



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

DES/DCS CENTRALIZED BACKGROUND CHECK (CBC) PORTAL RECHECK PROCESS - ADDITIONAL GUIDANCE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/26/2024

The Centralized Background Check (CBC) portal performs automated rechecks twice per week on employment background checks. As part of the recheck process, the CBC may send a notification to the employer to confirm the current relationship with an employee.

This does not occur with every check. However, when it does occur, each connected employer must Confirm or Remove the relationship. If a connected employer does not respond within five calendar days of the notification, the background check will automatically expire and notification will be sent to the individual, any connected employer, and connected agency accounts. The individual and their background check will also be removed from the connected employer's and agency's dashboards if there is no response.

To prevent this disconnect from happening, below are the steps employers need to take within five calendar days of receiving the email from CBC asking them to confirm the relationship with the employee.

STEP 1: When the employer receives a notification to confirm the current relationship with an employee, login to the CBC and click "Dashboard" in the upper right header. In the "My Employee Requests" section of the Dashboard, complete the following:

- Click the checkbox to the left of the name for one or more employees and:
 - If the individuals are currently employed with the company, click the 'Confirm Relationship' button.
 - If the individuals are not currently employed with the company, click the 'Remove Relationship' button. This will affirm they no longer provide services in any capacity that requires the DCS Registry check.

STEP 2: Once the current relationship is confirmed, if new results are found since the previous last background check, email notifications will be sent to the individual, any connected employer, and connected agency accounts.

Employer Dashboard Example

My Employee Requests

To see result report, click on the paperclip icon.

To see the connected employee details click [here](#).

To view or add connected agencies click [here](#).

To see the source(s) requested, click on the Request Number.

To add a Contract/Solicitation Number or Provider ID, click Add/Edit in the Contract No. column.

To search for the Fingerprint Clearance Card Number click [here](#)

	Applicant/ Employee ↑	Request Number ↑	Date Submitted ↑	Status ↑	Last Recheck ↑	Last Record Found ↑	Contract No. ↑	
<input type="checkbox"/>	Frank, Cirde	E000001328	04/24/2024	Completed	05/10/2024	05/01/2024	Add/Edit	
<input type="checkbox"/>	Frank, Cirde	E000000909	03/12/2024	Expired	04/03/2024	04/03/2024	Add/Edit	
<input type="checkbox"/>	Frank, Cirde	E000001257	04/12/2024	Expired	04/19/2024	04/16/2024	Add/Edit	
<input type="checkbox"/>	Frank, Cirde	E000001149	04/01/2024	Expired	04/05/2024	04/05/2024	Add/Edit	
<input type="checkbox"/>	Frank, Cirde	E000001121	03/28/2024	Expired		03/28/2024	Add/Edit	
<input type="checkbox"/>	Lathan, Sanaa	E000001126	03/29/2024	Completed	05/10/2024	04/05/2024	Add/Edit	
<input type="checkbox"/>	Nova, ELIANA	E000001256	04/12/2024	Completed	05/10/2024	05/08/2024	Add/Edit	
<input type="checkbox"/>	Nova, ELIANA	E000001155	04/01/2024	Expired	04/05/2024	04/05/2024	Add/Edit	
<input checked="" type="checkbox"/>	Roads, Country	E000001150	04/01/2024	Confirmation Required	05/10/2024	05/08/2024	Add/Edit	

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Remove Relationship

Confirm Relationship