



**Hewlett Packard
Enterprise**

National Background Check Program

Applicant Background Check Portal Quick Reference Guide

March 2016-Distribution Copy

A Collaborative Project



**Hewlett Packard
Enterprise**

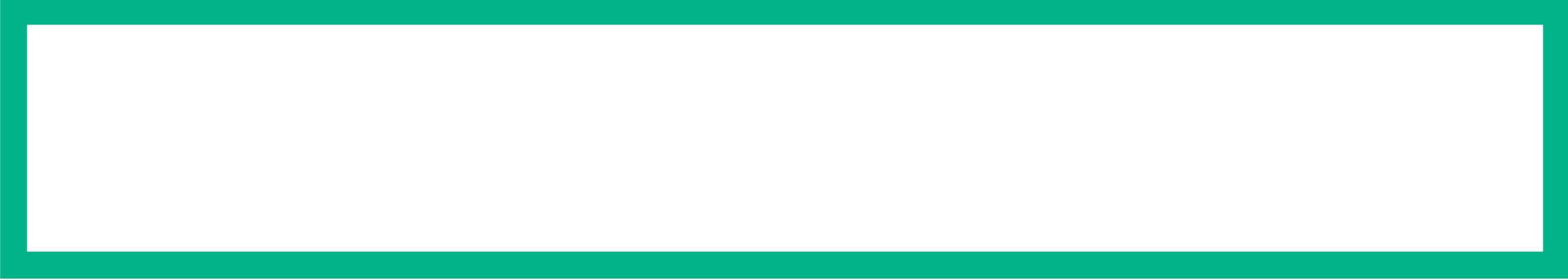


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National Background Check Program (NBCP)

ABCP-Home Page



***NOTE**

Currently Internet Explorer is the only web browser that is compatible with the Applicant Background Check Portal.

Applicant Fingerprinting Online Services

https://abcp.riag.ri.gov/ri/index_ri.htm

This is the main page for the ABCP.

Here a Provider Administrator OR User can:

- Log into Accounts
- Access General Information
 - Instructions
 - Notices
 - Policies
- Frequently Asked Questions
- New Provider Enrollment
- Frequently Asked Questions
- BCI Location Information

3M

Applicant Fingerprinting Online Services

General Information

Registration

BCI Use

Provider Use

FAQ's

APS Login

RI Office of the Attorney General

150 South Main Street
Providence, RI 02903
Phone: (401)274-4400

Provider Enrollment

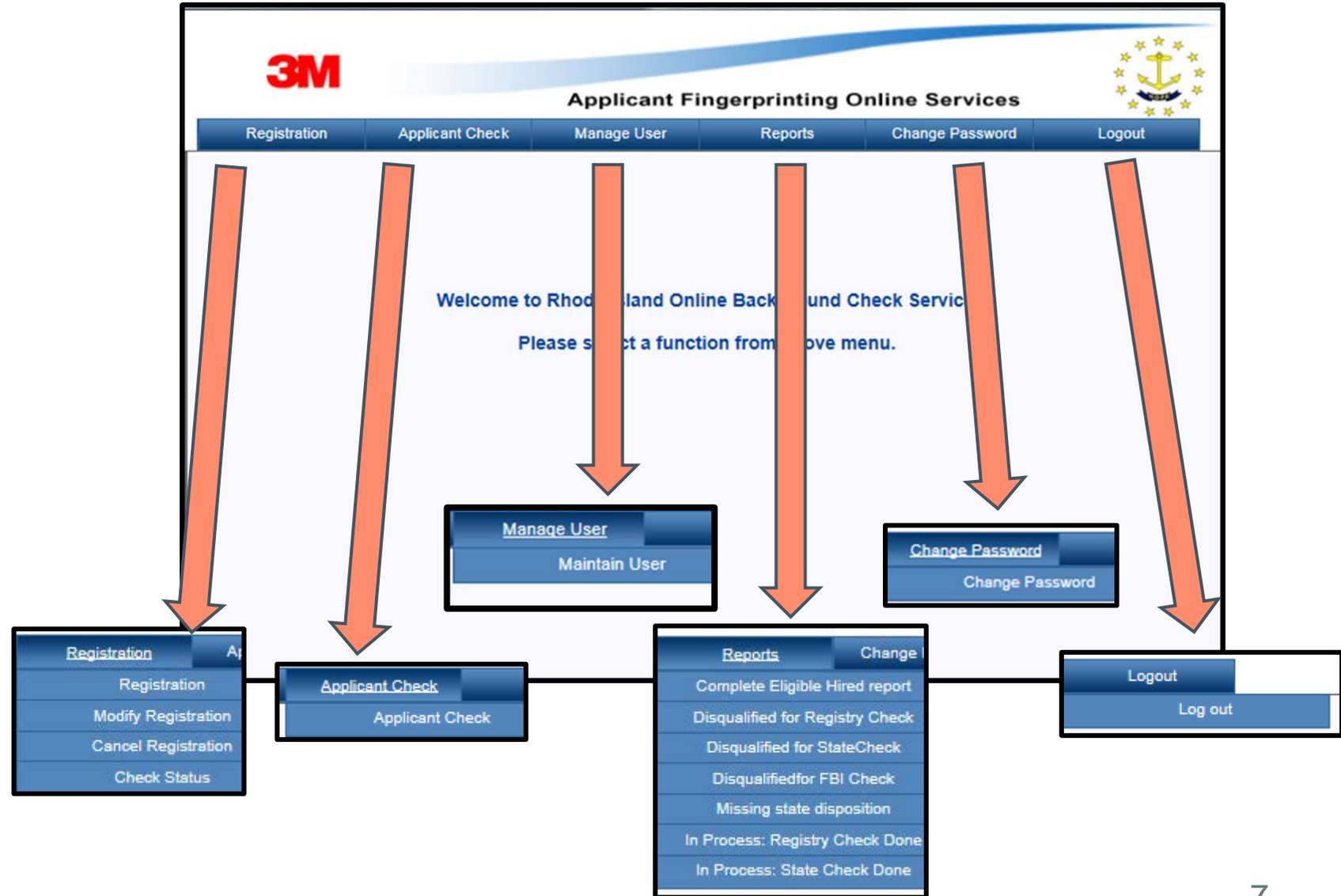
Login

ACBP-Provider Administrator USER Home Page

This is the "HOME" page once a provider logs in correctly

There are 6 Tabs with Various Functions that can be accessed from the home page

1. Registration
2. Applicant Check
3. Manage User
4. Reports
5. Change Password
6. Log Out

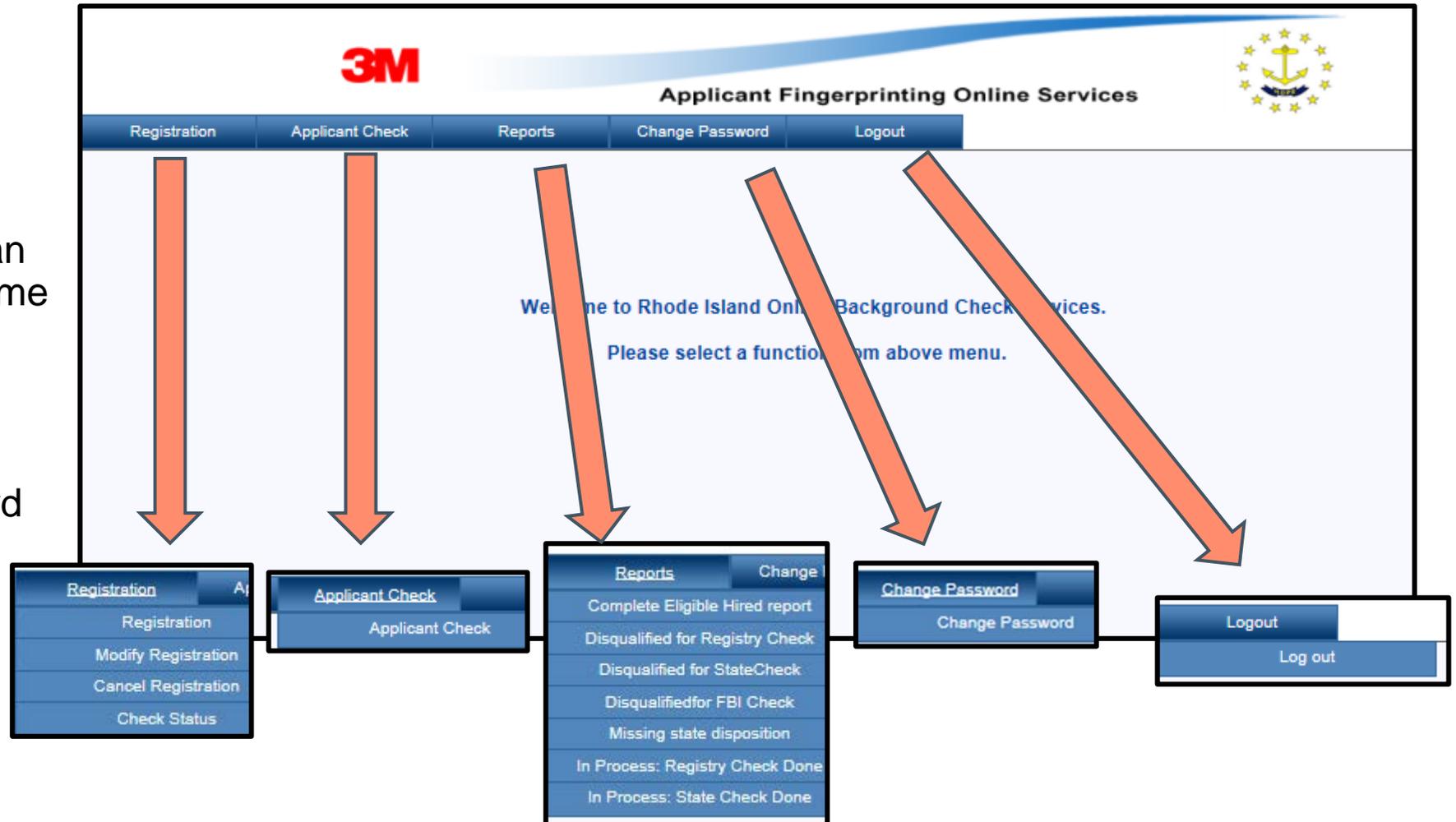


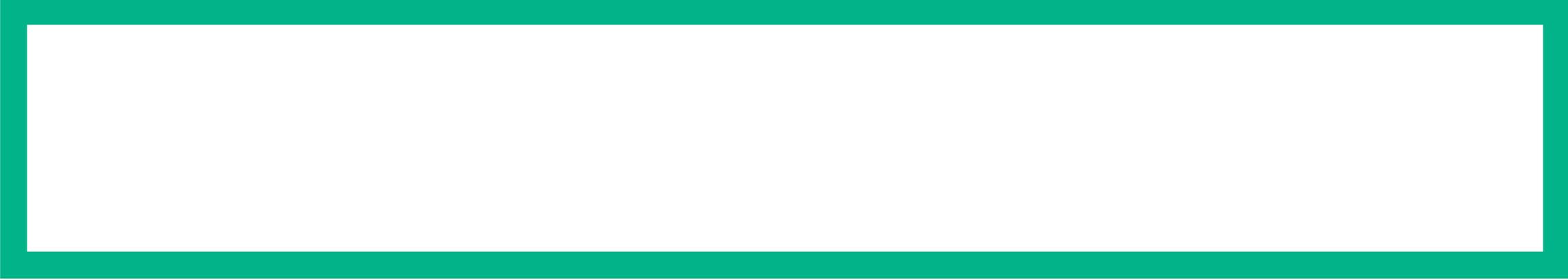
ACBP- Provider USER Home Page

This is the “HOME” page once a provider logs in correctly

There are 5 Tabs with Various Functions that can be accessed from the home page

1. Registration
2. Applicant Check
3. Reports
4. Change Password
5. Log Out





National Background Check Program (NBCP)

Applicant Registration Steps 1-5

Applicant Registration-Process Steps Overview

Step 1-Register the Applicant

Step 2- Check The 7 External Registries

- a) Ineligible-Applicant receives Ineligibility letter/**PROCESS STOPS HERE**
- b) Eligible- Applicant receives Eligibility letter for Fingerprinting.

Note-Applicant's will receive the notice automatically ONLY IF you entered a valid email address for the Applicant on the registration screen. If there is no email address or you entered their email address in error you have to print it for them

Print Register Letter to Applicant

Step 3- Applicant gets Fingerprinted-Application sent for Processing

Step 4-Results Received

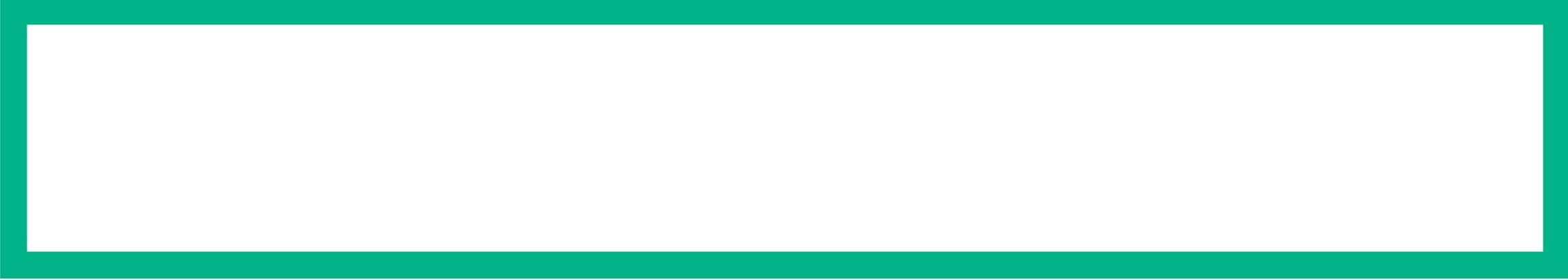
Disqualified- Disqualified for Employment*

Qualified-Qualified for Employment

(FUTURE PLACE HOLDER-Other)

Step 5-Enter Hiring Disposition-Provider Agency clicks Hire/Non Hire Icon in the Portal in the Applicant's file.

*The Office of Attorney General is NOT ALLOWED to make any decisions regarding employment status; this decision rests with you as the Provider Agency.



National Background Check Program (NBCP)

Register a New Applicant

Register a New Applicant

https://abcp.riag.ri.gov/ri/index_ri.htm

1. Click on Log in under APS Login

3M Applicant Fingerprinting Online Services

General Information Registration

BCI Use Provider Use

> RI Office of the Attorney General > Provider Enrollment

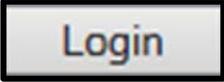
150 South Main Street
Providence, RI 02903
Phone: (401)274-4400

FAQ's APS Login

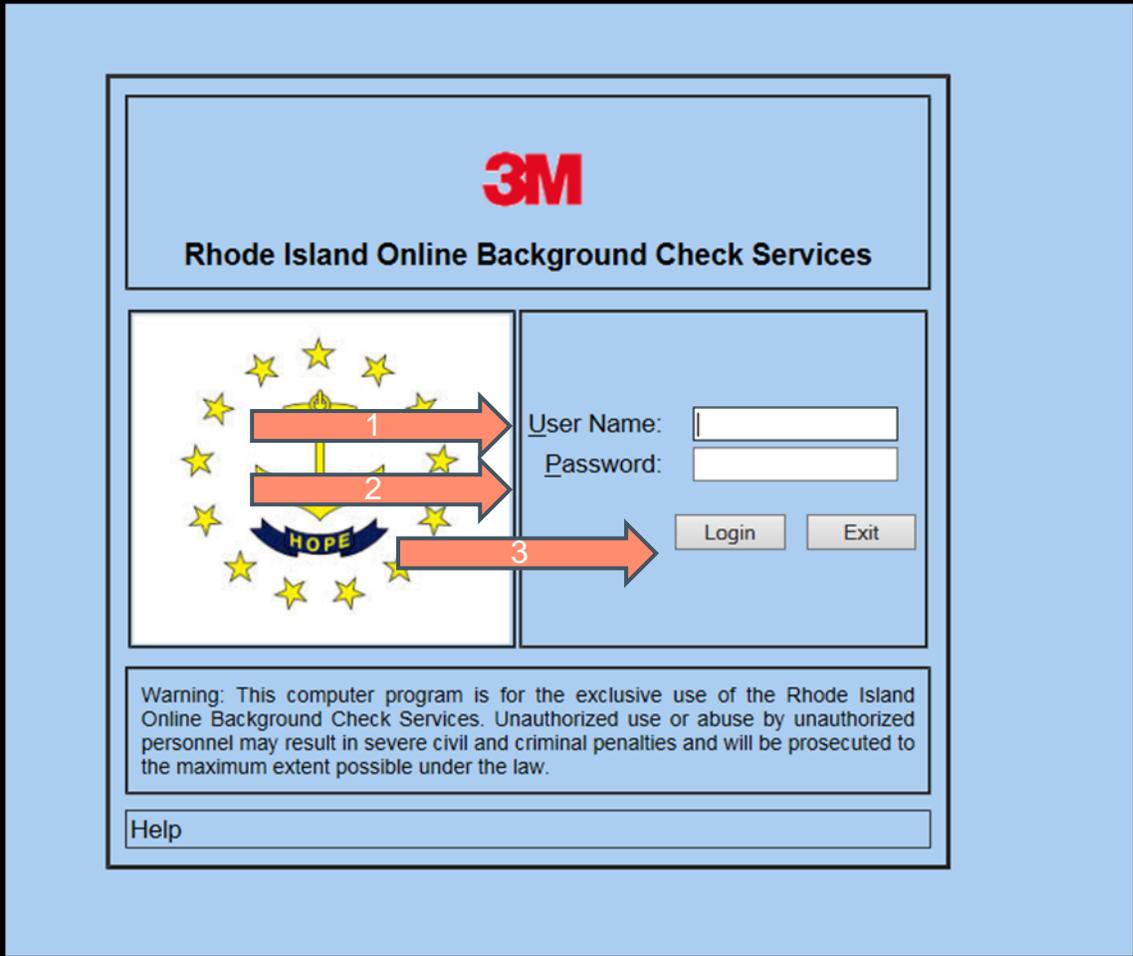
> Login

Register a New Applicant

<https://abcp.riag.ri.gov/rilogin>

1. Enter your assigned User Name as given by the NBCP Administrator(s)
2. Enter your password
3. Click 

*NOTE-Unlike most websites the ABCP User Name log on field is case sensitive. YOU MUST input your user name exactly as it was assigned to you.



3M

Rhode Island Online Background Check Services

User Name:

Password:

Login Exit

Warning: This computer program is for the exclusive use of the Rhode Island Online Background Check Services. Unauthorized use or abuse by unauthorized personnel may result in severe civil and criminal penalties and will be prosecuted to the maximum extent possible under the law.

Help

Register a New Applicant

4. Click on Registration Tab
5. Click on Registration Link

3M Applicant Fingerprinting Online Services

Registration Applicant Check Manage User Reports Change Password Logout

Registration
Modify Registration
Cancel Registration
Check Status

Welcome to Rhode Island Online Background Check Services.
Please select a function from above menu.

This is the main login in screen after you successfully enter your User Name & Password

Register a New Applicant

6. Enter the Applicant's Information into each field

*NOTE: You will not be allowed to move forward if any of the yellow highlighted required fields have errors or are blank.

7. Click Next

****SPECIAL NOTE****

An email address is not required at this time for Applicants. However, this ELECTRONIC BASED PORTAL sends communications and registration information via email addresses on file (NOT PHYSICAL ADDRESSES) It would be cost effective if you start utilizing the Portal for all of its capabilities right from the inception of the program as an email may be a required field in the near future.

3M Applicant Fingerprinting Online Services

Registration Applicant Check Manage User Reports Change Password Logout

Applicant Registration
Step 1 - Please Enter Applicant Information

Transaction Information

Employee Type: SELECT

Personal Information

Last Name: *
First Name: *
Middle Name: *
Suffix: SELECT *
Date of Birth: * (MMDDYYYY)
Place of Birth: SELECT *
SSN (no dashes): *
Reenter SSN: *
Sex: SELECT *
Race: SELECT *
Eye Color: SELECT *
Hair Color: SELECT *
Height: SELECT *
Weight: *
Country of Citizenship: SELECT *
Driver's License No: *
Driver's License State: SELECT *
Address 1: *
Address 2: *
City: *
State: SELECT *
Zip: *
Phone: *
Email: *

6

7 Next

Applicant Fingerprinting Online Services

8. Review the information that you entered to ensure there are no spelling errors, etc. (if you need to make a change click MODIFY)
9. If the Applicant is going to be enrolled in the Rap Back Program please select "YES" or "NO" Respectfully

ALL LTC PROVIDERS MUST SELECT YES

NOTE: RAP BACK will say NO after clicking NEXT., Going forward it is turned on when the Provider Clicks the HIRE ICON and turned off when the Provider Clicks the TERMINATION ICON

10. Click Next*

* If you need to modify the application click MODIFY make the changes and click Next and you will return to this screen.

3M Applicant Fingerprinting Online Services

Reports Change Password Logout

Applicant Registration
Step 2 - Please Verify Your Information

Transaction Information

Civil Applicant Category: Long Term Care Facilities
Employee Type: Any other direct access employee
Provider Type: Home health agency
Applicant Provider: CORAM SPECIALTY INFUSION SERVICES AN APRIA HEAL

Personal Information

Last Name: SMITH
First Name: JANE
Middle Name:
Suffix: NONE
Date of Birth: 01011988 (MMDDYYYY)
Place of Birth: RI
SSN: XXXXX2555
Sex: F
Race: B
Eye Color: BLU
Hair Color: BLK
Height: 500
Weight: 125
Country of Citizenship: US
Driver's License No: XXXX565656
Driver's License State: RI
Address 1: 123 MAIN STREET
Address 2:
City: PROVIDENC E
State: RI
Zip: 02901
Phone: 4015555533
Email: test@test.nbcp

Rap Back Information

Enroll to Rap Back: Yes

This is a new job application.

