



**Hewlett Packard
Enterprise**

National Background Check Program

Applicant Background Check Portal Training for Provider Agency Administrator Users

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A Collaborative Project



**Hewlett Packard
Enterprise**



Topics

1. Training Administrative Items
2. National Background Check Program (NBCP) History & Current Status
3. Terms & Definitions
4. Rap Back Program
5. ABCP Provider Portal Overview & Functionality
6. Application Registration Process-System Overview
7. Applicant Registration in to the Applicant Fingerprinting On-line Services Program (ABCP)
8. Checking The 7 Registries for Qualifying an Applicant
9. Entering Results into the ABCP
10. ABCP Portal Maintenance
 - a) Modify a Registration
 - b) Cancel a Registration
 - c) Check Status
 - d) Manage Provider Agency Users
11. References & Resources

Training Goals

–For Organization Administrators/Point of Contacts to leave with an understanding of:

1. The requirements for **Implementing** the NBCP-Applicant Background Check Portal at their respective organizations.
2. Understand the importance of complying with NBCP-ABCP Laws and Regulations
3. **Administering** ABCP Program for their Organization
4. What information is important to bring back to their respective organizations to effect changes to processes and polices

Points to Consider-Implementing ABCP at your Organization

1. Develop Policy and Procedures for
 - a) Granting Access to Provider Administrators/Users
 - b) Terminating Access to Provider Administrators/Users
 - c) Password Policies
2. Require email addresses for applicants, it is not required now (you would have to print the fingerprinting form for them) **IN THE FUTURE** Email Addresses **MOST LIKELY** will be a requirement, institute the process now to save time later.
3. Organizations with more than One License
 - a) Ensure when you write your policies and procedures you identify specifically which ABCP Account will be used for which employee/applicants
4. Ensure ALL employees hired since 10/1/2014- have proof of fingerprinting and evidence of a National Background Check in their employee file.



National Background Check Program (NBCP)

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

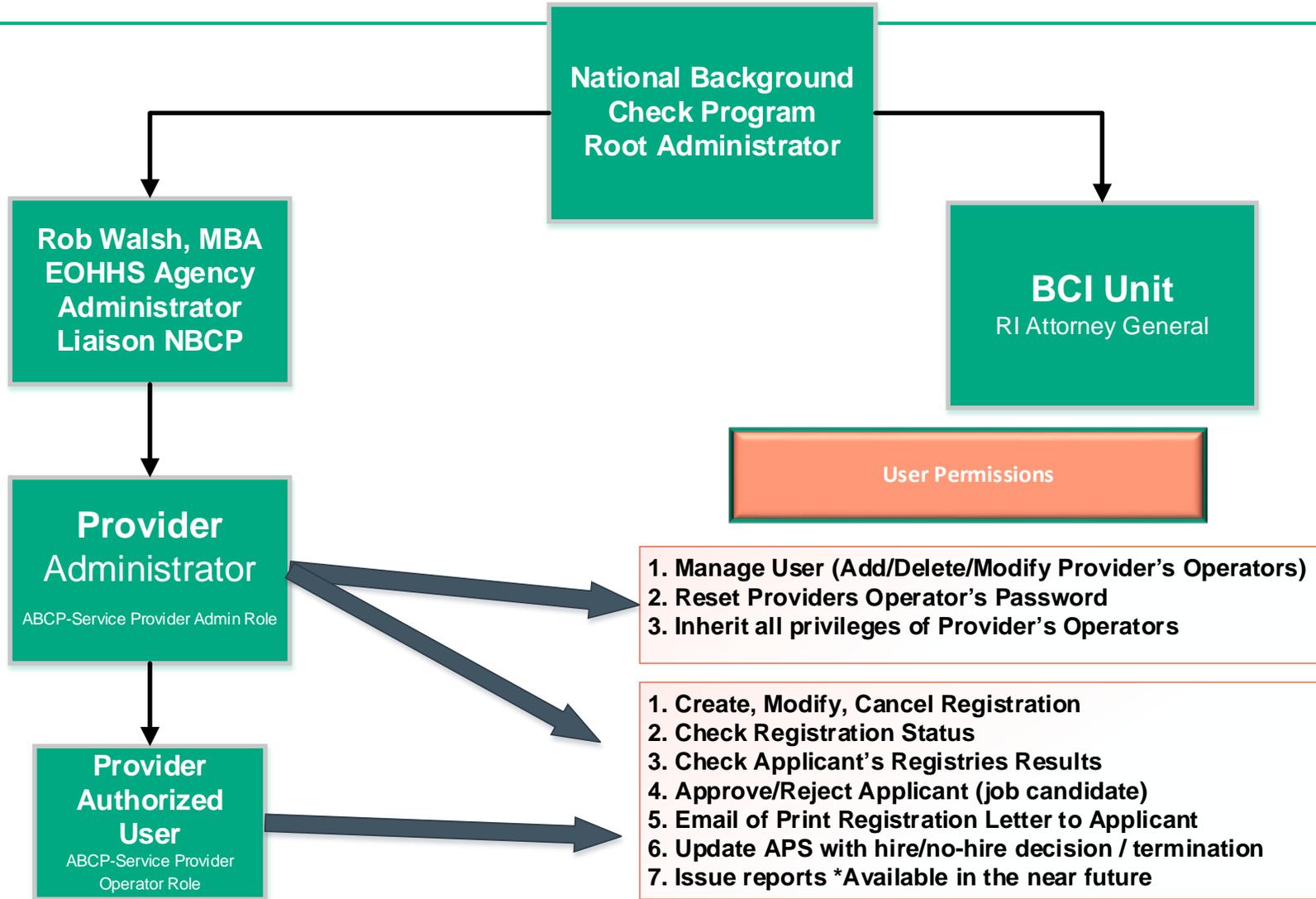
Acronym/Term	Definition
Interruption of Service	If an Applicant obtains another job and there is no interruption of service, (break in employment) the receiving agency /Applicant will not have to pay for the BCI to be performed again If an Applicant has a interruption in service the BCI Fee \$35.00 applies 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.
Provider User/Operator	An approved User/Operator of the ABCP. Given access and permissions by the Provider Administrator User at the Individual Organization Level.
Administrator Provider User	An Organization's representative to the NBCP-ABCP. Serves as the Point of Contact for the program and the Authorized Administrator of ABCP Access/Permission Assignments 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)

Provider Portal Overview

Portal Access Overview



NBCP-ABCP User Permissions
Version 1.1 Revised 03.03.2016



***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

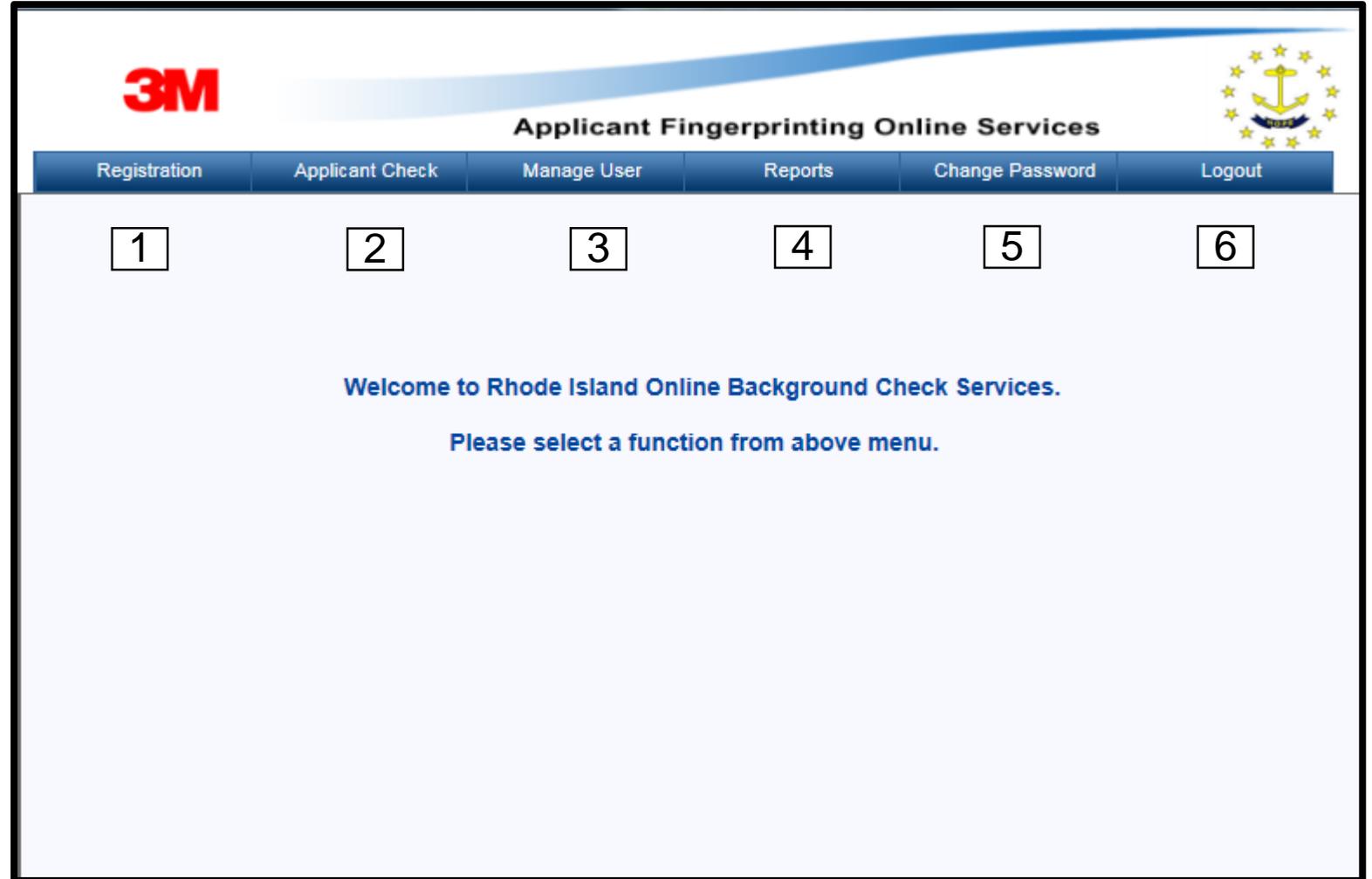
Login

Applicant Fingerprinting Online Services-Portal Overview

This is the “HOME” home page once a Provider Administrator logs in correctly

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

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



ACBP Provider Administrator Home Page

Applicant Fingerprinting Online Services-Portal Overview

This is the “HOME” home page once a Provider User 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



ACBP Home Page- Provider User View

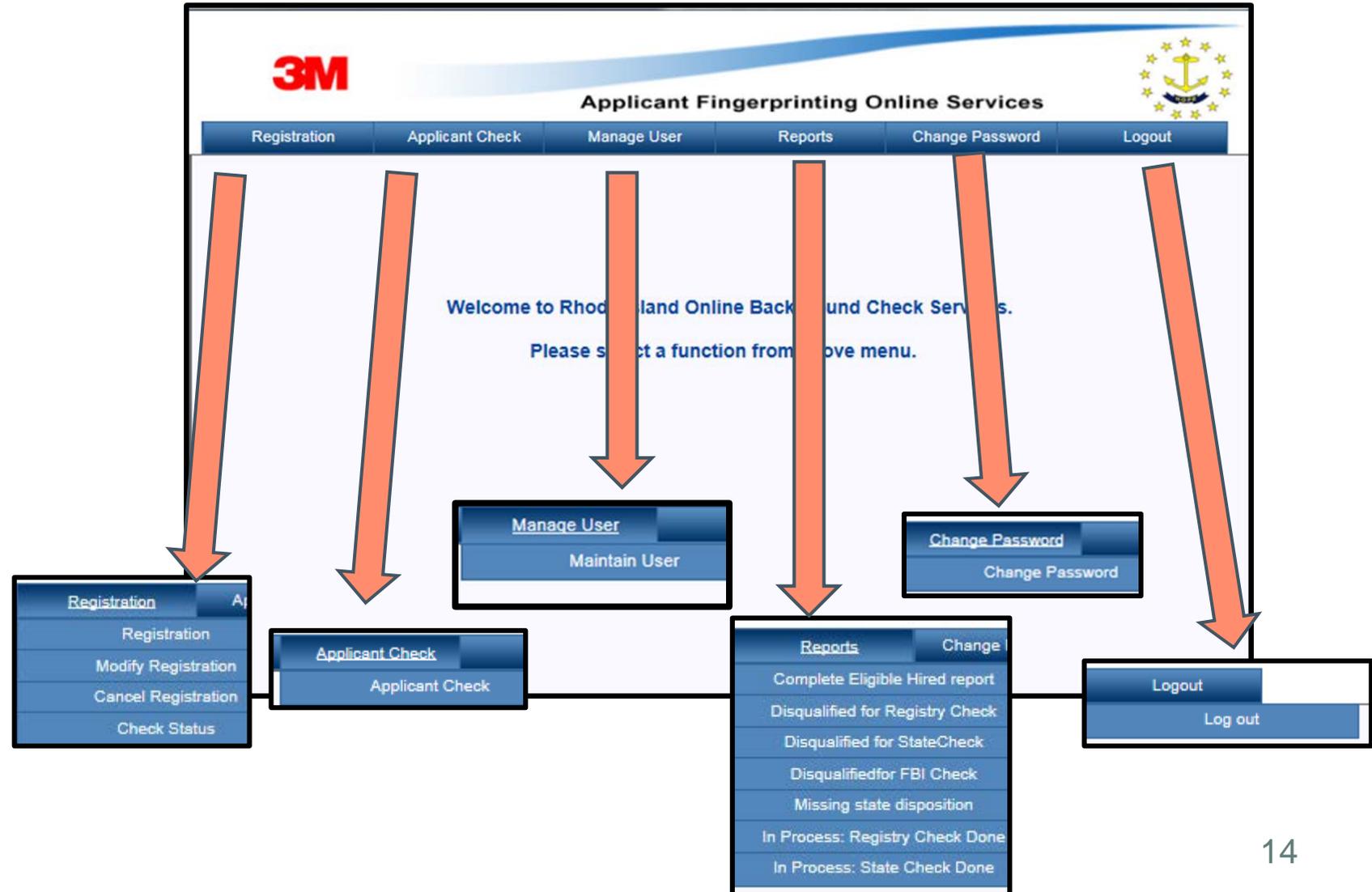
Applicant Fingerprinting Online Services- Provider Portal Overview

