



Introduction

This job aid will outline the steps to adjudicate a “Decisional” case. When a background status returns as “Decisional” this will be an indication that a consideration was found on the background report that could possibly impact if the person should volunteer for your team. The background report will need to be reviewed and adjudicated.

Compliance Status Definitions –

Decisional – Consideration found, and review is required

Eligible - the volunteer meets your criteria or is considered a pass

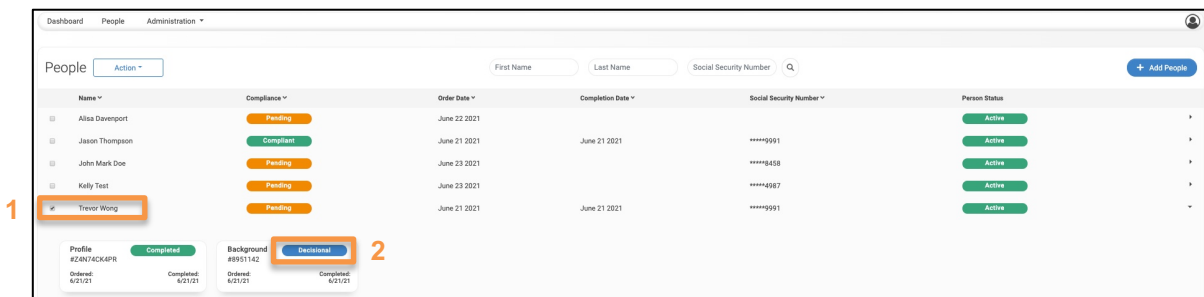
Ineligible - the volunteer does not meet your criteria or is considered a fail

Please Take Note: Your team must be credentialed to have security rights to view the full background report and adjudicate.

Searching for a Person

Use the People Search feature to locate your volunteer roster. (Refer to Searching for Existing People Job Aid)

1. Click on the name to expand the “Pending” record to display the Background compliance status.
2. Click on the “Decisional” status to view the details of the order.



3. A pop up will notify you that you will be taken to a new browser window and asks if you wish to continue. Click **Continue**.





- The Permissible Purpose and Employer Certification Documents are displays. You must click **I AGREE** to proceed to the order details.

Notice

Please read through the below language before clicking/acknowledging.

The accuracy of the data submitted by the requestor will impact the accuracy of the results obtained.

REQUESTOR CERTIFIES THE FOLLOWING: For all reports requested and reviewed during this session, Requestor certifies its request for a report for each consumer is for a permissible purpose under the Fair Credit Reporting Act (FCRA) and as such consumer reports provided to requestor from First Advantage will not be used for any other purpose. A permissible purpose under the FCRA includes for employment reasons which may include hiring, promotion, assignment, and retention decisions as an employee, volunteer or an independent contractor.

REQUESTOR CERTIFIES THE FOLLOWING: For all reports requested and reviewed during this session, a clear and conspicuous written disclosure has been made to each consumer, in a document that consists solely of the disclosure, that a consumer report may be obtained. Such disclosure has satisfied all of the requirements set forth in the FCRA and other applicable state laws. Requestor has also obtained a written authorization from each consumer which will be made available to First Advantage upon request. Requestor further certifies that it will not use this information in violation of any equal employment opportunity laws and if it decides to take action in whole or in part on the information based in the report it will follow any required adverse action requirements.

Obtaining Information Under False Pretenses. The FCRA imposes criminal penalties including a fine, up to two years in prison, or both against anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses, and other penalties for anyone who obtains such consumer information without a permissible purpose.

- The order details display. Under Order Actions select “Adjudication”.

