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Introduction
The NC DHHS ABCMS provides functionality that allows you to search for a person using their social security number and last name or date of birth or by an application number. The search function allows you to quickly access the Person Summary page of an applicant or employee.

Searching for a Person Using Personal Information

1. Go to Search > Person Search on the navigation bar. The Person Search screen appears. Enter the person's SSN/Alias and Last Name or Date of Birth/Alias, then click Search.

2. If the person already has a record in the NC DHHS ABCMS, the search returns the person's Person Summary page. If the person is not in the system, a message indicating that the person was not found is returned.
Searching for a Person by Application Number

1. Go to Search > Application Search on the navigation bar. The Person Search by Application page appears. Enter the Application # and click Search.

2. The Person Summary page appears. (See image above.)

Understanding the Person Summary Page

When a NC DHHS ABCMS person or application search results in a match, the applicant's Person Summary page appears. This page includes:

- **The Current Fitness Determination Status** – This status is shown at the top of the Person Summary page. If the person currently has a valid fitness determination, this status will show that determination.

- **Profile Tab** – The person’s personal and demographic information.

- **Applications Tab** – A list of all applications submitted by your provider for the person and a list of associated background checks conducted.

- **Employment Tab** – A history of your provider’s employment information for the person.

- **Documents Tab** - Documents generated or uploaded for the person during the application and background check process.

- **History Tab** – A detailed history of your system activity for the person.
**Profile Tab**

From the **Profile** tab, you may:

- View and edit detailed information about the person, including personal and demographic information, alias, and prior address information.

  - If SSN has been entered incorrectly, you must contact the State agency to have it corrected. Provider users cannot edit SSN, Last Name, or Date of Birth.

- View a history of changes made to the person’s personal and demographic information.
- Add new alias/prior name information.
- Add prior addresses that were not previously recorded.
Applications Tab

The NC DHHS ABCMS creates an entry for each application that has been submitted. When an application is successfully submitted, the system connects that application to a background check record. The status of the application and the background check can be seen on the Applications tab on the Person Summary page.

Below is an example of the Applications tab for applicant Orlando Bloom. The two tables on the Applications tab tell us the following:

- An application was submitted for Sor Adams on 06/19/2017 for the position of Nursing Home Director/Business Manager. (Bottom table in the image)

- As a result of this application, the State agency completed a background check for Orlando Bloom and the status of his fitness determination is "Eligible for Employment"—which indicates that the Provider can hire Orlando Bloom. (Top table in the image.)

- After an application is submitted, the application and background check go through several statuses until the fitness determination is made; these statuses are updated in both tables as the process moves forward, and will be updated again once a hiring decision is made and the application is closed.

From the Applications tab, you may:

- View Applications and Background Checks (and their statuses) associated with the person.

- View or enter Notes and upload Documents related to the individual’s background check and/or application from the links in the Actions columns.

- Generate duplicate copies of system forms, including the Final Registry Results form, the Fingerprint Form, and the Consent and Release Form by clicking on the form name in the Documents columns.

- Record employment information from the Actions column of the Applications table.
Employment Tab

From the Employment tab, you may view and edit employment information for the person.

Documents Tab

From the Documents tab, you may view uploaded documents and generated forms, letters, and reports for the person. Every document that you have uploaded or generated in association with the person’s application or background check will display on this tab. Click the Document Name to view a document.
The **History** tab displays a chronological history of all interactions that you have had in the NC DHHS ABCMS with the person’s application or background check.