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



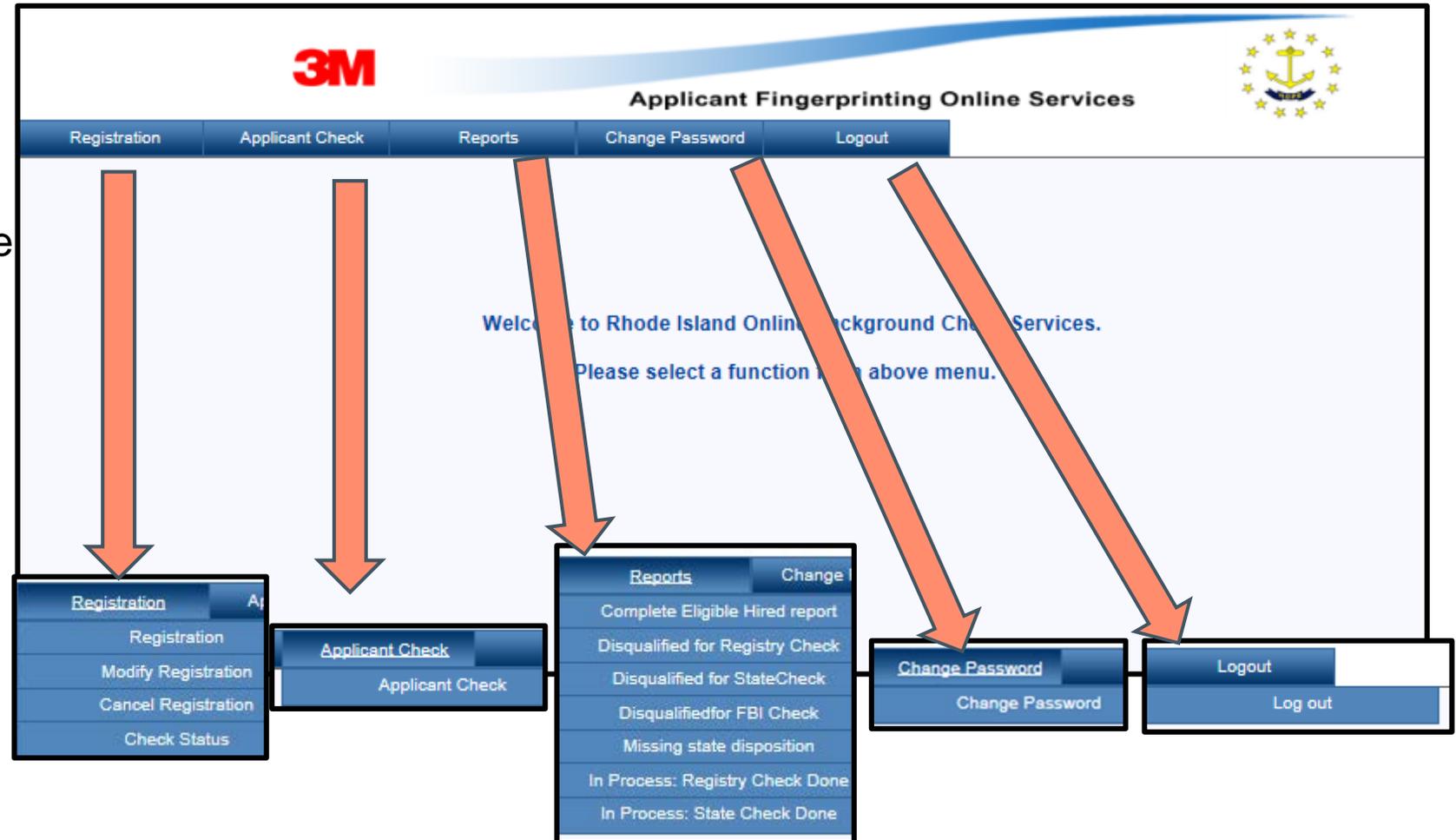
Applicant Fingerprinting Online Services- Provider Portal Overview

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

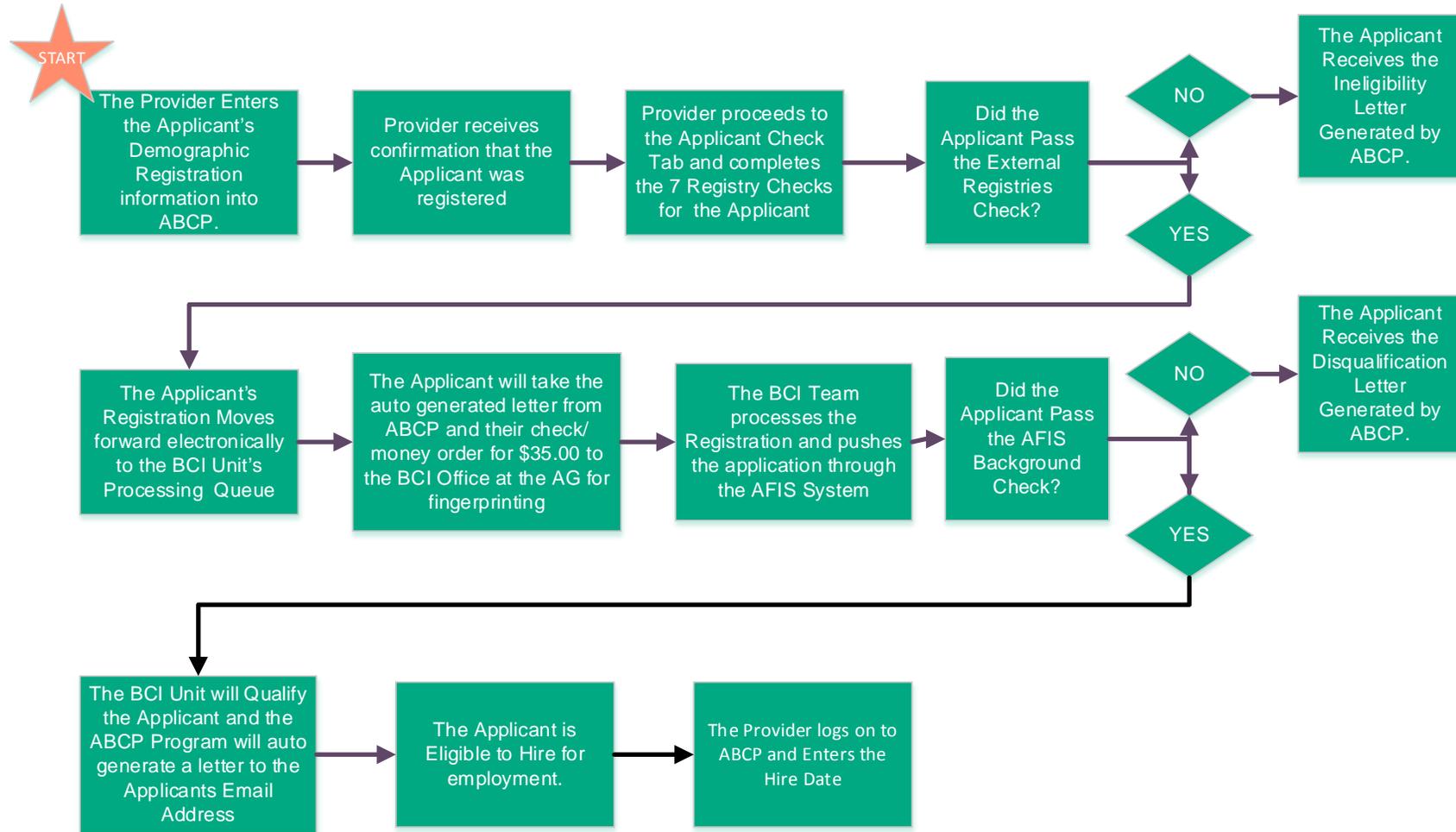




National Background Check Program (NBCP)

Applicant Registration Flow Overview

Applicant Registration Process

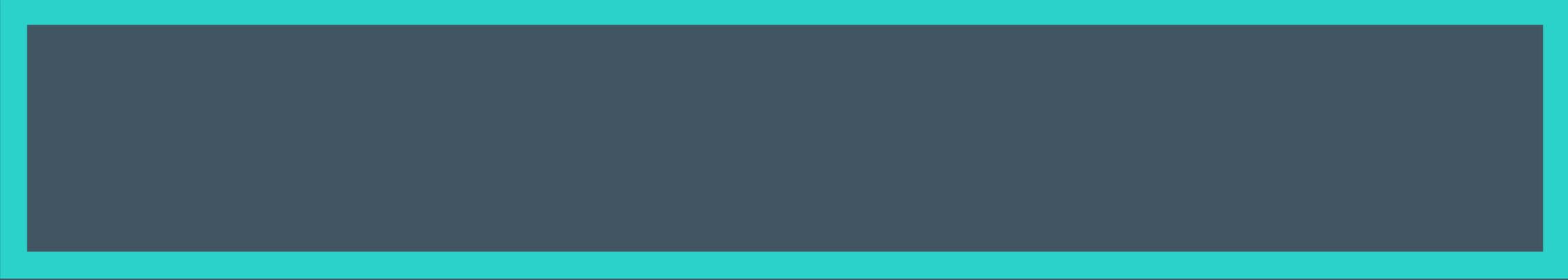


NBCP Applicant Process Flow
Version 1.0 Revised 12.03.2015



***NOTE**

Hire and Termination Dates are ESSENTIAL for correct reporting and ensuring that the ABCP has the most up to date information. This allows proper operation of back end systems. (Rap Back, for example)



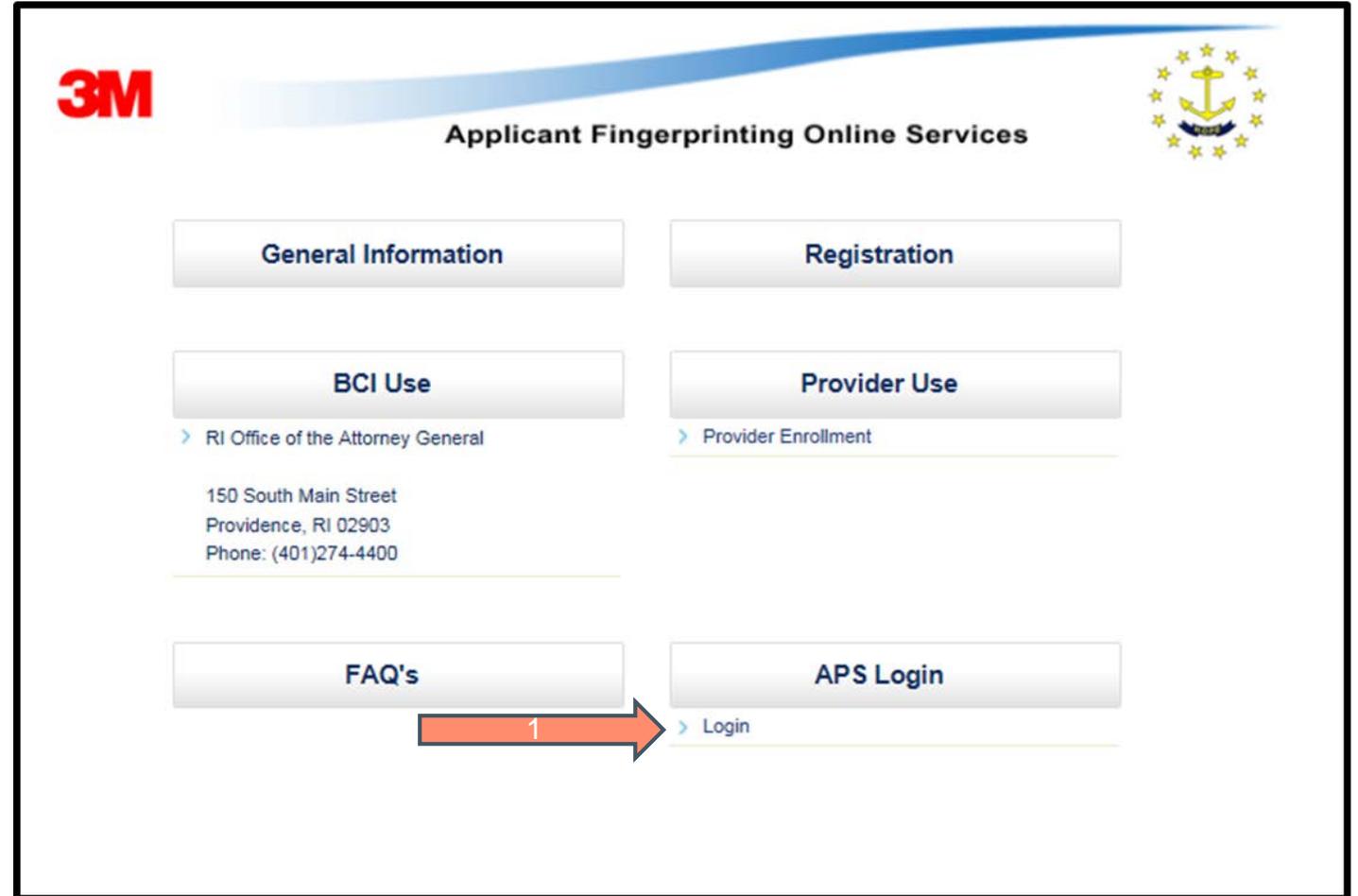
National Background Check Program (NBCP)

Registering a New Applicant

Applicant Fingerprinting Online Services

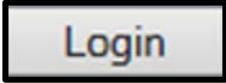
https://abcp.riag.ri.gov/ri/index_ri.htm

