

Automated Background Check System (ABCS)

Application Overview



Texas Department of
Family and Protective Services

July 2024

Contents

- [ABCS User Role functions](#)
- [Logging into ABCS](#)
- [Selecting a Contract](#)
- [ABCS Home Page functions](#)
- [Submitting a Background Check](#)
- [Sending a Subject-Submitted request](#)
- [Updating and viewing Account Details](#)
- [Viewing background check history and status](#)
- [Document Upload](#)
- [ABCS Help Resources](#)

Who is ABCS for?

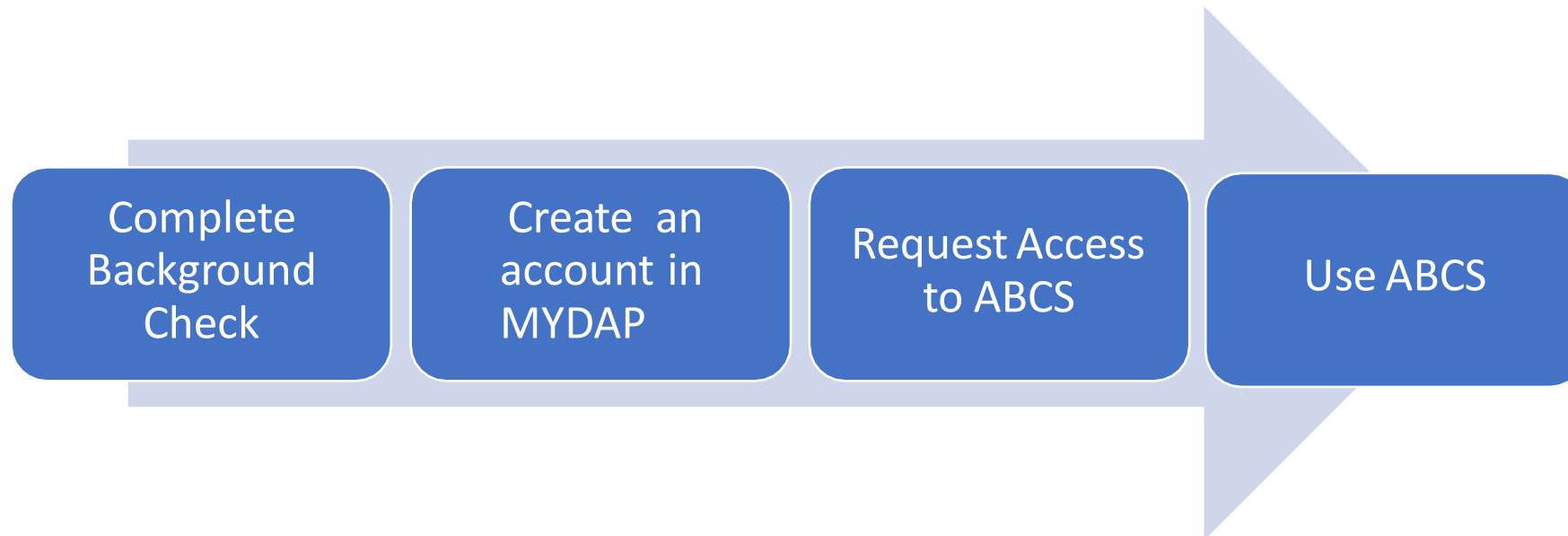
- The Automated Background Check System (ABCS) is an online application to be used by the Department of Family and Protective Services (DFPS) staff, contractors and subcontractors to electronically submit background check requests for:
 - DFPS employees,
 - DFPS volunteers/interns,
 - DFPS contractors 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 July 2024, ABCS can only be accessed by logging into MYDAP (My DFPS Application Passport)
- Review the resource document *Requesting Access to ABCS* for step by-step instructions for gaining access to ABCS



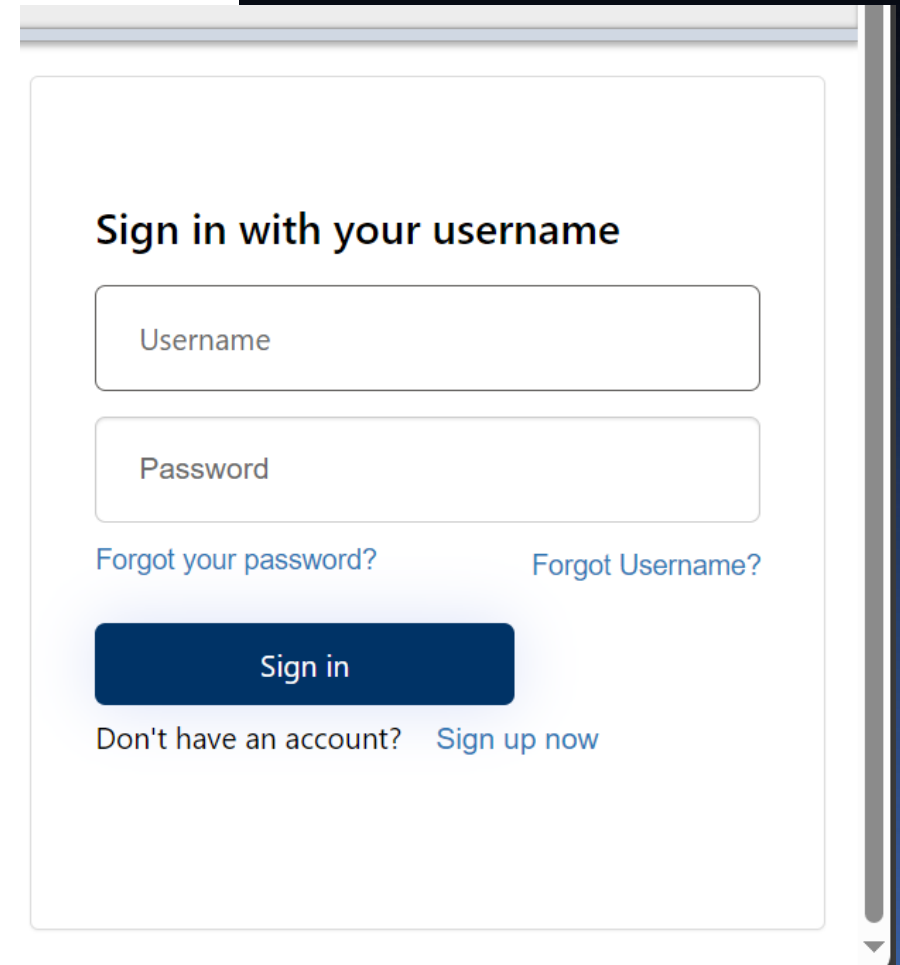
What can I do in ABCS?

