

# Private Provider Background Check Imaging

**Note:** In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

**Note:** Please see the Imaging Provider user guide on how to add other types of imaging documents to provider records.

## If you have an assignment to the provider:

1. There are 2 ways to create a background check with an assignment to the provider.
  - a. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

Create Provider Work - Internet Explorer

eWiSACWIS Print Help

**Create Provider Items**

- Administrative
- Check
- Imaging: Background Check
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Barbie, Midge (9221348)
- Bed, Head (9221748)
- Bellas Group Home (9221945)
- Bird, Larry (9221016)
- BLIP PROVIDER (9221390)
- Blue, Blue (9221495)**
- Brown, LeRoy (9221465)
- cake, dandida (9221693)
- Carmelite Home Inc (9221459)
- Cascading Mountains (9221432)
- Chick Fila Agency (9221485)
- Cinderella's Day Camp (9221346)
- Congo, Mother (9221544)
- Cooper, Allison (9221456)
- County, RoadTee (9221366)
- Dane-Trial, Default (9221425)
- Davis, Ann (9221529)
- Demo Ohio RCC (9222185)
- Doe, Jane (9222205)
- DrDre (9221431)
- Dumbledore, Albus (9221209)
- Dumbledore, Albus (9221347)
- Encarnacionsa, Juan (9221116)
- Encarnacionsa, Juan (9221300)
- Erpenbach, Jon (9221769)
- Farmer, John (9221409)
- Farmer, Sally (9221682)
- Fernald, Mike (20167)
- Foodie, Fostermom (9221214)
- Fox, Dick (9221404)

Create Close

100%

b. From your desktop, click on the Provider's name to open the Private Provider page.

Select the Personnel tab and in the Active Provider Personnel group box, click the Background Checks link for the specific row. This will open the Imaging Search page. From here select a specific Type for the background check category automatically selected. click Create, this will open the Organization Background Check page.

Name	Start Date	End Date	Role/Position	Actions
<a href="#">Worker_A</a>	02/01/2023	00/00/0000	Employee	Delete <a href="#">Background Checks</a>
<a href="#">Worker_B</a>	02/03/2023	00/00/0000	Employee	Delete <a href="#">Background Checks</a>

2. On the Organization Background Check page, enter the Date of Document. If applicable, enter the Effective To date. The Type of background check prefills from the previous page.

**Note:** If the Type is DOJ or IBIS, the Effective To date will pre-fill to 4 years from the Date of Document and will not be editable. If the Type is Adam Walsh (FBI)/DOJ/IBIS, the DOJ/IBIS Effective To date will pre-fill to 4 years from the Date of Document, however the Adam Walsh (FBI) Effective To field will default to blank. This field only displays when this type is selected.

**Organization Background Check** Print Help

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**Provider Details**

Provider: Blue Blue (9221495) Worker: Caitlin C. Cake

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**Image Details**

Date of Document:  Adam Walsh (FBI) Effective To:

DOJ/ IBIS Effective To:

Category: Background Check

Type:

File Name: IMG\_bckgrnd.JPG [View](#)

Name:

Comments:

Last Updated By:

