



**Hewlett Packard
Enterprise**

National Background Check Program

Applicant Background Check Portal Quick Reference Guide

May 2016-Distribution Copy

A Collaborative Project



**Hewlett Packard
Enterprise**

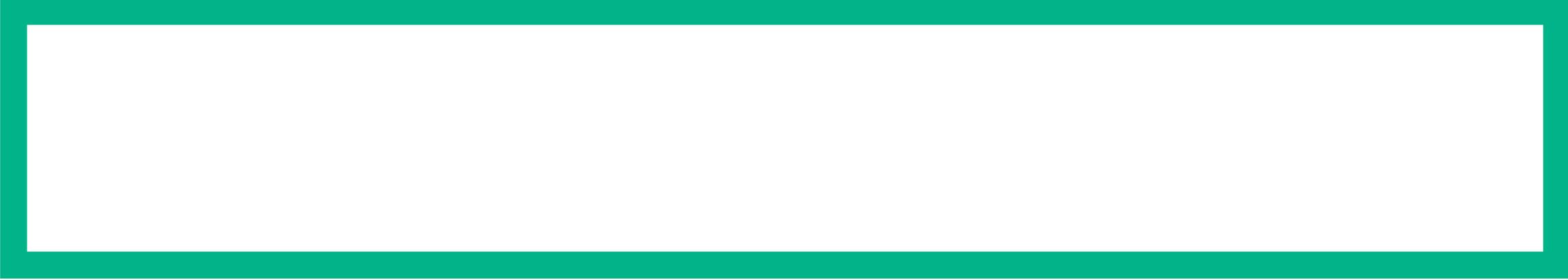


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National Background Check Program (NBCP)

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:

- View General Program Information
- BCI Location Information
- Access FAQ's-Frequently Asked Questions
- Registration-Not in Use at this time
- Provider Use-Register for an Account-New Programs ONLY
- Log in to the ABCP Portal

3M

Applicant Fingerprinting Online Services

General Information

Registration

BCI Use

➤ RI Office of the Attorney General

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

Provider Use

➤ Provider Enrollment

FAQ's

APS Login

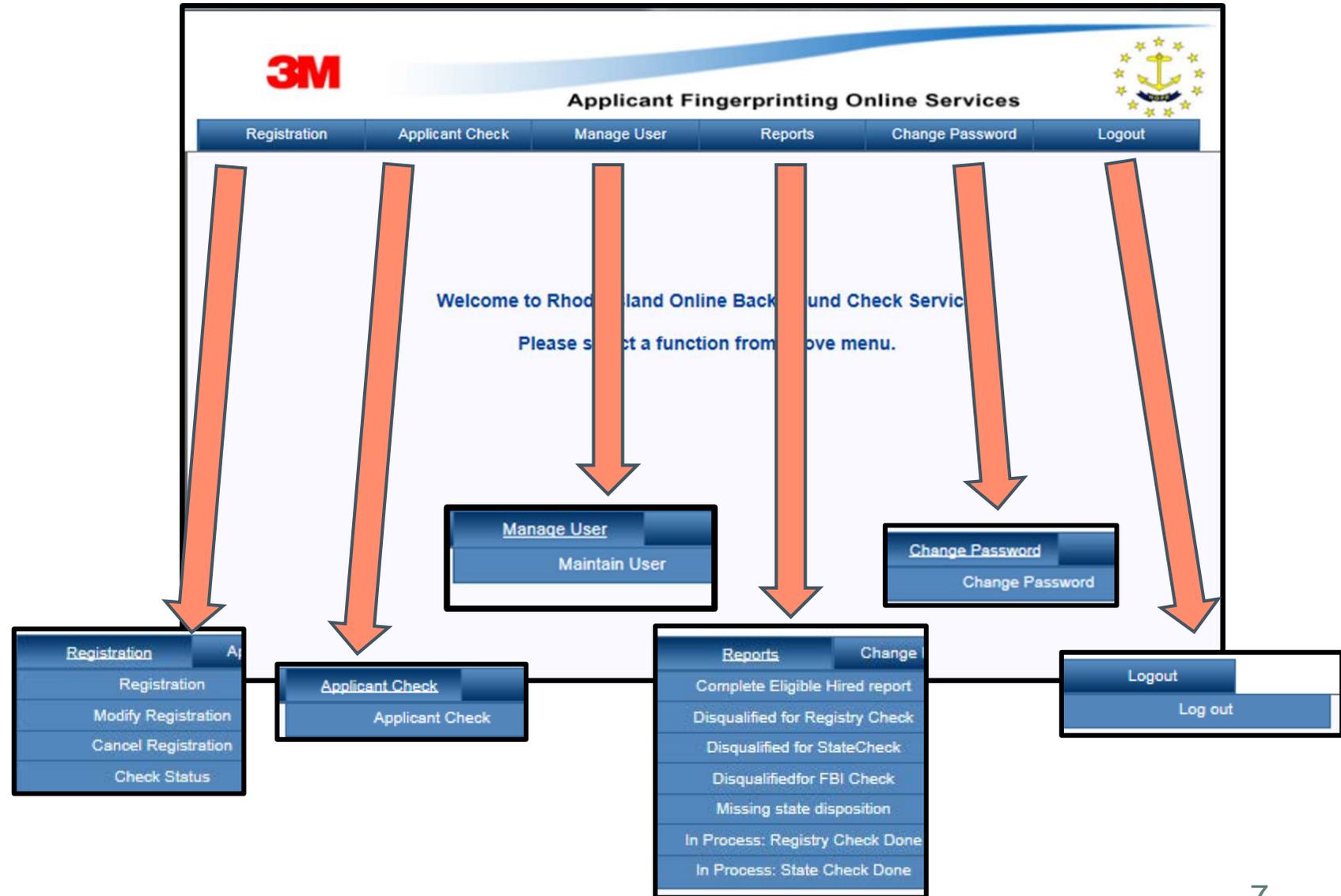
➤ Login

ABCP-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

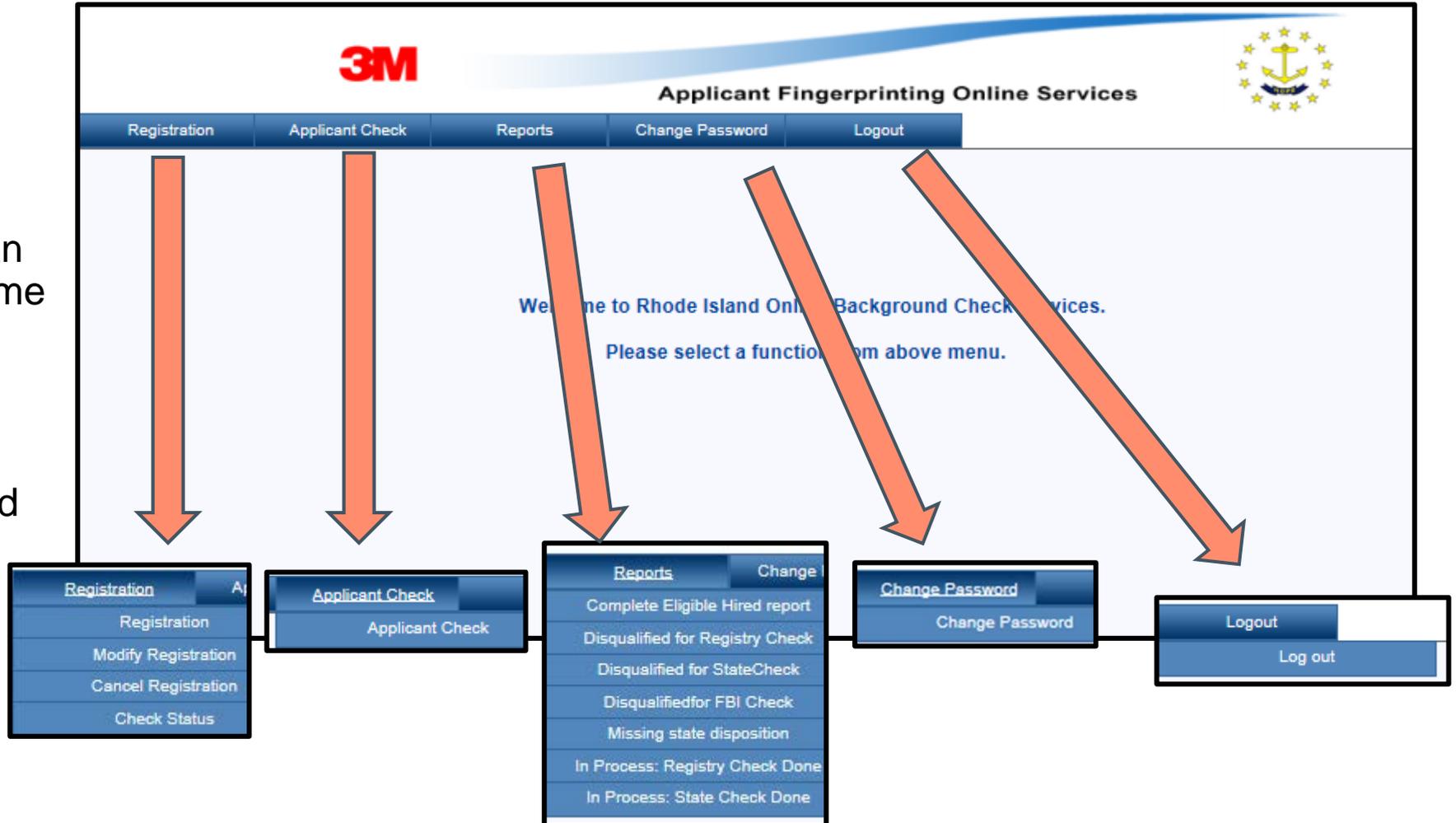


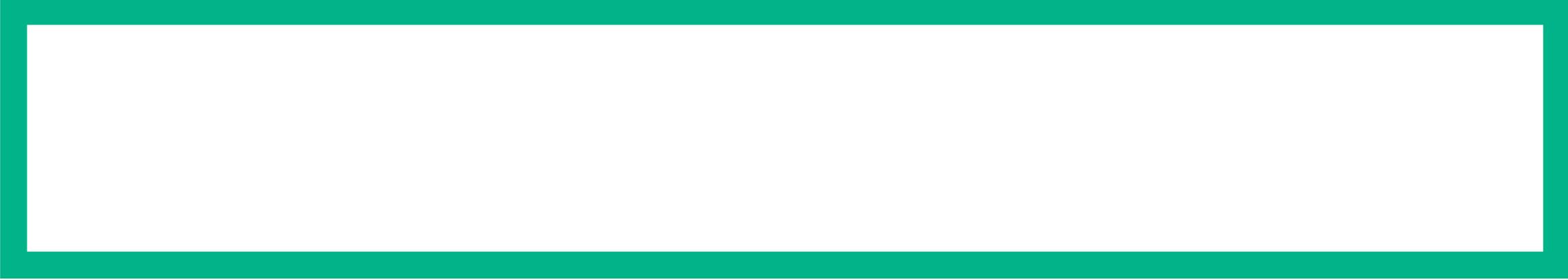
ABCP- Provider USER Home Page

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-All 7 registries must be checked and results saved regardless of the entry.**
- 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

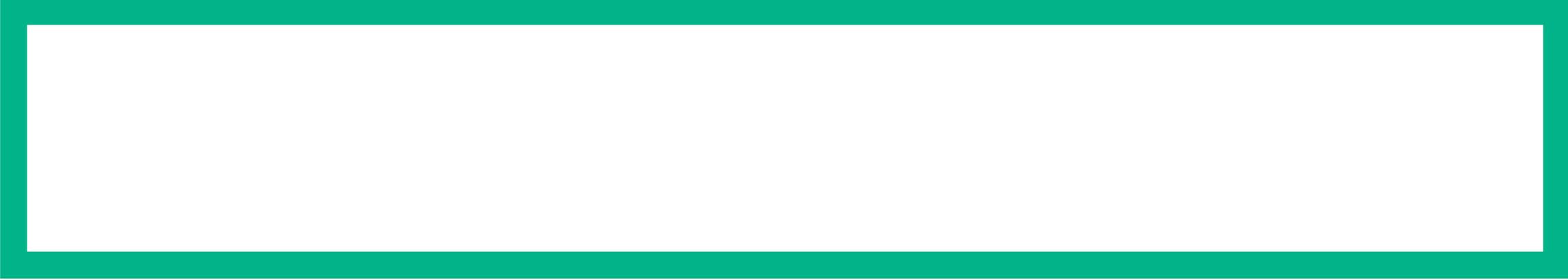
Step 4-Results Received

- A. Disqualified- Disqualified for Employment*
- B. Qualified-Qualified for Employment*
- C. No Decision-Results will be weeks/months, Hiring is a the Employer's discretion*

Step 5-Enter Hiring Disposition

- A. The Provider Agency clicks either the Hire OR Not Hire Icon in the Individual Applicants file in the ABCP Portal.

*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

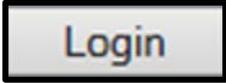
150 South Main Street
Providence, RI 02903
Phone: (401)274-4400

FAQ's APS Login

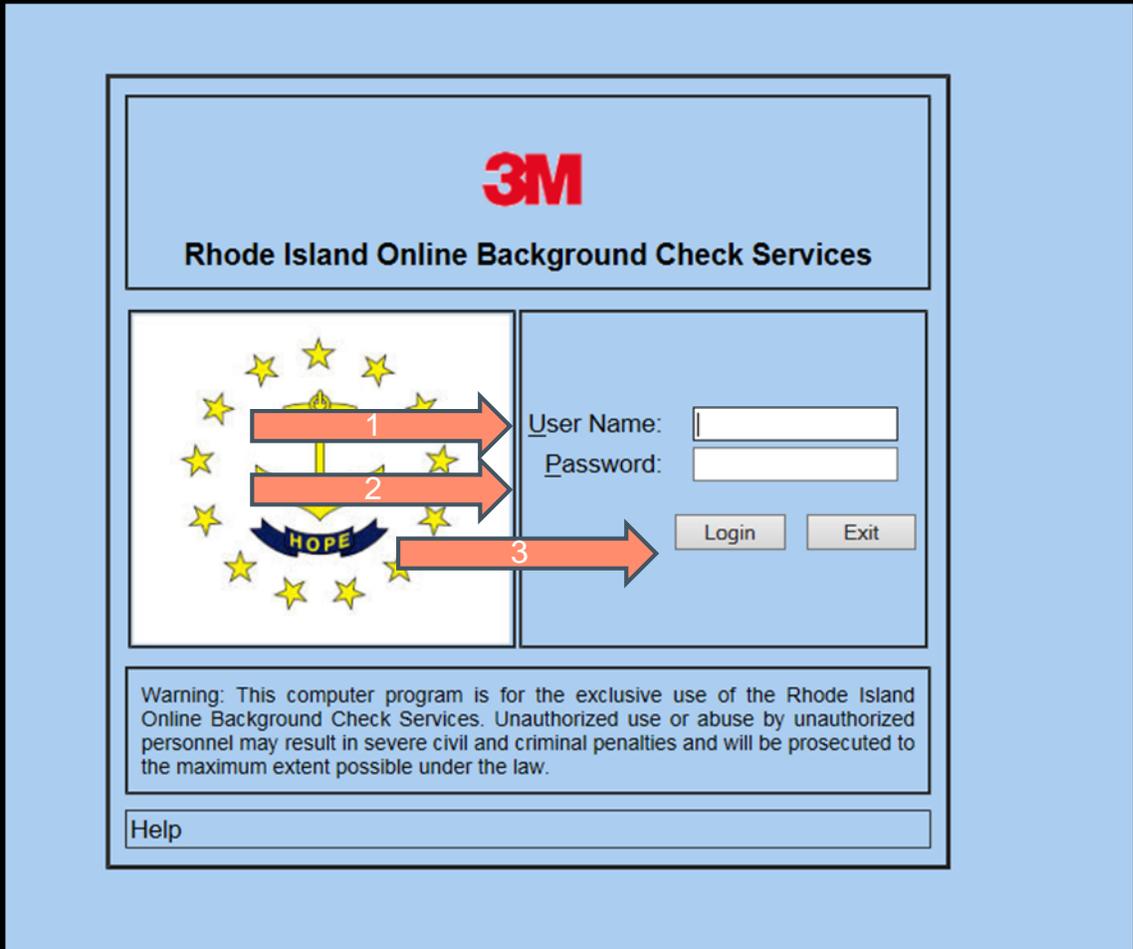
> Login

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:

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:

Personal Information

Last Name:

First Name:

Middle Name:

Suffix:

Date of Birth: (MMDDYYYY)

Place of Birth:

SSN (no dashes):

Reenter SSN:

Sex:

Race:

Eye Color:

Hair Color:

Height:

Weight:

Country of Citizenship:

Driver's License No:

Driver's License State:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Email:

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

Modify Next

This is a new job application.