Government ID: XXX-XX-9991
ayfadv23@gmail.com

Overall Progress 100%

Type	Background Screen	Created 21/Jun/2021	100%	Completed 21/Jun/2021	Status: Decisional**
------	-------------------	---------------------	------	-----------------------	----------------------

Report Progress

0% 100% 100%

Report

Report Type: Background Screen
Report Status: Decisional**
Completed: 21/Jun/2021
Status Notes:

Order Details

Package: VOLUNTEER PACKAGE - SAFE SPORT ACT MINIMUM
Account: XML USER (XML)
Requestor: XML USER (XML)
Customer Defined Field 1: NONE

Order ID: 8951142
Date Ordered: 21/Jun/2021 (more...)
Order Documents: Customer Defined Field 2

Order Actions

- Select
- View/Print
- Download (PDF)
- Download (PDF Pagnated)
- Fax
- Add Search Type
- Adjudication**
- Customer Service Inquiry
- Customer Service Inquiry

All	Consideration	Search Type	Completion Date	Status	Notes	View/Print History
	Yellow	National Sex Offender Registry Search, Department Of Justice Web Site	21/Jun/2021	Complete		View
	Green	First Advantage National Criminal File Plus, MADEIRA BEACH, PINELLAS, FL	21/Jun/2021	Complete		View

All fully displayed personally identifiable information is customer provided or is masked based on custom configuration.

Type	Background Screen	Created 21/Jun/2021	100%	Completed 21/Jun/2021	Status: Eligible
------	-------------------	---------------------	------	-----------------------	------------------



6. The Order Adjudication Override window will open.

The screenshot shows a web interface for adjudicating an order. At the top, there is a blue header with the text "Order Adjudication Override- 8951142". Below this is a section titled "Conduct Adjudication" which contains two dropdown menus: "Choose Score Result" and "Override Reason". Below these is a text input field for "Comments" and two buttons: "Submit" and "Cancel".

Below the adjudication section is a "Report" section. It features the "Background Report" title and the "First Advantage" logo. The report is marked as "Confidential". It includes contact information for the consumer and the vendor, along with a "Caution to Customer" section. The "General Consumer Information" section shows the consumer's name as "NONE" and the client name as "AMERICAN YOUTH FOOTBALL VENDOR".

Select the "Score Result" and "Override Reason" from the drop downs.

Comments may be added but are not required.

Click "Submit" to update the Score.



- The Report Status is updated based on your selection. Close this browser window to return to the screening platform

Government ID: XXX-XX-9991
ayfadv23@gmail.com

Overall Progress 100%

Type: Background Screen Created: 21/Jan/2021 Completed: 21/Jan/2021 Status: Decisional**

Report Progress: 0% to 100%

Report Type: Background Screen
Report Status: Background Screen
Completed: 21/Jan/2021

Order Details

Package	VOLUNTEER PACKAGE - SAFE SPORT ACT MINIMUM	Order ID:	8951142
Account	XXX USER (XML)	Date Ordered:	21/Jan/2021 (more...)
Requestor	XXX USER (XML)	Order Documents	
Customer Defined Field 1	NONE	Customer Defined Field 2	

Consideration	Search Type	Completion Date	Status	Notice	View/Print History
Yellow	National Sex Offender Registry Search, Department of Justice Web Site	21/Jan/2021	Complete		View
Green	First Advantage National Criminal File Plus, MADIRA BEACH, PINELLAS, FL	21/Jan/2021	Complete		View

All fully displayed personally identifiable information is customer provided or is masked based on custom configuration.

Type: Background Screen Created: 21/Jan/2021 Completed: 21/Jan/2021 Status: Eligible

- The Compliance Status will reflect the new status based on the adjudication decision.

Name	Compliance	Order Date	Completion Date	Social Security Number	Person Status
Alisa Davenport	Pending	June 22 2021			Active
Jason Thompson	Compliant	June 21 2021	June 21 2021	****9991	Active
John Mark Doe	Pending	June 23 2021		****9458	Active
Kelly Test	Pending	June 23 2021		****4987	Active
Trevor Wong	Non-Compliant	June 21 2021	June 21 2021	****9991	Active