

NE ABUSE PORTAL WALKTHROUGH

APPLICANT EXPERIENCE



The Background Check Company

402-933-9999

PO Box 24148 Omaha, NE 68124

The applicant will receive an email with their request number and a link to allow them to start and stop the application as well as check on results:

From: DHHS.CFSCR@nebraska.gov
To: noemail@noemail.com
Subject: Background Check Invitation for Applicant Name
Date: Tuesday, March 23, 2021 12:19:36 PM

Welcome Applicant Name,

ONE SOURCE THE BACKGROUND CHECK COMPANY has invited you to complete an online Central Registry Check. The on-screen instructions will guide you through the background check process. Use the following link to begin:

<https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginCheck/109631814> [ecmp.nebraska.gov]

(Please paste this address into your browser window if the link is broken)

(This link can only be used once, and will expire 30 days from the date it was sent.)

If you have questions you may call (402) 471-9272.

Thank you,

Nebraska Department of Health & Human Services

If this information has been received in error, the recipient is directed to destroy the information and notify this office of the error immediately.

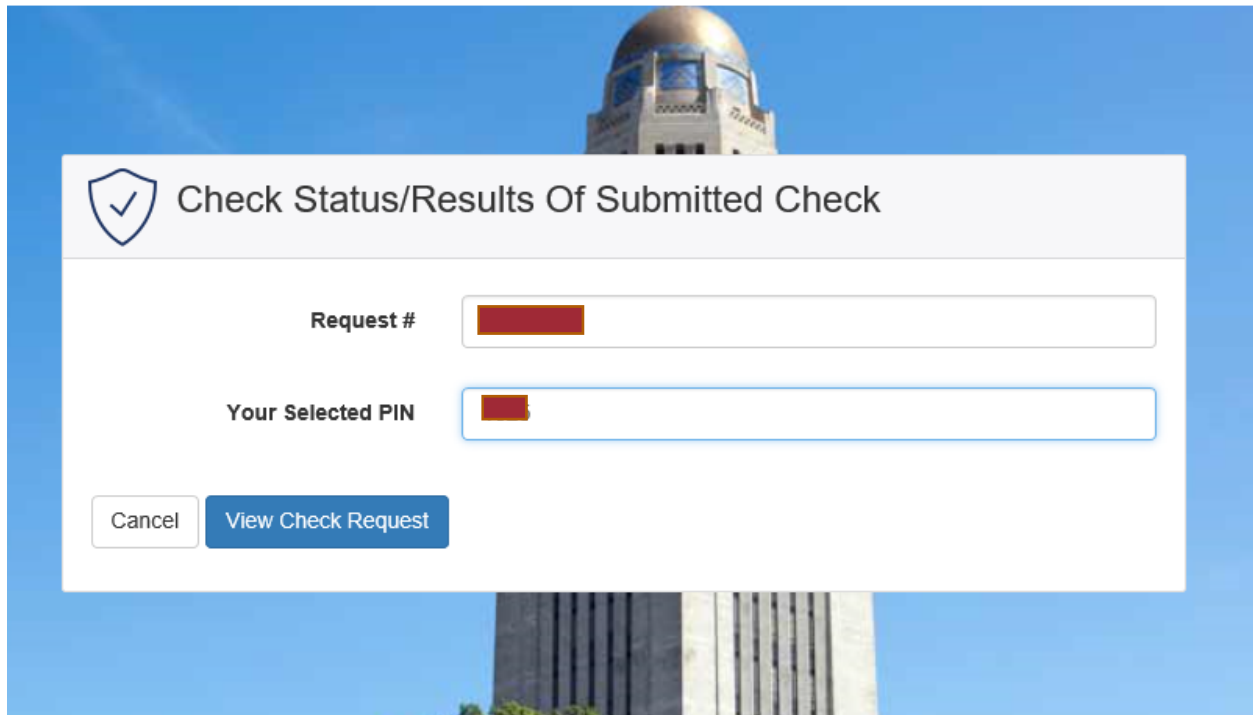
CAUTION: This email originated from **OUTSIDE** of the organization. Please use caution when clicking links or opening attachments. Call the sender by phone or contact IT Support if there is any uncertainty. **DO NOT** forward.

