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.

Subject	BCIS Manage Program Roster
Message	e Headers Body Sections Raw
	Welcome to BCIS!
Greetings	,
	Activate
If that bu	tton does not work for you, copy and paste the link below into your browser.
https://loo	calhost:6001/auth/invitation-verify?invitationid=48bcea40-8171-43d6-8486-7da7a795c2d4
Please go	through the training steps in the link as follows; https://www.ctoec.org/bcis/how-to-use-bcis
If you ha	ve questions, please email OECBCIS@ct.gov or call OEC at 860-500-4466
	Early Childhood Connecticut

If you don't get the email, check with OEC legal at <u>oec.bc@ct.gov.</u>

2. Create your account

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

Registration screen

BCIS Account Registration		BCIS Account Registration
vitation code 3942495-c42e-4ff0-a34f-31dbb18bb27a		A valid e-mail address is required to use this service. If you are already registered, go to the log-in screen.
hone		Once you have registered, please check your e-mail inbox for the account verification e-mail. You will not be able to use your account until verification completed.
mail		
Show Password Detail		
assword	ø	
	0 / 30	
contains at least one lower ch		
 contains at least one upper ch contains at least one digit cha 		
contains at least one special of	character	
contains at least 12 character	5	
onfirm Password		

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

oecbcis@ct.gov to me +	10:11 AM (2 minutes ago) 🙀 4
	Welcome to BCIS!
Greetings,	
We're excited to have you get started. First, you need to confirm your account ateacherbe	gmail.com. Click the button below.
	Verify Your Account
If that button does not work for you, copy and paste the link below into your browser.	
http://159.247.182.47:35310/auth/token-verify?userId=e4d1959c-caef-49b4-adff-84000b	bd6eeb3&code=CfDJ8ObtBJ3yfppPvOLTY5s9Ct6E%2Bp7llTn8%2FZnGqwnRwzKD8nXICFnm7uHP5zuYg
BIV8Ng9tnqEKG5jWTWo15KZ4vGK5AaBbju0aFRdAkR%2FMsYs8BvZ7mQ3aKeIR5	SHxPG%2FhHSZapPgzupCUPyO74TqiuJGTaNpa3bZa0JySK6rcze7qjTZFBsHpLKjet
	SHxPG%2FhHSZapPgzupCUPyO74TqiuJGTaNpa3bZa0JySK6rcze7qjTZFBsHpLKjet
BIV8Ng9tnqEKG5jWTWo15KZ4vGK5AaBbju0aFRdAkR%2FMsYs8BvZ7mQ3aKeIR5	SHxPG%2FhHSZapPgzupCUPyO74TqiuJGTaNpa3bZa0JySK6rcze7qjTZFBsHpLKjet
BIV8Ne9mqEKG5jWTWol5KZ4yGK5AaBbiu0aFRdAkR5s2FMsYs8BvZ7mQ3aKeIR3 Ux9G6p61w6Ua4YHf5ssRaMuL15AuNG7VKt9wJus*s2BhuxjgDrXgadoMcXJJL*s2F7	SHxPG%2FhHSZapPgzupCUPyO74TqiuJGTaNpa3bZa0JySK6rcze7qjTZFBsHpLKjet

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.

Menu	CT OEC BCIS							Sign Out 🕛
program@email.com	Roster							
BCISID	Select your roster from t	he drop down list belo	1W					
	TestProgram-DCCC.	70492						*
Status								
	Add Person Dow	nload PDF Dow	nload Excel					
Person Detail								
Background Check							Filter	۹
Program	Please hover your mous	e over the status colu	mns to get more details					
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action		
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0		
Settings	TestFirstName Chanel TestLastName					C Reque	st Background Check	
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff		o BCIS	
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff		o BCIS	

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)

Menu	CT OEC BCIS							Sign Out ()
program@email.com	Roster							
BCIS ID	Select your roster from t	he drop down list belo	we					
	Select Roster TestProgram-DCCC	70492						-
Status								
	Add Person Dow	nload PDF Dow	mload Excel					
Person Detail							Filter	-
Background Check							Fitter	م
Program	Please hover your mous	e over the status colu	umns to get more details					
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action		
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0		
Settings	TestFirstNome Chanel TestLostName					C Reque	est Background Che ^r k	
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff		to BCIS	а
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff		to BCIS	

