Family Child Care Administrator BCIS Roster Management

Who needs a background check?

Childcare programs are required to submit background checks if they are:

- Licensed child care centers and group child care homes
- Licensed family child care homes
- License-exempt child care facilities (like those run by schools or towns) that receive funding from Care 4 Kids

People who need a background check at least every five years include:

- Child care staff members, including employees and volunteers age 16 and older who care for children or have unsupervised access to children
- Family child care home providers, assistants, and substitutes
- Everyone ages 18 or older who lives in a licensed family child care home

Why do I need a background check?

It's all about safety. Children thrive when they are cared for by people they trust in a secure, safe environment. That's why OEC completes comprehensive background checks on people who provide direct care to children in Connecticut (as well as household members age 18 and older in family child care homes).

We make sure that they do not have a history of criminal or sexual offenses, child abuse, or neglect that could make them unsuited to provide care to children or have access to children.

Important Facts:

- A completed background check includes not only the submission of the required forms and fingerprints, but the results of these checks must be received and recorded.
- The submission and review of your background checks requires that you submit all the required documentation and information as laid out in the instructions below.

Where Do I Begin?

Introducing BCIS

The Background Check Information System (BCIS) is a tool to help you submit required information to OEC. It dramatically streamlines the process of getting a background check for Family Child Care Providers, their household members, and staff.

Before you begin
Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will **not** work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it's no longer updated or supported.

1. Check your email for an invitation to create an account

OEC will send you an invitation to be an Administrator for your licenses BCIS Roster.

When you receive this email click on the ACTIVATE button.
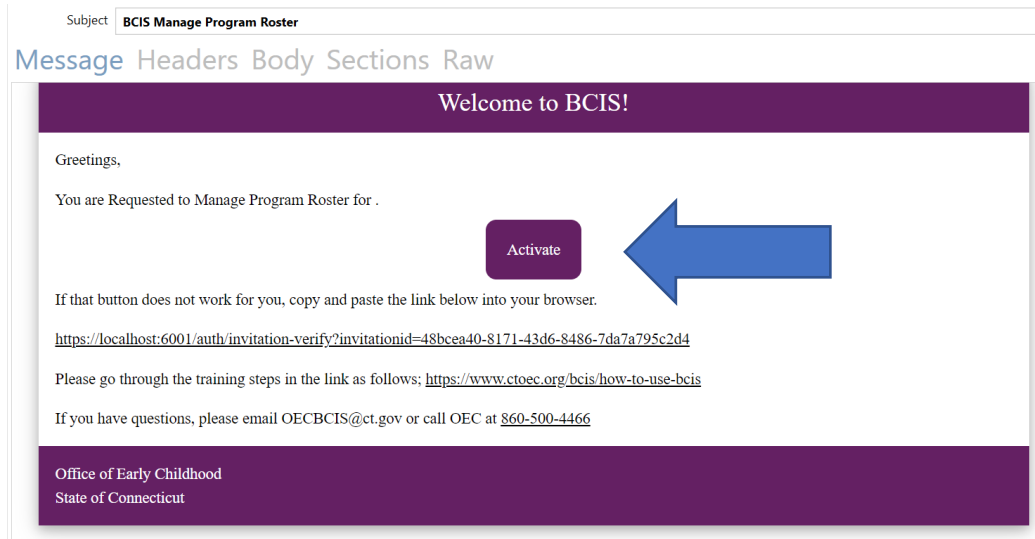
If you don't get the email, check with OEC legal at **oec.bc@ct.gov.**

2. Create your account

Once you click the link, you'll enter your email address, create a password, and click Register

Registration screen

Then check your email again. You should see an email from oecbcis@ct.gov with the subject "BCIS Confirm your account." Open that email and click the button to "verify your account."

