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

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DHSS - Division of Health Care Services  
Revised November - 2016

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# NABCS Provider User Guide

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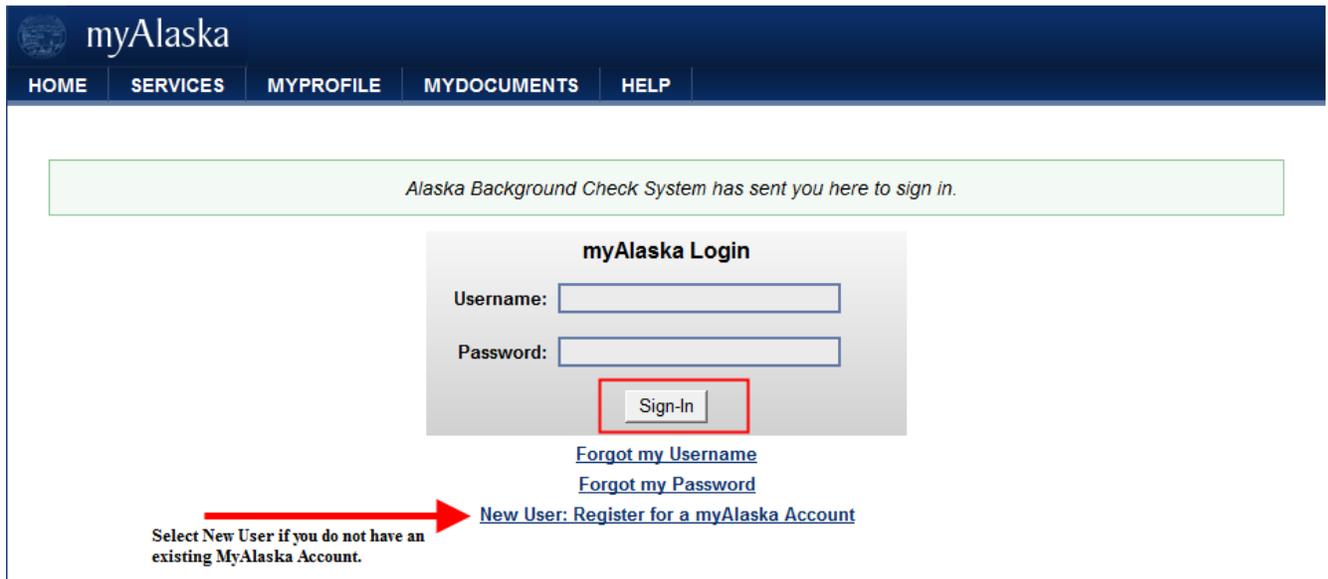
## 1. Logging In - myAlaska

### 1.1 Signing in through myAlaska:

To access the New Alaska Background Check System (NABCS), you will need to sign into myAlaska by accessing the following URL address: <https://nabcsprovider.dhss.alaska.gov> first. Anyone who has ever applied for an Alaska Permanent Fund Dividend (PFD) online should have a myAlaska account. Simply enter in your Username and Password and click Sign-In. You may create a separate log-on from your PFD if you wish.

If you have a previously registered myAlaska account, please complete the user registration form noted in Appendix A. The completed User Account Registration form must be returned to the Background Check Program before access to NABCS will be granted.

For a registered myAlaska user who has forgotten a Username and/or Password, select the link(s) for these, have the email used for the original myAlaska account ready, and follow the directions given to recover the Username and/or Password. However, if you do not have an existing account, click the link **'New User: Register for a myAlaska Account and follow the instructions.**



myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Alaska Background Check System has sent you here to sign in.

**myAlaska Login**

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

Select New User if you do not have an existing MyAlaska Account. [New User: Register for a myAlaska Account](#)

## 1.2 Registering for myAlaska:

To register for a myAlaska account, fill in the required information for a new account. You must have a **valid email address** in order to register. After filling in the required information, please read through the User Agreement, and if accepting, click on the **‘I accept the User Agreement’** box. This agreement has to be accepted in order to use myAlaska.

After accepting the User Agreement, click on the **‘Start Registration’** button.

Notice: If you have registered previously, please refrain from creating a new account. If you have forgotten the Username and/or Password please follow the “Forgot my Username”/“Forgot my Password” links to recover them.

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP Registered User : Sign In

Return to [Alaska Background Check System](#)

### NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)  
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username: JohnDoeExample

Password: ●●●●●●

Verify Password: ●●●●●●

Secret Question: Worst vacation destination?

Answer: Mars

Email Address: johndoe@example.com

Verify Email Address: johndoe@example.com

#### User Agreement

...nt provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

This User Agreement constitutes a legal agreement between you and the State of Alaska. You must accept without

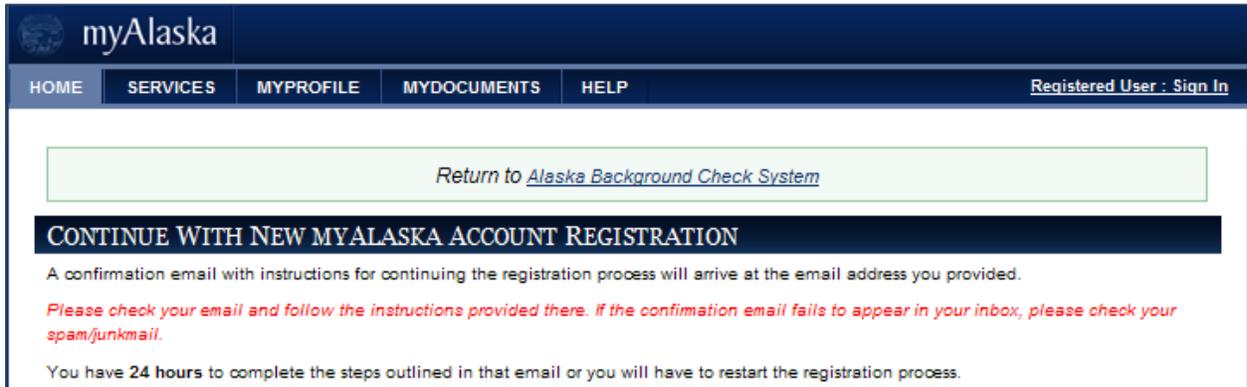
I accept the User Agreement

Start Registration

### 1.3 Email Confirmation:

In order to continue with the registration process please check the inbox of the email address you provided and follow the instructions as indicated. If the confirmation email fails to appear in the given inbox, please be sure to check the spam/junk mail folder for this email.

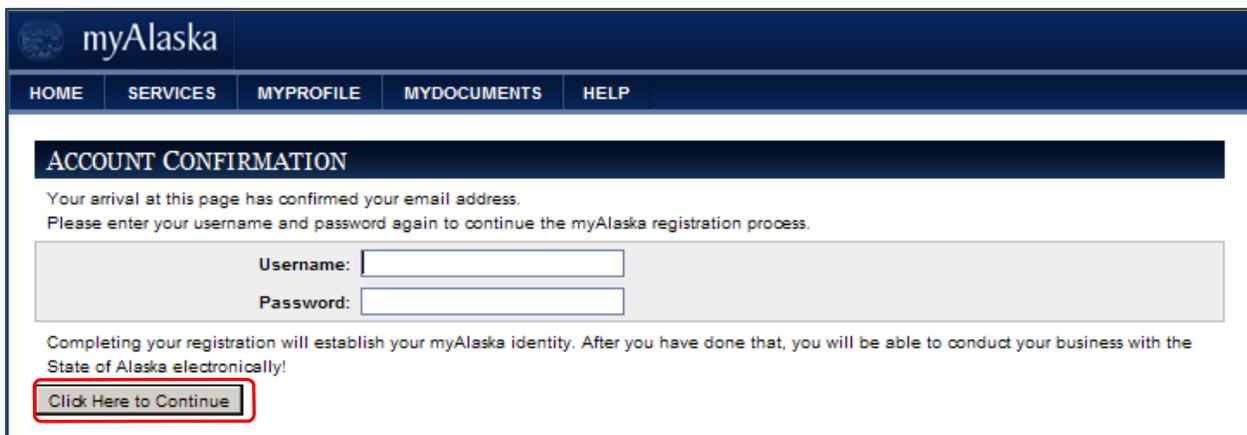
You have **24 hours** to complete the steps outlined in the confirmation email. If this is not done within 24 hours, you will need to restart the registration process from the beginning.



The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the myAlaska logo and menu items: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. On the right side of the navigation bar, it says "Registered User : Sign In". Below the navigation bar, there is a green box with the text "Return to [Alaska Background Check System](#)". Below this, there is a dark blue header with the text "CONTINUE WITH NEW MYALASKA ACCOUNT REGISTRATION". The main content area contains the following text: "A confirmation email with instructions for continuing the registration process will arrive at the email address you provided." followed by "Please check your email and follow the instructions provided there. If the confirmation email fails to appear in your inbox, please check your spam/junkmail." and "You have 24 hours to complete the steps outlined in that email or you will have to restart the registration process."

### 1.4 Account Confirmation:

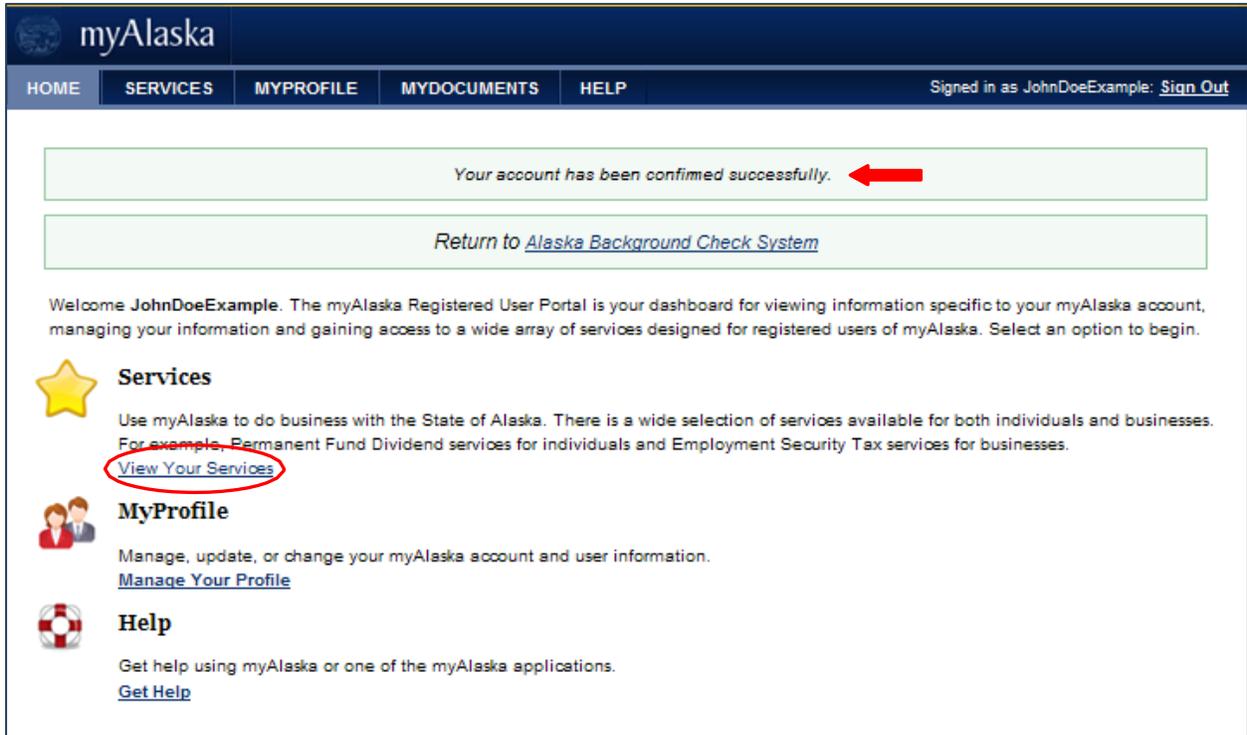
A successful confirmation of the given email address will result in the arrival at the page shown below. Enter the Username and Password and click the button '**Click Here to Continue**' to proceed with the final stage of the myAlaska registration process.



The screenshot shows the myAlaska website interface. At the top, there is a navigation bar with the myAlaska logo and menu items: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. Below the navigation bar, there is a dark blue header with the text "ACCOUNT CONFIRMATION". The main content area contains the following text: "Your arrival at this page has confirmed your email address." followed by "Please enter your username and password again to continue the myAlaska registration process." Below this, there are two input fields: "Username:" and "Password:". Below the input fields, there is a message: "Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!" and a button labeled "Click Here to Continue" which is highlighted with a red box.

