



Connecticut Office  
of Early Childhood

# BACKGROUND CHECK INFORMATION SYSTEM (BCIS)

## AGENDA

- Codes and Numbers in OEC Background Checks
- Where to find information and guides on BCIS
- Common Issues
- Key Takeaways
- Inspections
- BCIS Demonstration



# Codes and Numbers

- BCIS ID Number - Shows in BCIS after you have created your account and entered your demographic information Example; 72d6e365-cc04
- Service Code: To be entered in the CCHRS Pre-enrollment Site to complete pre-enrollment
  - F322-6F2D OEC Child Care Center Staff/Volunteer or Prospective Staff/Volunteer
  - 9096-9C91 OEC Family Child Care Provider/Staff/Volunteer
  - 32B8-19FD OEC Family Child Care Adult Household Member
  - 9160-27E6 OEC Group Child Care Home Staff/Volunteer or Prospective Staff/Volunteer
  - C760-56C9 OEC Unlicensed Care 4 Kids Child Care Provider (Nonrelative)\*\* Applicant Tracking Number – Obtained after enrolling in CCHRSCT Criminal History Information System (CCHRS) – State Police System
- Applicant Tracking Number (ATN) This number is needed to schedule fingerprint appointment and track your fingerprint results. Example: 22T0050532





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**Licensing**

- Background Checks** ⤴
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  - Fingerprints and Background Checks
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  - Overview
  - How to Use BCIS to Get a Background Check
  - How to Use BCIS as a Child Care Facility Program Administrator**
  - BCIS Frequently Asked Questions (FAQ)
  - BCIS Status Descriptions
  - News – Background Checks
  - Out-of-State Background Checks
  - Questions and Answers
  - Contact the Background Checks Team

# How to Use BCIS as a Child Care Facility Program Administrator

To help program administrators — and other authorized staff at child care facilities — use BCIS, we created this guidance. It gives step-by-step instructions for some key tasks.



## On this page

- [Watch a video on using BCIS as an administrator](#)
- [Managing your program roster](#)
- [Getting staff members to enroll in BCIS and requesting a background check](#)
- [Adding staff to your roster](#)
- [Inviting a manager to assist with roster management](#)

## Watch our video

This video gives you a step-by-step overview of how to use BCIS as a program administrator or manager



# OEC Support Center



Guest User | [Sign In](#)



[Support Center Home](#)

[Open a New Ticket](#)

[Check Ticket Status](#)

## Welcome to the Support Center

In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.

[Open a New Ticket](#)

[Check Ticket Status](#)

<https://helpdesk.oecit.org/>



# Hosting Fingerprinting Sessions

- You provide a separate room away from children and staff.
- Your staff get priority booking, ahead of other local child care providers that would also be permitted to book an appointment for the session at your program.
- 211 Child Care brings PPE, sanitizing materials, and all digital fingerprinting equipment to you.
- It is very important to follow the deadlines and timelines set by United Way.



For more information and to schedule a session on-site,  
email [fingerprinting@ctunitedway.org](mailto:fingerprinting@ctunitedway.org).

# Common Issues

- Be sure full, correct name is used “Jennifer” vs. “Jen”
- BCIS ID Number – invitation process will be updated as of March 18, 2022, to ensure that once an employee activates and verifies their account they will show up on your roster.
- Ensure staff complete all steps in BCIS
- In situations where you are hosting a 2-1-1 Child Care Fingerprinting session, and an appointment is made directly with United Way, your staff must select the fingerprint option that states “211 Child Care Fingerprints already submitted/scheduled” This will allow submission of all the background check components.
- Please have staff double check the spelling of their names, date of birth, social security and email addresses before submitting the information.



# Key Takeaways

- OEC will continue to cover the \$88.25 per person cost of processing background checks through June 30, 2023.
- Paper fingerprint cards will not be mailed out to providers after April 30, 2022.
- Paper fingerprint cards will no longer be accepted after June 30, 2022.
- UW offers onsite fingerprinting services; however, it is important to follow the timeline set forth in the service agreement with UW.
- Ensuring that all staff provides five years of address history is critical to the completion of their background check.
- Using the correct codes and numbers will greatly increase the processing of your background check and ensure that your results reach your profile in BCIS



