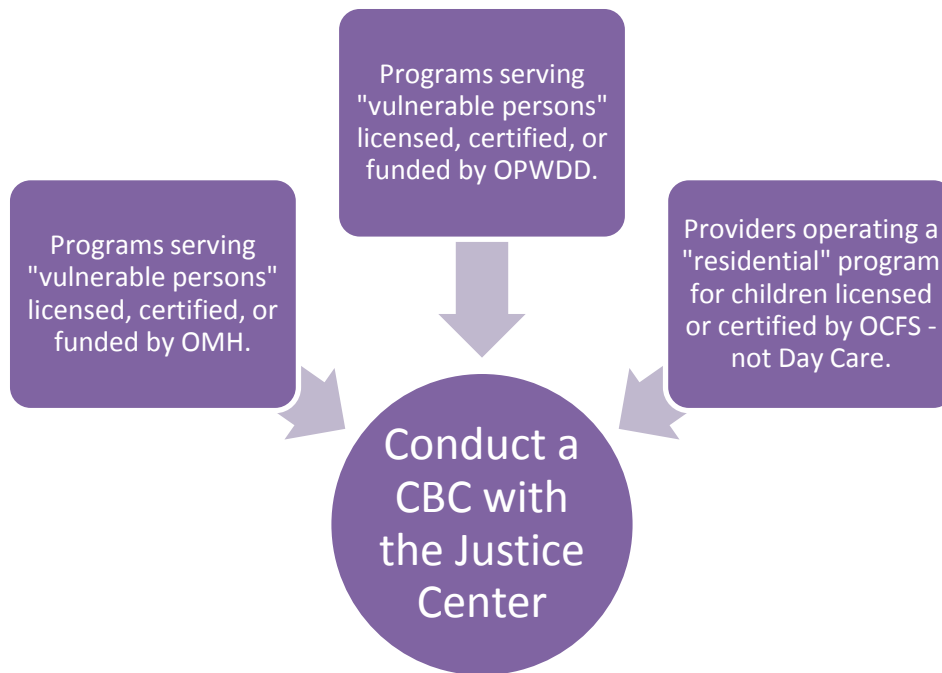


## Pre-Employment Check Guidance for Providers Criminal Background Checks (CBC)

- *Who can conduct a CBC with the Justice Center?*
- *When should I conduct a CBC?*
- *What forms do I need to keep?*
- *How can I register an Applicant to be fingerprinted?*
- *What if the fingerprints are rejected?*
- *How will I receive CBC results?*
- *How can I access the Justice Center CBC system?*
- *What if I don't receive a response?*
- *How can I update an employee's status in the CBC?*
- *Can I run reports in the CBC system to assist with audit and compliance issues?*
- *Can I still submit ink and roll fingerprint cards?*

### **Who can conduct a CBC with the Justice Center?**



### **When should I conduct a CBC?**

Before making a final hiring decision on an:

- Employee
- Administrator
- Consultant
- Intern
- Volunteer
- Contractor

who will have:

- Regular and substantial unsupervised, unrestricted contact with a service recipient,

must request a:

Criminal Background Check.

## *What forms do I need to keep?*

### Forms to Keep:

The Applicant  
Consent Form for  
Fingerprinting for  
Justice Center CBC.

- The Provider must obtain the consent of the individual subject to a criminal background check before proceeding. The Applicant should complete the [Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check \(Form JC CBC 4\)](#). It must be signed by the Applicant and maintained by the Provider agency for six years after the individual is no longer employed or volunteers with the Provider.

*For information on how to register an Applicant to be fingerprinted, select one of the following links:*

[OMH providers](#)

[OPWDD providers](#)

[OCFS providers](#)

## *What if the fingerprints are rejected?*

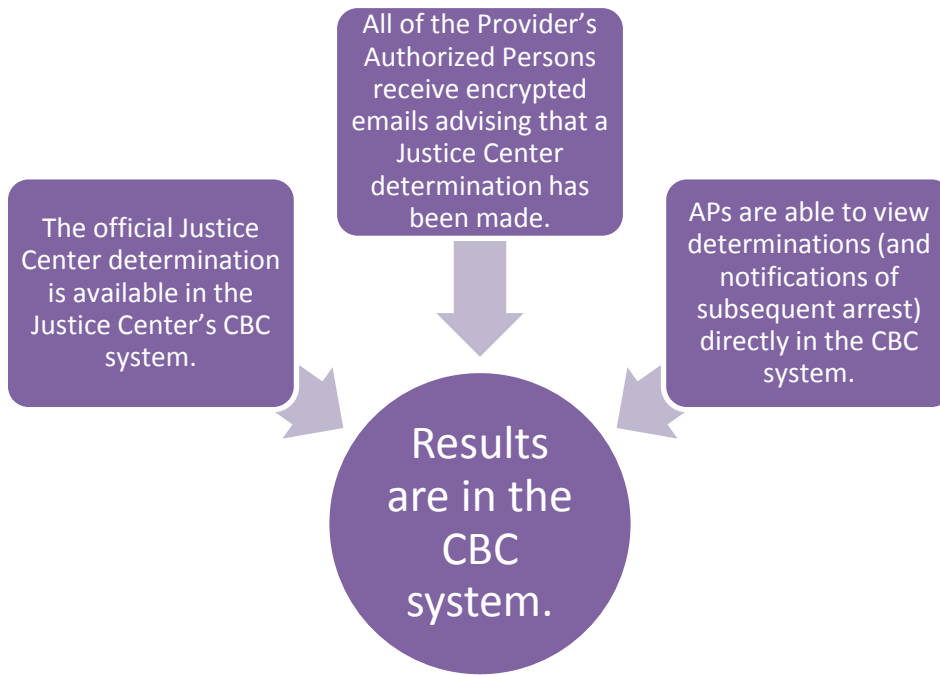
If fingerprints are rejected, the CBC system will generate an email to the Provider's Authorized Person(s) advising that fingerprints were rejected and the applicant will need to be reprinted.