## 1.5 myAlaska User Portal:

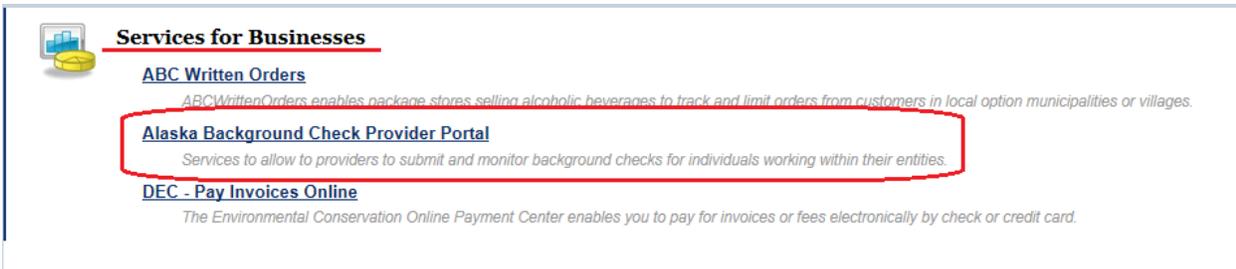
Upon arrival to this page, the 'Your account has been confirmed successfully.' notice should appear near the top of the page highlighted in green. On this page you will view option tabs to include; **Services**, **My Profile**, and **Help**. In order to proceed to NABCS; select the '[View Your Services](#)' link.



The screenshot shows the myAlaska user portal interface. At the top, there is a dark blue header with the myAlaska logo and navigation tabs: HOME, SERVICES, MYPROFILE, MYDOCUMENTS, and HELP. On the right side of the header, it says "Signed in as JohnDoeExample: [Sign Out](#)". Below the header, a green notification box displays the message "Your account has been confirmed successfully." with a red arrow pointing to the text. Below this, another green box contains the link "Return to [Alaska Background Check System](#)". A welcome message follows: "Welcome JohnDoeExample. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin." The main content area is divided into three sections: "Services" (with a yellow star icon), "MyProfile" (with a person icon), and "Help" (with a lifebuoy icon). Under "Services", the text reads: "Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses." The link "[View Your Services](#)" is circled in red. Under "MyProfile", the text says: "Manage, update, or change your myAlaska account and user information." with a link "[Manage Your Profile](#)". Under "Help", the text says: "Get help using myAlaska or one of the myAlaska applications." with a link "[Get Help](#)".

## Services

The page below lists a variety of services provided by, or facilitated by, the State of Alaska through myAlaska. The link to NABCS will be under “**Services for Businesses**”, labeled ‘**Alaska Background Check Provider Portal**’. Click this link to proceed to NABCS.



**Services for Businesses**

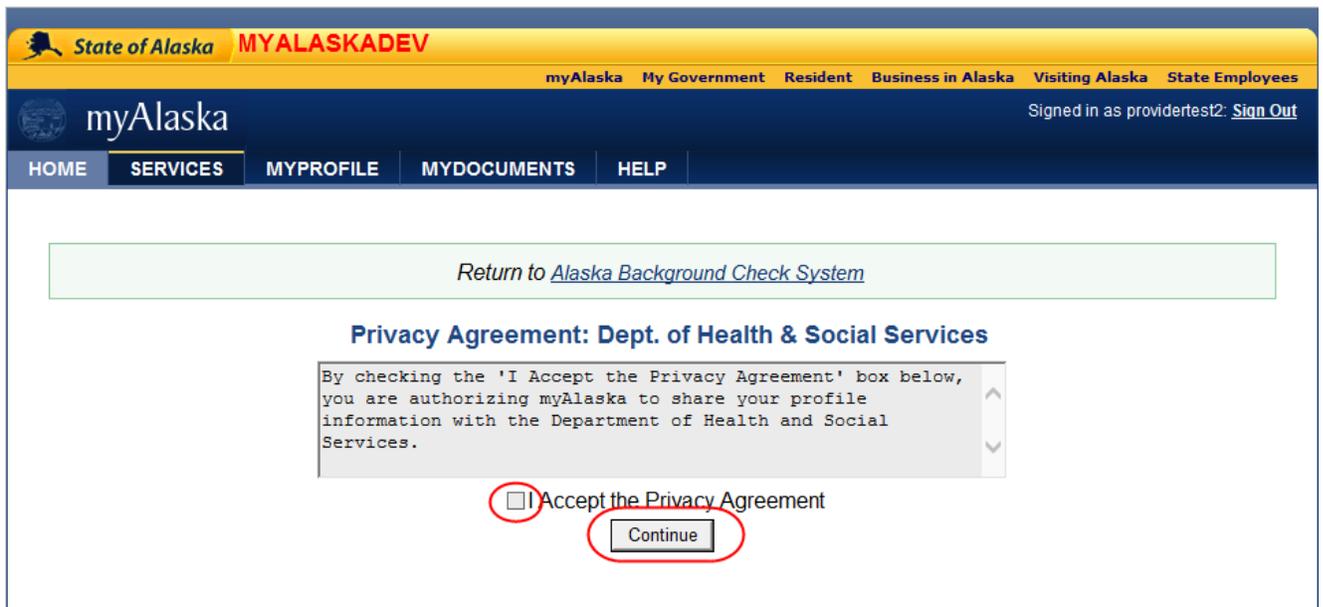
[ABC Written Orders](#)  
*ABCWrittenOrders enables package stores selling alcoholic beverages to track and limit orders from customers in local option municipalities or villages.*

[Alaska Background Check Provider Portal](#)  
*Services to allow to providers to submit and monitor background checks for individuals working within their entities.*

[DEC - Pay Invoices Online](#)  
*The Environmental Conservation Online Payment Center enables you to pay for invoices or fees electronically by check or credit card.*

### 1.6 Privacy Agreement:

Please read the following Privacy Agreement. Accepting will authorize myAlaska to share profile information with the Division of Health Care Services (DHCS) allowing you to access NABCS. You must select the “Accept the Privacy Agreement” button to proceed to NABCS.



State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Signed in as providertest2: [Sign Out](#)

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

[Return to Alaska Background Check System](#)

**Privacy Agreement: Dept. of Health & Social Services**

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Department of Health and Social Services.

I Accept the Privacy Agreement

2. **Home Screen** - A successful login will bring you to the Home screen below:

(Please notice the **‘Help’** link toward the top right of the Home Screen)

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.

**At a Glance**

1. Applications	
Not Yet Submitted By Provider	<a href="#">40</a>
Not Yet Submitted By Provider > 10 Days	<a href="#">38</a>
Eligibility Determination In Process	<a href="#">137</a>
Eligibility Determination Complete	<a href="#">26</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">26</a>
Applications Submitted But Fingerprints Not Completed	<a href="#">69</a>
Determination Not Eligible Currently Employed	0
Pending Payments	<a href="#">25</a>
2. Employees	
Provisional Status Expiring (Within 5 Days)	<a href="#">4</a>
Provisional Status Expired	<a href="#">11</a>
New Background Check Needed (Within 30 Days)	0

**Important Messages**

**Please Note:** The screen shots you will see throughout this guide are from a test environment to ensure confidentiality. You will see screens that may look different as you work through the actual New Alaska Background Check System (NABCS) database.

On the **Home screen**, the first thing you will view is known as the **‘At a Glance’** table. The **‘At a Glance’** table is split into two sections.

1. The **‘Applications’** section. This table will indicated the overall number of applicants still involved in the various steps of the background check process can be viewed.
2. The **‘Employees’** section, where you can view the number of all provisional employees with the following statuses; Provisional Status Expiring; Provisional Status Expired; and, New Background Check Needed (within the next 30 days).

## 2.1 Important messages

Important messages will appear along the right hand side of the ‘Home’/ ‘At a Glance’ screen. Please be sure to review new messages on a regular basis. Information here ranges from answering Frequently Asked Questions to any information regarding system maintenance and system down times, or other important information the BCP needs to share.



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.

### At a Glance

Applications	
Not Yet Submitted By Provider	<a href="#">1</a>
Not Yet Submitted By Provider > 10 Days	0
Eligibility Determination In Process	<a href="#">7</a>
Eligibility Determination Complete	<a href="#">37</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">37</a>
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible Currently Employed	<a href="#">1</a>
Criminal History Appeals	<a href="#">13</a>
Pending Payments	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	<a href="#">3</a>
New Background Check Needed (Within 30 Days)	0

### Important Messages

#### Hiring Decisions

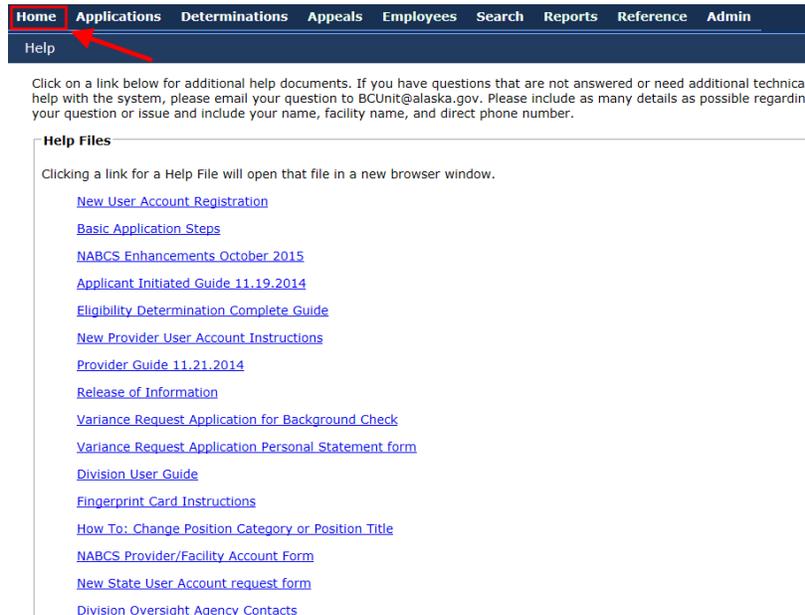
Providers must review their Determination Available tables to ensure hiring decisions are made for each individual/application they have submitted. Individuals are not officially associated with a provider until a hiring action is taken.

#### BCP No Refund Policy

All Background Check Program fees are non-refundable. Current fees include an application fee of \$25 and fingerprint processing fee of \$49.75 for a total cost of \$74.75. Please note, these fees do not cover the cost of fee charged by a fingerprint vendor to capture prints for submission to the BCP. Fingerprint capture fees are in addition to the application and processing fees and should be paid directly to the fingerprint vendor.

## 2.2 Help Link

The ‘Help’ link is located at the top right of the page (below is an example of what may be viewed under the Help menu). Click here to find a copy of the **Provider User Guide**, along with a number of other user documents.



To return to the ‘Home/At a Glance’ screen, from the Help screen, click the Home tab at the top left of the screen.

## 2.3 At a Glance

The 'At a Glance' table is an overall snapshot of the applications currently in the database that pertain only to the Provider.

By clicking on a "[blue hyperlink](#)" underlined number(s) in the table below, the system will bring you to a specific table of information as it relates to the category you've chosen. For example, clicking the underlined number to the right of the 'Not Yet Submitted by Provider' category, you will be brought to a table of all applications that have been started, but have not yet been fully submitted to the BCP. (See section 2.4 for all 'At a Glance' 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 Employees Search Reports Reference Admin

Home

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.

**At a Glance**

Applications	
Not Yet Submitted By Provider	<a href="#">1</a>
Not Yet Submitted By Provider > 10 Days	0
Eligibility Determination In Process	<a href="#">2</a>
Eligibility Determination Complete	<a href="#">37</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">37</a>
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible Currently Employed	<a href="#">1</a>
Criminal History Appeals	<a href="#">13</a>
Pending Payments	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	<a href="#">3</a>
New Background Check Needed (Within 30 Days)	0

**Important Messages**

**Hiring Decisions**  
Providers must review their Determination Available tables to ensure hiring decisions are made for each individual/application they have submitted. Individuals are not officially associated with a provider until a hiring action is taken.

**BCP No Refund Policy**  
All Background Check Program fees are non-refundable. Current fees include an application fee of \$25 and fingerprint processing fee of \$49.75 for a total cost of \$74.75. Please note, these fees do not cover the cost of fee charged by a fingerprint vendor to capture prints for submission to the BCP. Fingerprint capture fees are in addition to the application and processing fees and should be paid directly to the fingerprint vendor.

REMEMBER: If you are having any difficulties with NABCS, please contact the Background Check Program at 334-4475 or BCUnit@alaska.gov.

The table will look similar to this:

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 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

**Enter Filter Options**

Application #:  Provider:

Position Category:  Position:

Last Name:  Division:

Date Saved:  to:

**Results**

Locked App -# Type	Provider	Name	Position	SSN	Date Saved	Actions
15795977	Tracey's Test Provider	<a href="#">Example, Erin</a>	Caregiver	-3123	02/10/2016	<input type="button" value="Resume"/> <input type="button" value="Withdraw"/>

1 Total Results

The Tabs at the top of the screen include: **Home, Applications, Employees, Search, Reports, Reference, and Admin.** Clicking on any of the tabs will direct you to different sections/tables within NABCS. These tabs will be explained throughout the Guide. Hold the cursor over a tab to bring up the multiple sub-tabs that fall under each specific tab.

[State of Alaska](#)   [myAlaska](#)   [My Government](#)   [Resident](#)   [Business in Alaska](#)   [Visiting Alaska](#)   [State Employees](#)

[Help](#)   [My Account](#)

## Division of Health Care Services

Home
Applications
Employees
Search
Reports
Reference
Admin

Home

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.