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 <u>ADD PERSON</u> purple button

Menu	CT OEC BCIS							Sign Out 🕛
program@email.com	Roster							
BCIS ID	Select your roster from th	he drop down list belo	w					
	Select Roster TestProgram-DCCC.	70402						
Status	restriogram-bood.	70492						
1	Add Person Down	nload PDF Dow	nload Excel					
Person Detail								
Background Check							Filter	٥
Program	Please hover your mous	e over the status colu	mns to get more details					
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action		
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0		
Settings	TestFirstName Chanel TestLastName	10/03/2000	10/08/2021	Needs BC	Steff	C Reque	st Background Check	
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	C invite	to BCIS	
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	C Invite	to BCIS	

- 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:

New a		Last Name Staff b
New a		Staff
Date of Birth		
1/1/1980 C	•	Last 4 digits of SSN/ITIN d
Zip Code		
06103 e		BCIS ID Number
	, 	
f you are still unable to locate a person, enter the perso		vas entered correctly and try any aliases or other names (e.g. Maiden Names) for this person. add their demographic information to BCIS for the first time. Once they complete that step, they wil
f you are still unable to locate a person, enter the perso added to your program roster*.	on's email address below to invite them to a	add their demographic information to BCIS for the first time. Once they complete that step, they will
f you are still unable to locate a person, enter the perso added to your program roster*. f you believe this individual should be listed in BCIS bu	on's email address below to invite them to a	add their demographic information to BCIS for the first time. Once they complete that step, they will you may e-mail OECBCIS@Ct.gov or call 860-500-4466 .
If you are still unable to locate a person, enter the perso added to your program roster*.	on's email address below to invite them to a	add their demographic information to BCIS for the first time. Once they complete that step, they will
f you are still unable to locate a person, enter the perso added to your program roster*. If you believe this individual should be listed in BCIS bu Please select your program	on's email address below to invite them to a t you are unable to find them in this search	add their demographic information to BCIS for the first time. Once they complete that step, they will you may e-mail OECBCIS@Ct.gov or call 860-500-4466 .

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:

 2. Search by First Name, Last Name, DOB AND; Last 4 digits of SSN / ITIN OR Zip Code 		Last Name
New		Staff
Date of Birth		
1/1/1980		Last 4 digits of SSN/ITIN
Zip Code		
06103		BCIS ID Number
added to your program roster If you believe this individual so de listed in BCIS but you are	unable to find them in this search,	, you may e-mail OECBCIS@Ct.gov or 000-4466.
TestProgram-DCCC.70492	*	Staff
f Email		
NewStaff@email.com		
	Ser	nd Invite d
c		
с		

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 **<u>CURRENT</u>** 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.

Menu	CT OEC BCIS								Sign Out 🕛
program@email.com	Roster								
BCIS ID	Select your roster from the	he drop down list belo	W						
	Select Roster								
Status	TestProgram-DCCC.	70492							*
	Add Person Dow	nload PDF Dow	nload Excel						
Person Detail									
Background Check								Filter	م
Program	Please hover your mous	e over the status colu	mns to get more details						
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action			
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0			
Settings	TestFirstName Chanel TestLasiName	10/03/2000	10/08/2021	Needs BC	Staff		Request Backgro	ound Check	
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	0	nvite to BCIS		
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	0	nvite to BCIS		

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. <u>AWAITING FINGERPRINTS</u>: 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. <u>CURRENT:</u> 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. <u>IN PROGRESS</u>: OEC has received all required items, which are being processed. Please check back regularly as these statuses are updated nightly.
- d. <u>NEEDS DCF</u>: 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. <u>NEEDS BACKGROUND CHECK:</u> 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 <u>OEC.BC@ct.gov</u>
- f. <u>**PENDING:**</u> 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. <u>WORK SUPERVISED</u>: 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.