* 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.

Role Type	ABCS functions available
User	<ul style="list-style-type: none">• Submit background checks• Initiate a subject-submitted background check request• View background check submittal history, including processing status• Receive background check results (if approved)• Upload documents
Administrator	<p>**All user functions plus:</p> <ul style="list-style-type: none">• Add or Delete a user or administrator• Edit a current user or administrator's user Role and their ability to Receive Background Check Results• Edit account details• Edit the email address associated to the account• Link/Unlink Accounts
Super User (DFPS Staff only)	<p>**All user and administrator functions plus:</p> <ul style="list-style-type: none">• Register a new contract in ABCS• Edit account type• View background check submittal history, including processing status and background check determination status displayed by individual background check type requested

Logging into ABCS

- Log in to **MYDAP** at <https://dfpsportal.dfps.texas.gov>
- If a MYDAP account has not yet been created, see *Requesting Access to ABCS* resource document or view *ABCS User Guide* for further instructions.

A screenshot of a web browser window showing the login page for MYDAP. The page has a white background with a dark blue header bar at the top. The main content area is white and contains the following elements: a heading "Sign in with your username" in bold black text; a text input field labeled "Username" with a light gray border; a text input field labeled "Password" with a light gray border; two links in blue text: "Forgot your password?" and "Forgot Username?"; a dark blue button with the text "Sign in" in white; and a link in blue text: "Don't have an account? Sign up now". The browser's address bar is visible at the top, showing a URL starting with "https://".

Sign in with your username

Username

Password

[Forgot your password?](#) [Forgot Username?](#)

Sign in

[Don't have an account? Sign up now](#)



TEXAS

Department of Family and Protective Services



[Home](#) | [Request](#) | [Subject-Submitted Request](#) | [Account Details](#) | [Help](#)

ABCS Home

Logging into
ABCS

After logging into MY DAP successfully, you will
automatically be redirected to the ABCS Home Screen

Navigating to an account

DFPS staff

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

Welcome

My Account

Log Out



TEXAS
Department of Family and Protective Services

Home

|

Request

|

Subject-Submitted Request

|

Account Details

|

Help

ABCS Home

Select Account

241

Please enter at least three c

Agency Account ID	Resource Name	Account Type
241		
241		
241		

All other ABCS users, including external partners

- 1. Select an available account from the pop-up menu

Welcome

My Account

Log Out



TEXAS
Department of Family and Protective Services

Home

|

Request

|

Subject-Submitted Request

|

Account Details

|

Help

ABCS Home

Select Account

241

Returns user to the ABCS' home page

User can initiate a background check

User can send a subject-submitted background check request to a person

User can view and update the ABCS profile for the account including users, account email addresses, and linked accounts

Click Help for descriptions of ABCS and functionality

Home

Request

Subject-Submitted Request

Account Details

Help

ABCS Home

Select Account

Please enter at least three digits to find Account

Resource Name : Mickey Mouse LPC
Resource ID : 55555555
Agency Account ID : 12345678
Email Address : abctest1@yahoo.com

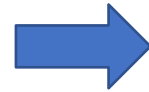
Active

Inactive

Active Background Check History Records

ABCS Account Home Page

Resource Name : Mickey Mouse LPC
Resource ID : 55555555
Agency Account ID : 12345678
Email Address : abctest1@yahoo.com



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

Active Inactive

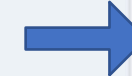


Active/Inactive tabs: Navigate between the active and inactive tabs to locate background check history records for the account

Active Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Requestor	Recheck Date	
Mouse, Mickey	10/10/1965	03/27/2016	Torp,Angela M	03/27/2018	<div>EditInactive</div>