#### At a Glance

Applications	
Not Yet Submitted By Provider	<a href="#">1</a>
Not Yet Submitted By Provider > 10 Days	0
Eligibility Determination In Process	<a href="#">7</a>
Eligibility Determination Complete	<a href="#">37</a>
Determination Available and Action Needed (over 10 days old)	<a href="#">37</a>
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible Currently Employed	<a href="#">1</a>
Criminal History Appeals	<a href="#">13</a>
Pending Payments	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	<a href="#">3</a>
New Background Check Needed (Within 30 Days)	0

#### Important Messages

**Hiring Decisions**  
Providers must review their Determination Available tables to ensure hiring decisions are made for each individual/application they have submitted. Individuals are not officially associated with a provider until a hiring action is taken.

**BCP No Refund Policy**  
All Background Check Program fees are non-refundable. Current fees include an application fee of \$25 and fingerprint processing fee of \$49.75 for a total cost of \$74.75. Please note, these fees do not cover the cost of fee charged by a fingerprint vendor to capture prints for submission to the BCP. Fingerprint capture fees are in addition to the application and processing fees and should be paid directly to the fingerprint vendor.

REMEMBER: If you are having any difficulties with NABCS, please contact the Background Check Program at 334-4475 or BCUnit@alaska.gov.

**Background Check Program Contact Information**  
For questions, contact the Background Check Program at (907) 334-4475 or BCUnit@alaska.gov

#### Providers

Provider	Provider Status	Provider Contact
<a href="#">Tracey's Test Provider</a>	Enabled	Tracey Marshall

## 2.4 At a Glance Definitions

**APPLICATIONS:** The lists of definitions under APPLICATIONS refer to the various stages of applications.

### **Not Yet Submitted by Provider:**

This category represents applications that have been started, but **not completed**. These applications can be resumed by the provider, completed and submitted to the BCP. Applications may also be withdrawn here, and the application will no longer have association with the provider.

Please note that these applications **cannot** be worked by the BCP until they are completed. **Be sure to check here before starting a new application.**

### **Not Yet Submitted by Provider > 10 days:**

This category represents applications that have been started **more than 10** days prior and have not been completed or submitted to the BCP. These applications **cannot** be worked by the BCP until completed. **Be sure to check here before starting a new application.**

### **Eligibility Determination in Process:**

This category represents applications that have been submitted to the BCP but do not have a final determination yet. Some applications **may not be complete** applications, and, cannot be processed by the BCP. **Review this table to determine if any information on an application is missing.**

Applications missing information after **30 days will be automatically closed** and a new application will need to be resubmitted if a background check is required. Only complete applications are worked by the BCP.

A complete application requires: An application submitted online, full payment of fees, and fingerprints **successfully** submitted to the BCP. A Release of Information should be kept on file with the Provider.

### **Eligibility Determination Complete:**

This category represents applications where a background check has been **completed** and the final determinations are available.

### **Eligibility Determination Complete and Action Needed in 30 days**

This category represents applications where a background check determination has been made and you must take an **action** on the case within 30 days or the application becomes invalid.

### **Applications Submitted but Fingerprints Not Completed:**

This category represents applications that have not had fingerprints successfully submitted to the BCP. They may have not been received successfully because the fingerprints have been **rejected**, or the fingerprints were not submitted yet. **Any applications in this category will need to be monitored closely to be sure fingerprints are successfully submitted to the BCP.** Applications remaining incomplete, without fingerprints, **will be closed after 30 days.**

### **Determination Not Eligible Currently Employed:**

This category represents applications in which a background check has been completed by the BCP; a provisional clearance has been given and the applicant may be employed **BUT** after the fingerprint results have been processed, and the final determination resulted in a **‘Not Eligible’** determination. An individual in this category that was hired may no

longer be in contact with any recipients of services, due to being ineligible. **The individual should be terminated from volunteering or employment immediately. Any question should be directed to your Oversight Division.** For a list of Oversight Division contacts, please refer to the help link.

**Pending Payments:**

This category represents ‘pending’ payments, to include a pending check or batch payment. If payment is by a check, 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, which means a single payment for multiple applications, then the payment will need to be made under the **‘Applications’ tab, ‘Batch Payments’ sub-tab.** **Please note:** the background check program will not process incomplete applications. All required documents, to include all fees and fingerprint card, must be submitted for an application to be considered complete and ready for processing.

**EMPLOYEES:**

The lists of definitions under EMPLOYEES refer to applicants who may be in provisional status, currently employed, and either are close to being expired and/or are expired.

**Provisional Status Expiring  
(Within 5 days):**

This category represents applicants who have been in provisional status for nearly 60 days during the pendency of the fingerprint background check and are at risk to be expired. You should contact the BCP regarding these individuals if they continue to remain associated with your agency to verify the reason for a continued provisional status.

You may need to do one or more of the following: resubmit fingerprint cards due a rejected finger print; complete payments or the BCP may need to extend the provisional timeframe during pendency of the fingerprint results being received by the BCP by Dept. of Public Safety.

**If no contact is made with the BCP, the individual’s case will be expired, the applicant will no longer have a valid background check and you must terminate the person from employment or volunteering immediately.**

**Provisional Status Expired:**

This category represents applicants whose 60 day provisional status has expired and should no longer be in contact with any recipients of services.

**New Background Check Needed  
(Within 30 Days):**

This category represents applicants whose current background status is expiring within 30 days and a new background check is required.

**New Background Check Needed - Expired:**

Applicants whose background check has expired and will need a new one for renewal. A new background check is required if the individual remains associated with the provider/facility.

**Eligible for Criminal History Appeal:**

Applicants who are in 'Not Eligible' status may contact the BCP if they believe the information obtained by the BCP is incorrect, or contact their oversight division 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 review of their information to the BCP or variance, within the appropriate timeframes, and are currently in the process of appeals.

**Name-Based Check Required:**

An individual's fingerprints have been rejected two times by the FBI and the individual will receive a federal name-based background check. This step is initiated by the BCP.

**Name-Based Check Started:**

Applicants for whom paperwork has been submitted to receive a name-based background check.

### 3. Applications Tab

There are a number of [links](#) associated to all functions under the ‘Applications’ tab, to include: applications that have been ‘Not Yet Submitted’ to the BCP (use this in order to check to be sure that an application has not already been initiated for an individual, avoiding duplicate applications); Determinations In Process; Determinations Available; Criminal History Appeals (reconsiderations and variance requests); Pending Payments (to make a batch payment by check or credit card); and Application Forms (to obtain hard copy forms, as needed).

Category	Count
Payment Search	1
Application Forms	7
Recent Documents	37
Applications Submitted But Fingerprints Not Completed	0
Determination Not Eligible Currently Employed	1
Criminal History Appeals	13
Pending Payments	0
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	3
New Background Check Needed (Within 30 Days)	0

#### 3.1 Add New Application Search

Before attempting to add a new application to NABCS, first search for the individual with **at least two search criteria**, as seen below.

The SSN/ITIN **is required** in the search, and then either a last name or date of birth may be used.

**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:

**Search**

This initial search function will take the information that is input into these fields and compare it to any information that has been previously entered into NABCS. If the information given in the search fields matches any information within NABCS, an individual’s profile of information will be automatically brought up (*must be an exact match of the required SSN, and Last Name or Birth Date for this to happen*).

If NABCS **cannot** match the information within these fields to any profiles that are within the system, a prompt to submit a new application for the individual will be given. Be sure to review what is entered into the fields for accuracy before continuing to prevent creating a duplicate profile.

### 3.2 Individual New to NABCS

#### 3.2a. - **Adding a New Application for an Individual UNKNOWN to NABCS**

When attempting to add a new application for an individual not previously entered into NABCS, the applicant's Social Security Number is required, along with either the last name and/or the date of birth. The search results listed at the bottom of the screen will inform whether or not the individual is known to NABCS. If the individual is not found in NABCS, click the **'Add New Applicant'** button, located at the bottom left corner of screen, to start the application process.

The screenshot displays the NABCS web application interface. At the top, there is a navigation menu with tabs for Home, Applications, Employees, Search, Reports, Reference, and Admin. Below the navigation, there are links for Add New, Not Yet Submitted, Determination In-Process, Determination Available, Criminal History Appeals, Pending Payments, Payment Search, Application Forms, and Recent Documents. The main content area is titled 'Applicants: Add New' and contains a section for 'Search for Existing Profile'. Under this section, there is a 'Enter Search Criteria' box 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 that an Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service and can be used as a substitute for the SSN if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA). The search criteria form includes fields for '\* SSN / ITIN: 065-49-8710', 'AND Last Name: Example', and 'OR Date of Birth:'. A 'Search' button is located at the bottom right of the search criteria section. Below the search criteria, there is a 'Results' section with the message: 'This individual was not found in NABCS.' In the bottom right corner of the results section, there is a green button labeled 'Add New Applicant' which is circled in red.

### 3.2b. Creating a Profile

Directions are implied by the title of the information needed to complete a new applicant profile. All fields marked with a red asterisk are required fields. If an applicant has previously been entered into NABCS, the information used to search for an individual will automatically populate in the appropriate fields.

Home Applications 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: Testing

Middle Name:

\* Last Name: Example

Suffix:

\* SSN: 065-49-8710 This is an ITIN: No

\* Confirm SSN: 065-49-8710

\* Date of Birth: 10/30/1980

\* Race: Unknown

\* Gender: Female

\* Eye Color: Blue

\* Hair Color: Brown

\* Height: 5'9"

\* Weight: 155 lbs

US Citizen:

\* Place of Birth: US: Alaska

Primary Phone:

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

\* Email Address: example@example.com

**Permanent/Physical Address**

\* Address Line 1: 123 Physical Address

Address Line 2:

\* City: Anchorage

\* State: Alaska

\* ZIP: 99501

**Mailing Address** (Uncheck box to enter mailing address)

Same as Permanent Address

**Prior Names and Aliases**

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

**Prior Addresses**

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

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

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

Be sure to review all information entered into the fields carefully when entering the applicant's profile information. Any information entered wrong can cause issues when searching for a specific applicant.

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 given.

*Note: Contact information such as the Mailing and Physical Address, as well as the Email Address, are extremely important to maintain and keep up to date. This information will be used for notifications of any new events in a case.*

The BCP is not liable for important time-sensitive documents or information not delivered due to the entry of incorrect addresses.

### 3.2c. Aliases/Prior Names and Addresses

**Adding an Alias:** To add an alias for an applicant, go to the **Aliases/Prior Names** box located at the bottom left-side of the Profile page; click the 'Add New' button on right side. An 'Alias' would include any prior name, nickname, maiden name, or an alternative Date of Birth or SSN the individual may have used previously. This information is used by the BCP, so it is *very important* that any known alias' are added here. After completing the Alias information, click the 'Save' button in order to submit the alias to the Profile page. To enter additional alias information, simply repeat the process.

**Note:** Only the Alias needs to be entered here, meaning if the applicant's First Name has always been the same, but the person previously used another Last Name (such as a maiden name), then only the Last Name should be entered.

**Add Alias**

*At least one field must be entered*

First Name:  x      SSN:

Middle Name:       Date of Birth:

Last Name:

### Prior Addresses

**Adding a Prior Address (outside of Alaska only):** A similar process is used in this section to list any prior addresses **outside** of the State of Alaska; unlike the previous BCP database requirements, any prior address(es) **within** the State of Alaska do not apply here. Options for the prior address fields will only be those within the U.S. and its territories.

The Prior Addresses step is *very important* for the BCP to have when doing registry checks on the applicant. When entering the information, note that the required fields are marked with a **red** asterisk (\*).

After completing the Prior Addresses information, click the 'Save' button to continue. To enter any additional prior addresses, simply repeat the process.

**Add Prior Address**

*\* Required*

City:       \* State:

\* Country:

\* Year From:       \* Year To:

### 3.2d. Reviewing the Profile

Review the Applicant Profile in its entirety to ensure all profile information has been **correctly** entered into the appropriate field(s). When finished creating the applicant's profile, click the 'Next' button at the bottom left-side of Profile page.

**Note:** If any typographical errors are made while submitting an individual's application, please **DO NOT START** another application for that individual. Call or email the BCP for assistance whenever incorrect information has been entered into a field that is blocked from editing by the user. Fields such as the SSN, Birth Date, and Last Name can only be edited by an employee at the BCP.

Home
Applications
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:

Middle Name:

\* Last Name:

Suffix:

\* SSN:  This is an ITIN:  No

\* Confirm SSN:

\* Date of Birth:

\* Race:

\* Gender:

\* Eye Color:

\* Hair Color:

\* Height:

\* Weight:  lbs

US Citizen:

\* Place of Birth:

Primary Phone:

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

\* Email Address:

**Permanent/Physical Address**

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* ZIP:

**Mailing Address** (Uncheck box to enter mailing address)

Same as Permanent Address

**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](#)

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 or Province	Country
1999-2005		FL	USA

[Add Prior Address](#)

Back
Next

### 3.2e. Enter Pre-Employment Information

The next step in the application process is to enter information regarding the applicant's position using the required fields as listed below:

**\*Provider:** If you do not see your entity or facility name already in the Provider field (box), you will need to put your cursor over the arrow on the right side and use your mouse to select the list that you will choose from for the correct provider or entity for this applicant. When you see the correct facility, select it and it will then be entered into the field box.

**\*Program:** This field should auto-populate with the program associated with your facility.

**\*Position Category:** Repeat the steps to choose the correct position category. If you are unsure what category to choose, you will need to check with your Oversight Division for clarification.