Menu	CT OEC BCIS							Sign Out
program@email.com								
BCIS ID	Roster Select your roster from t	he drop down list belo	w					
	Select Roster							
	TestProgram-DCCC	70492						
Status								
	Add Person Dow	nload PDF Dow	nload Excel					
Person							Filter	
Background Check							Filter	
D Program	Please hover your mous	e over the status colu	mns to get more details					
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action		
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0		
200300000	TestFirstName Chanel	10/03/2000	10/08/2021	Needs BC	Staff	Reques	t Background Check	
Cettings	TestLastName	and the states			1000			
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to	o BCIS	
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to	o BCIS	

3. You will then enter <u>ONLY</u> the <u>BCIS ID</u> that the individual you are adding has provided you with and click on SEARCH

nu	CT OEC BCIS		English 👻 Sign Out (
BCIS ID 326dc620-694a Status Needs BC	Unite Neuro Person State Schedul Res protong you wald Till to bail to your rather is shready in our rystem. State Schedul Res protong wald to be protonged to be programmed by the protonged wald the schedul res programmed by the protonged by the proton	you must enter any of the orterna below.	
Person Detail	First Name	Last Name	
Background Check	Date of Birth	Last 4 digits of SSN/ITIN	
Program Roster Certify	Zip Code	805 ID Numeer 11CA548F-C308 Seech Cite	
FAQ		Seeth Law	
Settings			
OEC Helpdesk			

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.

Menu CT OEC BCIS				
jill.marini@ct.gov				
BCIS ID Search below to check	rson If the person you would like to add to your roster is already in our system			
326dc620-694a Unsuthorized use of thi	s data is prohibited. Only add current or prospective staff to your roster.	To search you must enter any of t	the criteria below:	
1. Search by BCIS ID Status 2. Search by First N	ame, Last Name, DOB AND;			
 Last 4 digit Needs BC 	s of SSN / ITIN OR Zip Code			
First Name			Last Name	
2 Person Detail				
Background Check Date of Birth		Ē	Last 4 digits of SSN/ITIN	
DProgram Zip Code			8 CIS ID Namber	
21 Roster			11CA548F-C3D8	
✓ Certify		Search	Clear	
■ [FAQ				
Settings	ies the search criteria you entered. Click Add to add this person to your			
OEC Helpdesk		program roote, in order backgroun		jos loss o compete a deo comp
Name:			identification:	
Identification: Need	a BC		DOB: 10	
Please select your	program	*	Please select Employment Type	

Managing Your Background Check as the Licensed Provider

If your status is anything other than <u>CURRENT</u> 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.

<u>Please take the following steps to complete your background check:</u>

- 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 <u>PERSON DETAIL</u> image on the left-hand side.

Menu	CT OEC BCIS							Sign Out ()
program@email.com	Roster							
BCIS ID	Select your roster from t	he drop down list bel	DW					
	Select Roster TestProgram-DCCC	70402						
Status	restriogram-booo.	70492						
-	Add Person Dow	nload PDF Dow	mload Excel					
2 Person Detail	а						Filter	Q
Background Check								~
1 Program	Please hover your mous	e over the status colu	umns to get more details					
Roster	Name 🛧	DOB	Background Check Expiry Date	Status	Role	Action		
FAQ	TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	0		
Settings	TestFirstName Chanel TestLasiName					C Reque	st Background Check	
	TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	C Invite	to BCIS	
	TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff		to BCIS	

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.

teacherbc@gmail.co m	Demographic Information	Alias	Address Information
BCIS ID	Demographic Information		
********	First Name FirstName	Middle Name	
Status			
	LastName	Suffix	
Person Detail	Choose # DOB	Gender Non-binary	
Background Check	16 Type	C SSN	
FAQ	SSN	• 010-01-0101	
Settings			
	Clear Save		

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.

Alias Information

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc..

If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click "Add" to confirm. Repeat to add additional aliases or any other name the individual has used legally.

