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- Sending a Subject-Submitted request
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- Viewing background check history and status
- Document Upload
- ABCS Help Resources
Who is ABCS for?

- ABCS is an online application to be used by Department of Family and Protective Services (DFPS) staff, contractors and subcontractors to electronically submit background check requests for:
  - DFPS employees,
  - DFPS volunteers/interns,
  - DFPS contractors for purchased client services (PCS), and
  - Individuals not employed by DFPS but have a business need to have direct contact with DFPS information technology resources or facilities (i.e. janitors, security guards).
ABCS Background Check types

- The following types of background checks may be requested through ABCS. The type(s) of background checks required vary depending on the contract type:

  - Abuse/Neglect History Check
  - Texas Criminal History Check (DPS Name-based)
  - National Criminal History Check (FBI fingerprint)
How do I access ABCS?

- Beginning December 2016, ABCS can be accessed solely by logging into the HHS Enterprise Portal.
- Review the resource document *Requesting Access to ABCS* for step-by-step instructions for gaining access to ABCS.
What can I do in ABCS?

There are a variety of functions that can be performed in ABCS. The ability to perform certain functions in ABCS is based on the type of user profile that is created when ABCS access is granted.

<table>
<thead>
<tr>
<th>Role Type</th>
<th>ABCS functions available</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>• Submit background checks&lt;br&gt;• Initiate a subject-submitted background check request&lt;br&gt;• View background check submittal history, including processing status&lt;br&gt;• Receive background check results (if approved)&lt;br&gt;• Upload documents</td>
</tr>
<tr>
<td>Administrator</td>
<td>**All user functions plus:&lt;br&gt;• Add or Delete a user or administrator&lt;br&gt;• Edit a current user or administrator's user Role and their ability to Receive Background Check Results&lt;br&gt;• Edit account details&lt;br&gt;• Edit the email address associated to the account&lt;br&gt;• Link/Unlink Accounts</td>
</tr>
<tr>
<td>Super User&lt;br&gt; (DFPS Staff only)</td>
<td>**All user and administrator functions plus:&lt;br&gt;• Register a new contract in ABCS&lt;br&gt;• Edit account type&lt;br&gt;• View background check submittal history, including processing status and background check determination status displayed by individual background check type requested</td>
</tr>
</tbody>
</table>
Logging into ABCS

- Login to the HHS Enterprise Portal at https://hhsportal.hhs.state.tx.us entering Username and Password
- Select Sign In

**If HHS Enterprise Portal account has not yet been created, see Requesting Access to ABCS resource document or view ABCS User Guide for further instructions.**
Navigating to an account

**DFPS staff**

1. Enter Agency Account ID in the Select Account field
2. Once account has displayed, click the number of the account

**All other ABCS users, including external partners**

1. Select an available account from the pop up menu
ABCS Home Page

Home
Click the Home button at any time to return to the initial ABCS Home screen.

Request
Click Request to initiate a background check

Subject-Submitted Request
Click Subject-Submitted Request to send a background check request to an individual and view prior requests sent.

Account Details
Click Account Details to view and update the ABCS profile for the account including ABCS users, account email address, and linked accounts.

Help
Click Help for descriptions of ABCS pages and functionality.

ABCS Home

Select Account: 12345678
Please enter at least three digits to find Account

Resource Name: Mickey Mouse LPC
Resource ID: 55555555
Agency Account ID: 12345678
Email Address: abcstest1@yahoo.com

Active Background Check History Records
**ABCS Home Page**

**Resource Information**
View information on file with DFPS for the specific account displayed at the top of each ABCS screen.

**Active/Inactive tabs**
Navigate between the active and inactive tabs to locate background check history records for the account.