**\*Position:** Again, repeat the steps to choose the correct position from the provided list.

**\*Employee Type:** The only choice for this type is either an Employee, Independent Contractor, Student or Other. Most positions will be employees but if you have any questions regarding the type, contact your Oversight Division for clarification.

Home Applications 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

### Pre-Employment Information

Testing Example, XXX-XX-8710, 10/30/1980

Instructions: To complete the Pre-Employment information, you should choose a program under which the individual will work. 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**

\* Provider: Big Wild Life - Hospital Employees

\* Program: Long Term Care Hospital

\* Position Category: Health Care: Professional / Licensed Health Care

\* Position: Physician

\* Employee Type: Employee

Withdraw Save and Close Back Next

When the information is entered, there are a few different next steps you can take (i.e. the command buttons along the bottom of the page).

**Withdraw:** You may **Withdraw** the information, which will leave the individual's profile information in NABCS, but will withdraw or delete the information just entered associating the applicant with provider/user entering the application. This action cannot be undone or reversed.

**Save and Close:** You may **Save and Close** the application if you are not ready for it to be submitted. This will allow the application process to be saved and submitted at a later time. This function may be used, for instance, if a signed Release of Information has yet to be received from the individual, etc. If you 'Save and Close' before final submission the application can be found again under '**Not Yet Submitted**'.

**Back:** This button brings you back to the applicant's Profile screen where any edits of information can be made if necessary.

**Next:** This button brings you to the next step in the application process (this button can only be clicked once all required fields for the individual's position have been selected).

### 3.2f. Confirm Applicant Consent

The next step of the application process is the confirmation process, and you will be asked to electronically certify that a signed **Release of Information (ROI)** form has been received from the applicant. If a hard copy ROI is needed, this can be found under the **Applications** tab by selecting “Application Forms”.

**If a signed copy of the ROI has not been received**, the user must choose to either ‘Withdraw’, or ‘Save and Close’ the application and complete this process **after** a signed ROI has been received from the applicant.

Please remember that if the choice is made to ‘Withdraw’ the application, it will no longer be associated with the provider/user entering the application.

If a **signed copy of the ROI has been received**, check the box indicating this.

The second box required to be checked, on this page, states the user understands that **any application not completed within 30 days will automatically be canceled in NABCS and any fees submitted are non-refundable**.

Click the ‘Next’ button to move on to the next step.

Home Applications 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: Confirm Applicant Consent

Testing Example, XXX-XX-8710, 10/30/1980, Application #: 15795908

This custom text is found on the ROI section of the NAW. No custom text is needed at this time and therefore no custom text should be added to production.

\* Required

As a representative of this provider, by submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application
2. The named applicant has signed the Department of Health & Social Services Background Check Program Release of Information Authorization Form and such form will be retained by this provider in accordance with applicable law.
3. Upon request by the Department of Health & Social Services, a copy of the signed Release of Information Authorization Form will be provided within twenty-four (24) hours to the Background Check Program via fax (907-269-3488) or email (BCUnit@alaska.gov)

I understand that failure to complete this application with all required fees and fingerprint card, if applicable, within 30 days will result in the application being closed without a determination. I understand that after an application has been closed, a new application, including all fees and fingerprint card will need to be submitted in order to obtain a valid background check. I understand any fees submitted to the background check program are non-refundable.

Withdraw Save and Close Back Next

### 3.2g. **Payment**

The next step you will be directed to will be the **Payment** screen. The Application and Fingerprint processing payments may be made together, or separately. The 'Next' button cannot be used until a payment option has been selected, and paid if applicable.

There are three options for payments, as seen below; **Credit Card**; **Mail Check**; and, **Batch Payment**. See Section 3.4 for detailed instruction on each payment method.

**Applicant: Payment**

Testing Example, XXX-XX-8710, 10/30/1980, Application #: 15795908

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.

Pay Fees Together  Pay Fees Separately

**All Fees**

Payment Method	Fees	Amount
Credit Card	Application Fee Fingerprint Fee	\$74.75
Mail Check	Application Fee Fingerprint Fee	\$74.75
Batch Payment	Application Fee Fingerprint Fee	\$74.75

Select your preferred payment method.

Withdraw Save and Close Back

---

**Applicant: Payment**

Testing Example, XXX-XX-8710, 10/30/1980, Application #: 15795908

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.

Pay Fees Together  Pay Fees Separately

**Application Fee**

Payment Method	Amount
Credit Card	\$25.00
Mail Check	\$25.00
Batch Payment	\$25.00

Choose your preferred payment method.

**Fingerprint Fee**

Payment Method	Amount
Credit Card	\$49.75
Mail Check	\$49.75
Batch Payment	\$49.75

Choose your preferred payment method.

Withdraw Save and Close Back

After the payment has been successfully made, you will be brought back to the Payment screen in NABCS; Select Next.

Home Applications 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: Payment

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520

**Application Fee - Payment Confirmation**

Payment Method: Credit Card  
Amount Paid: \$25.00  
Date Paid: 10/2/2014 2:32:37 PM

**Fingerprint Fee - Payment Confirmation**

Payment Method: Credit Card  
Amount Paid: \$49.75  
Date Paid: 10/2/2014 2:32:37 PM

Withdraw Save and Close Back Next

**\*Please Note\*:** Choosing to withdraw the application after the payment has been confirmed will NOT stop the payment from processing.

### 3.2h. Applicant Submission and Confirmation

Review the applicant’s demographic information and make any necessary changes by selecting “Edit Applicant Profile”. If all information is correct select the green “Submit” button in the lower right.

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

Last	First	Middle	SSN	DOB
December				

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.

Edit Applicant Profile

Withdraw Save and Close Back Submit

The system will direct you to the “**Application Submitted Confirmation**” Page. This page will provide you with the date fingerprints must be submitted to the BCP in order to avoid automatic cancellation of your application. You will also have the option to print/view the Alaska Release of Information Form and Fingerprint Authorization Form.

Application Submitted Confirmation

Daisy Qtest, XXX-XX-9147, 11/19/1966, Application #: 15795520, Background Check #: 20000631

Application Status

Your application was successfully submitted.

This applicant has not been determined eligible for employment **and fingerprints must be received by 11/1/2014**. The status of the eligibility determination can be tracked by clicking the [Determination In-Process](#) link above.

This application was successfully submitted but remains incomplete. All application requirements are required to be 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.

Application Forms

[Alaska Release Of Information Form](#)  
Alaska Release Of Information Form

[Fingerprint Authorization Form](#)  
Fingerprint Authorization Form

The **Application Submission Confirmation** page verifies several important details associated with the application.

The *Application #* should be noted for future reference to this application.

The **'Application Status'** is where you can read status information such as, the fingerprint deadline date and the current location of where the application has been moved to in NABCS. This application has been pushed to **'Determination In- Process'**, a table found under the **'Applications'** tab.

Although the application has been successfully submitted, **it remains incomplete** until a determination for employment has been made. Fingerprints are **required** to complete the application process.

**Fingerprints must be received by the BCP no later than 30 days from the date of application submission. Failure to submit fingerprints by the due date (highlighted in red) will result in cancellation of an application by the BCP. Please ensure that you indicated on the fingerprint card the Background Check Number located next to your application number.**

**Once an application has been canceled, it cannot be reversed and any fees paid on the application will not be refunded.**

The last and most important section of this page is going to be downloading the **Application Forms** found on the left side of the bottom of the page.

The [Alaska Release of Information Form](#), only needs to be downloaded here if the applicant has not yet signed and submitted a copy to the provider.

The [Fingerprint Authorization Form](#) must be downloaded due to the required information in this document that is needed to have the fingerprints done by the Fingerprint Vendor Service Provider.

**The Fingerprint Authorization Form, which contains all required information for the Fingerprint Vendor Service Provider, must be printed and given to the applicant to take to the Fingerprint Vendor Service Provider.**

**Background Check Number:** One of the more important numbers on the **Fingerprint Authorization Form** is the background check number. Knowing where to enter this number can be the difference between a successful submission and a rejection.

**IT IS ESSENTIAL** that the information on this **Authorization Form** matches **EXACTLY** what is entered into, either the live scan machine, or on a Hard Card fingerprint submission. Any unmatched information **WILL NOT BE RECONGINIZED, and WILL NOT BE ACCEPTED BY NABCS.**



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Department of  
**Health and Social Services**  
DIVISION OF HEALTH CARE SERVICES  
Background Check Program

4601 Business Park Blvd., Bldg K  
Anchorage, Alaska 99503-7167  
Main: 907.334.4475  
Fax: 907.269.3488

#### FINGERPRINT AUTHORIZATION FORM

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.

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.).

**PLEASE NOTE:** This authorization form expires on 11/05/2014, 30 days from the date of your background check application was submitted. If your fingerprints have not been taken by 11/05/2014 **and received** 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.

APPLICANT INFORMATION:	
<b>Background Check #:</b> 20000636	<b>OCA:</b>
<b>Application Date:</b> 10/6/2014	<b>SID:</b>
<b>ORI:</b> AKAST0100	<b>TCR:</b>
<b>First Name:</b> Fall	<b>Race:</b> White
<b>Last Name:</b> IsHere	<b>Gender:</b> Female
<b>Address:</b> 123 Main Street Anchorage, AK 99504	<b>Eye Color:</b> Blue
<b>County:</b>	<b>Hair Color:</b> Blonde or Strawberry
<b>Place of Birth:</b> US: Alabama	<b>Weight:</b> 165
<b>SSN:</b> 852-96-3741	<b>Height:</b> 5'9"
<b>DOB:</b> 9/22/1966	<b>Reason fingerprinted:</b> AS 47.05.300-.390
	<b>Agency:</b> DHSS
<b>FINGERPRINT LOCATION:</b>	Bubba's Bail Bonds 345 Main Lane Anchorage, AK

**REMEMBER:** An application is considered incomplete without fingerprints. A background check will not be processed without fingerprints.

As a reminder, to find the fingerprint authorization form, you must first locate the applicant in NABCS under the **'Determination In-Process'** table. Click on the last name of the applicant, highlighted in a **blue hyperlink**, bringing up that individual's **'Person Summary'**. Locate the **'Applications'** tab within the **'Person Summary'** page (**not** the main **'Applications'** tab along the top of NABCS). Click this **'Applications'** tab to bring up the individual's application history. Locate the [Fingerprint Authorization Form](#) hyperlink under the column labeled "Documents" and click on it.

**Person Summary**

Fall IsHere, XXX-XX-3741, 9/22/1966  
 Current Eligibility Determination: In Process  
 Current Employment Status: Not Employed

Employment Authorization Form
Add New Application

Profile
Applications
Appeals
Employment
Documents

**Background Check #: 20000636 (Fingerprint Based)**

Process Started	Determination Status Status Date	Documents
10/6/2014	In Process - 10/6/2014	

*Applications Associated with this Background Check*

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
15795529	<a href="#">Submitted</a>	Tracey's Test Provider	Administrator Designee		<a href="#">Fingerprint Authorization Form</a>	<a href="#">Upload Document</a>

### 3.3 Adding an Application for an Individual *Known* to NABCS

Some individuals may already have an existing Profile in NABCS.

If so, search criteria entered into the fields under the ‘Add New’ application tab will automatically go to that individual’s profile page.

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:

**Search**

- 1) When taken to the Person Summary page-**Profile** tab: ensure the profile shown is for the **correct person**.
- 2) Make any necessary changes to the profile: such as, add additional aliases, change mailing address, etc. To make changes to the profile, click the ‘**Edit**’ button on the bottom right of the page to open up editable fields. If changes need to be made to a field that cannot be edited (i.e. SSN, Last Name, or Date of Birth), please call the BCP to make these changes.

If a field needs to be edited by the BCP, the application can be started, but must not be submitted until the BCP has made the appropriate changes. This is required due to the **Fingerprint Authorization Form**, generated at time of submission, and must be an exact match to the applicant’s profile. In addition, the correct name will appear on the individual’s Approval Letter.

Any changes made by the BCP should be reviewed by the user for accuracy before moving to submit the application.

3) Once the applicant's profile is up to date, click the 'Add New Application' button to initiate a new application.

Home Applications Determinations Employees Search Reports Reference Admin

Person Summary

Michael Michael September, XXX-XX-9988, 3/13/1993, SID: AK85214

[Add New Application](#)

Profile Applications Employment Documents History

**Personal and Demographic Information**

\* Required

\* First Name: Michael  
 Middle Name: Michael  
 \* Last Name: September  
 Suffix:

SSN: XXX-XX-9988 This is an ITIN: No

\* Date of Birth: 3/13/1993  
 \* Race: Black  
 \* Gender: Male  
 \* Eye Color: Brown  
 \* Hair Color: Black  
 \* Height: 6'3"  
 \* Weight: 210 lbs

**Permanent/Physical Address**

\* Address Line 1: 123 Physical  
 Address Line 2:  
 \* City: Anchorage  
 \* State: Alaska  
 \* ZIP: 99516

US Citizen:  
 \* Place of Birth: US: Alaska

**Mailing Address**

Same as Permanent Address: Yes

Primary Phone:  
 Primary Phone Type:  
 Secondary Phone:  
 Secondary Phone Type:  
 \* Email Address: example@example.com

[Edit](#)

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

Last	First	Middle	SSN	DOB
September	Michael			
September	Michael	Thomas		
	Mickey			

[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.

This individual does not have any prior addresses entered.