Alias First Name	Alias Middle Name
Alias Last Name	
Add Continue to	Address Clear

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).
 <u>IMPORTANT</u>, 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.

lenu	CT OEC BCIS		English 👻 Sign Out 🔱
DemoTestProgramAd min1@xyz.com	Demographic Information	Allas	Address Information
BCIS ID 72d6e365-cc04 Status Needs BC	Once you have added the address history for You currently entered 270 months Is this address is outside of US	t least five past five years. I want five years of address history with no gap in time to proceed with your background of submit the required forms.	ed,
Person Detail	Ves No Address line 1 address line 1		
TProgram Roster	Address Line 2 Chy / Teas ellington		
Settings OEC Helpdesk	State ALASKA	▼ 210 Code 06029	
	Currett Address Dari Sala 2/1/2000		E
	Update Back to Alias Start a Background Check		

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

Background Check							✓ - □
← → C ▲	Not secure bcis-dev.oec.ct	t.gov:35510/individual/person-detai	1				• Q @ ☆ □ (
Menu	CT OEC BCIS						English 👻 Sign Out (
DemoTestProgramAd min1@xyz.com		Demographic Information			lias		Address Information
BCIS ID 72d6e365-cc04 Status Needs BC	Enter your current address firs	ormation, including all the places where you h st, then use the ADD button to enter former ac ress history for past 5 years, please click the onthe	idresses. You must enter 5 years	of address history with no	jap in time to	proceed with your background check.	
Person Detail	No Address Line 1						
Background Check	addressline1						
1) Program 11 Roster 11 FAQ	Address Line 2						
Settings	State				Zip Cod	a	
2 OEC Helpdesk	ALASKA			-	06029		
	Current Address						
	2/1/2000				_		t
	Clear Update B	tack to Alias Start a Background Check					
	Address Line1	Address Line2		Stote Zip	lode	Start Date - End Date	
	addressline1		ellington	AK 06	29	Feb 1, 2000 - Current	0

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

E Background Check Informat	an i x + //e 15247.152.170/induiduu/beckground-check	v – ø x ⊮ ☆ □ ♠ :
Menu	CT DEC BCIS	English - Sign Out ()
jill.marini@ct.gov	Terms and Conditions	
BCIS ID		
326dc620-694a	Terms and Conditions	
Status	You are now accessing the OEC Background Check Information System (BCIS) in order to submit the information needed to complete your background check pursuant to Connecticut Law. Any unsubtorized use of this system is prohibited.	
L Person Detail	 The data you access in this system as an individual user is solely your own. If you have accessed any other data in error, stop immediately and contact your employer and DEC to report this error. To complete your background check, you must submit 1) Authorization for Release of Information from DCP. 2) FBI Privacy Notices, 3) Fingeprints, 4) CCHRS Applicant Tracking Number You must eter first field years of address history 	
Background Check	 If you have lived in any state outside of Connectiout in the past five years, you may be contacted to provide additional information that is required to complete background checks in that state. Be sure all demographic information is entered correctly including the correct spelling of your full legal name, any alias or other name you have used legally, and your correct date of birth 	
Program	I have read and agreg to the Terms and Conditions	
Roster		
✓ Certify	Next	
FAQ	Ø DCF Form	
Settings		
? OEC Helpdesk	FBL Privacy Notices	
	Fingerprint Submission	
	Digital Pingerprint Appointment	
E 🔎 Type here to sea	rch 🛛 🖾 👩 🔕 🤌 🦃 🛤 🔒 💶 🍇 🍕 🖬 💼 🔶 6415 Mastly sur	any ^ 🗃 00 🥂 3133 PM 🖵