1. Click on Log in under APS Login

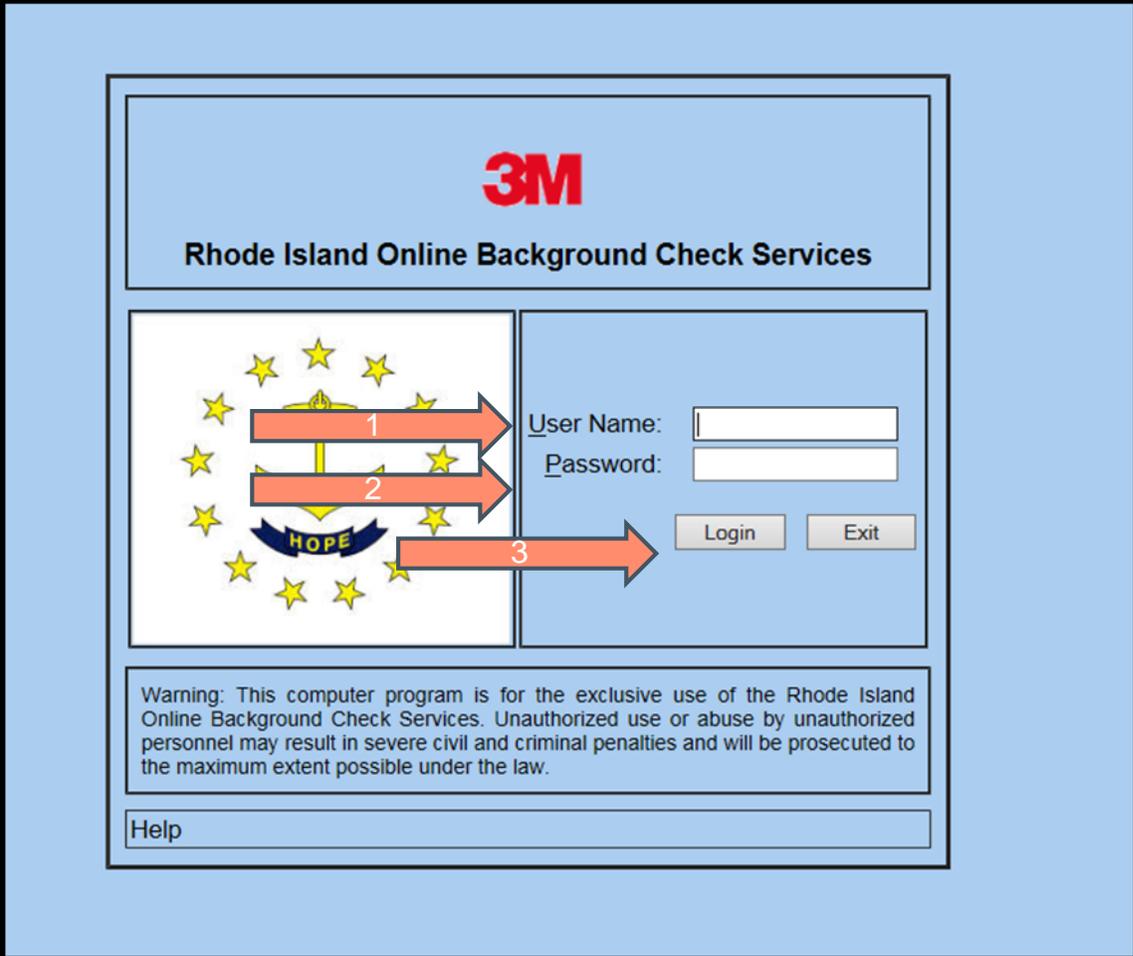


Applicant Fingerprinting Online Services

<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:

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](#)

Applicant Fingerprinting Online Services

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

Applicant Fingerprinting Online Services

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**
10. Click Next

3M Applicant Fingerprinting Online Services

Registration Applicant Check Reports Change Password Logout

Applicant Registration
Step 2 - Please Verify Your Information

Transaction Information

Civil Applicant Category: Long Term Care Facilities
Employee Type: Food and Dietary Services
Provider Type: Home health agency
Applicant Provider: CORAM SPECIALTY INFUSION SERVICES AN APRIA HEALTHCARE COMPANY

Personal Information

Last Name: WOMAN
First Name: WONDER
Middle Name:
Suffix: NONE
Date of Birth: 01/01/2001 (MMDDYYYY)
Place of Birth: [Redacted] 1
SSN: XXXXX7788
Sex: F
Race: W
Eye Color: BLK
Hair Color: BLK
Height: 500
Weight: 125
Country of Citizenship: US
Driver's License No: XXXX489
Driver's License State: RI
Address 1: PO BOX 5555
Address 2:
City: PROVIDENCE
State: RI
Zip: 02900
Phone: 4015555999
Email: robwalshjr@Outlook.com

Rap Back Information

Enroll to Rap Back: Yes [v]
This is a new job application.

Modify Next



National Background Check Program (NBCP)

What is Rap Back?

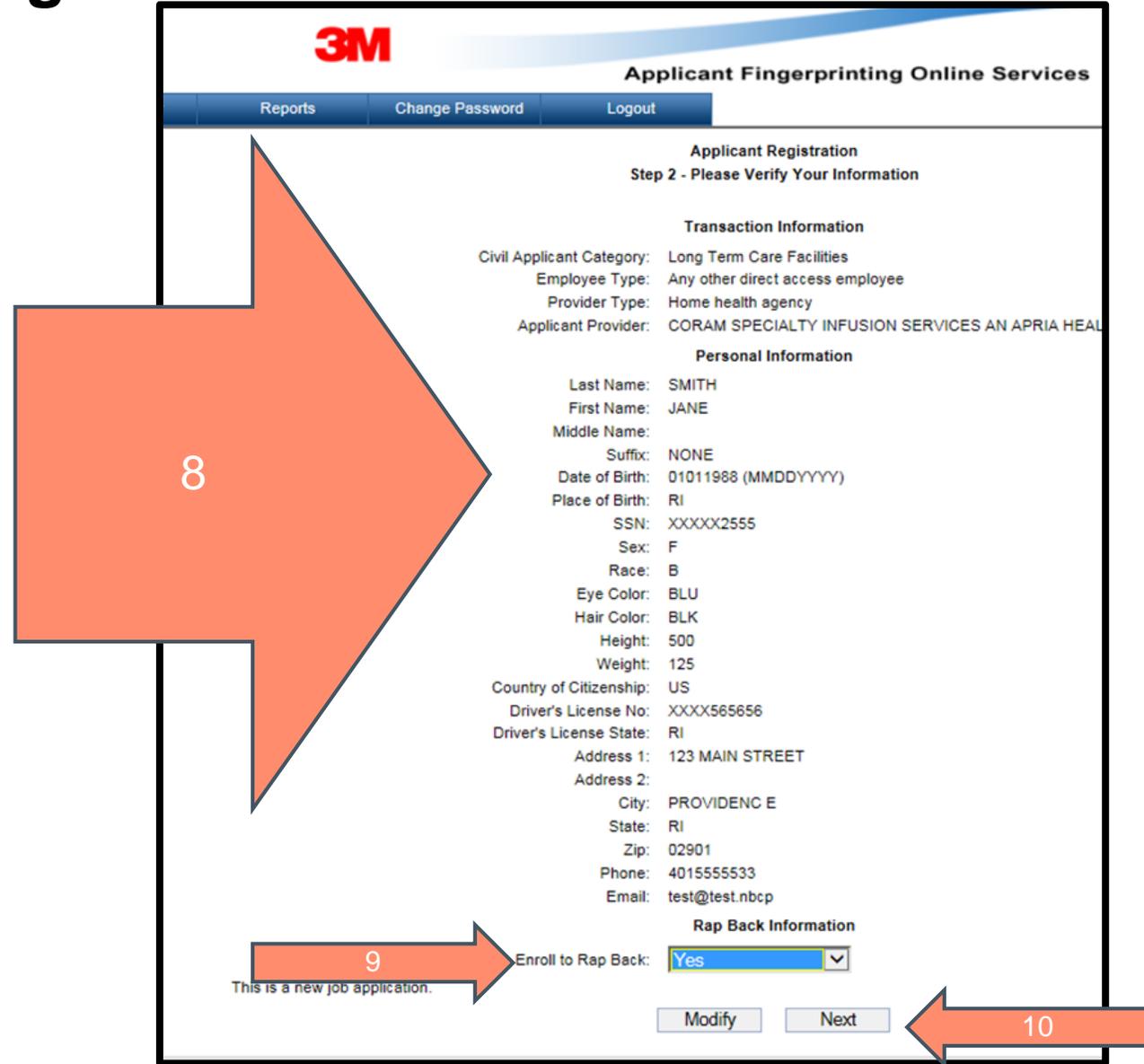
Definition of Rap Back

- A "rap back" or hit notice program will inform an employer or other designated entity when:
 - An individual who has undergone a fingerprint-based background check, and whose fingerprints are retained by a criminal history repository (ABCP) after the check, is subsequently arrested.
 - His/her fingerprints, obtained after the arrest, are matched against a database that contains the fingerprints that were initially submitted.
 - Employers are then notified of the individual's arrest, Not the charges however.
- Note- All LONG TERM CARE Providers are **REQUIRED** to participate in the Rap Back Program.

Reference <http://www.bjs.gov/index.cfm?ty=tdtp&tid=4>

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**
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

Applicant Fingerprinting Online Services

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

The screenshot shows the 3M Applicant Fingerprinting Online Services interface. The page title is "Applicant Fingerprinting Online Services" and the sub-header is "Applicant Registration Step 3 - Registration Complete". The main heading is "Thank you for Registering". The registration details are as follows:

- 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

Below the details, the user information is listed:

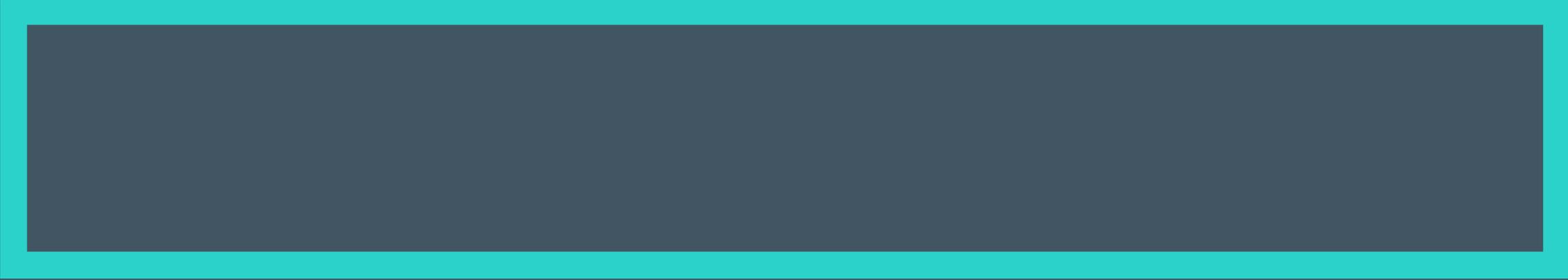
- Last Name: SMITH
- First Name: JANE
- Reason Fingerprinted: BACKGROUND CHECK

At the bottom of the page, there are three buttons: "Print Receipt", "Register another applicant", and "Home".

Four numbered arrows indicate the following actions:

- Arrow 11 points to the registration details section.
- Arrow 12 points to the "Print Receipt" button.
- Arrow 13 points to the "Register another applicant" button.
- Arrow 14 points to the "Home" button.

A second screenshot on the right shows the "Print Receipt" output. It is titled "Cogent Applicant Registration" and "Page 1 of 1". It contains the same registration details and user information as the main screenshot, but with a clean, printed layout. At the bottom, it includes the same three buttons: "Print Receipt", "Register another applicant", and "Home".



National Background Check Program (NBCP)

Legislative Disqualifications

Disqualifying Offenses for NBCP

- Abuse neglect and/or exploitation of adults with severe impairments
- Assault on persons sixty (60) years of age or older
- Assault with intent to commit specified felonies (murder robbery rape burglary or the abominable and detestable crimes against nature)
- Burglary
- Exploitation of elders
- Felony embezzlement
- Felony obtaining money under false pretenses
- Felony assault
- Felony drug offenses
- 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))
- First-degree sexual assault
- First-degree arson
- Involuntary manslaughter
- Murder
- Patient abuse neglect or mistreatment of patients
- Robbery
- Second-degree sexual assault
- Third-degree sexual assault
- Voluntary manslaughter



Checking Registries for Qualifying an Applicant

– 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

Checking External Registries

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

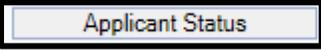
1. Click on the Applicant Check Link

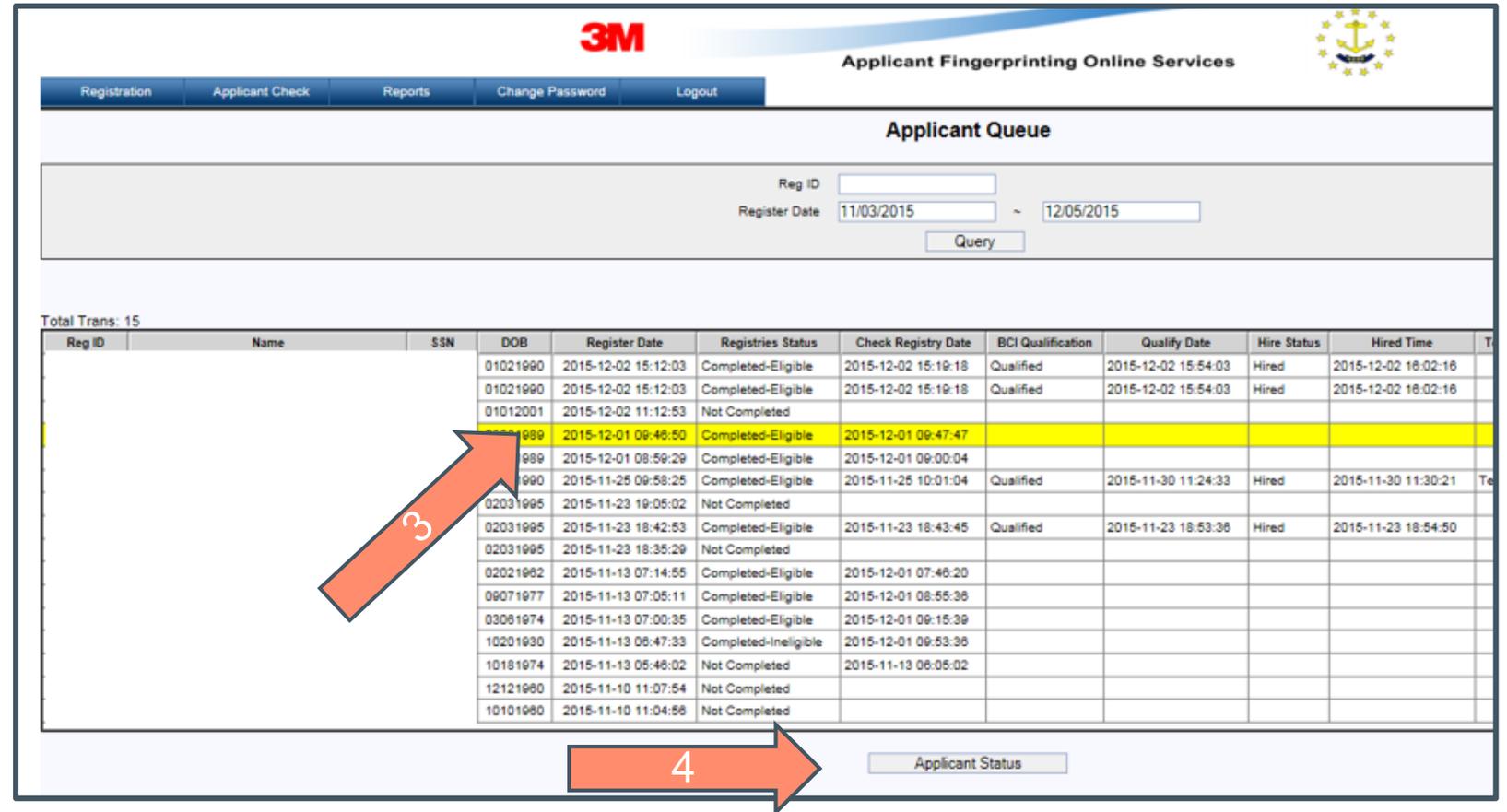
2. Enter the Register Date Begin & End Dates or Click if you are satisfied with the auto populated dates

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								

Checking External Registries

3. Select the Applicant you need to check

4. Click on 



The screenshot shows the 3M Applicant Fingerprinting Online Services interface. At the top, there is a navigation bar with buttons for Registration, Applicant Check, Reports, Change Password, and Logout. Below this is the 'Applicant Queue' section, which includes search filters for Reg ID, Register Date (11/03/2015 to 12/05/2015), and a Query button. A table displays a list of applicants with columns for Reg ID, Name, SSN, DOB, Register Date, Registries Status, Check Registry Date, BCI Qualification, Qualify Date, Hire Status, and Hired Time. The table shows 15 total transactions. An orange arrow labeled '3' points to the row for Reg ID 02031989. Another orange arrow labeled '4' points to the 'Applicant Status' button at the bottom of the interface.