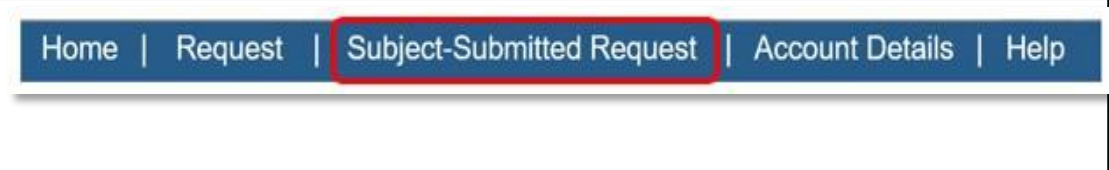
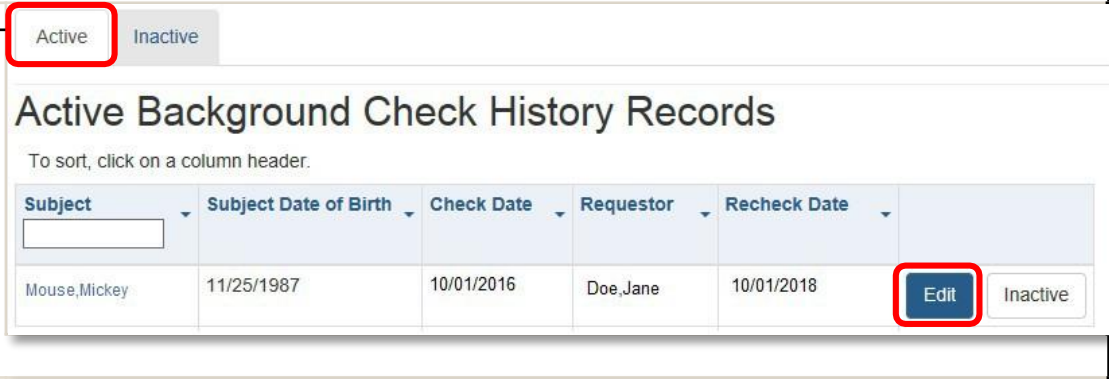
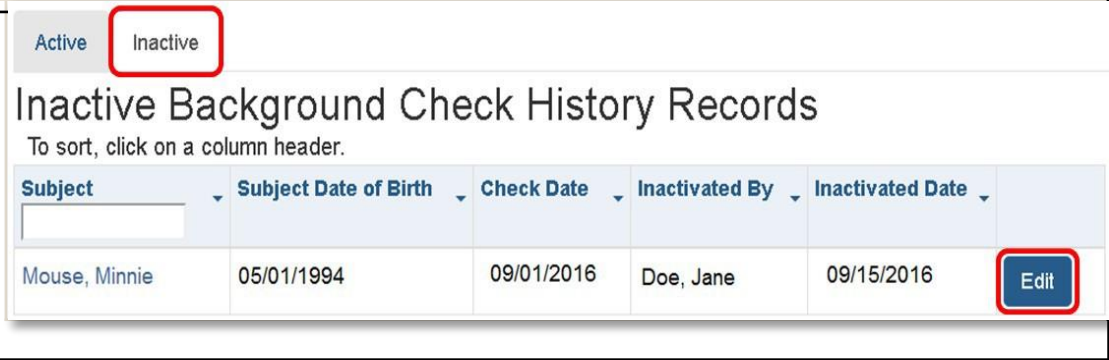


Edit: Click edit to modify and resubmit a prior background check initiated

Inactive: Click inactive to notify DFPS when an individual is no longer employed or associated with the account

Submitting a Background Check

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

1. Submit an <i>initial</i> 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 <i>renewal</i> background check by locating the subject on the Active background check history records section and clicking the Edit button	
4. Resubmit an <i>expired</i> background check by locating the individual on the Inactive background check history records section and clicking the Edit button	

Submitting a Background Check

Resource Name : ABCS test resource
Resource ID : 123
Contract ID : 241
Email Address : abcstest1@yahoo.com

Background Check Request

*Required Field

Please click the link below to review the policy, expectations, and/or requirements related to background check requests processed by DFPS.
http://www.dfps.state.tx.us/background_checks

Name

* First Name: Middle Name: * Last Name:
Maiden Name: Suffix:

Alternate Name(s)

Alternate First Name: Alternate Middle Name:
Alternate Last Name: Alternate Suffix:

Name: Enter all applicable information including 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.



Submitting a Background Check

Social Security Number: In order to submit the background check, a Social Security Number (SSN) must be entered unless the subject does not have one.

If the background check subject is not a U.S. citizen and does not have an SSN, an alternate form of identification may be provided.

*** If an individual has a valid SSN, you *must* select Yes. Failure to provide SSN when available will invalidate the background check request.***

Social Security Number

If this person has been issued a Social Security Number (SSN), it must be provided to ensure the background check result is valid. If this person does not have a SSN, you must enter a valid alternate number type.

* Does this person have a Social Security Number? ☐ Yes ☐ No

Social Security Number

If this person has been issued a Social Security Number (SSN), it must be provided to ensure the background check result is valid. If this person does not have a SSN, you must enter a valid alternate number type.

* Does this person have a Social Security Number? ☐ Yes ☒ No

Alternate Number

* Alternate Number Type:

Canadian SIN
Driver's License #
Military ID
Passport #
Perm. Res. Card #
State Photo ID #

* Alternate Number:

* Confirm Alternate Number:

* Alternate Number Type:

Driver's License #

* Alternate Number:

123456789

* Confirm Alternate Number:

123456789

Submitting a Background Check

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


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.

State Identification

State ID Type: ID #: ID State:

Birth Information

* Birth Date: MM/DD/YYYY 

* Gender:

Birth City: Birth State:

***Birth information:**
date of birth,
gender, and birth
city/state

Race / Ethnicity

* Ethnicity:

* Race:

Please check all that apply.

☐ Unable to Determine

☐ Am Indian/AK Native

☐ White

☐ Declined to Indicate

☐ Native Hawaiian/Pacif Isl

☐ Black

☐ Asian

Submitting a Background Check

- **External User Type:** Select **External User Type** from the drop-down options (*For some populations, this is pre-selected for you).
- **Requisition Number: **DFPS New Hires ONLY- All other users leave blank:** Enter Department ID and Requisition Number in the fields provided.
- **HHSC Purchase Order Number: **HHSC Vendors ONLY- All other users leave blank:** Enter HHSC PO number.
- **Eligible for Case Connection:** This is only for CASA- Select appropriate radio button to question indicating whether subject of background check is eligible for DFPS Case Connection access

Account Information

* External User Type:	<input type="text"/>	<input type="button" value="v"/>	* Role/Job Duty:	<input type="text"/>
Department ID:	<input type="text"/>		Requisition Number:	<input type="text"/>
HHSC Purchase Order Number:			<input type="text"/>	
* Eligible for DFPS Case Connection? <input type="radio"/> Yes <input type="radio"/> No				

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

Current Address

Address entered must be validated prior to submitting the background check request.

Please enter a physical address. P.O. Boxes cannot be used.

