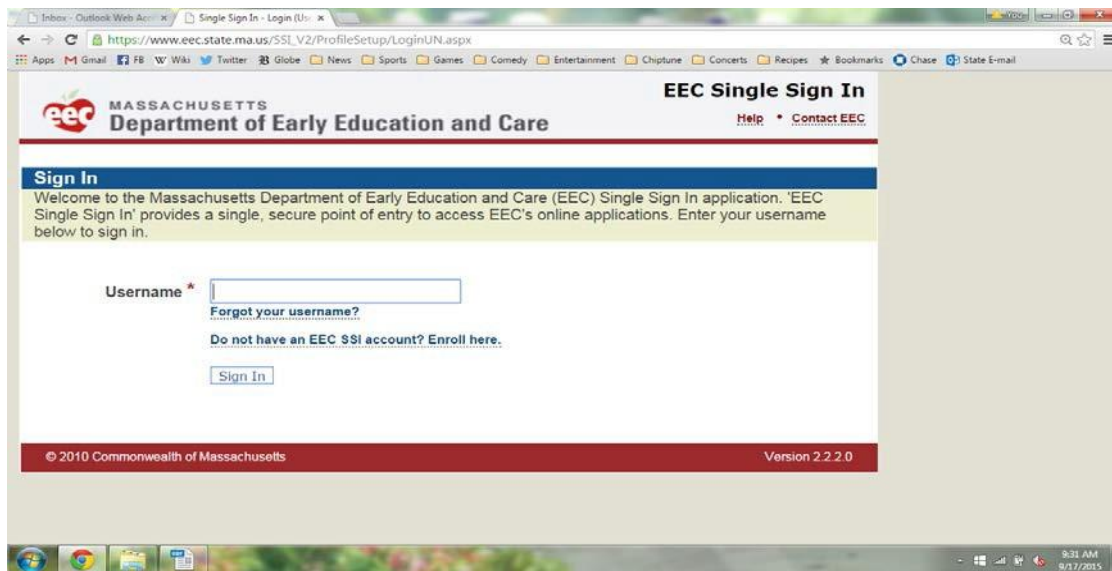# BRC Manager – Users Guide
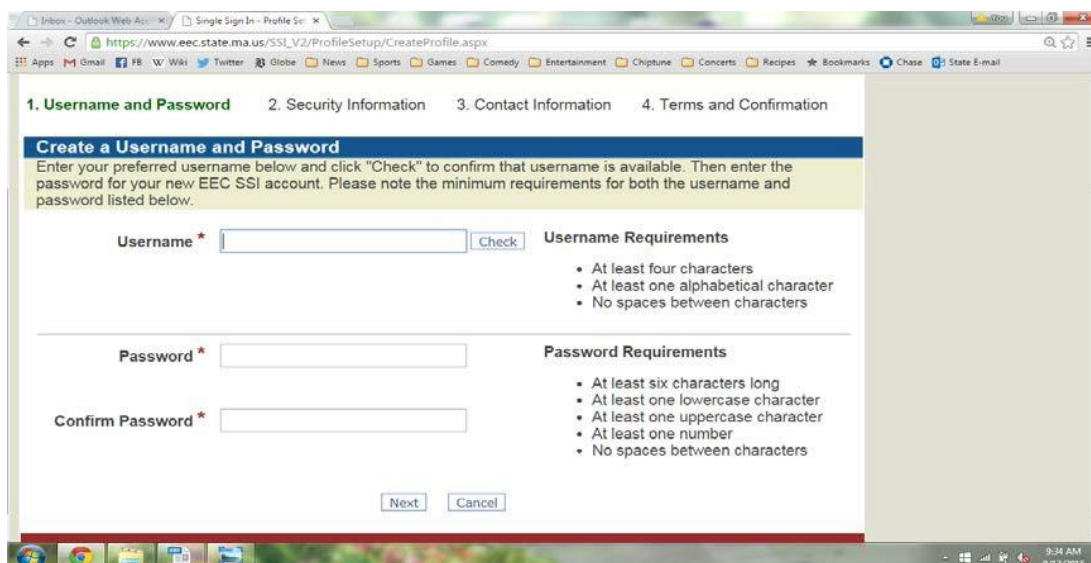
Step 1 – Create an EEC Single Sign In Account (if you already have an EEC Single Sign In Account, skip to Step 2)

1. Go to the following link:
    https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx

2. Click on "Do not have an EEC SSI account? Enroll here".

3. Create a Username and Password.

4. Complete security information.

5. Complete the contact information screen and accept the terms of use on the next screen.

Step 2 – Add BRC Manager as an Application and Register (if you already have access to and are registered to use BRC Manager, skip to Step 3)

