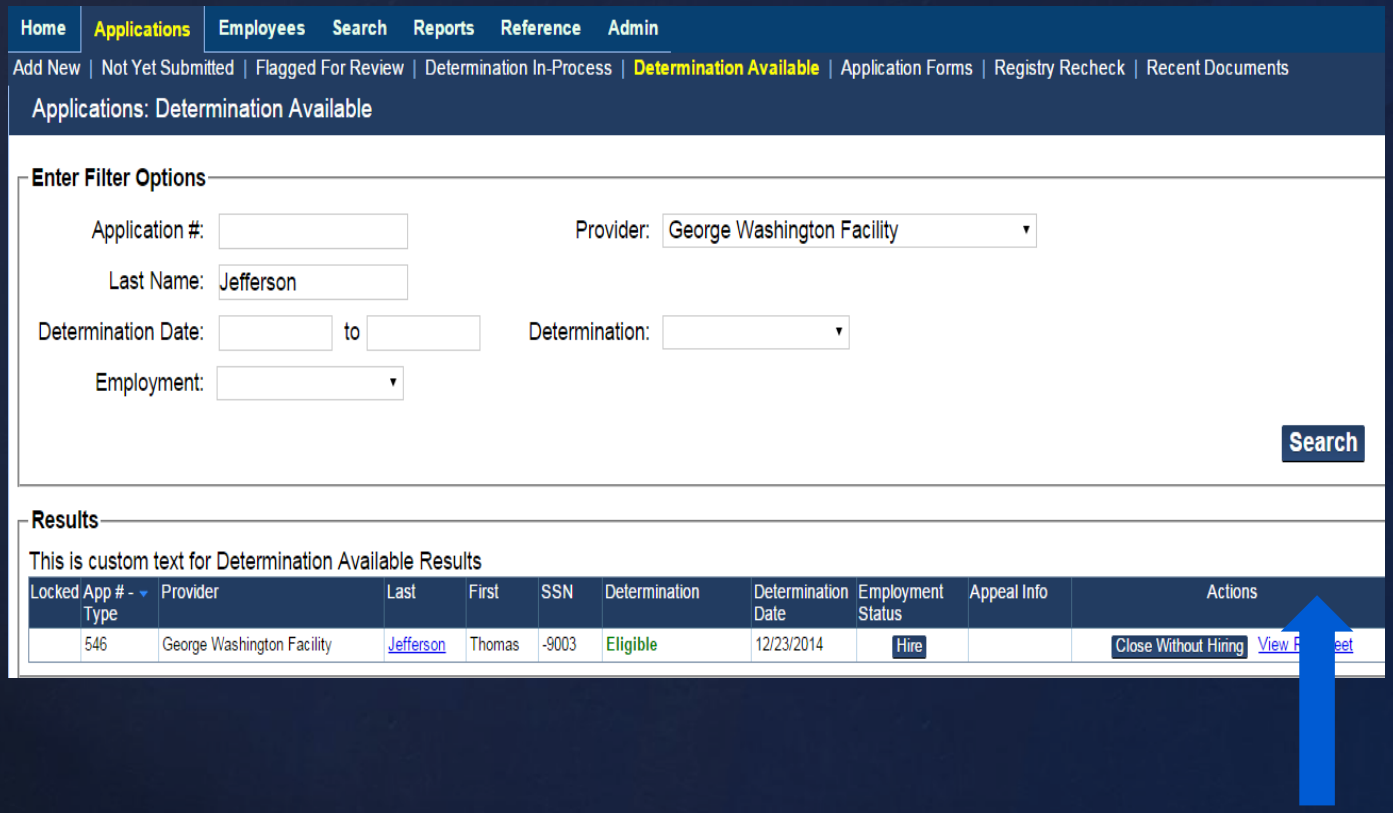


Applicant Status: No-hit Result



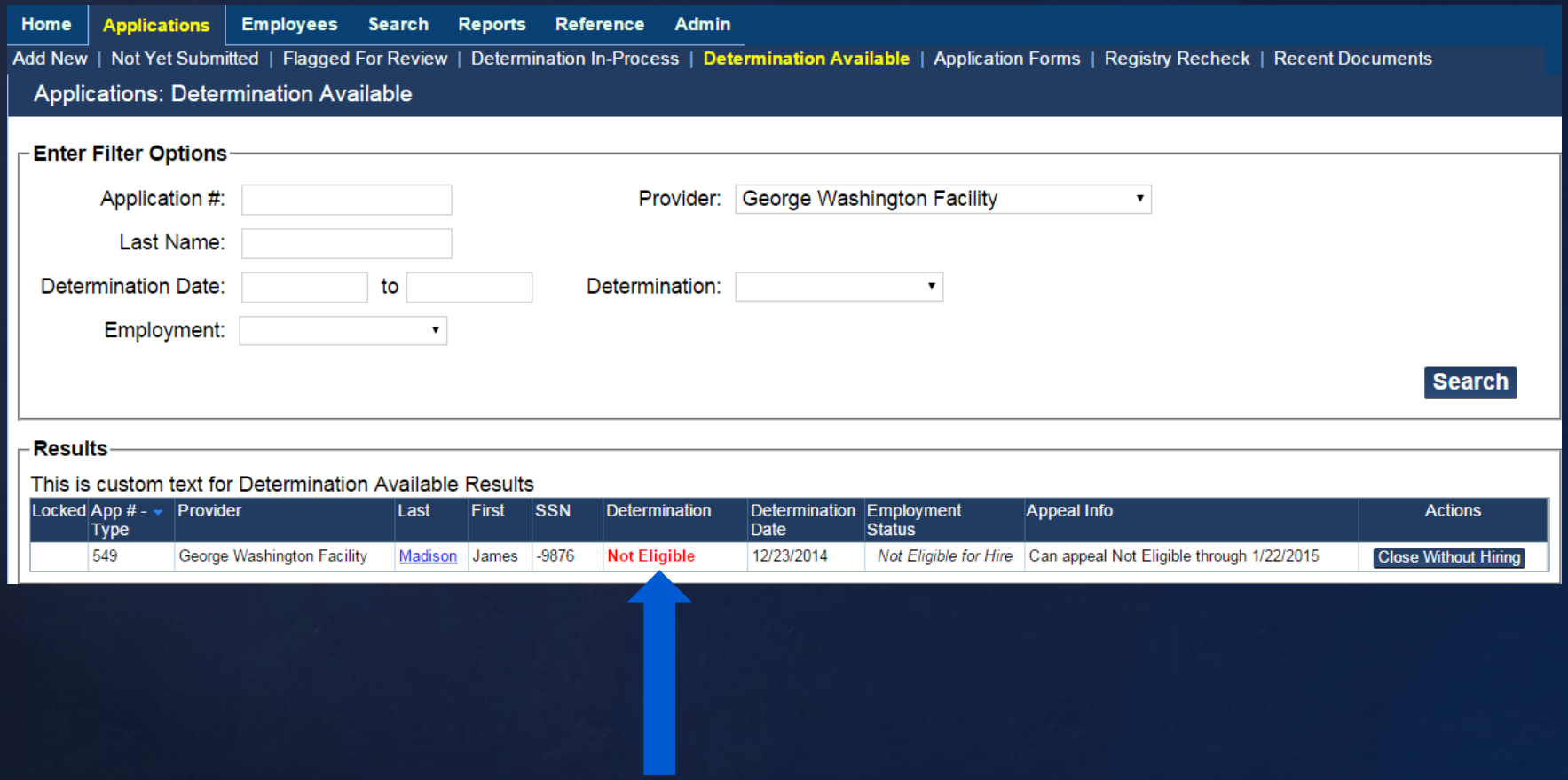
Determination is Eligible/Clear to Work

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



"View Rapsheet": You May Review State CHRs

Applicant Status: Disqualifying Conviction Identified – "Not Eligible"



Thank You

Patricia.Trella@ct.gov
(860) 509-8137