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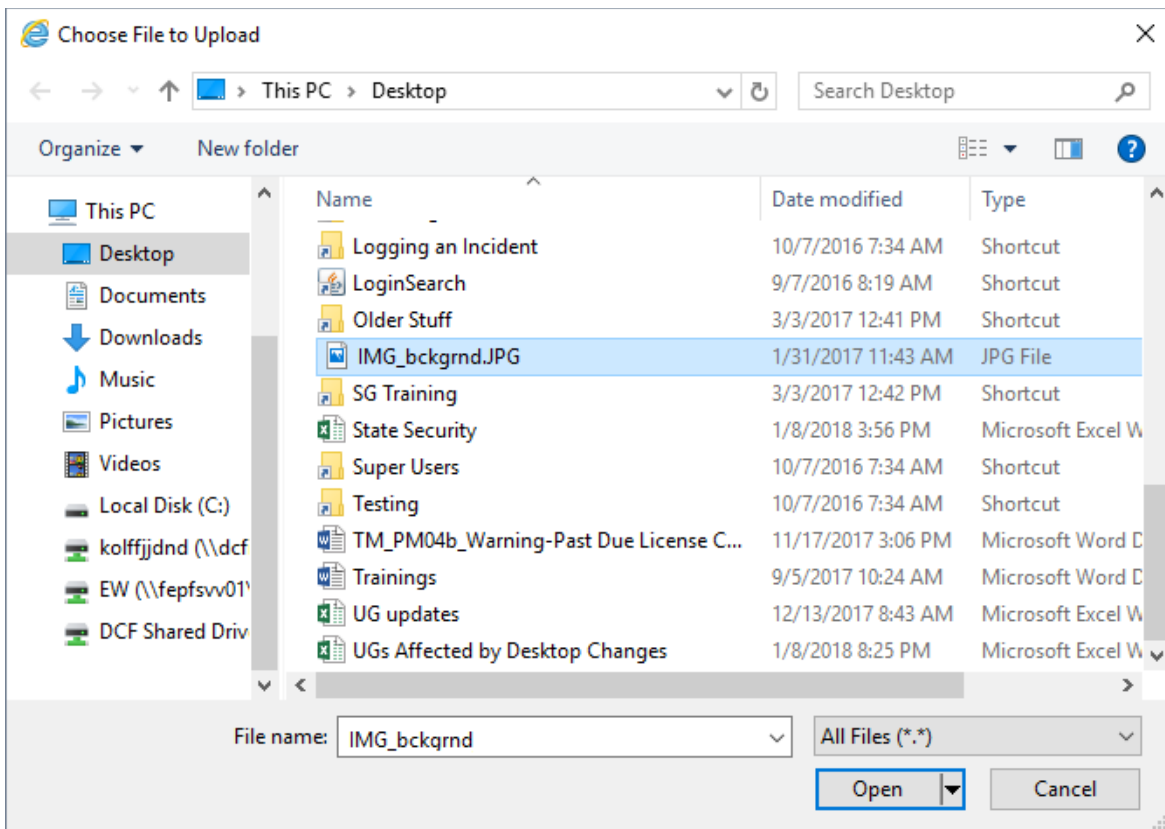
Adam Walsh (FBI) Valid Through:

DOJ/ IBIS Valid Through:

Eligibility Verification

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- To attach a previously scanned or saved document, select the Browse button to open the Choose File to Upload pop-up page. Select the file from the appropriate location/folder, then select the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 25 MB.

4. In the Name drop-down, select the name of whom the background check is for. Enter any comments in the Comments field.
5. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
6. When all required fields have been completed, click Save. After clicking Save, your name will appear in the Last Updated By field.
7. If the background check has been added to the wrong provider, click Delete to remove the image. If the background check has been added to the wrong person, you can select a different name from the name drop-down.
8. To create another background check for a person associated with this provider, click the Create button.
9. Click Close when done. View the attached document by clicking the [View](#) hyperlink next to the File Name on the Organization Background Check page.
10. If you accessed the Organization Background Check page via the Imaging Search page launched from the Private Provider page, you will return to the Imaging Search page. The page will display all background checks for the specific Applicant/Licensee or employee that it was originally accessed from. To view or modify the imaging page, click the [Edit](#) hyperlink. This will open the Organization Private Background Check page. Click Close on the Imaging Search page to return to the Private Provider page.

Search Criteria

Search by:  Name: Blue, Blue (9221495) Start Date:  End Date:   
Name: Worker, A (8000381)

Category:

- Background Check
- Kinship Appeals
- Kinship Care
- Licensing
- Licensing Appeal
- Provider

Type:

- Adam Walsh (FBI)/ DOJ/ IBIS
- Adam Walsh/ FBI
- BID
- CAN - eWISACWIS
- CAN - Prior to eWISACWIS
- CCAP
- Criminal Complaint
- ...