Reg ID	Name	SSN	DOB	Register Date	Registries Status	Check Registry Date	BCI Qualification	Qualify Date	Hire Status	Hired Time	T
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	
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	
01012001			01012001	2015-12-02 11:12:53	Not Completed						
02031989			02031989	2015-12-01 09:48:50	Completed-Eligible	2015-12-01 09:47:47					
02031989			02031989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04					
02031990			02031990	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			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	
02031995			02031995	2015-11-23 18:35:29	Not Completed						
02021982			02021982	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 05:46:02	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 Registry Results

5. The blue hyperlinks will take you directly to each individual registry website
6. 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.
7. Click on Save after you process each Registry

Registries Results - Internet Explorer

https://abcp.riag.ri.gov/riperl/rpt_result_disp_detail.pl?reg_id=RS0000390&Action=EditRegistries&sFIRST_NAME=&sLA!

Registries 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

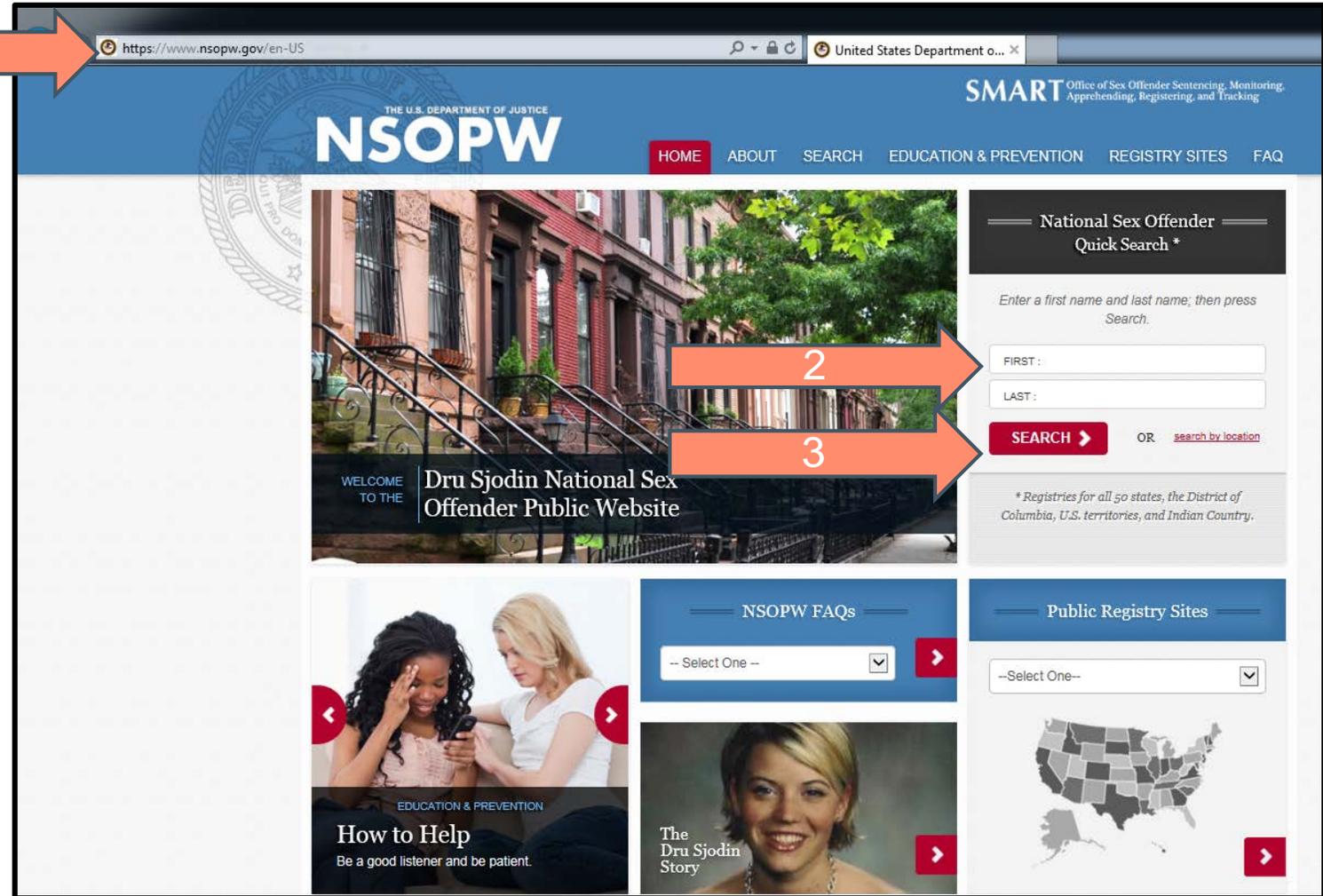
Comment:

Save Close



National 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 NSOPW website interface. An orange arrow labeled '1' points to the browser address bar containing the URL <https://www.nsopw.gov/en-US>. Another orange arrow labeled '2' points to the 'FIRST:' input field in the search section. A third orange arrow labeled '3' points to the 'SEARCH' button. The website header includes 'THE U.S. DEPARTMENT OF JUSTICE NSOPW' and 'SMART Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking'. Navigation links include HOME, ABOUT, SEARCH, EDUCATION & PREVENTION, REGISTRY SITES, and FAQ. The main content area features a 'National Sex Offender Quick Search' form with 'FIRST:' and 'LAST:' fields, a 'SEARCH' button, and a 'search by location' link. Below the search form is a disclaimer: '* Registries for all 50 states, the District of Columbia, U.S. territories, and Indian Country.' The page also includes sections for 'NSOPW FAQs', 'Public Registry Sites', 'How to Help' (with the text 'Be a good listener and be patient.'), and 'The Dru Sjodin Story'.

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 heading is 'Conditions of Use'. Below this, there are three paragraphs of text explaining the website's purpose and disclaimers. At the bottom of the page, there is a checkbox labeled 'I agree and acknowledge the terms of NSOPW', a CAPTCHA image with the code 'SNPVK', and a red 'CONTINUE' button. Four orange arrows with white numbers point to these elements: arrow 4 points to the 'Conditions of Use' heading, arrow 5 points to the checkbox, arrow 6 points to the CAPTCHA code, and arrow 7 points to the 'CONTINUE' button.

National Sex Offender Registry-Results

A

The screenshot shows the NSOPW (National Sex Offender Portal Web) interface. The header includes "THE U.S. DEPARTMENT OF JUSTICE" and "SMART Apprehending, Registering, and Tracking". The main navigation bar has "HOME", "ABOUT", "SEARCH", "EDUCATION & PREVENTION", and "REGISTRY SITES". The page title is "National Sex Offender Search". Below the title, there is a "Results" section with a message: "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 message, 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 interface with search results. The header and navigation bar are the same as in Exhibit A. The page title is "National Sex Offender Search". Below the title, there is a "Results" section with a message: "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 message, it says "Search performed 12/2/2015 9:31 AM EST". Below the message, there is a table with the following data:

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

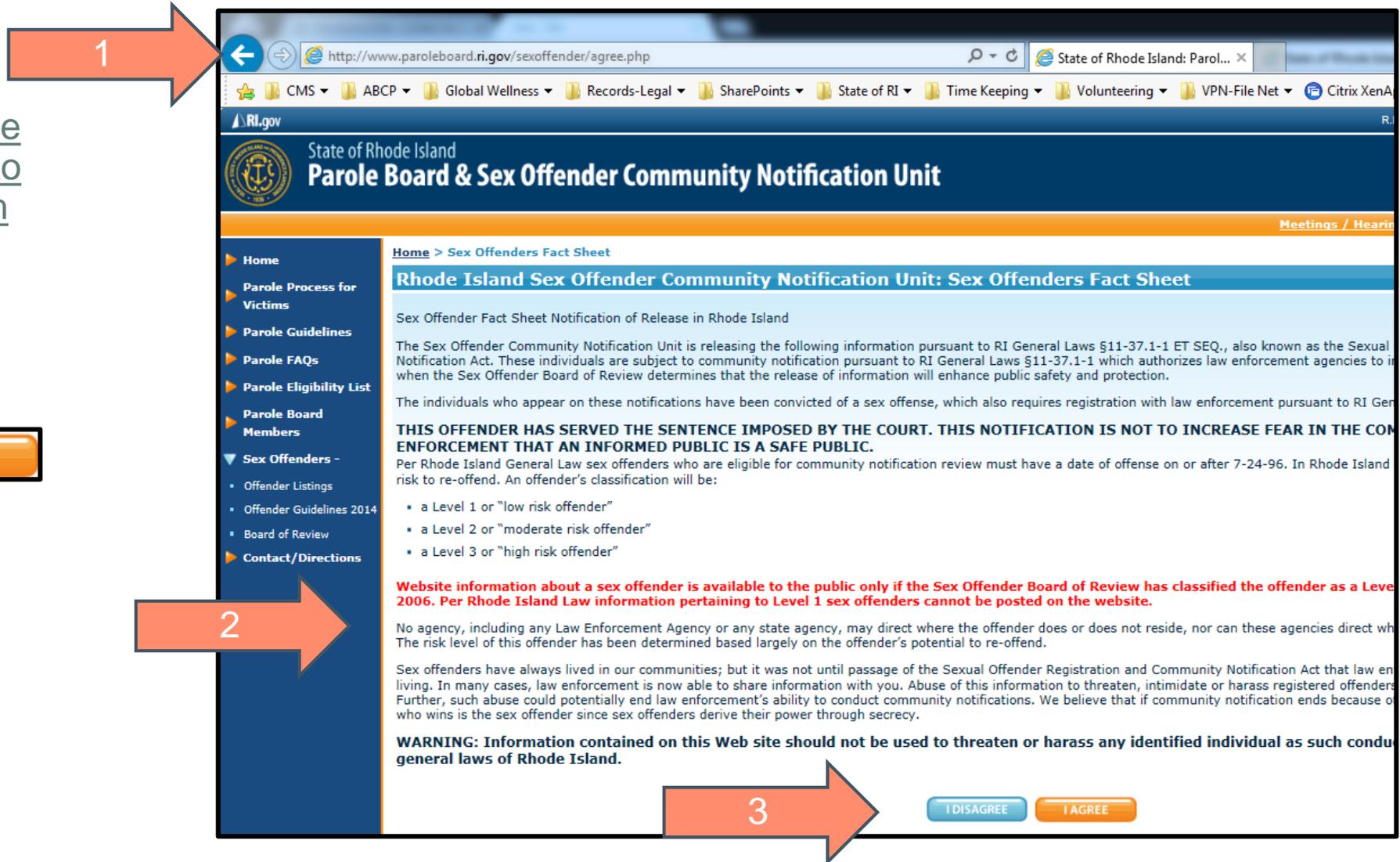


Rhode Island Sex Offender Registry Search

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 with the URL <http://www.paroleboard.ri.gov/sexoffender/agree.php>. The page title is "State of Rhode Island Parole Board & Sex Offender Community Notification Unit". The main content area is titled "Rhode Island Sex Offender Community Notification Unit: Sex Offenders Fact Sheet". The page contains several paragraphs of text, including a warning: "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 the text are two buttons: "I DISAGREE" and "I AGREE".

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

2. Read the Website Disclosures

3. Click on 

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

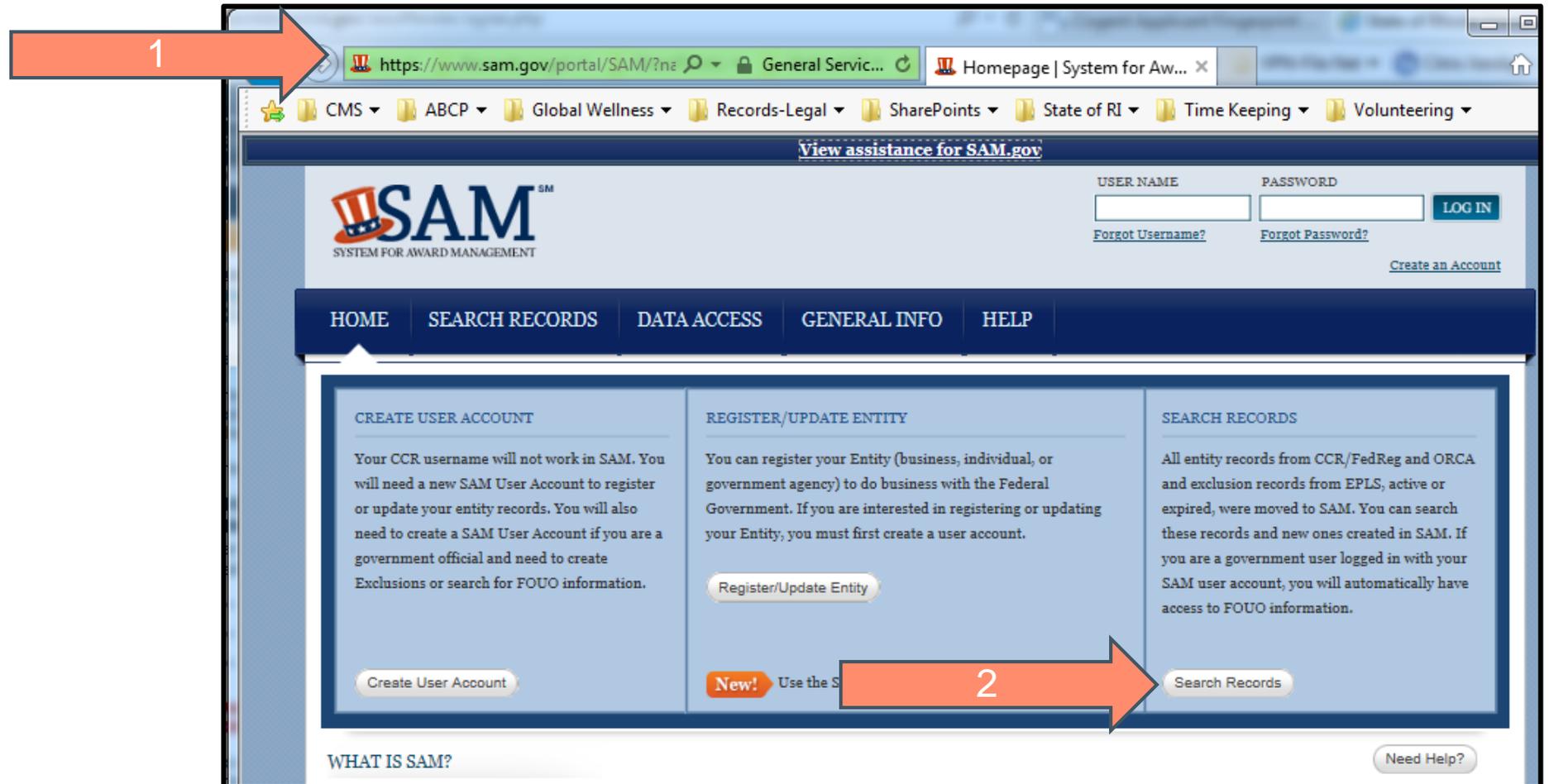
Pursuant to Rhode Island General Laws 11-37.1-1 ET SEQ., the individuals who appears below have been designated a Level III Sex Offender by the Sex determined that this individual is at a high risk to re-offend and that the degree of dangerousness posed to the public is such that a public safety interest