1. Select "Background Record Check (BRC) Manager" from the list of EEC Applications.
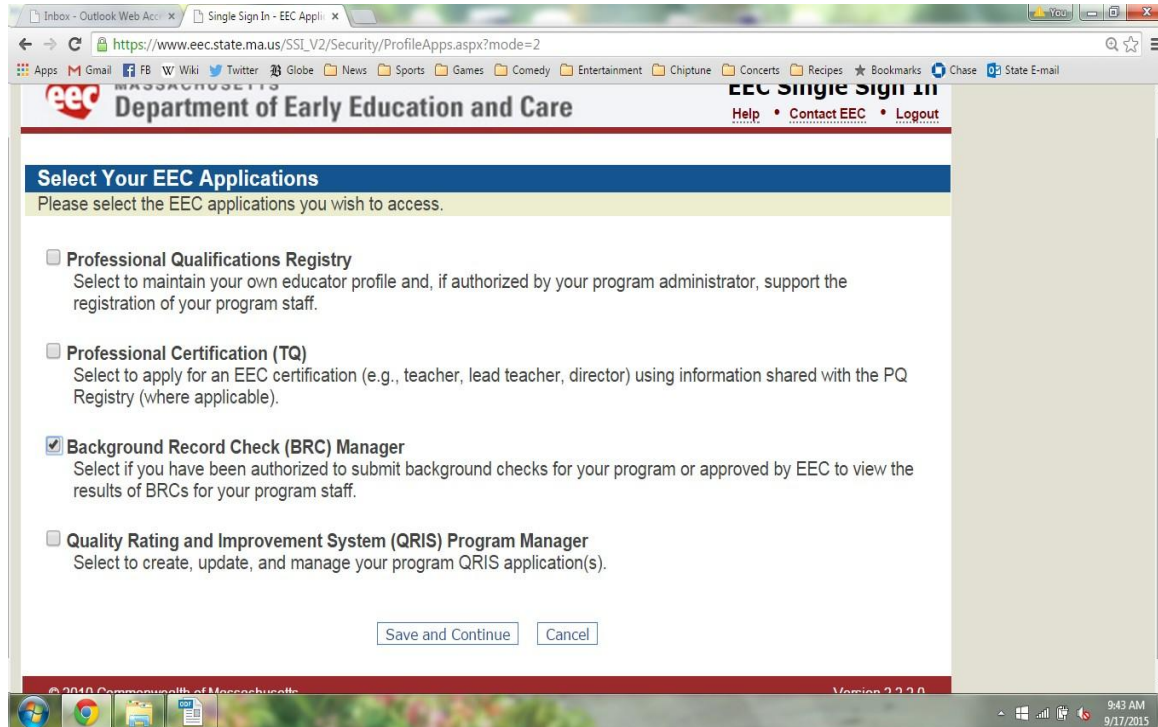
2. Once added, click on the "Background Record Check (BRC) Manager" link. This will bring you to BRC Manager.
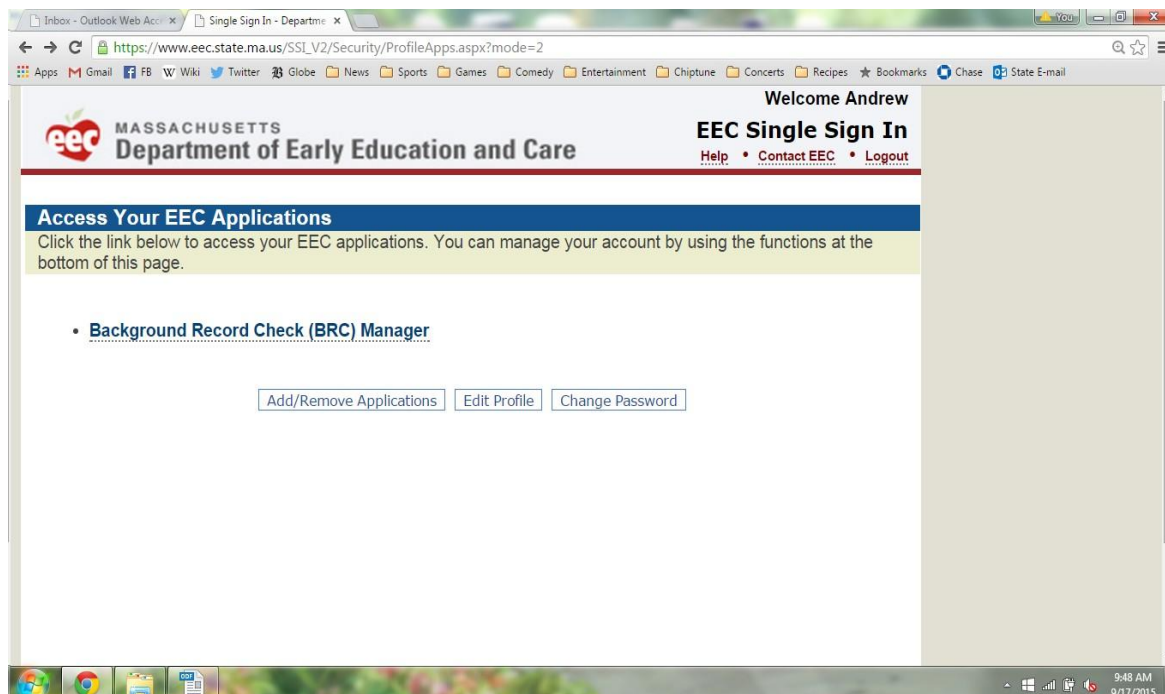
3. If you have never registered for BRC Manager before, you will see the page for New BRC Account Registration Page. If you are registering for purposes of processing BRC requests for an EEC licensed group child care program, EEC licensed school age child care program, EEC licensed residential and placement agency or EEC licensed adoption agency click on registration for: "Licensee Provider" and hit submit. If you are registering for a child care resource and referral agency (CCR&R), click on "CCR&R".

4. On the next screen, from the drop-down menu you will need to select your agency's "Licensee Name", this is the umbrella agency's name (i.e. corporation, partnership name, or owner's name) and is not necessarily the same as the program name. Next, input your program number. Note: if you have multiple programs under one umbrella, choose any of the program numbers associated with the umbrella agency.

