



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Understanding Person Search and the Person Summary Page

Provider User Guide
Version 01
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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**.

The screenshot shows the 'Person Search' interface. At the top, there is a header 'Person Search'. Below it is a section titled 'Enter Search Criteria' containing several input fields: 'First Name/Alias:', 'Middle Name/Alias:', 'Last Name:', 'Date of Birth/Alias:', and 'SSN/Alias:'. To the right of these fields is a 'Background Check #' field. At the bottom of the form are two buttons: 'Search' and 'Clear'.

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.

The screenshot shows the 'Person Summary' page for Sor Adams. At the top, there is a header 'Person Summary'. Below it is a search bar containing the text 'Sor Adams, 001-17-0619, 1/19/1980'. To the right of the search bar are two buttons: 'Add New Application' and 'Case Notes'. Below the search bar is a navigation menu with tabs for 'Profile', 'Applications', 'Employment', 'Documents', and 'History'. The 'Profile' tab is selected. Below the navigation menu is a section titled 'Personal and Demographic Information' containing the following details:

First Name: Sor	SSN: 001-17-0619 This is an ITIN: No
Middle Name:	Confirm SSN: 001-17-0619
Last Name: Adams	Date of Birth: 1/19/1980
Suffix:	Race: Black
Permanent/Physical Address	Gender: Male
Address Line 1: 820 St Boylan Ave	Eye Color:
Address Line 2:	Hair Color:
City: Raleigh	Height:
State: North Carolina	Weight:
Zip Code: 27609	US Citizen:
County: Wake	Place of Birth:
Mailing Address	Phone:
Same as Permanent Address: Yes	Phone Type:
	Secondary Phone:
	Secondary Phone Type:
	Email:

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**.

Person Summary							
Sor Adams, 001-17-0619, 1/19/1980							
						Add New Application	Case Notes
Profile	Applications	Employment	Documents	History			
Applications							
Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions	
26	Submitted- 6/19/2017	Sunrise of Raleigh - HAL-092-096	Laboratory Technician		ABCMS Registry Results SBI Release Form	Notes Upload Document Add Employment Modify Application Application Identity	

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.

Sor Adams, 001-17-0619, 1/19/1980

[Add New Application](#) [Case Notes](#)

Profile	Applications	Employment	Documents	History	
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Personal and Demographic Information

First Name: Sor	SSN: 001-17-0619 <small>This is an ITIN: No</small>
Middle Name:	Confirm SSN: 001-17-0619
Last Name: Adams	Date of Birth: 1/19/1980
Suffix:	Race: Black
Permanent/Physical Address	Gender: Male
Address Line 1: 820 St Boylan Ave	Eye Color:
Address Line 2:	Hair Color:
City: Raleigh	Height:
State: North Carolina	Weight:
Zip Code: 27609	US Citizen:
County: Wake	Place of Birth:
Mailing Address	Phone:
Same as Permanent Address: Yes	Phone Type:
	Secondary Phone:
	Secondary Phone Type:
	Email:

[History of Changes](#) [Edit](#)

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 prior addresses for last 5 years.

This individual does not have any prior addresses entered.

[Add Prior Address](#)



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.

Note

- 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.

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
26	Submitted- 6/19/2017	Sunrise of Raleigh - HAL-092-096	Laboratory Technician		ABCMS Registry Results SBI Release Form	Notes Upload Document Add Employment Modify Application Application Identity

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

Person Summary

Sor Adams, 001-17-0619, 1/19/1980

Add New Application
Case Notes

Profile
Applications
Employment
Documents
History

Applications

Application # - Type	Application Status - Status Date	Provider	Position	License Type - #	Documents	Actions
26	Submitted- 6/19/2017	Sunrise of Raleigh - HAL-092-096	Laboratory Technician		ABCMS Registry Results SBI Release Form	Notes Upload Document Add Employment Modify Application Application Identity

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

Documents Tab

Person Summary

Sor Adams, 001-17-0619, 1/19/1980

Add New Application
Case Notes

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Background Check # 26
Generated Forms, Letters, and Reports

Document Type	Application #	Provider	Document Name	File Size	Generated By	Generated On	Action
Application	26	Sunrise of Raleigh - HAL-092-096	NCDHRSR Criminal History Results Cover Letter.pdf	165.0KB	TasksService	6/19/2017 3:57 PM	Delete

Uploaded Documents
There are no Uploaded Documents

Criminal History Documents

Document Type	Document Name	File Size	Date Saved
Determination	Fulfillment.pdf	72.0KB	6/19/2017

Person Files
There are no Person Files

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.

History Tab

Susan Knight, 265-62-6562, 12/24/1972
Current Fitness Determination: In Process
Current Employment Status: Not Employed

Employment Authorization Form Add New Application Case Notes

Profile Applications Employment Documents History

Background Check #: 1003168

Application #	Description
12785	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE
12785	Application started on 12/07/2014 17:08:26 by dctammy.
12785	registry research started on 12/07/2014 17:08:27 by dctammy.
12785	Application cleared DC Nurse Aide Registry on 12/07/2014 17:08:43 by dctammy.
12785	Application cleared MD Nurse Aide Registry on 12/07/2014 17:08:43 by dctammy.
12785	Application cleared VA Nurse Aide Registry on 12/07/2014 17:08:43 by dctammy.
12785	Application cleared OIG List of Excluded Individuals/Entities on 12/07/2014 17:08:43 by dctammy.
12785	Application cleared National Sex Offender Public Website on 12/07/2014 17:08:43 by dctammy.
12785	Application cleared New Workflow Registry on 12/07/2014 17:08:43 by dctammy.
12785	Application generated letter Final Registry Results.pdf on 12/07/2014 17:09:37 by dctammy.

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.