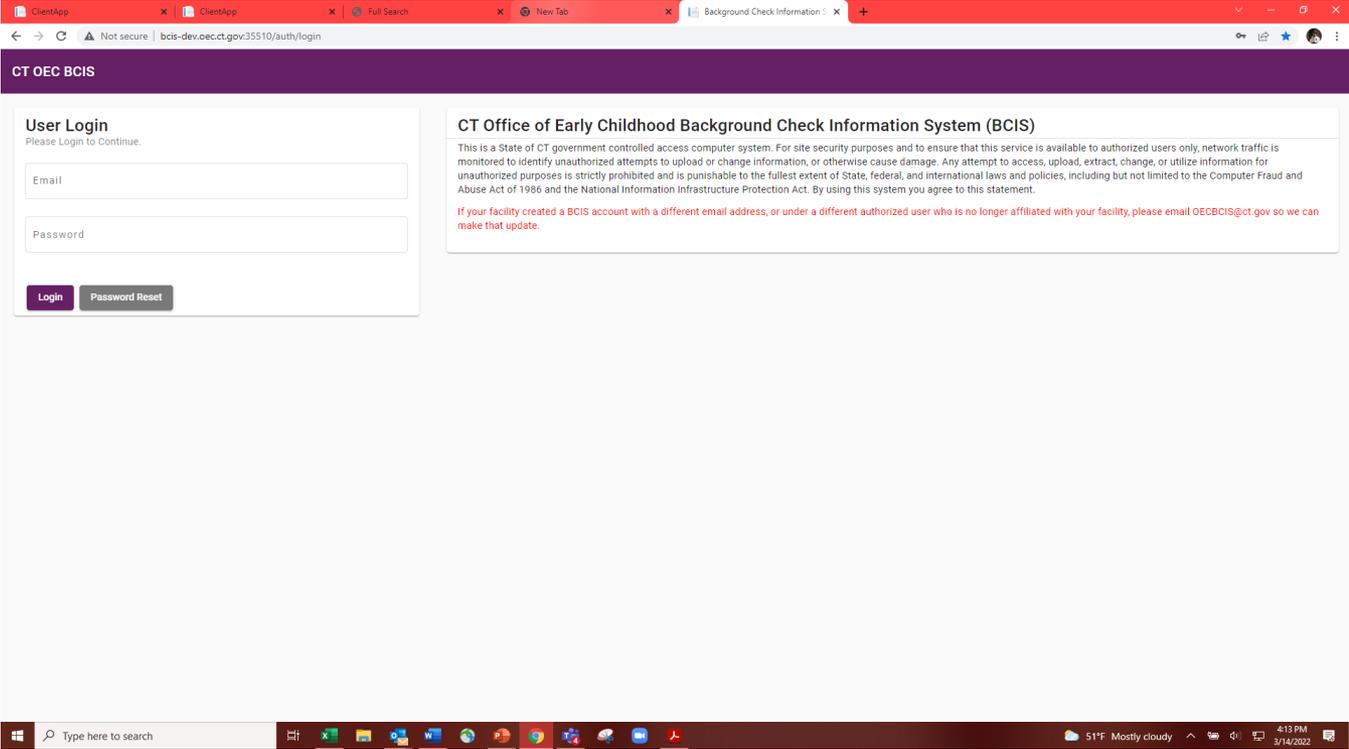
# OEC Inspections

OEC licensing specialists will begin using BCIS rosters as a tool during inspections to confirm compliance with background checks as of July 1, 2022.

Child care programs should be prepared to review their BCIS roster during inspections and should take steps to ensure that all staff members who care for children or have unsupervised access to children are in a “current” or “work supervised” background check status.



# OEC BCIS Demonstration



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** ClientApp, ClientApp, Full Search, New Tab, Background Check Information S.
- Address Bar:** Not secure | bcis-dev.oec.ct.gov:35510/auth/login
- Page Header:** CT OEC BCIS
- User Login Section:**
  - Text: "Please Login to Continue."
  - Input fields for "Email" and "Password".
  - Buttons for "Login" and "Password Reset".
- CT Office of Early Childhood Background Check Information System (BCIS) Section:**
  - Text: "This is a State of CT government controlled access computer system. For site security purposes and to ensure that this service is available to authorized users only, network traffic is monitored to identify unauthorized attempts to upload or change information, or otherwise cause damage. Any attempt to access, upload, extract, change, or utilize information for unauthorized purposes is strictly prohibited and is punishable to the fullest extent of State, federal, and international laws and policies, including but not limited to the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. By using this system you agree to this statement."
  - Text: "If your facility created a BCIS account with a different email address, or under a different authorized user who is no longer affiliated with your facility, please email OECBCIS@ct.gov so we can make that update."
- Windows Taskbar:** Search bar, taskbar icons, system tray showing 51°F Mostly cloudy, 4:13 PM, 3/14/2022.



# Questions?