5. Once successful, you will need to agree to the User Agreement and Privacy Policy.
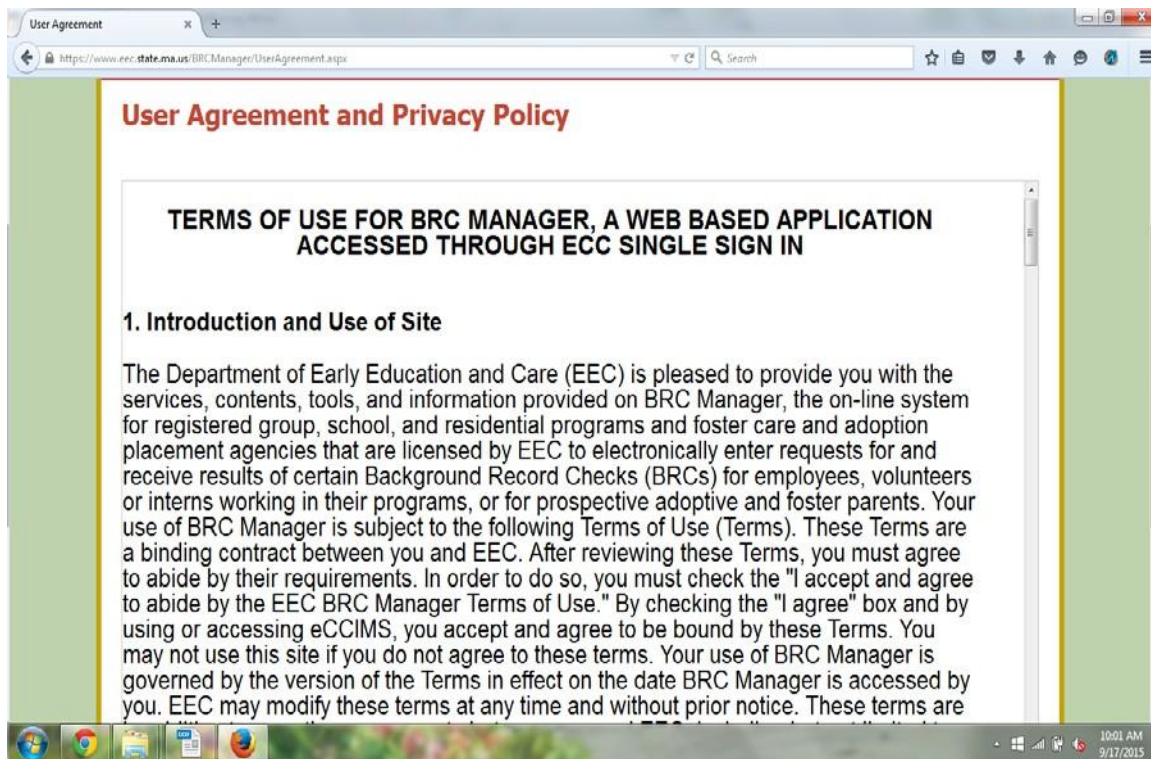
<u>After you agree, you will now have access to the BRC Manager System.</u>

Step 3 – Activating your reviewer status (each reviewer must activate their own status when they are logged into their individual account)

BRC Manager has four different types of user accounts: "licensee/reviewer", "reviewer with authority", "reviewer with access" and "Data Entry user". When you register for BRC manager, by default, you will have data-entry operator access. If you have been authorized as a reviewer you will need to activate reviewer status.

You are authorized as a reviewer for EEC if one of the following applies:

1. You have completed the Applicant/Licensee BRC form to EEC and EEC has reviewed your BRC and approved you as the Licensee/Reviewer within the past three years, and that approval has not been revoked or rescinded. The licensee/applicant BRC form must be completed by the person responsible for the administration of the program or facility and who is a duly authorized agent of the EEC licensed agency (ex. Executive Director, CEO, owner, etc.). The licensee/applicant BRC form is located at: http://www.eec.state.ma.us/docs1/brc/brc_applicant_request.pdf.
   <u>Please note</u>: your agency must have at least one person approved as the

licensee/reviewer, otherwise, no one in your agency will be able to submit new BRC requests or access previous BRC results through BRC Manager.

2. You have completed the Reviewer BRC form and EEC has reviewed your BRC and approved you as either a reviewer with authority or a reviewer with access within the past three years, and that approval has not been revoked or rescinded. The reviewer form must be completed by anyone other than the licensee/applicant who needs access to BRC information. The form can be found on EEC's website at: http://www.eec.state.ma.us/docs1/brc/brc_reviewer_request.pdf.