* Current Street Address 1:

Current Street Address 2:

* Current City:

* Current County:

* Current State:

* Current Zip Code:

Validate Address

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

* Has this person lived outside of Texas in the last 2 years?

☐

Yes

☐

No

* Has this person lived outside of Texas in the last 5 years?

☐

Yes

☐

No

Submitting a Background Check

Current Address Validation

☐ Entered Address

Street Address 1: 1500 Main St.
Street Address 2:
City: Dallas
County:
State: Texas
Zip Code:

☒ Suggested Address

Street Address 1: 1500 MAIN ST
Street Address 2:
City: DALLAS
County: DALLAS
State: Texas
Zip Code: 75201-4815

Use Selected Address

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

Submitting a Background Check

Current Address Validation

☒ Entered Address

Street Address 1: 1 Congress Ave.
Street Address 2:
City: Austin
County: TRAVIS
State: Texas
Zip Code: 77777

☐ Suggested Address

Address could not be validated as entered. Modify and reattempt validation or use entered address if correct.

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 the 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*

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

Previous Address(es)

Address(es) entered must be validated prior to submitting the background check request.

Please enter a physical address. P.O. Boxes cannot be used.

Previous Street Address 1:

Previous Street Address 2:

Previous City:

Previous County:

Previous State:

Previous Zip Code:

Validate Address

Add

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

Address Line 1	Address Line 2	City	County	State	Zip		
10 E 2ND ST		AUSTIN	TRAVIS	Texas	78701-4649	Edit	Delete
10 MAIN ST		ATLANTA	OUT OF STATE	Georgia		Edit	Delete

Submitting a Background Check

Submitting a Background Check

Contact Information

- **Select Primary Phone Type** from the drop-down options provided.
- Enter **Primary Phone number** for the background check subject and **Primary Extension** (if applicable) in the fields provided
- If applicable, select **Secondary Phone Type** and enter **Secondary Phone number and Secondary Extension** for the background check subject
- Enter and confirm the **Email** address for the background check subject

Contact Information

* Primary Phone Type:	<input type="text"/>	* Primary Phone:	<input type="text" value="555-555-1234"/>	Primary Extension:	<input type="text"/>
Secondary Phone Type:	<input type="text"/>	Secondary Phone:	<input type="text" value="555-555-1234"/>	Secondary Extension:	<input type="text"/>
* Contact Method for Fingerprint Scheduling:		<input type="text"/>			
Email:	<input type="text" value="example@email.com"/>	Confirm Email:	<input type="text" value="example@email.com"/>		

***Some populations require an email address be entered.**

*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

Submitting a Background Check

Purchased Client Services

Will this person ever transport DFPS Clients? ☐ Yes ☐ No

Please record answers as found on the 2970c Disclosure Form.

1. Has this person ever been convicted of or pleaded "guilty" or "no contest" to a felony or misdemeanor as an adult or juvenile? Include deferred or probated adjudications as well as convictions that have been set aside. ☐ Yes ☐ No

2. Is this person currently charged with (indictment or official criminal complaints by county or district court) a felony or misdemeanor? ☐ Yes ☐ No

3. Has this person ever been or is this person currently being investigated for allegedly abusing, neglecting, or exploiting a child, an elderly person, or a person with disabilities? ☐ Yes ☐ No

PCS Contractors ONLY* Select appropriate radio buttons responding to the disclosure questions listed.

Type of Check

Please check all that apply.

*** Background Check Type:**

☒ Abuse/Neglect History Check ☒ DPS Criminal History Check ☒ FBI Check

Cancel Save Next>>

****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.

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

❗ Your information contains 17 errors

- **First Name:** [This field is required.](#)
- **Last Name:** [This field is required.](#)
- **Do you have a Social Security Number?:** [This field is required.](#)
- **Birth Date:** [This field is required.](#)
- **Gender:** [This field is required.](#)
- **Ethnicity:** [This field is required.](#)
- **Race:** [This field is required.](#)
- **External User Type:** [This field is required.](#)
- **Role/Job Duty:** [This field is required.](#)
- **Current Street Address 1:** [This field is required.](#)
- **Current City:** [This field is required.](#)
- **Current County:** [This field is required.](#)
- **Current State:** [This field is required.](#)
- **Current Zip Code:** [This field is required.](#)
- **Lived outside of Texas?:** [This field is required.](#)
- **Primary Phone Type:** [This field is required.](#)
- **Primary Phone:** [This field is required.](#)

Submitting a Background Check

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.

The screenshot shows the Texas Department of Family and Protective Services website. The header includes the Texas state seal and the department name. A navigation bar contains links: Home | Request | Subject-Submitted Request | Account Details | Register Account | Help. The main content area is titled "Background Check Request Confirmation" and displays the following information:

Name			<input type="button" value="Edit"/>
First Name:	Mickey	Middle Name: Joseph Last Name: Mouse	
Maiden Name:		Suffix:	

Background Check Request Confirmation
cont.

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.

Type of Check

✓

Abuse/Neglect History Check

✓

DPS Criminal History Check

✗

FBI Check

Acknowledgements

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

☐

I verify that the subject of this background check request has signed (either manually or electronically) a disclosure statement regarding any existing criminal or abuse/neglect history.

☐

I verify that the subject of this background check request has signed (either manually or electronically) a consent to release of information regarding any criminal or abuse/neglect history.

☐

By checking the preceding box, I verify that I am authorized to submit this background check request for my organization and that I have confirmed that the information submitted is correct to the best of my knowledge. I have viewed the identification documents of the subject of this background check and confirmed that they match what has been provided here. DFPS may seek independent validation of any information contained in this request. Any misrepresentation or omission of required information may result in an automatic denial of clearance from the Department and/or automatic revocation of access to this website.

Cancel

Submit

Type of Check

✓

Abuse/Neglect History Check

✓

DPS Criminal History Check

✗

FBI Check

Acknowledgements

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

☒

I verify that the subject of this background check request has signed (either manually or electronically) a disclosure statement regarding any existing criminal or abuse/neglect history.