Register a New Applicant

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

3M Applicant Fingerprinting Online Services

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

Cogent Applicant Registration Page 1 of 1

Applicant Registration
Step 3 - Registration Complete

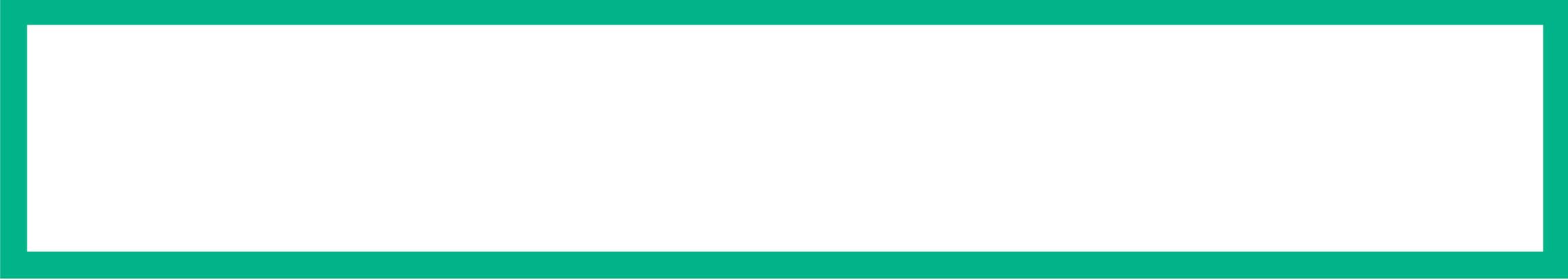
Thank you for Registering

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

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:

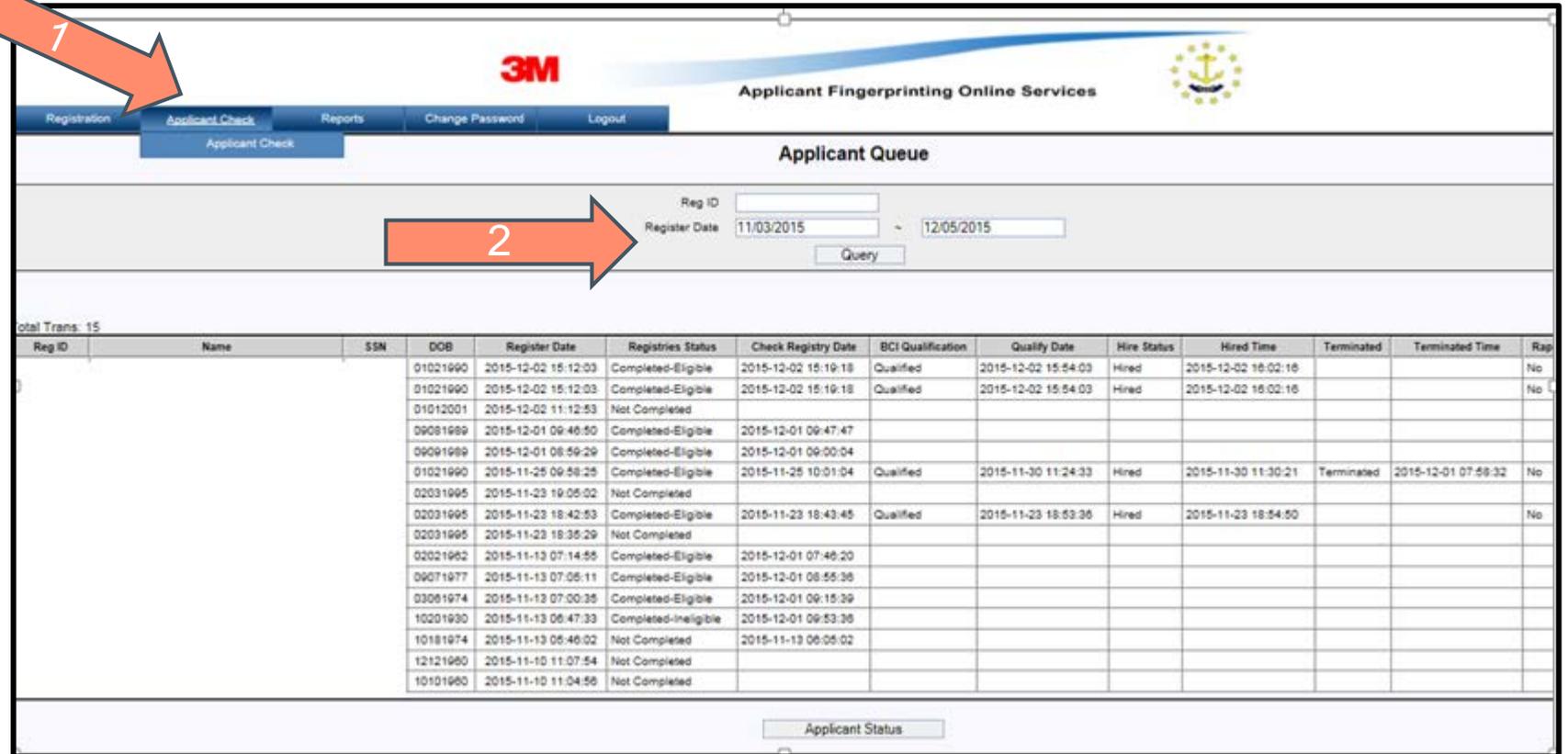
a. Enter the Registration ID of the Applicant to get results for that applicant only

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
Query

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			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						
09081989			09081989	2015-12-01 09:45:50	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	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					
03061974			03061974	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 05:05:02					
12121980			12121980	2015-11-10 11:07:54	Not Completed						
10101980			10101980	2015-11-10 11:04:56	Not Completed						

Entering Registry Results

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*

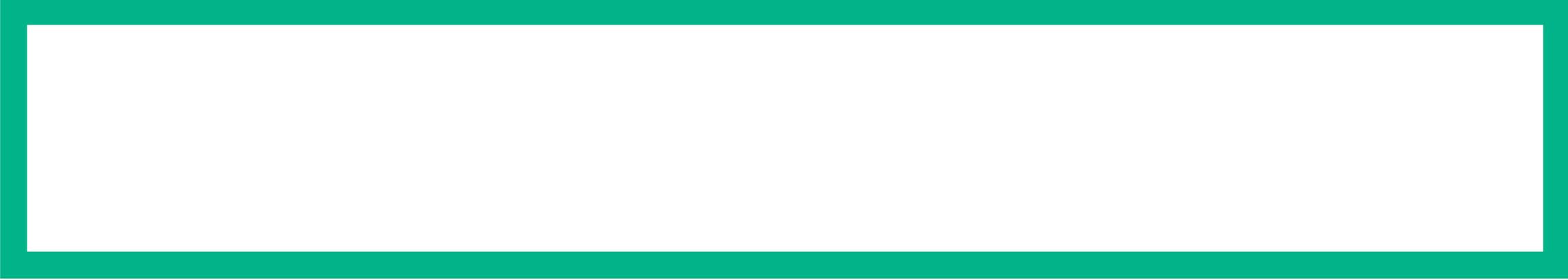
*NOTE-You must click SAVE after each registry check and before you click the ELIGIBLE OR INELIGIBLE ICONS

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

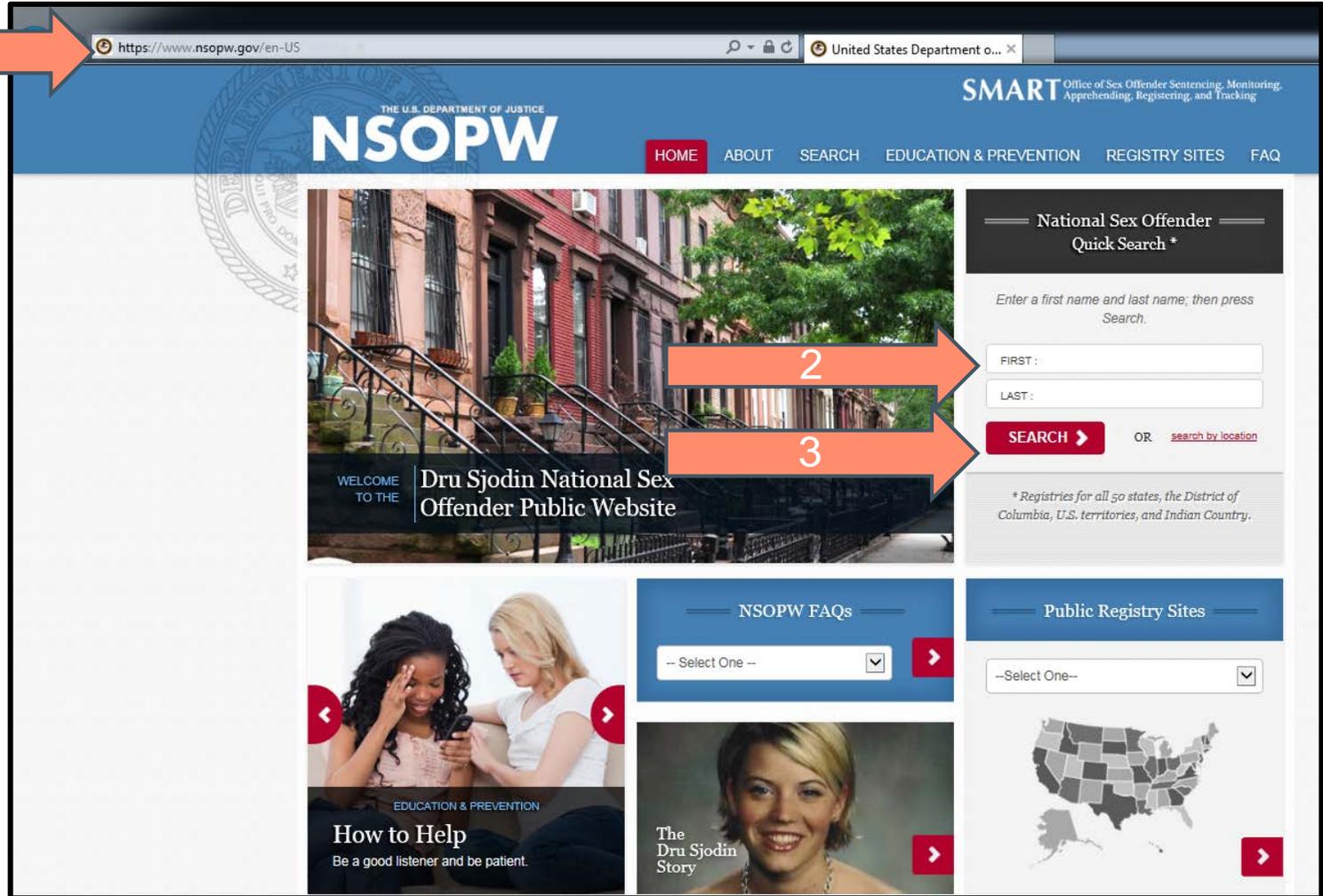


National Background Check Program (NBCP)

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 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. The main content area includes a large banner image of a brick building with the text 'WELCOME TO THE Dru Sjodin National Sex Offender Public Website'. To the right of the banner is a 'National Sex Offender Quick Search' form with 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 banner are three sections: 'NSOPW FAQs' with a dropdown menu, 'Public Registry Sites' with a dropdown menu and a map of the United States, and '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 U.S. DEPARTMENT OF JUSTICE
NSOPW

SMARKI Apprehending, Registering, and Tracking

HOME ABOUT **SEARCH** EDUCATION & PREVENTION REGISTRY SITES FAQ

Conditions of Use

This Website is provided as a public service by the U.S. Department of Justice (“the Department”). Using this Website, interested members of the public have access to and may search participating Jurisdiction Website public information regarding the presence or location of offenders who, in most cases, have been convicted of sexually violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. The public can use this Website to educate themselves about the possible presence of such offenders in their local communities.

Information from the various Jurisdiction Websites is not hosted by the Department, and the Department has neither responsibility for nor control over the information available for public inspection or search from individual Jurisdiction Websites that are accessible through this Website. The Department does not guarantee the accuracy, completeness, or timeliness of the information contained in Jurisdiction Websites regarding specific offenders or with respect to the omission of information about other offenders who may be residing, working, or attending school in the vicinity of any location that is the subject of any search using this Website. In this regard, the Department accepts no responsibility or liability for damages of any kind resulting from reliance on this information or lack thereof.

It is possible that information accessed or obtained through this Website may not reflect current residences, employment, school attendance, or other information regarding such individuals, and users are forewarned that it is incumbent upon them to verify information. Any user seeking more information or verification should communicate with the responsible Jurisdiction agency and/or the local law enforcement agency where the offender resides, works, or attends school, as appropriate. Any individual who believes that information contained in a Jurisdiction Website is not accurate should communicate

I agree and acknowledge the terms of NSOPW

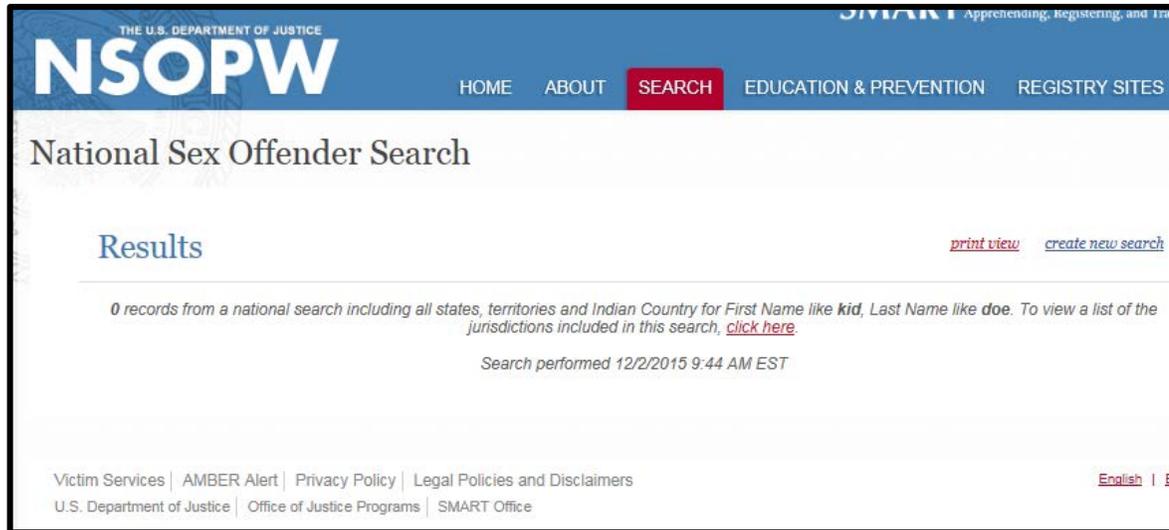
Please enter the code below and press *Continue*.