If you do not have a Licensee/Reviewer approved for your agency, you will see the following message:
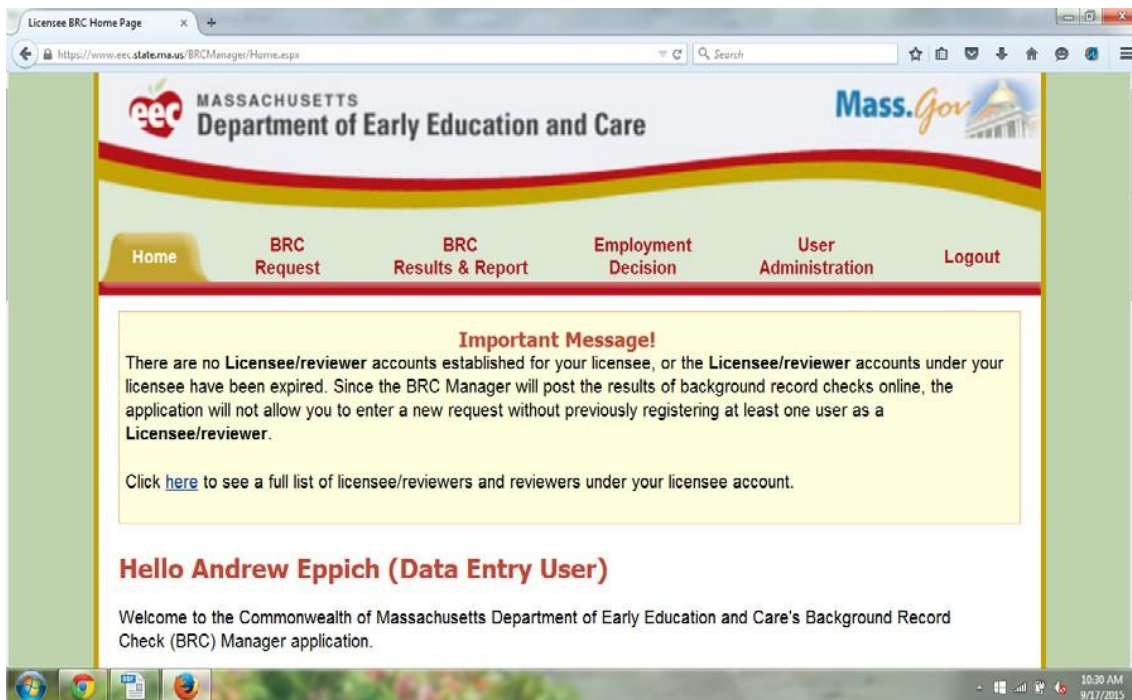
3. To request access as a Reviewer, click on the "Request Access as a Reviewer" on the main screen.
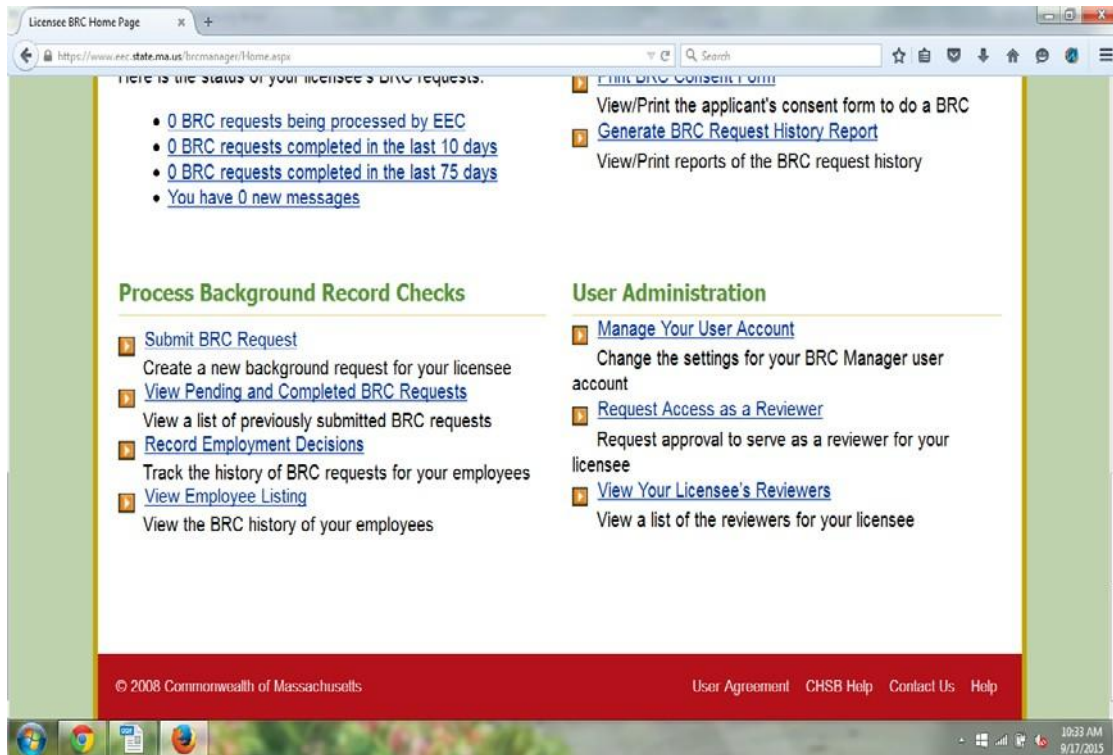
4. Input your date of birth and <u>last 4 digits</u> of your social security number.

Step 4 – Using the System as a Data Entry User

1. Data Entry Users are limited to submitting applicants for BRC checks, and do not have access to BRC information.

2. To submit an applicant for BRC processing, click on the "Submit BRC Request" link.
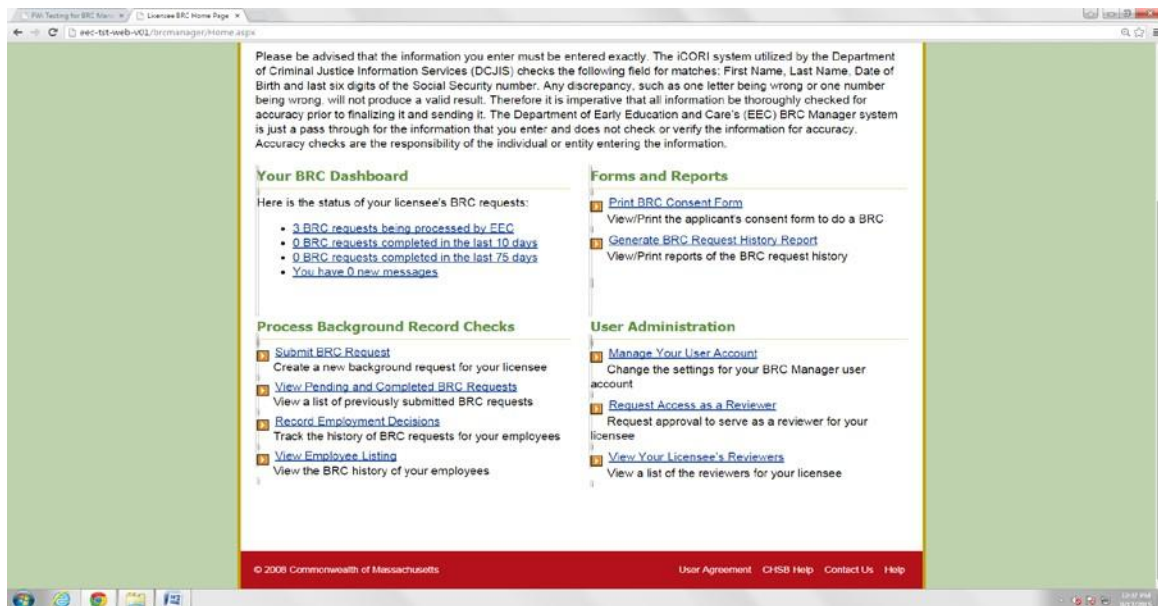
3. On the next screen, click on the name of the program where the applicant will be working.
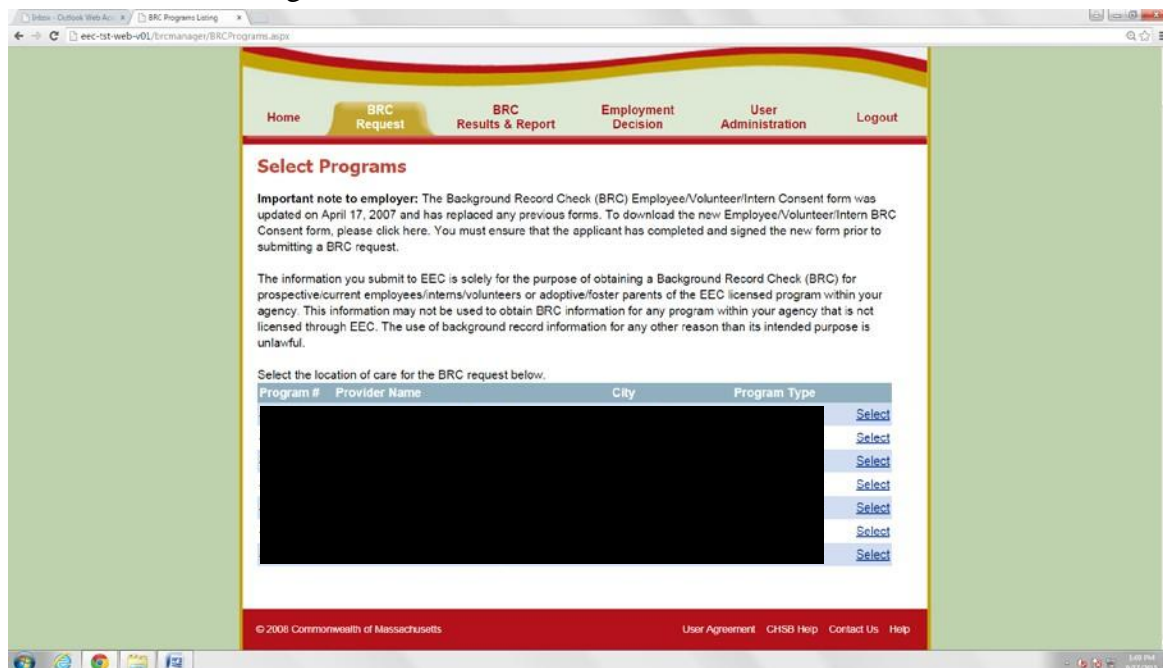
4. On the next screen, you must confirm that the applicant has completed and signed the Background Record Check consent form. Once completed, click the "Continue Background Record Check" button.

