Disclosure Checks Service Interface

Briefing Paper

A new interface has been developed to allow the initiation and exchange of Disclosure and Barring Service (DBS) checks for applicants between ESR and third-party Disclosure Checks Facilitators.

Background

Disclosure Checks Facilitators (DCFs) provide DBS application checks each year on behalf of NHS Organisations and provide disclosure check services on behalf of the Department of Health and Social Care (DHSC). The Disclosure Checks Service (DCS) interface brings together ESR, DCF and E-Recruitment systems, providing a more seamless user experience for carrying out and recording DBS checks for applicants.

What are the benefits?

✓ **Swift application initiation:** ESR Applicant data is passed to the DCF resulting in swift initiation of the DBS check process, without intervention by the Employing Authority.

✓ **Reduced manual input:** Applicant consent for the employer to monitor regularly can be captured at the point of application via the DCF and this is passed automatically into ESR, supporting the ESR link with the DBS Update Service. Changes to DBS status will therefore be reported automatically.

✓ **Improved data:** Expansion of DBS information captured within ESR at the recruitment stage, via the DCS interface.

✓ **Harmony between systems:** Ability to use DCF, ESR and E-Recruitment systems seamlessly without the need to duplicate input of applicant information across the systems.

How does the DCS Interface work?

Applicant data is sent from ESR to the DCF system
In a nutshell, ESR will provide the DCF system daily with Applicant Data for those requiring a DBS Disclosure. Applicant records will be shared with the DCF if all the following criteria are met:

✓ The organisation (VPD) must be subscribed to the DCS interface;

✓ The organisation (VPD) must be subscribed to the E-Recruitment interface (e.g. NHS Jobs/TRAC);

✓ The applicant must have been created successfully by the E-Recruitment process;

✓ The ESR position that the applicant is linked to must be flagged as requiring a DBS check;

✓ The applicant must have a current application for an active vacancy;

✓ The applicant must have a status of either "Offer Accepted", "Offered Post Conditional" or "Offered Post Unconditional" **in ESR.**

The applicant information from ESR is used to produce the outline for a Disclosure and Barring Service application. The applicant will then proceed with their DBS application online.

DBS Application Updates are provided directly back to ESR

The DCF will subsequently supply ESR with data for the DBS record, including: an indicator which supports the ESR/DBS Update Service interface; the DBS certificate number and the date which this was issued. This data will be transferred into the DBS Checklist form within ESR.
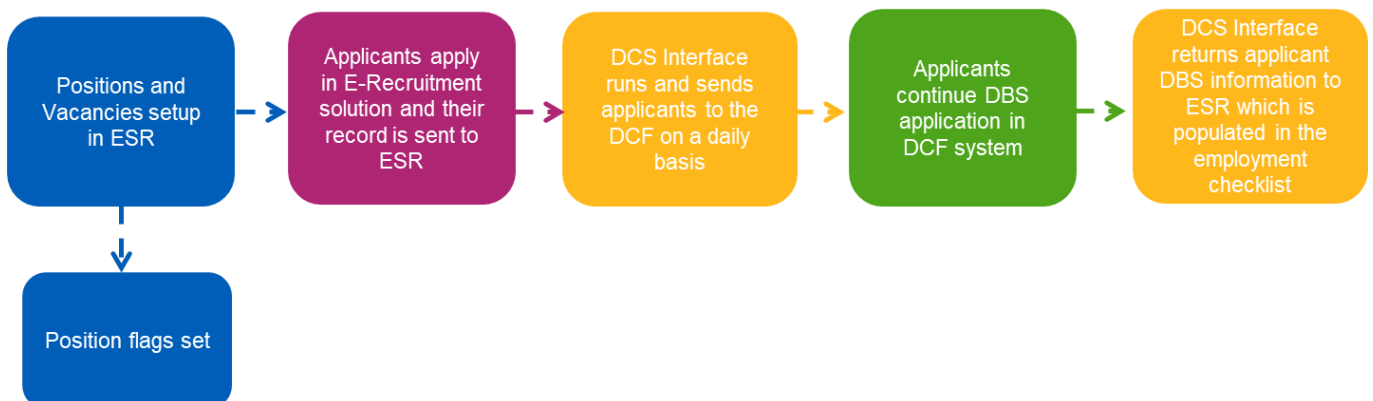

Figure 1: High-level process flow for the DCS Interface

How do I sign up?

Following review of the resources available on the 'My ESR Hub' page, NHS Organisations wishing to participate or find out more information should contact their third-party DCF supplier and the ESR Service Desk.