SNPVK

CONTINUE

National Sex Offender Registry-Results

A



THE U.S. DEPARTMENT OF JUSTICE
NSOPW SMART Apprehending, Registering, and Tracking

HOME ABOUT **SEARCH** EDUCATION & PREVENTION REGISTRY SITES

National Sex Offender Search

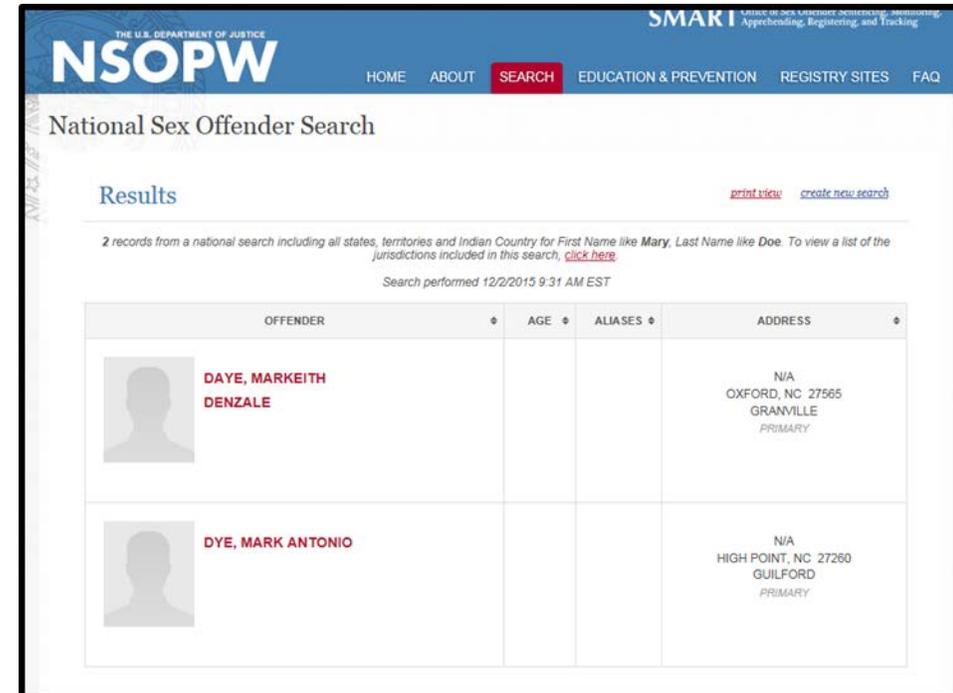
Results [print view](#) [create new search](#)

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](#).

Search performed 12/2/2015 9:44 AM EST

Victim Services | AMBER Alert | Privacy Policy | Legal Policies and Disclaimers
U.S. Department of Justice | Office of Justice Programs | SMART Office

B



THE U.S. DEPARTMENT OF JUSTICE
NSOPW SMART Apprehending, Registering, and Tracking

HOME ABOUT **SEARCH** EDUCATION & PREVENTION REGISTRY SITES **FAQ**

National Sex Offender Search

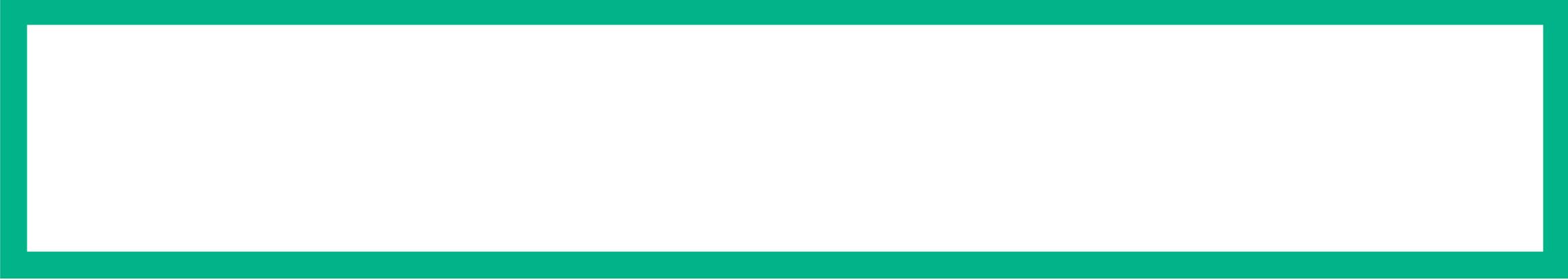
Results [print view](#) [create new search](#)

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](#).

Search performed 12/2/2015 9:31 AM EST

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. After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.



National Background Check Program (NBCP)

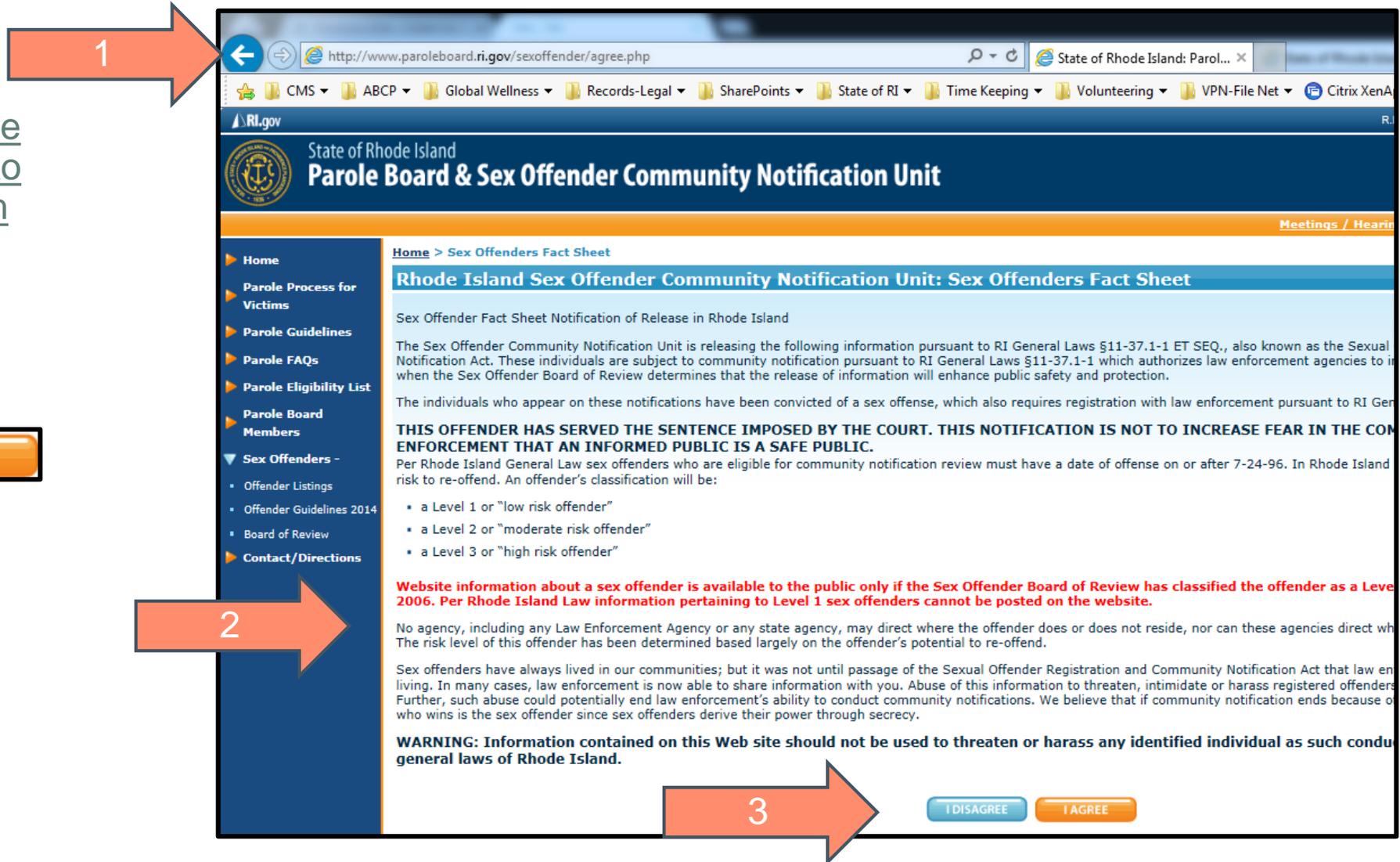
Rhode Island Sex Offender Registry

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 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. After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.

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](#)

Navigation menu: 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, Contact/Directions

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

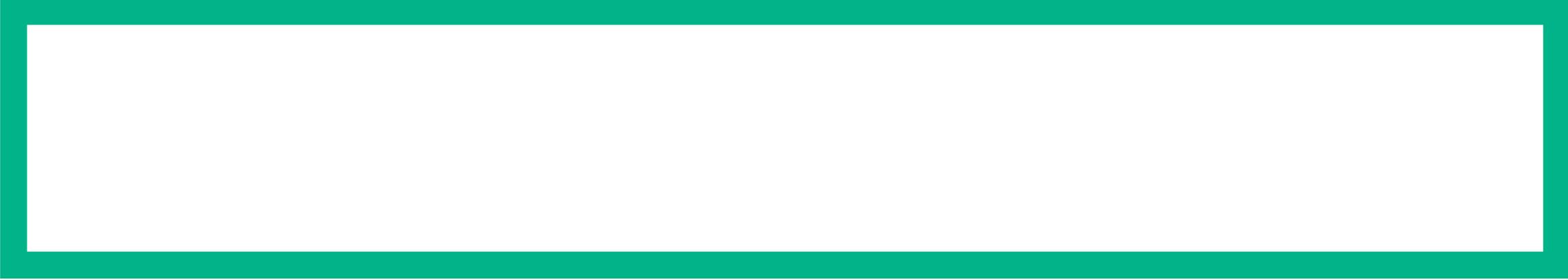
Level III Offenders

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

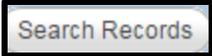
Navigation menu: Home, Parole Process for Victims, Parole Guidelines, Parole FAQs, Parole Eligibility List, Parole Board Members, Sex Offenders, Offender Listings, Offender Guidelines 2014, Board of Review, Contact/Directions



National Background Check Program (NBCP)

Excluded Parties Systems List

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

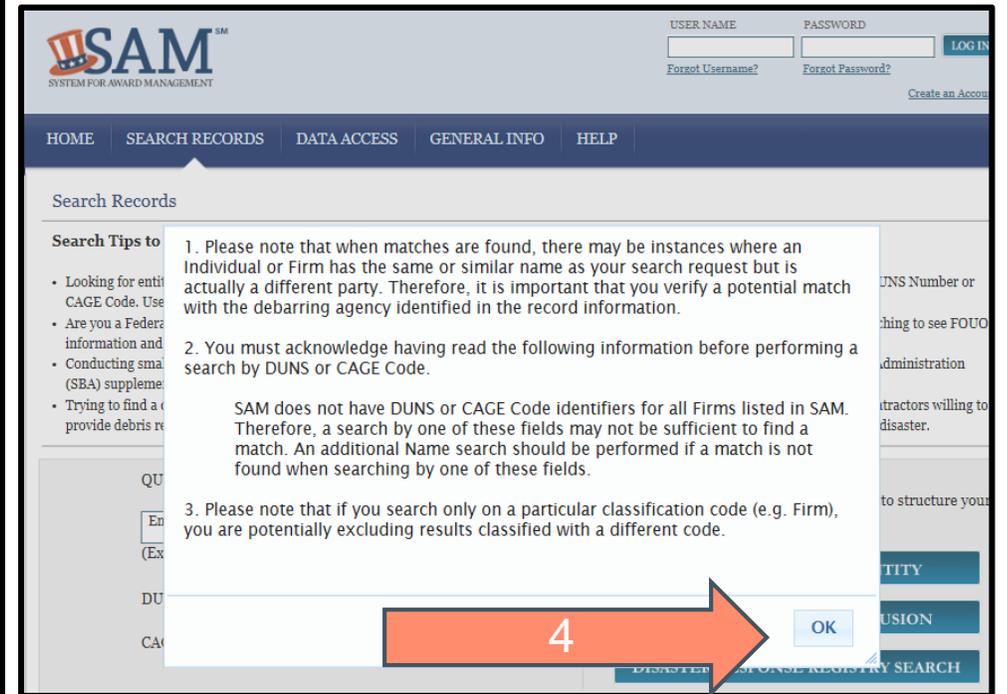
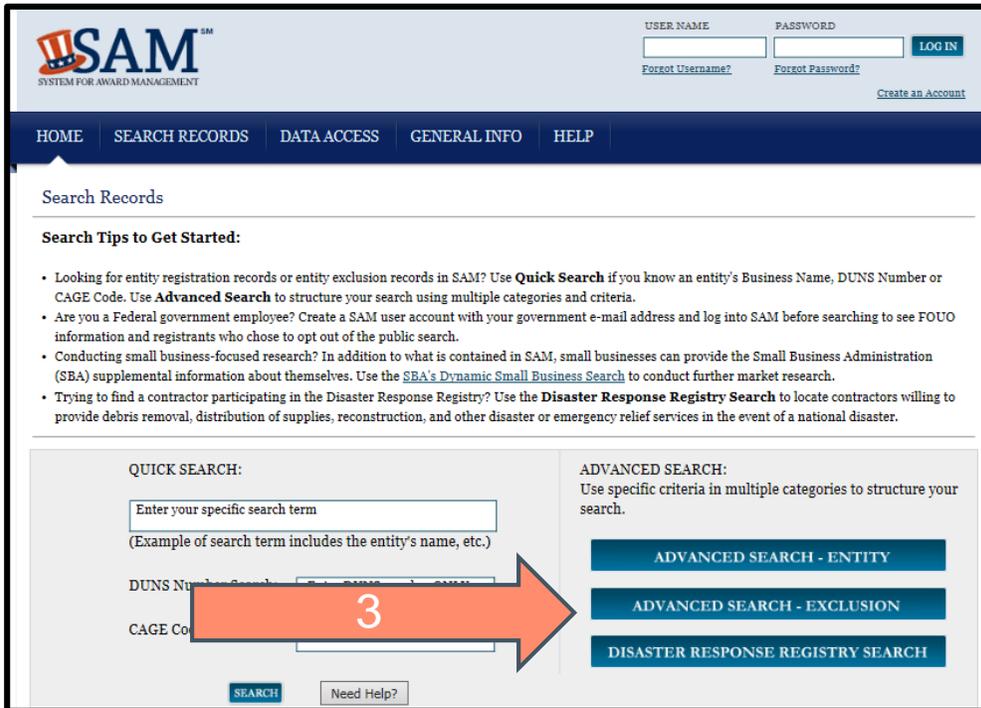
1. Go to:
<http://catalog.data.gov/dataset>
<https://www.sam.gov/portal/SAM/#1>
2. Click 



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, there 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.