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

📔 Background Check Informati	too i x +	× .	– ø ×
← → C ▲ Not sect	ume 199247.18247.13310/individual/background-check	ß	x 🛛 🚯 E
Menu	CT DEC BCIS	inglish 👻	Sign Out ()
jill.marini@ct.gov	Terms and Conditions		
BCIS ID			
326dc620-694a Status	2 DCF Form		
Status	Authorization for Release of Information from DCF		
2 Person Detail	NOTE: This form must be authorized by each person who is required to complete a child care- or youth camp-related background check through the Office of Early Childhood. Check the OEC website for more information	۱.	
Background Check	I do herely authorize the Connectical Department of Children and Families (DCF) to research their records for any and all information concerning of panes, findings, dispositions, etc., relating to child abuse and/or neglect and to relase this information in whole to the Office of Early Childhood (OEC) for the purpose of completing a comprehensive background check. I further authorize the OEC to release any final DCF substantiations of all in my placement on the central religistry to the Director/Departure or other designed a child care facility for purposes of determining my eligibility for employment, OR assessing my household environment based on an in	use or neglect w dividual 16 year	which resulted rs of age or
Program	older who resides in my household that is used as a family child care home. I release the DCP and DCE from all liability for any damages I may incut, which may result from the release or use of this information. I submit the DCF in their research. This release is valid for a term of the years from the date of signature unless rescinded in writing.	ie information t	Jelow to assist
Roster	I do hereby Authorize		
✓ Certify	Test 8/29/2022		ŧ
FAQ			
Settings	Back Next		
? OEC Helpdesk	7BI Privacy Notices		
	Fingerprint Submission		
	Digital Fingerprint Appointment		
F Dype here to sea	arth 🛛 🔄 🔕 🤌 🦧 🖩 🔒 💶 🍇 🍇 📲 💼 🔹 👶 64% Mathysanny -	~ ∎> 4≋ /	≪ 3:34 PM □

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

ptini, you have cruterin tiples which are discussed below. All neteres much be provided to you is writing. These dislipations are pursued to the Privacy Act V1274, This 5. United States Code (U.B.C.) Section SS2a, and Talk 28 Code of Peterin allowing (PFS) 5522, and Delaward States). The privacy Act Wittener Code of Peterin allowing (PFS) 5522, and Delaward States). The privacy Act Wittener Code of Peterin allowing (PFS) 5522, and Talk 28 Code of Peterin allowing (PFS) 5522
ement must explain the authority in collection gour frequentias and associated information and writeney gour frequentias and associated information will be searched, shared, or netained: must be advised in writing of their porcedures for detaining a change, correction, or update of your FBI criminal history record as set front at 32 CFI is 3.4 must be provided the gourdances for detaining of the information in your FBI criminal history record as set front at 32 CFI is 3.4 must be provided the gourdances for detaining the accuracy of the information in your FBI criminal history record is you for the ordinal deary you the employment, license, or other benefit based on information in the information with the FBI criminal history record. you subult as definited a reasonable amount of time to correct or complete the record of based the is on site for the employment, license, or other therefft based information in the FBI criminal history record.
must be provided the opportunity to complete or challenge the accuracy of the information in your FBI critical history record (// you'have such a record). In these a community history accurd, you accurd be afficied a reasonable amount of times to correct or complete the record or facilities to sup johor the officials deey you the employment, license, or other benefit based on information in the fBI critical history record (// you'have a criminal history record). If you have a complete the record or definite the record or definite the record or definite the definition of the fBI critical history record. How a complete the record or definite the record or definited the record or def
In these command heating record, you should be afficient a research of command or consistent or complete the record (or doncine to do so to hose the officiated are you explored, provide the anticle based on before the officiant deer you be an equipyment. Here, or other leader to be accessed or complete the record (or doncine to do so to hose the officiant deer you be an equipyment. Here, or other leader to be accessed or complete the record (or doncine to do so to hose the officiant deer) was the employment. Here, or other leader to be accessed or accessed the record (or doncine to do so to hose the officiant deer) was the employment. Here, or other leader to be accessed or accessed the record (or doncine to do so to hose the other leader) to access a down and the record (or doncine to do so to hose the other leader). The provide you accessed are accessed to hose the other leader to
sind hotory occord. If you have a commal history record, you should be afforded a reasonable encourd of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based information in the FRI commal history record. Hoto policy permits, the efficials may provide you thit a copy of your FRI comman history record for releve and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may ablan a copy of the record by
mitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
u decide to challenge the accuracy or completeness of your FBI cominal history record, you should used your challenge to the agency that contributed the questioned information to the FBI. Attenuatively, you may used your challenge time(b)? If it is youthming a request via http://www.edi.ga.gou. The FBI with the forward your challenge to the agency that contributed the questioned information and request the dualenge to the value of entry. Use needs to an exceed the state that hermation and request the that agency. That is also recently the challenged entry. Upon recent the challenged entry. Upon recent the information of the that that agency. That is also recent the state that are recent that and the information to the that agency. That are recent the challenged entry. Upon recent the challenged entry. Upon recent the information and request the that agency. That is also recent the information and request that the recent the challenged entry. Upon recent the challenged entry. Upon recent the information and request that the recent that the information and request that the recent the information information that the recent the recent that that the recent that the recent that the recent that the re
have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or nule, reduce or standard established by the National Cime Prevention and Privacy Compact Council. If you need additional information or assistance, please contact:
1. Connectiont Records: Department of Emergency Services and Public Protection State Police Bureau of identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480
2. Out-of-State Records: Agency of Record OR FEI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 20306
ten notification includes electronic notification, but excludes oral notification. See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
5 U.S.C. 552a (b); 29 U.S.C. 514(b); 34 U.S.C. § 40310 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20 21(c); 20.33(d), 56 12(b) and 906 2(d).
attest that I have read the "FBI Privacy Act Statement", "Agency Privacy Requirements for Noncriminal Justice Applicants", and "Noncriminal Justice Applicants Privacy Rights" above and agree to the terms thereof for using my Imperprints to complete an Office of Early Childhood background check.
/ Topy/s Date
8/29/2022 E
F 1 2 1