- 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



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

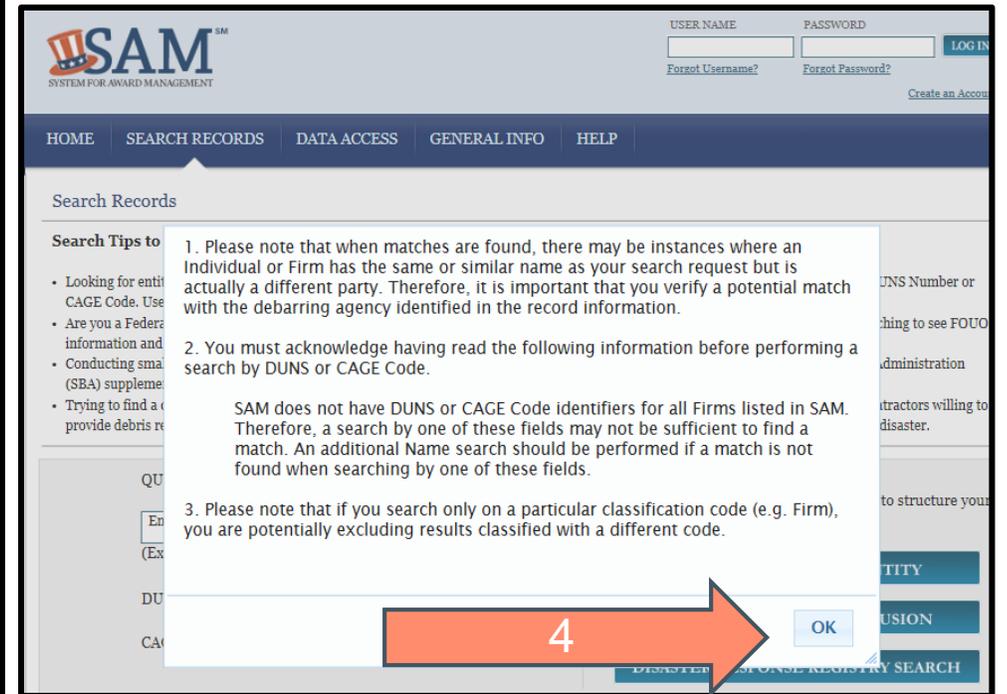
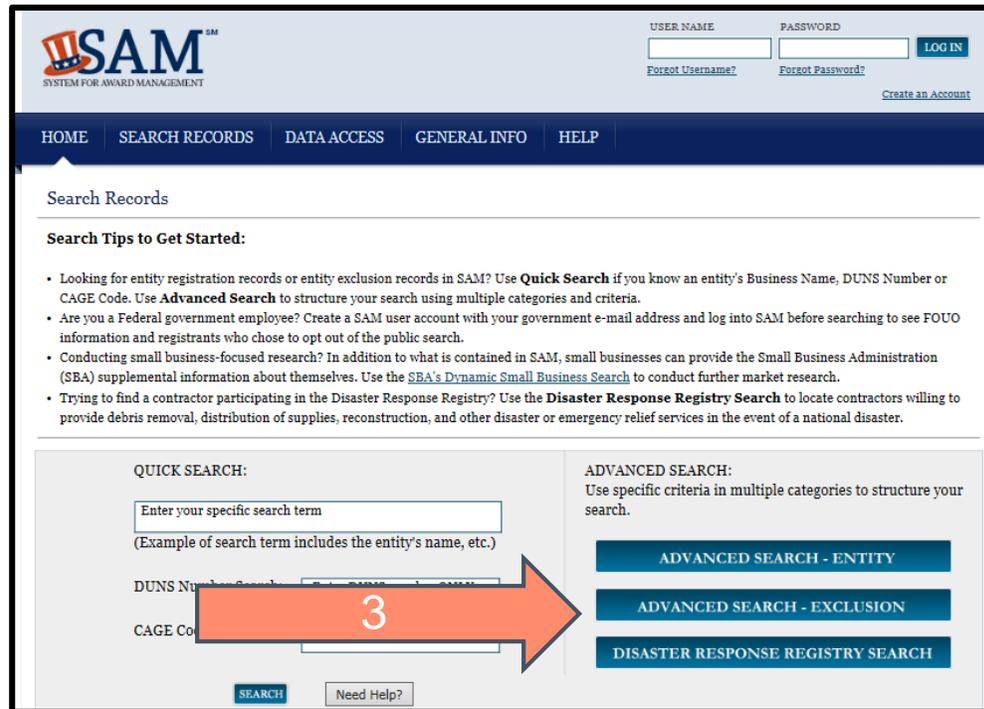
1. Go to:
<http://catalog.data.gov/dataset>
<https://www.sam.gov/portal/SAM/#1>
2. Click 



The screenshot shows the SAM.gov portal interface. 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 options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the menu, there are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'SEARCH RECORDS' section includes a 'Search Records' button, which is highlighted by an orange arrow labeled '2'. The page also includes a login form with fields for 'USER NAME' and 'PASSWORD', and a 'LOG IN' button. A 'Need Help?' button is located at the bottom right.

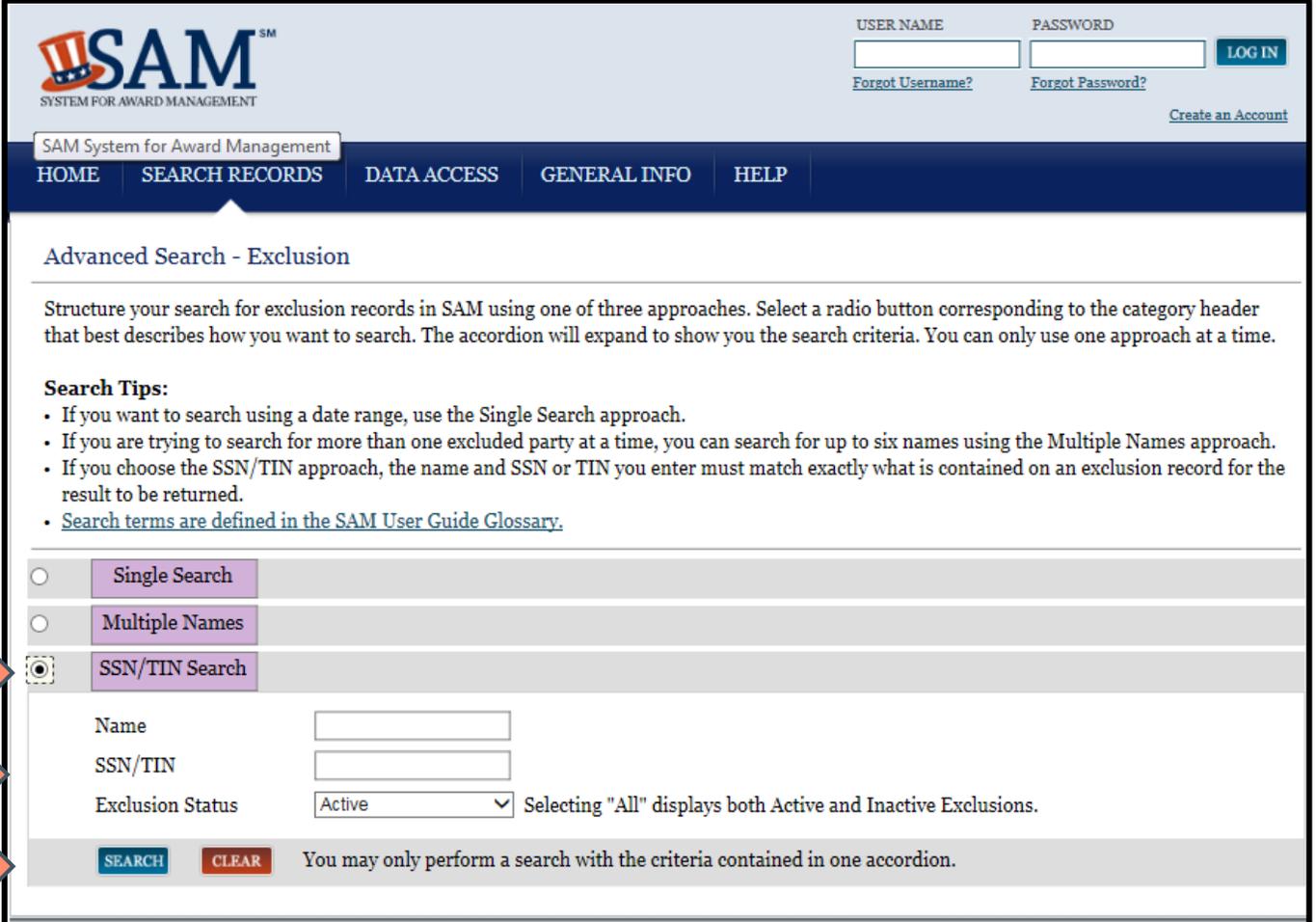
Excluded Parties List System (EPLS)-SAM-System for Award Management- Results

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 



The screenshot displays the SAM System for Award Management interface. At the top right, there are fields for USER NAME and PASSWORD, with a LOG IN button and links for Forgot Username? and Forgot Password?. Below this is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is titled "Advanced Search - Exclusion" and provides instructions on how to structure a search. It includes "Search Tips" and three search approaches: Single Search, Multiple Names, and SSN/TIN Search. The SSN/TIN Search approach is selected. Below the search options are input fields for Name, SSN/TIN, and Exclusion Status (set to Active). A SEARCH button is highlighted with an orange arrow labeled "5". The SSN/TIN and Exclusion Status fields are highlighted with an orange arrow labeled "5 a, b, c". The SEARCH button is also highlighted with an orange arrow labeled "5 d".

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

A

The screenshot shows the SAM System for Award Management search results page. 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. A summary bar indicates 'TOTAL RECORDS: 0' and 'Result page 0 of 0'. The main 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.' On the right side, there is a 'Glossary' section with links for 'Search Results', 'Entity', 'Exclusion', and 'Search Filters'.

B

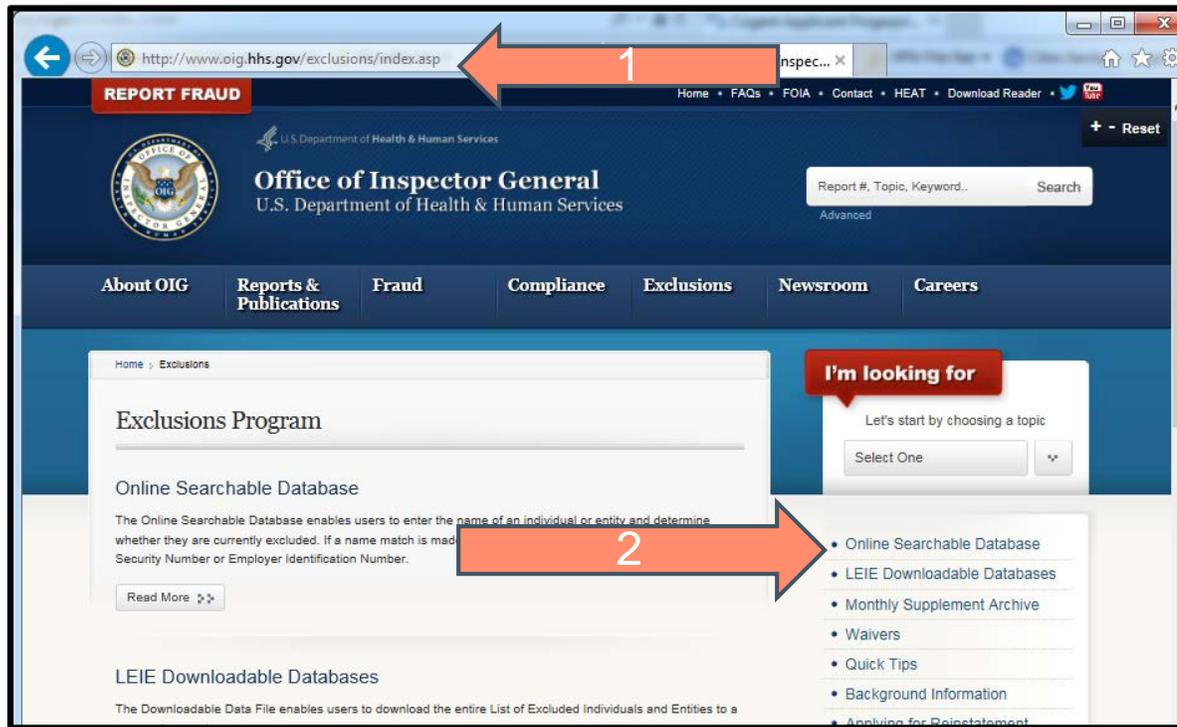
The screenshot shows the SAM System for Award Management search results page with a search result. At the top, there is a login section with fields for 'USER NAME' and 'PASSWORD', and a 'LOG IN' button. Below the login section is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL 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. A summary bar indicates 'TOTAL RECORDS: 7' and 'Result page 1 of 1'. The main message states: 'Your search returned the following results...'. A search result is displayed for 'John Paul Smith' with the following details: Classification: Individual, Address: --, Exclusion Status: Active, DUNS: --, City: Whiteville, Activation Date: 09/18/2013, +4: --, State: NC, Termination Date: 09/17/2018, CAGE Code: --, ZIP Code: 28472, Country: UNITED STATES, Exclusion Type: Ineligible (Proceedings Completed), and Excluding Agency: Risk Management Agency. On the right side, there is a 'Glossary' section with links for 'Search Results', 'Entity', 'Exclusion', and 'Search Filters'.

