



## DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## DEADLINE May 31:

# Qualified Vendors Must Set Up Accounts in CBC Portal to Continue Background Checks

*More than 80% of background check requests in the CBC Portal return results in a matter of minutes!*

Target Audience - Qualified Vendors and Providers

Transmittal Date - 5/23/2024

Qualified Vendors and providers contracted with the Department of Economic Security (DES) Division of Developmental Disabilities (DDD) are running out of time to set up an Employer Account on the new Centralized Background Check (CBC) portal and connect it to DDD.

Vendors and providers need to [set up an employer account on the CBC](#) and connect it to DES/DDD **by next week, May 31, 2024**, to continue receiving background check results. The CSO-1038C (a.k.a. paper form) will no longer be accepted after May 31, 2024.

### Take These Next Steps Now:

1. **Review these resources** to learn how to set up an employer account and connect it to DES/DDD:
  - [How to videos](#)
  - [DES User Guides](#)
  - [FAQs](#)
2. **Set up an employer account** in the new [CBC portal](#) before May 31, 2024.
3. **Go to “My Employee Requests” on the dashboard to add and connect DES/DDD to your employer account.** When prompted, use: [dddcentralregistrysearchrequest@azdes.gov](mailto:dddcentralregistrysearchrequest@azdes.gov).
4. **Orient new hires and existing employees** to the CBC portal. Help them create individual accounts for **employment** and submit requests for a search on themselves. Job candidates and existing staff providing direct care services must:
  - Successfully create an individual account in the CBC Portal for **employment**
  - Identify the Qualified Vendor as their employer

- Submit a request for a Central Registry Background check
- Use “**DDDRFQVA**” when asked to provide a contract number