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

C A Not secone 1	159.247.162.47.05310/individual/background-check	순 ☆ [
c	IT OEC BCIS	English 🕶 Sign
arini@ct.gov	Terms and Conditions	
BCISID	Petite Ris Consistent	
dc620-694a	DCF Form	
Status		
ion Detail	PBI Privacy Motices	
	Fingerprint Submission	
gram	Fingerprint Submission	
ter	OEC encourages providers to use 2-1-1 Child Care digital Imperprinting. It's easy, free and more convenient.	
	You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code	
ify	Child Care Facility Type/Role	
	Child Care Facility Type/Asle is required.	
ings	If you are not sure which Child Care Facility Type to select, please check with your employer.	
Helpdesk	How would you like to complete your fingerprint	
	Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)	
	This option is free and much faster by than other options for fingerprint submission.	
	Digital fingerprints at a police department/CT State Police Troop 2-1-1 Child Care Fingerprints already submitted/scheduled	
Type here to search Eaclyround Check Informatio		64% Mostly sunny ∧ ■ 0(di ata ata y = 0
Type here to search Reckground Check Informatio	B 🗿 🖗 🦛 🗰 🛢 🕂 🍇 🖏 🖷 🖮	× – Ø
Type here to search Reckground Check Informatio		· - · · 全主 [
D Type here to search Background Check Internation → C ▲ Not secon lenu jill marini@ct.gov	D D D D D C C D D D D C C D D C C C C C	· - · · 全主 [
D Type here to search Background Check Informatio → C ▲ Not secur lenu jill, marink@ct.gov BCIS ID		· - · · 全主 [
D Type here to search Background Check Internation → C ▲ Not security lenu JII. marini@ct.gov BCIS ID 326dc620-694a	Di 🔹 Di 🔹 Di Carlo de la construcción de la const	· - · · 全主 [
D Type here to search Background Check Informatio → C ▲ Not secur lenu jill, marink@ct.gov BCIS ID		· - · · 全主 [
D Type here to search Background Check Internation → C ▲ Not security lenu JII. marini@ct.gov BCIS ID 326dc620-694a		· - · · 全主 [
Type here to search Extgrand Ovd Internatio → C ▲ Not security enu JIE marringict.gov BCIS ID 3264c620-694a Status Person Detail		· - · 안 ☆ □ @
D Type here to search Backgroued Dels Information → C A Not secon enu JII. martiniĝici, gov BCSS ID 326dol20-694e Status Person Detall Background Check	Tempa Motes Tempa Motes Tempa Motes Tempa Motes Tempa Motes Tempa Motes	· - · 안 ☆ □ @
Type here to search Budgeweil Chekk Informatio The Strangeweil Chekk Informatio The Chekk Information The Chekk Information Person Detail Background Check Program		· - · 안 ☆ □ @
Type here to search Endprand Ored Internatio → C ▲ Not secure enu µE marini@ct.gov BCIS ID 32666820-694a Status		· - · 안 ☆ □ @
Pype here to search Budgeweil Chekk Informatio → C ▲ Not secon Budgeweil Chekk Informatio Budgeweil Chekk Person Detail Background Check Persona Riosser		· - · 안 ☆ □ @
Type here to search Endproved Oreck Information The search The		· - · 안 ☆ □ @
Pype her to search Entryout Oran Internet Entryout Oran Internet enu enu µ		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @
D byo here to accel Belground Orack Monator Belground Orack Monator entu Init manning of game Boots ID 2564x520 644x Batalog Person Detail Biologround Check Entopy Qiloster Centity Qiloster Biology Diology		· - · 안 ☆ □ @