Modify Next

Register a New Applicant

11. Once you click next you will get a confirmation of Registration with a Registration ID.
12. Click **Print Receipt** for your records
13. Click **Register another applicant** if you are going to register another applicant.
14. If you are complete Click **Home** to Return to the home page

3M Applicant Fingerprinting Online Services

Home | Change Password | Logout

Applicant Registration

Step 3 - Registration Complete

Thank you for Registering

Date: 3/2/2016
Registration ID: RS0000505 (Not valid until you get approve letter from provider)
Civil Applicant Category: Long Term Care Facilities
Employee Type: Any other direct access employee
Provider Type: Home health agency
Provider Name: CORAM SPECIALTY INFUSION SERVICES AN APRIA HEALTHCARE COMPANY

Last Name: SMITH
First Name: JANE

Reason Fingerprinted: BACKGROUND CHECK

[Print Receipt](#) [Register another applicant](#) [Home](#)

Cogent Applicant Registration Page 1 of 1

Applicant Registration

Step 3 - Registration Complete

Thank you for Registering

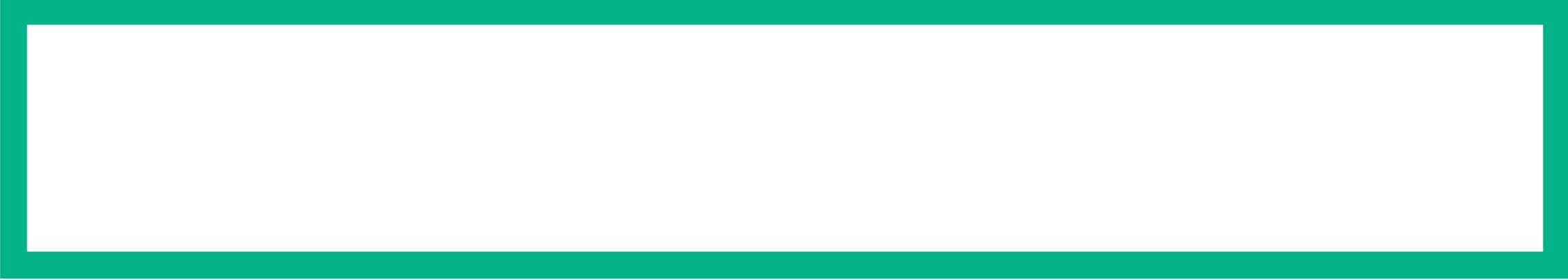
Date: 3/2/2016
Registration ID: RS0000505 (Not valid until you get approve letter from provider)
Civil Applicant Category: Long Term Care Facilities
Employee Type: Any other direct access employee
Provider Type: Home health agency
Provider Name: CORAM SPECIALTY INFUSION SERVICES AN APRIA HEALTHCARE COMPANY

Last Name: SMITH
First Name: JANE

Reason Fingerprinted: BACKGROUND CHECK

[Print Receipt](#) [Register another applicant](#) [Home](#)

IMPORTANT-This letter is used for other programs as well. The reference to NOT entering a Social Security Number and bringing this form to RIAG is NOT APPLICABLE To Long Term Care Applicants.



National Background Check Program (NBCP)

Check the 7 External Registries
Legislative Disqualifications

Check the 7 External Registries

– There are 7 registries all Providers must check to ensure there are no disqualifiers before sending the applicant to the BCI office to get fingerprinted. They are:

Registry	Registry Website
1. National Sex Offender Registry	https://www.nsopw.gov/en-US
2. Rhode Island Sex Offender Registry	http://www.paroleboard.ri.gov/sexoffender/agree.php
3. Excluded Parties List System(EPLS)- (SAMS)	http://catalog.data.gov/dataset- https://www.sam.gov/portal/SAM/#1
4. Office of the Inspector General Exclusions List	http://www.oig.hhs.gov/exclusions/index.asp
5. Rhode Island Nurses Aid Registry & License	http://209.222.157.144/RIDOH_Verification/Search.aspx?facility=N&SubmitComplaint=Y
6. Rhode Island Disciplinary Actions Database	http://www.health.ri.gov/lists/disciplinaryactions/
7. Rhode Island Court Connect Defendant Search Database	http://courtconnect.courts.ri.gov/pls/ri_adult/ck_public_qry_main.cp_main_idx

Legislative Disqualifying Offenses for NBCP

1. Abuse neglect and/or exploitation of adults with severe impairments
2. Assault on persons sixty (60) years of age or older
3. Assault with intent to commit specified felonies (murder robbery rape burglary or the abominable and detestable crimes against nature)
4. Burglary
5. Exploitation of elders
6. Felony embezzlement
7. Felony obtaining money under false pretenses
8. Felony assault
9. Felony drug offenses
10. Felony larceny or felony banking law violations or a crime under section 1128(a) of the Social Security Act (42 U.S.C. §1320a-7(a))
11. First-degree sexual assault
12. First-degree arson
13. Involuntary manslaughter
14. Murder
15. Patient abuse neglect or mistreatment of patients
16. Robbery
17. Second-degree sexual assault
18. Third-degree sexual assault
19. Voluntary manslaughter

Check the 7 External Registries

Once an applicant is Registered and is assigned a Registration ID the entry will be waiting in the Applicant Queue

1. Click on the Applicant Check Link

2. You Can:

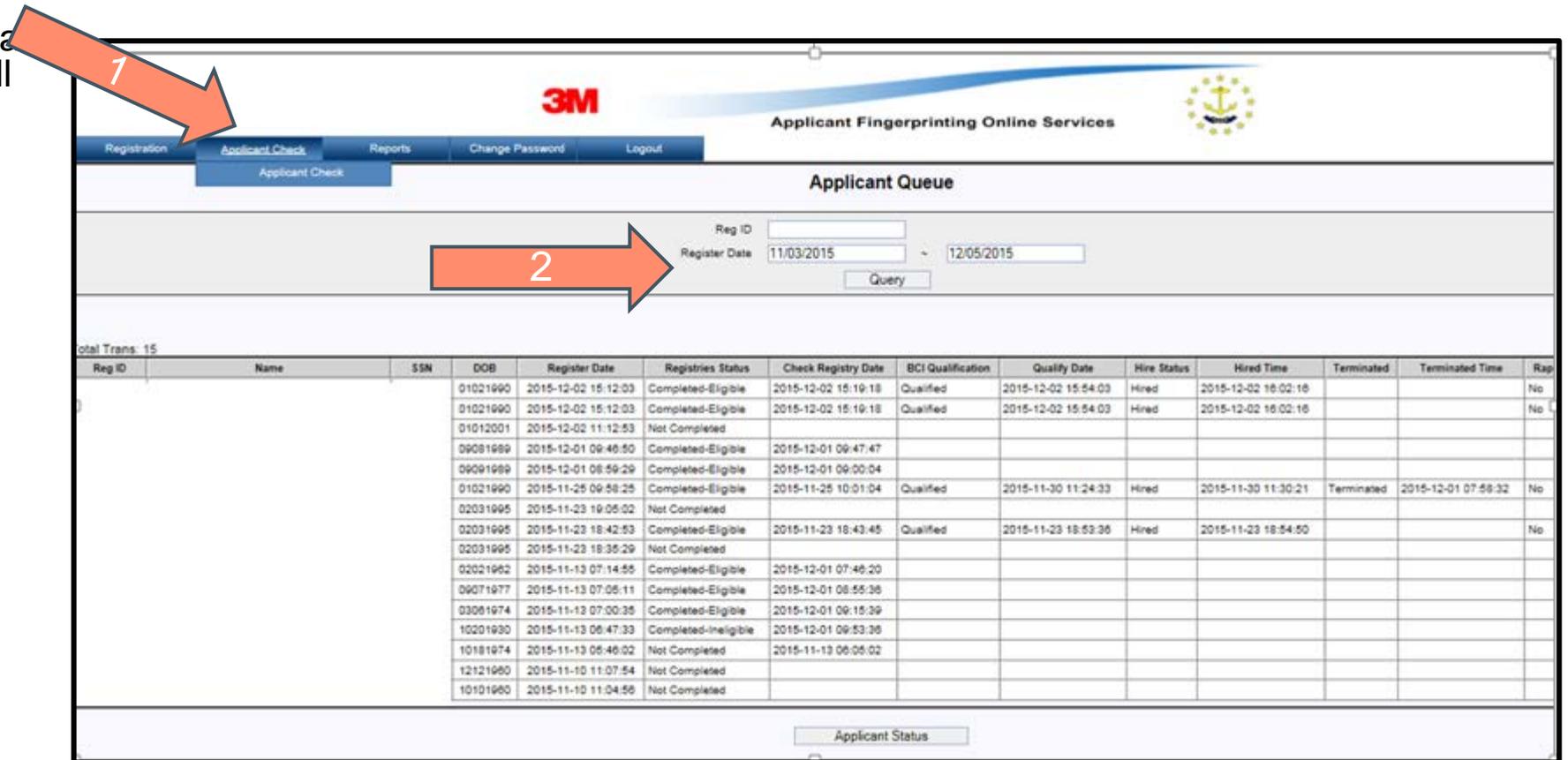
a. Enter the Registration ID of the Applicant to get results for that applicant only

OR

b. Just click*



*Results returned will be for the pre-populated dates. You can change these fields to search by dates of your choice



Reg ID	Name	SSN	DOB	Register Date	Registries Status	Check Registry Date	BCI Qualification	Quality Date	Hire Status	Hired Time	Terminated	Terminated Time	Reg
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01012001			01012001	2015-12-02 11:12:53	Not Completed								
09081989			09081989	2015-12-01 09:46:50	Completed-Eligible	2015-12-01 09:47:47							
09091989			09091989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04							
01021990			01021990	2015-11-25 09:58:25	Completed-Eligible	2015-11-25 10:01:04	Qualified	2015-11-30 11:24:33	Hired	2015-11-30 11:30:21	Terminated	2015-12-01 07:58:32	No
02031995			02031995	2015-11-23 19:05:02	Not Completed								
02031995			02031995	2015-11-23 18:42:53	Completed-Eligible	2015-11-23 18:43:45	Qualified	2015-11-23 18:53:36	Hired	2015-11-23 18:54:50			No
02031995			02031995	2015-11-23 18:35:29	Not Completed								
02021962			02021962	2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20							
09071977			09071977	2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36							
03081974			03081974	2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39							
10201930			10201930	2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36							
10181974			10181974	2015-11-13 06:46:02	Not Completed	2015-11-13 06:05:02							
12121980			12121980	2015-11-10 11:07:54	Not Completed								
10101980			10101980	2015-11-10 11:04:56	Not Completed								

Check the 7 External Registries

3. Select the Applicant you need to check Double Click on the Applicants File.

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Applicant Queue

Reg ID:
Register Date: 11/03/2015 ~ 12/05/2015

Total Trans: 15

Reg ID	Name	SIN	DOB	Register Date	Registries Status	Check Registry Date	BCI Qualification	Quality Date	Hire Status	Hired Time	T
01021990				2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16	
01021990				2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16	
01012001				2015-12-02 11:12:53	Not Completed						
09081989				2015-12-01 09:45:50	Completed-Eligible	2015-12-01 09:47:47					
09091989				2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04					
01021990				2015-11-25 09:58:25	Completed-Eligible	2015-11-25 10:01:04	Qualified	2015-11-30 11:24:33	Hired	2015-11-30 11:30:21	Te
02031995				2015-11-23 19:05:02	Not Completed						
02031995				2015-11-23 18:42:53	Completed-Eligible	2015-11-23 18:43:45	Qualified	2015-11-23 18:53:36	Hired	2015-11-23 18:54:50	
02031995				2015-11-23 18:35:29	Not Completed						
02021982				2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20					
09071977				2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36					
03061974				2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39					
10201930				2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36					
10181974				2015-11-13 05:46:02	Not Completed	2015-11-13 05:05:02					
12121960				2015-11-10 11:07:54	Not Completed						
10101960				2015-11-10 11:04:56	Not Completed						

Entering Registry Results

4. The blue hyperlinks will take you directly to each individual registry website
5. After checking the website you will identify if the person is:
 - A. Cleared (No record/hit found)
 - B. Rejected (due to a disqualifying event)
 - C. Accepted (Although they may have a hit, it does not meet the requirements on the "Disqualifying Offenses List" but a hit on their record for something else. It is the Employers choice whether to Accept what was on the report and continue with the hiring process. Or click rejected.
6. Click on Save after you process each Registry*

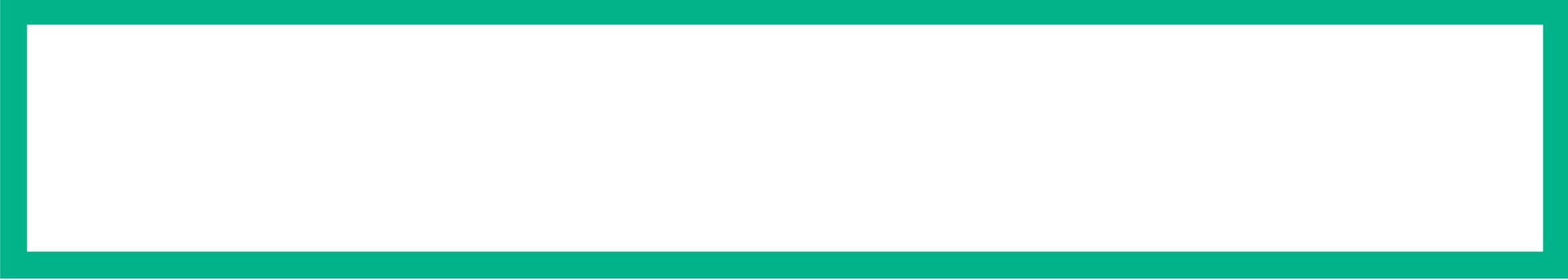
*NOTE-You must click SAVE after each registry check and before you click the ELIGIBLE OR INELIGIBLE ICONS

If you DO NOT click SAVE, you may have to CANCEL the Applicant's Registration, Re-resister the Applicant and RE-ENTER the Registry Check Results.

Applicant Information	
Registration ID:	Applicant Name (L, F M):
SSN:	TCN:
Gender:	Race:
Date of Birth:	Place of Birth:
Eye Color:	Hair Color:
Height:	Weight:
Fingerprint Date:	Fingerprint Required:
Registry Status:	BCI Qualification:
Hired:	Terminated:
Enrolled in Rap Back:	Rap Back Expiration:
Rap Back Hit:	Uneroll Rap Back Date:

Registry Checking Result	
National Sex Offender Registry:	SELECT
RI Sex Offender Registry:	CLEARED
Excluded Parties List System (EPLS):	REJECTED
Office of the Inspector General (OIG) exclusion list:	ACCEPTED
RI Nurse Aide Registry and License verification:	SELECT
RI Disciplinary Actions Database:	SELECT
RI Court Connect Defendant Search Database:	SELECT
Comment:	

Save Close

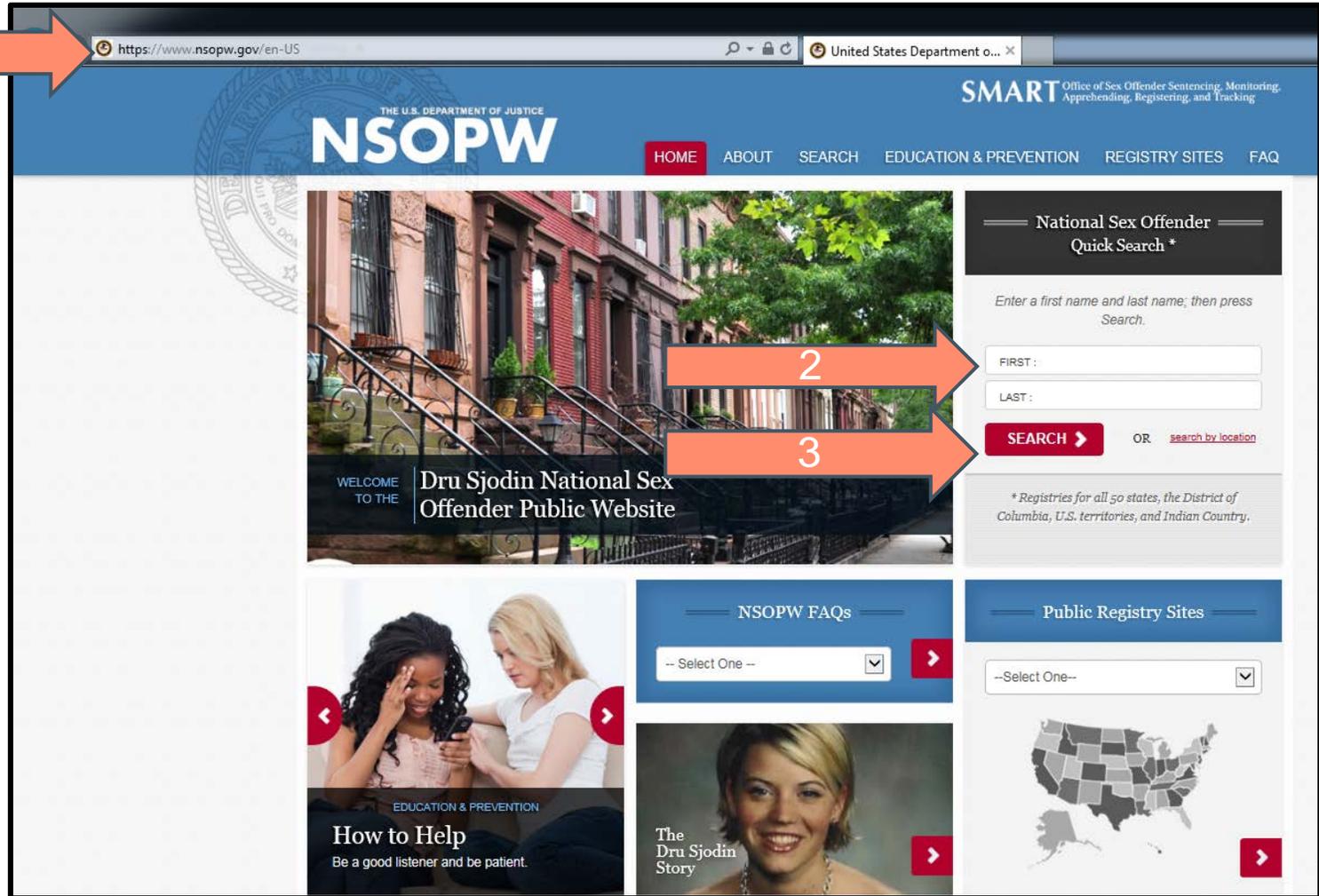


National Background Check Program (NBCP)

National Sex Offender Registry

National Sex Offender Registry

1. Go to:
<https://www.nsopw.gov/en-US>
2. Enter:
 - a) Applicants First Name
 - b) Applicants Last Name
3. Click on



The screenshot shows the homepage of the National Sex Offender Public Website. At the top, the URL <https://www.nsopw.gov/en-US> is visible in the browser's address bar, with an orange arrow labeled '1' pointing to it. The website header features the NSOPW logo and navigation links: HOME, ABOUT, SEARCH, EDUCATION & PREVENTION, REGISTRY SITES, and FAQ. A 'National Sex Offender Quick Search' section is prominent on the right, containing input fields for 'FIRST:' and 'LAST:', a 'SEARCH' button, and a link for 'search by location'. An orange arrow labeled '2' points to the 'FIRST:' input field, and another orange arrow labeled '3' points to the 'SEARCH' button. Below the search section, there are sections for 'NSOPW FAQs' and 'Public Registry Sites', each with a dropdown menu and a right-pointing arrow. The main content area includes a 'Dru Sjodin National Sex Offender Public Website' banner, a 'How to Help' section with the text 'Be a good listener and be patient.', and 'The Dru Sjodin Story' section.

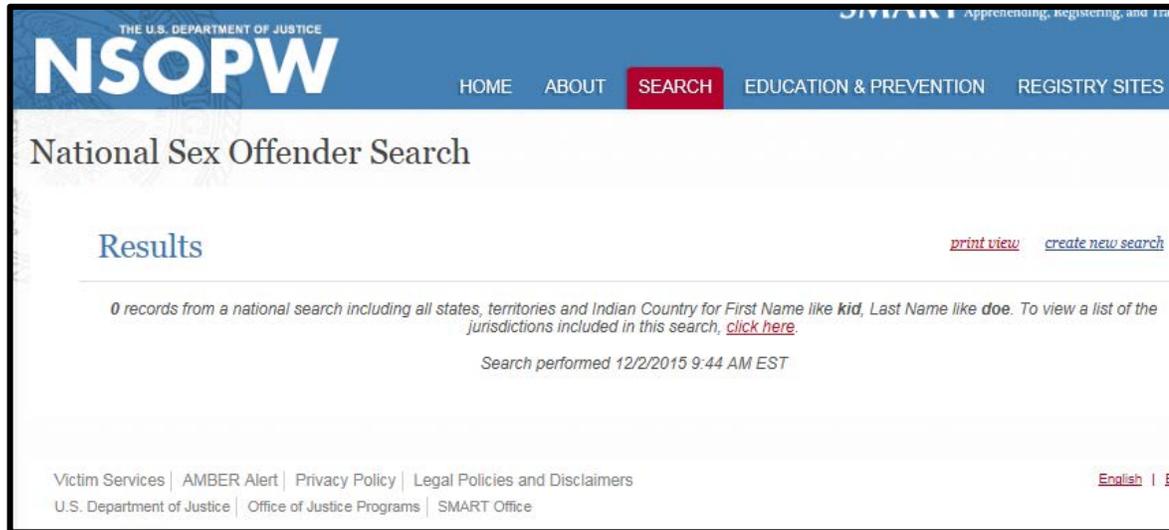
National Sex Offender Registry

4. Read the Conditions of Use
5. Click “I agree and acknowledge the terms of NSOPW”
6. Enter the Code in the Box
7. Click on Continue

The screenshot shows the NSOPW (National Sex Offender Public Website) interface. At the top, it features the U.S. Department of Justice logo and the acronym 'NSOPW'. Navigation links include HOME, ABOUT, SEARCH, EDUCATION & PREVENTION, REGISTRY SITES, and FAQ. The main content area is titled 'Conditions of Use' and contains several paragraphs of text explaining the website's purpose and disclaimers. Below the text, there is a checkbox labeled 'I agree and acknowledge the terms of NSOPW'. Underneath the checkbox is a CAPTCHA challenge with the text 'Please enter the code below and press Continue.' and a box containing the code 'SNPVK'. At the bottom of the CAPTCHA section is a red 'CONTINUE' button. Four orange arrows with white numbers (4, 5, 6, 7) point to the 'Conditions of Use' title, the checkbox, the CAPTCHA code box, and the 'CONTINUE' button, respectively.