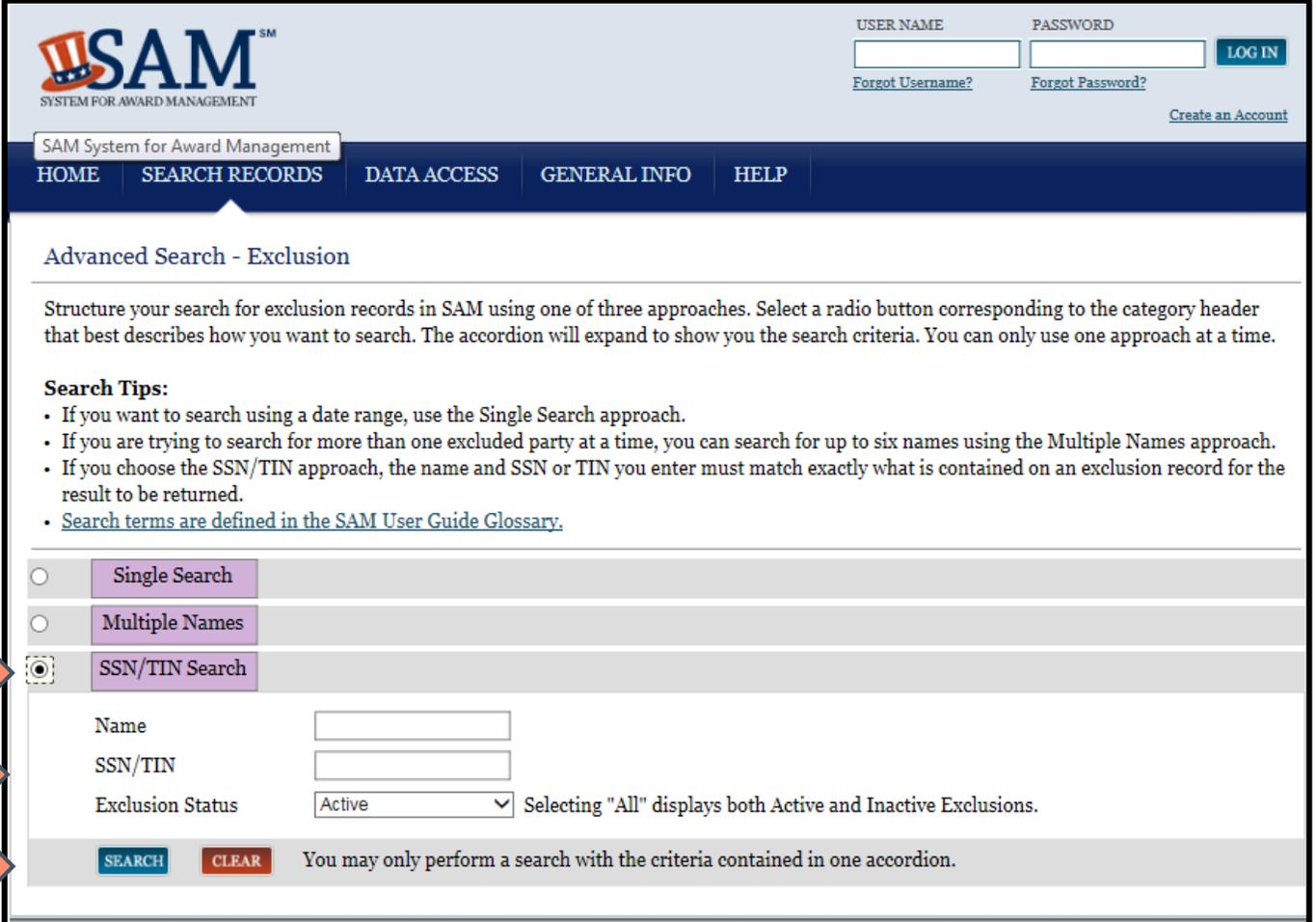
Excluded Parties List System (EPLS)-SAM-System for Award Management- Results

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 



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 input fields for Name and SSN/TIN 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

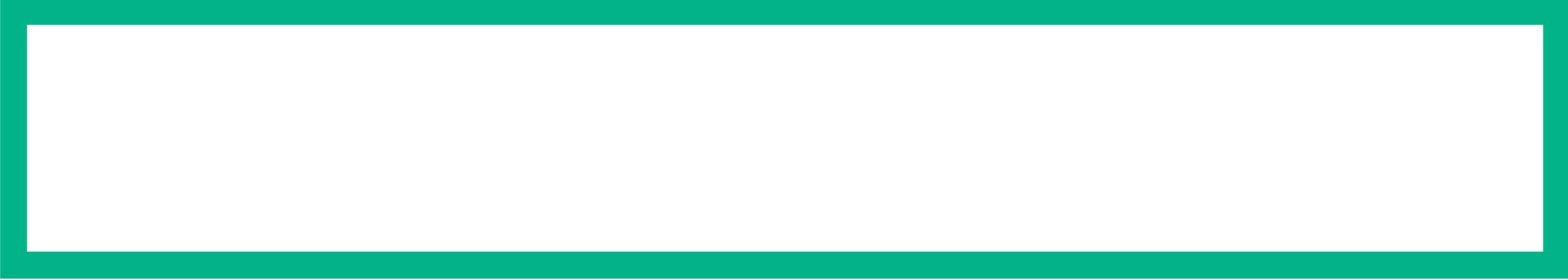
A

The screenshot shows the SAM System for Award Management search results page. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar, the page title is "Search Results". A message states: "Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record." Below this message, there are buttons for "Clear Search" and "Edit Search". The search results section shows "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." There are also buttons for "Save PDF", "Export Results", and "Print".

B

The screenshot shows the SAM System for Award Management search results page. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar, the page title is "Search Results". A message states: "Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record." Below this message, there are buttons for "Clear Search" and "Edit Search". The search results section shows "TOTAL RECORDS: 7" and "Result page 1 of 1". A message states: "Your search returned the following results...". There is a search result 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. There are buttons for "View Details", "Save PDF", "Export Results", and "Print".

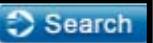
6. If no results are found you will see Exhibit A
7. If results are found or there is someone with a nick name or phonetic name similar a “hit” might return. Please be diligent in determining if this is your applicant or not. See Exhibit B
8. After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.

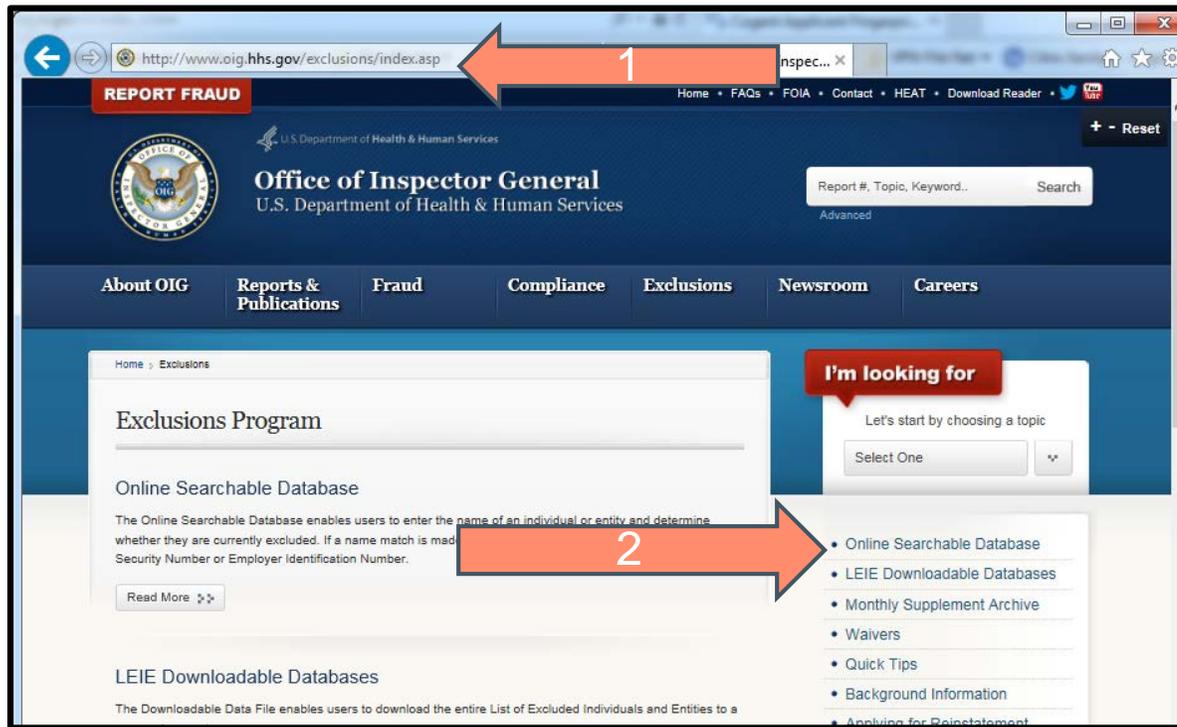


National Background Check Program (NBCP)

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

The screenshot shows the Office of Inspector General Exclusions Search Results page. The search term 'jones, kid' has been entered, and the results indicate that no results were found. A message states: 'No Results were found for > jones, kid'. Below this, a warning icon and text state: '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.' A 'Search Again' button is visible at the bottom left. The footer indicates the search was conducted on 12/2/2015 at 12:03:56 PM EST on the OIG LEIE Exclusions database, with source data updated on 11/9/2015 at 12:43:00 PM EST.

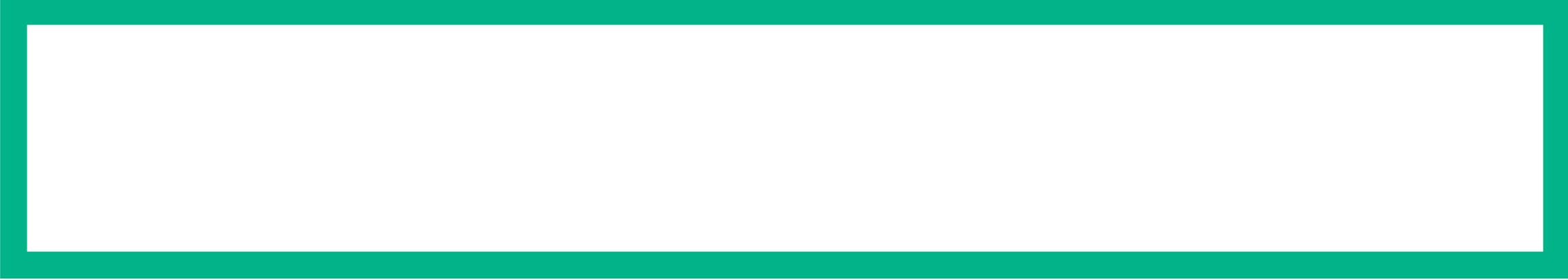
B

The screenshot shows the Office of Inspector General Exclusions Search Results page. The search term 'mart, mart' has been entered, and results were found. The results are displayed in a table with columns for Last Name, First Name, Middle Name, General, Specialty, Exclusion, Waiver, and SSN/EIN. The results are as follows:

Last Name	First Name	Middle Name	General	Specialty	Exclusion	Waiver	SSN/EIN
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

A warning icon and text state: '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.' A 'Print Search Results' button is visible above the table.

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. After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.



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

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

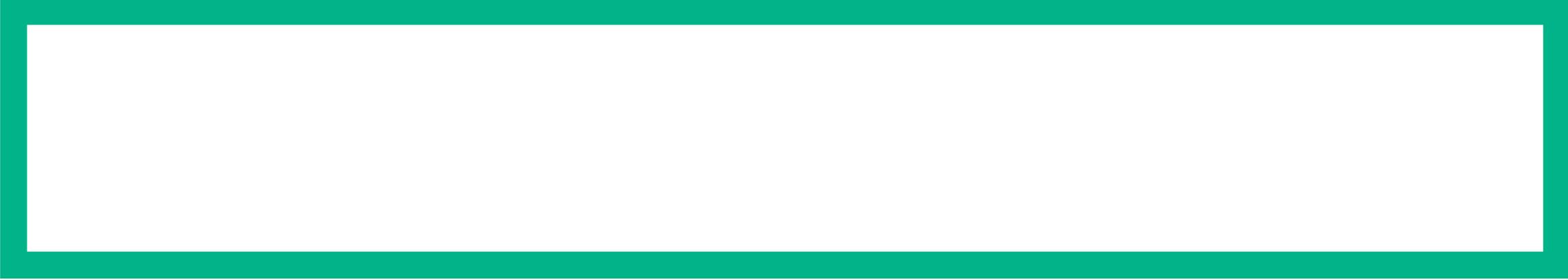
Search Results

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-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-
- After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.

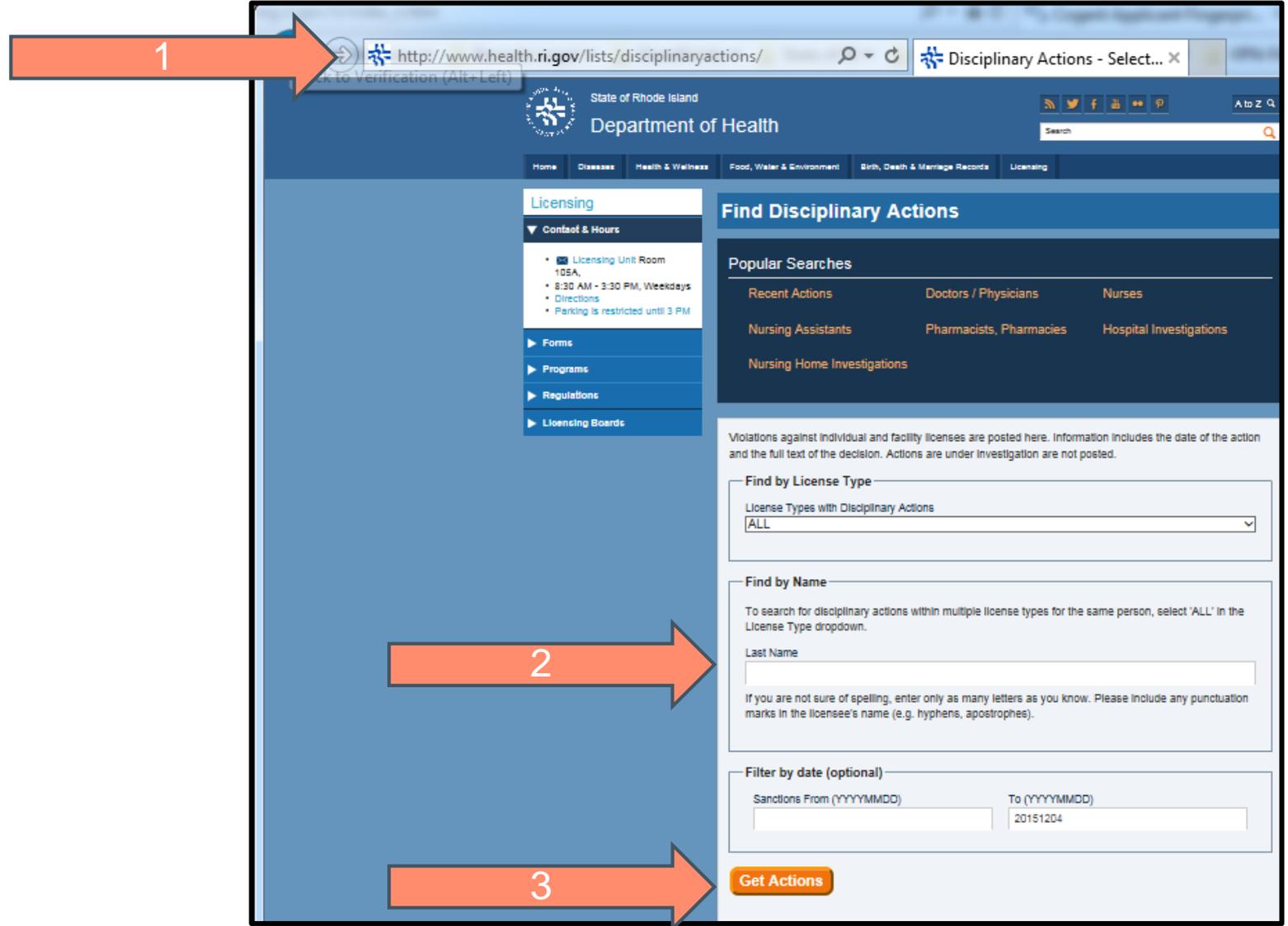


National Background Check Program (NBCP)

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. An orange arrow labeled '1' points to the browser's address bar, which contains the URL <http://www.health.ri.gov/lists/disciplinaryactions/>. 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. A sidebar on the left lists 'Licensing' with sub-links for Contact & Hours, Forms, Programs, Regulations, and Licensing Boards. The main content area is titled 'Find Disciplinary Actions' and features 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 search form with three sections: 'Find by License Type' with a dropdown menu set to 'ALL'; 'Find by Name' with a 'Last Name' input field and instructions; and 'Filter by date (optional)' with 'Sanctions From' and 'To' date input fields. An orange arrow labeled '2' points to the 'Last Name' input field, and another orange arrow labeled '3' points to the 'Get Actions' button at the bottom right of the search form.