Example of the second email to verify your account
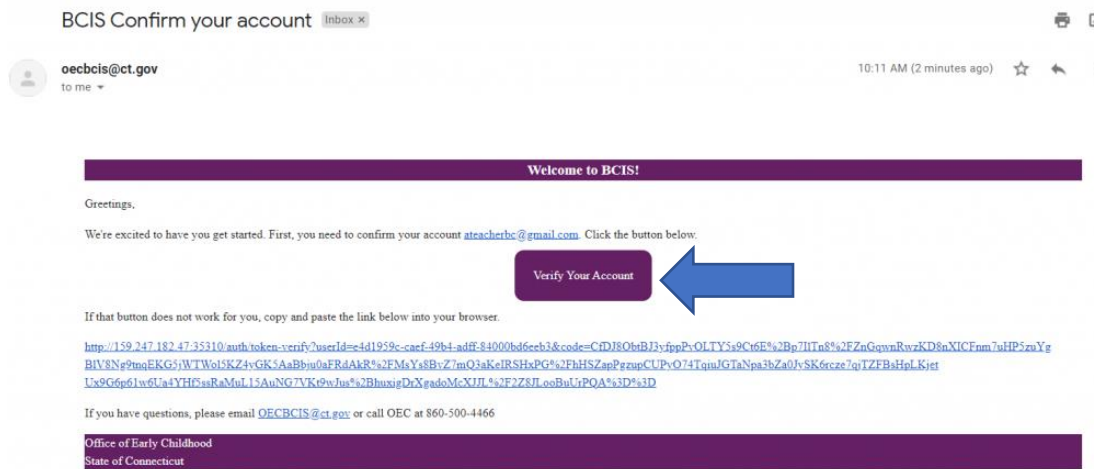
Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes.

3. Managing your program roster

Click the **roster** tab from the left menu: This will allow you to see all the Household Members and Staff that have information in BCIS. As the Administrator of your FCC Homes BCIS account, you will be able to manage everyone's background checks. The next several pages will take you through the steps of managing background checks, updating your own information, inviting new household/staff members to your roster, invite household/staff members to complete a background check and completing a background check.

Getting household/staff members who are already present on your roster to enroll in BCIS

1. While on the Roster Screen
   a. Click on the purple **INVITE to BCIS next to their name**
   b. Enter an __individual__ email address for the household/staff member
   c. Click on the purple SUBMIT Button

That individual will then receive an email stating that your program has invited them to BCIS and they will need to follow the instructions to create their account and establish their password. (Please see Household Members/Staff of Family Child Care Homes Instructions for Creating an Account and Completing a Background Check)

IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each household member on your roster has their own individual email address. The system only allows an email address to be used for one account.
2. It is important for all the household members and family child care staff on your roster to enroll in BCIS so that when they are due for a background check they will have access to their account to complete the steps necessary to ensure that their background checks remain CURRENT.

Getting household/staff members who are not present on your roster to enroll in BCIS

If you determine that there are household members over the age of 18 or family child care staff that are not on your roster, you will need to invite them to your roster.

1. Click on the **ADD PERSON** purple button

2. Enter the individuals:
   a. First Name
   b. Last Name
   c. Date of Birth
   d. Last four of their Social Security Number
   e. Their zip code
   f. Click the purple Search Button

Add New Person

Search below to check if the person you would like to add to your roster is already in our system.

Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
   - Last 4 digits of SSN / ITIN OR Zip Code

First Name
New   a

Last Name
Staff   b

Date of Birth
1/1/1980   c

Last 4 digits of SSN/ITIN   d

Zip Code
06103   e

BCIS ID Number

f   **Search**   **Clear**

No record was found matching the information you entered. Check to make sure the information was entered correctly and try any aliases or other names (e.g. Maiden Names) for this person.

If you are still unable to locate a person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster*.

If you believe this individual should be listed in BCIS but you are unable to find them in this search, you may e-mail **OECBCIS@Ct.gov** or call **860-500-4466**.

Please select your program
TestProgram-DCCC.70492

Please Select Role Type
Staff

Email
NewStaff@email.com

Send Invite

3. When the individual is not located, and you receive a NO RECORD FOUND indicator in the top left-hand side of the screen please invite the individual to create their BCIS account and join your roster. This is done by:

   a. Selecting your program roster from the drop-down menu

   b. Select the individual's role (Household member or Staff)

   c. Type their email address into the email section.

   d. Click the purple SEND INVITE button.

Add New Person

Search below to check if the person you would like to add to your roster is already in our system.

Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
   - Last 4 digits of SSN / ITIN OR Zip Code

First Name
New

Last Name
Staff

Date of Birth
1/1/1980

Last 4 digits of SSN/ITIN

Zip Code
06103

BCIS ID Number

Search   **Clear**

a

b

No record was found matching the information you entered. Check to make sure the information was entered correctly and try any aliases or other names (e.g. Maiden Names) for this person.

If you are still unable to locate the person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster.

If you believe this individual should be listed in BCIS but you are unable to find them in this search, you may e-mail **OECBCIS@Ct.gov** or call 800-4466.

