



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Understanding the At a Glance Table

Provider User Guide
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Introduction

The At a Glance (AAG) table is found on the left side of the **Home** page after you log into the NC DHHS ABCMS. The AAG table shows you the status of records in the system that need action. You can use the AAG table as a checklist of items to do. By clicking on the hyperlinked number in the right-hand column, you can access the applications and employee records that need action. (NOTE: The Technical Support number may not have been updated in this image).

The screenshot shows the NC DHHS ABCMS Home page. The header includes the NC logo and 'Health Service Regulation HEALTH AND HUMAN SERVICES'. Navigation links include Home, Applications, Employees, Search, Reports, Reference, and Admin. A 'Welcome to NC DHHS ABCMS!' message is displayed, followed by a detailed welcome text and contact information for technical support. The 'At a Glance' section contains a table with the following data:

Applications	
Not Yet Submitted By Provider	6
Not Yet Submitted By Provider > 10 Days	6
Application in Process	34
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	2
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	3
New Background Check Needed (Within 30 Days)	0

At a Glance Descriptions

Applications

- Not Yet Submitted By Provider**
 Applications that have been started but have not yet been submitted by the provider user.
- Not Yet Submitted by Provider > 10 Days**
 Applications that have been in the Not Yet Submitted list for more than ten days.
- Application in Process**
 Applications that have been submitted and may be in various stages of completion.
- Registry Recheck**
 Employees with a registry recheck result. Registry Rechecks are scheduled periodically. If any registry recheck results are found for any applicant, the applicant will show in this category. A provider user will need to take action by either clearing the recheck or terminating the applicant's employment.

Employees

- **Provisional Status Expiring (Within 5 Days)**
Provisional employees whose provisional employment status is expiring within- 5 days.
- **Provisional Status Expired**
Provisional employees whose provisional status has expired. In general, these applications need to be permanently hired or have their employment terminated. In some cases, such as an application waiting for an FBI name-based check, the applicant may remain provisionally employed past their provisional expiration date.
- **Employment Verification Needed (Within 30 Days)**
Employees whose employment must be verified within the next 30 days
- **Employment Verification Past Due**
Employees whose employment verification has expired.
- **New Background Check Needed (Within 30 Days)**
Employees who need a new background check within the next 30 days.