Hold down the 'Ctrl' key for multi-selection

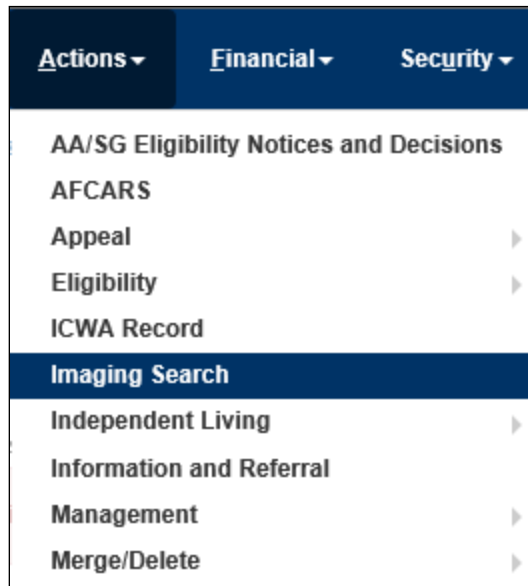
Results

Category	Type	Participant	Date	File Name	
Background Check	Adam Walsh (FBI)/ DOJ/ IBIS	Worker, A	02/06/2023	<a href="#">IMG_bckgrnd.JPG</a>	<a href="#">Edit</a>