Please select your program
TestProgram-DCCC.70492

Please Select Role Type
Staff

Email
NewStaff@email.com

Send Invite

d

c

IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each house member on your roster has their own individual email address. The system only allows an email address to be used for one account.
2. In order for the individual that you have invited to BCIS to show up on your roster they MUST follow in the instructions in the two emails they will receive. (Please see Family Child Care Household Member and Staff Instructions for detailed information on these steps)

Requesting Background Checks from Household/Staff Members

All family child care providers will be responsible for managing their background checks, as well as the background checks of their household members and staff. Upon logging into your BCIS account for the first time, please note the status of the background checks of all those on your roster. The status of everyone on your roster can be found in the STATUS column next to their name. The date in that column will either be a date in the future, indicating that this is when your background is due to expire.

(Please note that the names of any individual who will be expiring within the next six months will be highlighted in yellow) OR it will be the current date, indicating that the background check for that individual has expired in the past and this person does not have a **CURRENT** background check. (Please note that those who have an expired background check will be highlighted in red). Please see the end of these instructions for the various background checks and what they mean.

If any of the household/staff members on your roster have a Needs Background Check Status or will be expiring within 6 months you will send them a request to complete a background check using BCIS.

1. When looking at your roster, you will see the purple REQUEST BACKGROUND CHECK button for anyone who needs a complete background check. To initiate the background check for this individual you will click on this button and the system will send the individual an automated email asking them to log in and complete the background check.

2.

BACKGROUND CHECK STATUS MEANINGS

The background check status displayed in BCIS is determined by the status of the background check components. Please see below for status definitions:

a. **AWAITING FINGERPRINTS**: OEC has received the DCF and FBI forms and is now waiting for fingerprints to complete this application. If your digital fingerprints were sent very recently, they may be in the queue for data entry. Please check back accordingly.

b. **CURRENT:** OEC has verified a current background check for this person in our system. The date shown is the maximum due date for this person's next required check. Please be sure they start the process 45-60 days prior to the date shown to maintain their eligibility for childcare employment.

c. **IN PROGRESS**: OEC has received all required items, which are being processed. Please check back regularly as these statuses are updated nightly.

d. **NEEDS DCF**: Fingerprints have been received but an updated, completed, and signed DCF Authorization Form and FBI Privacy Rights form must be submitted to OEC. This form can be completed directly in BCIS. Please have the individual log in, update their address history to include five years and complete the DCF form in the Background Check tab.

e. **NEEDS BACKGROUND CHECK:** OEC does not have a record for this person within the last 5 years in our background check system. Therefore, they are currently due for a background check. If you believe this may be incorrect, please email the OEC Legal Department at OEC.BC@ct.gov

f. **PENDING:** OEC is awaiting additional registry check results to complete this application, which may include out-of-state record checks, or is reviewing additional documentation. OEC may contact you and/or this individual if additional information or documentation is needed.

g. **WORK SUPERVISED**: OEC has received criminal background check results for this person but at least one other component of their background check is still in progress. Other components include child protective services checks, sex offender registry checks, and out of state checks if this individual has lived in another state in the past five years.

How Do I Remove Someone from My Roster?

If a household member moves out of your house, or a staff member is no longer with you, you can remove them from your roster by clicking the trash can at the end of the line where their name appears. This does not delete their record; it just removes them from your roster.
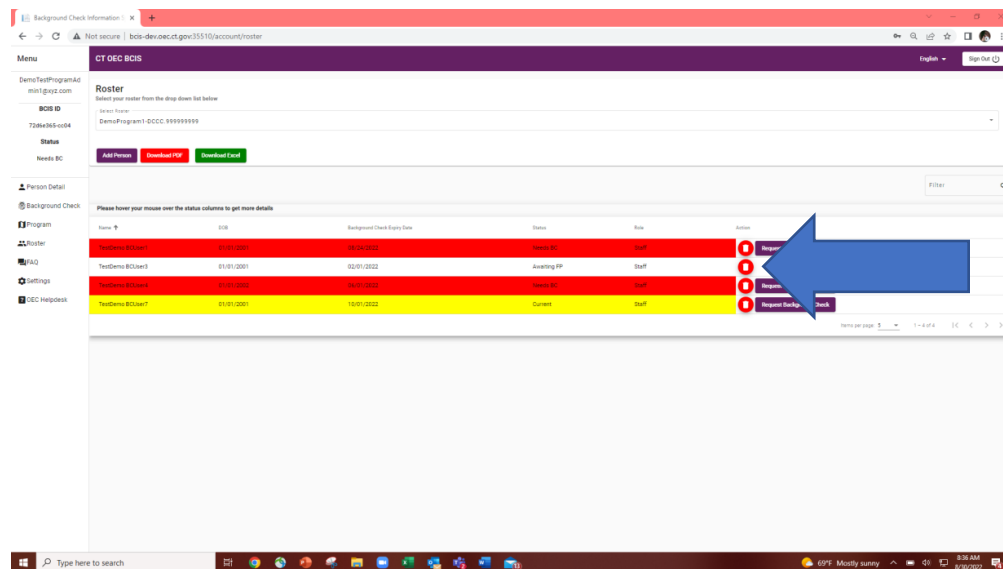
How Do I Add Someone to My Roster Who Has an Active BCIS Account?