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

IU	CT OEC BCIS	English 👻	Sign 0
ill.marini@ct.gov	Terms and Conditions		
BCIS ID			
326dc620-694a	Ø DCF Form		
Status			
	7 BI Privacy Notices		
Person Detail	Fingerprint Submission		
Background Check	Progerprint Submission		
Program	Fingerprint Submission OEC encourages providers to use 21-1 Child Care digital fingerprinting. It's easy, free and more convenient.		
Roster			
Certify	You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please select an agency type to get your code Child Care Facility Type/Role -		
IFAQ	OEC Family Child Care		
	If you are not sure which Child Care Facility Type to select, please check with		
	Your service code is 9096-9C91. Please go to CCHRS website		
	After you pre-enroll, you will see your Applicant Tracking Number on the contribution page, you will also receive an email.		
	You will need to enter your Applicant Tracking Number in the field below.		
	How would you like to complete your fingerprint Applicant Tracking Number		
	Digital fingerprints at 2-1-1 Child Care (Strongly recommanded by OEC) This option is free and much faster by than other options for fingerprint submission.		
	Digital fingerprints at a police department/CT State Police Troop 2-1-1 Child Care Fingerprints already submitted/scheduled		

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 <u>9096-9C91</u> for OEC Family Child Care



🛱 🔎 Type here to search = 🖸 🛛 🧶 🤻 🖿 🖶 🗖 🍇 🖷 💼 Once you have entered the Service Code, Click Submit Service Code. 10.

Bacquard Deck Information X A Performent X + <		Ø X □ ♠ :
	Connecticut Criminal History Request System PreEnrollment	
use of enrolin author Pre Ian	e to the Connecticut Crimits in ele implicit that you are the request for a final point of the CHR55) Your ing that you are submitting a pre- ment of the connecticut of the connecticut in the context of the connecticut of the connecticut in the context of the connecticut of the connecticut NOTE: If you have a CCIRES account, you can use in later.	
	CCIRST# Venice: 10.0.4.3	

H 🚺 🛛 🕫 🤻 🖬 🖶 🖪 🤹 🚮 🖷 💼 🗧 🔎 Type here to search If your screen displays the OEC Family Child Care Service Code click the YES 11. button.

ATF Mostly sunny A 10 40 45 337 PM



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.

Connecticut Criminal History Request System PreEnrollment	
Pre Enrollment	
OEC Family Child Care Employee NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk* & blue highlight.)	
NOTE: Press make an manuanty tiens are compared manual near are in toost with material.	7
Last Name* Last Norre	
First Name* First Name	
Middle Name Middle Name	
Suffix 💌	
DOB* mmilityyy	
SSN pro-de-denie	
Sex* Bolen Sex	
Race* Select Race	
Hispanic 🗆 Hispanic Indicator	
Height (508: 5 feet 8)*	
Weight*	
Eye Color* Stiett Eye Color 💌	
Hair Color* Statt Har Cutor V	
Place of Birth* Select Country	
Country of Citizenship Soliest Country	
Miscellaneous Identifying Number (MNU) Number	
Contact Information: (email address needs to be valid and complete or notifications from the system will not be received)	
Phone fitte atta attant	
Email Address mulifizz com	
Email Confirmation* annuighte com	
Residence:	1