Rhode Island Disciplinary Actions Database

A

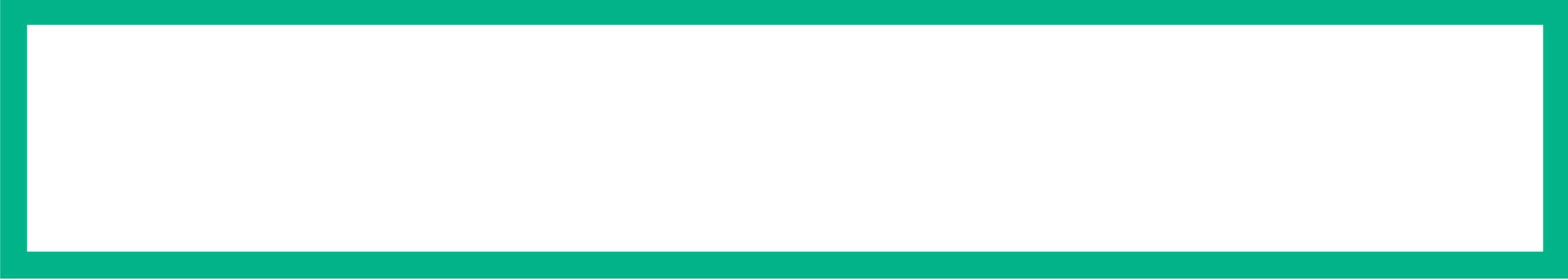
The screenshot shows the Rhode Island Department of Health website. The navigation menu includes Home, Diseases, Health & Wellness, Food, Water & Environment, Birth, Death & Marriage Records, and Licensing. The 'Licensing' section is active, and the 'ALL Disciplinary Actions' search results display the message: "No Disciplinary Actions for that name."

B

The screenshot shows the Rhode Island Department of Health website with a search for disciplinary actions. The 'ALL Disciplinary Actions' search results display a table with the following data:

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
- After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.



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 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". To the right is a "Disclaimer" section with the following text:

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.

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.

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.

All information provided by the Judiciary's system database through this Internet service is provided "as is," with no warranties, express or implied, including the implied warranty of fitness for a particular purpose. The user shall hold the Judiciary harmless from any claims for losses, costs, damages, expenses, or liability which may arise out of or in connection with the use of this Internet service and the contents therein by the user and its successors, assigns, employees, agents, representatives, or any third party. In no event shall the Judiciary be liable for any damages, of any nature whatsoever, arising out of the use of, or the inability to use this Internet service. Unless expressly provided to the contrary, communications through this Internet website shall in no event constitute a filing with any court or provide legal notice to any court including its agencies, officers, employees, agents, or representatives.

The Adult Criminal Information Database website is intended for use by the public for viewing information only. Unauthorized attempts to change the information on this website are strictly prohibited and may be subject to criminal prosecution under federal law (Computer Fraud and Abuse Act of 1996) and the Rhode Island General Laws. The Judiciary will not track or compile personal information about visitors to this website.

If you have any questions or feel that there is incorrect or inaccurate information contained in the database, please direct your inquiry to the Clerk of the appropriate court where the charges were filed along with the correct documentation. General questions or comments about this service should be emailed to feedback@courts.ri.gov.

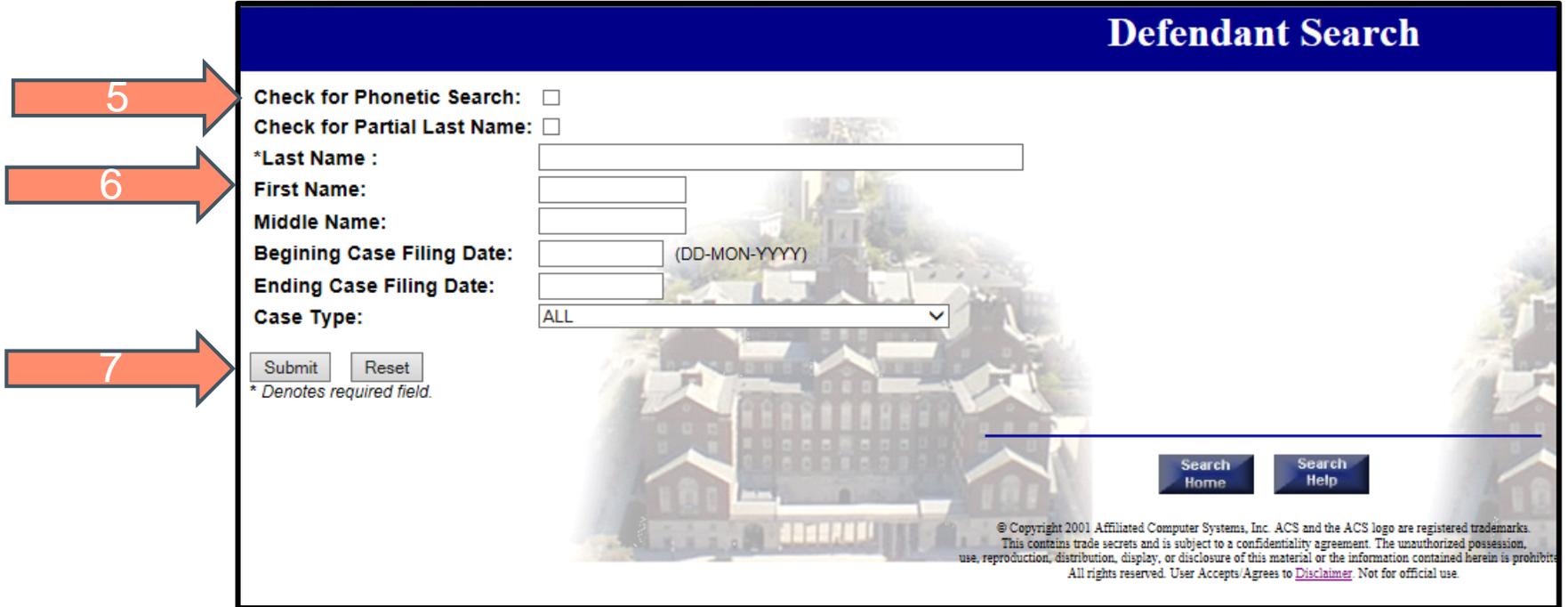
At the bottom right of the disclaimer are "Accept" and "Decline" buttons.

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



The screenshot shows a web form titled "Defendant Search" with a blue header. The form contains the following fields and controls:

- 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:**
- Submit** and **Reset** buttons.
- * Denotes required field.

Three orange arrows with white numbers point to the checkboxes (5), the *Last Name field (6), and the Submit button (7). At the bottom right of the form, there are "Search Home" and "Search Help" buttons, and a copyright notice: "© Copyright 2001 Affiliated Computer Systems, Inc. ACS and the ACS logo are registered trademarks. This contains trade secrets and is subject to a confidentiality agreement. The unauthorized possession, use, reproduction, distribution, display, or disclosure of this material or the information contained herein is prohibited. All rights reserved. User Accepts/Agrees to [Disclaimer](#). Not for official use."

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

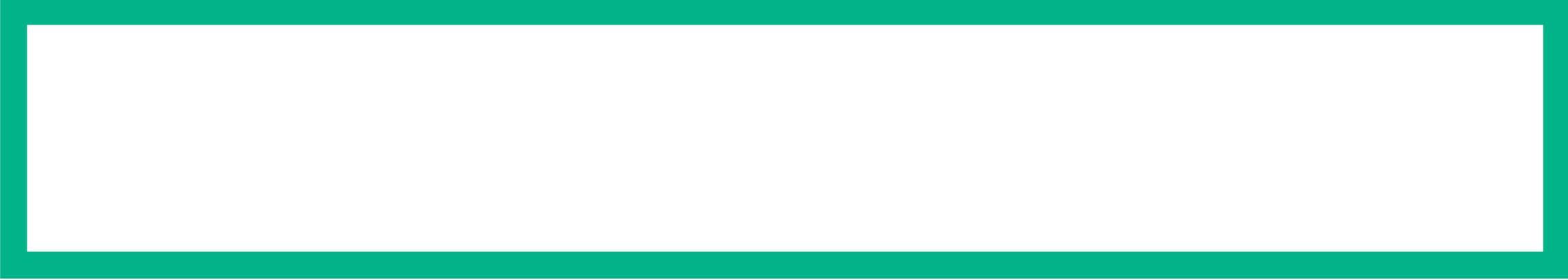
Phonetic Search: on Partial Match: on Last Name: smith First Name: kid

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	K2-2007-0226A	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->

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 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
10. After reviewing the information go back to the portal and enter Cleared, Accepted or Rejected as appropriate and click on Save.



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 ABCP 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 or their mobile version 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:	

[Red Arrow] Applicants Name & Address

To [Redacted]: [Red Arrow] Applicant's Name

As part of our application requirements **Registration ID RS00[Redacted]** is being considered for employment by our Organization and in compliance with federal and state law, requires a National Criminal Background check.

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.**

Please bring this receipt, positive identification and your payment to the BCI Office of the Attorney General's Office.

[Red Arrow] Organization's & Provider Administrator's Name

Sincerely,

[Redacted Signature]

Comment: [Redacted]

[Red Arrow] Eligible

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

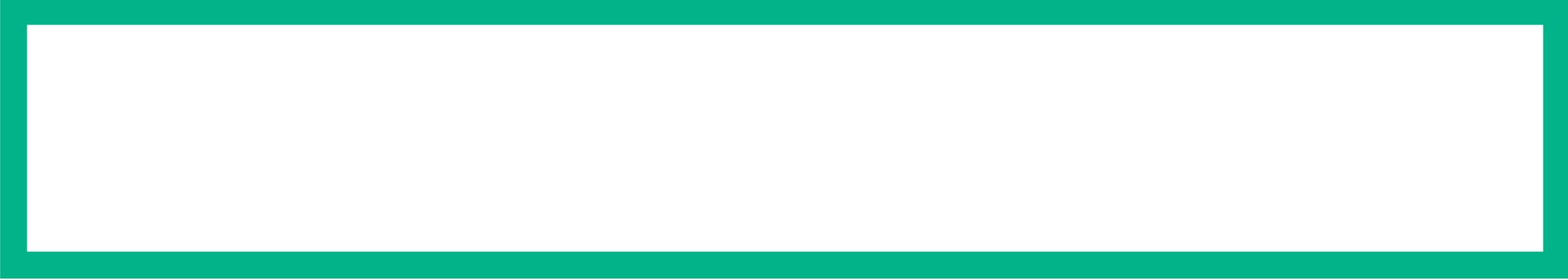
12-01-2015

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.

No Decision

1. If the BCI Unit enters a “No Decision” this result will appear in the Applicant queue under the BCI Qualification Column.
2. A result of “No Decision” means the expected turn around time of the Applicant's results is projected to be weeks/months.
3. The Provider can choose to Hire or Not Hire the Applicant*
4. When the final update is received, the BCI Unit will then select "Qualified" or "Disqualified". At this point if the Applicant was hired, the Provider can continue employing the applicant or terminate the applicant at their discretion. (see Slide 56)

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

No Decision-Final Results

Final Result – Qualified Provider Actions

1. If the Provider clicked on the "Hire" icon after a "No Decision" result appeared then:
 - No action is needed, the Applicant is already hired.
2. If the Provider clicked the "Not-Hire" icon after a "No Decision" result appeared, and would like to HIRE the Applicant then:
 - The Provider must process the Applicant as a "New Applicant" following the steps in the ABCP Quick Reference Guide.

Final Result – Disqualified Provider Actions

1. If the Provider clicked on the "Hire" icon after a "No Decision" result appeared then:
 - The Provider can click on the "Termination" icon at their discretion.
2. If the Provider clicked the "Not-Hire" icon after a "No Decision" result appeared then:
 - No action required as the Applicant was not hired.