**Edit**
Click Edit to modify and resubmit a prior background check initiated.

**Inactive**
Click Inactive to notify DFPS when an individual is no longer employed or affiliated with the account.

**BGC History Records**
View a log of background checks initiated for an account.

---

**Active Background Check History Records**

To sort, click on a column header.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Date of Birth</th>
<th>Check Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>10/10/1965</td>
<td>03/27/2016</td>
<td>Torp, Angela M</td>
<td>03/27/2018</td>
</tr>
</tbody>
</table>
Submitting a Background Check

There are four ways a background check can be completed by a user in ABCS:

1. Submit an *initial* background check by clicking the Request tab
2. Send an email to the background check subject to complete the background check request
3. Resubmit a *renewal* background check by locating the subject on the **Active** background check history records section and clicking the **Edit** button
4. Resubmit an *expired* background check by locating the individual on the **Inactive** background check history records section and clicking the **Edit** button
Once a background check has been initiated by using one of the four ways mentioned, you will complete the Background Check Request submittal form providing unique identification information for the subject of the background check and their anticipated or current role with the organization.

**Name**
Enter the background check subject’s First and Last Name, and additional applicable name fields (Middle Name, Maiden Name, Suffix)

**Alternate Name(s)**
If the background check subject has used additional variations of their name at any point in the past, they must be entered in the Alternate Name section.

Enter an alternate name in the fields provided and select Add. Enter additional alternate names using the same process.

Once added, names will be logged and can be modified or deleted using the Edit and Delete buttons that display.

Submit a Background Check
In order to submit the background check, a Social Security Number (SSN) or Alternate Number for identification verification must be provided. If the background check subject is not a U.S. citizen and does not have a SSN, an alternate form of identification may be provided.

Select appropriate radio button to question indicating whether subject of background check has a SSN.

* If individual has a valid SSN, you must select Yes. Failure to provide SSN when available will invalidate the background check request.*
State Identification
If the background check subject has a driver's license or state issued identification that was not provided as an alternate identification number, it can be entered in the State Identification section. Providing the additional information will further assist the Centralized Background Check Unit staff when processing the background check.

• Select State ID Type and ID State from the drop down options provided
• Enter ID # in the field provided

Birth Information
Enter birth information regarding the background check subject to include date of birth, gender, and birth city/state.

Race/Ethnicity
• Select the applicable ethnicity of the background check subject from the drop down options provided.
• Select the checkboxes for all identified race(s) of the background check subject.
Account Information

- **External User Type**: Select from the drop-down options. (*For some populations, this is pre-selected for you*)
- **Role/Job Duty**: Enter additional specification regarding the background check subject’s role or job duty with the organization (i.e., Therapist, Office Staff, Accountant, etc.)
- **Department ID**: Enter
- **Requisition Number**: Enter
- **HHSC Purchase Order Number**: Enter
- **DFPS Case Connection**: Select appropriate radio button to indicate whether subject of background check is eligible for DFPS Case Connection access

**CASA ONLY**
- Select appropriate radio button to question indicating whether subject of background check is eligible for DFPS Case Connection access

**DFPS New Hires ONLY**
- *All other users leave blank*
  - Enter Department ID and Requisition Number in the fields provided

**HHSC Vendors ONLY**
- *All other users leave blank*
  - Enter HHSC Purchase Order Number in the field provided
Current Address
Enter the current address for the background check subject in the required fields and select Validate Address.

*Additional information regarding the validation process is located on the following slide.

If displayed, select appropriate radio button to the question indicating whether subject of background check has lived outside of Texas in the listed period of time.

- 2 years (External Access or HHSC Vendors)- FBI fingerprint or Out of State Criminal History check is required
- 5 years (DFPS Contractors)- FBI fingerprint check is required

Submitting a Background Check
If exact address IS found
Select the radio button for the suggested address or select the entered address if original address is correct and click Use Selected Address.

If no suggested address IS found
View message indicating address could not be validated as entered. Click Use Selected Address to return to background check entry page.

Confirm address entered was complete and valid as intended.
• If incorrect, edit and reattempt validation
• If correct, continue to next section
Previous Address(es)

Enter the previous physical address(es) for the background check subject in the fields provided and select Validate Address.