If you have a household member that has an active account move back into your home or you hire a staff member who has an active account, please follow the steps below:

1. Ask the individual to log into their BCIS account and write down their BCIS ID. Every individual in BCIS has a unique ID assigned to them. It is located on the upper left-hand side of the screen.
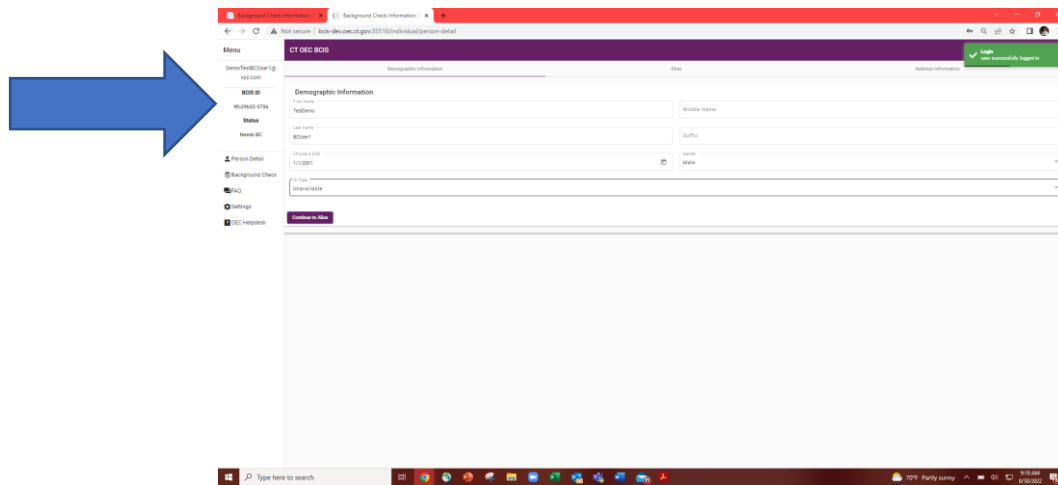
2. You will then Log into your Administrator Account and from the roster page, click on the purple ADD PERSON button.
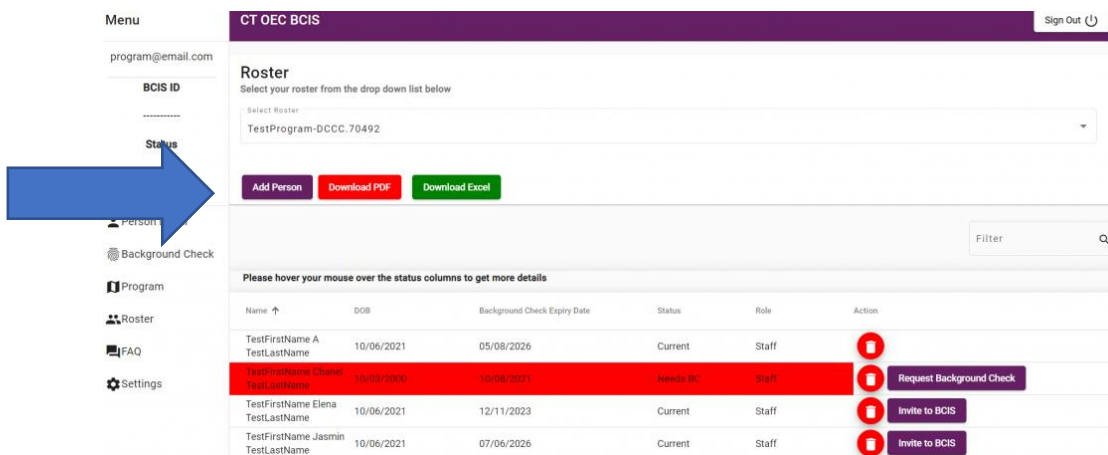
3. You will then enter **ONLY** the **BCIS ID** that the individual you are adding has provided you with and click on SEARCH
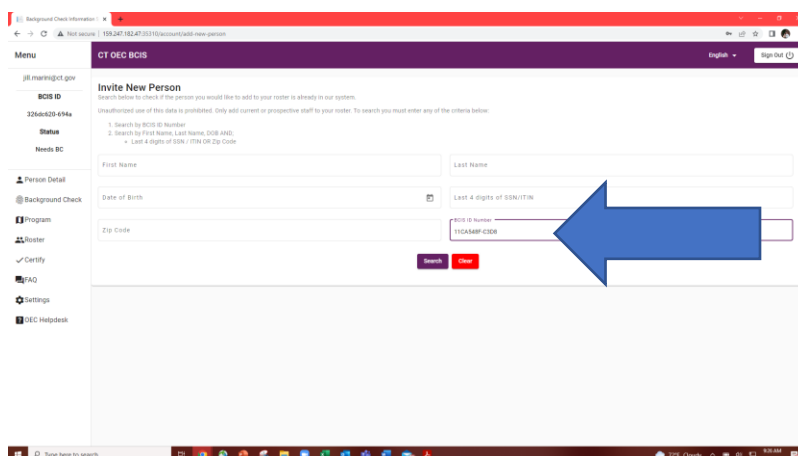
4. When the individual is found the system will ask you if you want to add them to your roster and in which role. Select the appropriate license and role and hit ADD.