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



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>
<u>MARTI-AGOSTO</u>	MARTA		DME COMPANY	EMPLOYEE	1128(a)(1)		Verify
<u>MARTINEZ</u>	MARTHA	O	INTER CARE FACILITY	NURSE/NURSES AIDE	1128(a)(2)		Verify
<u>MARTINEZ</u>	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



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

http://209.222.157.144/RIDOH_Verification/Search.aspx?faci Verification

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

2

3

DISCLAIMER

The information contained on this website is being made available as a public service by the Rhode Island Department of Health. The information on this site is made public pursuant to the Access to Public Records Act, R.I. § 38-2 et seq. The data is derived directly from individual license applications entered into the License 2000 database and is updated on a daily basis. The information provided is the only official real-time information provided by the Department of Health. Core licensing credentials are primary-source verified and meet standards required by The Joint Commission for accreditation purposes. None of the content on this website is intended to constitute legal or professional advice.

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.

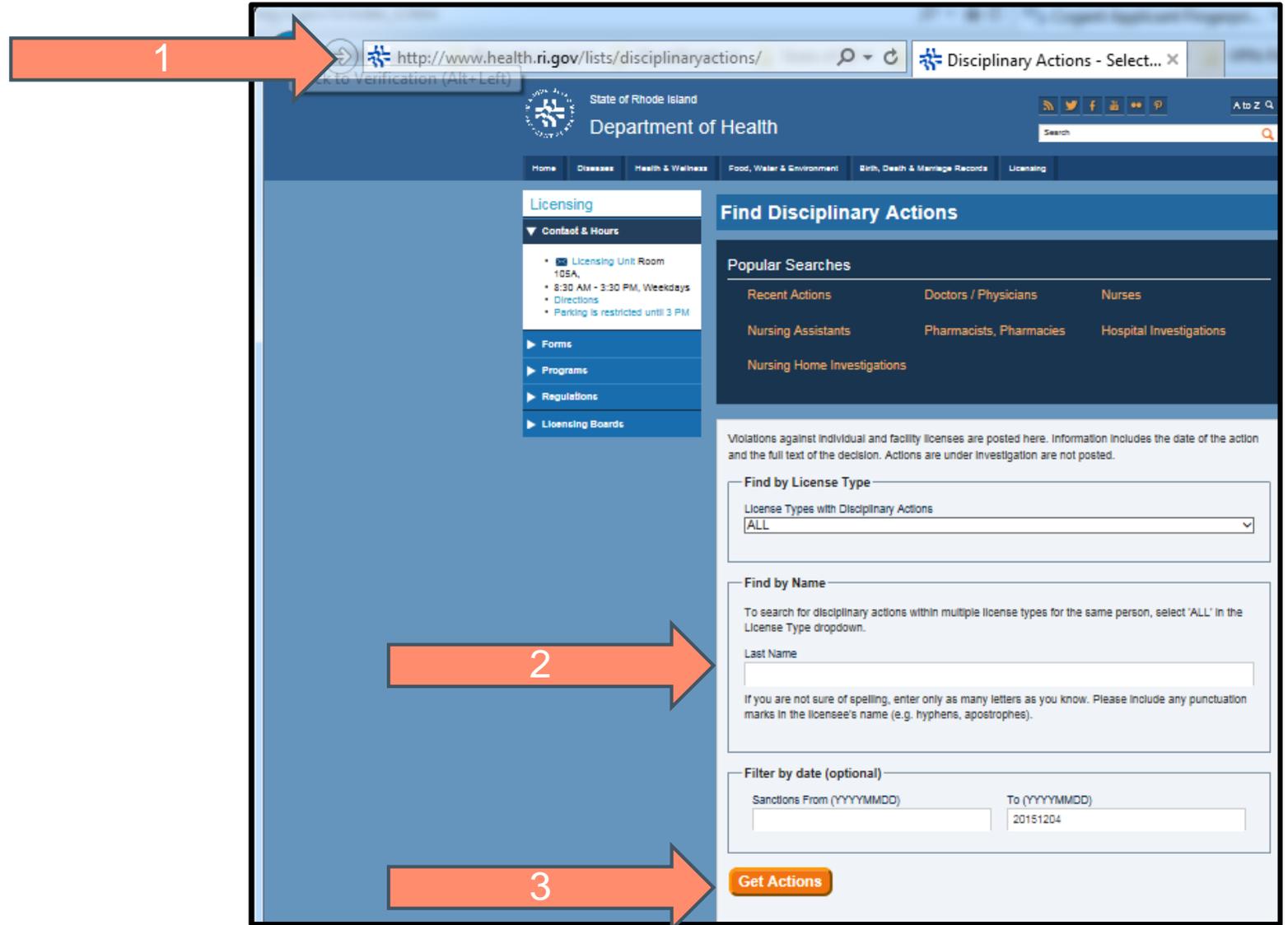
Full Name	License Number	Profession	License Type
KERRY ANNE SMITHERS		Submit Complaint	Nursing Assistant
EARL A SMITH, SR		Submit Complaint	Food Safety
CESAR ALFREDO SMITH	EMT15162	Submit Complaint	Emergency Medical Services
KATHRYN SCHUYLER SMITH	EMT15006	Submit Complaint	Emergency Medical Services
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
- 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



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. An orange arrow labeled '1' points to the browser address bar containing the URL <http://www.health.ri.gov/lists/disciplinaryactions/>. Another orange arrow labeled '2' points to the 'Last Name' search input field in the 'Find by Name' section. A third orange arrow labeled '3' points to the 'Get Actions' button at the bottom right of the search form. The website 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. The main content area features a 'Find Disciplinary Actions' section with 'Popular Searches' for Recent Actions, Doctors / Physicians, Nurses, Nursing Assistants, Pharmacists, Pharmacies, Hospital Investigations, and Nursing Home Investigations. Below this is a 'Find by License Type' dropdown menu set to 'ALL', a 'Find by Name' section with a 'Last Name' input field and instructions, and a 'Filter by date (optional)' section with 'Sanctions From' and 'To' date input fields. A 'Get Actions' button is located at the bottom right of the search form.

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



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

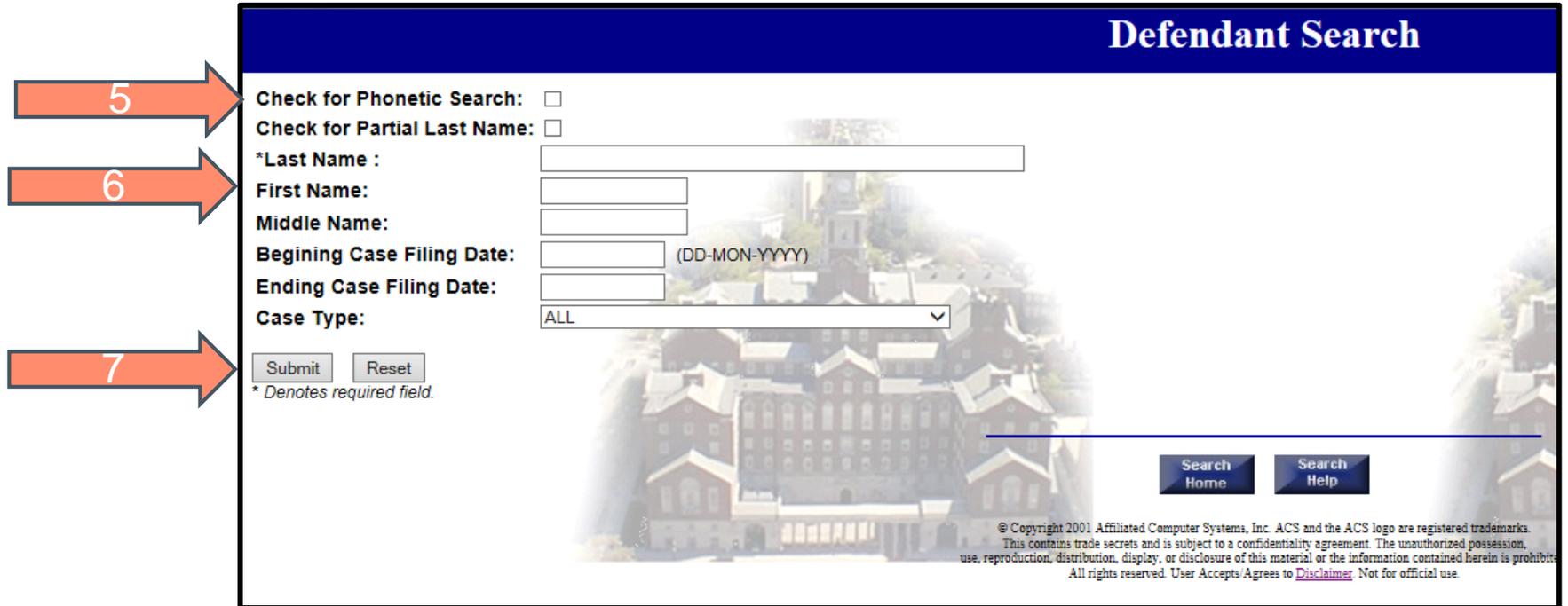
The screenshot shows a web browser window with the URL courtconnect.courts.ri.us/pls/ri_adult/ck_public_qry_main.cp_main_idx. The page title is "RHODE ISLAND JUDICIARY". Below the title is the Rhode Island Judiciary seal and the text "Criminal Information Search". Underneath, it says "Honorable Paul 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". To the right of the search area is a "Disclaimer" section. The disclaimer text includes: "The Adult Criminal Information Database website is a service maintained by the Rhode Island Judiciary (Judiciary) to provide certain court information to the public. As part of our continued efforts at making the courts more user-friendly, the information on this website is provided as a voluntary service to promote communication between the Judiciary and the public by allowing computerized access to certain information contained in court files. Information from court files in existence prior to 1988 may not appear on this service." It also states: "This website is provided as an informational service only and does not constitute and should not be relied upon as an official record and/or schedule of the court. Since the full date of birth and other personally identifying information is not included in this service, the information contained herein shall not be relied upon to confirm a person's identity or a person's criminal record for any purpose including, but not limited to, background checks or employment screening." Further down, it says: "Every effort has been made to provide accurate information, however, the Judiciary makes no representations or warranties whatsoever as to the content and disclaims any and all responsibility, including but not limited to, any inaccuracies, context errors, or omissions. The Judiciary does not and cannot warrant the results that may be obtained by the use of this Internet service or the contents therein. The user shall assume all risk and responsibility and neither the user, nor any third parties acting on behalf of or with the consent of the user, may rely upon any information contained in this Internet service. The Judiciary shall not be liable for damages associated with user reliance on information provided on this Internet service. The official court case file is available for inspection in the Clerk's Office of the respective court during normal business hours. Employees in the Clerk's Office will not confirm case content or other information contained in or referenced on this Internet service via telephone." At the bottom of the disclaimer, there are two buttons: "Accept" and "Decline".

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" in 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 a "Case Type" dropdown menu. At the bottom, there are "Search Home" and "Search Help" buttons, and a copyright notice for 2001 Affiliated Computer Systems, Inc.

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

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

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	K2-2007-02264	KEITH SMITH	Disposed
10098576	SMITH, KEITH	1980	K2-2012-03344	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->

- 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 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
- If the applicant has no disqualifying information, you can Select Cleared or Accepted as appropriate on the “Registry Results” in the ABCP Portal



Registry Results-Processing through IAFIS-Integrated Automated Fingerprint Identification System

- Once you have submitted your Results and notified the applicant, the Applicants Registration goes to the BCI Unit's Working Queue to be processed for submission to the IAFIS /FBI National Fingerprint and Criminal History System
- What is included in IAFIS?
 - Not only fingerprints, but corresponding criminal histories; mug shots; scars and tattoo photos; physical characteristics like height, weight, and hair and eye color; and aliases. How Large is the IAFIS System?
 - IAFIS is the largest criminal fingerprint database in the world, housing the fingerprints and criminal histories for more than 70 million subjects in the criminal master file, along with more than 34 million civil prints
- How quickly does IAFIS Respond?
 - The average response time for an electronic criminal fingerprint submission is about 27 minutes, while electronic civil submissions are processed within an hour and 12 minutes. IAFIS processed more than 62 million ten-print submissions during Fiscal Year 2013

 **Note:** Today's environment demands faster and more advanced identification capabilities. The Next Generation Identification program, or NGI, represents a quantum leap in fingerprint identification that will help us in solving investigations, preventing crime, and apprehending criminals and terrorists. NGI—which delivers an incremental replacement of IAFIS—provides automated fingerprint and latent search capabilities, electronic image storage, and electronic exchange of fingerprints to more than 18,000 law enforcement agencies and other authorized criminal justice partners 24 hours a day, 365 days a year. Upon completion, NGI will have the ability to process fingerprint transactions more effectively and accurately

Qualified or Disqualified

- Once the fingerprints are run against the required databases the BCI Unit will enter into the ABCP the Applicants Results.
- One of two results will be entered: Qualified or Disqualified
- Once the results are entered the Applicant will receive an email in either case.
- The Provider Organization can monitor the progress and will see the result on the Applicant Check Tab on their ACBP Dashboard



Entering a Hire/Non Hire Date

Find the entries that are new and marked "QUALIFIED"

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

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	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								No
09081989			09081989	2015-12-01 09:46:50	Completed-Eligible	2015-12-01 09:47:47							No
09091989			09091989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04							No
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								No
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								No
02021962			02021962	2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20							No
09071977			09071977	2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36							No
03081974			03081974	2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39							No
10201930			10201930	2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36							No
10181974			10181974	2015-11-13 06:46:02	Not Completed	2015-11-13 06:05:02							No
12121980			12121980	2015-11-10 11:07:54	Not Completed								No
10101980			10101980	2015-11-10 11:04:56	Not Completed								No

This will open their file

Entering Results & Notifications

- 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 email a letter to the applicant and the Applicant. The Registration will then move to the BCI Queue and the Applicant is ready for fingerprinting.*
- The Applicant must bring their printed email and a check or money order for \$35.00 made out to RI BCI
- The Applicant then goes to the BCI Unit for fingerprinting

Registries Results	
Applicant Information	
Registration ID: RS0000442	Applicant Name (L, F M):
SSN: XXXXX7788	TCN:
Gender: F	Race:
Date of Birth: 01/01/2001	Place of Birth:
Eye Color: BLK	Hair Color:
Height: 500	Weight:
Fingerprint Date:	Fingerprint Required:
Registry Status:	BCI Qualification:
Hired:	Terminated:
Enrolled in Rap Back: No	Rap Back Expiration:
Rap Back Hit:	Unenroll Rap Back Date:
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:	CLEARED
Comment:	

12-01-2015

BARNEY SMITH
134 MAIN STREET
PROVIDENCE , RI 02903

To BARNEY SMITH :

As part of our application requirements **Registration ID RS0000437** , has been hired by our Organization and in compliance with federal and state law, requires a National Criminal Background check.