Complete the validation process outlined on the previous slide. Once the appropriate address validation selection has been made, select Add.

Repeat steps for all previous physical addresses for the background check subject.

Once added, previous address entries will be logged and can be modified or deleted using the Edit and Delete buttons that display.

Submitting a Background Check
If FBI fingerprints are required, select the preferred contact method for fingerprint scheduling for the background check subject. The contact method selected will be used by background check subject to schedule their fingerprinting appointment and by the fingerprinting vendor to contact the individual, if needed.

Additional instructions on the fingerprinting process can be viewed on the DFPS Background Check website: http://www.dfps.state.tx.us/Background_Checks/fingerprinting.asp

Enter and confirm the Email address for the background check subject

*Note: some populations require an email address to be entered

Submitting a Background Check
**DFPS Staff ONLY**

The Type of Check section will display containing the ability to select/unselect the background check types available in ABCS. Background check types will be pre-selected based on contract type, but can be modified for an individual background check in this section if needed.

**PCS Contractors ONLY**

Select appropriate radio buttons responding to the disclosure questions listed.

Submitting a Background Check

Once background check request form has been completed, select Next to continue to the confirmation page.

If you are not ready to submit the background check, but want to save your entry to be completed at a later time, select Save.

To cancel the background check request altogether, select Cancel.
Background Check Request Errors
If any errors are identified with the background check request form after attempting to transition to the next step, an error message will populate at the top of the page identifying the error and details about the data that is missing or in the invalid format.

Click on the error to be taken to the section of the page where the error was identified.

Background Check Request Confirmation
If no errors are observed on the background check request form, you will be directed to the background check request confirmation page.

**This does not indicate the request has been successfully submitted. Review the data entered and scroll to the bottom of the page to complete the request.

If any edits are needed, select the Edit button displayed to the right of the applicable section to modify the applicable data.
Submitting a Background Check

When all data entered has been reviewed and confirmed to be correct, scroll to the bottom of the page to complete the authorization statements and finalize submittal.

Read all displayed authorization statements confirming review and acceptance by clicking the checkbox to the left of each statement.

When all authorization statements have been checked, the Submit button will become enabled.

Select Submit to complete the background check request entry.

Once the background check has been submitted, the page will refresh to the ABCS Account Home page where the background check subject’s name can be viewed on the Active background check history records list.
ABCS Subject-Submitted Request

- If the organization prefers the background check subject to complete the background check request form entering their own personal data, this can be initiated through the **Subject-Submitted Request** page.
Subject-Submitted Request

**Initiate Subject-Submitted Request**
- Select Subject-Submitted Request from the ABCS main tab bar
- Enter the background check subject's First and Last Name
- Enter and confirm the background check subject's Email address
- Complete any additional fields displayed, if applicable (Department ID, Requisition Number, HHSC Purchase Order Number)

**Subject-Submitted Request**

*Required Field*

- **Subject First Name:** 
- **Subject Last Name:** 
- **Subject Email:** example@email.com
- **Confirm Subject Email:** example@email.com

Authorization statement must be checked in order to submit this request.

- It is the responsibility of the contractor to ensure the accuracy of the data submitted for the background check by reviewing supporting documents.

Select **Submit** to complete the request and send an email to the background check subject at the email address provided.

Authorization statement must be checked in order to submit this request.

- It is the responsibility of the contractor to ensure the accuracy of the data submitted for the background check by reviewing supporting documents.

**Cancel**  **Submit**
The background check subject will receive an email similar to the one displayed here containing instructions on what is required to complete the background check request and a hyperlink to begin the submittal process.

**Note:** The hyperlink contained in the email is for one-time use only and will remain active for only 7 days from the date the email was sent.

To begin, background check subjects will click the hyperlink to be directed to the background check request page. The page will pre-fill information entered with the subject-submitted request, and require the subject to enter the remaining fields as outlined in prior slides.

