



New York State
Office of Alcoholism & Substance Abuse Services
Addiction Services for Prevention, Treatment, Recovery

Criminal Background Check System Authorized Person User Manual

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Criminal Background Check (CBC) System Table of Contents

I. Purpose	2
II. System Registration	2
III. Logging in	2
IV. Authorized Person Notices.....	3
V. Applicant Search	4
VI. Applicant Search Results.....	6
VII. View OASAS Final Determination	6
VIII. Update Applicant Employment Status.....	7
IX. Appendix.....	7

I. Purpose

The Criminal Background Check (CBC) system is a web based application the NYS Justice Center and Office for Alcoholism and Substance Abuse Services (OASAS) rely on to process and track criminal background checks performed on existing or potential staff at covered providers licensed, certified, funded or operated by OASAS and individuals going through the OASAS Credentialing or Certification process.

The Authorized Person's (AP) providers designate to receive criminal background check determinations are granted access to the application in order to view the criminal background check determinations made by OASAS and to update their hiring determinations in the system.

II. System Registration

Only AP's designated by covered providers licensed, certified, funded or operated by OASAS will be granted access to the system. A separate account will be created for each designated AP.

New AP's must complete the [Authorized Person Designation/Notarized Sworn Statement Form \(PAS-120\)](#) and return it to the Justice Center and OASAS addresses indicated on the form in order to have an account created for access to the CBC.

Upon receipt of the form, OASAS will process the request for access to the CBC within two weeks and an account will be created.

III. Logging in

Once an account is created, OASAS staff will notify the new user via email with instructions on how to login into the CBC for the first time.

The direct link to the application can be found here: <https://cbc.justicecenter.ny.gov>

Please login after reading the Acceptable Use Policy below

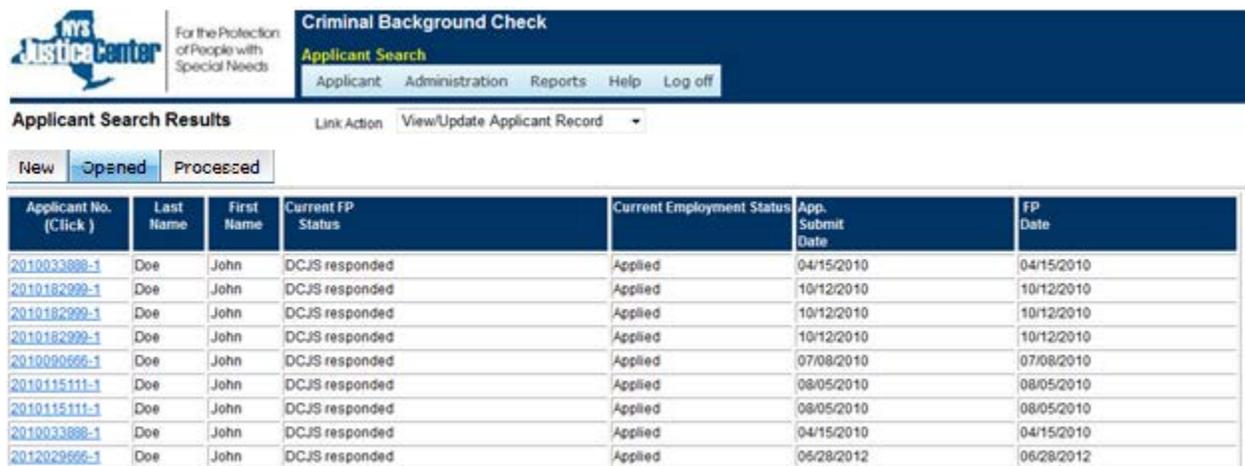


The login page features a dark blue header with the NY.gov ID logo. Below the header, there are two input fields for 'Username:' and 'Password:'. A grey 'Sign In' button is positioned below the password field. At the bottom, there are links for 'Forgot your Username or Password?' and 'NY.gov ID - Terms of Service'.

Figure 3.1 – Login Page

IV. Authorized Person Notices

After successfully logging into the CBC, the system will navigate users to the “Authorized Person Notices” page, which displays a list of all the system generated AP notices for the provider, separated in tabs by their status: “New”, “Open” or “Processed”. See Figure 4.1 below.