You must provide a check or money order made out to RI BCI in the amount of \$35 and bring it along with this receipt to the RI BCI Office.

Sincerely,
testfirst testlast
CORAM SPECIALTY INFUSION SERVICES AN APRIA HEALTHCARE COMPANY



*Disclosure: Each person with authority to access and choose an Applicants Eligibility/Ineligibility is logged into the ABCP with their unique ID an 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

- When you click the **Ineligible** icon, the ABCP will email the Applicant and notify them on their ineligibility.

Registries Results

Applicant Information		
Registration ID:	RS0000442	Applicant Name (
SSN:	XXXXX7788	
Gender:	F	
Date of Birth:	01/01/2001	Place
Eye Color:	BLK	Ha
Height:	500	
Fingerprint Date:		Fingerprint R
Registry Status:		BCI Quali
Hired:		Ter
Enrolled in Rap Back:	No	Rap Back Ex
Rap Back Hit:		Uneroll Rap Bac

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:	REJECTED

Comment:

Buttons: Save Close 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
CORAM SPECIALTY INFUSION SERVICES AN APRIA HEALTHCARE COMPANY

Entering a Hire/Non Hire Date

4. Click on the Hire or if you are not going to hire the Applicant- 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 an applicant check screen with a 'Registry Checking Re' section. The section includes several databases with their status: National Sex Offender Registry (CLEARED), RI Sex Offender Registry (CLEARED), Excluded 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), and Court Connect Defendant Search Database (ACCEPTED). Below this is a 'Comment:' field. At the bottom, there are buttons for 'Register Letter to Applicant', 'Print Register Letter to Applicant', 'Unenroll from', 'Hire', 'Not Hire', and 'Close'. Two dialog boxes are overlaid on the screen. The top 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. An orange arrow labeled '5' points to the 'OK' button. The bottom dialog box, also titled 'Message from webpage', contains a warning icon and the text 'Hire decision is Saved Successfully!'. It has an 'OK' button. An orange arrow labeled '6' points to the 'OK' button. A third orange arrow labeled '4' points to the 'Hire' button in the background.

Entering a Termination Date

Find the entries that are new and marked "QUALIFIED"

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

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	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								No
09081989			09081989	2015-12-01 09:46:50	Completed-Eligible	2015-12-01 09:47:47							No
09091989			09091989	2015-12-01 08:59:29	Completed-Eligible	2015-12-01 09:00:04							No
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								No
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								No
02021962			02021962	2015-11-13 07:14:55	Completed-Eligible	2015-12-01 07:46:20							No
09071977			09071977	2015-11-13 07:05:11	Completed-Eligible	2015-12-01 08:55:36							No
03081974			03081974	2015-11-13 07:00:35	Completed-Eligible	2015-12-01 09:15:39							No
10201930			10201930	2015-11-13 06:47:33	Completed-Ineligible	2015-12-01 09:53:36							No
10181974			10181974	2015-11-13 06:46:02	Not Completed	2015-11-13 06:05:02							No
12121980			12121980	2015-11-10 11:07:54	Not Completed								No
10101980			10101980	2015-11-10 11:04:56	Not Completed								No

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

The screenshot displays the 'Registries Results' page for applicant BLUME, J GARRETT. The page is divided into three main sections: Applicant Information, Registry Checking Result, and a bottom action bar.

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:

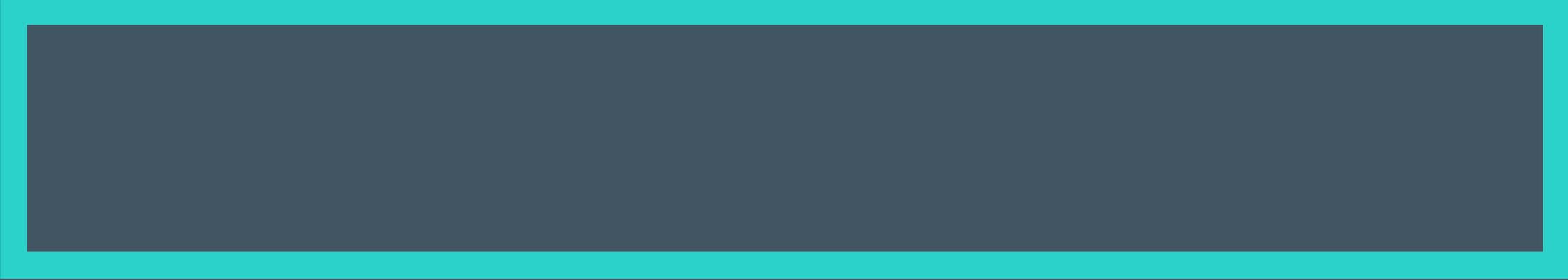
National Sex Offender Registry:	CLEARED
RI Sex Offender Registry:	CLEARED
Excluded Parties List System (EPLS)-(SAMS):	CLEARED
Office of the Inspector General (OIG) exclusion list:	CLEARED
RI Nurse Aide Registry and License verification:	CLEARED
RI Disciplinary Actions Database:	CLEARED
RI Court Connect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

Dialog Box 5: "Message from webpage" with a question mark icon. Text: "You cannot change decision any more, do you want to continue?". Buttons: OK, Cancel. A red arrow labeled '5' points to the OK button.

Dialog Box 6: "Message from webpage" with a warning icon. Text: "Termination decision is Saved Successfully!". Button: OK. A red arrow labeled '6' points to the OK button.

Action Bar: 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.



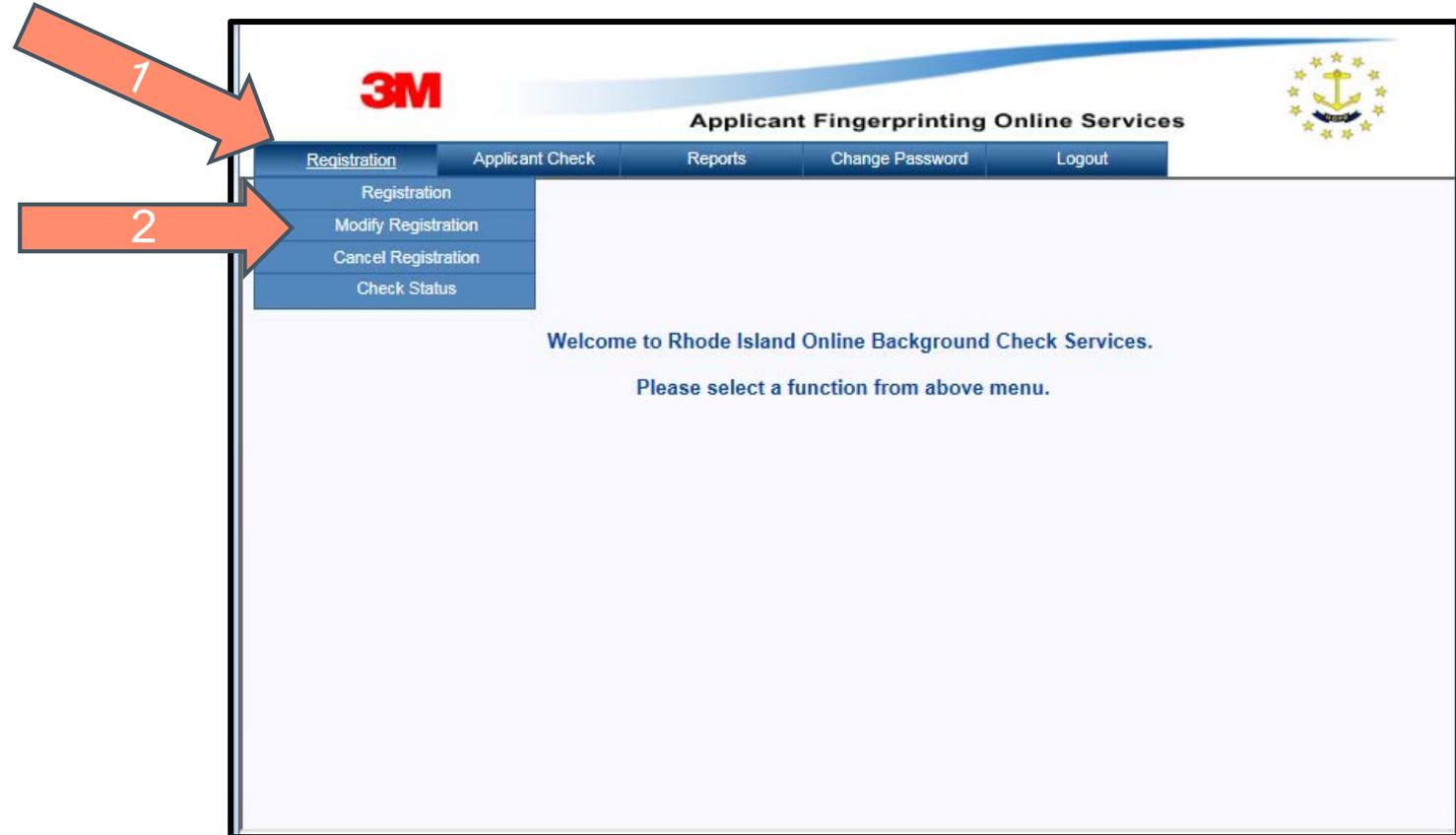


National Background Check Program (NBCP)

Modify a Registration

Applicant Fingerprinting Online Services

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



Applicant Fingerprinting Online Services

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, there is a navigation bar with the 3M logo on the left and a navigation menu with the following items: Registration, Applicant Check, Reports, Change Password, and Logout. On the right side of the header, there is a logo featuring an anchor surrounded by stars. Below the navigation bar, the main heading is "Modify Registration Information". There are two search sections. The first section is titled "Find Registration By Reg ID and DOB" and contains two input fields: "Registration ID:" and "DOB:" (with a format hint "(MMDDYYYY)"). Below these fields are "Find" and "Cancel" buttons. An orange arrow with the number "3" points to the "Registration ID" field. The second section is titled "Find Registration By Name and SSN" and contains four input fields: "Last Name:", "First Name:", "SSN (last 4 digits):", and "DOB:" (with a format hint "(MMDDYYYY)"). Below these fields are "Find" and "Cancel" buttons. An orange arrow with the number "4" points to the "Last Name" field.

Applicant Fingerprinting Online Services

5. The Applicant's Registration Information will appear.

6. Select **Modify Demographic**

7. Modify the information that needs updating

8. Click on **Confirm Modification**

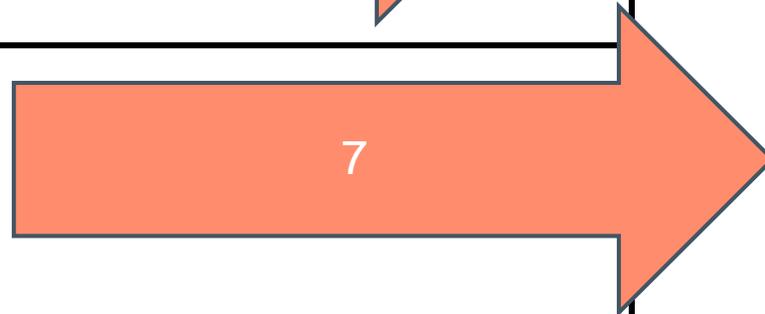
3M Applicant Fingerprinting Online Services

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:

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

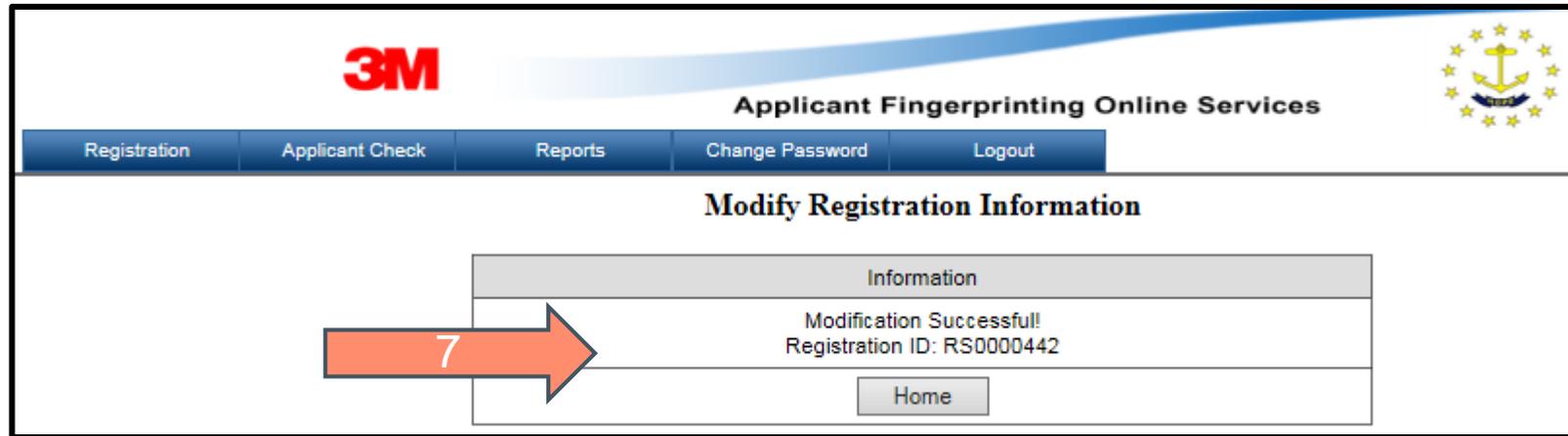
Last Name: WOMAN
First Name: WONDER
Middle Name:
Suffix: SELECT
Date of Birth: 01012001 (MMDDYYYY)
Place of Birth: UNITED STATES
SSN: 111557788
Sex: Female
Race: White (including Latino)
Eye Color: Black
Hair Color: Black
Height: 5'00
Weight: 125
Country of Citizenship: UNITED STATES
Driver's License 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

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

Confirm Modification **Cancel**

Applicant Fingerprinting Online Services

7. Receive Confirmation of the modification





Applicant Fingerprinting Online Services

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



Applicant Fingerprinting Online Services

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, there is a navigation bar with the 3M logo on the left and a navigation menu with options: Registration, Applicant Check, Reports, Change Password, and Logout. On the right side of the header is a logo featuring an anchor and stars. The main content area is titled "Cancel Registration" and contains two search sections. The first section, "Find Registration By Reg ID and DOB", has a red arrow labeled "3" pointing to the "Registration ID:" and "DOB:" input fields. The second section, "Find Registration By Name and SSN", has a red arrow labeled "4" pointing to the "Last Name:", "First Name:", "SSN (last 4 digits):", and "DOB:" input fields. Both sections include "Find" and "Cancel" buttons at the bottom.