If this occurs, the Provider or Applicant will need to go to [www.identogo.com](http://www.identogo.com) and after selecting New York, click on "I received a rejection notification" link on the bottom of the Welcome Screen.

If the Provider or Applicant calls to schedule an appointment with MorphoTrust, they must indicate that they wish to schedule a retake appointment.

DO NOT register the applicant again as a new applicant. This will delay processing time if the prints are rejected again.

### ***How will I receive CBC results?***



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### ***How can I access the Justice Center CBC system?***

Click [here](#). You will need your user id and password. [CBC System Guidance](#) contains further information on how to utilize the system.

### ***What if I don't receive a response to a CBC check?***



## How can I update an employee's status in the CBC?

Check out our [User Guide](#). From the search results, users can make an employment status update.

The screenshot shows a web browser window titled "CBC - Update Employment Status". The address bar shows the URL: <https://cbc.justicecenter.ny.gov/APPLICANTSHORTFORM.aspx?MODE=UB>. The page header includes the "Criminal Background Check" logo and navigation tabs: Applicant, FP Locations, Administration, Reports, Security, Help. The user information is: User: Test Demo User, Role: DMH Admin, Provider: DMH Central Office.

The main form is titled "Update Employment Status" and contains the following fields:

- CBC Applicant no.: 2013055455-1
- Provider Name: 1003 Walnut Street/Dba Sol Stone Center
- Applicant Name: test R Test
- NYSD
- SSN: 123-45-6789
- Date of Birth: 5/4/1455
- Employment Status: Applied (selected from a dropdown menu)
- Effective Date: 6/25/2013 (selected from a date picker)
- Fingerprint Status: Registered - LiveScan
- JCOASAS Waiver: N
- Determination: JC Final Determination: None - None

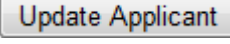
Below the form is an "Update Applicant" button. A "History of changes" table is also visible:

Date of Change	Changed by	Effective Date	Description
06/25/2013 03:53:41 PM	issdncb	06/25/2013	Fingerprint status: Registered - LiveScan
06/25/2013 03:53:41 PM	issdncb	06/25/2013	JC Final Determination: None - None
06/25/2013 03:53:41 PM	issdncb	06/25/2013	Hire status: Applied

- Select employment status field from drop down menu:

The dropdown menu is open, showing the following options:

- 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.

*Can I run reports in the CBC system to assist with audit and compliance issues?*

Yes, by clicking on the Reports tab, the Provider is able to run a Provider Compliance Report which will be useful for audit purposes. 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.

# Reports Tab

The screenshot shows the 'Applicant Search' page of the Criminal Background Check system. The page title is 'Criminal Background Check' and the user is logged in as 'Deirdre Keating' with the role of 'Provider Admin'. The page has a navigation menu with 'Applicant Search', 'FP Locations', 'Reports', 'Help', and 'Log off'. The 'Applicant Search' section includes a search mode dropdown set to 'Basic Search' and three input fields for 'Name (Last, First, Middle)', 'CBC Applicant Number', and 'SSN'. There are 'Search' and 'Clear Criteria' buttons at the bottom of the search section.

The screenshot shows the 'Provider Compliance Report' page. The page title is 'Criminal Background Check' and the user is logged in as 'Deirdre Keating' with the role of 'Provider Admin'. The page has a navigation menu with 'Report', 'Applicant', 'FP Locations', 'Reports', 'Help', and 'Log off'. The 'Provider Compliance Report' section includes a table with columns for 'Application Submit Date' (4/1/2005 and 9/11/2014), 'Provider' (NYS Justice Center for the Protection of People with Special Needs), and 'Detail or Summary' (Detail With Summary). There are 'View report' and 'Clear Criteria' buttons at the bottom of the report section.

***Can I still submit ink and roll fingerprint cards?***

Yes, you can find this information in our fingerprint [Guidance](#).