5. Complete all of the information requested and submit. **MAKE SURE TO SPELL THE APPLICANT'S NAME CORRECTLY AND CORRECTLY TYPE IN ALL KNOWN INFORMATION ABOUT THE APPLICANT!** If you type the information incorrectly, the BRC will be inaccurate and the applicant's BRC will be delayed.

6.   Data Entry Users can go to "BRC Results and Report" page to view the status of submitted BRC Requests and BRC Request History.

7.   Click on "View Pending and Completed BRC Requests" to check the Current
     Status of previously submitted BRC Requests.

8.   User can select the date range and can go back up to 3 years to view the status of
     all submitted the requests.

9.   Data Entry user can Print Receipt and Compliance Forms from the "View

Pending and Completed BRC Requests" page. The user will see a Status of either "Not Yet Available" or "Completed"

To view different subsets of this list, change the filter criteria below.

Applicant Name: _____ (Last)   _____ (First)

Request Date Range: Last 100 days ▾   [Get Results]

Print Selected Records

☐ ▬▬▬▬				
	Current Status	**Status Date**	**Results**	
CORI	Request Received	08/16/2016	Not Yet Available	
DCF	Request Received	08/16/2016	Not Yet Available	
SORI				
Fingerprint				

☐ ▬▬▬▬				
	Current Status	**Status Date**	**Results**	
CORI	Request Received	08/16/2016	Not Yet Available	
DCF	Request Received	08/16/2016	Not Yet Available	
SORI				
Fingerprint				

☐ ▬▬▬▬				
	Current Status	**Status Date**	**Results**	
CORI	Request Received	08/16/2016	Not Yet Available	
DCF	Request Received	08/16/2016	Not Yet Available	
SORI				
Fingerprint				

☐ ▬▬▬▬				
	Current Status	**Status Date**	**Results**	
CORI	Request Sent	05/11/2016	Not Yet Available	
DCF	Results Received	05/17/2016	Completed	
SORI	Request Sent	05/13/2016	Not Yet Available	
Fingerprint				

To view different subsets of this list, change the filter criteria below.

Applicant Name: _____ (Last)   _____ (First)

Request Date Range: Last 3 years ▾   [Get Results]

Print Selected Records

☐ ▬▬▬▬				
	Current Status	**Status Date**	**Results**	
CORI	Request Received	08/16/2016	Not Yet Available	
DCF	Request Received	08/16/2016	Not Yet Available	
SORI				
Fingerprint				

[Print Receipt and Compliance Forms]

10. Click on "Generate BRC Request History Report" link to View/print reports of the BRC request history for your licensee.

11. User can generate the report by selecting the date range and search by Applicant Name field.

Generate BRC Request History Report

Enter the selection criteria below to generate a report of your licensee's previous BRC requests.

Please note that * indicate all required fields.

*Request Date Range: 03/01/2016 📅 08/18/2016 📅
From   To

Applicant Name: [   ] [   ] [Submit]
Last   First

Name	Request Date	CORI BRC Status		DCF BRC Status	
		Current Status	**Status Date**	**Current Status**	**Status Date**
██████████	08/15/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	08/08/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	07/26/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
██████████	03/30/2016	Results Received	04/05/2016	Results Received	04/05/2016
██████████	03/15/2016	Results Mailed	03/22/2016	Results Received	03/21/2016

12. Data Entry User will not be able to view the Employment Decision page and will get below error.

Home | BRC Request | BRC Results & Report | **Employment Decision** | User Administration | Logout

You do not have permission to access the 'Employment Decision' Page.

Step 5 - Using the System as a Reviewer

1. In addition to the BRC submission process detailed in Step 4 above Reviewers can On the main screen, click on "BRC Results and Report" page. Reviewer can view the status of submitted BRC Requests and BRC Request History.