After clicking the link, they will provide their request number and PIN number:

Child/Adult Abuse and Neglect Central Registry

[Home](#)

[Register](#) [Login](#)



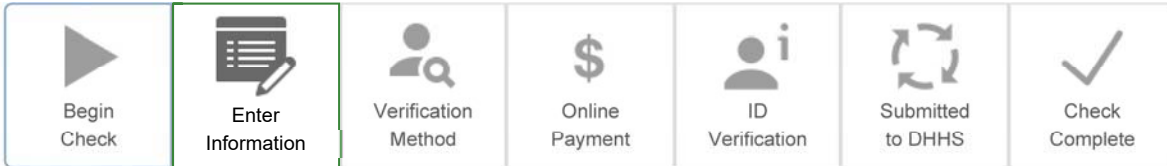
Check Status/Results Of Submitted Check

Request #

Your Selected PIN

The applicant will then enter in their information in the below fields:

Check Request:



Enter Information

First Name

Middle Name No Middle Name

Last Name

Date Of Birth

Age

Social Security Number No SSN

Current Address

City

State

Zip

Applicant's Phone Number

Other names, such as a maiden name, former married name, or nickname:

No Other Names

First Name

Last Name

Suffix

Names and birthdates of your children and children who lived with you:

No Children

First Name Last Name Suffix Date Of Birth

Add Child Name

List all previous cities at which you have resided:

No Other Addresses

Address City State

Add Other Address

I authorize DHHS to conduct the following checks and release the following information.

**** This authorization is valid for a period of 6 months from the date you submit this form ****

Child Abuse and Neglect Central Registry (CAN Registry)

1. Whether or not I am listed on the CAN Registry, and the following information regarding that listing:

- a. Date of the alleged child abuse or neglect; and
- b. The classification of the case pursuant to Neb. Rev. Stat. 28-720.
(i.e., Agency Substantiated or Court Substantiated)

Nebraska Adult Protective Services Registry (APS Registry)

1. Whether or not I am listed on the APS Registry, and the following information regarding that listing:

- a. Date of the alleged adult abuse or neglect; and
- b. The classification of the case pursuant to Neb. Rev. Stat. 28 - 376.
(i.e., Agency Substantiated or Court Substantiated). (i.e., Agency Substantiated or Court Substantiated).








Submit

The applicant will then be asked which method of verification they will select. **Note:** We have set the portal to charge One Source and not the applicant.

The screenshot shows two sequential screens from a web application. The top screen, titled 'Check Request:', features a progress bar with seven steps: 'Begin Check', 'Enter Information', 'Verification Method' (highlighted in green), 'Online Payment', 'ID Verification', 'Submitted to DHHS', and 'Check Complete'. The bottom screen, titled 'Verification Method', contains a mandatory notice: 'All applicants for Central Registry checks must have their identity verified. This is required under Nebraska Revised Statute 28-725.' Below this, there are two radio button options for 'Verification Type': 'Online Verification (Additional Charges Apply)' and 'Upload Notarized Document'. At the bottom of this screen are 'Cancel' and 'Next' buttons.

The applicant will be asked to answer questions based on the information provided on the request:

Check Request: [REDACTED]

 Begin Check	 Enter Information	 Verification Method	 Online Payment	 ID Verification	 Submitted to DHHS	 Check Complete
--	--	--	---	--	--	---

ID Verification

In which of the following states did you live when your social security number was issued?

- California
- Colorado
- Vermont
- Washington
- None of the above

[Next](#)

Sample 2 of questions:

Check Request: [redacted]

Begin Check Enter Information Verification Method Online Payment **ID Verification** Submitted to DHHS Check Complete

i ID Verification

In which of the following cities does [redacted] currently live or own property?