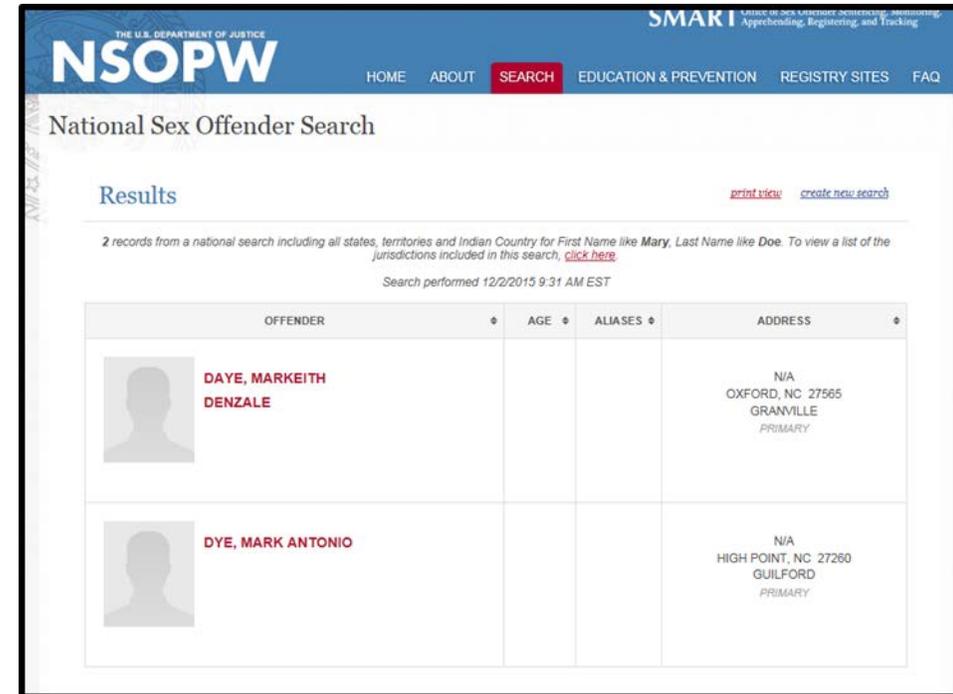
National Sex Offender Registry-Results

A



The screenshot shows the NSOPW (National Sex Offender Public Website) search results page. The header includes the U.S. Department of Justice logo and navigation links: HOME, ABOUT, SEARCH, EDUCATION & PREVENTION, and REGISTRY SITES. The main heading is "National Sex Offender Search". Below it, the word "Results" is displayed. A message states: "0 records from a national search including all states, territories and Indian Country for First Name like kid, Last Name like doe. To view a list of the jurisdictions included in this search, [click here](#)." Below this, it says "Search performed 12/2/2015 9:44 AM EST". At the bottom, there are links for "Victim Services", "AMBER Alert", "Privacy Policy", and "Legal Policies and Disclaimers".

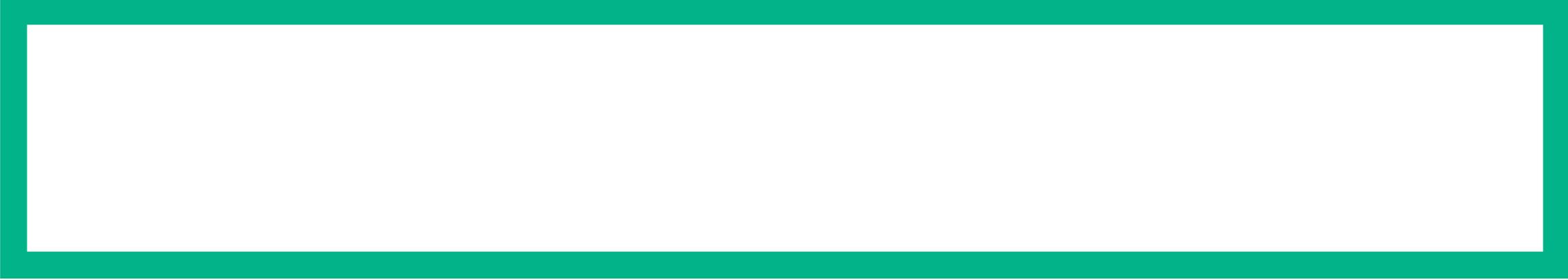
B



The screenshot shows the NSOPW search results page with two records. The header is the same as in Exhibit A. The main heading is "National Sex Offender Search". Below it, the word "Results" is displayed. A message states: "2 records from a national search including all states, territories and Indian Country for First Name like Mary, Last Name like Doe. To view a list of the jurisdictions included in this search, [click here](#)." Below this, it says "Search performed 12/2/2015 9:31 AM EST". A table displays the results:

OFFENDER	AGE	ALIASES	ADDRESS
 DAYE, MARKEITH DENZALE			N/A OXFORD, NC 27565 GRANVILLE PRIMARY
 DYE, MARK ANTONIO			N/A HIGH POINT, NC 27260 GUILFORD PRIMARY

8. If no results are found you will see Exhibit A
9. If results are found or there is someone with a nick name or phonetic name similar a “hit” might return. Please be diligent in determining if this is your applicant or not. See exhibit B
10. If your applicant is NOT on the list you can Select “Cleared” on the ABCP Portal



National Background Check Program (NBCP)

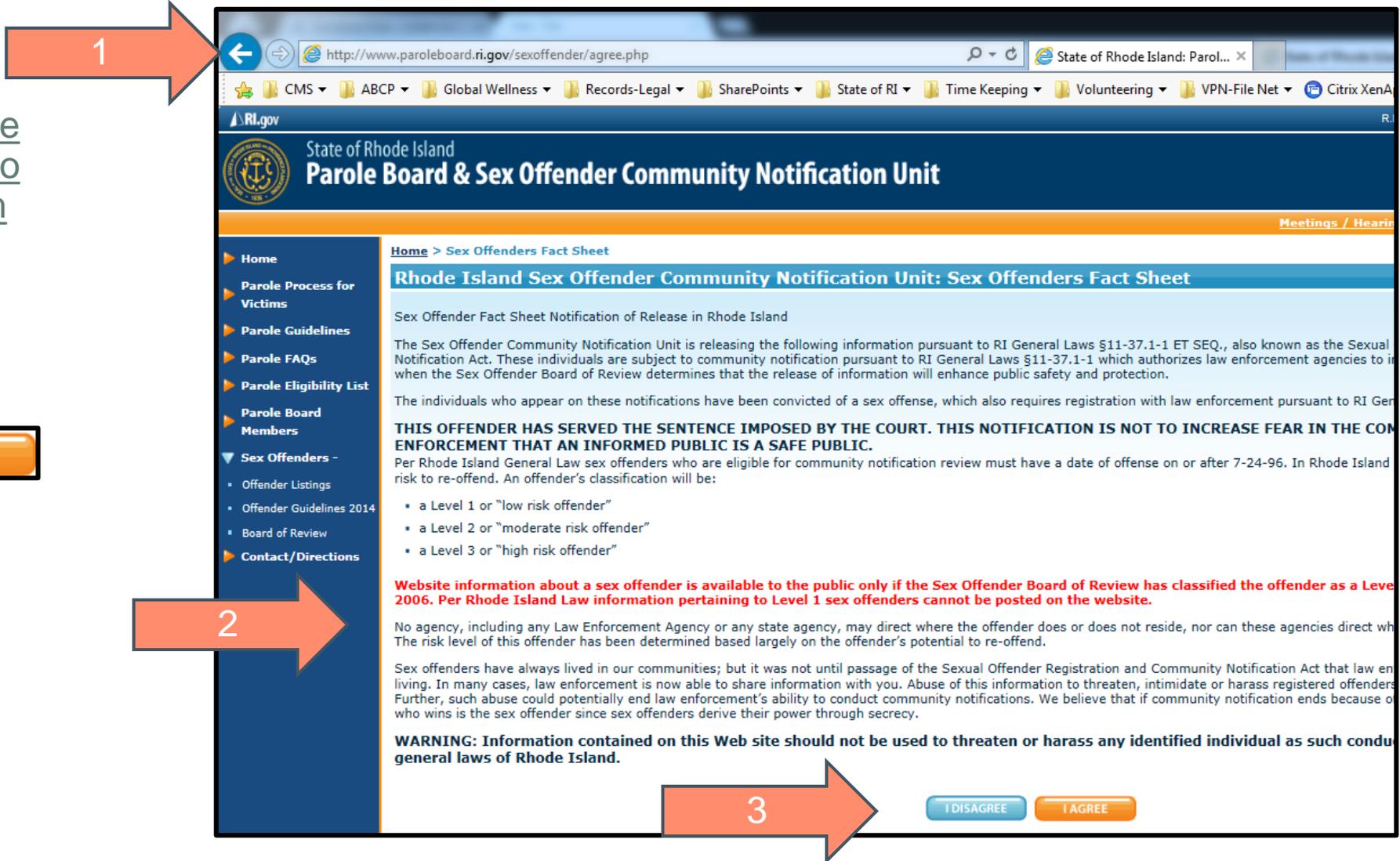
Rhode Island Sex Offender Registry

Rhode Island Sex Offender Registry Search

1. Go to <http://www.paroleboard.ri.gov/sexoffender/agree.php>

2. Read the Website Disclosures

3. Click on 



The screenshot shows a web browser window displaying the Rhode Island Sex Offender Registry Search page. The browser's address bar shows the URL <http://www.paroleboard.ri.gov/sexoffender/agree.php>. The page header includes the State of Rhode Island logo and the text "Parole Board & Sex Offender Community Notification Unit". A navigation menu on the left lists various links, including "Home", "Parole Process for Victims", "Parole Guidelines", "Parole FAQs", "Parole Eligibility List", "Parole Board Members", "Sex Offenders -", "Offender Listings", "Offender Guidelines 2014", "Board of Review", and "Contact/Directions". The main content area is titled "Rhode Island Sex Offender Community Notification Unit: Sex Offenders Fact Sheet" and contains text about the Sex Offender Fact Sheet Notification of Release in Rhode Island. A prominent warning states: "THIS OFFENDER HAS SERVED THE SENTENCE IMPOSED BY THE COURT. THIS NOTIFICATION IS NOT TO INCREASE FEAR IN THE COMMUNITY. ENFORCEMENT THAT AN INFORMED PUBLIC IS A SAFE PUBLIC." Below this, there is a list of risk levels: "a Level 1 or 'low risk offender'", "a Level 2 or 'moderate risk offender'", and "a Level 3 or 'high risk offender'". At the bottom of the page, there are two buttons: "I DISAGREE" and "I AGREE". Three red arrows with numbers 1, 2, and 3 point to the browser address bar, the main content area, and the "I AGREE" button, respectively.

Rhode Island Sex Offender Registry

4. Click on “[List all Level II offenders](#)”
5. Search for the name of the applicant
6. If the name is not found go back to the “Offender Listings” Page

<http://www.paroleboard.ri.gov/sexoffender/olist/search.php>

State of Rhode Island
Parole Board & Sex Offender Community Notification Unit

Home > Offender Listings

Rhode Island Sex Offender Community Notification Unit: Offender Listings

- » [List all Level II offenders](#)
- » [List all Level III offenders](#)

State of Rhode Island
Parole Board & Sex Offender Community Notification Unit

Home > Level II Offenders

Rhode Island Sex Offender Community Notification Unit: Level II Offenders

Level II Offenders

Sex Offender Community Notification Information

Pursuant to Rhode Island General Laws 11-37.1-1 ET SEQ., the individual who appears below has been designated a Level II Sex Offender by the S have determined that this individual is at a moderate risk to re-offend and that the degree of dangerousness posed to the public is such that a publ of notification information.

- Abercrombie, Jahmal - Providence
- Acosta, Reinaldo - Cranston
- Adams, James - Cranston
- Adams, Joseph - Providence

Rhode Island Sex Offender Registry

6. Click on [“List all Level III offenders”](#)
7. Search for the name of the applicant
8. If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal

State of Rhode Island
Parole Board & Sex Offender Community Notification Unit

Home > Offender Listings

Rhode Island Sex Offender Community Notification Unit: Offender Listings

- » [List all Level II offenders](#)
- » [List all Level III offenders](#)

RI.gov
State of Rhode Island
Parole Board & Sex Offender Community Notification Unit

Home > Level III Offenders

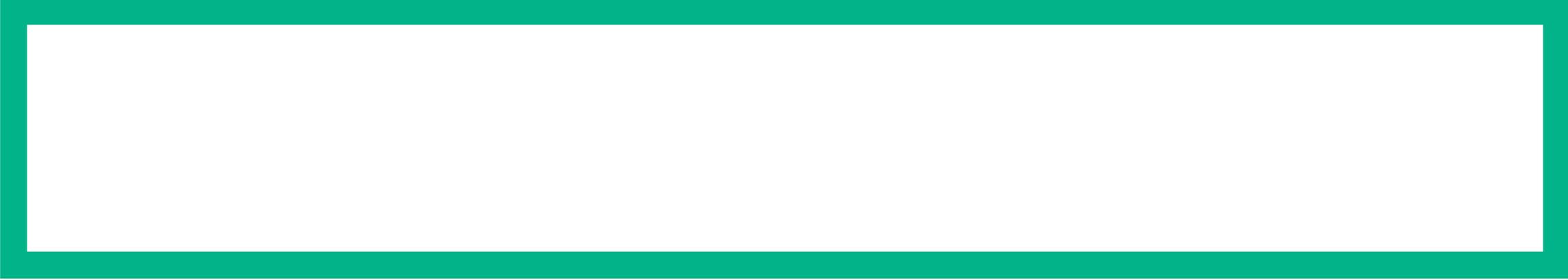
Rhode Island Sex Offender Community Notification Unit: Level III Offenders

Level III Offenders

Sex Offender Community Notification Information

Pursuant to Rhode Island General Laws 11-37.1-1 ET SEQ., the individuals who appears below have been designated a Level III Sex Offender by the Sex determined that this individual is at a high risk to re-offend and that the degree of dangerousness posed to the public is such that a public safety interest

- Aballo, Michael - Cranston
- Aites, Tyrone - Cranston
- Alden, Richard - East Providence
- AMADO, FRANK - Providence
- Andrews, Dennis - Providence
- Anthony, Mark - Cranston
- Aubert, Iryan - Pawtucket
- Aubin, Jerome - Cranston



National Background Check Program (NBCP)

Excluded Parties Systems List

Excluded Parties List System (EPLS)-SAM-System for Award Management

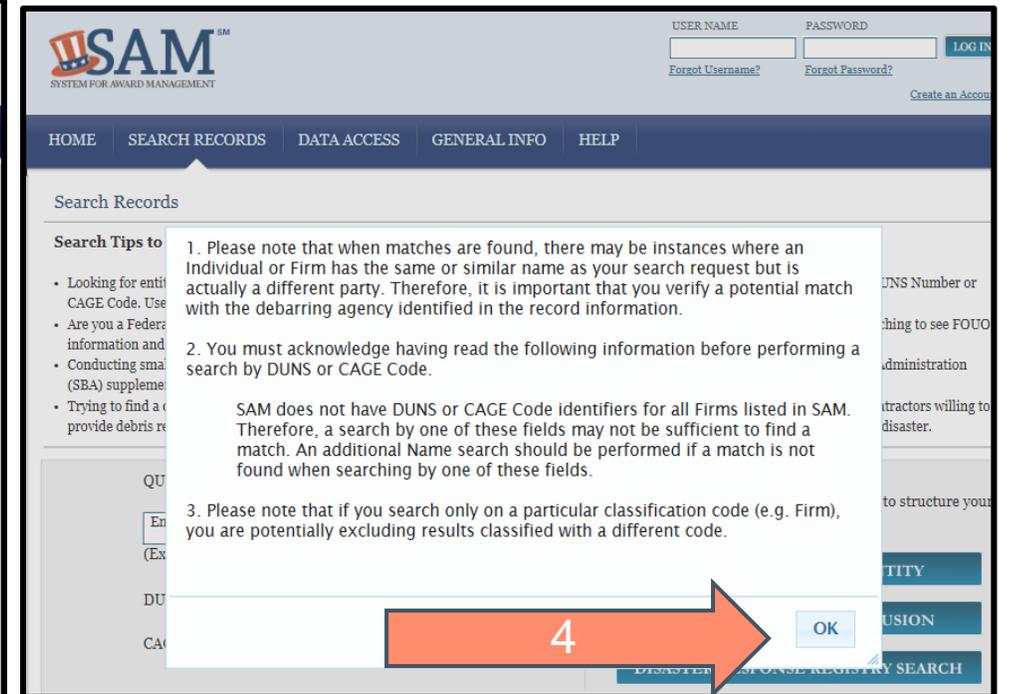
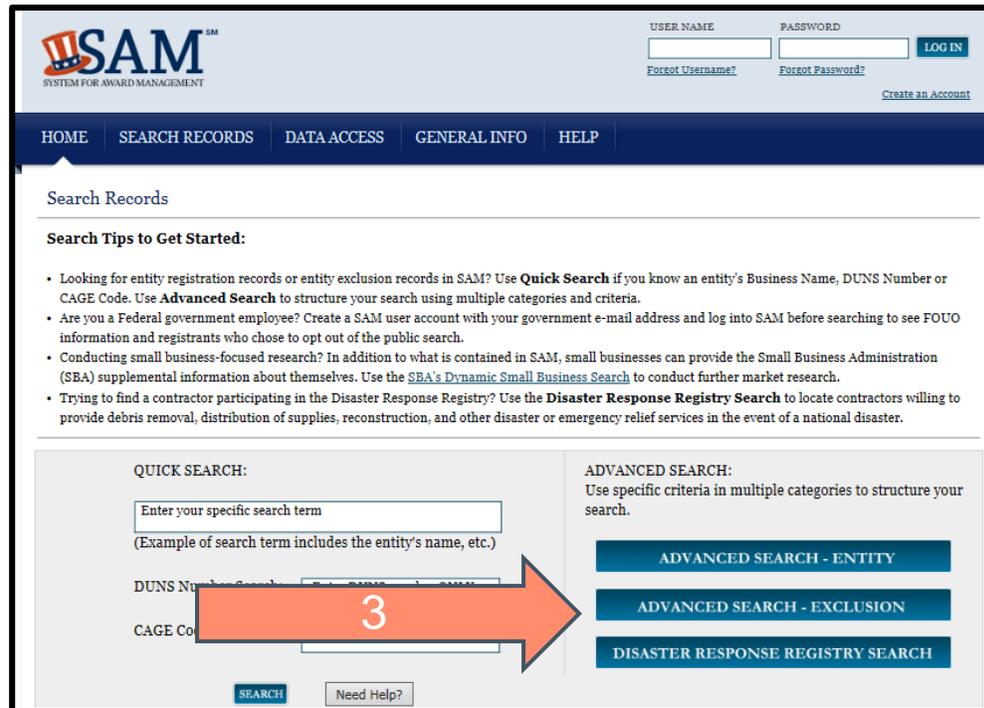
1. Go to:
<http://catalog.data.gov/dataset>
<https://www.sam.gov/portal/SAM/#1>
2. Click 



The screenshot shows the SAM.gov portal homepage. An orange arrow labeled '1' points to the address bar containing the URL <https://www.sam.gov/portal/SAM/#1>. The page features a navigation menu with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the menu are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. An orange arrow labeled '2' points to the 'Search Records' button in the 'SEARCH RECORDS' section. The 'SEARCH RECORDS' section contains text explaining that all entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. It also states that users can search these records and new ones created in SAM, and that government users logged in with their SAM user account will have access to FOUO information.

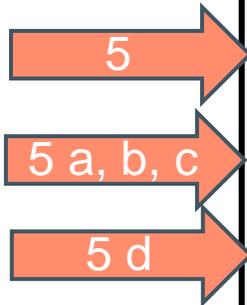
Excluded Parties List System (EPLS)-SAM-System for Award Management- Results

3. Click on “Advanced Search-Exclusion”
4. Click “OK” that you acknowledge the Terms of Use



Excluded Parties List System (EPLS)-SAM-System for Award Management- Results

5.
 - A. Name of the Applicant
 - B. The Applicants Social Security Number
 - C. Ensure the Status Box says "All " or "Active"
 - D. Click on 



SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

SAM System for Award Management
[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Advanced Search - Exclusion

Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.