Applicant Fingerprinting Online Services

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.



Applicant Fingerprinting Online Services

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



Applicant Fingerprinting Online Services

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. A red arrow labeled '3' points to the 'Registration ID' 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. A red arrow labeled '4' points to the 'Last Name' field.

Applicant Fingerprinting Online Services

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

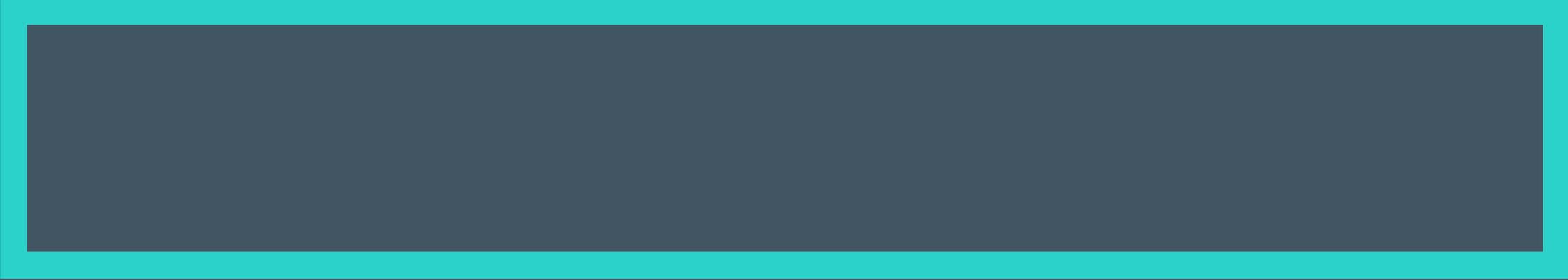
Registration ID: RS0000442
TCN: N/A
Last Name: WOMAN
First Name: WONDER

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



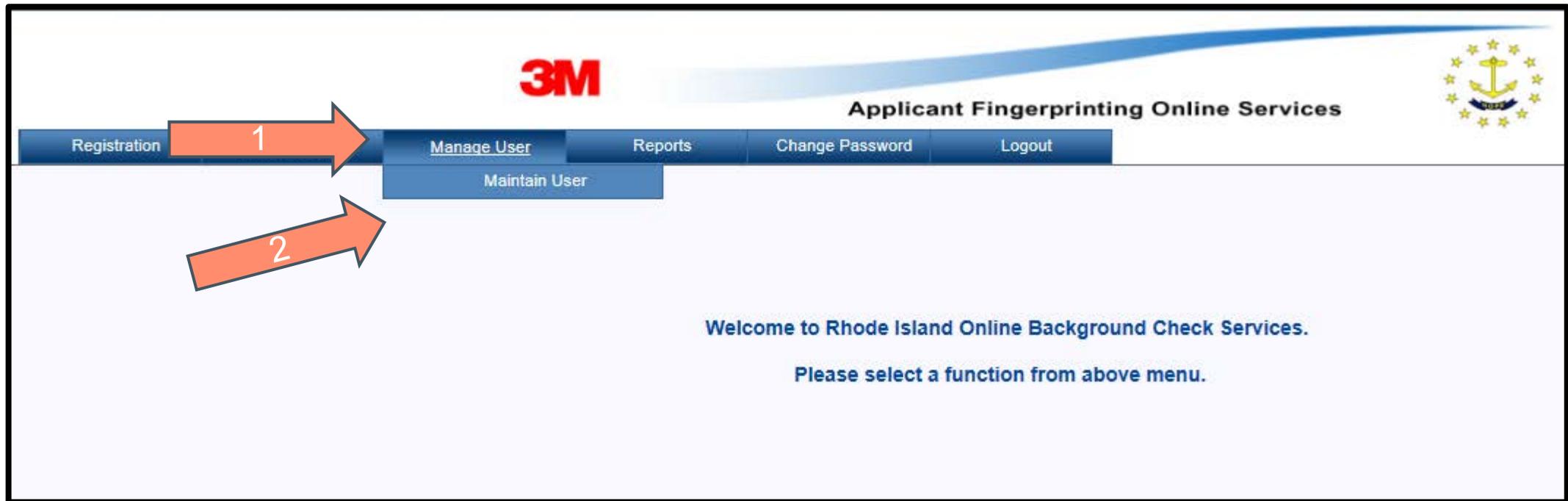


National Background Check Program (NBCP)

Add a Provider Agency User

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	[redacted]	
<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 with the number "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 First Last Name
6. Enter the Users Job Title
7. Enter the User's Email address
8. Click on Save

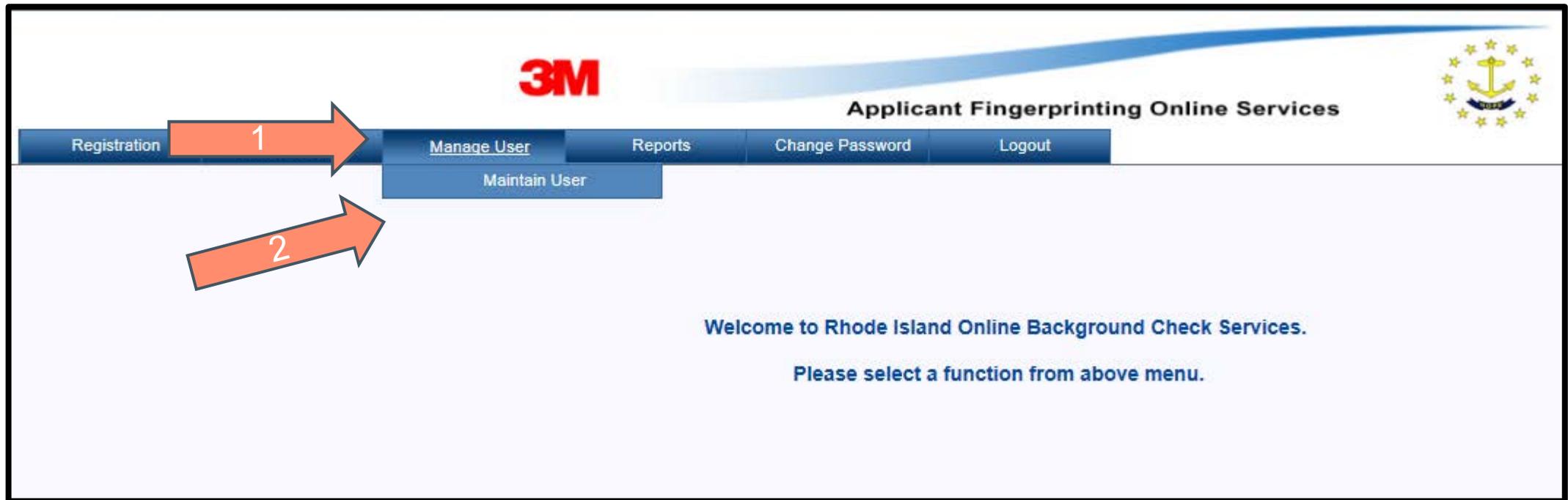
***NOTE-have user change their passwords once they receive their initial log in information. * Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases.

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 area. Below it is a form titled "Add Account" with the following fields: "Livescan Site" (redacted), "User Type" (dropdown menu set to "Provider Operator"), "User ID", "Password", "Re-Enter", "Last Name", "First Name", "Position", and "Email". All input fields are highlighted in yellow. At the bottom of the form are "Save" and "Cancel" buttons. A large orange arrow labeled "1-7" points to the input fields, and a smaller orange arrow labeled "8" points to the "Save" button.



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, the 3M logo is on the left, and the service name is on the right. Below the logo is a navigation menu with options: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. The main content area shows 'User [redacted] Accounts Listing:' and 'Total 3 Account(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, a red arrow with the number '1' points to a 'Modify' button.

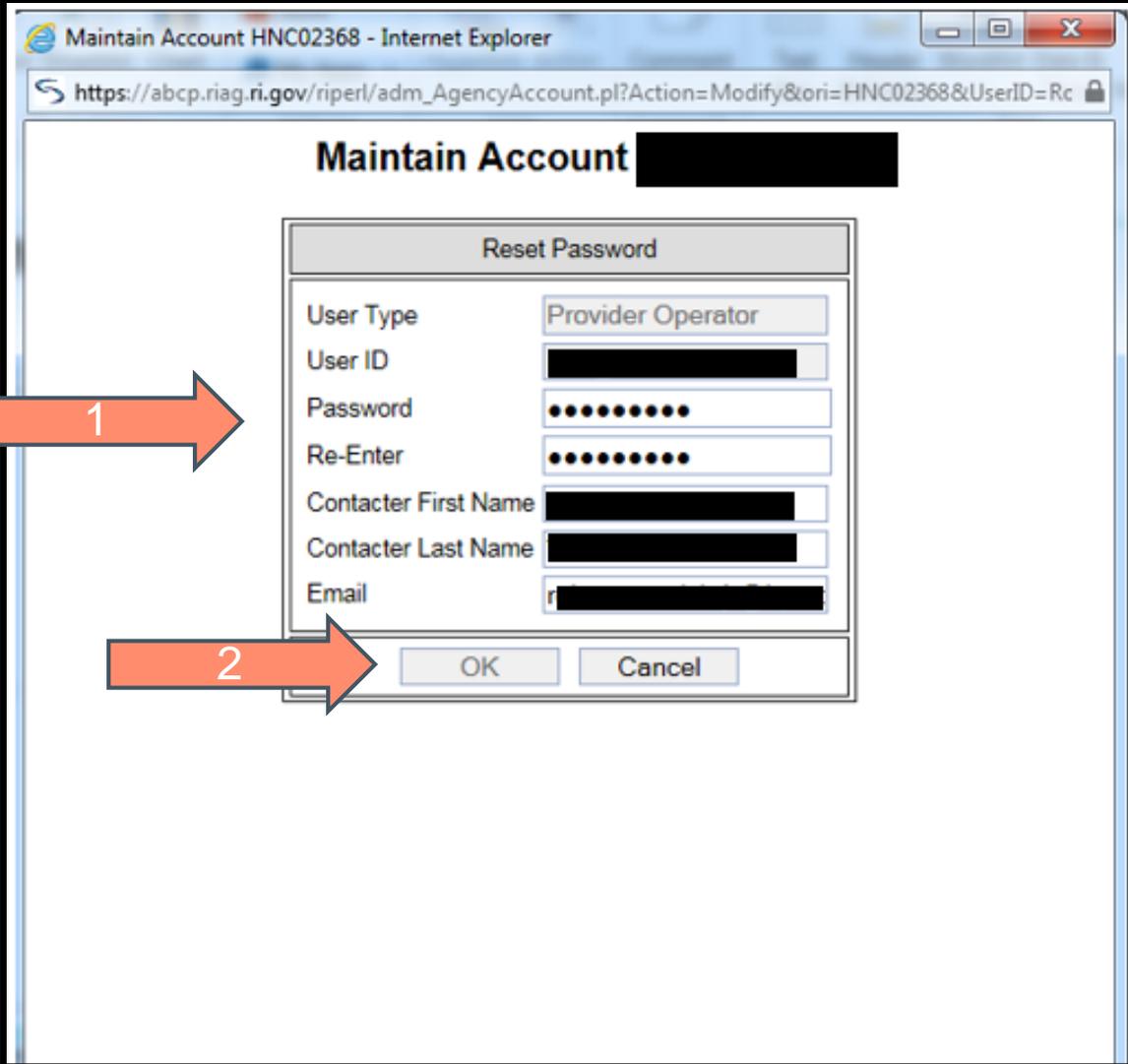
Modify a Provider Agency User

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.

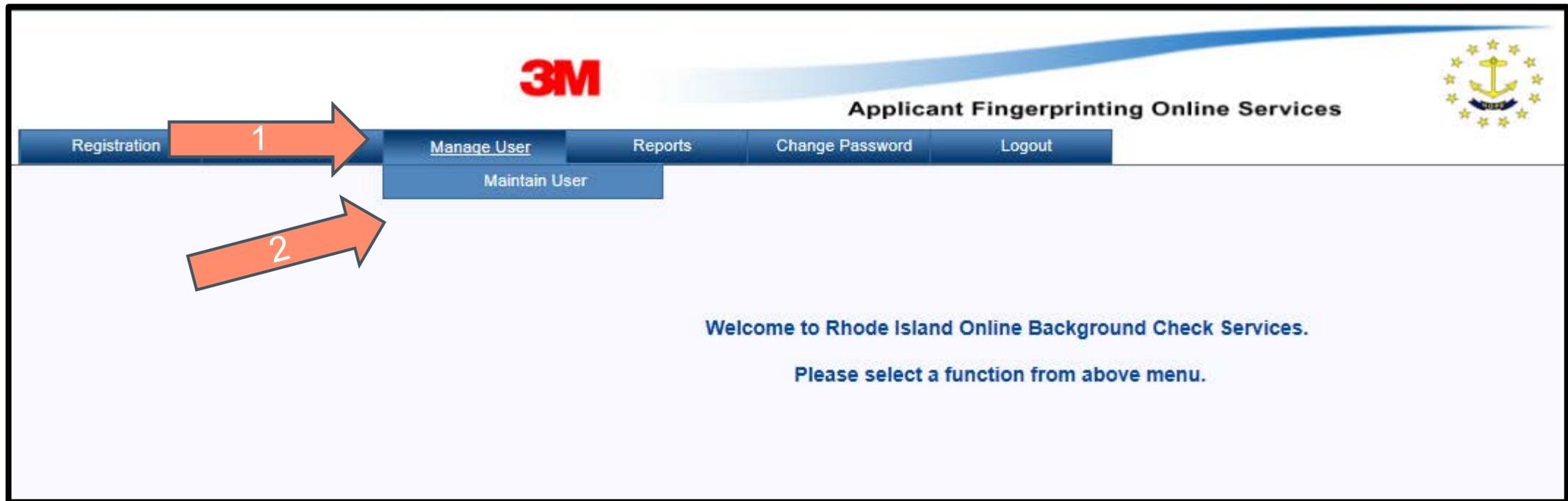


The screenshot shows a web browser window titled "Maintain Account HNC02368 - Internet Explorer". The address bar displays the URL: https://abcp.riag.ri.gov/riperl/adm_AgencyAccount.pl?Action=Modify&ori=HNC02368&UserID=Rc. The main content area is titled "Maintain Account" and contains a "Reset Password" dialog box. The dialog box has the following fields: "User Type" (dropdown menu set to "Provider Operator"), "User ID" (text field with a blacked-out value), "Password" (password field with 8 dots), "Re-Enter" (password 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.



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. Below the navigation bar, the page title is "Applicant Fingerprinting Online Services". The main content area displays "User [REDACTED] Accounts Listing:" and "Total 3 Account(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 with the number "1" points to the "Delete" button.



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



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