- Arlington, Virginia
- Charlottesville, Virginia
- Windsor, Virginia
- Woodbridge, Virginia
- None of the above or I am not familiar with this person

Next

Sample 3:

The screenshot displays a web interface for a 'Check Request' process. At the top, a progress bar shows seven steps: 'Begin Check', 'Enter Information', 'Verification Method', 'Online Payment', 'ID Verification' (highlighted in green), 'Submitted to DHHS', and 'Check Complete'. Below the progress bar, the 'ID Verification' section is active, featuring a question: 'In which of the following counties have you ever lived or owned property?'. The question is followed by five radio button options: 'Greene, Iowa', 'Lancaster, South Carolina', 'Surry, Virginia', 'Washington, Nebraska', and 'I have never lived in any of these counties'. A blue 'Next' button is located at the bottom left of the question area.

Check Request: [REDACTED]

Begin Check Enter Information Verification Method Online Payment **ID Verification** Submitted to DHHS Check Complete

i ID Verification

In which of the following counties have you ever lived or owned property?

Greene, Iowa

Lancaster, South Carolina

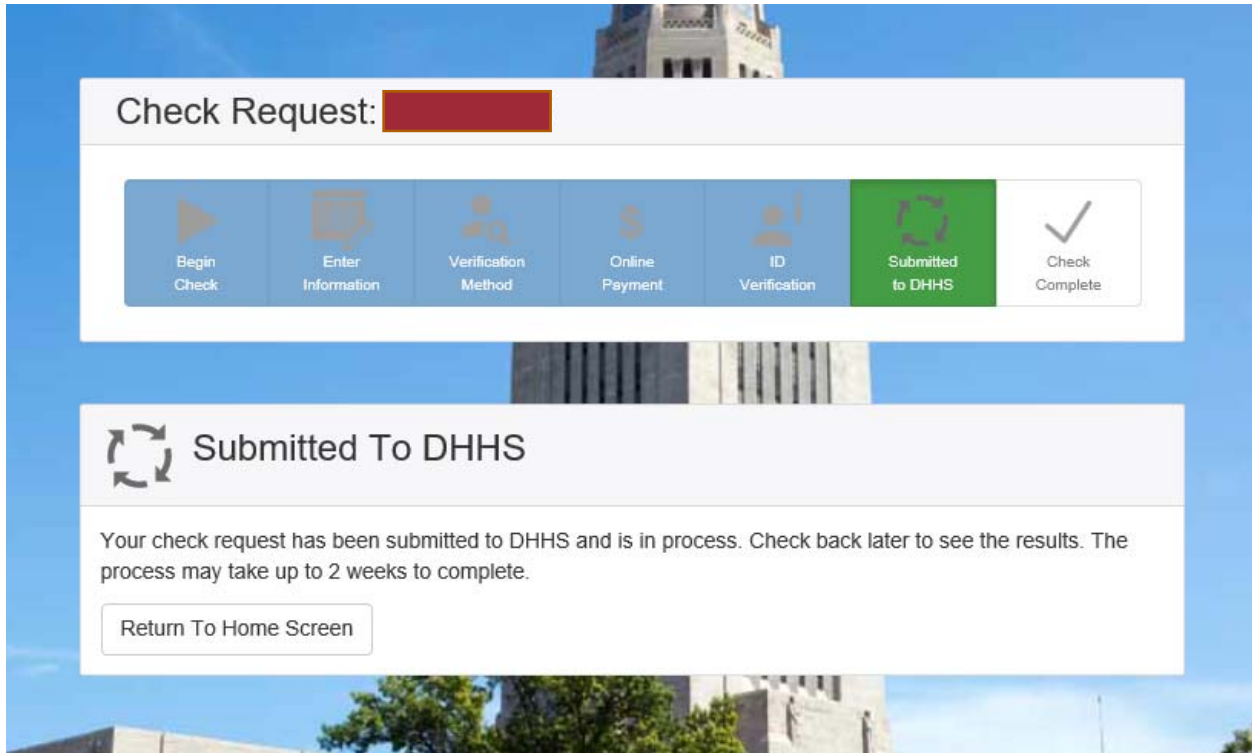
Surry, Virginia

Washington, Nebraska

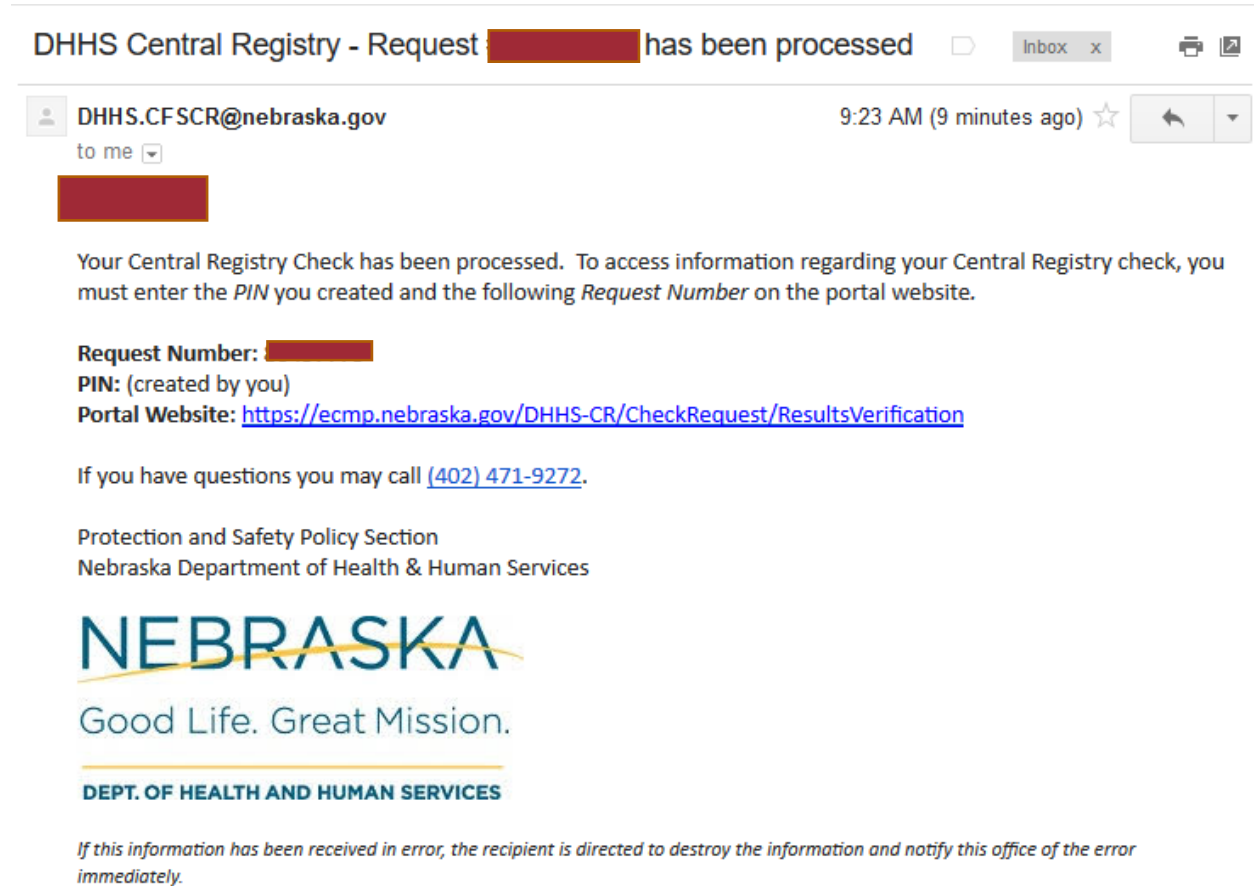
I have never lived in any of these counties

Next

Once the applicant answers questions, they will receive a confirmation page:



They will also receive a confirmation email:



This completes the applicants required steps. One Source will now be able to review the status of the request and the final results. If you or your applicants have questions, please feel free to reach out to One Source via phone or email, 402.933.9999 or CR@onesourcebackground.com