Search Tips:

- If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.
- [Search terms are defined in the SAM User Guide Glossary.](#)

Single Search
 Multiple Names
 SSN/TIN Search

Name:
SSN/TIN:
Exclusion Status: Selecting "All" displays both Active and Inactive Exclusions.

[SEARCH](#) [CLEAR](#) You may only perform a search with the criteria contained in one accordion.

Excluded Parties List System (EPLS)-SAM-System for Award Management-Results

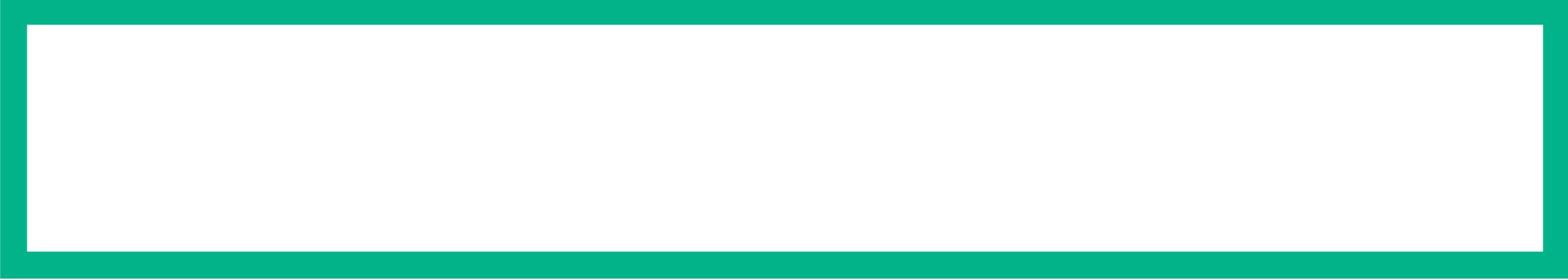
A

The screenshot shows the SAM System for Award Management interface. At the top, there is a login section with fields for 'USER NAME' and 'PASSWORD', and a 'LOG IN' button. Below the login section is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is titled 'Search Results' and contains a list of instructions for users. Below the instructions are 'Clear Search' and 'Edit Search' buttons. At the bottom, there is a summary bar showing 'TOTAL RECORDS: 0' and 'Result page 0 of 0'. A message states: 'The combination of name and SSN/TIN that you provided did not return any results. Either the name is not in SAM, there is no SSN/TIN associated with that name, or the SSN/TIN that you provided did not match our records. You may try a different SSN/TIN, or you may consider searching by name only.'

B

The screenshot shows the SAM System for Award Management interface with search results. At the top, there is a login section with fields for 'USER NAME' and 'PASSWORD', and a 'LOG IN' button. Below the login section is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is titled 'Search Results' and contains a list of instructions for users. Below the instructions are 'Clear Search' and 'Edit Search' buttons. At the bottom, there is a summary bar showing 'TOTAL RECORDS: 7' and 'Result page 1 of 1'. A message states: 'Your search returned the following results...'. Below the message is a table with one record for 'John Paul Smith'. The table has columns for 'Classification', 'Address', 'City', 'State', 'ZIP Code', 'Country', 'Exclusion Status', 'Activation Date', 'Termination Date', 'Exclusion Type', and 'Excluding Agency'. The record for 'John Paul Smith' has the following details: Classification: Individual, Address: --, City: Whiteville, State: NC, ZIP Code: 28472, Country: UNITED STATES, Exclusion Status: Active, Activation Date: 09/18/2015, Termination Date: 09/17/2018, Exclusion Type: Ineligible (Proceedings Completed), and Excluding Agency: Risk Management Agency.

6. If no results are found you will see Exhibit A
7. If results are found or there is someone with a nick name or phonetic name similar a “hit” might return. Please be diligent in determining if this is your applicant or not. See Exhibit B
8. If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal

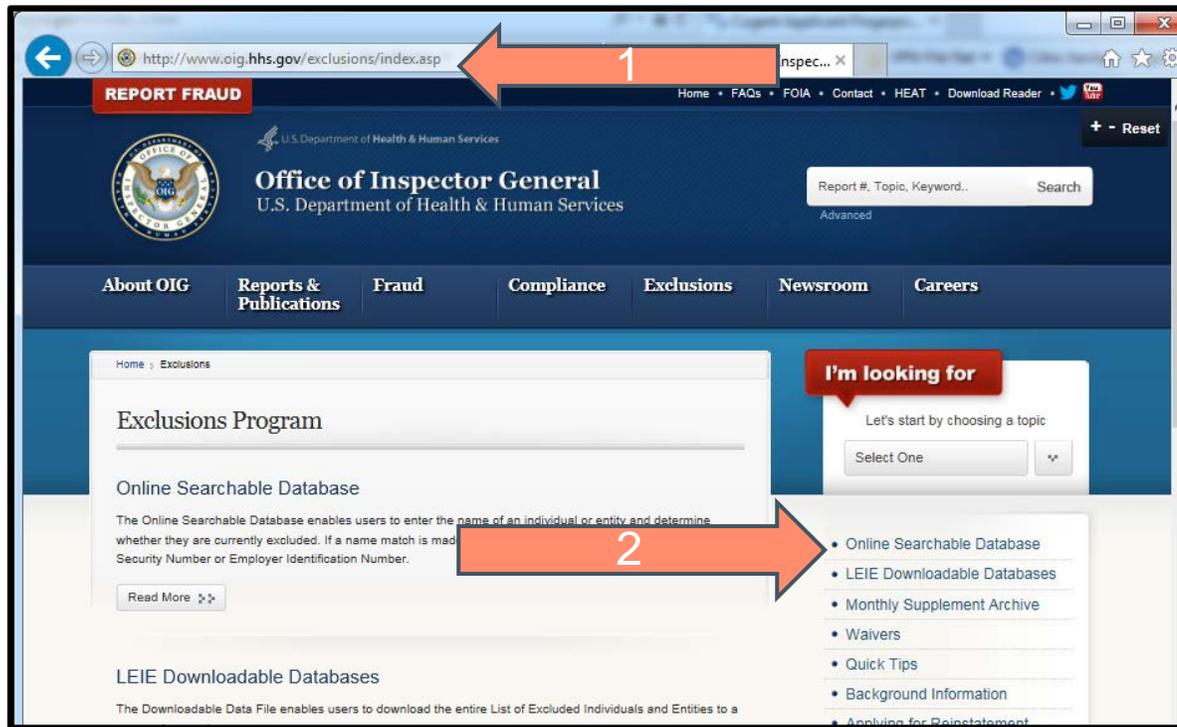


National Background Check Program (NBCP)

Office of the Inspector General- Exclusions

Office of the Inspector General Exclusions List

1. Go to: <http://www.oig.hhs.gov/exclusions/index.asp>
2. Click on “Online Searchable Database”
3. Enter the:
 - a) Last name of the applicant
 - b) The first name of the applicant
4. Click on 



Office of the Inspector General Exclusions List

A

U.S. Department of Health & Human Services
Office of Inspector General
 U.S. Department of Health & Human Services

Report #, Topic, Keyword...
 Advanced

About OIG | Reports & Publications | Fraud | Compliance | Recovery Act Oversight | Exclusions | Newsroom

Home > Exclusions

Exclusions Search Results: Individuals ?

No Results were found for
 > jones , kid

i If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

Search conducted 12/2/2015 12:03:56 PM EST on OIG LEIE Exclusions database.
 Source data updated on 11/9/2015 12:43:00 PM EST

B

U.S. Department of Health & Human Services
Office of Inspector General
 U.S. Department of Health & Human Services

Report #, Topic, Keyword...
 Advanced

About OIG | Reports & Publications | Fraud | Compliance | Recovery Act Oversight | Exclusions | Newsroom

Home > Exclusions

Exclusions Search Results: Individuals ?

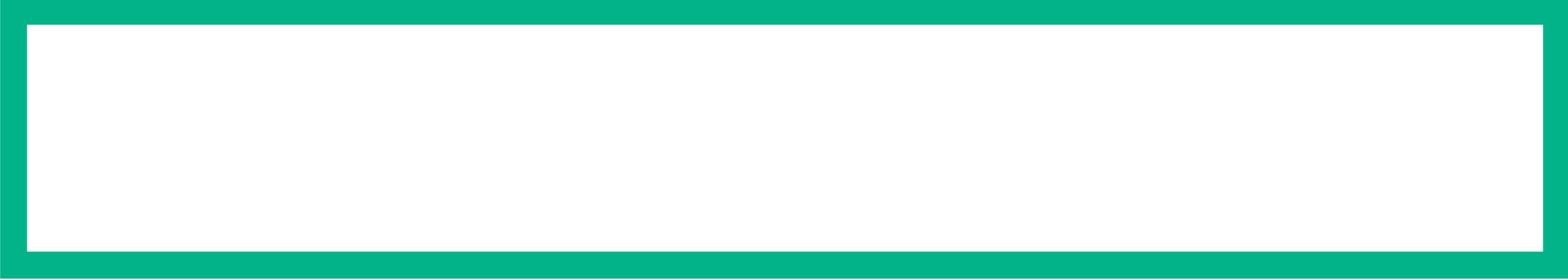
Results were found for
 > mart, mart

i If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

[Print Search Results](#)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
MARTI-AGOSTO	MARTA		DME COMPANY	EMPLOYEE	1128(a)(1)		Verify
MARTINEZ	MARTHA	O	INTER CARE FACILITY	NURSE/NURSES AIDE	1128(a)(2)		Verify
MARTINEZ	MARTIN	J	THERAPIST		1128(b)(4)		Verify

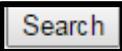
6. If no results are found you will see Exhibit A
7. If results are found or there is someone with a nick name or phonetic name similar a “hit” might return. Please be diligent in determining if this is your applicant or not. See Exhibit B
8. If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal

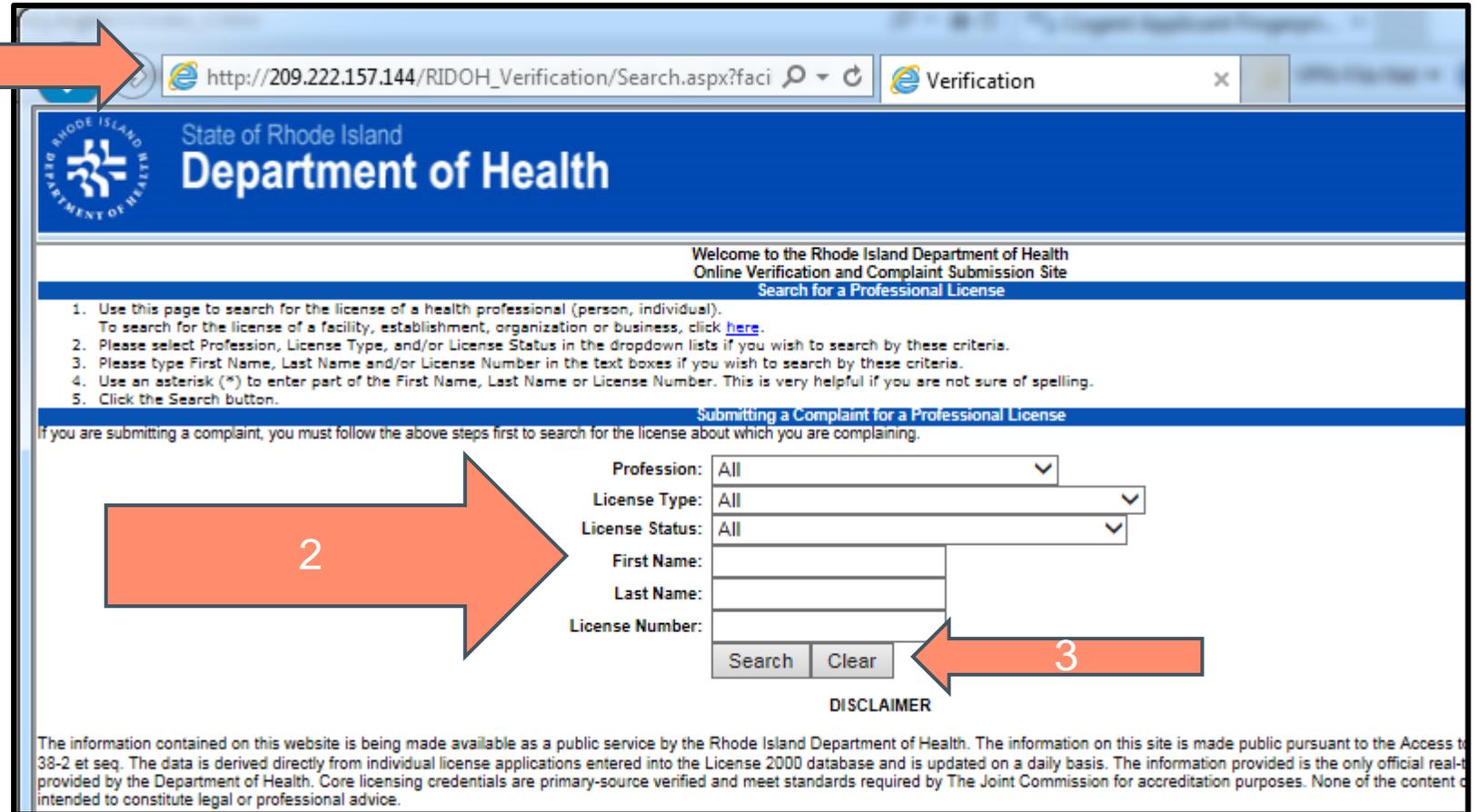


National Background Check Program (NBCP)

RI Nurses Aid Registry & Licensing

Rhode Island Nurses Aid Registry & License

1. Go to:
http://209.222.157.144/RIDOH_Verification/Search.aspx?facility=N&SubmitComplaint=Y
2. Enter the applicants information into each field
3. Click on 



1

2

3

State of Rhode Island
Department of Health

Welcome to the Rhode Island Department of Health
Online Verification and Complaint Submission Site
Search for a Professional License

1. Use this page to search for the license of a health professional (person, individual). To search for the license of a facility, establishment, organization or business, click [here](#).
2. Please select Profession, License Type, and/or License Status in the dropdown lists if you wish to search by these criteria.
3. Please type First Name, Last Name and/or License Number in the text boxes if you wish to search by these criteria.
4. Use an asterisk (*) to enter part of the First Name, Last Name or License Number. This is very helpful if you are not sure of spelling.
5. Click the Search button.

Submitting a Complaint for a Professional License
If you are submitting a complaint, you must follow the above steps first to search for the license about which you are complaining.

Profession: All
License Type: All
License Status: All
First Name:
Last Name:
License Number:

Search Clear

DISCLAIMER

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Rhode Island Nurses Aid Registry & License

A

State of Rhode Island
Department of Health

Search Results

VERIFYING A LICENSE
For a more detailed view of a licensee's background, select the licensee name from the alphabetical list below. Click the numbers below the grid to see additional pages of licensees. To return to the Search page, use the Search Again button.

SUBMITTING A COMPLAINT
To submit a complaint against a particular license, click the "Submit Complaint" link for that license.

Full Name	License Number	Profession	License Type
1			

B

State of Rhode Island
Department of Health

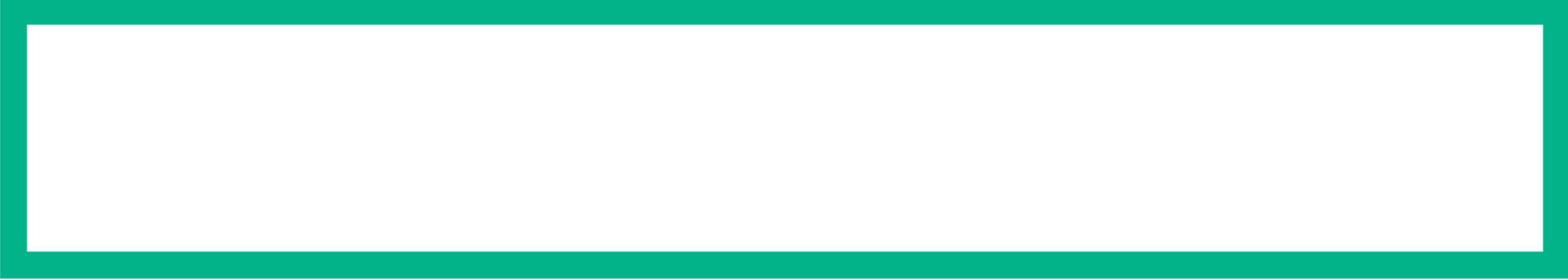
Search Results

VERIFYING A LICENSE
For a more detailed view of a licensee's background, select the licensee name from the alphabetical list below. Click the numbers below the grid to see additional pages of licensees. To return to the Search page, use the Search Again button.

SUBMITTING A COMPLAINT
To submit a complaint against a particular license, click the "Submit Complaint" link for that license.

Full Name	License Number	Profession	License Type
KERRY ANNE SMITHERS		Submit Complaint	Nursing Assistant
EARL A SMITH, SR		Submit Complaint	Food Safety
CESAR ALFREDO SMITH	EMT15162	Submit Complaint	Emergency Medical Services
KATHRYN SCHUYLER SMITH	EMT15006	Submit Complaint	Emergency Medical Services
THOMAS VINCENT SMITH, JR	EMT15166	Submit Complaint	Emergency Medical Services
JAMES ROBERT SMITH, III	EMT15362	Submit Complaint	Emergency Medical Services
PAUL SMITH		Submit Complaint	Emergency Medical Services
WILLIAM ARNOLD SMITH, JR		Submit Complaint	Emergency Medical Services
KYLE ANDREW SMITH		Submit Complaint	Emergency Medical Services
RICHARD EDWARD SMITH, JR	EMT15658	Submit Complaint	Emergency Medical Services
ALEXANDER JEFFREY SMITH	EMT15733	Submit Complaint	Emergency Medical Services
ERIK JOSEPH SMITH	EMT15770	Submit Complaint	Emergency Medical Services
DANIEL P SMITH	EMT12884	Submit Complaint	Emergency Medical Services
DAVID A SMITH, JR	EMT12810	Submit Complaint	Emergency Medical Services
KEVIN H SMITH	EMT12251	Submit Complaint	Emergency Medical Services
DARRELL JOSEPH SMITH	EMT11040	Submit Complaint	Emergency Medical Services
BRENDA L SMITH	EMT12536	Submit Complaint	Emergency Medical Services
GAYLENE M SMITH	EMT06032	Submit Complaint	Emergency Medical Services
DANIEL W SMITH	EMT12779	Submit Complaint	Emergency Medical Services
CARL A SMITH	EMT12609	Submit Complaint	Emergency Medical Services
ALAN J SMITH	EMT12858	Submit Complaint	Emergency Medical Services

- If no results are found you will see Exhibit A-There is no license on file-If the Applicant is NOT supposed to have a license and NO results are found click CLEARED on the "Registry Results" screen in the ABCP Portal
- If results are found or there is someone with a nick name or phonetic name similar a "hit" might return. Please be diligent in determining if this is your applicant or not. See Exhibit B- If the applicant is supposed to have a license and it is Active click on CLEARED on the "Registry Results" in the ABCP Portal

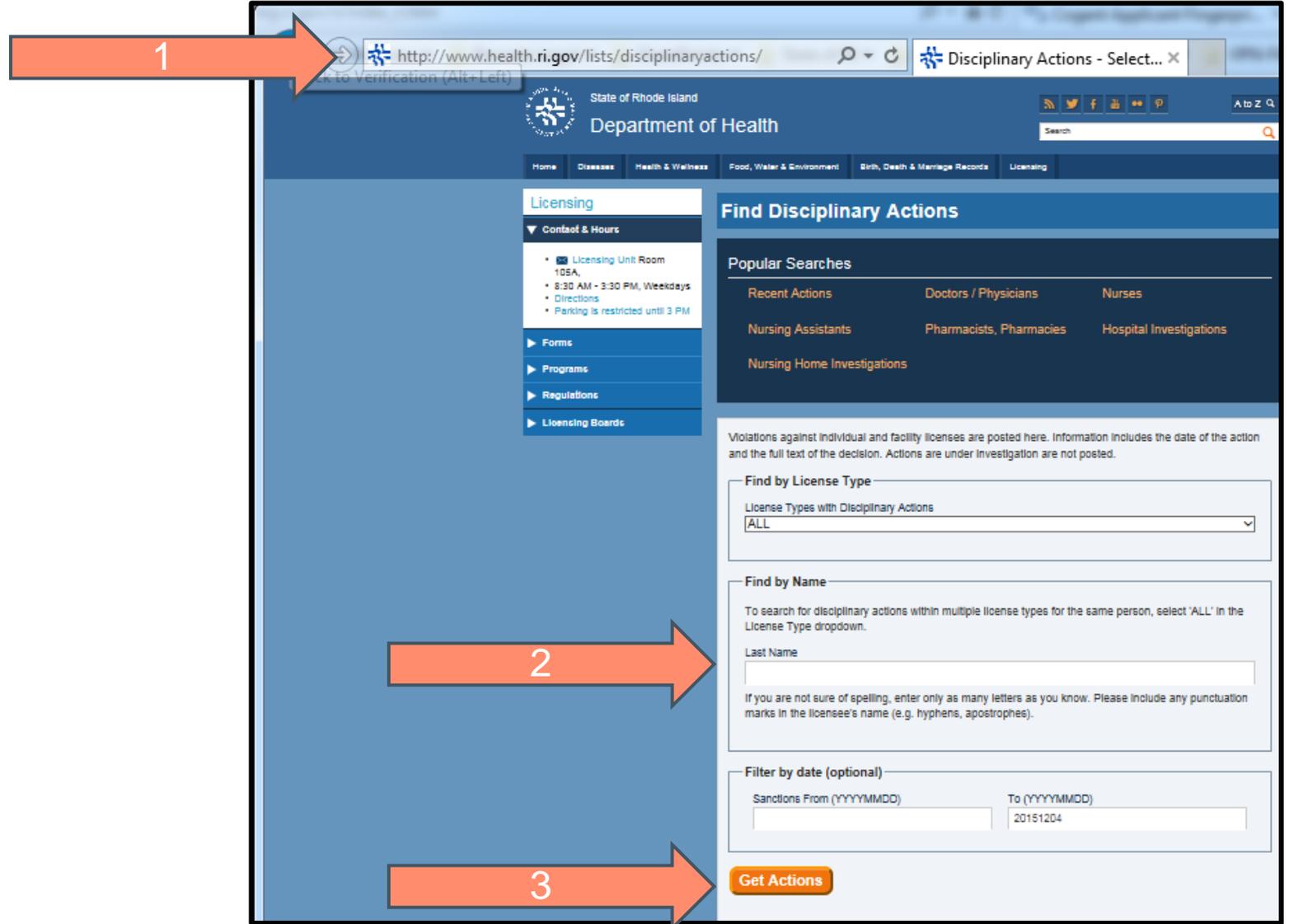


National Background Check Program (NBCP)

RI Disciplinary Actions Database

Rhode Island Disciplinary Actions Database

1. Go to:
<http://www.health.ri.gov/lists/disciplinaryactions/>
2. Enter the Applicant's last name in the search field.
3. Click on 



The screenshot shows the website interface for the Rhode Island Disciplinary Actions Database. The browser address bar shows the URL <http://www.health.ri.gov/lists/disciplinaryactions/>. The page header includes the State of Rhode Island Department of Health logo and navigation tabs for Home, Diseases, Health & Wellness, Food, Water & Environment, Birth, Death & Marriage Records, and Licensing. A sidebar on the left contains a 'Licensing' section with a 'Contact & Hours' dropdown and links for Forms, Programs, Regulations, and Licensing Boards. The main content area is titled 'Find Disciplinary Actions' and includes a 'Popular Searches' section with links for Recent Actions, Doctors / Physicians, Nurses, Nursing Assistants, Pharmacists, Pharmacies, Hospital Investigations, and Nursing Home Investigations. Below this is a section for 'Violations against individual and facility licenses' with a 'Find by License Type' dropdown menu set to 'ALL'. The 'Find by Name' section includes a 'Last Name' search field and instructions on how to search across multiple license types. The 'Filter by date (optional)' section has 'Sanctions From' and 'To' date fields, with '20151204' entered in the 'To' field. A 'Get Actions' button is located at the bottom right of the search area. Three orange arrows with numbers 1, 2, and 3 point to the browser address bar, the 'Last Name' search field, and the 'Get Actions' button, respectively.