Subject-Submitted Request Email

A background check request has been initiated on your behalf through DPSF Automated Background Check System. If you received this email by mistake, please contact

Please keep in mind the following before selecting the hyperlink to submit your background check request:

- The hyperlink is a one-time use. Once you select the hyperlink, you must enter all applicable fields and submit the background check request. You will not be able to save your work and return to the hyperlink.
- Please allow approximately 10 minutes to enter your background check information.
- The hyperlink can only be accessed by you.
- The hyperlink is only valid for seven (7) calendar days from the date the email was sent.
- If you still require a background check request and the hyperlink has expired or is no longer active, please contact

You must have the following information available before you select the hyperlink:

- First, Middle and Last Name. (Include Alternate Names: Aliases, Maiden Name(s), Nicknames)
- Social Security Number (SSN) OR Valid Alternate Identification (if SSN has not been issued to you). Other Valid Alternate Identification forms of ID include:
  - Driver's License
  - Military ID
  - Permanent Resident Card
  - Passport
- Date of Birth
- Gender
- Current Address, City, State, County and Zip code
- Primary Phone Number
- Primary E-Mail
- Birth City and State
- Previous Addresses (in the last five years)
- Out of Country Addresses (in the last five years)
- Felony or Misdemeanor Charges and/or Convictions (if any)
- Allegations of Abuse, Neglect or Exploitation from any state protective agency (if any)
- Total Job Date

By selecting the hyperlink below, you can begin the process of submitting your own criminal and/or abuse and neglect background check information.

https://dpsportal.txdps.state.tx.us/txweb/portal/abuse/abuse.html?cmd=Request

Sincerely,
Texas Department of Family and Protective Services
Pending Subject-Submitted Requests

Until a subject-submitted request is accessed or the request expires, the details of the request can be viewed on the Pending Subject-Submitted Requests section on the Subject-Submitted Request page.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Requestor</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham</td>
<td>Lincoln</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expired Subject-Submitted Requests

When a background check link has not been completed by the subject within 7 days of when it was sent, record of the subject-submitted request will be displayed on the Expired Subject-Submitted Requests section on the Subject-Submitted Request page. If a background check is still needed for the individual, the provider must send a new subject-submitted request link or initiate the background check directly in ABCS.
ABCS Account Details

Current User List
Add new users to (Administrators and DFPS staff only) or view existing users of ABCS for the listed account (All users)

Account Details
Click Account Details to view and update the ABCS profile for the account including ABCS users, account email address, and linked accounts

Account Email Address
Edit account email address (Administrators and DFPS staff only) or view email address for the account (All users)
ABCS Account Details

Account Type
Edit account type (DFPS Staff only) or view account type (All users)

Account Type
Account Type: PCS / PEI

Linked Accounts
Link to Agency Account ID:

Linked Agency Account ID
<table>
<thead>
<tr>
<th>Linked Agency Account ID</th>
<th>Unlink</th>
</tr>
</thead>
<tbody>
<tr>
<td>24061246</td>
<td></td>
</tr>
<tr>
<td>23972005</td>
<td></td>
</tr>
</tbody>
</table>

Linked Accounts
Link accounts with the same resource ID (Administrators and DFPS staff only) or view linked accounts (All users)
Contract Administrators and DFPS staff have the ability to add new users to ABCS, as well as, modify the user access settings of existing ABCS users in the **Current User List** section of the Account Details Page.

### Name of User
Select the **Name** of the user to add from the drop down options displayed. (**If user is not displayed, user has not been granted access to ABCS in the HHS Enterprise Portal. View the ABCS Requesting Access Training for guidance.)

### User Role
Select the **User Role** the individual is authorized for from the drop down options provided.

### Result Authorization
Select Yes/No regarding whether the individual is approved to **Receive Background Check Results** for background checks they submit in ABCS. (**If individual is not approved, background check result notifications generated from background check submitted by the user will be sent to the email address listed for the account.

