

Justice Center’s Criminal Background Check (CBC) system

USER GUIDE

<u>Table of Contents</u>	<u>Page</u>
Log In.....	1
Authorized Person Notices (New, Opened, Processed Tab)	2-4
Applicant Tab	5-8
Applicant search	5
Update Employment Status	8
Fingerprint Location Tab	9
Reports Tab	10
Help Tab	11

URL: <https://cbc.justicecenter.ny.gov>

LOGIN



- Enter Username and Password.
- Click “Sign In” button.
- If you forgot Username or Password, click on the appropriate link below the “Sign In” button and follow the instructions.

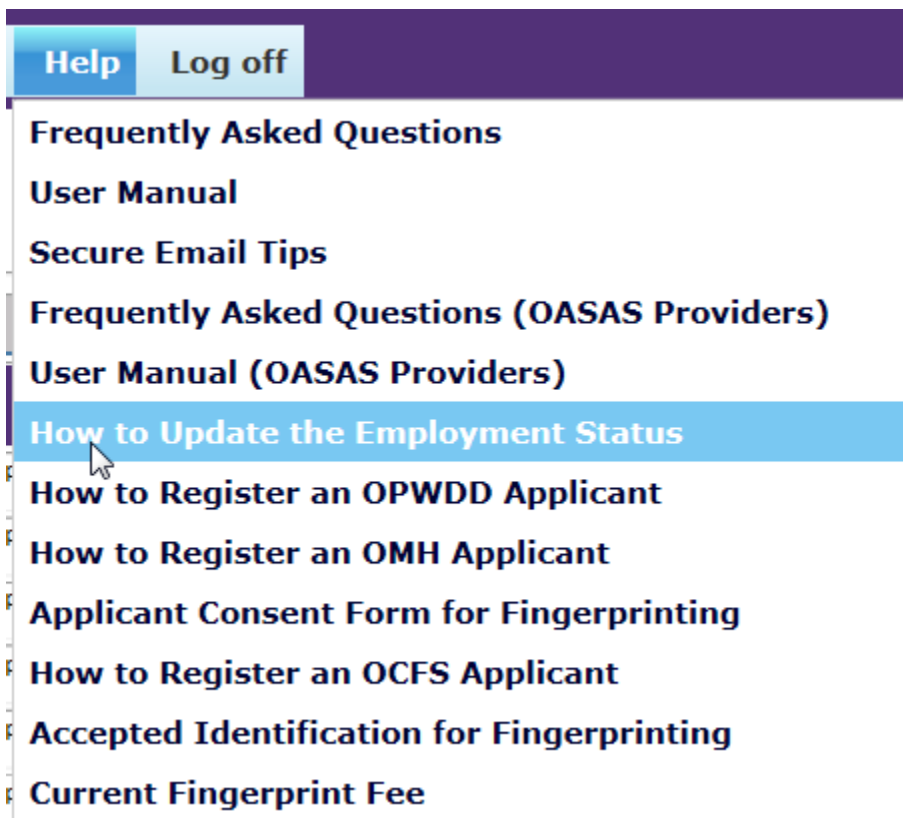
Authorized Person Notices

New Opened Processed						
User or Applicant No.	Waiver	AP Name	Applicant Last Name	Applicant First Name	Date Sent	Notice

After logging on, the first screen is the Authorized Person Notices page.

Please note: Authorized Persons (AP) do not have to update applicant's employment status by using the New Opened, Processed tab.

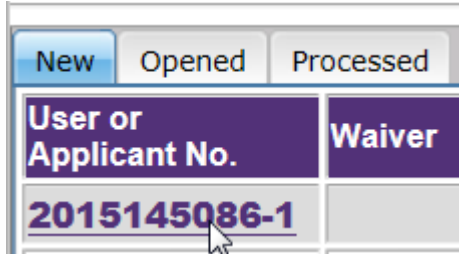
Guidance on the updating the Employment Status is found on the Help tab dropdown in the CBC system:



Please Note: There is no requirement that APs process records from the Authorized Person Notices page; employment status updates can be completed using the How to Update the Employment Status guidance on the link in the Help tab.