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

From: noreply@riag.ri.gov
Sent: Monday, April 25, 2016 3:02 PM
To: [REDACTED]
Subject: RS000 [REDACTED] Qualification Notice

04-25-2016

Provider Agency [REDACTED]
[REDACTED]

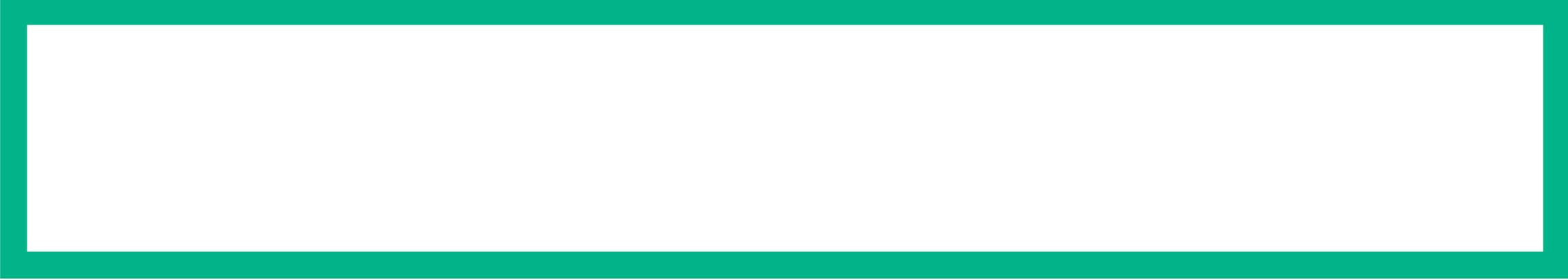
As mandated by both federal and state law, the fingerprints of [REDACTED] were processed to determine if they have a criminal record containing disqualifying information. The results of their National Criminal Background check shows that they have **DISQUALIFYING INFORMATION** as delineated under federal 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 about the **DISQUALIFYING INFORMATION**. 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



National Background Check Program (NBCP)

Entering Hiring Disposition

Entering Hiring Disposition

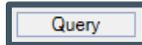
1. Click Applicant Check

2. You Can:

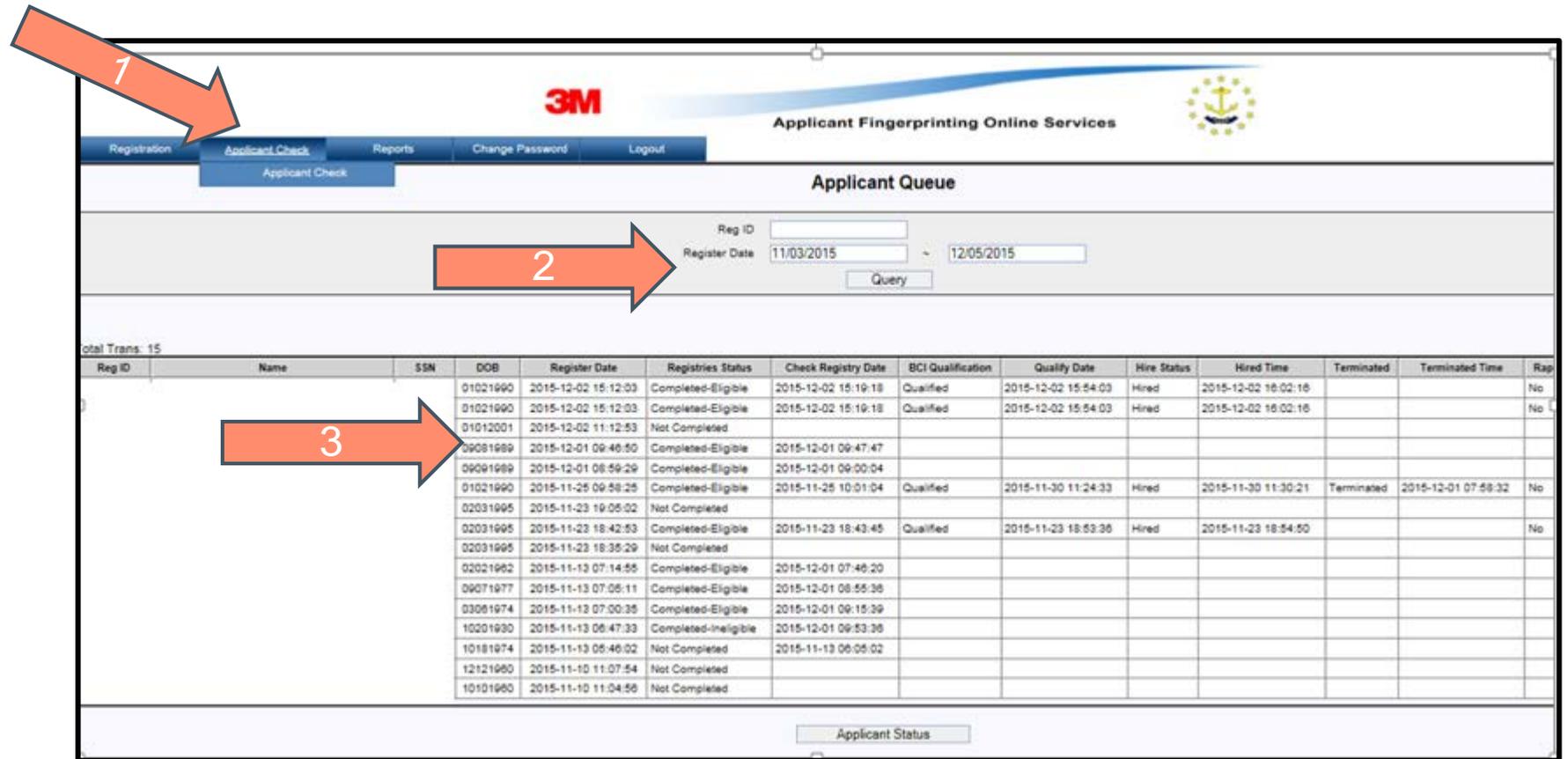
a. Enter the Registration ID of the Applicant to get results for that applicant only

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	Rep
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								
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 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 is essential for proper program reporting and compliance. PLEASE Ensure you click on the icon that matched your decision as soon as you can to prevent system back ups.

Entering Hiring Disposition

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 entering hiring disposition. The main area shows a 'Registry Checking Results' section with various checks like 'National Sex Offender Registry' and 'RI Sex Offender Registry'. At the bottom, there are buttons for 'Hire', 'Not Hire', and 'Close'. Two dialog boxes are overlaid on the screen. The first dialog box, titled 'Message from webpage', contains the text 'You cannot change decision any more, do you want to continue?' and has 'OK' and 'Cancel' buttons. An orange arrow labeled '5' points to the 'OK' button. The second dialog box, also titled 'Message from webpage', contains a warning icon and the text 'Hire decision is Saved Successfully!' and has an 'OK' button. An orange arrow labeled '6' points to the 'OK' button. An orange arrow labeled '4' points to the 'Hire' button, and an orange arrow labeled '4a' points to the 'Not Hire' button.



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
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
 - 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.

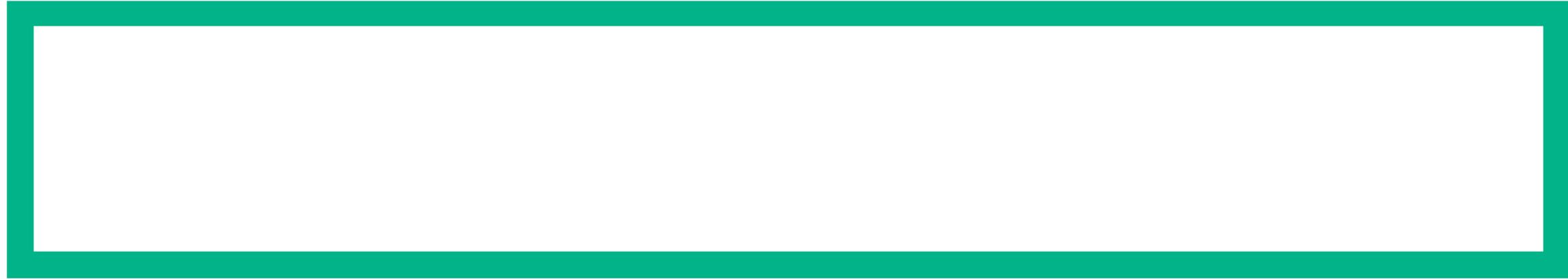
Two dialog boxes are overlaid on the page:

- 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)

ABCP 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:

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

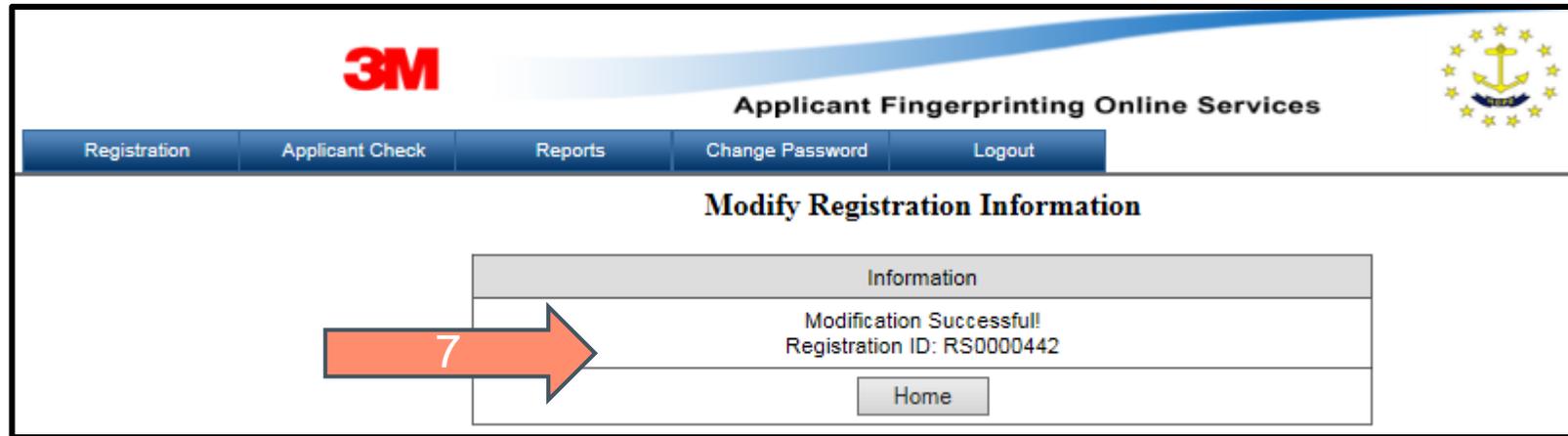
Last Name: WOMAN
First Name: WONDER
Middle Name:
Suffix: SELECT
Date of Birth: 01012001 (MMDDYYYY)
Place of Birth: UNITED STATES
SSN: 111557788
Sex: Female
Race: White (including Latino)
Eye Color: Black
Hair Color: Black
Height: 5'00
Weight: 125
Country of Citizenship: UNITED STATES
Driver's License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

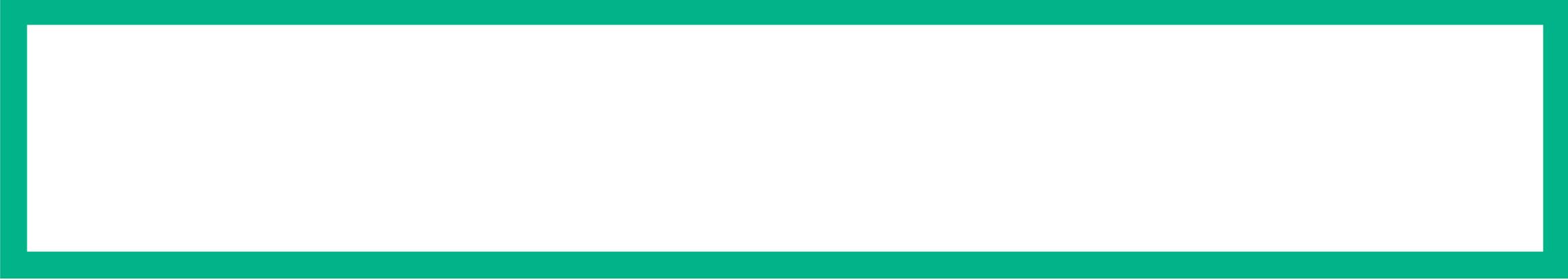
Note: Highlighted fields are required and marked by a *.

Confirm Modification **Cancel**

Modify a Registration

7. Receive Confirmation of the modification



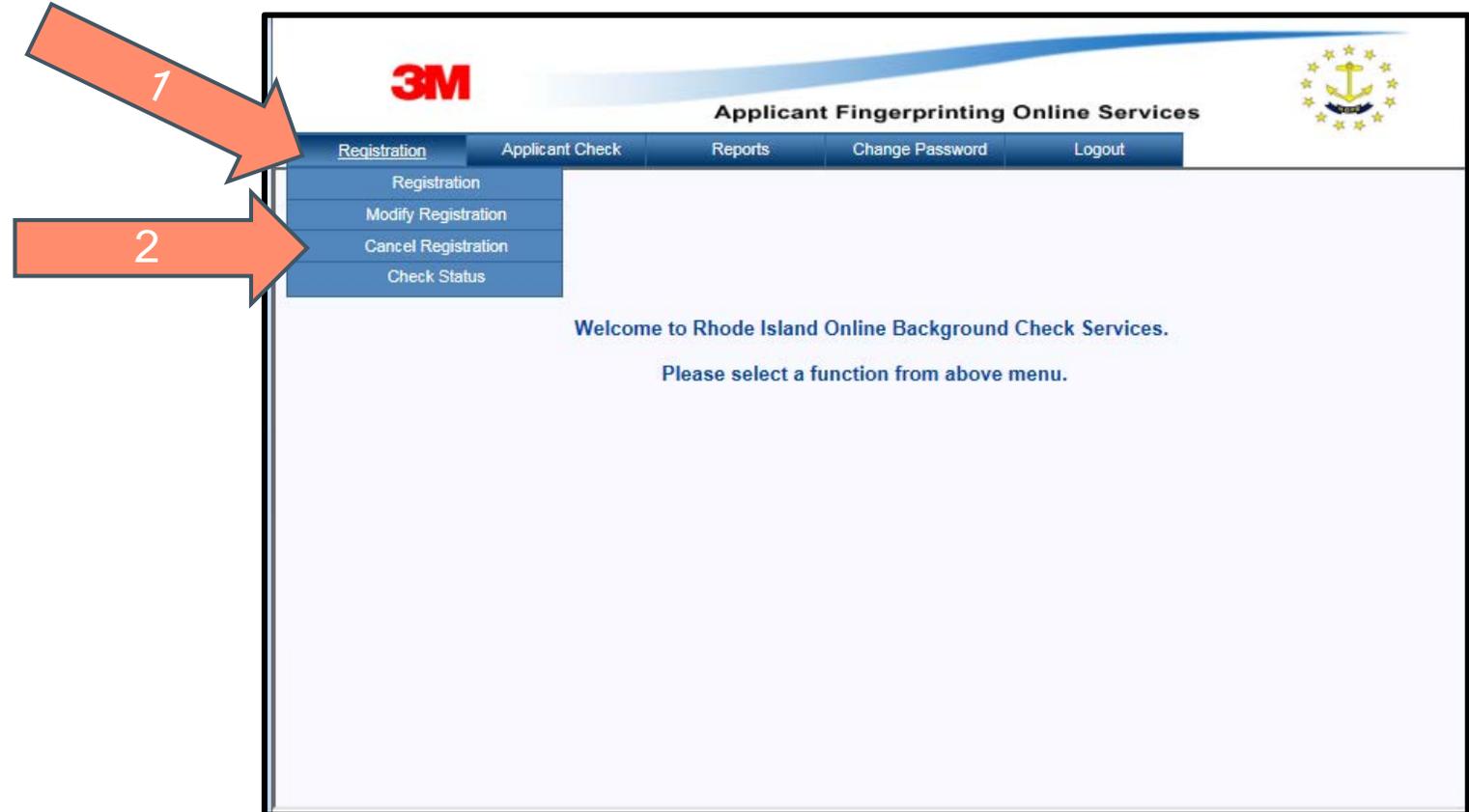


National Background Check Program (NBCP)

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 Registration By Name and SSN

Last Name:

First Name:

SSN (last 4 digits):

DOB:
(MMDDYYYY)

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:

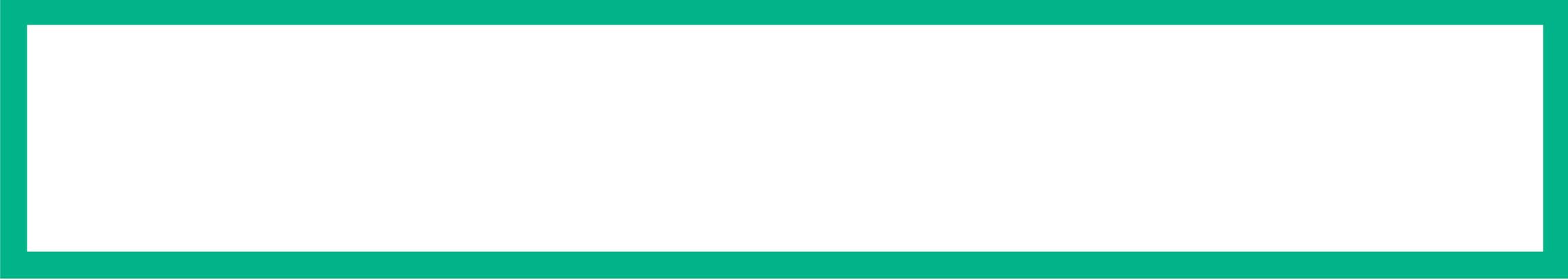
3M Applicant Fingerprinting Online Services

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 options:

- Find Registration By Reg ID and DOB:** This section has input fields for "Registration ID:" and "DOB:" (with a "(MMDDYYYY)" format hint). An orange arrow labeled "3" points to the "Registration ID" field. Below the fields are "Find" and "Cancel" buttons.
- Find Registration By Name and SSN:** This section has input fields for "Last Name:", "First Name:", "SSN (last 4 digits):", and "DOB:" (with a "(MMDDYYYY)" format hint). An orange arrow labeled "4" points to the "Last Name" field. Below the fields are "Find" and "Cancel" buttons.