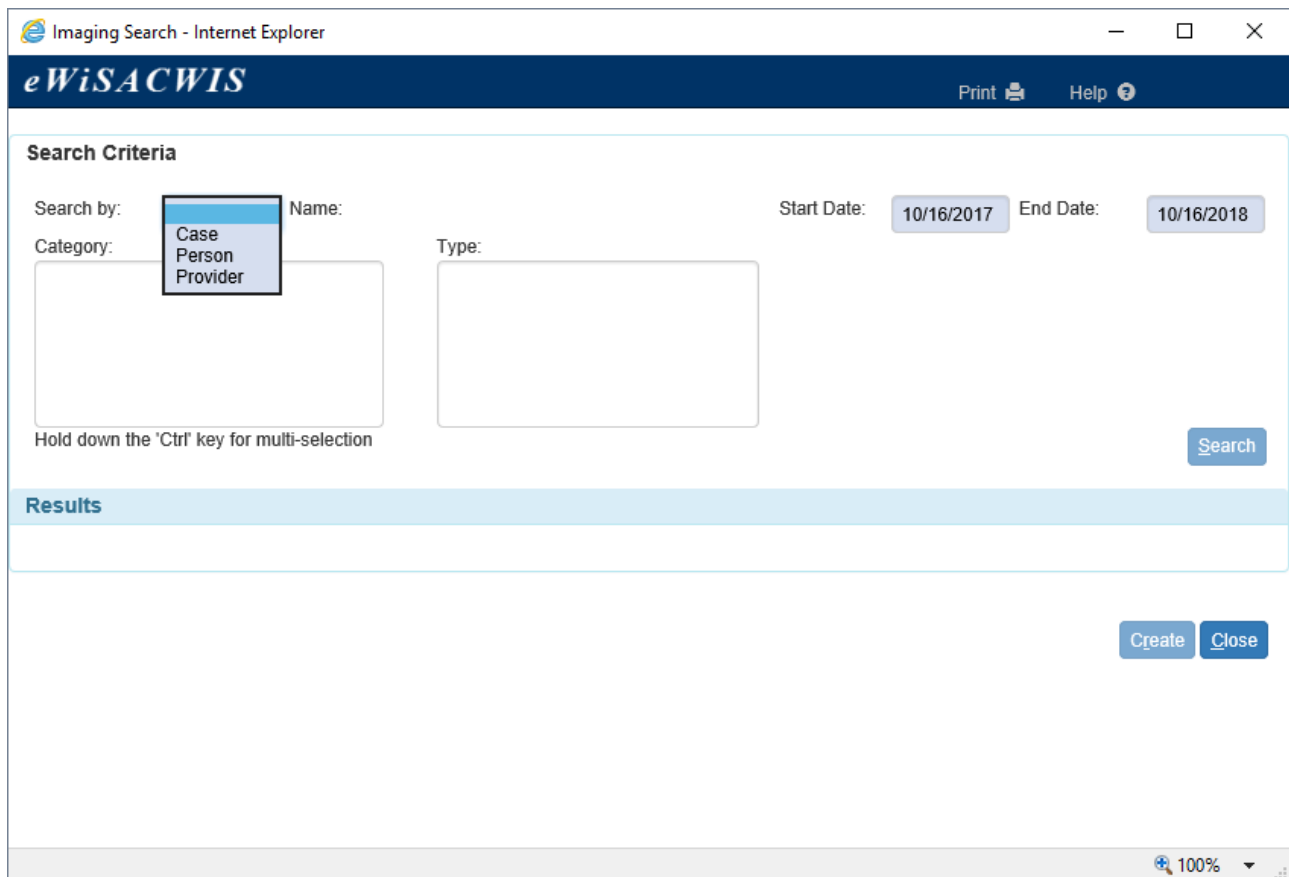
Record 1 of 1

**If you do not have an assignment to the provider:**

1. From the desktop, click Actions > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider from the Search by drop-down. This will open the Provider Search page.



- On the Provider Search page, enter the Provider Name or Provider ID and click Search. In the Providers Returned group box, select the radio button for the correct provider and click Continue.

**Provider Search** Print Help

**Search Criteria**

Provider Name:  First Name:  Provider ID:

Parent Agency ID:  Provider Type:   Search Providers of Parent Agency

Site #:  County:  ZIP Code:

Date Restricted  View Not Approved/Cancelled

Search Precision:  Low Med High

Record 1 to 3 of 3

**Providers Returned**

- [Blue, Blue \(9221495\)](#)  
Open Cherry Coke Group Home Residential Care Center 08/22/2007 Cake, Caitlin M., IV Dane License Status: Pending
- [Blue, Indigo \(700005\)](#)  
Open Adoptive Home 09/19/2000 Kellogs, Jim (Supervisor) Des: Milwaukee License Status: N/A
- [Kinda Blue \(9221576\)](#)  
Open Private Agency 02/12/2010 Rock, Worker Fond Du Lac License Status: N/A

- This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

**Imaging Search** Print Help

**Search Criteria**

Search by:  Name:  [Provider Search](#) Start Date:  End Date:

Category:  Type:

Hold down the 'Ctrl' key for multi-selection

**Results**

Category	Type	Participant	Date	File Name	
Background Check	Adam Walsh (FBI)/ DOJ/ IBIS	Worker, A	02/06/2023	<a href="#">IMG_bckgrnd.JPG</a>	<a href="#">Edit</a>

Record 1 of 1

- On the Organization Background Check page, enter the Date of Document. If applicable, enter the Effective To date. Select the Type of background check. To attach a previously February 2023

scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

**Note:** If the Type is Adam Walsh (FBI)/DOJ/IBIS, the Adam Walsh (FBI) Effective To and DOJ/IBIS Effective To date fields will default to blank. These fields only display when this type is selected.

The screenshot shows a web application window titled "Organization Background Check". It has a dark blue header with "Print" and "Help" icons. The main content area is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