Managing Your Background Check as the Licensed Provider

If your status is anything other than **CURRENT** you will need to submit the component indicated in the status. Please see the end of these instructions for the various background checks and what they mean.

Please take the following steps to complete your background check:

1. First you will need to make sure that your demographics and address history are up to date. This is done by:
   a. Clicking on the PERSON DETAIL image on the left-hand side.

b. Update and Confirm:
   i. First Name
   ii. Last Name
   iii. Date of Birth
   iv. Gender
   v. ID Type (You may choose your SSN, Unavailable or ITIN)
c. Once you verify your demographics click the purple SAVE button.

d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.

e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses you have lived for during the last **5 years** (60 months). **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this will delay your start date with your new employer. There is a built-in calculator, and it must read AT LEAST 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.

2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.

3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next

4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT

5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next

6. Next you will select the Child Care Facility Type Role: OEC Family Child Care from the drop-down menu.

7. Next you will write down the OEC Family Child Care Service Code **9096-9C91** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE.** This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not be able to obtain digital fingerprints.**

8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident, you have the code ready click, Acknowledge.

9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **9096-9C91** for OEC Family Child Care

10. Once you have entered the Service Code, Click Submit Service Code.

11. If your screen displays the OEC Family Child Care Service Code click the YES button.
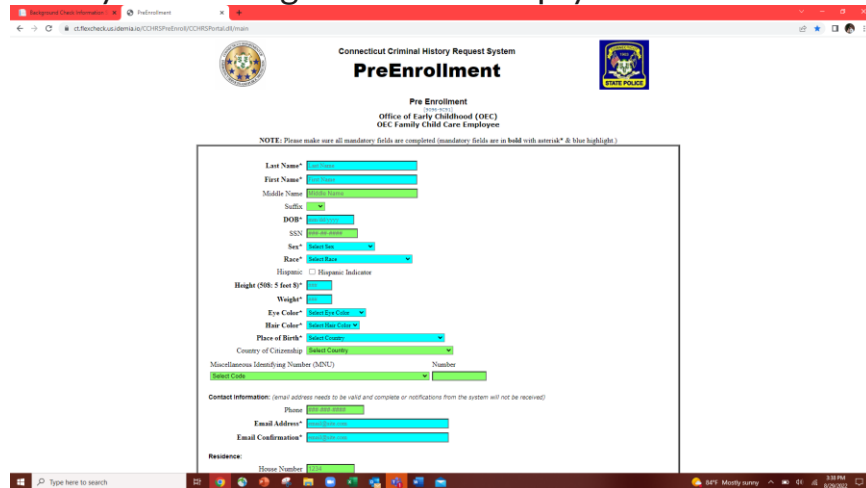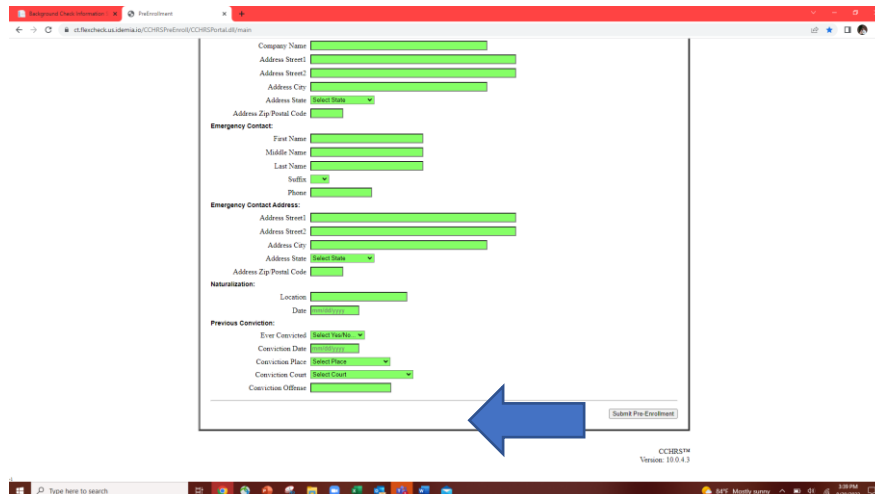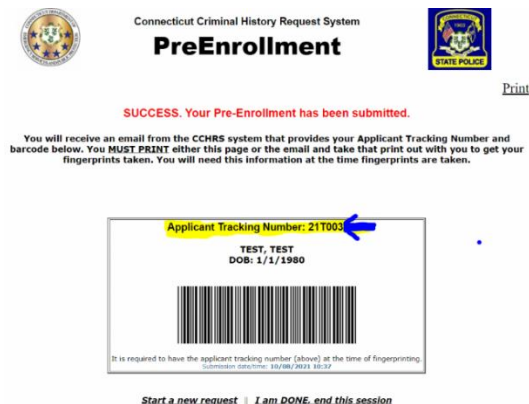
12.   Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.

13.   Once you have populated all the TEAL blocks, scroll to the bottom, and click on SUBMIT MY PRE-ENROLLMENT

14.   If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter 'T" followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.

15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
    a. If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
    b. If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