☒

I verify that the subject of this background check request has signed (either manually or electronically) a consent to release of information regarding any criminal or abuse/neglect history.

☒

By checking the preceding box, I verify that I am authorized to submit this background check request for my organization and that I have confirmed that the information submitted is correct to the best of my knowledge. I have viewed the identification documents of the subject of this background check and confirmed that they match what has been provided here. DFPS may seek independent validation of any information contained in this request. Any misrepresentation or omission of required information may result in an automatic denial of clearance from the Department and/or automatic revocation of access to this website.

Cancel

Submit

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

Submitting a Background
Check

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 a subject-submitted request email by entering basic information about the background check subject

Subject-Submitted Request History: View prior subject-submitted requests including those that are still pending or expired.

Home | Request | Subject-Submitted Request | Account Details | Help

Resource Name :
Resource ID :
Agency Account ID :
Email Address :

Subject-Submitted Request

*Required Field

* Subject First Name :
example@email.com
* Subject Email :

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

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

Pending

Expired

Pending Subject-Submitted Requests

To sort, click on a column header.

First Name	Last Name	Email	Requestor	Date Sent
------------	-----------	-------	-----------	-----------

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)

Home | Request | **Subject-Submitted Request** | Account Details | Help

Resource Name : Therapy, Inc.
Resource ID : 12345678
Agency Account ID : 55555555
Email Address : abcctest1@yahoo.com

Subject-Submitted Request *Required Field

* Subject First Name :

* Subject Last Name :

example@email.com

* Subject Email :

* 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.

Cancel Submit

Read the displayed authorization statement confirming review and acceptance by clicking the checkbox to the left of the statement. Once authorization statement has been checked, the Submit button will become enabled.

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

Subject-Submitted Request

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



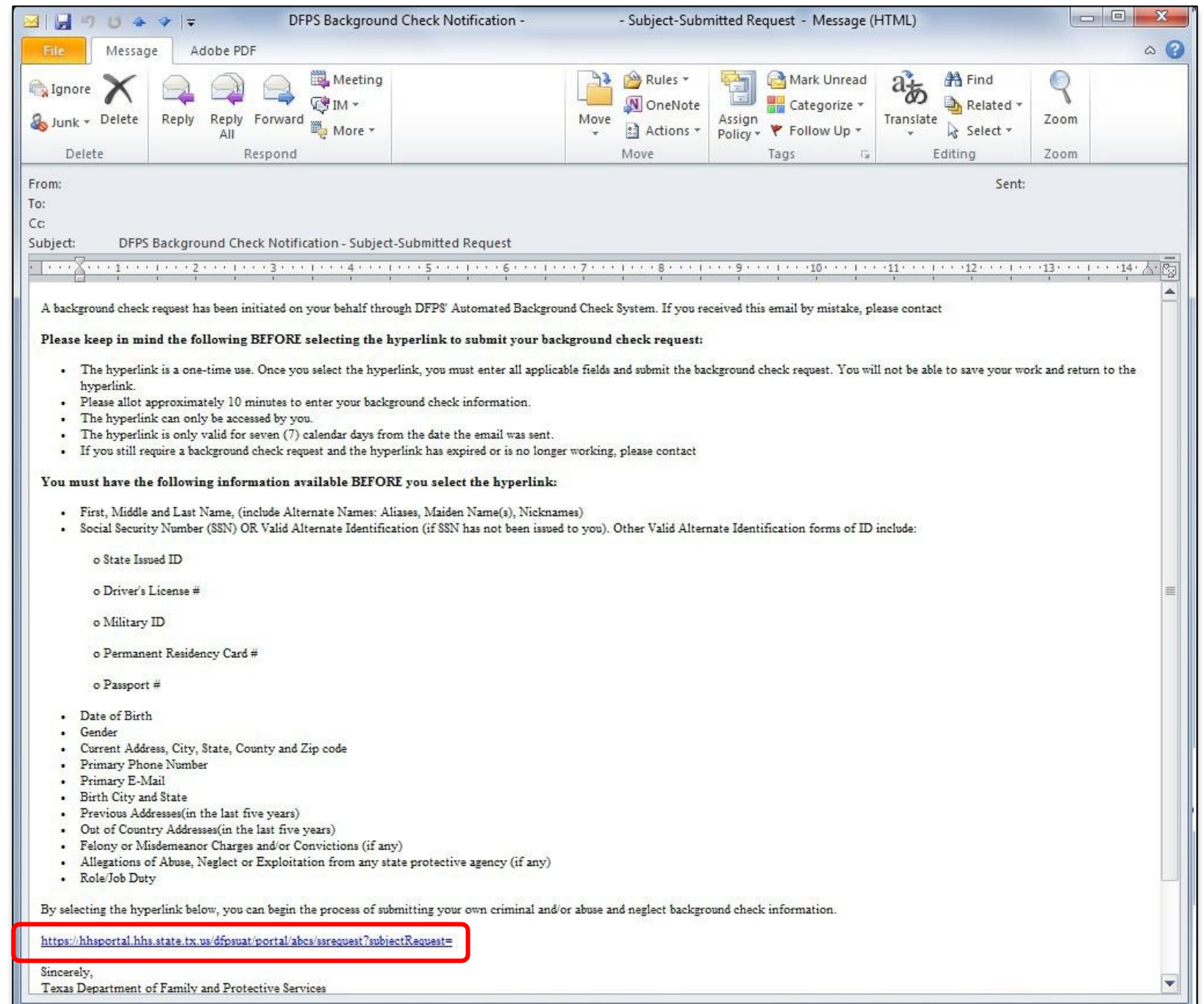
Subject-Submitted Request

Email: The background check subject will receive an email like 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



Subject-Submitted Request

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.