### Add User
Once all drop down selections have been made, select **Add** to add user to the Current User List.

### Edit/Delete User Access
- Use the **Edit** button to modify user access
- Use the **Delete** buttons to delete a user. When a user is still employed by or affiliated with the contract but is no longer authorized to submit or view information regarding background checks for the contract, he/she must be deleted as a user.
Account Email Address
*Contract Administrators and DFPS Staff ONLY*
• Select Edit in the account email address section. Enter and confirm new email address.

Account Type
*DFPS Staff ONLY*
• Select Edit in the account type section. Select new account type from drop down options provided.

Linked Accounts
*Contract Administrators and DFPS Staff ONLY*
Linking accounts in ABCS allows users who are assigned as an Administrator or user on multiple accounts to view background check history for multiple accounts with one login.

**If a background check needs to be submitted for an individual on a specific account, you must be logged into the HHS Enterprise Portal account for that specific contract.

• Enter Account ID in the field provided
• Select Link
• Confirm link in confirmation window

• View linked accounts displayed
• To discontinue linking, select Unlink for the specific account number
Background Check Result History

- Once a background check has been submitted for an individual, a record of the most recent background check will be viewable on the **Active Background Check History Records** tab on the ABCS Home page for the account.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Date of Birth</th>
<th>Check Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>04/29/1974</td>
<td>01/05/2017</td>
<td>Perez, Jenny</td>
<td>01/08/2017</td>
</tr>
<tr>
<td>John, Jimmy</td>
<td>02/19/1954</td>
<td>01/05/2017</td>
<td>Perez, Jenny</td>
<td>01/08/2017</td>
</tr>
</tbody>
</table>

### Subject Date of Birth
View the date of birth for the background check subject submitted with the request.

### Subject Name
Locate the subject using the scroll bar or search field. Once located, click the individual’s name to view background check history details.

### Check Date
View the date the background check was submitted.
Note: this will remain blank until the request is logged internally by DFPS.

### Requestor
View the name of the ABCS user who submitted the background check.

### Recheck Date
View the date a renewal background check must be submitted, if applicable.
### Active Background Check History Records

To sort, click on a column header.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Date of Birth</th>
<th>Check Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
<th>Edit</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oz.Wizard</td>
<td>12/17/1971</td>
<td>08/15/2016</td>
<td></td>
<td>08/18/2016</td>
<td>Edit</td>
<td></td>
</tr>
</tbody>
</table>

**Edit**

Click **Edit** to modify and resubmit a prior background check initiated. Selecting **Edit** will redirect you to the background check request form where prior information submitted will pre-fill. Review and edit any modifications needed and complete the background check submittal process as outlined in prior slides.

**Inactive**

Click **Inactive** to notify DFPS when an individual is no longer employed or affiliated with the contract.

When inactivation is confirmed in the pop-up window, the individual’s background check history record row will move to the Inactive tab.
Once an individual has been deemed Inactive, a record of the most recent background check will be viewable on the **Inactive Background Check History Records** tab on the ABCS Home page for the account.

- **Subject Date of Birth**: View the date of birth for the background check subject submitted with the request.
- **Subject Name**: Locate the subject using the scroll bar or search field. Once located, click the individual’s name to view background check history details.
- **Check Date**: View the date the background check was submitted. Note: this will remain blank until the request is logged internally by DFPS.
- **Inactivated By**: View the name of the ABCS user or system who inactivated the background check subject.
- **Inactivated Date**: View the date the background check subject was inactivated.
- **Edit**: Click **Edit** to modify and resubmit the background check.
By clicking on an individual’s name on either the Active or Inactive background check history records tabs, additional details about the individual’s background check history can be viewed.
<table>
<thead>
<tr>
<th>Check Type</th>
<th>Check Date</th>
<th>Status</th>
<th>Check Determination</th>
<th>Notification Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
<th>Subject Submitted?</th>
<th>Agency Account ID</th>
<th>Upl</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS</td>
<td>01/10/2012</td>
<td>Review Pending</td>
<td></td>
<td></td>
<td>Fadell,Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
<tr>
<td>FPS</td>
<td>01/10/2012</td>
<td>Review Pending</td>
<td>Clear</td>
<td></td>
<td>Fadell,Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
</tbody>
</table>
Background Check Result History