The screenshot shows the 'Criminal Background Check' interface. It includes a navigation menu with 'Applicant Search', 'Administration', 'Reports', 'Help', and 'Log off'. Below the menu, there are tabs for 'New', 'Opened', and 'Processed'. A table displays applicant search results with columns for Applicant No., Last Name, First Name, Current FP Status, Current Employment Status, App. Submit Date, and FP Date.

Applicant No. (Click)	Last Name	First Name	Current FP Status	Current Employment Status	App. Submit Date	FP Date
2010033888-1	Doe	John	DCJS responded	Applied	04/15/2010	04/15/2010
2010182999-1	Doe	John	DCJS responded	Applied	10/12/2010	10/12/2010
2010182999-1	Doe	John	DCJS responded	Applied	10/12/2010	10/12/2010
2010182999-1	Doe	John	DCJS responded	Applied	10/12/2010	10/12/2010
2010090666-1	Doe	John	DCJS responded	Applied	07/08/2010	07/08/2010
2010115111-1	Doe	John	DCJS responded	Applied	08/05/2010	08/05/2010
2010115111-1	Doe	John	DCJS responded	Applied	08/05/2010	08/05/2010
2010033888-1	Doe	John	DCJS responded	Applied	04/15/2010	04/15/2010
2012029666-1	Doe	John	DCJS responded	Applied	06/28/2012	06/28/2012

Figure 4.1

To navigate to an applicant record, users should click on the “Applicant No.” hyperlink of the corresponding record they wish to view.



Navigation Tip – Authorized Person Notices

Users can also navigate to the “Authorized Person Notices” section by selecting “Administration” at the top part of the page and choosing “Authorized Person Notices”



Figure 4.2

V. Applicant Search

Users can navigate to the “Applicant Search” page by clicking on the “Applicant” section highlighted in Figure 5.1. Users must then select whether they want the search results to take them to the “View an Applicant Record” page, which will display details regarding OASAS’ CBC determination or the “View/Update Employment Status” page, which will display the providers hiring determination and allow the user to view and/or update the applicant’s employment status.

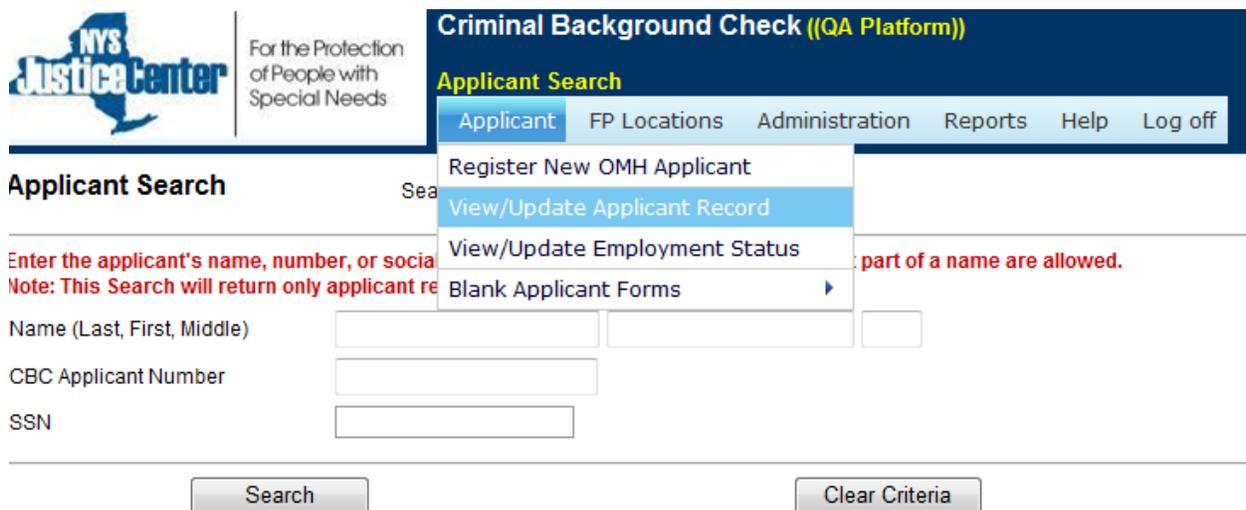


Figure 5.1

By default, users will be able to search by “First Name”, “Last Name”, “Middle Initial”, “CBC Applicant Number” or “SSN”. See Figure 5.2 below.

Applicant Search

Search Mode Basic Search

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.