Hello _____ **(Licensee/Reviewer)**

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care's Background Record Check (BRC) Manager application.

Please be advised that the information you enter must be entered exactly. The iCORI system utilized by the Department of Criminal Justice Information Services (DCJIS) checks the following field for matches: First Name, Last Name, Date of Birth and last six digits of the Social Security number. Any discrepancy, such as one letter being wrong or one number being wrong, will not produce a valid result. Therefore it is imperative that all information be thoroughly checked for accuracy prior to finalizing it and sending it. The Department of Early Education and Care's (EEC) BRC Manager system is just a pass through for the information that you enter and does not check or verify the information for accuracy. Accuracy checks are the responsibility of the individual or entity entering the information.

Need help? Download the BRC Manager User Guide here.

URGENT MESSAGE: FINGERPRINTING MUST BE COMPLETED BY SEPTEMBER 1, 2016!
CLICK HERE FOR MORE DETAILS
Report of Individuals who have not been fingerprinted

Your BRC Dashboard

Here is the status of your licensee's BRC requests:
- 0 new users registered in the last 30 days
- You have 138 applicants with the status of 'Undetermined' waiting to be updated.
- You have 70 applicants that have been eligible for conditional hire for over 21 days. If you have conditionally hired any of these applicants please update their statuses on the Record Employee

Forms and Reports

▶ Print BRC Consent Form
View/Print the applicant's consent form to do a BRC

▶ Generate BRC Request History Report
View/Print reports of the BRC request history

2. Click on "View Pending and Completed BRC Requests" to check the Current Status of previously submitted BRC Requests.

3. Reviewer can select the date range and can go back up to 3 years to view the status of all submitted the requests.

    Reviewers can "Print Receipt and Compliance Forms" or "Print Results and "Instructions" from the "View Pending and Completed BRC Requests" page. The user can see a Status "Not Yet Available" or " **Approved/Clear**, **Approved, Completed/Mailed, Suitable etc**

4. Reviewer can generate the report by selecting the date range and search by Applicant Name field.

Applicant Name:					
Last		First			
Request Date Range:	Last 360 days ▾				Get Results

Print Selected Records

☐

	Current Status	Status Date	Results	
CORI	Request Received	08/17/2016	Not Yet Available	
DCF	Request Received	08/17/2016	Not Yet Available	
SORI				
Fingerprint				

☐

	Current Status	Status Date	Results	
CORI	Request Received	08/17/2016	Not Yet Available	
DCF	Request Received	08/17/2016	Not Yet Available	
SORI				
Fingerprint				

☐

	Current Status	Status Date	Results	
CORI	Request Received	08/17/2016	Not Yet Available	
DCF	Request Received	08/17/2016	Not Yet Available	
SORI				
Fingerprint				

☐

	Current Status	Status Date	Results	
CORI	Request Sent	05/11/2016	Not Yet Available	
DCF	Results Received	05/17/2016	Approved/Clear	Print DCF results and instructions
SORI	Request Sent	05/13/2016	Not Yet Available	
Fingerprint				

☐

	Current Status	Status Date	Results	
CORI	Results Received	05/10/2016	Approved/Clear	Print CORI results and instructions
DCF	Results Received	05/16/2016	Approved/Clear	Print DCF results and instructions
SORI	Request Sent	05/06/2016	Not Yet Available	
Fingerprint				

5. The Pending Request Screen shows the applicant's name and the status of the 4 checks -- CORI, DCF, SORI, and Fingerprint.

5A: CORI Results
- Not Yet Available - The BRC request has been received and the CORI results are not yet available.
- Approved/Clear - The CORI was approved/clear for the applicant entered and the program can print the results by clicking on the link. You must print and keep a hard copy of the result in your BRC secure file.
- Completed/Mailed - Information was mailed to the program for further review. The program is now responsible for reviewing the information and returning the cover letter informing EEC whether they will proceed to hire the applicant and whether they have completed a discretionary review. If you do not receive the result within 5 days of the date mailed, please contact the BRC Unit.
- Approval by Program After Discretionary Review - The program has advised EEC they have completed the discretionary review by mailing the cover letter to EEC.

In order to proceed with the BRC process the final CORI results should be either Approved/Clear or Approval by Program after Discretionary Review.

	Current Status	Status Date	Results	
CORI	Results Received	08/28/2015	Approved/Clear	Print CORI results and instructions

	Current Status	Status Date	Results	
CORI	Results Received	09/22/2015	Completed/Mailed	

	Current Status	Status Date	Results	
CORI	Results Received	08/28/2015	Approval By Program after Discretionary Review	Print CORI results and instructions

5B: DCF Results
- Not Yet Available - The BRC request has been received and the DCF results are not yet available.
- Approved/Clear - The DCF information was approved/clear for the applicant entered and the program can print the results by clicking on the link. You must print and keep a hard copy of the result in your BRC secure file.
- Completed/Mailed - Information was mailed to the program for further review. The program must request a redacted copy of the DCF report from EEC. Upon receipt of the redacted DCF report, the program's reviewer must conduct a discretionary review.
- The program must return the cover letter indicating whether they will proceed to hire the applicant, and whether they completed the

discretionary review. If you do not receive the result within 5 days of the date mailed, please contact the BRC Unit.
- Approval by Program After Discretionary Review - The program has advised EEC they have completed the discretionary review by mailing the cover letter to EEC.

In order to proceed with the BRC process, the final DCF results should be either Approved/Clear or Approval by Program after Discretionary Review.

DCF		Results Received	08/18/2015	Approved/Clear	Print DCF results and instructions
DCF		Results Received	09/08/2015	Completed/Mailed	
DCF		Results Received	07/30/2015	Approval By Program after Discretionary Review	Print DCF results and instructions

5C: SORI Results
- Not Yet Available - The BRC request has been received and the SORI results are not yet available
- Approved - The SORI was approved for the applicant entered and the program can print the fingerprint notification letter by clicking on the link. This link will allow the program to print the fingerprint notification letter that advises them that the SORI was approved, the applicant can be **conditionally hired** and be fingerprinted. EEC will no longer mail this letter to the program. You must print and keep a hard copy of the notification letter in your BRC secure file.