    c. If you choose an already scheduled 211 one site, this means that you are working with a Family Childcare network to schedule your prints, select this box, hit NEXT and it will complete your process.

16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule your appointment.
    a. You will select the location you would like to use from the drop-down menu. Then you will select Family Child Care Home as the Reason.
    b. In the LIVE session if there are available appointments at the location you have chosen, they will appear.
    c. If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.

17.   Once you complete your fingerprints and OEC receives notification of favorable results the results they will be entered into your profile and your status should update to CURRENT.

Where Can I go for Assistance with BCIS and Background Checks:

1. Need help with your log in ID or password?
    a. Submit a Support Desk Ticket here: https://helpdesk.oecit.org/ Please be sure to include the following in your request:
        i. Name
        ii. DOB
        iii. Email address
        iv. Telephone Number
        v. License Number
    b. Email OEC.BC@CT.GOV Please include the following in your email:
        i. Name
        ii. DOB
        iii. Email address
        iv. Telephone Number
        v. License Number
    c. Call OEC 1-860-500-4466.
2. Have questions about you or your household members background check status or think it is incorrect?
    a. Submit a Support Desk Ticket here: https://helpdesk.oecit.org/ Please be sure to include the following in your request:
        i. Name of individual
        ii. DOB of individual
        iii. Email address
        iv. Telephone Number
        v. License Number
    b. Email OEC.BC@CT.GOV Please include the following in your email:
        i. Name of individual
        ii. DOB of individual
        iii. Email address of individual
        iv. Telephone Number
        v. License Number
    c. Call OEC 1-860-500-4466.
3. Need technical assistance?
    a. Submit a Support Desk Ticket here: https://helpdesk.oecit.org/
    b. Email OEC.BC@CT.GOV
    c. Call OEC 1-860-500-4466

4. Need questions answered about BCIS and the process?
    a. Submit a Support Desk Ticket here: https://helpdesk.oecit.org/
    b. Email OEC.BC@CT.GOV
    c. Call OEC 1-860-500-4466.
5. Need assistance with scheduling fingerprint appointments:
    a. Call 211 @ 1-800-505-1000
    b. Visit https://www.ctoec.org/background-checks/fingerprints-background-checks/ and scroll to the bottom of the page and click on the link that takes you to information about local police stations that do fingerprints. PLEASE NOTE: we do not guarantee that the information on the list is the most up to date information so please contact the police station where you plan to go to make sure that the hours and services are still accurate.