Set forth below, if needed, is guidance on navigating the steps to process a record from the New, Opened, Processed tabs:

On the New tab, User clicks on the **User or Applicant No.** hyperlink:



Following screen will have determination:

Application processed and not denied. No criminal history

Applicant No.	AP Name	Applicant Last Name	Applicant First Name	Date Sent	Date Opened	Opened By
2015144600-1	multiple Contacts	DOE	JANE	12/03/2015 07:32:19 AM	01/25/2016 07:35:02 PM	keatingde

If User clicks **Update Applicant** button, it will go to a screen where User can update the applicant's Employment Status:

Registration Source: morphotrust
 Fingerprint Status: DCJS responded TCN: 153360104488
 Waiver:


PROVIDER DETAILS

Click to View	Applicant Number	Provider ID	Provider Name	Determination	Employment Status
VIEW	2015144605-1	01160	NYS Justice Center for the Protection of People with Special Needs	JC: No criminal history	Applied

APPLICANT DETAILS

Provider Name: NYS Justice Center for the Protection of People with Special Needs
 * Employment Status:
 Effective Date:

After selecting the appropriate **Employment Status** from the drop down menu and including the **Effective Date**, the Authorized Person should scroll down and click the **Update Applicant** button:



Then User will see:

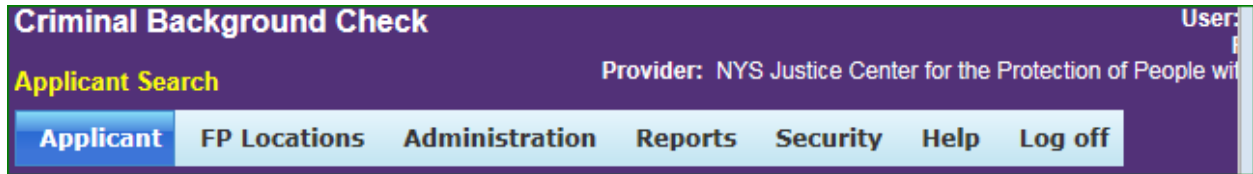
Applicant record saved

Record saved for JANE DOE.
Applicant number 2015144600-1

If User clicks on **Return to AP Notices**, that applicant's name will no longer appear in New tab, it will have moved to Opened tab.

In the Opened tab, if User clicks on the **Applicant or User No.** hyperlink, then click **Process Record**, the record will move from Opened to Processed.

APPLICANT TAB



- On the Applicant Tab bar, User can navigate to:
 - View/Update Applicant Record
 - View/Update Employment Status
 - Blank Applicant Forms – all required CBC forms are found on this link:



If User clicks on View/Update Applicant Record, the following will appear:

A screenshot of the 'Applicant Search' form. At the top left is the title 'Applicant Search'. To its right is 'Search Mode' followed by a dropdown menu currently set to 'Basic Search'. Below this is a red instruction: 'Enter the applicant's name, number, or social security number. Searches on just the first part of a name are allowed. Note: This Search will return only applicant records entered by your agency.' There are three input fields: 'Name (Last, First, Middle)' with three separate boxes, 'CBC Applicant Number' with one box, and 'SSN' with one box. At the bottom are two buttons: 'Search' and 'Clear Criteria'.

User can choose Basic or Advanced Search from search mode drop down field.

A screenshot of the search mode dropdown menu. The title 'Applicant Search' is on the left. To its right is 'Search Mode' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Basic Search' (highlighted in blue), 'Basic Search', and 'Advanced Search'.

- All fields are optional.
- Based on the User entries, system should bring matched applicant records when User clicks on Search button.
- User can clear all the fields by clicking Clear Criteria button.

APPLICANT SEARCH RESULT:

<u>Application Number</u>	<u>Last Name</u>	<u>First Name</u>	<u>Current FP Status</u>	<u>Current Employment Status</u>	<u>App Submit Date</u>	<u>FP Date</u>
201311111-1	Doe	Jane	DCJS responded	No longer employed as a Subject Individual	11/12/2013	11/12/2013

- From the search result grid, User can choose the applicant by clicking on Applicant No. hyperlink.
- User can switch the action from Link Action drop down menu.



- Clicking on “Back to Search” takes you to search screen again.
- Clicking on View/Update Applicant Record will allow User to view the Applicant’s record.

The complete Applicant Record screen contains the following screenshots:

CBC Applicant no. 2014000003 - 1 NYSID

ORI NY922160Z - OMH - Local and Family Care Providers

Registration Source tomhprovadmin

Fingerprint Status Registered - LiveScan TCN

Waiver

PROVIDER DETAILS

Click to view	Applicant Number	Provider ID	Provider Name	Determination	Employment Status
EV	2014000003-1	90200.0024.046	Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDWARD	JC: None	No longer employed as a Subject Individual

APPLICANT DETAILS

Provider Name Capital District Psychiatric Center - FCH - JONES, ANGELIKI & EDW.

Employment Status

Effective Date

Applicant Type

Hiring Category

OPWDD program type

Position Category

Enter a brief description of job duties. (Please limit descriptions to 400 words.)