Pending

Expired

Expired Subject-Submitted Requests

First Name	Last Name	Email	Requestor	Date Sent

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.

Pending

Expired

Pending Subject-Submitted Requests

To sort, click on a column header.

First Name	Last Name	Email	Requestor	Date Sent
Abraham	Lincoln			

ABCS Account Details

Home | Request | Subject-Submitted Request | Account Details | Help

Resource Name : Therapy, Inc
Resource ID : 12345678
Agency Account ID : 55555555
Email Address : abctest1@yahoo.com

Account Details

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

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

*Required Field

Current User List

* Name :
* User Role :
* Receive Background Check Results : Yes

Add

Name	User Role	Email	Receive Background Check Results

No items found

Account Email Address

Account Email : abctest1@yahoo.com

Edit

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

Edit

Linked Accounts

Link To Agency Account ID :

Link

Linked Agency Account ID	
24061246	Unlink
23972005	Unlink

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 MYDAP. View the ABCS Requesting Access Training for guidance.)

* Name :

User Role

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

* User Role :

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)

* Receive Background Check Results :

Current User List

* Name :

* User Role :

* Receive Background Check Results :

Add

Name	User Role	Email	Receive Background Check Results	
	Administrator	abctest1@yahoo.com	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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.

Add User

Once all drop down selections have been made, select **Add** to add user to the Current UserList

Name	User Role	Email	Receive Background Check Results	
Henson, Jim	Administrator	abctest@dfps.state.tx.us	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Fauna, Flora	User	abctest@dfps.state.tx.us	No	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Account EmailAddress

Contract Administrators and DFPS Staff ONLY

- Select **Edit** in the accountemail address section. Enter and confirm new email address.

*Account Email :

abcstest2@yahoo.com

Cancel

Save

example@email.com

*Confirm Account Email :

abcstest2@yahoo.com

example@email.com

- Select **Save**

Account Type

DFPS Staff ONLY

- Select **Edit** in the accounttype section. Select new account type from drop down options provided.

CASA
PCS / PEI
DFPS New Hire
DFPS Volunteer
DADS
HHSC Vendors
TJJD
External Access Users
External Volunteer Agencies
Other

- Select **Save**

Account Email Address

Account Email : abcstest1@yahoo.com

Edit

Account Type

Account Type : PCS / PEI

Edit

Linked Accounts

Link To Account ID :

Link

Linked Account ID

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 MYDAP account for that specific contract.**

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

Link Confirmation

Are you sure you want to link these accounts?

Cancel Link

- View linked accounts displayed
- To discontinue linking, select **Unlink** for the specific account number

Linked Account ID

240

Unlink

Account Details

Background Check Result History

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

Home | Request | Subject-Submitted Request | Account Details | Help

ABCS Home

Select Account12345678

Please enter at least three digits to find Account

Resource Name :Joe's Counseling

Resource ID :12345678

Agency Account ID :12345678

Email Address :abcstest1@yahoo.com

Active

Inactive

Active Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Requestor	Recheck Date	
Mouse, Mickey	04/29/1974	01/05/2017	Percz,Jenny	01/08/2017	<div>EditInactive</div>
John, Jimmy	02/19/1954	01/05/2017	Percz,Jenny	01/08/2017	<div>EditInactive</div>

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

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

ActiveInactive

Active Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Requestor	Recheck Date	
John, Jimmy	12/30/1986	10/12/2016		10/15/2016	<div>EditInactive</div>
Oz, Wizard	12/17/1971	08/15/2016		08/18/2016	<div>EditInactive</div>

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

Background Check Result History

Background Check Result History

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

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

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.

Active Inactive

Inactive Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Inactivated By	Inactivated Date	
<input type="text"/>	10/31/1970	09/28/2016		10/21/2016	Edit

Inactivated Date: View the date the background check subject was inactivated

Edit: Click Edit to 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 reviewed

Active Inactive

Active Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Requestor	Recheck Date
Grove, Julian	11/25/1987	10/01/2016	Fadell, Tim J	10/01/2016

Grove, Julian Background Check History

To sort, click on a column header.

Check Type	Check Date	Status	Check Determination	Notification Date	Requestor	Recheck Date	Subject Submitted?	Agency Account ID	Upload
DPS	01/10/2012	Review Pending			Fadell, Tim J			23972005	
FPS	01/10/2012	Review Pending	Clear		Fadell, Tim J			23972005	

Background Check Result History

Subject Name
Background check
subject name

Check Date
View the date the
background check was
submitted

Note: this will remain
blank until the request is
logged internally by DFPS

Grove, Julian Background Check History									
To sort, click on a column header.									
Check Type ▾	Check Date ▾	Status ▾	Check Determination ▾	Notification Date ▾	Requestor ▾	Recheck Date ▾	Subject Submitted? ▾	Agency Account ID ▾	Upload
DPS	01/10/2012	Review Pending			Fadell, Tim J			23972005	
FPS	01/10/2012	Review Pending	Clear		Fadell, Tim J			23972005	

Check Type
The background
check type
requested

Background Check Result History

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

Check Determination	Determination description
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.									
Check Type	Check Date	Status	Check Determination	Notification Date	Requestor	Recheck Date	Subject Submitted?	Agency Account ID	Upk
DPS	01/10/2012	Review Pending			Fadell, Tim J			23972005	
FPS	01/10/2012	Review Pending	Clear		Fadell, Tim J			23972005	

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

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

Background Check Result History

Background Check Result History

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

Grove, Julian Background Check History

To sort, click on a column header.