[Add Prior Address](#)

### **3.3a. Connecting to an In-Process Background Check**

Once you select “Add New Application” you will be taken to a screen which tells you to “**Select Application Type**”

On this screen there are three actions that may be taken:

- 1) **Connect:** Clicking ‘Connect’ will connect you to an application previously submitted and currently ‘**In-Process**’. This means that the previous application has not yet received a final determination, but has had fingerprints submitted. Since this individual is already in process, you will only be asked to enter the **pre-employment information**, and then will receive a notification when the applicant’s employment eligibility has been determined. **Please note:** If you are connecting to a background check that has not received a final determination, you will not be issued a provisional clearance until the initial determination is complete.

Home Applications Determinations Employees Search Reports Reference Admin

Application

**Select Application Type**

Test Pepper, XXX-XX-6441, 2/23/1969

**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 **Add Employment/Associate**, you can immediately hire the applicant at the completion of the application process.

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: Fees and Fingerprints Required** 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
Reflective Assisted Living Home	02/13/2014	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**

- 2) **Employ/Associate:** Selecting this option will allow your facility to associate with a valid and completed background check and hire immediately. No fees or fingerprints are required. This option will only be provided if the applicant has a current background check which is valid for at least 6 months.
- 3) **Add New Application: Fees and Fingerprints Required:** This option will be processed as a “new” application if selected. It will require *all* associated fees of a new background check be paid prior to processing of the application. Only choose this if planning on submitting and paying for both new fingerprint and application fees.

### **3.3b. Connect to a Current Determination: Employ/Associate**

If the individual is known to NABCS and has a current **final 'Eligible' determination**, you will have the opportunity to connect to that determination by choosing the **'Employ/Associate'** button.

If you choose to complete a new, full fingerprint based background check, select the **'New Application'** button and submit all associated fees and required fingerprints.

Home Applications Determinations Employees Search Reports Reference Admin

Application

**Select Application Type**

Michael Michael September, XXX-XX-9988, 3/13/1993

**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 **Add Employment/Associate**, you can immediately hire the applicant at the completion of the application process.

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: Fees and Fingerprints Required** button will require fees and fingerprints to be submitted prior to the processing of the application.

**Employ/Associate**

This applicant has an Eligible determination that is valid for at least 6 months and the applicant can be hired without getting new fingerprints and without a new background check. Choose the Employ/Associate button below. Fees and fingerprints are not required for this applicant.

**Employ/Associate**

**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**

After entering the **pre-employment** information for the applicant, the user will see the **Applicant Submitted Confirmation** page. The applicant should also be found in the **'Determination Available'** table.

More information on **'Determination Available'** is located in Section 3.5

Applicant: Confirmation

Nathan Julytest, 191-79-1791, 8/8/1988, Application #: 15796218, Background Check #: 20001287

**Application Submitted Confirmation**

Application Status

The status of this applicant can be tracked 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

### **3.3c. Applicant Search Error**

If the SSN is already in NABCS, the following notice will be seen.

If you receive the error message under **Results**, as seen below, it is because a SSN is already in NABCS but the additional information given does not match the information associated with the SSN. Instructions will be given to either revise the search criteria or contact the BCP for additional information.

The screenshot shows the NABCS Applicant Search interface. At the top, there is a navigation bar with tabs for Home, Applications, Employees, Search, Reports, Reference, and Admin. Below this is a secondary navigation bar with links for Add New, Not Yet Submitted, Determination In-Process, Determination Available, Criminal History Appeals, Pending Payments, and Payment Search. The main content area is titled 'Applicants: Add New' and contains a 'Search for Existing Profile' section. Under 'Enter Search Criteria', there is a text box 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 this, there is a note about 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).' The search criteria are: '\* SSN / ITIN: 123-45-6789 AND Last Name: Septest OR Date of Birth:'. A 'Search' button is located at the bottom right of the search criteria box. Below the search criteria, there is a 'Results' section with a red-bordered box containing the error message: '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 NABCS help desk for assistance.'

Please verify all search criteria is correct in order to prevent the creation of a duplicate profile.

### **3.4 Payment Methods and Pending Payments**

There are three options for payments in the New Alaska Background Check System; **Credit Card, Mail Check,** and, **Batch Payment.**

The Application and Fingerprint Processing payments may be made together, or separately. The 'Next' button cannot be used until a payment option has been selected, and payment is completed if applicable.

Home Applications 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: Payment

Testing Example, XXX-XX-8710, 10/30/1980, Application #: 15795908

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.

Pay Fees Together  Pay Fees Separately

**All Fees**

Payment Method	Fees	Amount
Credit Card	Application Fee Fingerprint Fee	\$74.75
Mail Check	Application Fee Fingerprint Fee	\$74.75
Batch Payment	Application Fee Fingerprint Fee	\$74.75

Select your preferred payment method.

Withdraw Save and Close Back

---

Applicant: Payment

Testing Example, XXX-XX-8710, 10/30/1980, Application #: 15795908

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.

Pay Fees Together  Pay Fees Separately

**Application Fee**

Payment Method	Amount
Credit Card	\$25.00
Mail Check	\$25.00
Batch Payment	\$25.00

Choose your preferred payment method.

**Fingerprint Fee**

Payment Method	Amount
Credit Card	\$49.75
Mail Check	\$49.75
Batch Payment	\$49.75

Choose your preferred payment method.

Withdraw Save and Close Back

**3.4a. Mail Check:** To pay by Check, simply click on the ‘Mail Check’ [link](#) and follow the directions. The payment will show as ‘Received’ in NABCS once the check has been received by the BCP office, and processed. Payment must be received within 30 days of when the application is submitted or the application will close.

**3.4b. Credit Card:** To pay by Credit Card, click on the ‘Credit Card’ [link](#). Select ‘Continue’ in order to be brought to the third party payment provider used by NABCS for all Credit Card payments.

Home Applications Employees Search Reports Reference Admin

Applicants: Add New

Payment

, XXX-XX-2659, 9/29/1966, Application #: 15795519

Please click the Continue button below to proceed to the online payment provider...

Cancel Continue 

Follow the third party payment provider’s steps for payment.

The screen below shows you the application ID and total amount that will be charged to your credit/debit card. Here you will enter the Cardholder Name, Debit or Credit card number, expiration date, and the 3- digit security code on the back of your card. You will also enter your billing address information and an email address you would like to have your payment receipt emailed to. When you are finished entering all this information, select “Process”.

### DHSS Background Check Program

**SALE**

**Order Section**

Credit Card Number:  \*

Expiration Date(MMY):  \*

CVV2:  \*

Amount:  \*

Application Id:  \*

**Billing Address**

Company:  \*

First Name:  \*

Last name:  \*

Address1:  \*

Address2:

City:  \*

State/Province:  \*

Postal Code:  \*

Email Address:  \*

Please do not complete your credit card payment if you questions regarding fees. Fees paid to the Background Check Program are non-refundable and cannot be transferred to other applications. If you have questions, please contact the Background Check Program at [BCUnit@alaska.gov](mailto:BCUnit@alaska.gov) or at 907-334-4475 prior to making a payment.

The system will direct you to the payment details as noted below. Select “Continue”.

### DHSS Background Check Program

**Transaction Detail**

**Authorization Results**

User: webpage  
 Payment Type: CREDITCARD  
 Transaction Type: SALE  
 Transaction ID: 071116A15-59B975C5-D265-4C7B-841F-D7517ADDE500  
 Date / Time: 11/07/2016 04:04:14 PM  
 Response: AA  
 Message: APPROVAL  
 Approval Code: AMC427  
 AVS Response: X  
 ECI:  
 CVV2 Response: M  
 Account Balance: 74.00  
 Transaction Reference Number: 1107210414

**Order Section**

Credit Card Number: 54\*\*\*\*\*3330  
 Expiration Date(MMY): 1219  
 Amount: 74.00  
 Payment Number(s): 242956,242957  
 Batch Number:  
 Application Id: 15796226

**Billing Address**

Company: Test Co  
 First Name: Nathan  
 Last name: Julytest  
 Address1: 123 Testing Lane  
 Address2: Ste. 303  
 City: Anchorage  
 State/Province: AK  
 Postal Code: 99508  
 Email Address: example@example.com



The screen below indicates your transaction has been approved and a receipt has been sent to the email address you provided. You must select *“Next to submit your application”*

Applicant: Payment

Christina Julytest, 819-79-8719, 10/10/1988, Application #: 15796227

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: Credit Card  
 Amount Paid: \$25.00  
 Date Paid: 11/7/2016 12:17:19 PM  
 Transaction Number: 071116A15-14CAED1F-C92E-4A30-A47F-497915DB3D23  
 Transaction Number: 071116A15-14CAED1F-C92E-4A30-A47F-497915DB3D23

Fingerprint Fee - Payment Confirmation

Payment Method: Credit Card  
 Amount Paid: \$49.00  
 Date Paid: 11/7/2016 12:17:19 PM  
 Transaction Number: 071116A15-14CAED1F-C92E-4A30-A47F-497915DB3D23  
 Transaction Number: 071116A15-14CAED1F-C92E-4A30-A47F-497915DB3D23

 [Next](#)

The system will direct you to the individual’s profile page where you can verify that all personal and demographic information is correct. You have one last time to make any changes to the Applicant Profile before submitting your application. In addition, you may also verify the pre-employment information too. You will then have the option to submit the application.

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

Home Applications Determinations Appeals Employees Search Reports Reference Admin

Help My Account

Valid 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 Conditions

Applicant: Data Review

Instructions: Please review the information below to ensure all information has been entered correctly. If changes are needed, please edit the information prior to submitting the application.

Profile Pre-Employment

Personal and Demographic Information

First Name: Christina SSN: 819-79-8719 Is ITIN: No  
 Middle Name: Date of Birth: 10/10/1988  
 Last Name: Julytest Race: Black  
 Suffix: Gender: Female  
 Eye Color: Brown  
 Hair Color: Brown  
 Height: 5'1"  
 Weight: 187  
 Primary Phone:  
 Secondary Phone:  
 Email Address: example@example.com

Permanent Address

Address Line 1: 123 Physical Address  
 Address Line 2:  
 City: Kodiak  
 State: AK  
 ZIP: 98745  
 County:

Mailing Address

Address Line 1: 123 Mailing Address  
 Address Line 2:  
 City: Anchorage  
 Mailing State: AK  
 ZIP: 99508  
 County:

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

Last	First	Middle	SSN	DOB
Chris			814-94-1648	10/10/1955

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
2015-2015		Nebraska

[Edit Applicant Profile](#)

 [Back](#) [Submit](#)

DHSS\tamarshall TEST - Version: 20160731

**\*Please Note\*:** Choosing to withdraw the application after the payment has been confirmed will NOT stop the payment from processing. 3.5

**3.4c. Batch Payment:** this option allows for multiple applications to be paid for all together by check or credit card. Choosing this option will send the payment to the ‘Batch Payments’ table within NABCS, allowing for payment to be made at a later time. Payment will not show as received until the Batch Payment is manually completed.

To begin the Batch Payment process, select Batch Payments from the “Applicant: Payment” screen.

**Please note:** you may select the ‘Back’ or ‘Cancel’ buttons to reverse the batch payment process from being chosen; the ‘Save and Close’ button will save the application before a payment is made; or, selecting ‘Withdraw’ will withdraw the application.

The screenshot shows the 'Applicant: Payment' screen for a user named Fall IsHere. The 'Pay Fees Together' option is selected. The 'All Fees' table lists three payment methods: Credit Card, Mail Check, and Batch Payment. The 'Batch Payment' option is highlighted with a red box. The table shows that each method has an Application Fee and a Fingerprint Fee, both totaling \$74.75.

Payment Method	Fees	Amount
Credit Card	Application Fee Fingerprint Fee	\$74.75
Mail Check	Application Fee Fingerprint Fee	\$74.75
Batch Payment	Application Fee Fingerprint Fee	\$74.75

Then, select the ‘Confirm’ button to send the fees to Pending Batch Payments.

The screenshot shows the 'Applicant: Payment' screen for a user named Jane Doe. The 'Make Payment - Application Fee & Fingerprint Fee' section is displayed, showing a 'Batch Payment' amount of \$74.75. The 'Confirm' button is highlighted with a red box.

Home	Applications	Employees	Search	Reports	Reference	Admin
Add New	Not Yet Submitted	Determination In-Process	Determination Available	Criminal History Appeals	Pending Payments	
Payment Search	Application Forms					
<b>Applicant: Payment</b>						
Fall IsHere, XXX-XX-3741, 9/22/1966, Application #: 15795529						
<b>Application Fee - Payment Confirmation</b>						
Payment Method: Batch Payment						
Amount Paid: \$25.00						
Date Paid: Pending ( <a href="#">Cancel Payment</a> )						
<b>Fingerprint Fee - Payment Confirmation</b>						
Payment Method: Batch Payment						
Amount Paid: \$49.75						
Date Paid: Pending ( <a href="#">Cancel Payment</a> )						
<a href="#">Withdraw</a>		<a href="#">Save and Close</a>		<a href="#">Back</a> <a href="#">Next</a>		

Click **'Next'** to continue to submittal of the application.

The Background Check Program does not issue invoices. It is the Provider's responsibility to monitor their Pending Payments screen to ensure all the appropriate fees are paid in a timely manner.