Admin

DETERMINATION		
JC Final Determination	None	
APPLICANT INFORMATION		
Salutation	Miss ▾	
* First Name	test1	
Middle Name		
* Last Name	test2	
Suffix	▾	
Alias or Maiden Name		
Day Time Phone		
Evening Phone		
HOME ADDRESS		
* Address	Lark Street	
* City	Albany	
* State/Province	New York ▾	
Country	United States of America ▾	
* Zip	12204	
MAILING ADDRESS		
Same as Home Address		
Address		
City		
Country	United States of America ▾	
Zip		
PERSONAL		
* Date of Birth	9/21/1981 MM/DD/YYYY	
* Place of Birth	United States of America ▾	
* Citizenship	United States of America ▾	
Social Security #		
Driver license state	New York ▾	
Driver license number		
Alien registration number		
PHYSICAL		
* Height	5 ▾ feet 10 ▾ inches	
* Weight	155 pounds	
* Gender	Female ▾	
* Ethnic Origin	Hispanic ▾	
* Race	Asian ▾	
* Skin Tone	Light ▾	
* Hair Color	Brown ▾	
* Eye Color	Blue ▾	
* OMH Fingerprint Location	Elmira Psychiatric Center ▾	Show Fingerprinting Locations
* Authorized Person	Jubic, Jennifer ▾	Show/Hide AP Contact Info

* Authorized Person

History of changes

Date of Change	Changed by	Effective Date	Description
01/21/2014 11:30:27 AM	tjcadmin	01/20/2014	Hire status: No longer employed as a Subject Individual
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	JC Final Determination: None
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	Fingerprint status: Registered - LiveScan
01/21/2014 11:28:37 AM	tomhprovadmin	01/21/2014	Hire status: Applied

If User clicks on View/Update Employment Status, the following will appear:

Update Employment Status

Applicant Name Jane Doe
 NYSID 12345678J
 SSN xxx-xx-xxxx
 Date of Birth 1/1/191112:00:00 AM

Provider Information

Click To View	Applicant Number	Provider Code	Provider Name	Employment Status	Effective Date	Current Determination
View	2016103769-1	01160	NYS Justice Center for the Protection of People with Special Needs	Hired as a Subject Individual	03/16/2017	JC: NonIdent

View/Update Employment Status

Provider Name NYS Justice Center for the Protection of People with Special Needs
 Employment Status Effective Date
 Fingerprint Status DCJS responded
 Waiver N

Determination
 JC Final Determination Not Denied-NonIdent

- Select employment status field from drop down menu:

Applied

Accepted for Volunteer Service

Application Withdrawn

Applied

Hired as a Subject Individual

No longer employed as a Subject Individual

No longer providing Volunteer Service

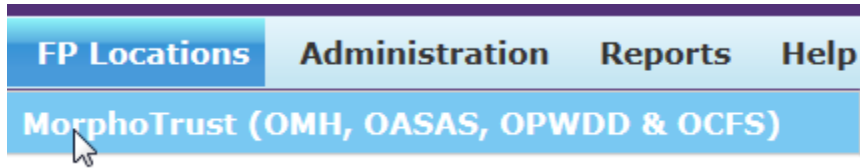
Not accepted for Volunteer Service

Not hired as a Subject Individual

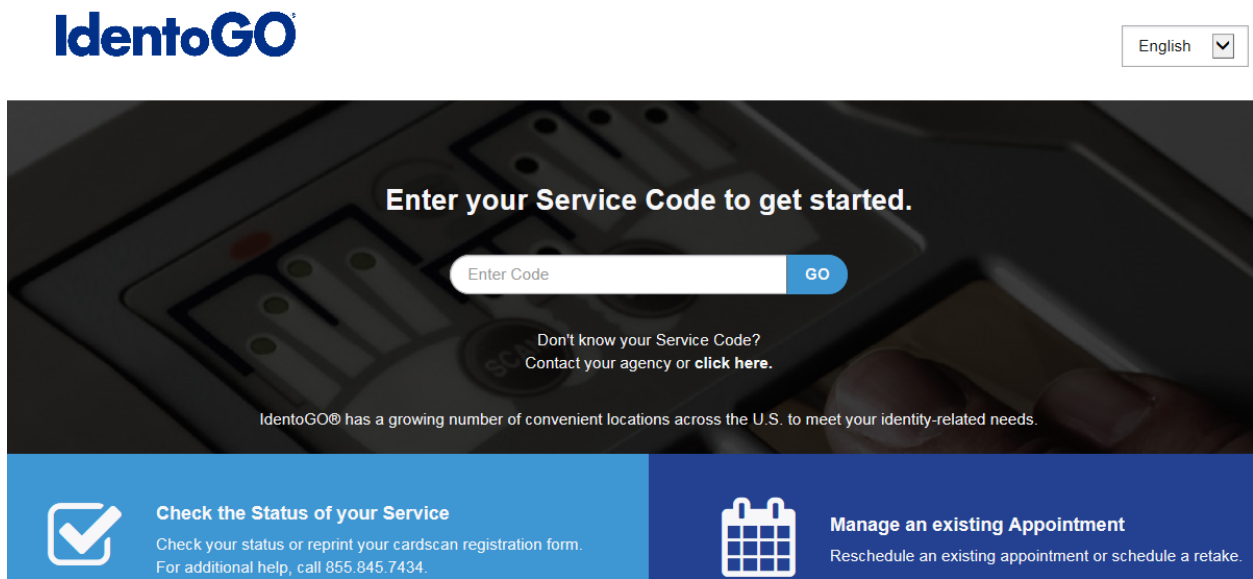
Temporarily Approved Pending Criminal History Check