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

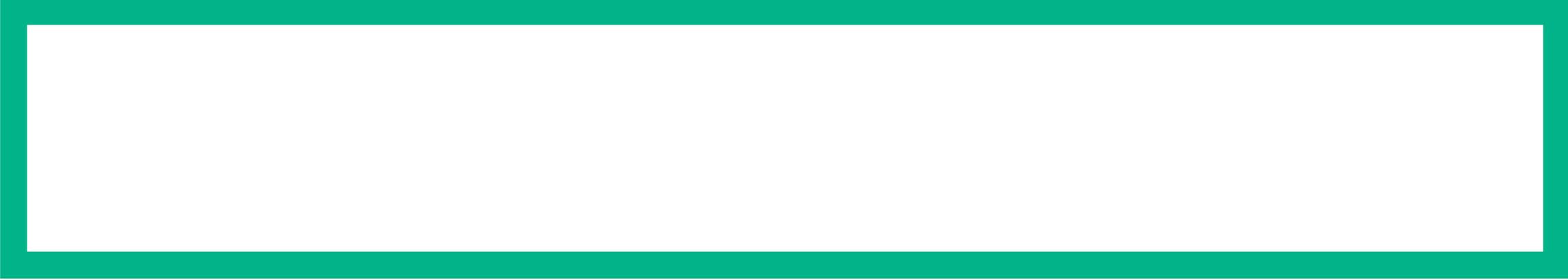
3M Cogent
Proof of Fingerprint Submission Receipt

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

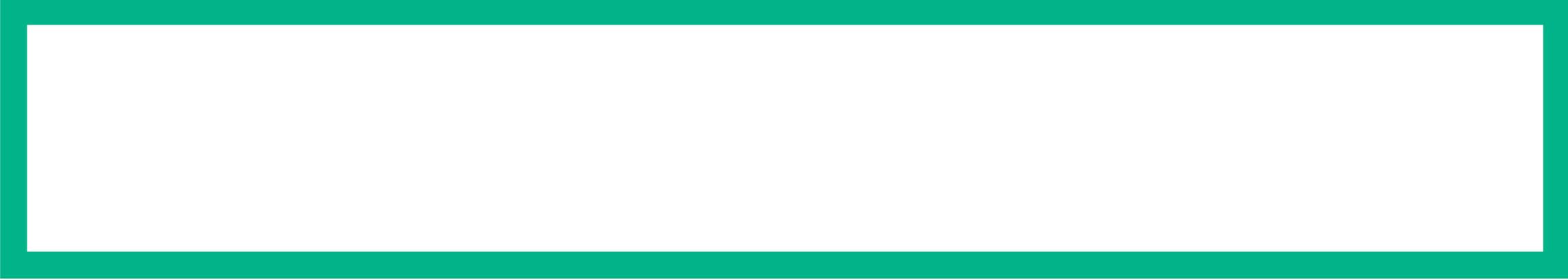
1. Click on Change Password
2. Enter your OLD Password
3. Enter the NEW Password
4. Confirm The NEW Password
5. Click on Change

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 an anchor and stars. The main heading is "Applicant Fingerprinting Online Services". Below this is a navigation bar with "Change Password" and "Logout" buttons. An orange arrow labeled "1" points to the "Change Password" button. Below the navigation bar is a form titled "Change Password for User: [redacted]". The form has a "Passwords" section with three input fields: "Old Password", "New Password", and "Confirm New Password". An orange arrow labeled "2" points to the "Old Password" field, "3" points to the "New Password" field, and "4" points to the "Confirm New Password" field. Below the input fields is a blue note: "* Password should be 8 to 12 characters long with a combination of letters and numbers and a mix of upper and lower cases." At the bottom of the form are "Change" and "Clear" buttons. An orange arrow labeled "5" points to the "Change" button.



National Background Check Program (NBCP)

ABCP Provider Agency User Maintenance



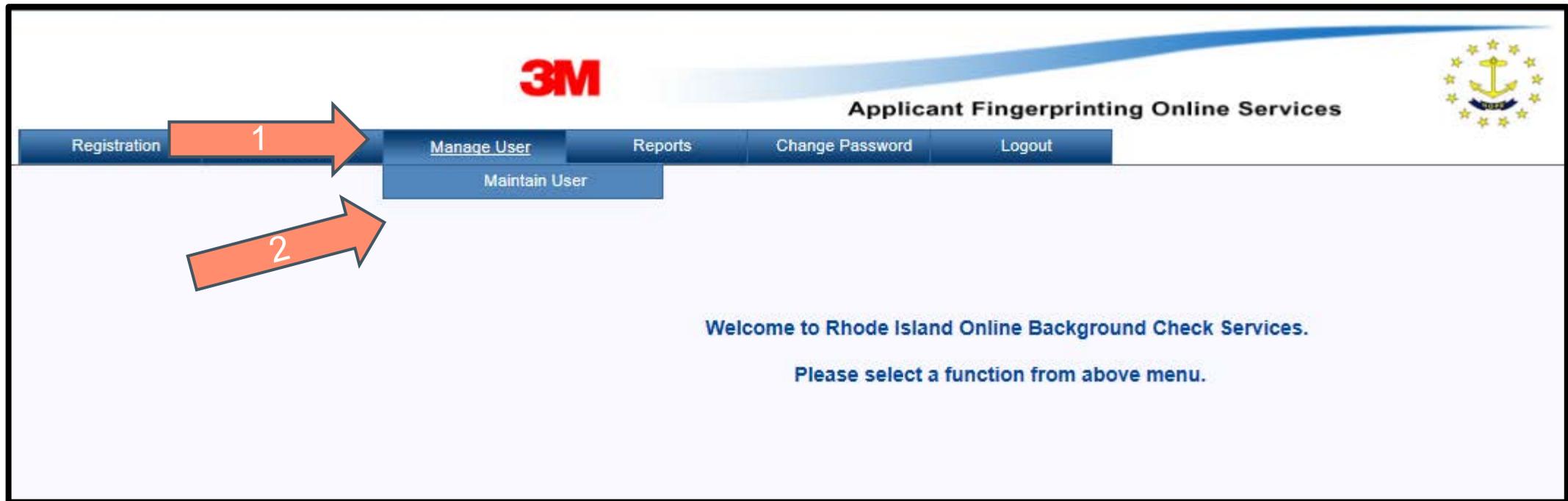
National Background Check Program (NBCP)

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 are several menu items: 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 with the following columns 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]	

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

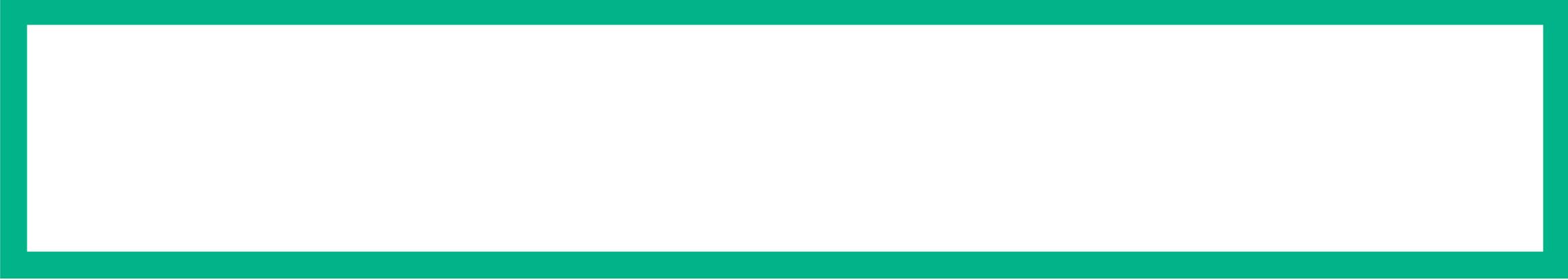
Adding a Provider Agency User

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 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.

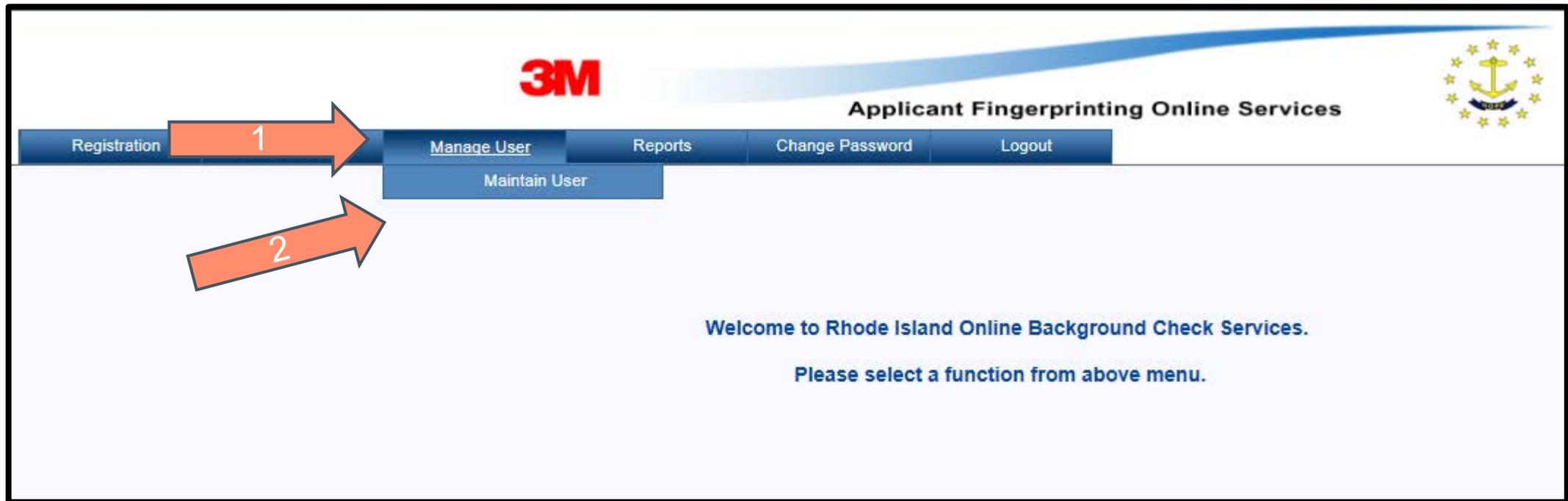


National Background Check Program (NBCP)

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 yellow anchor logo 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 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]	

Below the table, a red arrow with the number "1" points to a "Modify" button.

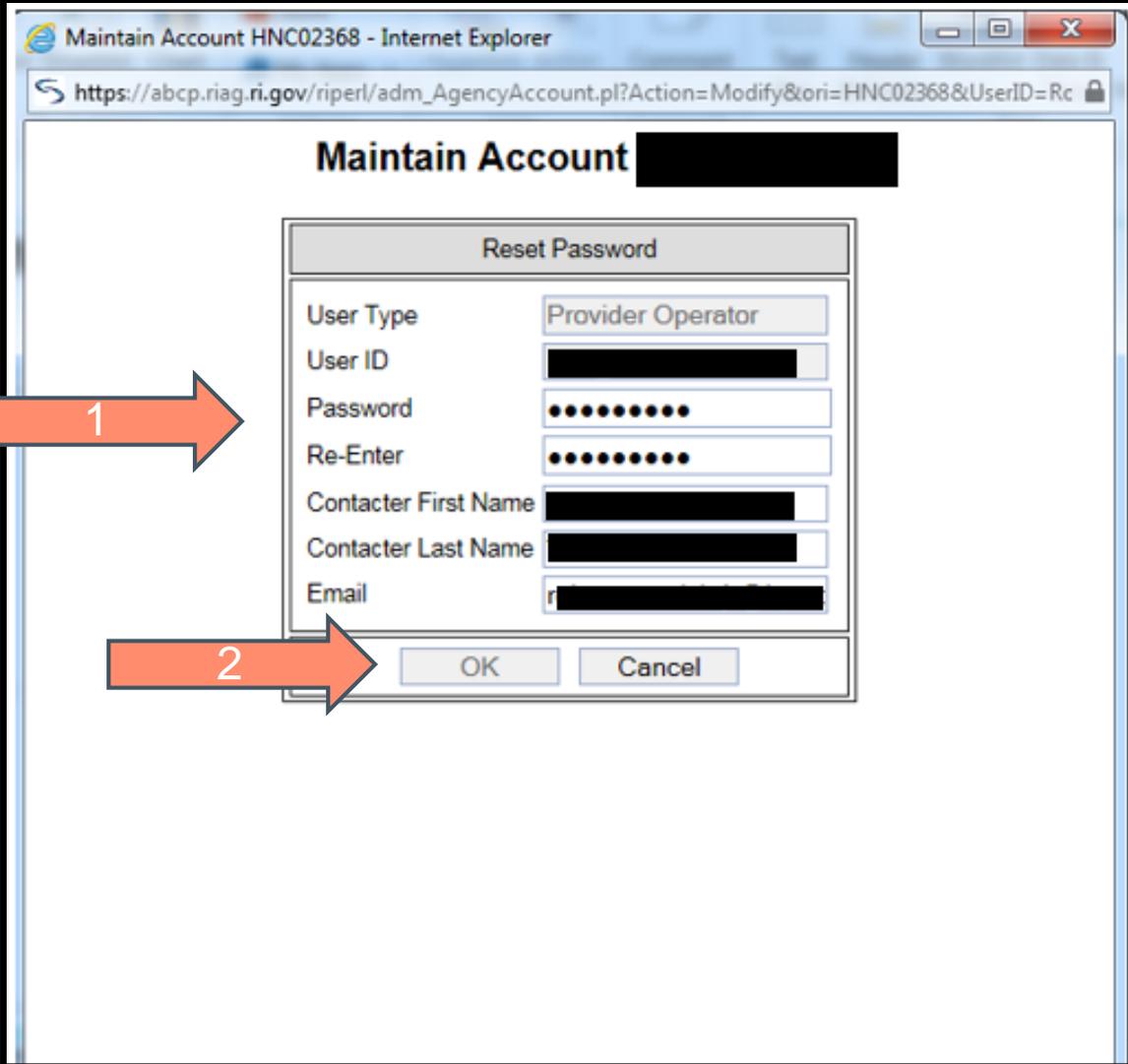
Modify a Provider Agency User

You can Modify a Users Name, Email or Password*

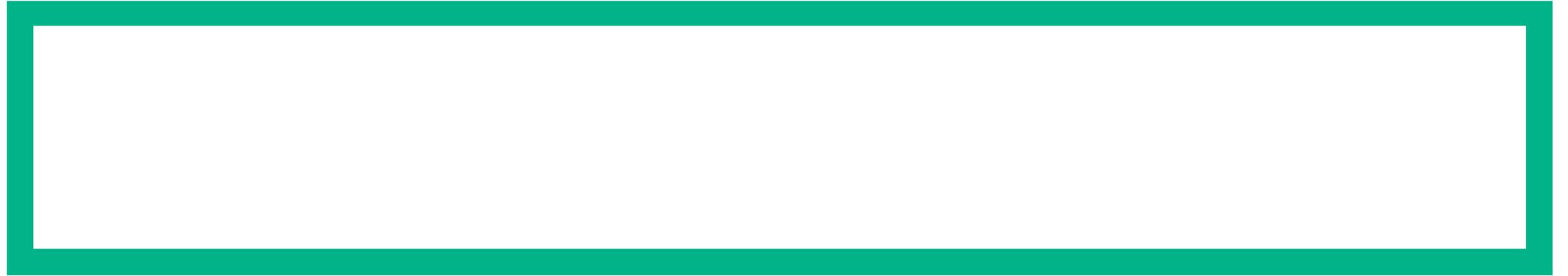
1. Change the information in the above mentioned fields as applicable.**
2. Click on OK (the box will be highlighted)

**The system will update the information, To communicate a password change or reset, to the user, email them securely or deliver the information directly. Instruct the user to log into the website and 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), "Password" (password field with 8 dots), "Re-Enter" (password field with 8 dots), "Contacter First Name" (text field), "Contacter Last Name" (text field), and "Email" (text field). 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.