**Check Determination (DFPS Staff ONLY)**
Displays the results of the individual background check types

<table>
<thead>
<tr>
<th>Check Determination</th>
<th>Determination description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE - Eligible</td>
<td>Background check result is eligible for a risk evaluation</td>
</tr>
<tr>
<td>Possible Match</td>
<td>Background check result is being reviewed as a possible match</td>
</tr>
<tr>
<td>Clear</td>
<td>Background check result is cleared</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Background check processing is completed</td>
</tr>
<tr>
<td>Bar</td>
<td>Background check resulted in a bar</td>
</tr>
<tr>
<td>Bar - RE Not Requested</td>
<td>Background check resulted in a bar and risk evaluation was not requested</td>
</tr>
<tr>
<td>Clear - RE Approved</td>
<td>Risk evaluation was completed and approved</td>
</tr>
<tr>
<td>Bar - RE Denied</td>
<td>Risk evaluation was completed and denied</td>
</tr>
</tbody>
</table>

**Status**
Displays the overall status of the background check or individual results for a specific background check type.

<table>
<thead>
<tr>
<th>Status</th>
<th>Status description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved, Not Submitted</td>
<td>Background check has not been submitted</td>
</tr>
<tr>
<td>Successful Submission</td>
<td>Background check has been successfully submitted, but has not initiated processing</td>
</tr>
<tr>
<td>Review Pending</td>
<td>Background check is being processed</td>
</tr>
<tr>
<td>Complete</td>
<td>Background check processing is completed</td>
</tr>
<tr>
<td>Action Needed</td>
<td>Additional actions are required to complete processing</td>
</tr>
<tr>
<td>Cancel</td>
<td>Background check type was cancelled</td>
</tr>
</tbody>
</table>

**Check Determination**

- **RE - Eligible**
  - Background check result is eligible for a risk evaluation
- **Possible Match**
  - Background check result is being reviewed as a possible match
- **Clear**
  - Background check result is cleared
- **Not Applicable**
  - Background check processing is completed
- **Bar**
  - Background check resulted in a bar
- **Bar - RE Not Requested**
  - Background check resulted in a bar and risk evaluation was not requested
- **Clear - RE Approved**
  - Risk evaluation was completed and approved
- **Bar - RE Denied**
  - Risk evaluation was completed and denied

**Grove, Julian Background Check History**

To sort, click on a column header.

<table>
<thead>
<tr>
<th>Check Type</th>
<th>Check Date</th>
<th>Status</th>
<th>Check Determination</th>
<th>Notification Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
<th>Subject Submitted?</th>
<th>Agency Account ID</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPS</td>
<td>01/10/2012</td>
<td>Review Pending</td>
<td></td>
<td></td>
<td>Fadel, Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
<tr>
<td>FPS</td>
<td>01/10/2012</td>
<td>Review Pending</td>
<td>Clear</td>
<td></td>
<td>Fadel, Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
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</tbody>
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**Background Check Result History**
### Grove, Julian  Background Check History

To sort, click on a column header.

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<th>Notification Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
<th>Subject Submitted?</th>
<th>Agency Account ID</th>
<th>Uplc</th>
</tr>
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<td></td>
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<td>Fadell, Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
</tbody>
</table>

**Requestor**
View the name of the ABCS user who submitted the background check.

**Subject Submitted?**
Displays Y if the background check was completed with a Subject Submitted Request.

**Notification Date**
View the date a result notification was sent for a specific background check type. System-generated notifications sent with results in the body of the email will not display a notification date.

**Recheck Date**
View the date a renewal background check must be submitted, if applicable.
<table>
<thead>
<tr>
<th>Location Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
<th>Subject Submitted?</th>
<th>Agency Account ID</th>
<th>Uploaded Files?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fadell, Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fadell, Tim J</td>
<td></td>
<td></td>
<td>23972005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Torp, Angela M</td>
<td>01/14/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Uploaded Files?**
Displays Y if files were uploaded to the background check.