Rhode Island Nurses Aid Registry & License

A



State of Rhode Island
Department of Health

Home Diseases Health & Wellness Food, Water & Environment Birth, Death & Marriage Records Licensing

Licensing

▼ Contact & Hours

- ✉ Licensing Unit Room
105A,
8:30 AM - 3:30 PM, Weekdays
[Directions](#)
Parking is restricted until 3 PM

► Forms

► Programs

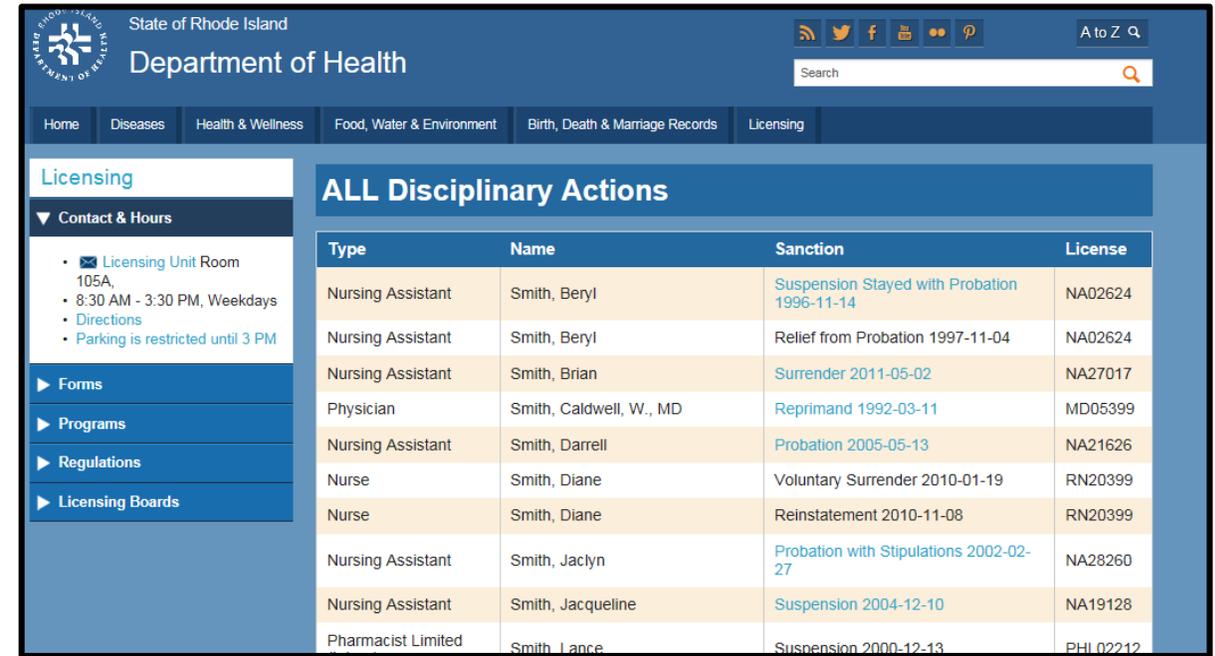
► Regulations

► Licensing Boards

ALL Disciplinary Actions

No Disciplinary Actions for that name.

B



State of Rhode Island
Department of Health

Home Diseases Health & Wellness Food, Water & Environment Birth, Death & Marriage Records Licensing

Licensing

▼ Contact & Hours

- ✉ Licensing Unit Room
105A,
8:30 AM - 3:30 PM, Weekdays
[Directions](#)
Parking is restricted until 3 PM

► Forms

► Programs

► Regulations

► Licensing Boards

ALL Disciplinary Actions

Type	Name	Sanction	License
Nursing Assistant	Smith, Beryl	Suspension Stayed with Probation 1996-11-14	NA02624
Nursing Assistant	Smith, Beryl	Relief from Probation 1997-11-04	NA02624
Nursing Assistant	Smith, Brian	Surrender 2011-05-02	NA27017
Physician	Smith, Caldwell, W., MD	Reprimand 1992-03-11	MD05399
Nursing Assistant	Smith, Darrell	Probation 2005-05-13	NA21626
Nurse	Smith, Diane	Voluntary Surrender 2010-01-19	RN20399
Nurse	Smith, Diane	Reinstatement 2010-11-08	RN20399
Nursing Assistant	Smith, Jaclyn	Probation with Stipulations 2002-02-27	NA28260
Nursing Assistant	Smith, Jacqueline	Suspension 2004-12-10	NA19128
Pharmacist Limited	Smith, Lance	Suspension 2000-12-13	PHI 02212

- If no results are found you will see Exhibit A
- If results are found or there is someone with a nick name or phonetic name similar a “hit” might return. Please be diligent in determining if this is your applicant or not. See Exhibit B
- If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal



National Background Check Program (NBCP)

RI Court Connect Defendant Search
Database

Rhode Island Court Connect Defendant Search Database

1. Go to:
http://courtconnect.courts.ri.gov/pls/ri_adult/ck_public_qry_cpty.cp_personcase_setup_idx
2. Click on Search by Defendant Name
3. Read the Disclaimer
4. Click on Accept

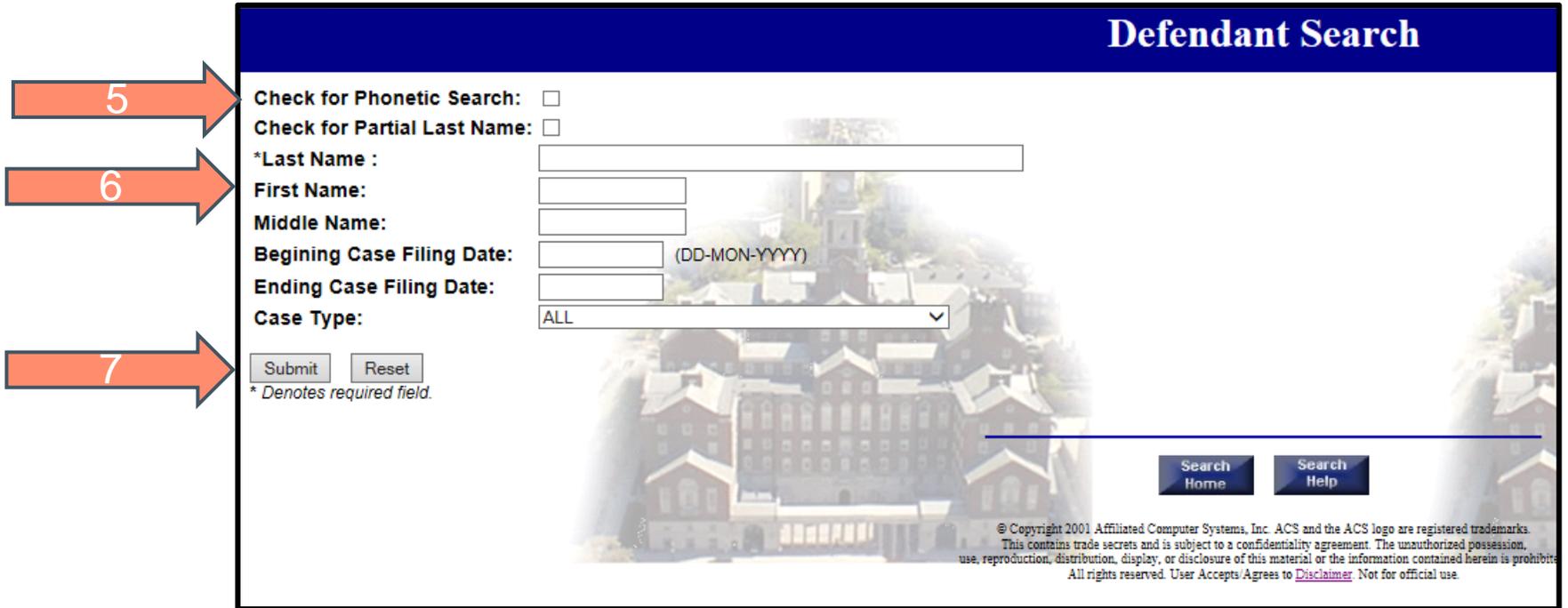
The screenshot shows a web browser window with the URL http://courtconnect.courts.ri.us/pls/ri_adult/ck_public_qry_main.cp_main_idx. The page header reads "RHODE ISLAND JUDICIARY". Below the header is the Rhode Island Judiciary seal and the text "Criminal Information Search" and "Honorable Paul A. Suttell, Chief Justice, Rhode Island Supreme Court". There are three buttons: "Search by Defendant Name / Business Name", "Search by Case Identification", and "Return to Rhode Island Judiciary Home Page". A "Disclaimer" section follows, containing several paragraphs of legal text. At the bottom right, there are "Accept" and "Decline" buttons.

Rhode Island Court Connect Defendant Search Database

5. Click "Check for Phonetic Search and Partial; Last Name

6. Enter the Applicant's Last Name and First Name

7. Click On

A screenshot of a web form titled "Defendant Search" with a blue header. The form contains several input fields and checkboxes. Three orange arrows with white numbers point to specific elements: arrow 5 points to the "Check for Phonetic Search" checkbox, arrow 6 points to the "*Last Name" input field, and arrow 7 points to the "Submit" button. The form also includes fields for "First Name", "Middle Name", "Beginning Case Filing Date", "Ending Case Filing Date", and "Case Type". At the bottom right, there are "Search Home" and "Search Help" buttons, and a copyright notice for 2001 Affiliated Computer Systems, Inc. The background of the form is a faded image of a large, multi-story building.

Defendant Search

Check for Phonetic Search:

Check for Partial Last Name:

*Last Name :

First Name:

Middle Name:

Beginning Case Filing Date: (DD-MON-YYYY)

Ending Case Filing Date:

Case Type:

* Denotes required field.

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Rhode Island Court Connect Defendant Search Database

A

Defendant Search Results

[New Search](#)

Phonetic Search: on Partial Match: on Last Name: kid First Name: kid Middle Name: jon

No records found.

[Search Home](#) [Search Help](#)

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B

Defendant Search Results

[New Search](#)

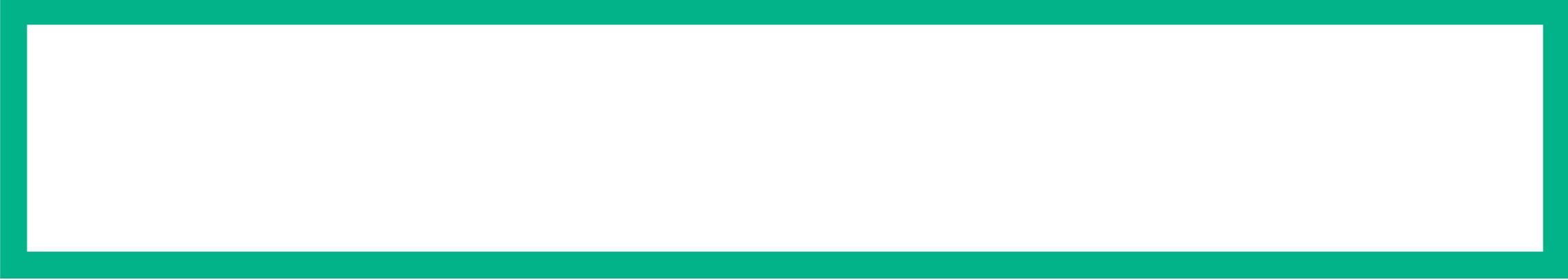
Phonetic Search: on Partial Match: on Last Name: smith First Name: kid

ID	Defendant Name or Alias	Birth Year	Case Number	Case Name	Case Status
X0081617	SANUTH, KEITH	1974	61-1992-18553	KEITH SANUTH	Disposed
@10048747	SCHMIDT, KEITH	1977	21-2001-03009	KEITH SCHMIDT	Disposed
@10020523	SMITH, KEIDA	1973	61-1999-19590	KEIDA SMITH	Disposed
09903578	SMITH, KEITH	1961	62-2001-04659	KEITH SMITH	Disposed
09903578	SMITH, KEITH	1961	61-1999-02116	KEITH SMITH	Disposed
X0129776	SMITH, KEITH	1964	21-1997-00889	KEITH SMITH	Disposed
08704737	SMITH, KEITH	1969	61-2004-18015	KEITH SMITH	Disposed
08704737	SMITH, KEITH	1969	61-1999-08888	KEITH SMITH	Disposed
08704737	SMITH, KEITH	1969	61-1999-02797	KEITH SMITH	Disposed
08704737	SMITH, KEITH	1969	31-2004-04576	KEITH SMITH	Disposed
08704737	SMITH, KEITH	1969	61-1998-13043	KEITH SMITH	Disposed
X0064009	SMITH, KEITH R	1971	61-1998-18867	KEITH R SMITH	Disposed
X0064009	SMITH, KEITH R	1971	61-1991-07575	KEITH R SMITH	Disposed
X0064009	SMITH, KEITH R	1971	61-2005-02852	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2007-0226A	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2012-0334A	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2012-0631A	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2013-0599A	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2014-0533A	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	32-2012-07668	KEITH SMITH	Pending

Page: 1 Records: 1 - 20

[Next->](#)

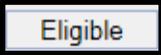
4. If no results are found you will see Exhibit A
5. If results are found or there is someone with a nick name or phonetic name similar to the one you are entering a “hit” might return. Please be diligent in determining if this is your applicant or not. See Exhibit B
6. If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal



National Background Check Program (NBCP)

Entering Results of Registry Checks into
ABCP

Entering Results & Notifications-Eligible

- Once you complete all of the registry checks, the person is either Ineligible to hire or Eligible to hire.
- When you click on the  icon the ACBP will notify you that an the letter was emailed** to the applicant. The Registration will then move to the BCI Queue and the Applicant is ready for fingerprinting.

**If there is no email on file the ABCP will notify the user and the option to print the letter will appear after the Applicants record is closed and then reopened.

- The Applicant must bring their printed email and a check or money order for \$35.00 made out to RI BCI, or simply present a credit card.
- The Applicant then goes to the BCI Unit for fingerprinting

Registries Results	
03-22-2016	
Registration ID:	RS0000442
SSN:	XXXXX7788
Gender:	F
Date of Birth:	01/01/2001
Eye Color:	BLK
Height:	500
Fingerprint Date:	
Registry Status:	
Hired:	
Enrolled in Rap Back:	No
Rap Back Hit:	

<p style="text-align: center;">National Sex Offense</p> <p style="text-align: center;">RI Sex Offense</p> <p style="text-align: center;">Excluded Parties List System (EPLS)</p> <p style="text-align: center;">Office of the Inspector General (OIG) e</p> <p style="text-align: center;">RI Nurse Aide Registry and License</p> <p style="text-align: center;">RI Disciplinary Action</p> <p style="text-align: center;">RI Court Connect Defendant Search</p>	<p>To: [REDACTED]</p> <p>As part of our application requirements Registration ID RS0000442 is being considered for employment by our Organization and in compliance with federal and state law, requires a National Criminal Background check.</p> <p>You must provide payment in the amount of \$ 35 . This payment must be in the form of a personal check, money order or credit card only. Cash will not be accepted.</p> <p>Please bring this receipt, positive identification and your payment to the BCI Office of the Attorney General's Office.</p> <p>Sincerely,</p> <p>[REDACTED]</p>
--	--

Comment:



NOTICE-Disclosure: Each person with authority to access and choose an Applicants Eligibility/Ineligibility is logged into the ABCP with their unique ID and password. By selecting the Eligible Icon the Representative from the Provider Organization is certifying he or she verified the seven registries mandated by the NBCP Legislation.

Entering Results & Notifications Ineligible

– When you click the

Ineligible icon, the ABCP will email the Applicant and notify them on their ineligibility if a correct and valid email** address was entered when the Applicant was registered.

**If there is no email on file the ABCP will notify the user and the option to print the letter will appear after the Applicants record is closed and then reopened.

Registries Results

Applicant Information

Registration ID:	RS0000442	Applica
SSN:	XXXXX7788	
Gender:	F	
Date of Birth:	01/01/2001	
Eye Color:	BLK	
Height:	500	
Fingerprint Date:		Fin
Registry Status:		
Hired:		
Enrolled in Rap Back:	No	Rap
Rap Back Hit:		Uner

Registry Checking

National Sex Offender Registry:	CLEARED
RI Sex Offender Registry:	CLEARED
Excluded Parties List System (EPLS)-(SAMS):	CLEARED
Office of the Inspector General (OIG) exclusion list:	CLEARED
RI Nurse Aide Registry and License verification:	CLEARED
RI Disciplinary Actions Database:	CLEARED
RI Court Connect Defendant Search Database:	REJECTED

Comment:

Ineligible

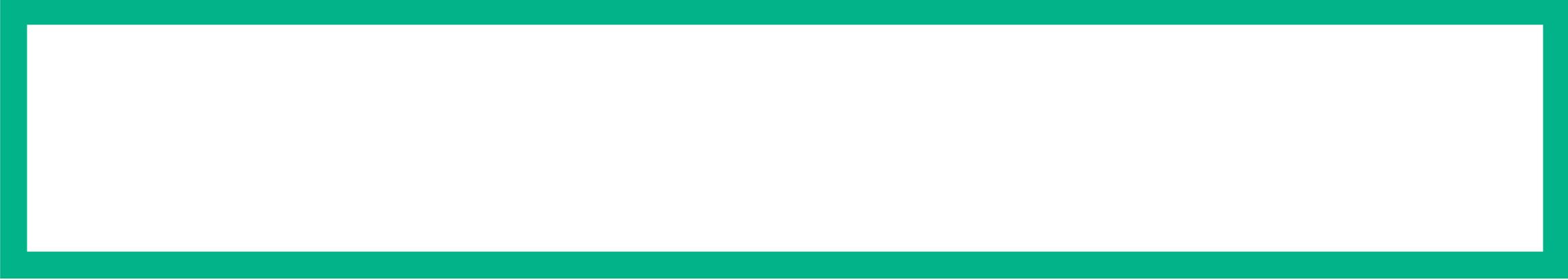
12-01-2015

PEGGY GRAHAM
90POLK AVE
ATTLEBRUR , MA 04111

To PEGGY GRAHAM :

As part of our application requirements, a Registry Check was performed and resulted in your ineligibility to be employed with our Organization. You may call or speak with us to better understand the reason for your ineligibility. Please reference Registration ID RS0000393 .

Sincerely,
testfirst testlast



National Background Check Program (NBCP)

Processing of the Applicant's Fingerprints

Qualified or Disqualified

1. The Applicant's fingerprints are processed.
2. The results are entered into the ABCP for the applicant.
3. The results will read: Qualified or Disqualified
4. Once the results are entered the Applicant will receive an email in either case.
5. The Provider Organization can:
 1. Monitor the progress and see the result under the BCI Qualification Column on the Applicant Check Tab/Applicant Queue.
 2. Wait for the email notification generated to the ABCP-Provider Administrator's email.