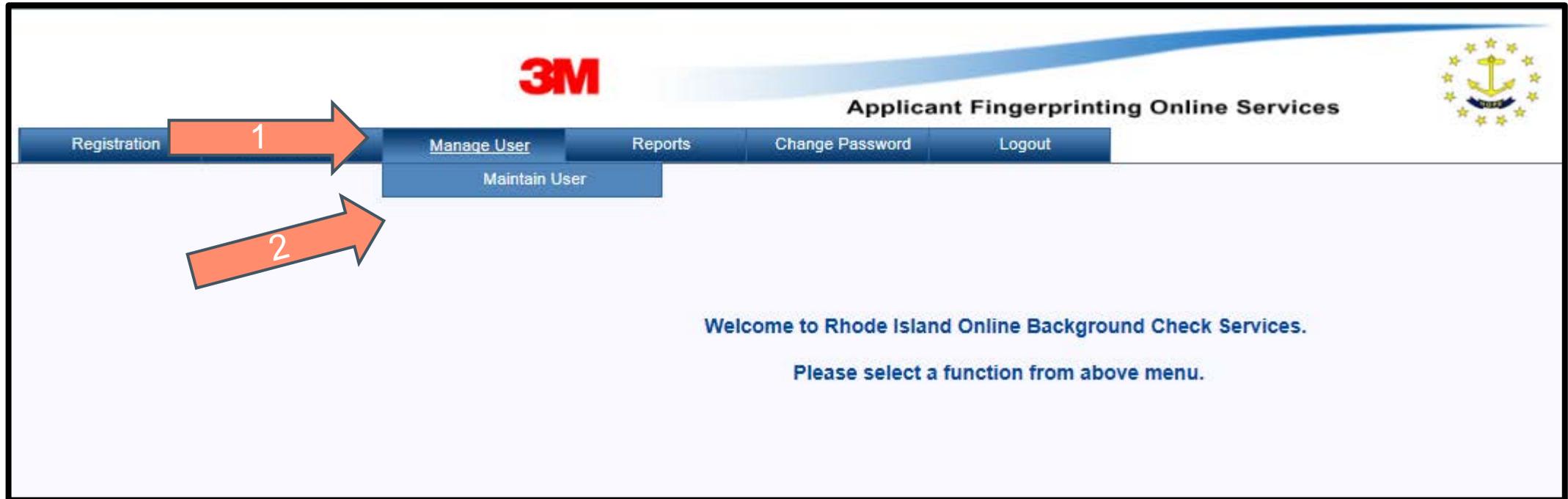


National Background Check Program (NBCP)

Delete User

Deleting a Provider Agency User

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

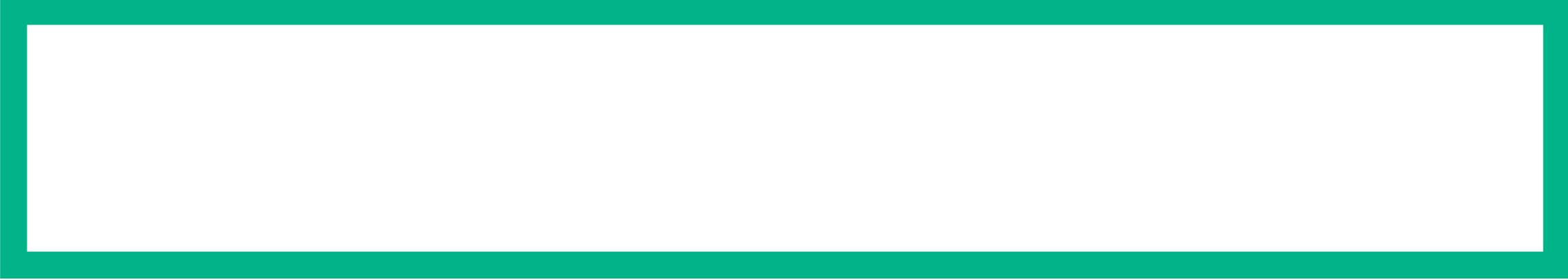


Deleting a Provider Agency User

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's name is partially visible as 'User [REDACTED]'. Below the navigation bar, the text 'Accounts Listing:' is displayed, followed by 'Total 3 Account(s)'. A table with two columns, 'Account Type' and 'User Name', lists three accounts. The first account, 'Provider Admin', is highlighted in yellow and has a radio button selected. The other two accounts are 'Provider Operator'. Below the table, there are two buttons: 'Delete' and 'Modify'. A red arrow with the number '1' inside it points to the 'Delete' button.

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

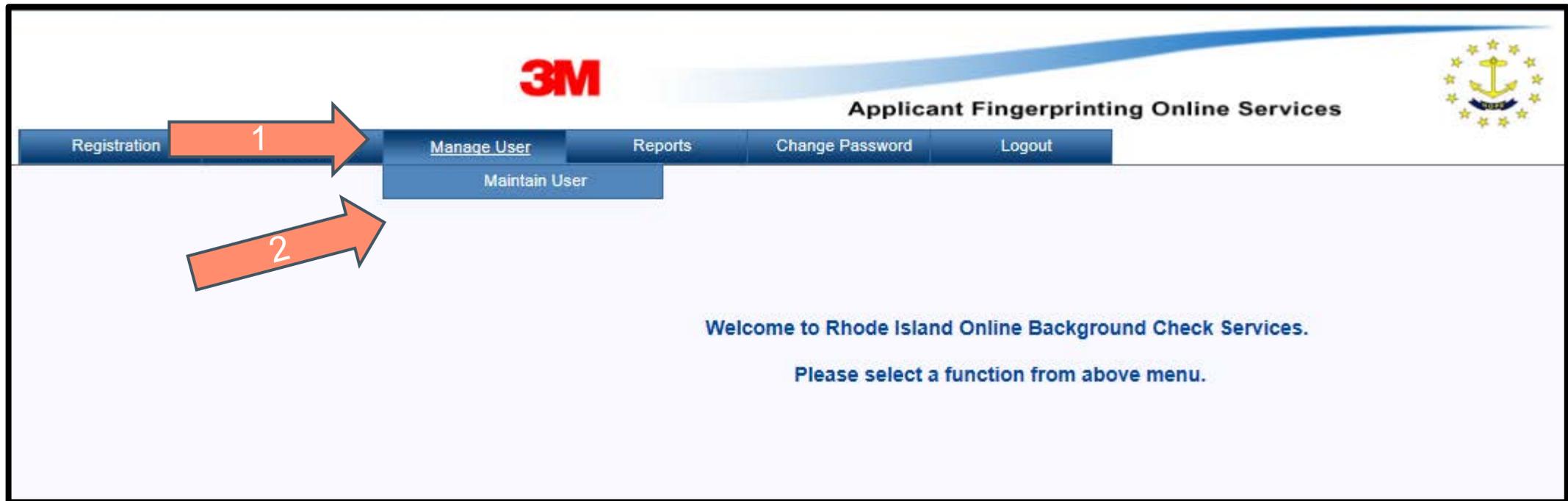


National Background Check Program (NBCP)

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 the text 'Applicant Fingerprinting Online Services'. Below this, there are several menu items: Registration, Applicant Check, Manage User, Reports, Change Password, and Logout. The main content area displays 'User [REDACTED] Accounts Listing:' and 'Total 3 Account(s)'. A table with two columns, 'Account Type' and 'User Name', is shown. The first row is highlighted in yellow and has a radio button selected, indicating it is the active account. The other two rows are 'Provider Operator' and have unselected radio buttons. An orange arrow labeled '1' points to the selected 'Provider Admin' row. Below the table, there is a 'Modify' button, which is also highlighted by an orange arrow labeled '2'.

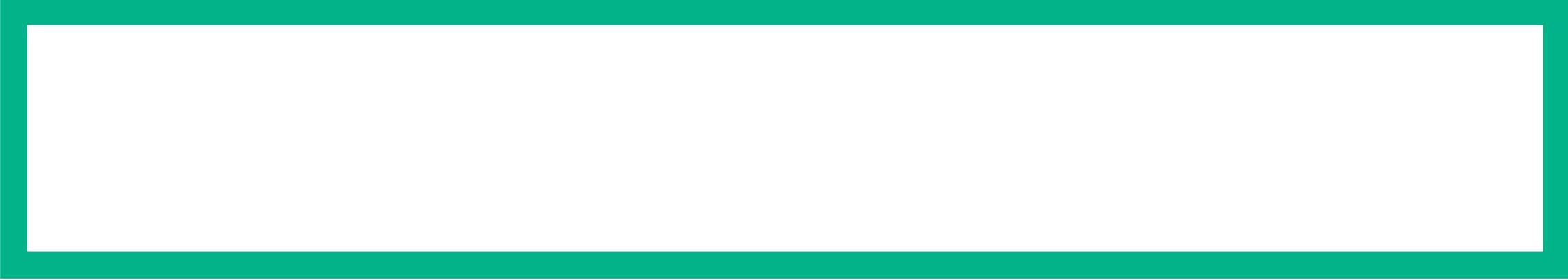
>	Account Type	User Name	↓
<input checked="" type="radio"/>	Provider Admin	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	
<input type="radio"/>	Provider Operator	[REDACTED]	

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 shows the 'Applicant Fingerprinting Online Services' interface. The 'Manage User' menu item is highlighted with a red box. Below it, the 'Accounts Listing for [DOH]' table shows one account: 'State Agency Admin' with 'DOH' as the User Name. A 'Maintain User Account: DOH' dialog box is open, showing a 'Reset Password' form. The 'Contacter First Name' field contains 'Admin' and the 'Contacter Last Name' field contains 'SERT'. These two fields are highlighted with a red box and labeled '3&4'. The 'OK' button at the bottom of the dialog box is labeled '5'.



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

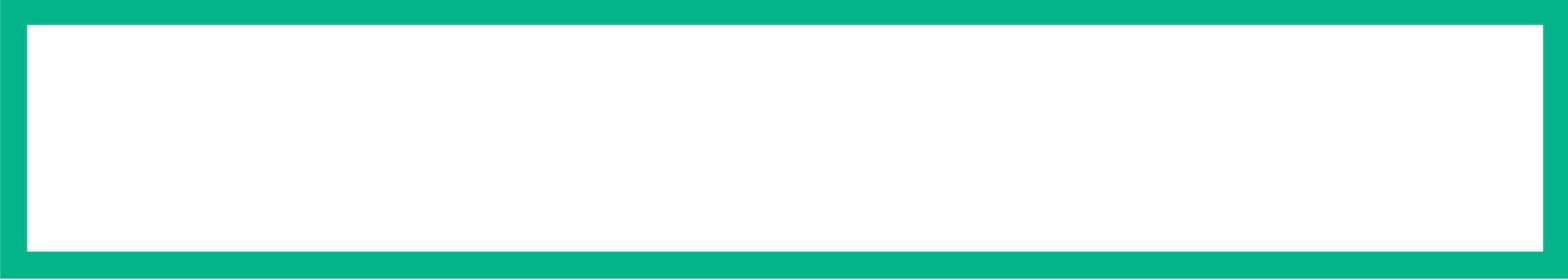
8

9

10&11

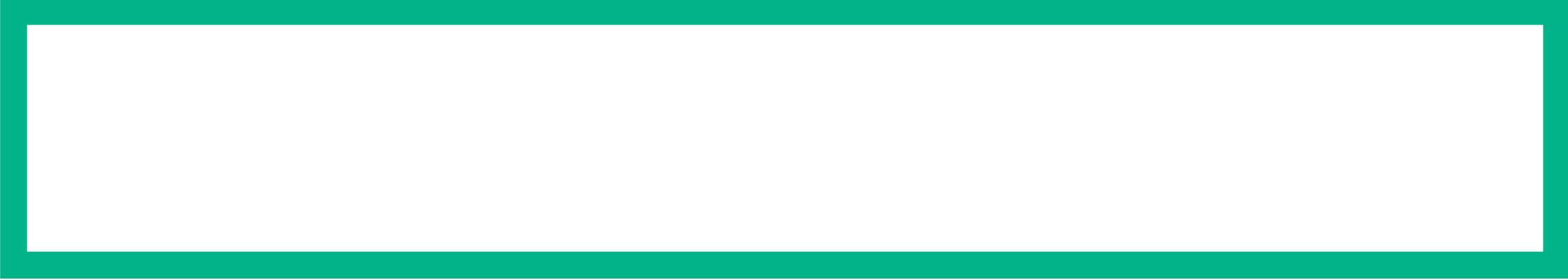
12

*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)

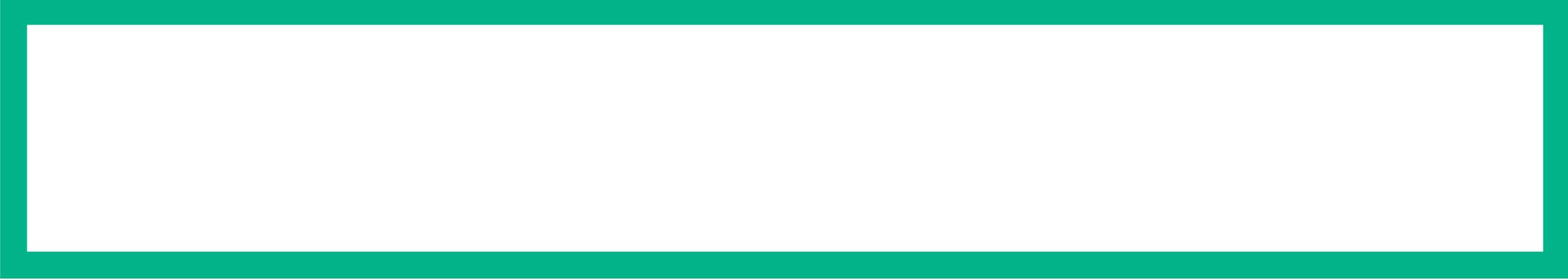
Appendix-Terms & Definitions

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**