Check Type ▾	Check Date ▾	Status ▾	Check Determination ▾	Notification Date ▾	Requestor ▾	Recheck Date ▾	Subject Submitted? ▾	Agency Account ID ▾	Upk
DPS	01/10/2012	Review Pending			Fadell,Tim J			23972005	
FPS	01/10/2012	Review Pending	Clear		Fadell,Tim J			23972005	

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

Background Check Result History

Agency Account ID:
View the account ID
the background check
was submitted under

Uploaded files:
Displays 'Y' if files
were uploaded to
the background
check

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

Submission Date ▾	Requestor ▾	Recheck Date ▾	Subject Submitted? ▾	Agency Account ID ▾	Uploaded Files? ▾	
	Fadell,Tim J			23972005		<div>UploadCancel</div>
	Fadell,Tim J			23972005		<div>UploadCancel</div>
	Torp,Angela M	01/14/2016		24061246		<div>UploadCancel</div>

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

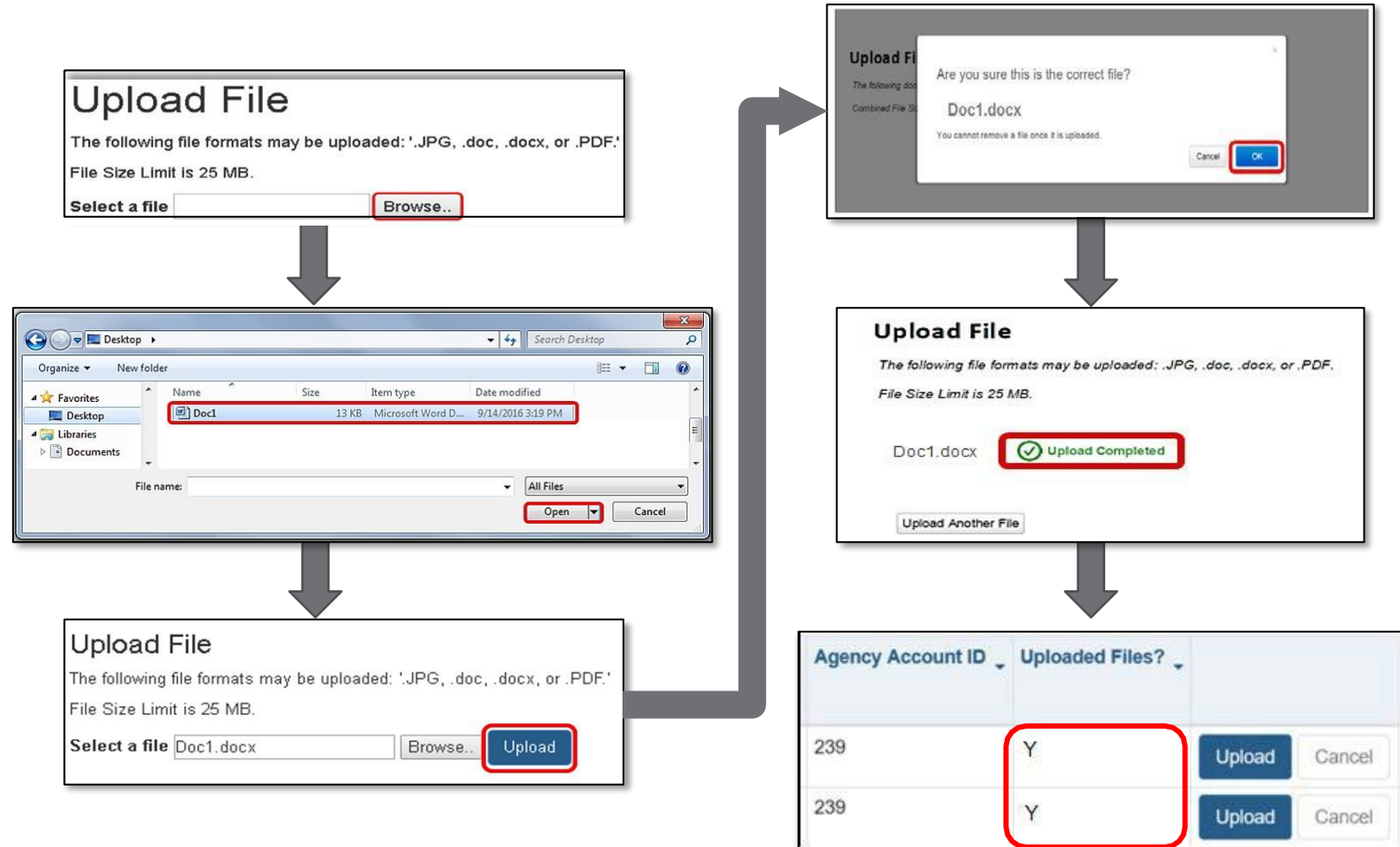
There are two ways a document be uploaded by a user in ABCS and sent to DFPS:

1. Clicking link in Action Required result notification	<div>The requested items can be electronically submitted by the subject of the background check using the link below. Please forward this email to the subject of the background check if you wish to utilize this option.</div> <div>https://dfptest/portal/abcs/uploadfile?backgroundCheckReqId</div>																												
2. Upload button on background check history page for subject	<table><tr><th>tion Date ▾</th><th>Requestor ▾</th><th>Recheck Date ▾</th><th>Subject Submitted? ▾</th><th>Agency Account ID ▾</th><th>Uploaded Files? ▾</th><th></th></tr><tr><td></td><td>Fadell,Tim J</td><td></td><td></td><td>23972005</td><td></td><td><div><div>Upload</div><div>Cancel</div></div></td></tr><tr><td></td><td>Fadell,Tim J</td><td></td><td></td><td>23972005</td><td></td><td><div><div>Upload</div><div>Cancel</div></div></td></tr><tr><td></td><td>Torp,Angela M</td><td>01/14/2016</td><td></td><td>24061246</td><td></td><td><div><div>Upload</div><div>Cancel</div></div></td></tr></table>	tion Date ▾	Requestor ▾	Recheck Date ▾	Subject Submitted? ▾	Agency Account ID ▾	Uploaded Files? ▾			Fadell,Tim J			23972005		<div><div>Upload</div><div>Cancel</div></div>		Fadell,Tim J			23972005		<div><div>Upload</div><div>Cancel</div></div>		Torp,Angela M	01/14/2016		24061246		<div><div>Upload</div><div>Cancel</div></div>
tion Date ▾	Requestor ▾	Recheck Date ▾	Subject Submitted? ▾	Agency Account ID ▾	Uploaded Files? ▾																								
	Fadell,Tim J			23972005		<div><div>Upload</div><div>Cancel</div></div>																							
	Fadell,Tim J			23972005		<div><div>Upload</div><div>Cancel</div></div>																							
	Torp,Angela M	01/14/2016		24061246		<div><div>Upload</div><div>Cancel</div></div>																							

****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. Uploaded document file should include a brief description followed by the date the document is uploaded.