Qualification Letter Example-Applicant

– To be populated at a future date

Qualification Letter Example-Provider

[REDACTED]

From: noreply@riag.ri.gov
Sent: Thursday, March 17, 2016 2:57 PM
To: [REDACTED]
Subject: RS0000 [REDACTED] Qualification Notice

03-17-2016

Provider Agency [REDACTED]
[REDACTED]

As mandated by both federal and state law, the fingerprints of [REDACTED] were processed to determine if they have a criminal record containing disqualifying information. The results of their National Criminal Background check shows that they DO NOT have DISQUALIFYING INFORMATION as delineated under federal and state law.

In compliance with federal and state law, the Department of Attorney General is providing this notification directly to you as the Provider Agency interested in hiring this individual.

According to federal and state law, this individual was notified that they DO NOT have DISQUALIFYING INFORMATION as delineated under federal and state law. The Office of Attorney General is NOT ALLOWED to make any decisions regarding employment status; this decision rests with you as the Provider Agency.

Sincerely,

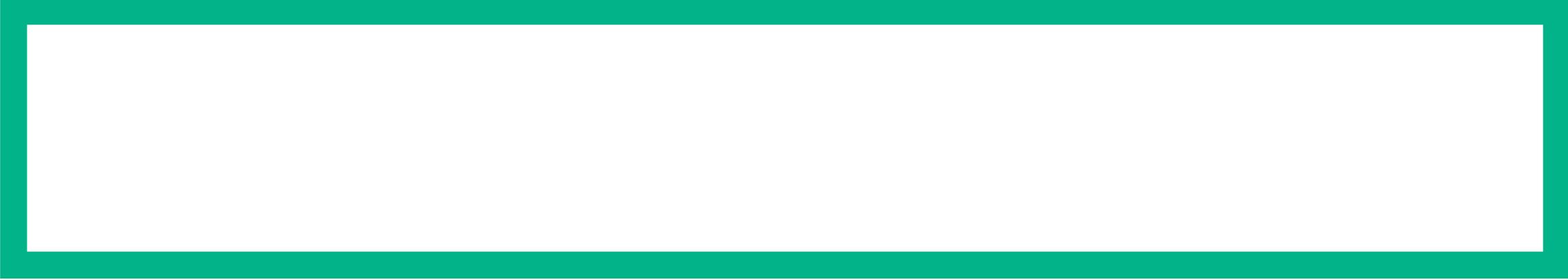
Chief William A. Karalis
Bureau of Criminal Identification

Disqualification Letter Example-Applicant

– To be populated at a future date

Disqualification Letter Example-Provider

– To be populated at a future date



National Background Check Program (NBCP)

Entering Hire/Non Hire Date

Entering a Hire/Non Hire Date

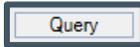
1. Click Applicant Check

2. You Can:

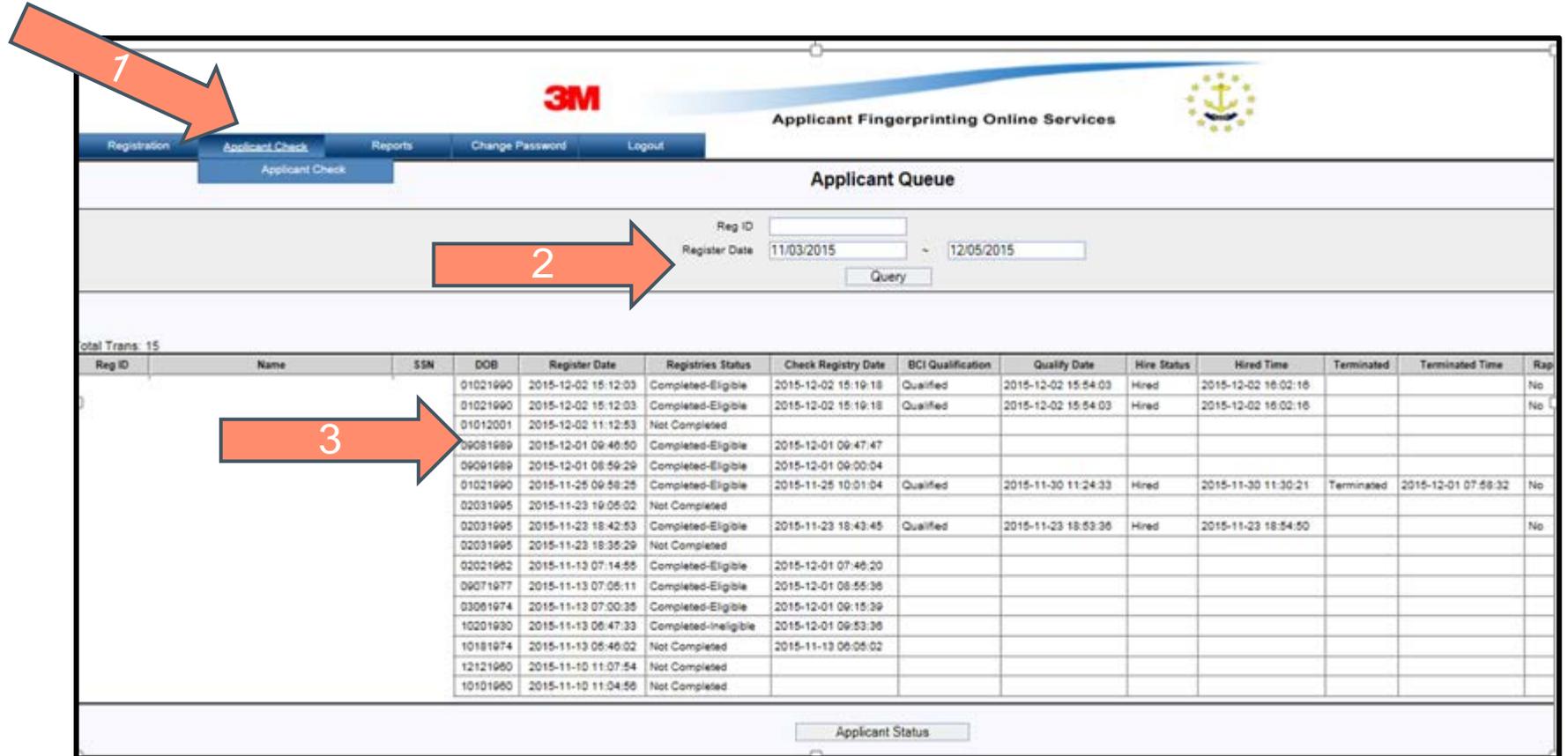
a. Enter the Registration ID of the Applicant to get results for that applicant only

OR

b. Just click*



*Results returned will be for the pre-populated dates. You can change these fields to search by dates of your choice



Reg ID	Name	SSN	DOB	Register Date	Registries Status	Check Registry Date	BCI Qualification	Quality Date	Hire Status	Hired Time	Terminated	Terminated Time	Reg
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01012001			01012001	2015-12-02 11:12:53	Not Completed								
09081989			09081989	2015-12-01 09:46:50	Completed-Eligible	2015-12-01 09:47:47							
09091989			09091989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04							
01021990			01021990	2015-11-25 09:58:25	Completed-Eligible	2015-11-25 10:01:04	Qualified	2015-11-30 11:24:33	Hired	2015-11-30 11:30:21	Terminated	2015-12-01 07:58:32	No
02031995			02031995	2015-11-23 19:05:02	Not Completed								
02031995			02031995	2015-11-23 18:42:53	Completed-Eligible	2015-11-23 18:43:45	Qualified	2015-11-23 18:53:36	Hired	2015-11-23 18:54:50			No
02031995			02031995	2015-11-23 18:35:29	Not Completed								
02021962			02021962	2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20							
09071977			09071977	2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36							
03081974			03081974	2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39							
10201930			10201930	2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36							
10181974			10181974	2015-11-13 06:46:02	Not Completed	2015-11-13 06:05:02							
12121980			12121980	2015-11-10 11:07:54	Not Completed								
10101980			10101980	2015-11-10 11:04:56	Not Completed								

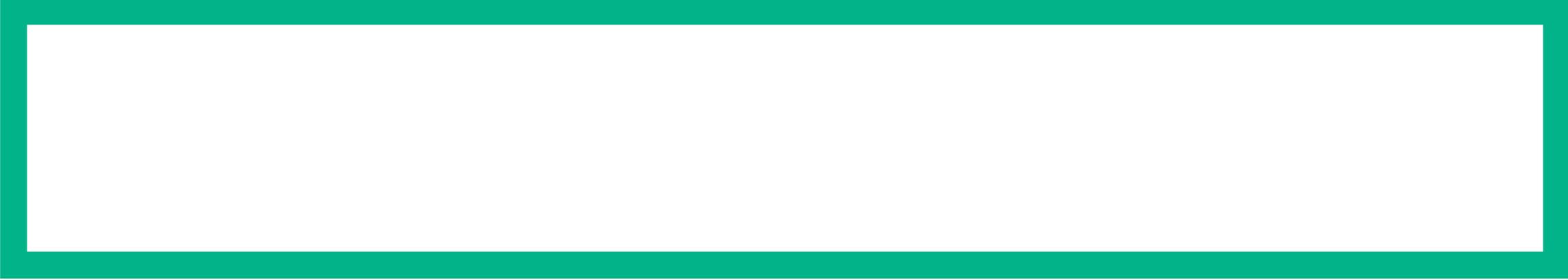
Entering a Hire/Non Hire Date

4. Click on the **Hire Icon**
 - a) If you are not going to hire the Applicant- click the **Non Hire icon**.
 5. A dialog box will appear asking your to confirm your decision and asking you to continue. Click OK if you are going to proceed.
 6. A dialog box will appear confirming your decision.
- The Applicant's file is up to date. And the Hire Date will Appear on the Applicant Check Screen

The screenshot displays a web application interface for managing applicant records. The main area shows a 'Registry Checking Re' section with a table of registry checks. The table includes columns for the registry name and its status. The status for most registries is 'CLEARED', while 'Court Connect Defendant Search Database' is 'ACCEPTED'. Below the table, there are buttons for 'Hire', 'Not Hire', and 'Close'. Two dialog boxes are overlaid on the interface. The first dialog box, titled 'Message from webpage', contains a question mark icon and the text 'You cannot change decision any more, do you want to continue?'. It has 'OK' and 'Cancel' buttons. The second dialog box, also titled 'Message from webpage', contains a warning icon and the text 'Hire decision is Saved Successfully!'. It has an 'OK' button. Red arrows with numbers 4, 4a, 5, and 6 point to the 'Hire' button, the 'Not Hire' button, the 'OK' button in the first dialog, and the 'OK' button in the second dialog respectively.

Registry Name	Status
National Sex Offender Registry:	CLEARED
RI Sex Offender Registry:	CLEARED
Included Parties List System (EPLS)-(SAMS):	CLEARED
of the Inspector General (OIG) exclusion list:	CLEARED
Nurse Aide Registry and License verification:	CLEARED
RI Disciplinary Actions Database:	CLEARED
Court Connect Defendant Search Database:	ACCEPTED

Buttons: Register Letter to Applicant, Print Register Letter to Applicant, Unenroll from Registry, Hire, Not Hire, Close



National Background Check Program (NBCP)

Enter a Termination Date-*Employee
Separates from Employment

Entering a Termination Date

1. Click on the Applicants Check Link

2. Enter the Register Date Begin & End Dates or Click if you are satisfied with the auto populated dates

➤ You can always enter the Registration ID to get to the specific Applicant

3. Find the Applicant you are searching for and click on their specific Link

Reg ID	Name	SSN	DOB	Register Date	Registries Status	Check Registry Date	BCI Qualification	Quality Date	Hire Status	Hired Time	Terminated	Terminated Time	Reg
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01021990			01021990	2015-12-02 15:12:03	Completed-Eligible	2015-12-02 15:19:18	Qualified	2015-12-02 15:54:03	Hired	2015-12-02 16:02:16			No
01012001			01012001	2015-12-02 11:12:53	Not Completed								
09091989			09091989	2015-12-01 09:46:50	Completed-Eligible	2015-12-01 09:47:47							
09091989			09091989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04							
01021990			01021990	2015-11-25 09:58:25	Completed-Eligible	2015-11-25 10:01:04	Qualified	2015-11-30 11:24:33	Hired	2015-11-30 11:30:21	Terminated	2015-12-01 07:58:32	No
02031995			02031995	2015-11-23 19:05:02	Not Completed								
02031995			02031995	2015-11-23 18:42:53	Completed-Eligible	2015-11-23 18:43:45	Qualified	2015-11-23 18:53:36	Hired	2015-11-23 18:54:50			No
02031995			02031995	2015-11-23 18:35:29	Not Completed								
02021962			02021962	2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20							
09071977			09071977	2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36							
03081974			03081974	2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39							
10201930			10201930	2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36							
10181974			10181974	2015-11-13 06:46:02	Not Completed	2015-11-13 06:05:02							
12121980			12121980	2015-11-10 11:07:54	Not Completed								
10101980			10101980	2015-11-10 11:04:56	Not Completed								

This will open their file

Entering a Termination Date

4. Click the Termination Icon
5. A dialog box will appear asking your to confirm your decision and asking you to continue. Click OK if you are going to proceed.
6. A dialog box will appear confirming your decision.
 - The Applicant's file is up to date. And the Termination Date Appear on the Applicant Check Screen
 - Rap Back Is turned off.

The screenshot shows the 'Registries Results' page for applicant BLUME, J GARRETT. The page is divided into two main sections: 'Applicant Information' and 'Registry Checking Result'.

Applicant Information:

Registration ID:	RS0000396	Applicant Name (L, F M):	BLUME, J GARRETT
SSN:	XXXXX7777	TCN:	RS0072015122200006
Gender:	F	Race:	W
Date of Birth:	09/07/1977	Place of Birth:	SC
Eye Color:	GRN		
Height:	600		
Fingerprint Date:	12/22/2015		
Registry Status:	Eligible		
Hired:	Yes		
Enrolled in Rap Back:	No		
Rap Back Hit:	No		

Registry Checking Result:

National Sex Offender Registry:	CLEARED
RI Sex Offender Registry:	CLEARED
Excluded Parties List System (EPLS)-(SAMS):	CLEARED
Office of the Inspector General (OIG) exclusion list:	CLEARED
RI Nurse Aide Registry and License verification:	CLEARED
RI Disciplinary Actions Database:	CLEARED
RI Court Connect Defendant Search Database:	ACCEPTED
Comment:	

At the bottom of the page, there are buttons for 'Email Register Letter to Applicant', 'Print Register Letter to Applicant', 'Termination', and 'Close'. A red arrow labeled '4' points to the 'Termination' button.

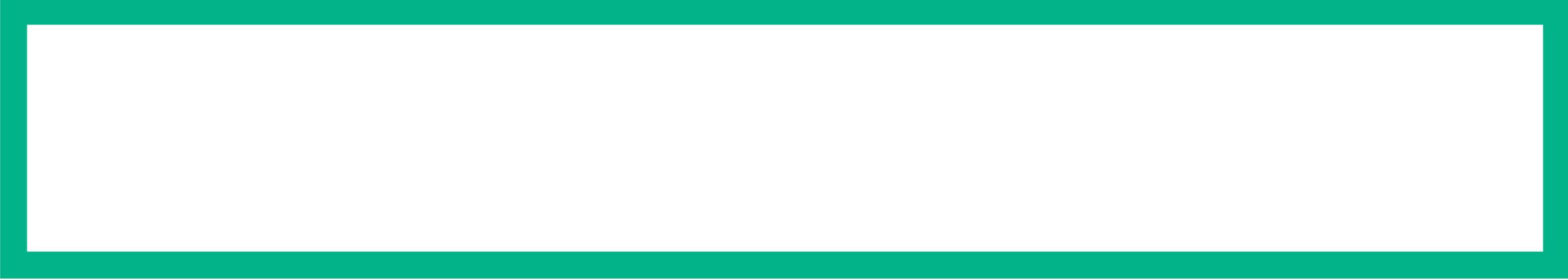
Two dialog boxes are overlaid on the page:

- The first dialog box, titled 'Message from webpage', contains the text: 'You cannot change decision any more, do you want to continue?'. It has 'OK' and 'Cancel' buttons. A red arrow labeled '5' points to the 'OK' button.
- The second dialog box, also titled 'Message from webpage', contains a warning icon and the text: 'Termination decision is Saved Successfully!'. It has an 'OK' button. A red arrow labeled '6' points to the 'OK' button.



National Background Check Program (NBCP)

ABCN Provider Portal Maintenance

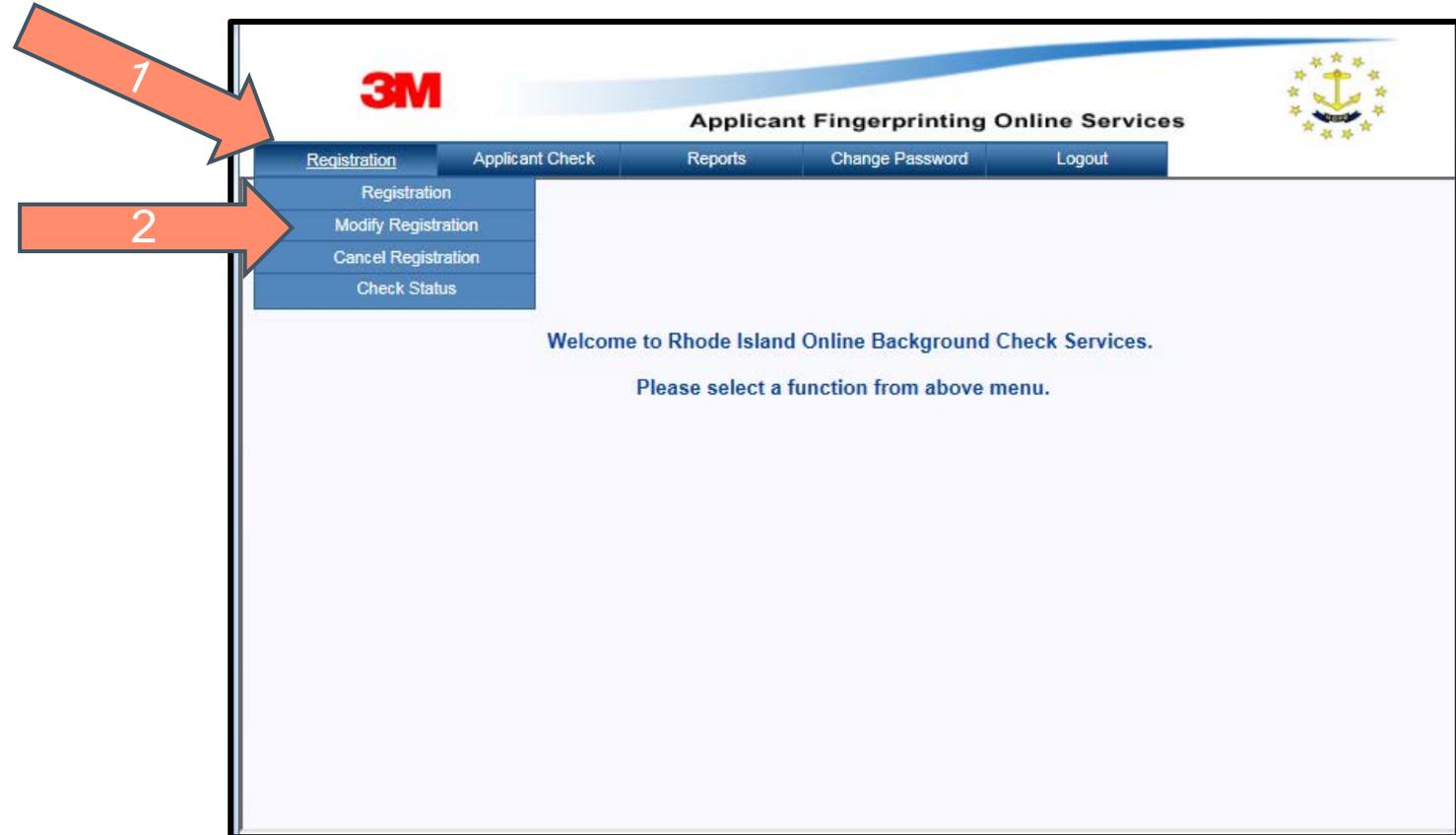


National Background Check Program (NBCP)

Modify a Registration

Modify a Registration

1. Go to the Registration Tab
2. Click on Modify Registration



Modify a Registration

3. Enter the Registration ID and Date of Birth and Click

OR

4. Enter the Last Name, First Name, Last 4 digits of the Applicant's Social Security Number and their Date of Birth and Click

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Modify Registration Information

Find Registration By Reg ID and DOB

Registration ID:

DOB:
(MMDDYYYY)

Find Registration By Name and SSN

Last Name:

First Name:

SSN (last 4 digits):

DOB:
(MMDDYYYY)

Modify a Registration

5. The Applicant's Registration Information will appear.

6. Select **Modify Demographic**

7. Modify the information that needs updating

8. Click on **Confirm Modification**

3M Applicant Fingerprinting Online Services

Applicant Check Reports Change Password Logout

Modify Registration Information

Registration ID: RS0000442
Last Name: WOMAN
First Name: WONDER
Transaction Type: BACKGROUND CHECK
Registration Fee: \$47
Payment Type: In Person
Registration Date: 12/02/2015
Fingerprint Date:
Transaction Status: Registered
TCN:

6 Modify Demographic

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Please Note: Transaction Reason and Agency Information are not changable.
If you need to change those information, please cancel your original registration and register again.