Click on button to apply the changes

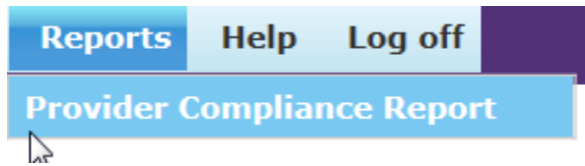
Fingerprint Location Tab



If User clicks on Fingerprint Locations tab dropdown, Identogo's homepage will appear, to register an applicant for fingerprinting, User should enter the appropriate service code and click GO. User can also Check the Status of a recent fingerprinting or Manage an existing Appointment:



Reports Tab



By clicking on Reports tab, User is able to run a Provider Compliance Report. This report will include records for every applicant ever fingerprinted by the provider broken down by employment status. State oversight agencies' audit and compliance staff also have access to these reports

In the Provider Compliance Report screen, click on the Provider drop down and find Provider Name and select dates for the timeframe of the report. The report can be returned in either pdf or excel format. By checking the Include Determination WARNING: Sensitive Information box, the CBC Unit's determination will be included in the report.

Provider Compliance Report

* Application Submit Date: 4/1/2005 4/14/2017

* Provider:

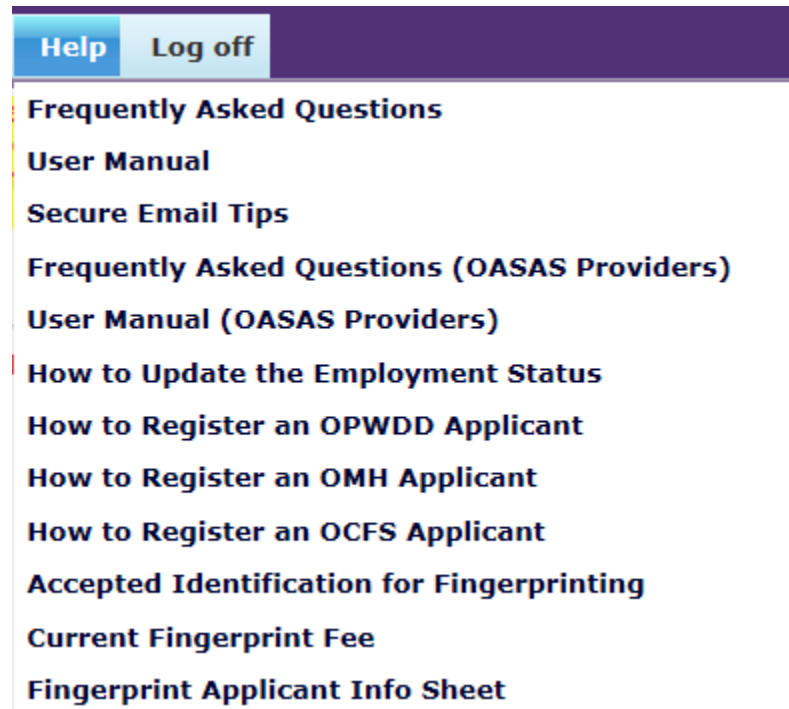
Detail or Summary: Detail With Summary Include Determination
WARNING: Sensitive Information

State Agency Group All

File Format PDF
EXCEL DATA ONLY (No Formatting & Pageheading)

View report Clear Criteria

Help Tab



- On the Help Tab bar, User can navigate to the 12 actions listed above.