Name (Last, First, Middle)

CBC Applicant Number

SSN

Figure 5.2

However, users also have the option to perform an “Advanced Search” by changing the “Search Mode” to “Advanced Search” in the drop down at the top of the page. See Figure 5.3 below.

Search Mode Basic Search

- Basic Search
- Advanced Search

Figure 5.3

When “Advanced Search” is selected, users will be able to search by the additional search criteria displayed in Figure 5.4 below.

Applicant Search

Search Mode Advanced Search

Enter one or any combination of search criteria. Multiple search criteria will be AND'ed. Searches on just the first part of a name are allowed.
Note: This Search will return only applicant records entered by your agency.

State Agency Group All

Name (Last, First, Middle)

CBC Applicant Number

SSN

NYSID:

Fingerprint Status All

Employment Status All

Date Application Submitted From: To:

Date Fingerprinted From: To:

Figure 5.4

Once the search criteria is entered, users can either press the “Search” button to perform their search or the “Clear Criteria” button to remove all the search criteria entered.

VI. Applicant Search Results

After clicking the “Search” button, users will be taken to the search result grid shown in Figure 6.1. At this screen, users can select the applicant record they’d like to view/update by clicking on the “Applicant No.” hyperlink.

Applicant Search Results Link Action: View/Update Employment Status ▾

Applicant No. (Click)	Last Name	First Name	Current FP Status	Current Employment Status	App. Submit Date	FP Date
9010182969-1	Doe	John	DCJS responded	Applied	10/12/2010	10/12/2010

Figure 6.1

Navigation Tip – Link Action

Users can switch the page the “Applicant No” hyperlink will take them to by changing the “Link Action” page in the drop down menu at the top of the page.

Applicant Search Results Link Action: View/Update Applicant Record ▾ [Back to Search](#)

- View/Update Applicant Record
- View/Update Employment Status
- Update Final Determination

Figure 6.2

If the search produces no results or a user does not find the record they’re looking for, they can press the “Back to Search” hyperlink which will return them to the “Applicant Search” page.

VII. View OASAS Final Determination

After searching for and locating an applicant’s record, users can change the link action to “View/Update Applicant Record” at the top of the screen then click on the “Applicant No.” hyperlink to go to the record. This will take users to the screen shown in Figure 7.1 where there will be a section that displays the status of the criminal background check OASAS has performed.

<p>DETERMINATION</p> <p>OASAS Final Determination Not Denied - NonIdent</p>
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Figure 7.1

At the bottom of the page you should also see any letters that have been uploaded to the applicants file, which users will be able to download.

VIII. Update Applicant Employment Status

After searching for and locating an applicant's record, users can change the link action to "View/Update Employment Status" at the top of the screen then click on the "Applicant No." hyperlink. This will take users to the screen shown in Figure 8.1 where there will be a section that displays the status of the criminal background check OASAS has performed.

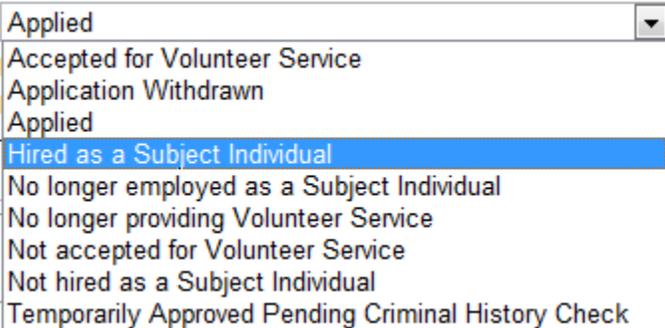
Update Employment Status

CBC Applicant no.	999999999-9		
Provider Name	Test Provider		
Applicant Name	John Doe		
NYSID	99999999Z		
SSN	999-99-9999		
Date of Birth	1/1/1980		
Employment Status	Applied	Effective Date	10/12/2010
Fingerprint Status	DCJS responded		
Waiver	N		

Determination
OASAS Final Determination: Not Denied-No Criminal History

Figure 8.1

Select the appropriate employment status field from drop down menu, input the effective date of the change in status and press the "Update Applicant" button to perform the update. The available options are shown below in Figure 8.2.



The image shows a dropdown menu with 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

Figure 8.2

IX. Appendix

OASAS Criminal Background Check webpage: <http://www.oasas.ny.gov/JC/CBC/index.cfm>

OASAS Authorized Person Form: <http://www.oasas.ny.gov/mis/forms/pas/documents/PAS-120.pdf>