Applicant Demographic Information

Personal Information

Last Name: WOMAN
First Name: WONDER
Middle Name:
Suffix: SELECT
Date of Birth: 01012001 (MMDDYYYY)
Place of Birth: UNITED STATES
SSN: 111557788
Sex: Female
Race: White (including Latino)
Eye Color: Black
Hair Color: Black
Height: 5'00
Weight: 125
Country of Citizenship: UNITED STATES
Driver's License No.: 5554489
Driver's License State: RHODE ISLAND
Address 1: PO BOX 5555
Address 2:
City: PROVIDENCE
State: RHODE ISLAND
Zip: 02900
Phone #: 4015555999
Payment: In Person

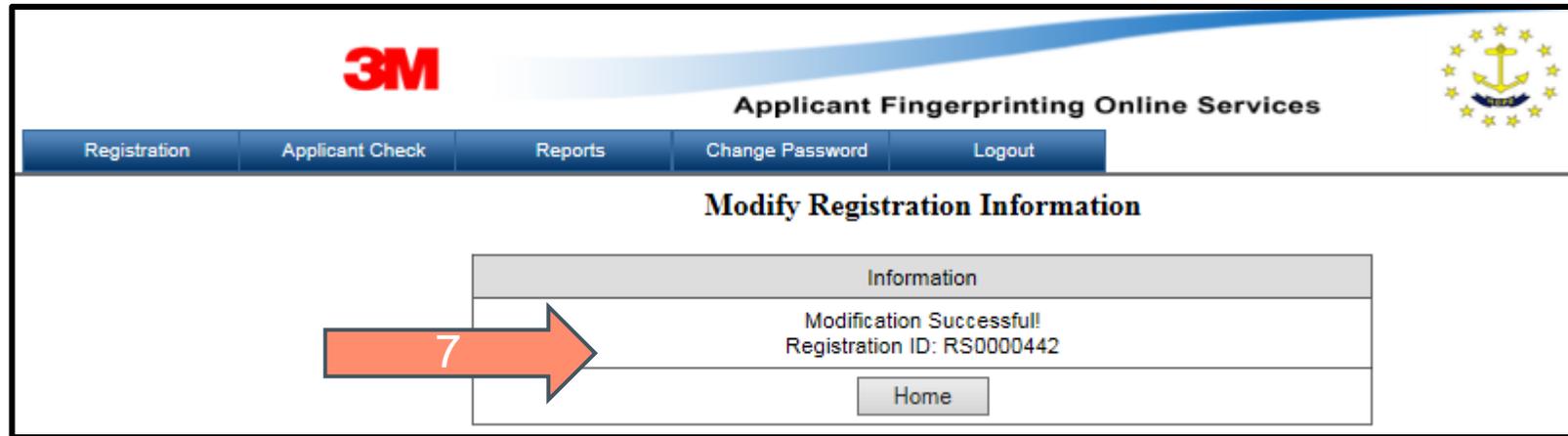
7

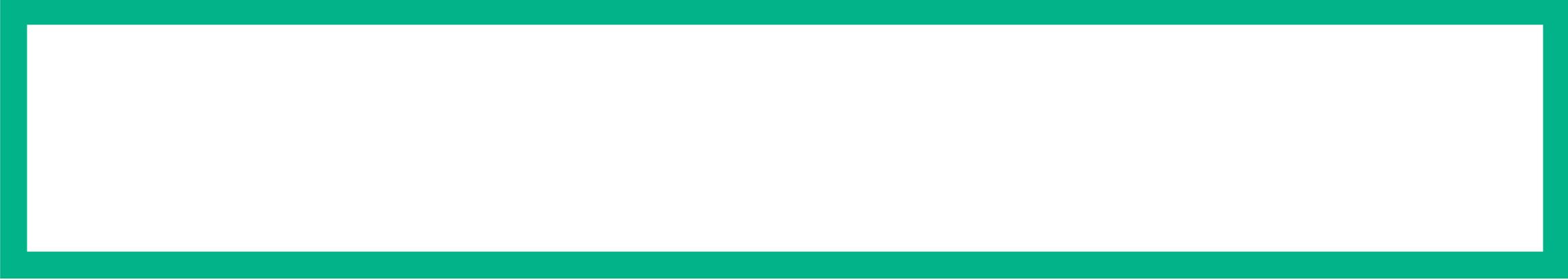
Note: Highlighted fields are required and marked by a *.

8 Confirm Modification Cancel

Modify a Registration

7. Receive Confirmation of the modification





National Background Check Program (NBCP)

Cancel a Registration

Cancel a Registration

1. Go to the Registration Tab
2. Click on Cancel Registration



Cancel a Registration

3. Enter the Registration ID and Date of Birth and Click

OR

4. Enter the Last Name, First Name, Last 4 digits of the Applicant's Social Security Number and their Date of Birth and Click

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Cancel Registration

Find Registration By Reg ID and DOB

Registration ID:

DOB:
(MMDDYYYY)

Find Cancel

Find Registration By Name and SSN

Last Name:

First Name:

SSN (last 4 digits):

DOB:
(MMDDYYYY)

Find Cancel

Cancel a Registration

5. Verify the Applicant you want to delete to ensure it is the correct Applicant
6. Click on **Confirm**
7. Once you receive the confirmation the Applicant has been deleted from ABCP.

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Cancel Registration

Registration ID:

Last Name:

First Name:

Reason Fingerprinted:

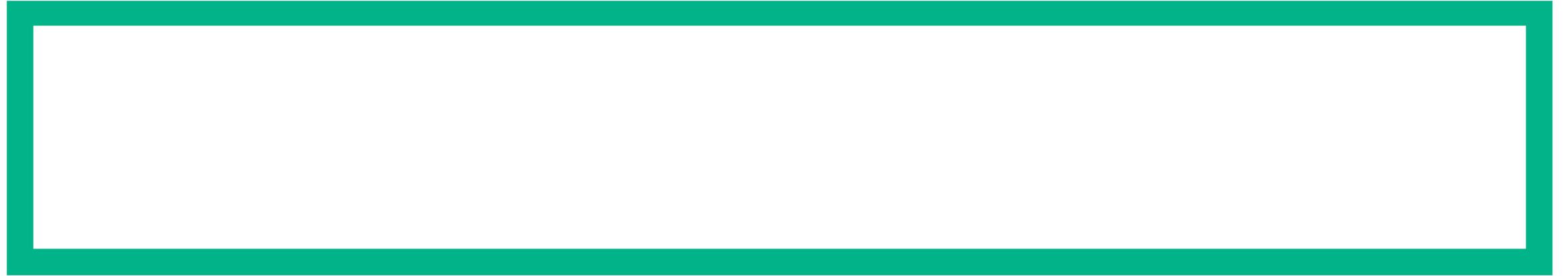
3M Applicant Fingerprinting Online Services

Applicant Check Reports Change Password Logout

Cancel Registration

Information

This registration has been successfully canceled.



National Background Check Program (NBCP)

Check a Registration Status

Check a Registration Status

1. Go to the Registration Tab
2. Click on Check Status



Check a Registration Status

3. Enter the Registration ID and Date of Birth and Click

OR

4. Enter the Last Name, First Name, Last 4 digits of the Applicant's Social Security Number and their Date of Birth and Click

The screenshot displays the 3M Applicant Fingerprinting Online Services interface. At the top, the 3M logo is on the left, and the title "Applicant Fingerprinting Online Services" is centered. Below the title is a navigation bar with buttons for "Print Check", "Reports", "Change Password", and "Logout". The main content area is titled "Check Registration Status" and contains two search sections. The first section, "Find Registration By Reg ID and DOB", has input fields for "Registration ID:" and "DOB:" (with a "(MMDDYYYY)" format hint) and "Find" and "Cancel" buttons. An orange arrow with the number "3" points to the "DOB:" field. The second section, "Find Registration By Name and SSN", has input fields for "Last Name:", "First Name:", "SSN (last 4 digits):", and "DOB:" (with a "(MMDDYYYY)" format hint) and "Find" and "Cancel" buttons. An orange arrow with the number "4" points to the "SSN (last 4 digits):" field.

Check a Registration Status

5. On this screen you will see the Registration Information for the Applicant
6. The report in the small box gives you the status and the options to print, save, or email.

3M Applicant Fingerprinting Online Services

Registration | Applicant Check | Reports | Change Password | Logout

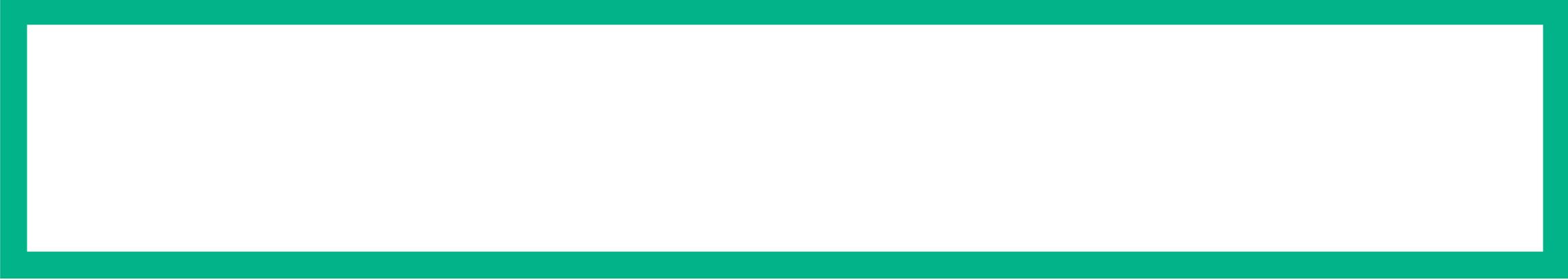
3M Cogent
Proof of Fingerprint Submission Receipt

Registration ID: RS0000442
TCN: N/A
Last Name: WOMAN
First Name: WONDER

Transaction Type: BACKGROUND CHECK

Registration Date: 12/02/2015
Fingerprint Site: N/A
Fingerprint Date: N/A
Submission Status: Registered
Payment Type: In Person
Transaction Status: Registered
Date Receipt Printed: 12/02/2015

Print Receipt | Save As | Email Receipt | Home



National Background Check Program (NBCP)

Change Your Own Password

Change Your Own Password

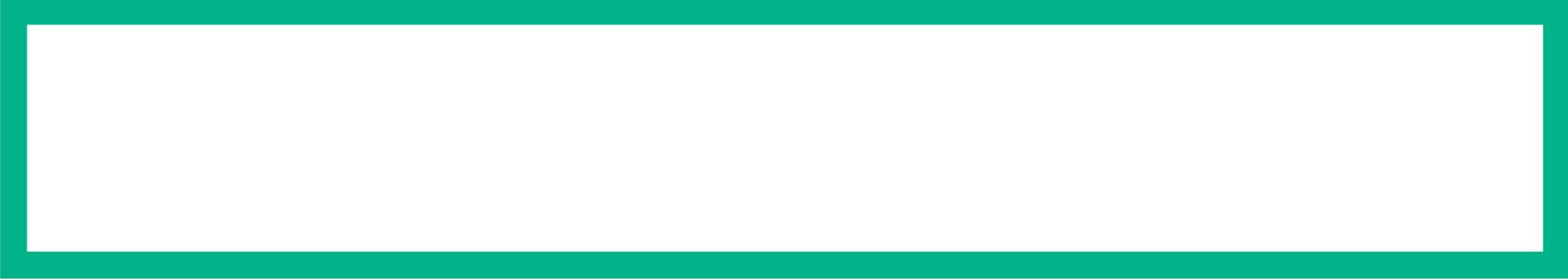
1. Click on Change Password
2. Enter your OLD Password
3. Enter the NEW Password
4. Confirm The NEW Password
5. Click on Change

The screenshot shows the 3M Applicant Fingerprinting Online Services interface. At the top left is the 3M logo, and at the top right is a logo featuring a yellow anchor surrounded by stars. The main heading is "Applicant Fingerprinting Online Services". Below this, there are two buttons: "Change Password" and "Logout". A red arrow labeled "1" points to the "Change Password" button. Below the buttons is a form titled "Change Password for User:" followed by a blacked-out user ID. The form contains a section titled "Passwords" with three input fields: "Old Password", "New Password", and "Confirm New Password". A red arrow labeled "2" points to the "Old Password" field. A red arrow labeled "3" points to the "New Password" field. A red arrow labeled "4" points to the "Confirm New Password" field. Below the input fields is a red arrow labeled "5" pointing to the "Change" button. A "Clear" button is also present. A blue note below the input fields reads: "* Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases".



National Background Check Program (NBCP)

ABCP Provider Agency User Maintenance



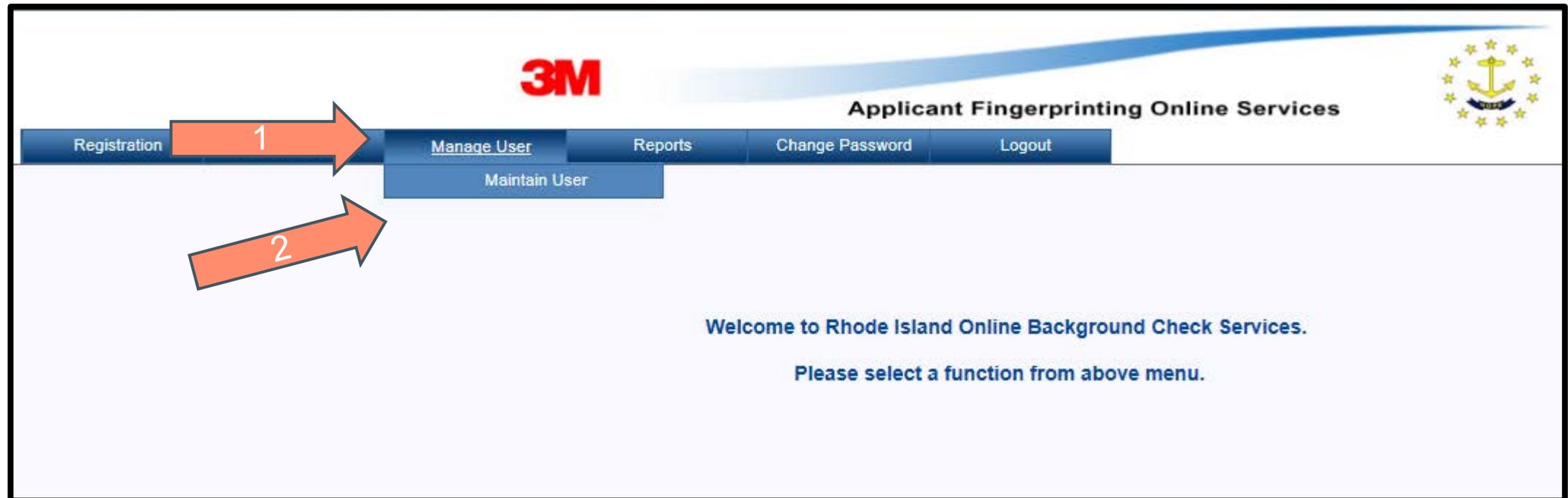
National Background Check Program (NBCP)

Add a Provider Agency User

***PROVIDER ADMIN FUNCTION ONLY**

Adding a Provider Agency User

1. Go to “Manage User”
2. Click On Maintain User



Adding a Provider Agency User

1. Click on ADD

The screenshot shows the 3M Applicant Fingerprinting Online Services interface. At the top, there is a navigation bar with the 3M logo and the text 'Applicant Fingerprinting Online Services'. Below this, there is a menu with options: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. The main content area displays 'Accounts Listing for [redacted]' and 'Total 3 Account(s)'. A table lists the accounts:

>	Account Type	User Name	↓
<input checked="" type="radio"/>	Provider Admin	XXXXXXXXXX	
<input type="radio"/>	Provider Operator	[redacted]	
<input type="radio"/>	Provider Operator	[redacted]	

Below the table, there are three buttons: 'Add', 'Delete', and 'Modify'. A red arrow labeled '1' points to the 'Add' button.

Adding a Provider Agency User

1. Enter USER ID-First Initial, Last Name followed by two numbers 0-9
2. Enter Password- One Cap, letters & Numbers must be 9 characters
3. Reenter the same password
4. Enter the User's Last Name
5. Enter the User's First Name
6. Enter the User's Job Title
7. Enter the User's Email address
8. Click on Save

**The system will update the information, To communicate a User ID & Password you must either deliver it in person or securely email it.

* Password should***NOTE-have user change their passwords once they receive their initial log in information. * Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases.

The screenshot shows a web browser window titled "Maintain Account HNC02368 - Internet Explorer" with the URL "https://abcp.riag.ri.gov/riperl/adm_AgencyAccount.pl?Action=Add&ori=HNC02368". The main heading is "Maintain Account" followed by a redacted name. Below it is a form titled "Add Account" with the following fields: "Livescan Site" (redacted), "User Type" (dropdown menu showing "Provider Operator"), "User ID", "Password", "Re-Enter", "Last Name", "First Name", "Position", and "Email". At the bottom of the form are "Save" and "Cancel" buttons. A large orange arrow labeled "1-7" points to the form fields, and a smaller orange arrow labeled "8" points to the "Save" button.

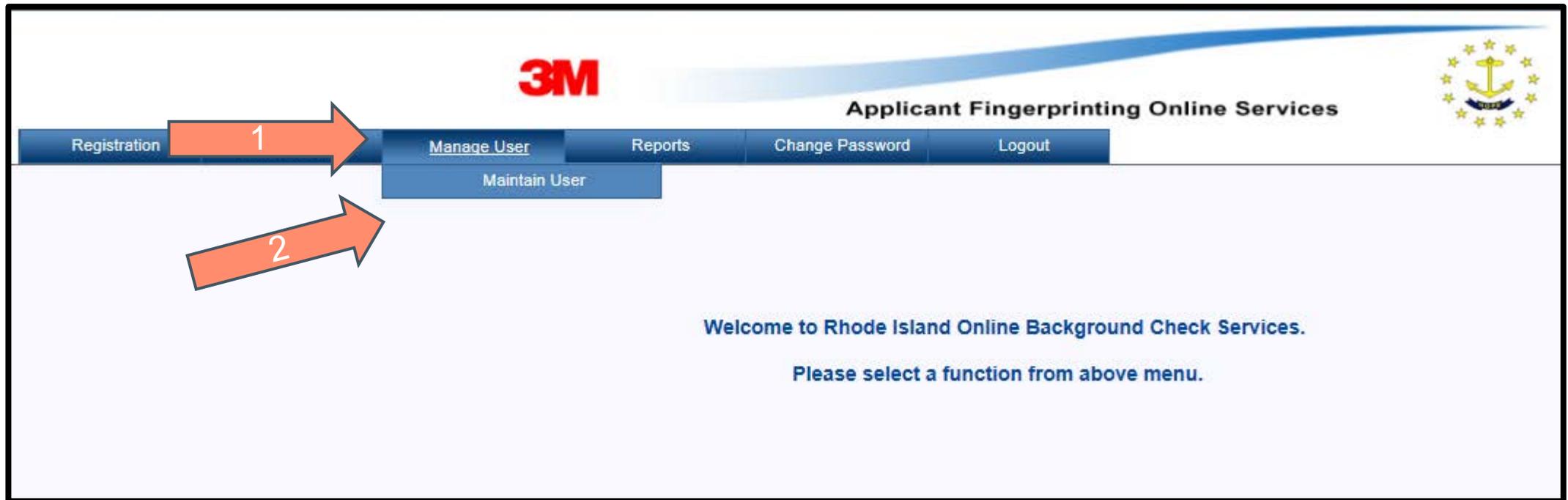


National Background Check Program (NBCP)

Modify a Provider Agency User/Reset
Password

Modifying a Provider Agency User

1. Go to “Manage User”
2. Click On Maintain User



Modifying a Provider Agency User

1. Select the file you want to Modify
2. Click on Modify

The screenshot displays the 3M Applicant Fingerprinting Online Services interface. At the top, there is a navigation bar with the 3M logo on the left and a circular logo with an anchor on the right. The navigation bar includes the following tabs: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. Below the navigation bar, the text "User [REDACTED] Accounts Listing:" is displayed, followed by "Total 3 Account(s)". A table with the following columns: ">", "Account Type", and "User Name" is shown. The first row is highlighted in yellow and contains a radio button, "Provider Admin", and a redacted user name. The second and third rows contain radio buttons and "Provider Operator" for both columns. Below the table, a red arrow with the number "1" points to a "Modify" button.