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

← → C 🔒 ct.flexcheck.us.idemia.io/CCHRSPv	Enroll/CCHRSPortaLdll/main				🖻 ★
	Company Name				
	Address Street1				
	Address Street2				
	Address City				
	Address State	Select State 👻			
	Address Zip Postal Code				
	Emergency Contact:				
	First Name				
	Middle Name				
	Last Name				
	Suffix	×			
	Phone				
	Emergency Contact Address:				
	Address Street1				
	Address Street2				
	Address City				
	Address State				
	Address Zip Postal Code				
	Naturalization:				
	Location				
	Date	mmiddlyyyy			
	Previous Conviction:	Select Yes/No *			
	Conviction Date				
	Conviction Place				
	Conviction Court				
	Conviction Offense	-	4		
				Submit Pre-Enrolment	
				CCHRSTM	
				Version: 10.0.4.3	

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.

← → C ▲ Not s	ecure 159.247.182.47:35310/individual/background-check		🖻 🖈 🖬 🚯 I
Menu	OCF Form		
jill.marini@ct.gov	O DEP FORM		
BCIS ID	Ø FBI Privacy Notices		
326dc620-694a			
Status	8 Fingerprint Submission		
2 Person Detail	Fingerprint Submission OEC encourages providers to use 2-1-1 Child Care digital fingerprinting. It's easy, free a	and more convenient.	
Background Check	You will need to pre-enroll in the CT Criminal History Request System (CCHRS). Please se	elect an agency type to get your code	
Program	Orde Care Facility Type/faile OEC Family Child Care		•
Roster	If you are not sure which Child Care Facility Type to select, please check with your emplo		
✓ Certify	Your service code is 9096-9091. Please go to CCHRS website	ye.	
E IFAQ	After you pre-enroll, you will see your Applicant Tracking Number on the confirmation page	ge, you will also receive an email.	
Strings	You will need to enter your Applicant Tracking Number in the field below.		
🖬 O desk	How would you like to complete your fingerprint	Applicant Tracking Number	
	Digital fingerprints at 2-1-1 Child Care (Strongly recommended by OEC)	2271234563	
	This option is free and much faater by than other options for fingerprint submission. O Digital fingerprints at a police department/CT State Police Troop		
	2-1-1 Child Care Pingeprints already submitted/scheduled		
	Back Next		
	_		
	Digital Fingerprint Appointment		

- 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.

E Background Check Informat ← → C ▲ Not sect	en i X 23 Pallmänen X +	✓ - a × ∞ ☆ □ ● :
Menu	CT OEC BCIS	English 👻 Sign Out 🕛
jill.marini@ct.gov	Terms and Conditions	
326dc620-694a	OCF Form	
Status	PBI Privacy Notices	
Person Detail	Fingerprint Submission	
Program Roster	Digital Fingerprint Appointment	
Certify	Schedule Information Please use the calendar balve to request your dop-interprint collection appointment. Please react the calendar balve to request your appointment. A stuff member will eccort you to your appointment. Please call 1405-505-1000 should your appointment.	
LFAQ Settings	Please remain in the lobby area when you arrive for your appointment. A staff member will eccort you to your appointment. Please call 1400-505-100 mode your appointment. Plea	
OEC Helpdesk	No available date found choose a different location	
	Sdent	
P Type here to sea	ich 💷 💽 🔕 🧶 🦛 🖿 🗑 💶 🍓 🚮 🖏	😋 84°F Mostly sunny 🔿 📼 40 🕫 340 PM 🌄

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: <u>https://helpdesk.oecit.org/</u> 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 <u>OEC.BC@CT.GOV</u> 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: <u>https://helpdesk.oecit.org/</u> 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 <u>OEC.BC@CT.GOV</u> 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: <u>https://helpdesk.oecit.org/</u>
 - b. Email <u>OEC.BC@CT.GOV</u>
 - c. Call OEC 1-860-500-4466

- 4. Need questions answered about BCIS and the process?
 - a. Submit a Support Desk Ticket here: <u>https://helpdesk.oecit.org/</u>
 - b. Email <u>OEC.BC@CT.GOV</u>
 - c. Call OEC 1-860-500-4466.
- 5. Need assistance with scheduling fingerprint appointments:
 - a. Call 211 @ 1-800-505-1000
 - b. Visit <u>https://www.ctoec.org/background-checks/fingerprints-background-checks/</u> 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.