#### **3.4d. Completing a Batch Payment (Pending Payments)**

The 'Batch Payments' process for payment can be found under the 'Applications' tab under 'Pending Payments' tab, as well as, on the Home page, in the 'At a Glance' table under 'Pending Payments'. In order to make a batch payment, you may individually select (click on a check box to the right of each pending payment) which fees are to be paid for at that time, or the user may click the **'Select All'** button to the bottom left of the page, to pay for all the fees given within the table. Whether it is paid for by check or credit card, the process is the same for these two payment methods. Before continuing, make sure the appropriate boxes are selected for the right individual(s) being paid for in each batch payment.

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: Pending Payments

**Enter Filter Options**

Application #:  Provider: Test Facility 2

Last Name:

Payment Method:

Program:

Division: - All -

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.

**Results**

App - # ^	Provider	Program	Last	First	Days Pending	Fee	Amount	Payment Method	Pay Now	Action
850691	Test Facility 2	Student/Apprentice Training	test	John	223	Application Fee	\$25.00	Batch Payment	<input type="checkbox"/>	<input type="button" value="Withdraw"/>
850691	Test Facility 2	Student/Apprentice Training	test	John	223	Fingerprint Fee	\$49.75	Batch Payment	<input type="checkbox"/>	<input type="button" value="Withdraw"/>
850928	Test Facility 2	Student/Apprentice Training	Test	John	220	Fingerprint Fee	\$49.75	Batch Payment	<input checked="" type="checkbox"/>	<input type="button" value="Withdraw"/>
850928	Test Facility 2	Student/Apprentice Training	Test	John	220	Application Fee	\$25.00	Batch Payment	<input checked="" type="checkbox"/>	<input type="button" value="Withdraw"/>

4 Total Results

Pay Now Total: \$74.75

“Pay by Check”: If a check is submitted for more than one application, please include a cover sheet indicating which applications are being paid for with the submitted check.

“Pay by Credit Card”: Select *Pay Now* for the applications to be paid and select the *Pay by Credit Card* option. Follow the steps detailed in section 3.4b. for instructions on Credit Card payments.

Once a batch payment has been made, a message will notify the user that the payment was successfully submitted by indicating “Batch Payment Successful”

Home Applications Determinations Appeals Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Flagged For Review | Determination In-Process | Determination Available | Criminal History Appeals Batch Payments | Application Forms | Registry Recheck

**Batch Payment Successful**

If there is any trouble making a payment and you get an error message (in red), call or email the BCP. **Do not try and make the payment again.** This will circumvent the chance of getting charged twice until the issue can be resolved. If you believe a payment has been made, but NABCS is not showing any record of a payment being received; first, check the statement of the credit card used in the batch payment transaction. Second, keep a record of any bank statement(s) that may show a discrepancy in a payment not received by NABCS. **Maintaining record of any payment discrepancies is necessary to adequately resolve payment issues.**

### 3.6 Not Yet Submitted

This table identifies all applications initiated that have been saved, but not completed, or submitted to the BCP.

From the Applications tab- **'Not Yet Submitted'** table, an application can either be *resumed*, or *withdrawn* by choosing the correct link on the right hand side of the table under the **'Actions'** column.

**Please Note:** Withdrawn applications **cannot be reversed** and a new application will need to be initiated if a background check is required. You will only see those applications that are associated with your facility; you will not see the status of applications where no association with your facility is made.

Locked	App # - Type	Provider	Last	First	SSN	Date Saved	Actions
	15795141	Test Facility 2	<a href="#">Johnson</a>	Example	-8765	11/27/2013	Resume Withdraw
	15795139	Test Facility 2	<a href="#">Smith</a>	James	-0012	11/27/2013	Resume Withdraw
	15795142	Test Facility 2	<a href="#">Williams</a>	Bill	-9999	11/27/2013	Resume Withdraw

The search fields at the top of the screen allow the user to search for specific applications. The more information entered into the given fields, the more narrow the search will be. More information on **'Search'** can be found in Section 5.

**Note:** The Lock symbol shown on the left indicates that this application is currently open and in use by another user. **Please do not open this application**, as it will not save whatever changes were made to the application. It may take a few minutes after the application is closed out for the lock symbol to go away.

**Only open an application without a lock symbol.**

## Withdrawing an Application

At this step, if an application is withdrawn **before** it is submitted; the application will no longer be associated with the facility. If an individual's application has already been submitted, their application can be **withdrawn** from **'Determination In-Process'**.

If the applicant has been hired "provisionally", they can be separated from the **'Employees'** section of NABCS. More on this can be found in the **'Employees'** section of the guide.

There is a **No Refund** policy, please be aware of this if a payment has been made before the withdrawal of the application. Withdrawing an application will NOT stop payment, once payment has been confirmed.

### Confirm Withdraw

Adam Septest, XXX-XX-0001, 9/1/1980, Application #: 15795911

*\* Required*

*\*If application is withdrawn, employment must be terminated immediately.*

The associated Determination will still proceed.

If you are sure you want to Withdraw this application, select a Withdraw Reason and click 'Withdraw'.

*\* Withdraw Reason:*

- Duplicate Application
- Left For Another Job
- Moved out of state
- Other
- Left for School
- Applicant declined position
- Provider chose not to hire

<-- Select the most appropriate reason.

**Cancel** **Withdraw**

Select the most appropriate Withdraw Reason from the drop down menu and then select "Withdraw" to finalize the action. **PLEASE NOTE:** This process cannot be reversed.

### 3.7 Determination In-Process

The **Determination In-Process** page under the Applications tab is also known as ‘**Eligibility Determination In-Process**’ under the ‘**At a Glance**’ table (On the **Home** screen).

This table contains applications that have been submitted. You may select this table to view when an application is complete, including all fees and fingerprints. Some applications identified in this table are able to be hired “provisionally” while waiting for the fingerprint results.

**Applications: Determination In-Process**

**Enter Filter Options**

Application #:  Provider: Thousand Lakes Surgical Center

Last Name:  Division: - All -

Status:

**Results**

Locked	App #	Provider	Name	Position	SSN	Payment Status	Status	Status Date	Employment Status	Action
	15795878	Thousand Lakes Surgical Center	<a href="#">September, Andrew</a>	Physician	-3322	Received	Fingerprints Taken - 1st TCN: 020000956	10/28/2015		<input type="button" value="Withdraw"/>
	15795890	Thousand Lakes Surgical Center	<a href="#">Testseptember, Brandy</a>	Medical Director	-9887	Received				<input type="button" value="Withdraw"/>
	15795891	Thousand Lakes Surgical Center	<a href="#">Septest, Lorena</a>	Physician	-8877	Received				<input type="button" value="Withdraw"/>
	15795898	Thousand Lakes Surgical Center	<a href="#">Septest, Johnsin</a>	Student	-4741	Received				<input type="button" value="Withdraw"/>
	15795902	Thousand Lakes Surgical Center	<a href="#">Testseptember, Jabba</a>	Medical Director	-0008	Received				<input type="button" value="Withdraw"/>
	15795904	Thousand Lakes Surgical Center	<a href="#">Septembertest, Alias</a>	Psychiatrist	-5555					<input type="button" value="Withdraw"/>
	15795906	Thousand Lakes Surgical Center	<a href="#">Septembertest, Blair</a>	Clerical	-5498					<input type="button" value="Withdraw"/>
	15795909 - Connected	Thousand Lakes Surgical Center	<a href="#">Septest, Adam</a>	Clerical	-0001	N/A	Fingerprints Taken - 1st TCN: 020000947	10/26/2015		<input type="button" value="Withdraw"/>

8 Total Results

#### Definitions related to Determination In-Process

**Provisional Employee-** the individual has been hired provisionally or conditionally, based on the fingerprint results, while the final determination is pending.

**Hire Provisionally-** the individual cleared an initial name based background check and an action may be taken to hire this individual provisionally. This button **must** be clicked for an individual to officially have association with the facility.

**Terminate Employment-** the individual has already been hired provisionally but the Provider chose not to hire permanently or the applicant declined the position. This action does not withdraw the Background Check but terminates the association between the applicant and the Provider/Facility.

**Withdraw-** an Action can be taken to ‘Withdraw’ the application from processing further in the background check system. This action **cannot** be undone and any fees previously paid toward this individuals background check are **non-refundable**.

(See Section 4 for more information)

## **Hire Provisionally**

Once the **'Hire Provisionally'** button has been clicked, the box (below) will come up. All of the employment information **needs to be reviewed** to make sure the proper employment position has been chosen for this applicant, and then a Provisional Hire Date will be required. The Provisional Hire Date may only go back as far as the date that the registry check was deemed to be **'Clear'**. Click **'Save'** to provisionally hire this applicant.

As seen on the previous page, once an applicant becomes a provisional employee, it is displayed in the **'Employment Status'** column of the **'Determination In-Process'** table.

**Hire**

, ,

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.

The Provisional Hire Date does not affect the provisional employment expiration date of 1/22/2016.

*\* Required*

Employment Status: Provisional

\* Provider:  ▼

\* Position Category:  ▼

\* Position:  ▼

\* Employee Type:  ▼

\* Provisional Hire Date:

### 3.8 Determinations Available

The **Determinations Available** page, under the Applications tab, is also known as **‘Eligibility Determination Complete’** in the **‘At a Glance’** table found on the **Home page**. This is where you will find the final determinations for all applicants associated with a given provider/facility and the date on which the determination was made. These are FINAL determinations meaning the application is complete.

#### Definitions Associated with the Table Below:

**Eligible-** the final determination for an individual has been completed and there was no barring condition(s) found. The individual is eligible for hire. Note that this status is the same as ‘Active’ status in the original BCP system.

**Not Eligible-** 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. (Information on the Variance Process is found in Section 3.7.)

**Permanent Employee-** This employment status means the individual was previously provisionally hired and the fingerprint results came back without a barrier history, NABCS moved the individual to permanent status. NOTE: The **‘Close’** button appears when a provisional employee has become permanent, and **must be clicked to complete the hiring process**.

**Hire-** an action taken by the provider/employer and means the individual’s background check clearance is eligible and the individual is eligible for Hire. This option means the individual **was not** hired provisionally and you will need to select this option in order to hire the applicant.

**Close Without Hiring-** an action taken by the provider/employer. When the **‘Close Without Hiring’** link is selected, it means that you have reviewed the final determination and have not hired this individual. This individual will no longer be associated with you.

**Terminate-** an action to be taken by the provider/employer, when an applicant has been provisionally hired, but the fingerprint results resulted in barring conditions that have deemed the individual **‘Not Eligible’**.

The screenshot shows the 'Determination Available' page in the NABCS system. The navigation bar includes 'Home', 'Applications', 'Determinations', 'Appeals', 'Employees', 'Search', 'Reports', 'Reference', and 'Admin'. The 'Applications' tab is selected. Below the navigation bar, there are links for 'Add New', 'Not Yet Submitted', 'Determination In-Process', 'Determination Available', 'Criminal History Appeals', 'Pending Payments', and 'Payment Search'. The main heading is 'Applications: Determination Available'. There is a search filter section with fields for 'Application #', 'Last Name', 'Determination Date', 'Employment Status', 'Provider', 'Division', and 'Determination'. Below the filter is a 'Search' button. The 'Results' section contains instructions for hiring decisions and a table of results.

Locked App # - Type	Provider	Position	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
868365	Test Facility 2	Caregiver	Septest	Jordan	-1234	Eligible	11/11/2015	Hire		Approval Letter Close Without Hiring
871339	Test Facility 2	Caregiver	Septest	Roseanne	-5678	Eligible	11/16/2015	Permanent Employee		Approval Letter Close
870241	Test Facility 2	Driver	Septest	Robby	-9101	Not Eligible	10/30/2015	Not Eligible for Hire	Can appeal Not Eligible through 11/29/2015	Close Without Hiring

### 3.7a. Hiring an Applicant

After clicking the ‘Hire’ button, the box (below) will come up. All of the employment information **needs to be reviewed** to make sure the proper employment position has been chosen for this applicant, and a Permanent Hire Date will be required.

Click ‘Save’ to hire this individual permanently.

#### Hire

[Redacted Name], [Redacted Address], [Redacted City]

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: Permanent

\* Provider: Test Facility 2

\* Position Category: Child Care Facility

\* Position: Caregiver

\* Employee Type: Employee

\* Hire Date: 11/16/2015

Cancel **Save**

Once an individual is hired permanently, they will move from the **Determination Available** section, to the **Employees** section of NABCS.

### 3.7b. Approval Letters

The **Approval Letter** can be generated from an applicant’s ‘Person Summary’ (Profile) page under the “Documents” sub tab. This form should be printed and maintained in the applicant’s employment file to verify the individual’s eligibility for employment. This form provides eligibility information for each applicant. The Approval Letter is specific to each Provider and cannot be generated until the applicant is Permanently Hired.