>	Account Type	User Name
<input checked="" type="radio"/>	Provider Admin	[REDACTED]
<input type="radio"/>	Provider Operator	[REDACTED]
<input type="radio"/>	Provider Operator	[REDACTED]

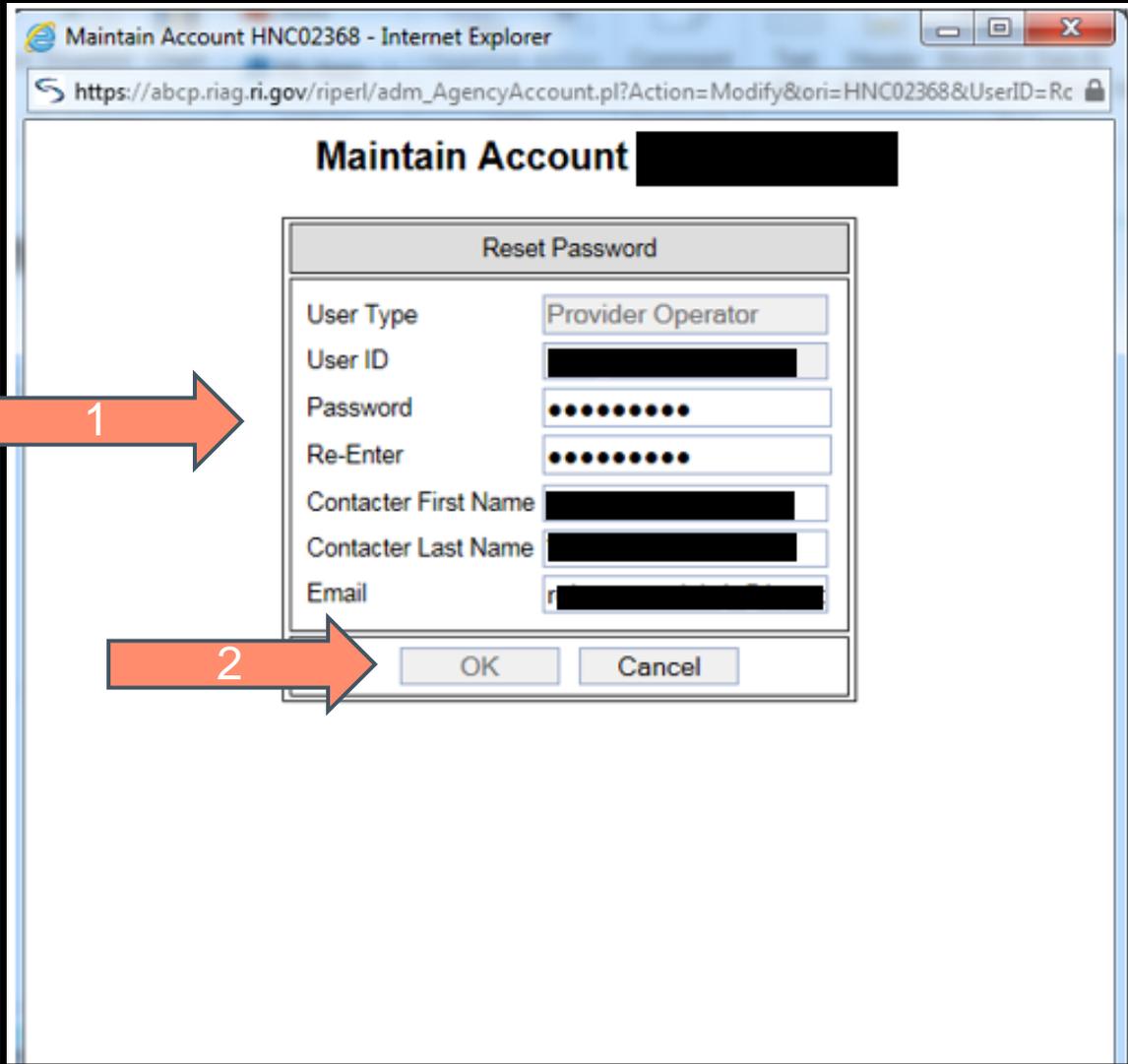
Modify a Provider Agency User

You can Modify a Users Name, Email or Password*

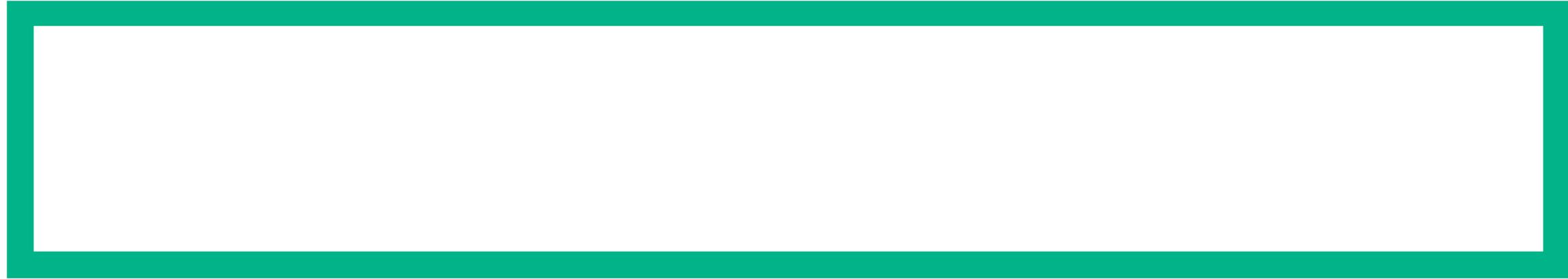
1. Change the information in the above mentioned fields as applicable.**
2. Click on OK (the box will be highlighted)

**The system will update the information, To communicate a password change or reset, to the user, email them, give them the new password, instruct them once they have signed on to change their password.

* Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases.



The screenshot shows a web browser window titled "Maintain Account HNC02368 - Internet Explorer". The address bar displays the URL: https://abcp.riag.ni.gov/riperl/adm_AgencyAccount.pl?Action=Modify&ori=HNC02368&UserID=Rc. The main content area is titled "Maintain Account" and contains a "Reset Password" dialog box. The dialog box has the following fields: "User Type" (dropdown menu showing "Provider Operator"), "User ID" (text field with a blacked-out value), "Password" (text field with 8 dots), "Re-Enter" (text field with 8 dots), "Contacter First Name" (text field with a blacked-out value), "Contacter Last Name" (text field with a blacked-out value), and "Email" (text field with a blacked-out value). At the bottom of the dialog box are "OK" and "Cancel" buttons. Two orange arrows are overlaid on the image: arrow "1" points to the "Reset Password" dialog box, and arrow "2" points to the "OK" button.

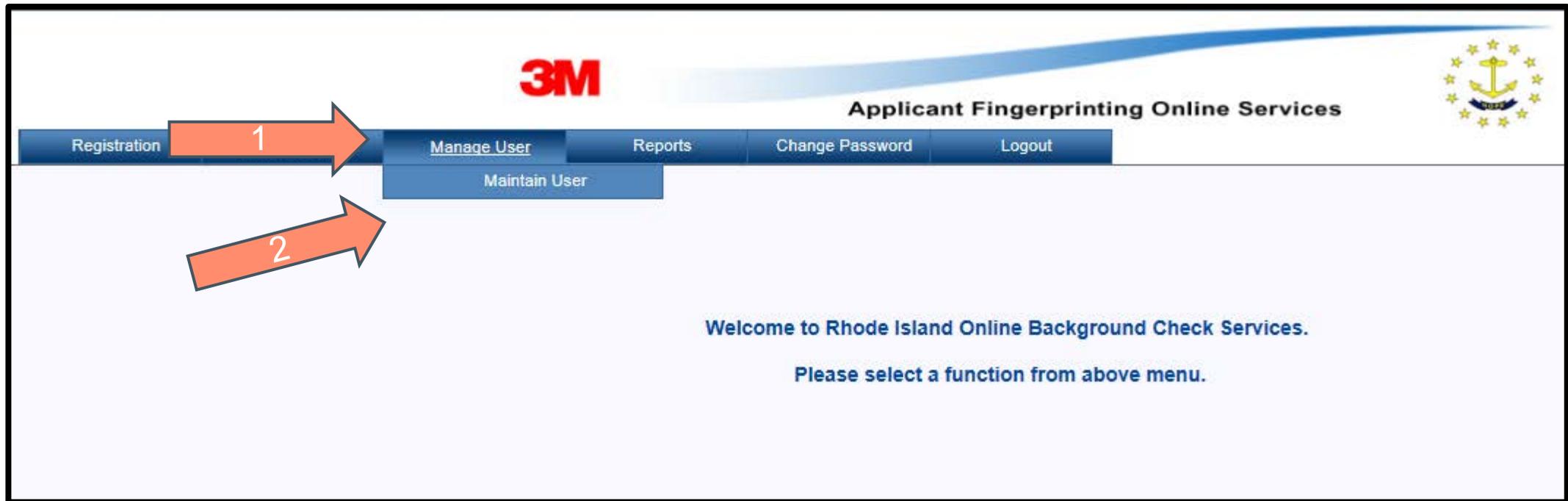


National Background Check Program (NBCP)

Delete User

Deleting a Provider Agency User

1. Go to “Manage User”
2. Click On Maintain User



Deleting a Provider Agency User

1. Select the file you want to Delete
2. Click on Delete

The screenshot shows the 3M Applicant Fingerprinting Online Services interface. At the top, there is a navigation bar with the 3M logo and a menu with options: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. A user icon is visible in the top right corner. Below the navigation bar, the page title is "Applicant Fingerprinting Online Services". The main content area displays "User [REDACTED] Accounts Listing:" and "Total 3 Accounts(s)". A table lists the accounts:

>	Account Type	User Name	↓
<input checked="" type="radio"/>	Provider Admin	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	

Below the table, there are two buttons: "Delete" and "Modify". A red arrow labeled "1" points to the "Delete" button.

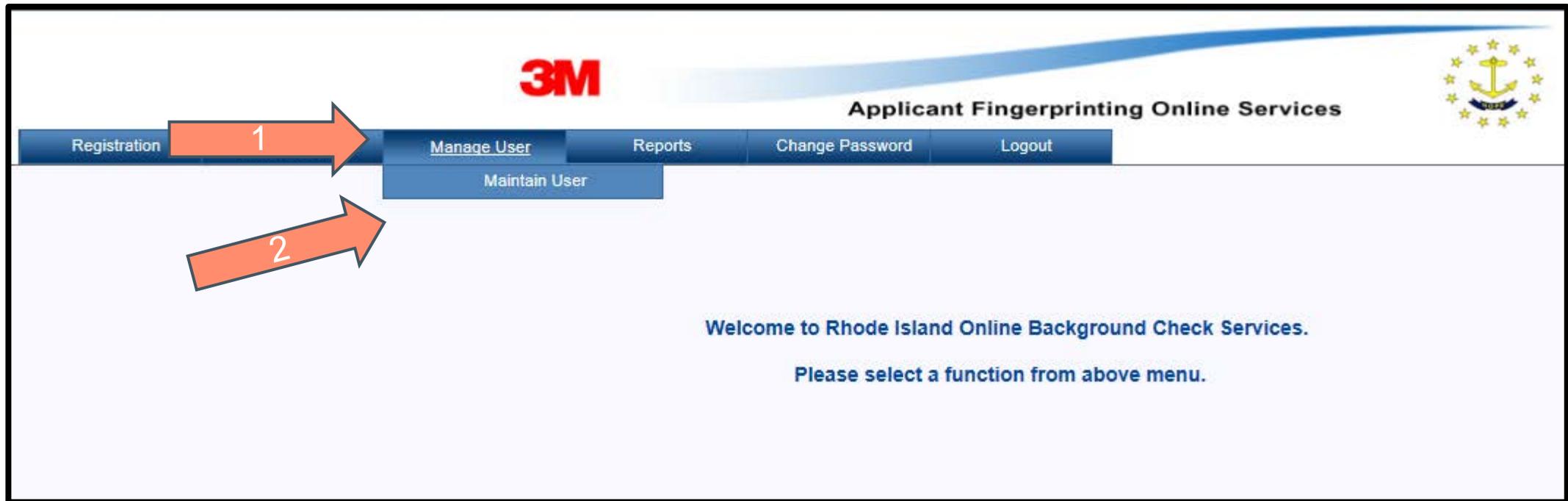


National Background Check Program (NBCP)

Change the Name on Your Organization's
Correspondence

Change the Name on your Organization's Correspondence

1. Go to "Manage User"
2. Click On Maintain User



Change the Name on your Organization's Correspondence

1. Select the Provider Admin radio button
2. Click on Modify

The screenshot shows the 3M Applicant Fingerprinting Online Services interface. At the top, there is a navigation bar with the 3M logo and a menu with options: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. Below the navigation bar, the page title is "Applicant Fingerprinting Online Services". The main content area displays "User [REDACTED] Accounts Listing:" and "Total 3 Accounts(s)". A table with the following structure is shown:

>	Account Type	User Name	↓
<input checked="" type="radio"/>	Provider Admin	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	

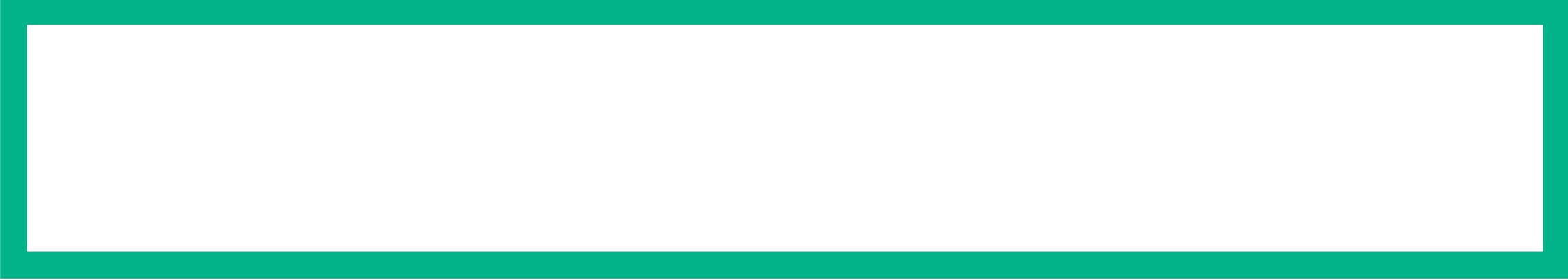
An orange arrow labeled "1" points to the "Provider Admin" row in the table. Below the table, there is a "Modify" button, and an orange arrow labeled "2" points to it.

Change the Name on your Organization's Correspondence*

3. Enter the First Name of the NBCP-Provider Administrator
4. Enter the Last Name of the NBCP-Provider Administrator
5. Click on OK

*Note: If the name of your organization changes, please contact the Provider Liaison directly.

The screenshot displays the 'Applicant Fingerprinting Online Services' interface. At the top, the '3M' logo is on the left, and the title 'Applicant Fingerprinting Online Services' is in the center. A navigation bar contains 'Transaction', 'Manage User' (highlighted with a red box), 'Manage Provider', 'Change Password', and 'Logout'. Below this, the page title is 'Accounts Listing for [DOH]:'. A table shows 'Total 1 Account(s)' with one entry: 'State Agency Admin' with 'User Name' 'DOH'. A modal window titled 'Maintain User Account: DOH' is open, showing a 'Reset Password' form. The form includes fields for 'User Type' (State Agency Admin), 'User ID' (DOH), 'Password', and 'Re-Enter'. Below these are 'Contacter First Name' (Admin) and 'Contacter Last Name' (SERT), both highlighted with a red box. An orange arrow labeled '3&4' points to these fields. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with an orange arrow labeled '5' pointing to the 'OK' button.



National Background Check Program (NBCP)

Provider Administrator Password Reset

Provider Administrator Password Reset*

1. Open a new email
2. Address to robert.a.walsh-jr@hpe.com
3. Enter in the Subject Line (MUST BE TYPED EXACTLY AS SHOWN) **NBCP-Password Reset**
4. Be sure to send from the email we have on file
5. Once your request is received it will be logged, and a return email with a randomly generated password will arrive via Zix-Mail-Encrypted- All requests will be answered within 2 **business** days from receipt
6. Open the secure email
7. Log on to abcp.riag.ri.gov/ri/index_ri.htm
8. Go to Change Password and Change your Password**
9. Enter the password you received via email in the "OLD PASSWORD" field
10. Choose a new password using the criteria below
11. Reenter the password you chose
12. Click on Change

** Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases.

Applicant Fingerprinting Online Services

Change Password Logout

Change Password for User:

Passwords

Old Password

New Password

Confirm New Password

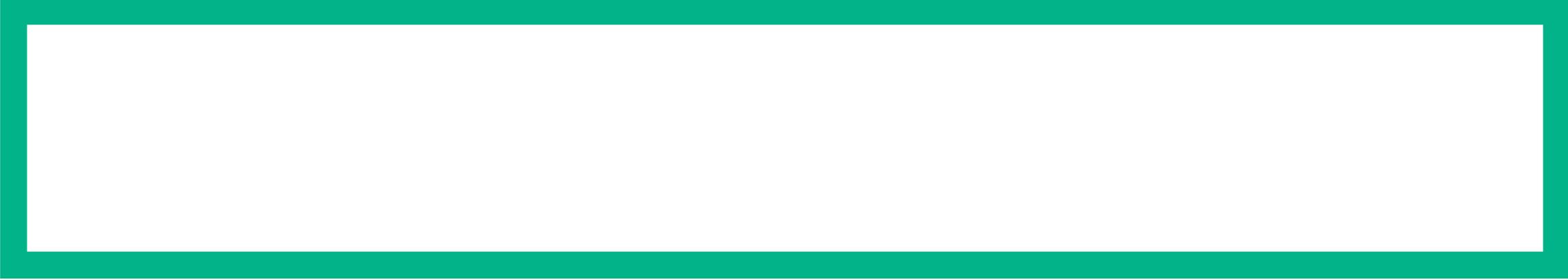
Change Clear

*NOTE-this process is subject to change. All documentation will be available on the ABCP Website after the go live date



National Background Check Program (NBCP)

Reporting Functions-FUTURE RELEASE



National Background Check Program (NBCP)

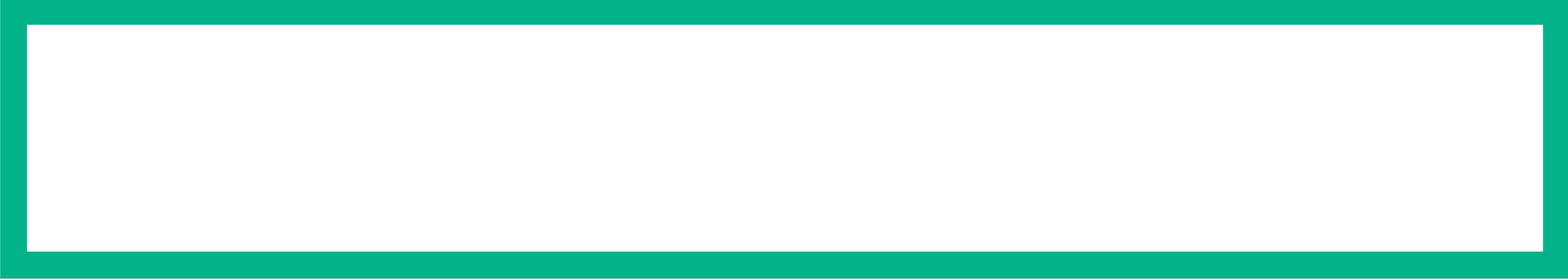
Appendix-Terms & Definitions

Acronyms, Terms & Definitions

Acronym/Term	Definition
ABCP	Applicant Background Check Portal
Accepted	Passed Registry Checks with NO Disqualifiers but The Employer has chosen to accept a hit from one of the registries for an offense that is not on the Legislative Disqualifications List.
(I)AFIS	(Integrated) Automated Fingerprint Identification System-also known as NGI-Next Generation Identification program.
Applicant	Individual seeking employment who must receive clearance through the National Background Check Program.
BCI	Bureau of Criminal Identification/Background Check Investigation
Cleared	Passed Registry Checks with NO items from The Legislative Disqualifications List or any other hits form any of the seven registries.
Disqualified	An offense(es) appeared on the BCI that Disqualifies the applicant from being cleared for hiring.
Eligible	Referring to an Applicant, the Provider Agency has determined after checking the "7" Registries that the Applicant is Cleared and "Eligible " to move forward with the hiring process and go for their fingerprinting and BCI Check.
EOHHS	Executive Office of Health & Human Services- Agency Sponsoring the NBCP Grant.
Ineligible	Referring to an Applicant, the Provider Agency has determined after checking the "7" Registries that the Applicant is Rejected and "Ineligible " to move forward with the hiring process and will not go for their fingerprinting and BCI Check.

Acronyms, Terms & Definitions

Acronym/Term	Definition
Interruption of Service	An Applicant who leaves an organization and remains obtains another job and there is no interruption of service, (break in employment) the receiving agency /Applicant will not have to pay for the BCI to be performed again If an Applicant has a interruption in service the BCI Fee \$35.00 applies and will have to be paid again.
Legislative Disqualifications	A list of disqualifiers all Providers/Facility's must use when evaluating whether an Applicant is Eligible or Ineligible for hire.
NBCP	National Background Check Program.
Provider, Facility, Entity or Organization	Businesses/categories of Businesses who are required to implement the laws and regulations of the NBCP-ABCP.
No Decision	After an Applicants information was sent for processing, the results returned are undetermined therefore No Decision could be made. Hiring is at the discretion of the Employer.
Provider Administrator User	An Organization's Representative to the NBCP-ABCP. Serves as the Point of Contact for the Program and the Authorized Administrator of ABCP to give Access/Permission Assignments at the Individual Organization Level.
Provider User/Operator	An approved User/Operator of the ABCP. Given access and permissions by the Provider Administrator User at the Individual Organization Level.
Rejected	An Applicant's Registry Check had a hit that is on the Legislative Disqualifications List.
RIAG	Rhode Island Attorney General-Executer of NBCP Grant- Responsible for all IT Operations and Fingerprint Processing for the NBCP & ABCP



National Background Check Program (NBCP)

Appendix-References & Resources

References & Resources

Resource/ Reference Subject	Location
Integrated Automated Fingerprint Identification System	https://www.fbi.gov/about-us/cjis/fingerprints_biometrics/iafis/iafis
CMS National Background Check Program-Home Page	http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/BackgroundCheck.html
Definition of Rap Back	http://www.bjs.gov/index.cfm?ty=tdtp&tid=4
Long Term Care Facilities	http://health.ri.gov/licensing/healthcare/#residential
NBCP-For LTC Facilities Frequently Asked Questions	http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/backgroundcheckqanda.pdf
Nursing Facilities Compliance with Federal Regulations for Reporting Allegations of Abuse or Neglect	http://oig.hhs.gov/oei/reports/oei-07-13-00010.pdf
Nursing Staffing Agency	http://health.ri.gov/licensing/healthcare/#nurse
Rhode Island Attorney General Bureau of Criminal Investigation	http://www.bjs.gov/index.cfm?ty=tdtp&tid=4
Rhode Island Legislation Regarding NBCP	http://webserver.rilin.state.ri.us/billtext14/senatetext14/s2652.pdf



**Thank you!
For Further Information
Please Contact:**

**Rob Walsh, MBA
Liaison-National Background Check Program
E-mail: robert.a.walsh-jr@hpe.com**