**Upload**
Upload and send additional documentation to DFPS required to complete processing.

**Agency Account ID**
View the account ID the background check was submitted under.

**Cancel**
At any time before 6:00pm the day a background check is submitted successfully, the request can be cancelled using the **Cancel** button displayed here or at the bottom of the background check request form.
Document Upload

- When additional documentation is required or has been requested by DFPS staff to complete a background check, documents requested can be uploaded directly in ABCS.

There are two ways a document be uploaded by a user in ABCS and sent to DFPS:

1. Clicking link in Action Required result notification

   ![Link](https://dfpptest/portal/abcs/uploadfile?backgroundCheckReqId)

2. Upload button on background check history page for subject

   ![Upload Table]

**Please note: personal email settings may cause result notifications to be unclear and disable hyperlinks.**
**Upload Document**
- Select Browse
- Locate file to upload
- Click on file to upload
- Select Open
- Select Upload
- Confirm file name being uploaded is correct and click OK in the confirmation window.
- Once file upload has completed, a checkmark in a green circle will display confirming file upload was successful
- DFPS will receive notification of the document(s) uploaded for evaluation

**Please note:**
- Once a file has been uploaded, it cannot be deleted in ABCS
- Uploaded document file name should include a brief description followed by the date the document is being uploaded (i.e. Courtdocuments10312016)
ABCS Home

Select Account: 12345678
Please enter at least three digits to find Account

Resource Name: Therapy, Inc.
Resource ID: 55555555
Agency Account ID: 12345678
Email Address: abcstest1@yahoo.com

Active Background Check History Records
To sort, click on a column header.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Date of Birth</th>
<th>Check Date</th>
<th>Requestor</th>
<th>Recheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>10/10/1965</td>
<td>03/27/2016</td>
<td>Torp, Angela M</td>
<td>03/27/2018</td>
</tr>
</tbody>
</table>

Help
Click Help for descriptions of ABCS pages and functionality
The Help button in ABCS will open a new window where users can search and view basic descriptions of the ABCS application and its functions. For detailed directions and descriptions, utilize the ABCS User Guide.

Subject-Submitted Request

Page Description

The Subject-Submitted Request page allows users to capture information related to a background check Subject. The Automated Background page will send an email to the background check Subject instructing the Subject to submit his/her own background check request. This page also allows users to:

Opening this Page

This page is accessible by selecting the Subject-Submitted Request link in the Header.

Initiate Subject-Submitted Request

To initiate a Subject-Submitted Request, enter the background check Subject's first name in the Subject First Name field. Enter the Subject's last name in the Subject Last Name field. Enter the Subject's email in the Subject Email and Confirm Subject Email. Click the Authorization statement check box to check it and click the Submit button. Note: the Subject is checked.
# ABCS Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFPS Background Checks (BC) website</td>
<td><a href="http://www.dfps.state.tx.us/Background_Checks/ABCS.asp">http://www.dfps.state.tx.us/Background_Checks/ABCS.asp</a></td>
</tr>
<tr>
<td>• Resource documents:</td>
<td></td>
</tr>
<tr>
<td>➢ Requesting Access to ABCS</td>
<td></td>
</tr>
<tr>
<td>➢ Approving Access to ABCS</td>
<td></td>
</tr>
<tr>
<td>• ABCS User Guide</td>
<td></td>
</tr>
<tr>
<td>BC Mailbox</td>
<td><a href="mailto:AskCBCU@dfps.state.tx.us">AskCBCU@dfps.state.tx.us</a></td>
</tr>
<tr>
<td>HHS Enterprise Portal Help</td>
<td>(512) 438-4720</td>
</tr>
<tr>
<td></td>
<td><a href="https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/help">https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/help</a></td>
</tr>
</tbody>
</table>