

Title: View Background Checks

Description: Provides information on how to access and view Background Checks from Dynamics.

Keywords: Background Checks; Checks

Background Checks can be requested through both Dynamics and FSFN, but are completed in the FSFN application. Once a Background Check has been completed, the documents (Q, C, N, J, X) are accessible from both Dynamics and FSFN.

**VERY IMPORTANT NOTE:** In order to access and view the Background Check documents from Dynamics you **MUST** be using the Edge for Business browser. If you are not using Edge for Business, you will not be able to access the documents.

To access Background Checks in Dynamics, navigate to the Participants & Background Checks tab of the Investigation and scroll down to the Background Checks group box. Once the Status = Received – Completed, the documents are available. Double Click the Status field for the record you want to access.

2020-700348  
Investigation · Details ▾

Open Status --- Determination ▾

Investigation - BPF Stage  
Active for 6 days

Initiating (6 D) Assessing Closing

General **Participants & Background Checks** Present Danger Assessment View File(s) Investigative Activities Knowledge Article ...

Participants

+ New Participant Refresh

✓ Name ↓ ▾	Participant Role ▾	Maltreatment ▾	FSFN Updated Date/Time ▾
Unknown Unknown	Alleged Perpetrator; Househol...	---	12/4/2020 12:15 PM
Sibling Reindeer	Victim; Child in Home	Bone Fracture	12/4/2020 12:15 PM
Mother Reindeer	Intake Name; Parent/Caregiver	---	12/4/2020 12:15 PM
Child Reindeer	Child in Home	---	12/4/2020 12:15 PM

Background Checks

Refresh See all records

✓ Participant ▾	Investigation ▾	Background Check... ↑ ▾	Date/time Requested ▾	CPI/User Requesting ▾
Reindeer Mother (999000948)	2020-700348	Received - Complet...	12/11/2020 9:10 AM	✓ Amy Jenks

## The Documentation

Upon double clicking the Background Check Status, the Background Check screen displays and captures all the uploaded documents within the Reports group box. To access any of the document, simply click the document hyperlink.

### Request 2020-12-11 14:10:12.0000000

Background Check

**General** Related

**Request**

Participant\*

**Reindeer Mother (999000948)**


Background Check Status

**Received - Completed**

CPI/User Requesting\*

**Amy Jenks**

Date/time Requested

12/11/2020 

9:10 AM

**Reports**

Background Check Reports Refresh

Name	Document Type	Date Completed
<a href="#">999000948_12112020_09.22.51_Q</a>	Q Document – Flori...	12/11/2020 9:24 AM
<a href="#">999000948_12112020_09.22.59_C</a>	C Document – Florid...	12/11/2020 9:24 AM
<a href="#">999000948_12112020_09.23.06_N</a>	N Document-Nation...	12/11/2020 9:24 AM
<a href="#">999000948_12112020_09.23.18_J</a>	J Document-Judicial ...	12/11/2020 9:24 AM
<a href="#">999000948_12112020_09.24.09_X</a>	X Document-Nation...	12/11/2020 9:24 AM


Upon clicking the document hyperlink, the Background Check Report screen displays. To view the report, click the square “eye” icon.

### 999000948\_12112020\_09.22.51\_Q.pdf

Background Check Report

**General** Related


**Report**




Name: 999000948\_12112020\_09.22.51\_Q.pdf

Participant: **Reindeer Mother (999000948)**

Document Type: Q Document – Florida Results - Not sealed or expunged info

Date Completed: 12/11/2020  9:24 AM

Owner: \*  **Service Account svc\_fsfm-mobility-etl**