

Automated Background Check Management System (ABCMS)

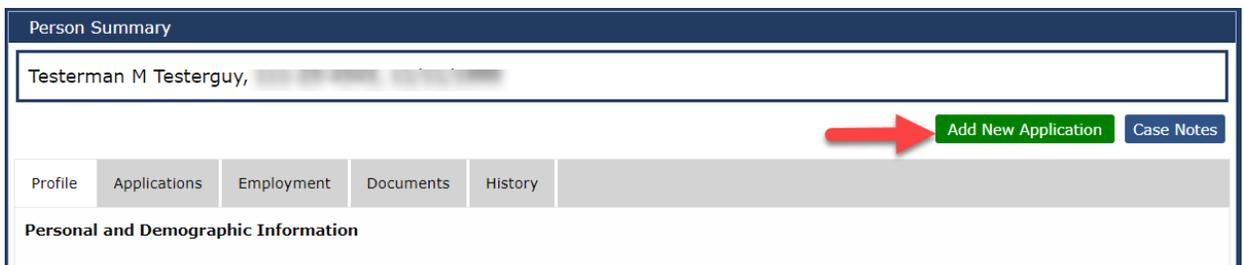
Submitting FFPSA Applications

OVERVIEW

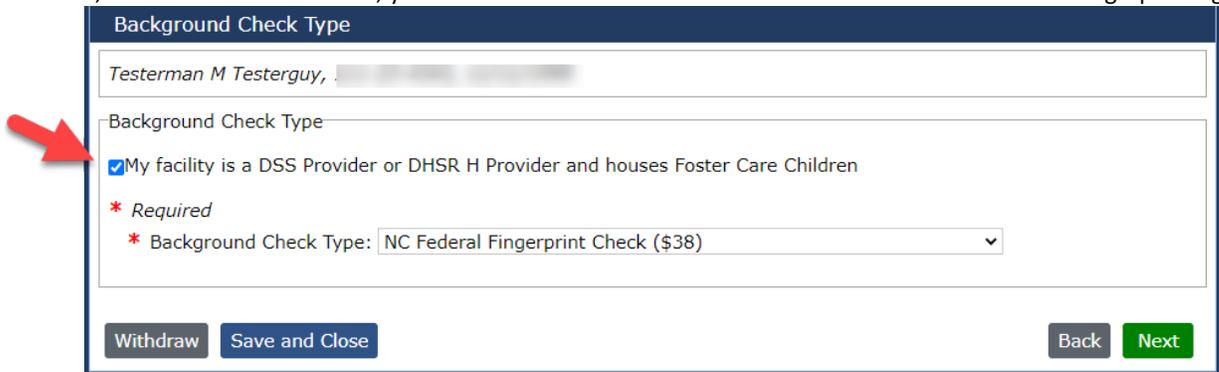
To enter an applicant into the Automated Background Check Management System (ABCMS), providers are able to initiate background checks and search existing background checks processed through the site and maintain the employment status of your applicants.

SUBMIT AN APPLICATION FOR YOU APPLICANT

1. Go to the Application Menu and click ADD NEW. Put in your applicant's SSN and Last Name or DOB
2. If the Applicant does not exist, click the ADD NEW APPLICANT button at the bottom of the screen



4. Enter all the applicant's profile and demographic information. All fields with an asterisk are required in order to proceed with the application. If the applicant has alias or prior addresses, enter that information at the bottom of the page. Otherwise, check the boxes. Once all fields are entered, click the NEXT button on the bottom right.
5. Enter the Pre-Employment information and click NEXT.
6. You can verify the identity of the applicant, entering the document details and upload a copy of their ID. Click NEXT to proceed.
7. On the Background Check Type Page, if your facility is a DSS Provider or DHSR H Provider and houses Foster Care Children, also referred to as FFPSA, you must check the box in order to show the correct reason for fingerprinting.



- a. If you do not check this box before submitting the application, the only option is to withdraw and resubmit checked for the correct background check type.
8. Confirm the Applicant Consent and click the NEXT button.
 9. ABCMS will check for the applicant on the auto-match registries on the Listing Search page and the Research Registries page. If there are no results, add the registry result in the drop down in order to proceed and click NEXT.
 10. Review the data and submit the application. Upon submission, you'll see a fingerprint form you can print for your applicant totake to the Law Enforcement Agency to get fingerprinted.

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11. After fingerprints are taken, the law enforcement agency then sends the fingerprints electronically to the SBI. Once the SBI processes these results, they should automatically sync up with the application in ABCMS.
12. The application status will change from “Background Check Started” to “Criminal History Results Received” on the Application In-Process page. You can then view the results under the applicant’s *Documents* tab and make your hiring decision.
13. If the application status is “Waiver Pending”, you will need to *Download the DHHS Waiver Form* from ABCMS, have the applicant sign the form, then *Upload* the signed copy to ABCMS. Once processed, you will see the application’s status change to “Waiver Received” and make your hiring decision.
14. If you have any other questions, please contact ABCMS Support at ABCMSsupport@improving.com