*In order for there to be a link to print the fingerprint notification letter, the CORI, DCF, and SORI must all be approved. If there is no link, a part of the BRC process is incomplete and the program should review its paperwork to make sure the program has sent all necessary information to EEC.

SORI		Request Sent	09/18/2015	Not Yet Available	
SORI		Results Received	09/11/2015	Approved	Print Fingerprint Notification Letter

*Example of notification letter not available:

	Current Status	Status Date	Results	
CORI	Results Received	09/21/2015	Completed/Mailed	
DCF	Results Received	09/17/2015	Approved/Clear	Print DCF results and instructions
SORI	Results Received	09/15/2015	Approved	
Fingerprint				

This example illustrates the situation where an applicant cannot be conditionally hired because there is no link to a notification letter. The link does not appear because the CORI does not have an approved or approved after program discretionary result. All three

checks (CORI, DCF & SORI) must have approval results before the applicant may be conditionally hired and sent for fingerprinting.

5D: Fingerprint Results

- If there is no information provided (blank) this means the applicant has not registered or had a fingerprint appointment. The program must ensure applicants are scheduling fingerprinting appointments.
- Not yet available - The applicant has registered for fingerprinting but the appointment has not occurred or the results are still in process. The status date is the date the notification letter was sent.
- BRC to be resubmitted - The applicant's name, previous names, DOB, or SSN does not match what the applicant provided for fingerprinting. If this information is inaccurate, then the program should obtain a new consent form and the program should resubmit a BRC request. The applicant does not have a valid/completed BRC if there are discrepancies with information. An applicant cannot be conditionally hired until a new BRC request is completed with accurate information and a new fingerprint notification letter is received.
- Suitable - the applicant has been deemed suitable by EEC and the BRC is complete. The program can print the suitability letter by clicking on the link.
- Not Suitable - EEC deemed the applicant <u>not suitable</u> and should be removed from the program within 14 days unless EEC requires removal sooner. The program can print the suitability letter by clicking on the link.
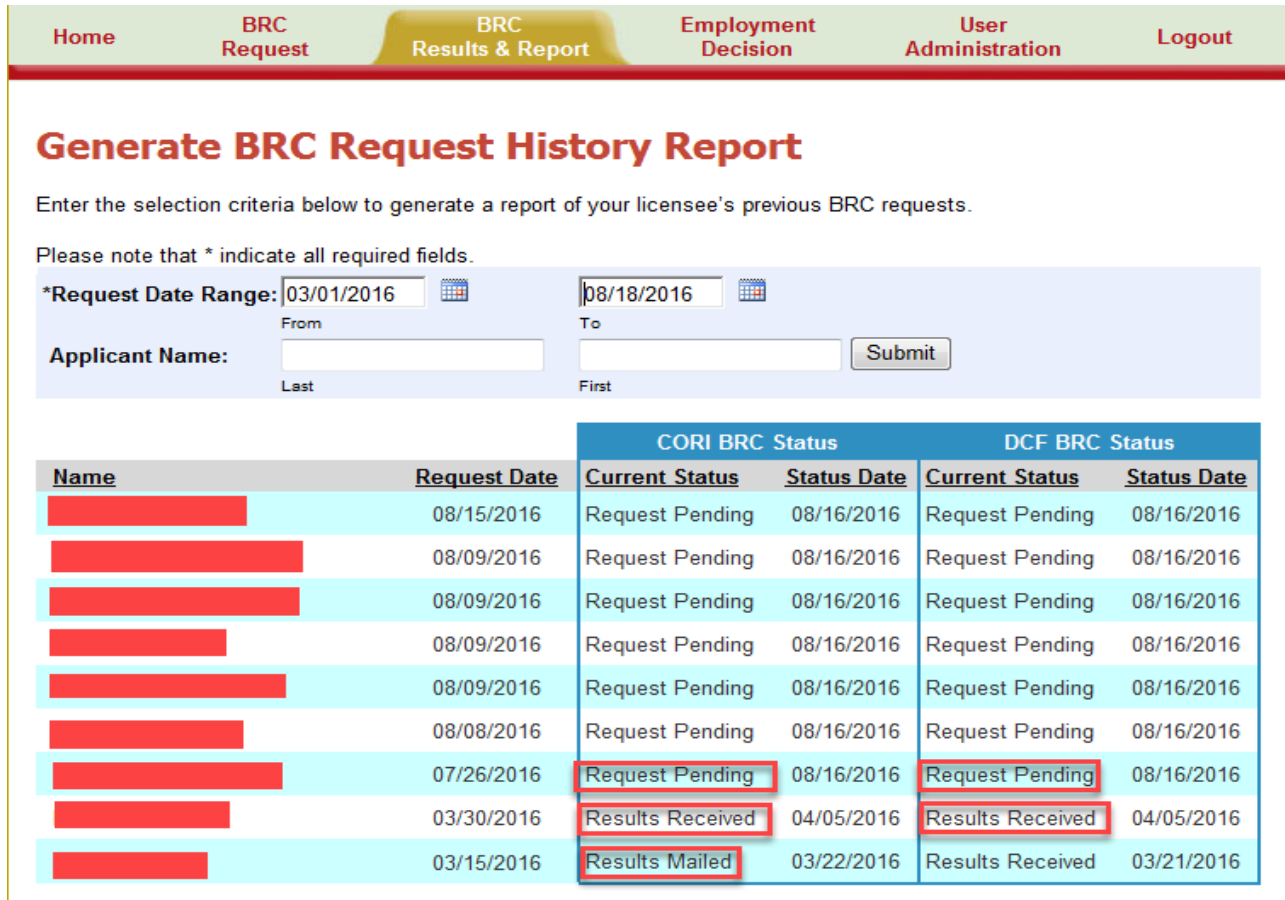
The program should record when the applicant was fingerprinted and encourage all applicants to keep a copy of the receipt received after fingerprinting. *You should have received a fingerprint notification letter for anyone hired on or after September 1, 2013; likewise you should have received a fingerprint notification for all employees whose new BRC was submitted on or after September 1, 2013.