#### Person Summary

J [Redacted Name], [Redacted Address], [Redacted City], SID: [Redacted]

Add New Application

Profile Applications Appeals Employment **Documents**

**Background Check # 20000945**

Generated Forms, Letters, and Reports

Document Type	Provider	Document Name	File Size	Generated By	Generated On
Application	Test Facility 2	<a href="#">Fingerprint Authorization Form.pdf</a>	320.0KB	username	11/4/2015 11:15 AM
Application	Test Facility 2	<a href="#">Approval Letter.pdf</a>	108.0KB	TasksService	11/16/2015 10:17 AM

You will also have the option to generate the Approval Letter when you take the final action of Hiring an applicant on the “Determination Available” 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

Applications: Determination Available

**Enter Filter Options**

Application #:  Provider:

Last Name:  Division: - All -

Determination Date:  to  Determination:

Employment Status:

**Results**

Please make a hiring decision for the individuals listed below by taking one of the following steps:

1. To hire an individual with an Eligible determination, click the '**Hire**' button and enter the hire date.
2. To move an applicant from Provisional to Permanent status, click the '**Convert to Permanent**' button.
3. To confirm an individual as a permanent employee and who is listed with a Permanent Employee status, click the '**Close**' button.
4. To close the application without hiring, click the '**Close Without Hiring**' button.
5. To indicate your intention to submit a variance request for an individual with a Not Eligible status, click the '**Challenge**' button.

Locked App # - Type	Provider	Position	Last	First	SSN	Determination	Determination Date	Employment Status	Appeal Info	Actions
123456		Caregiver	██████	██████	-	Eligible	11/11/2015	<input type="button" value="Hire"/>		<input type="button" value="Approval Letter"/> <input type="button" value="Close Without Hiring"/>

1 Total Results

### 3.9 Criminal History Appeals

The **Eligible For Criminal History Appeal** page, under the Appeals tab, is used for Redeterminations and Variances.

A **Redetermination** may be requested when an applicant believes the BCP has incorrect information regarding their criminal and/or civil history and requests the BCP to reconsider or review a barrier determination. The applicant must supply additional or new information for consideration of the BCP.

**Variances** are used when an applicant agrees with the final determination and wishes to supply information to the Variance Committee regarding an alternative way to meet the intent of the regulations. The provider/employer may support -or- not support this process. If you choose not to support the association with (hiring of) this applicant, a variance is not needed. This will be a decision made by the provider/employer in discussion with the applicant.

Home Applications Determinations **Appeals** Employees Search Reports Reference Admin

**Eligible For Criminal History Appeal** Criminal History Appeal In-Process

Appeals: Eligible For Criminal History Appeal

**Enter Filter Options**

Last Name:  Background Check #:

TCN:  Is Rap Back:

**Results**

Background Check #	Determination	Is Rap Back	Last ^	First	SSN	Determination Date	Days Remaining	Disqualified Until	TCN	Action
20000945	Not Eligible		<a href="#">Septest</a>	ronald	-9988	10/28/2015	11	12/31/2115	AK20111028084450DH40	<input type="button" value="Start Appeal"/>

1 Total Results

#### 4. Employees Tab

This tab allows you to manage the individuals associated with your facility. Search filters can be used in a variety of ways to narrow down the search in order to find a particular individual, or used broadly to find a group of employees meeting one or a few of the criteria.

This tab automatically **defaults** to the **Provisional** employee list, but the links to other employee tables are near the top of the page including, **Permanent, Roster, Separated**, and those who have a **New Background Check Needed**.

Provisional Roster: This list indicates how long each employee you have Provisionally Hired has been in Provisional Status and how many days are remaining.

The screenshot shows the 'Employees' tab interface. At the top, there is a navigation bar with links: Home, Applications, Determinations, Appeals, **Employees** (highlighted with a red circle), Search, Reports, Reference, and Admin. Below this is a sub-menu with links: Provisional, Permanent, Roster, Separated, and New Background Check Needed. The main heading is 'Employees: Provisional'. Below the heading is a search criteria form with the following fields: Provider (Test Facility 2), Position Category (dropdown), Hire Date (range), Position (dropdown), Division (- All -), and Last Name. A 'Search' button is located at the bottom right of the form. Below the search criteria is a 'Results' section containing a table with 8 columns: Provider, Last Name, First Name, Position, Hire Date, Total Days in Provisional, Days Remaining in Action Provisional, and a column with 'Edit' and 'Terminate' buttons. The table contains two rows of data. The first row shows 'Test Facility 2', 'Septembertest', 'Clara', 'Teacher', '09/22/2015', '55', 'Provisional Expired', and 'Edit/Terminate' buttons. The second row shows 'Test Facility 2', 'Septest' (circled in red), 'Tasha', 'Teaching Aid', '10/12/2015', '35', '342', and 'Edit' button. Below the table, it says '2 Total Results' and a 'Print' button is at the bottom right.

Provider	Last Name	First Name	Position	Hire Date	Total Days in Provisional	Days Remaining in Action Provisional	
Test Facility 2	<a href="#">Septembertest</a>	Clara	Teacher	09/22/2015	55	Provisional Expired	Edit Terminate
Test Facility 2	<a href="#">Septest</a>	Tasha	Teaching Aid	10/12/2015	35	342	Edit

**Provisional Expired** means the provisional authorization has gone beyond the allowed timeframe and has expired, or necessary action was not completed on the application and a new Background Check application is required.

Clicking on the last name of the employee, underlined in blue, will take you their Person Summary page where you can submit a new application or edit their demographic information as needed.

Permanent Roster: This list shows all employees associated with your facility that have been permanently hired. This table also provides additional information such as "Position" and "Hire Date". The Permanent Roster does not indicate whether or not the employee is eligible.

**Employee Roster:** This list shows all employees associated with your facility. Overall you will use this list most frequently.

**Employees: Roster**

**Enter Filter Criteria**

Provider: Rich Grayson Test Facility

Employment Status: Active

Employee Type:

Is Eligible:

Position Category:

Position:

Hire Date: to:

Division: - All -

Last Name:

**Search**

**Results**

Provider	Last Name ^	First Name	Position	Employee Type	Employment Status	Provisional Hire Date	Permanent Hire Date	Determination	Action
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Test</a>	Dillingham	Individual Service Provider	Employee	Permanent	11/18/2014	11/18/2014	Eligible	<a href="#">Edit</a>
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Test</a>	Enhancement	Administrator	Employee	Permanent		04/18/2015	Eligible - no longer valid	<a href="#">Edit</a>
<a href="#">Rich Grayson Test Facility</a>	<a href="#">Winter</a>	Test	Caregiver	Employee	Permanent	11/20/2014	11/20/2014	Eligible	<a href="#">Edit</a>

3 Total Results

**Print**

**Eligible** indicates the employee has a current valid Background Check.

**In Process** indicates this employee has been hired Provisionally but a final determination has not yet been made.

**Eligible-no longer valid** means an employee had an Eligible determination on a Background Check which is now expired. A new Background Check would be required for these employees.

**Expired applications cannot be reversed or extended. A Background Check is valid for 6 years from the date the BCP received final fingerprint results, not from the hire date or the date the application was submitted.**

**If a background check is required,** a new application along with associated fees will be necessary to obtain a background check. This includes provisionally hired individuals where their application was not completed within 30 days from the time of submission.

Each roster listing may also be printed by clicking the **‘Print’** button at the bottom of the page. This is excellent way to keep track of the staff on hand, and efficiently verify who is, and who is not currently employed.

## 4.1 Edit Employment

Those individuals who are no longer employed with you, the provider or facility, should be **separated** from employment as soon as possible. To do this, click the '[Edit](#)' button and separate individual accordingly.

The screenshot shows a web form titled "Edit Employment" with a dark blue header. Below the header, a text box contains the name "Erin Example, 123-12-3123, 5/5/1955". A red asterisk and the word "Required" are positioned above a red-bordered warning box. The warning box contains the text: "Warnings: Permanent hire date cannot be saved unless an eligible determination has been made". Below the warning, several dropdown menus are visible, each with a red asterisk and a label: "Employment Status" (set to "Provisional"), "Provider" (set to "Test Facility 2"), "Position Category" (set to "Technical, Unlicensed Health Care"), "Position" (set to "Nurse Aide"), and "Employee Type" (set to "Employee"). Below these are date input fields for "Provisional Hire Date" (12/05/2013), "Permanent Hire Date" (12/06/2013), "Separation Date", and "Employment Last Verified". At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button circled in red.

Once the [Edit](#) function is chosen, there are many fields that are dependent upon one another. For example, if a permanent hire date for this particular individual were entered, the user would be **issued a warning**. This individual does not yet have a final determination and so the system will not allow a permanent hire date to be entered. The system will, however, allow for separation of employment at this time. It will also allow the user to change the position, position category, etc.

This option was designed to encourage Providers and Oversight Divisions to maintain the appropriate status for associated individuals. It is encouraged to separate from association, employment anyone who is no longer employed or associated with the provider/employer.

**IMPORTANT:** Keeping employee lists up to date minimizes the amount of work for Providers, Divisions, and the BCP, while keeping the provider or facility in compliance with regulations.

## 4.2 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 recently expired, a new application for this individual will need to be completed.

To look ahead further than 30 days, enter in the date in the '**Background Check Needed By To Date: 'calendar box'**'. Also, you may '**Print**' this page in order to generate a hard copy list of employees needing a new background check.

Home
Applications
Determinations
Appeals
Employees
Search
Reports
Reference
Admin

Provisional
Permanent
Roster
Separated
New Background Check Needed

**Employees: New Background Check Needed**

**Enter Filter Criteria**

Division:

Provider:

Background Check Needed By From Date:

Background Check Needed By To Date:

Search

**Results**

Provider	Last Name	First Name	Position	Hire Date	Background Check Needed by	Days Remaining	Action
RCCF - Mt Edgecumbe Boarding School	██████	E	Social Worker	12/12/2009	09/18/2015	Expired	<a href="#">New Application</a> <a href="#">Terminate</a>
RCCF - Mt Edgecumbe Boarding School	██████	E	Janitor	02/19/2010	11/18/2015	8	<a href="#">New Application</a>
RCCF - Mt Edgecumbe Boarding School	██████	J	Other	08/30/2010	11/18/2015	8	<a href="#">New Application</a>
RCCF - Mt Edgecumbe Boarding School	██████	F	Other	02/17/2010	11/19/2015	9	<a href="#">New Application</a>

4 Total Results

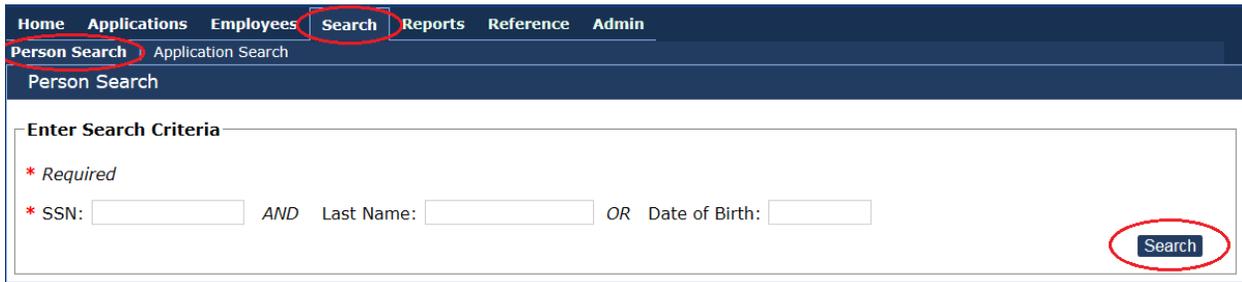
Print

## 5. Search Tab

### 5.1 Person Search

The **Person Search** tab allows you to search for a specific individual in the system the same way as the **Add New Application** tab.

**There must be 2 of the 3 criteria to conduct a person search.**



The screenshot shows a web application interface with a dark blue header. The header contains navigation tabs: Home, Applications, Employees, Search, Reports, Reference, and Admin. The 'Search' tab is highlighted with a red circle. Below the header, there are two sub-tabs: 'Person Search' and 'Application Search'. The 'Person Search' sub-tab is active. Below the sub-tabs, there is a section titled 'Enter Search Criteria'. Under this section, there is a red asterisk followed by the word 'Required'. Below that, there are three input fields: 'SSN:', 'Last Name:', and 'Date of Birth:'. The 'SSN:' field is followed by the word 'AND', and the 'Last Name:' field is followed by the word 'OR'. A 'Search' button is located at the bottom right of the search criteria section, circled in red.

The more information entered in the criteria, the more narrow, the better the search will be for an individual. NABCS will not search for anything except what is entered into these fields. So, if a last name is entered as search criteria, it must be the entire last name, and spelled correctly in order to get the right search. To be certain of a precise search, quickly review the field entries for accuracy before clicking the search button. If anything is entered wrong, the person being searched for may not be found.

## 5.2 Application Search

Entering in the Application number or the Background Check number will take the user *directly* to a specific **'Person Summary'** page.



The screenshot shows a web application interface. At the top, there is a navigation menu with items: Home, Applications, Employees, Search, Reports, Reference, and Admin. The 'Search' item is circled in red. Below this, there is a sub-menu with 'Person Search' and 'Application Search', where 'Application Search' is also circled in red. The main content area is titled 'Person Search by Application' and contains a section 'Enter Application Criteria'. This section has two input fields: 'Application #' and 'Background Check Number:'. A 'Search' button is located on the right side of this section and is circled in red.

The **Application #** can be located in a variety of pages as a new application is entered. The number can be seen starting on the **ROI Confirmation** page, to the **Application Submission Confirmation** page. You may want to write this number down as it may be needed in the future when searching for a specific application. The Application # is 6 digits.

Note: Application numbers will only show up if the applicant is associated with the provider or facility.