ABCS Home

Select Account 12345678

Please enter at least three digits to find Account

Resource Name :

Resource ID :

Agency Account ID :

Email Address :

Therapy, Inc.

55555555

12345678

abctest1@yahoo.com

Active

Inactive

Active Background Check History Records

To sort, click on a column header.

Subject	Subject Date of Birth	Check Date	Requestor	Recheck Date	
<div>Mouse, Mickey</div>	10/10/1965	03/27/2016	Torp,Angela M	03/27/2018	<div>EditInactive</div>

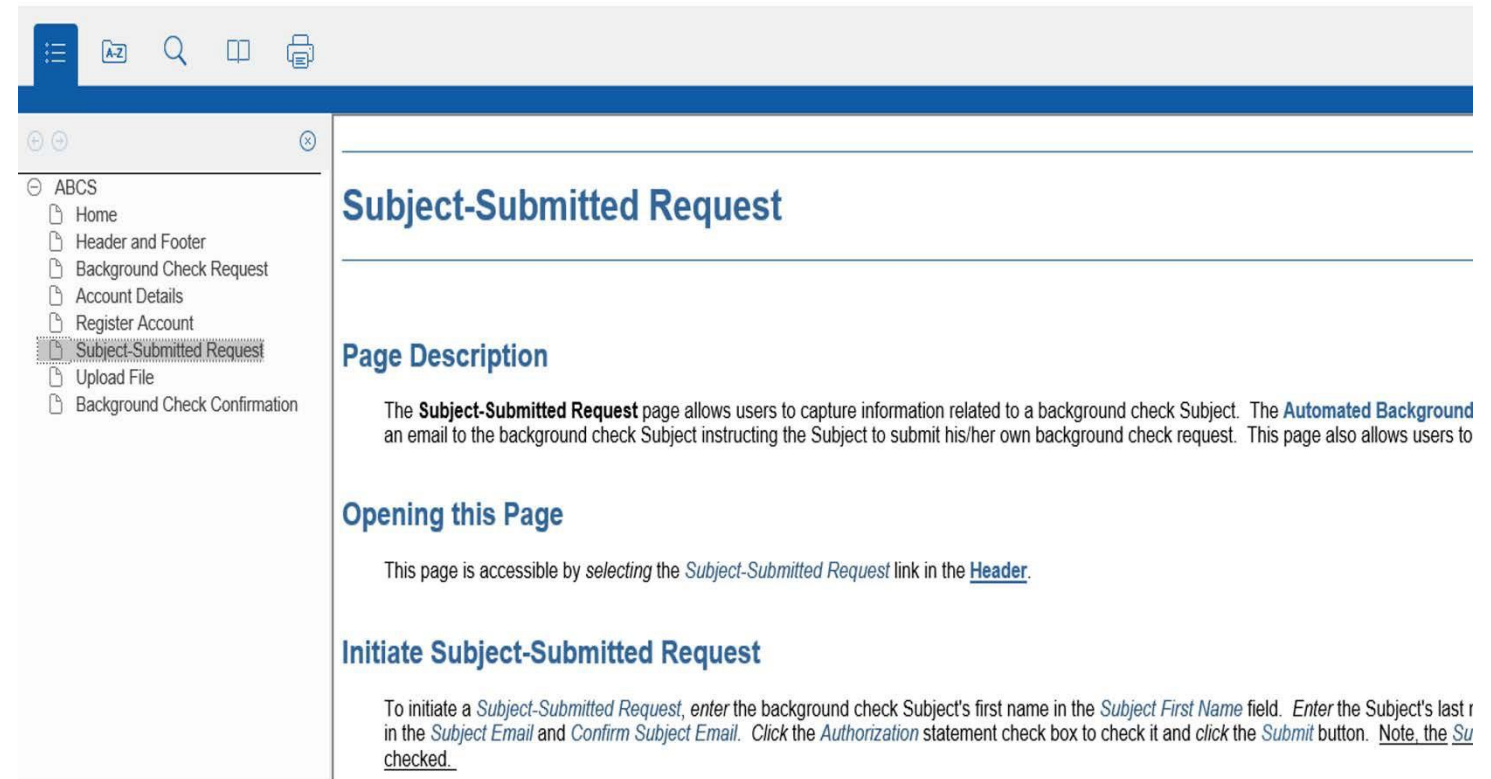
ABCS Help Page

Help: Click **Help** for descriptions of ABCS pages and functionality

ABCS Help Page

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*



ABCS Resources

DFPS Background Checks (BC) website	<ul style="list-style-type: none">• DFPS - Automated Background Check System (ABCS) (texas.gov)
<ul style="list-style-type: none">• Resource documents:<ul style="list-style-type: none">➤ Requesting Access to ABCS➤ Approving Access to ABCS• ABCS User Guide	
BC Mailbox	<ul style="list-style-type: none">• askbc@dfps.texas.gov
BC Handbook	<ul style="list-style-type: none">• DFPS Background Checks Handbook (texas.gov)
DFPS Helpdesk	(877) 642-4777