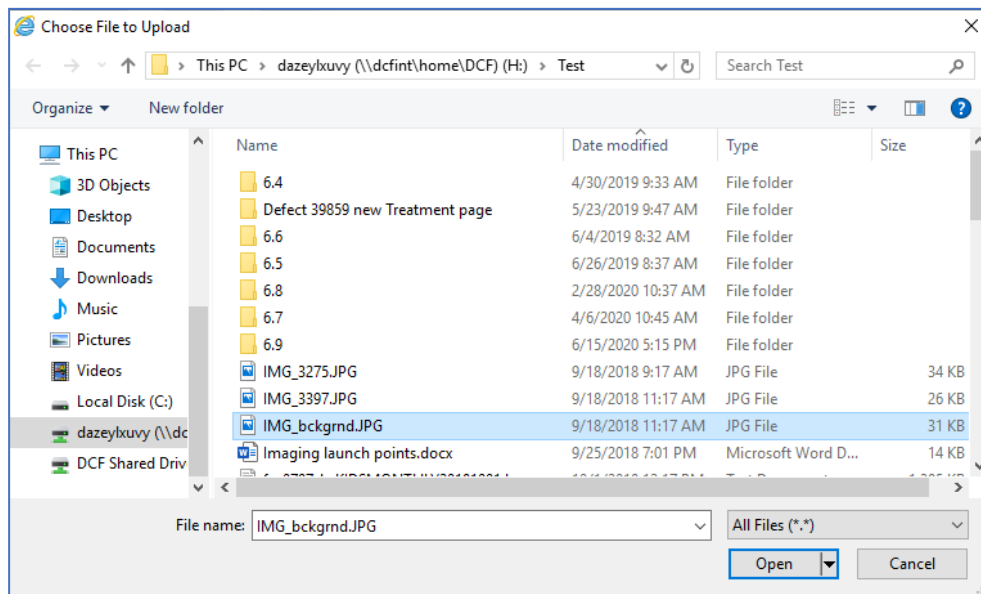
- Provider: Blue Blue (9221495)
- Worker: Caitlin C. Cake

**Image Details:**

- Date of Document: 00/00/0000
- Effective To: 00/00/0000
- Category: Background Check
- Type: IBIS (dropdown menu)
- File Name: [Browse button]
- Name: [dropdown menu]
- Comments: [text input field]
- Last Updated By: [Delete] [Create] buttons
- Valid Through: 00/00/0000
- Eligibility Verification: [blue arrow icon]

At the bottom right, there are "Save" and "Close" buttons.

6. Select the file from the appropriate location/folder. Then click the Open button.



**Note:** Files cannot exceed 25 MB and must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf.



7. View the document by clicking the [View](#) hyperlink next to the File Name.
8. In the Name drop-down, select the name of whom the background check is for. Enter any comments in the Comments field.
9. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
10. When all required fields have been completed, click Save. After clicking Save, your name will appear in the Last Updated By field.
11. If the background check has been added to the wrong provider, click Delete to remove the image. If the background check has been added to the wrong person, you can select a different name from the name drop-down.
12. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Organization Background Check page with the same Category selected. Click Close to return to the Imaging Search page.

**Organization Background Check** Print Help

**Provider Details**

Provider: Blue Blue (9221495) Worker: Caitlin C. Cake

**Image Details**

Date of Document: 02/13/2023 Effective To: 02/12/2027

Category: Background Check

Type: IBIS

File Name: IMG\_bckgrnd.JPG [View](#)

Name: Worker, A

Comments:

Last Updated By:

Valid Through: 00/00/0000

Eligibility Verification

13. The Imaging Search page will display all scanned background checks for the specified person for that provider. To view the image for a particular result, click on the [File Name](#) hyperlink to access the scanned document directly, or click the [Edit](#) hyperlink to access the Organization Background Check page. To add additional background checks documents, repeat the above steps.

### Search Criteria

Search by: Provider Name: Blue, Blue (9221495) [Provider Search](#) Start Date: 02/13/2022 End Date: 02/13/2023

Category: 

- Background Check
- Kinship Appeals
- Kinship Care
- Licensing
- Licensing Appeal
- Provider

Type: 

- IBIS
- ICPC - Background Check
- Judgement of Conviction
- Local Law Enforcement
- Other - Background Check
- Out of State Law Enforcement
- Sex Offender Address Check
- Sex Offender Driver Register Check

[Search](#)

Hold down the 'Ctrl' key for multi-selection

### Results

Category	Type	Participant	Date	File Name	
Background Check	IBIS	Worker, A	02/13/2023	<a href="#">IMG_bckgrnd.JPG</a>	<a href="#">Edit</a>

Record 1 to 1 of 1

[Create](#) [Close](#)