The **Background Check Number** can be found on the Fingerprint Authorization Form; as well as on the **Application Submission Confirmation** page. The Background Check Number is 8 digits.

## 6. Reports

The reports tab allows you to query or search certain reports available to you, a provider or facility. To access any of the reports, click the applicable tab to select a report.



### 6.1 Application Report

The **Application Report** reports all the application submissions for a specific facility. Fill in the search fields for the dates and Provider in which the report is being issued, and then click **‘View Report’**. Within the report will be the following sub-titles: ‘Application Date’; ‘Application Status’; ‘Application Status Reason’; ‘Withdrawal Reason’; and, ‘Application Paid Date’.

The screenshot displays the 'Application Report' interface. At the top, there are search filters: 'Date From (MM/DD/YYYY): 11/13/2013', 'Date To (MM/DD/YYYY): 12/13/2013', and a 'Provider' dropdown menu set to 'Test Facility 2'. A 'View Report' button is located to the right of the date fields. Below the filters is a browser-style toolbar with navigation arrows, a page indicator '1 of 1', a zoom level of '100%', and a search box containing 'Find | Next'. The main content area features the following information:

Department of Health and Social Services  
 4601 Business Park Blvd  
 Building K  
 Anchorage, AK 99503  
 907-334-4475  
 http://nabctest.dhss.ak.local/bcp

**ABCS Application Report**

Date From: 11/13/2013      Date To: 12/13/2013      Provider: Test Facility 2

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason	Application Paid Date
15795138	Test Facility 2	Test, Timmy	2222	11/22/2013	In Process			Pending
15795139	Test Facility 2	Smith, James	0012	11/22/2013	Determination Available			11/27/2013
15795140	Test Facility 2	Example, Erin	3123	11/25/2013	Submitted			11/25/2013
15795141	Test Facility 2	Johnson, Example	8765	11/27/2013	Closed	Hired		11/27/2013
15795142	Test Facility 2	Williams, Bill	9999	11/27/2013	Determination Available			11/27/2013
15795143	Test Facility 2	Jones, Jonathan	4321	11/29/2013	Submitted			12/05/2013
15795144	Test Facility 2	Kennedy, Timothy	8050	11/29/2013	Submitted			12/05/2013
15795145	Test Facility 2	Smith, Robert	1924	11/29/2013	Submitted			12/02/2013
15795146	Test Facility 2	Tester, Application	2121	12/5/2013	Submitted			12/05/2013
15795148	Test Facility 2	NewTest, Newberry	2030	12/12/2013	Submitted			Pending

## 6.2 Employment Roster Report

The Employment Roster Report has the ability to issue a roster report. This report can be filtered by employment status to show, all employees, provisional employees, permanent employees, or just separated employees.

**Employment Roster Report**

Employment Status: ALL Provider: Test Facility 2 View Report

---

1 of 1 100% Find | Next

Department of Health and Social Services  
 4601 Business Park Blvd  
 Building K  
 Anchorage, AK 99503  
 907-334-4475  
<http://nabctest.dhss.ak.local/bcp>

### Employment Roster Report

Employment Status: *ALL*

Provider Name	Last Name	First Name	Position	Employment Status	Provisional Hire Date	Permanent Hire Date
Test Facility 2	Example	Erin	Administrator	Permanent	12/05/2013	12/13/2013
Test Facility 2	Johnson	Example	Personal Care Worker	Permanent		12/13/2013
Test Facility 2	Jones	Jonathan	Janitor	Permanent		12/13/2013
Test Facility 2	Smith	James	Director/Business Manager	Permanent		12/13/2013
Test Facility 2	Smith	Robert	Kitchen Worker Food Preparer	Permanent	12/05/2013	12/13/2013

### 6.3 Fingerprint Locations Report

The **'Fingerprint Locations Report'** will show a listing of all the Fingerprint vendors within the city selected in the search criteria. If the city drop down box is left on 'Null', all Fingerprint vendors will be listed within the State of Alaska DHSS database.

The screenshot shows a web application titled "Live Scan Locations". At the top, there are two dropdown menus for "City" and "County", both currently set to "(Null)". A "View Report" button is located to the right of these menus. Below the navigation bar, there is a search bar with "1 of 1" results, a "100%" zoom level, and a "Find | Next" button. The main content area is titled "ABCS Fingerprint Locations" and includes the following information:

Department of Health and Social Services  
4601 Business Park Blvd  
Building K  
Anchorage, AK 99503  
907-334-4475  
<http://nabctest.dhss.ak.local/bcp>

City: County:

ABC Bail Bonds 34 Money Lane Anchorage, AK County: Hours: 24/7 Phone: (907) 444-5555 x666
Anchorage Printing Services 22 Ridge Lane Suite 2A Anchorage, AK 55555-6666 County: Hours: Phone: (907) 555-1212 x100
Give Me Your Hand 33 C Street Anchorage, AK County: Hours: M - F 8:00am - 4:30pm Phone: (907) 666-5555 x444
test test test test test AK 99999 County: Hours: test Phone: (888) 555-1212
Undetermined - Default Individual has not made a choice , AK County: Hours: Phone:

## 6.4 User Accounts List Report

The 'User Accounts List Report' will show all the user accounts under a specific provider. Along with each user, is a listing of pertinent information associated with each user account.

### User Account List Report

User Status:

User Role:

Last Login Date Begin:   NULL

User Type:

Provider:

Last Login Date End:   NULL

Department of Health and Social Services  
4601 Business Park Blvd  
Building K  
Anchorage, AK 99503  
907-334-4475

## User Account List Report

1 of 1 | 100% | Find | Next

**User Name:** *ald\_testing*

**User Status:** *All*

**User Type:** *Provider*

**User Role:** *All*

**Provider:** *Rich Grayson Test Facility*

**Last Login Date From:**

**Last Login Date To:**

ald_testing	Anna Testing	example@example.com	Days Since Last Login: 0
	<b>Account Created:</b> 1/29/2015	<b>Last Login:</b> 11/19/2015	<b>Account Status:</b> Enabled
	<b>Password Changed:</b> 1/29/2015	<b>Is Active:</b> Yes	<b>Created By:</b> Kdr
	<b>EULA Accepted on:</b>	<b>User Type:</b> Provider	
	<b>User Role(s):</b> ProviderAdmin, ProviderStaff		
	<b>Associated Provider(s):</b> Rich Grayson Test Facility		

## 7. Admin

The **Admin** tab will be available for Provider Administrators who have been designated as the primary points of contact from the BCP and Division Oversight.

### 7.1 Searching for a User Account

The Provider Administrator can use the **User Accounts** section to find users that are associated with the Provider. Changing fields in the search criteria can broaden or narrow down a search when needed.

To use this option, enter the applicable information per search criteria. The provider Administrator can then update fields if necessary.

Home Applications Determinations Appeals Employees Search Reports Reference Admin

User Accounts | Site Data

Administration: User Accounts

Enter Search Criteria

Type: Provider Role:

Status: Enabled

Division:

Provider: Test Facility 2

Last Name: Example Username:

Email:

Search

Add New User

## 7.2 Terminating User Accounts

When a NABCS user is no longer associated with a Provider, the **Provider Administrator** must disable the account of the user in NABCS, or the user may continue to access confidential applicant information. To do this, search for the correct user the same way as was searched for a new user. When the correct user is identified, click the **'disable'** button. The account will be disabled and the user will no longer have access to the NABCS. The Status column will change from **Enabled** to **Disabled**. To re-enable the user, choose the **Enable** button and the status will return to **Enabled**. Examples are provided below.

The screenshot displays the 'Administration: User Accounts' page. At the top, there is a navigation menu with tabs for Home, Applications, Determinations, Appeals, Employees, Search, Reports, Reference, and Admin. Below this, there are sub-tabs for 'User Accounts' and 'Site Data'. The main heading is 'Administration: User Accounts'.

The 'Enter Search Criteria' section contains several input fields and dropdown menus:

- Type: Provider (dropdown)
- Role: (empty dropdown)
- Status: Enabled (dropdown)
- Division: (empty dropdown)
- Pl : Kyler's Test Facility (dropdown)
- Last Name: (empty text input)
- Us TestExample (text input)
- or (text input)
- Email: (empty text input)

A 'Search' button is located below the search criteria. Below the search area is an 'Add New User' button.

The 'User Search Results' section shows a table with the following data:

UserName	Name	Email	Type	Status	Actions
TestExample	Example, Test	<a href="mailto:kyler@test.com">kyler@test.com</a>	Provider	Disabled	Edit Enable

**Appendix A: Example "New User Registration Form"**

State of Alaska/Division of Health Care Services  
Background Check Program NABCS: New Alaska Background Check System  
User Account Registration Form

**PLEASE NOTE:** If you completed a Pre-Registration form in April 2014 for this system, you do not need to resubmit a new form

**Instructions:** To register for a NABCS user account for the New Alaska Background Check System, the following information must be submitted. If you do not have a myAlaska user account, please visit <https://my.alaska.gov> to register for a new account before completing this form. Do not, at any time, provide your password. Your myAlaska password is not needed by the Background Check Program. The information you provide below should include the phone number and email address you use for work purposes. Unless you use your personal information for work purposes, please do not provide your personal information. Please ensure all information is legible. If the information is not clear or not complete, your user account will not be registered.

**This top section is for the person needing access to NABCS.**

myAlaska User Name:

First Name:  Last Name:

Work Phone:  Work Email:

Please provide the facility name(s) you are associated with and for which you will need access to the Background Check Program database.

Facility Name:	<input type="text" value="Example Facility Name"/>	Current Facility PIN:	<input type="text"/>
Facility Name:	<input type="text"/>	Current Facility PIN:	<input type="text"/>
Facility Name:	<input type="text"/>	Current Facility PIN:	<input type="text"/>
Facility Name:	<input type="text"/>	Current Facility PIN:	<input type="text"/>
Facility Name:	<input type="text"/>	Current Facility PIN:	<input type="text"/>

Please have this form signed and completed by the individual listed as the Primary Point of Contact (POC) for the facility. User accounts will not be registered with validation from the POC granting you permission to access background check information for the facility listed above.

**This will always need to be the facility's POC information.**

POC First Name:  POC Last Name:

Phone #  Email:

By signing this form, I am verifying and granting permission to the individual listed above to access the background check information for the listed facility(s) in the course of their job duties and responsibilities.

POC Signature:

Once complete, please return this form to your oversight division for account authorization. Your oversight agency is the agency that licenses, certifies, or otherwise oversees your entity for background check compliance. You may also fax this form to the BCP at (907) 269-3488.

**PLEASE NOTE: illegible faxes and incomplete forms will not be processed.**

**Appendix B:** List of division contacts (This list can also be found under the “Help” link in NABCS)

### **Division Oversight Agency Contacts:**

**Division of Senior and Disabilities Services:** [dsdscertification@alaska.gov](mailto:dsdscertification@alaska.gov)

**Division of Behavioral Health:** Deedee Raymond: 269-3619 [deedee.raymond@alaska.gov](mailto:deedee.raymond@alaska.gov)

Michael Powell: 269-3795 [michael.powell@alaska.gov](mailto:michael.powell@alaska.gov)

Joan Houlihan: 269-3796 [joan.houlihan@alaska.gov](mailto:joan.houlihan@alaska.gov)

**Division of Health Care Services:** [patricia.erickson@alaska.gov](mailto:patricia.erickson@alaska.gov)

[brenda.vincent@alaska.gov](mailto:brenda.vincent@alaska.gov)

#### **Division of Health Care Services Residential Licensing:**

Craig Baxter [craig.baxter@alaska.gov](mailto:craig.baxter@alaska.gov)

Karina Thompson [ana.thompson@alaska.gov](mailto:ana.thompson@alaska.gov)

Patricia Skitt [tricia.skitt@alaska.gov](mailto:tricia.skitt@alaska.gov)

#### **DPA Child Care Program Office:**

South Central: Jodi Clark, 269-4671

Email: [ccpo@alaska.gov](mailto:ccpo@alaska.gov)

Fax: 269-4536, 269-1064 or toll free 1-888-224-4536

Southeast: Ella Verneti, 465-4756

Email: [ccpo@alaska.gov](mailto:ccpo@alaska.gov)

Fax: 465-6982 or toll free 1-888-224-4536

Northern: Stephanie Maltez, 451-3198

Email: [ccpo@alaska.gov](mailto:ccpo@alaska.gov)

Fax: 451-3196 or toll free 1-888-224-4536

**Department of Education and Early Development:** [melora.gaber@alaska.gov](mailto:melora.gaber@alaska.gov)

## Appendix C:

### IMPORTANT INFORMATION TO REMEMBER

You are encouraged to check NABCS on a regular basis, especially whenever applications are

**In-Process.** You do **not** need to wait for an email notice in order to take action on an applicant.

NABCS has been created to allow you more options in order to stay in compliance with any and all regulations regarding employment requiring a background check by the BCP.

**With NABCS, compliance should be simplified and user-friendly.**

**\*Please note:** To avoid cancellation of an application and having to pay additional fees, you must ensure any missing items such as, payment and fingerprints are submitted within 30 days of the application submission date.

**\*IMPORTANT:** All fees paid to the BCP are non-refundable. If the application is canceled due to remaining incomplete past the due date and a background check is still required, a new application along with all required documents and fees will need to be submitted.