Fingerprint				
Fingerprint	Not Yet Available	05/18/2015		
Fingerprint	Results Received	09/11/2015	BRC to be Resubmitted (dob 3/3/88)	
Fingerprint	Results Received	08/20/2015	Suitable	Print Suitability Letter

6. Reviewer can click on "Generate BRC Request History Report" link to View/print reports of the BRC request history for your licensee.

7. Reviewer can generate the report by selecting the date range and search by Applicant Name field.

8. In addition to the BRC submission process, Reviewers have access to view the "Employment Decision page". Reviewers can view the Employment Status for their employees and can view the BRC history of their employees.

9. Programs will be able to go into BRC Manager and record the hiring results for employees who are Hired/Not Hired after a suitability determination has been made. This can be done on the "Record Employment Decisions" link under "Employment Decision" tab.

10. Given below are the descriptions and instructions on when to use each employment decision code for new or current employees:

Recording Employment Decisions

Note: *For purposes of recording hiring decisions, the word "hired" shall pertain to hiring or approving to use the services of BRC applicants including prospective or current employees, volunteers or interns. The word "employed" shall pertain to the hiring or approval status of the use the services of BRC applicants including prospective or current employees, volunteers or interns.*

Employment Status for New Applicants: Applicants submitted by a program through BRC Manager for the first time.

Undetermined: Undetermined is the default status for new applicants submitted for a BRC request in BRC Manager. At this time the option to change the status to "not hired" will also be available. Once the checks (CORI, DCF or SORI) are complete and the Fingerprint Notification letter is generated, the user will be able to update the applicant's employee status.

Conditionally Employed: The user will select this status when an applicant is conditionally employed pending a suitability determination. An applicant may be conditionally employed when a fingerprint notification letter is received.

Employed: The user may select this status when a "suitable" determination is established for a new applicant. If the program decides to employ the new applicant, then the program may update the employment status from "Undetermined" or "Conditionally Employed" to "Employed".

Not Hired: The user will select this status when a decision is made not to hire a new applicant and the applicant's status is "Undetermined", "Suitable" or "Not Suitable".

Employment Statuses for Current Employees: "Current Employees" are applicants who, at the time of BRC submission, are currently employed at the program, and a revised BRC is requested.

Current Employee – Undetermined: The user will see this status when the program provider has chosen to renew an applicant's BRC; by selecting [RENEW] link under Actions column, in the View Employee Listing page. Once the re-checks (CORI, DCF or SORI) are complete and a suitability determination is issued, then the suitability notification is generated and the user may update the employment decision from "Current Employee - Undetermined" to "Retained Employment" or "Ended Employment".

Retained Employment: The user will select this status to update the employment status of an applicant from "Current Employee - Undetermined" when the program receives a new suitability letter and decides to retain the employee.

Ended Employment: The user will select this status to update the employment status of anyone who no longer works for the program and had the status of, "Conditionally Employed", "Retained Employment" or "Employed".

Invalid Request: This status will appear if EEC's BRC Unit determines that a BRC request is invalid, i.e. a program submits a BRC with a misspelling and then resubmits a new request with the correct spelling.

11.   Next, choose the program number and a date range, we recommend to start with 9/1/2013, then click "Get Results".
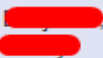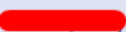
12.   The next screen will show all requests for applicants with a BRC request for the date range indicated.

Status Date column should display the date when applicant has conditionally employed/employed/not hired/retained employment/ended employment.

The Last Modified Date should be updated with current date when user changes either "Employment Status" or "Status Date" on the Edit Dialog Box.

13.   Choose "Edit info" to update the employment status in the drop down box and then click update to "Employed", "Not Hired", "Ended Employment". etc.

14.   Under "View Employee Listing" Reviewer can view a list of the individuals who have undergone background records checks and who Reviewer has indicated are employed with their organization. Reviewer can take below 3 actions to update the employment Status of an employee.
    i.   "Edit Info" - Update the **Location of Care (Currently this option is not functional)**
    ii.   "Ended Employment" - To remove duplicates or individuals who are no longer employed. **(Currently this option is not functional)**
    iii.   "Renew BRC" - Request a new BRC using the action links below.

15. If the Reviewer clicks on "Not Employed", the below pop up screen is displayed and the user can remove the person from the employment list. **Care (Currently this option is not functional)**
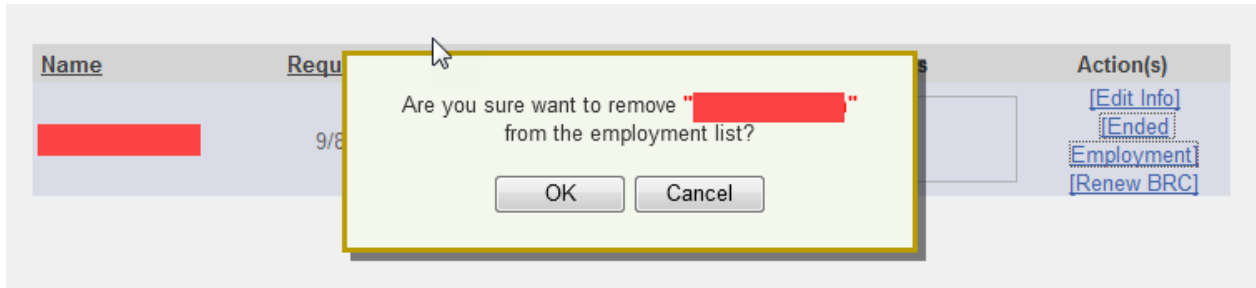
16. If the Reviewer clicks on "Edit Info", the below pop up screen is displayed and the user can update the Location of Care for the employee. **Care (Currently this option is not functional)**
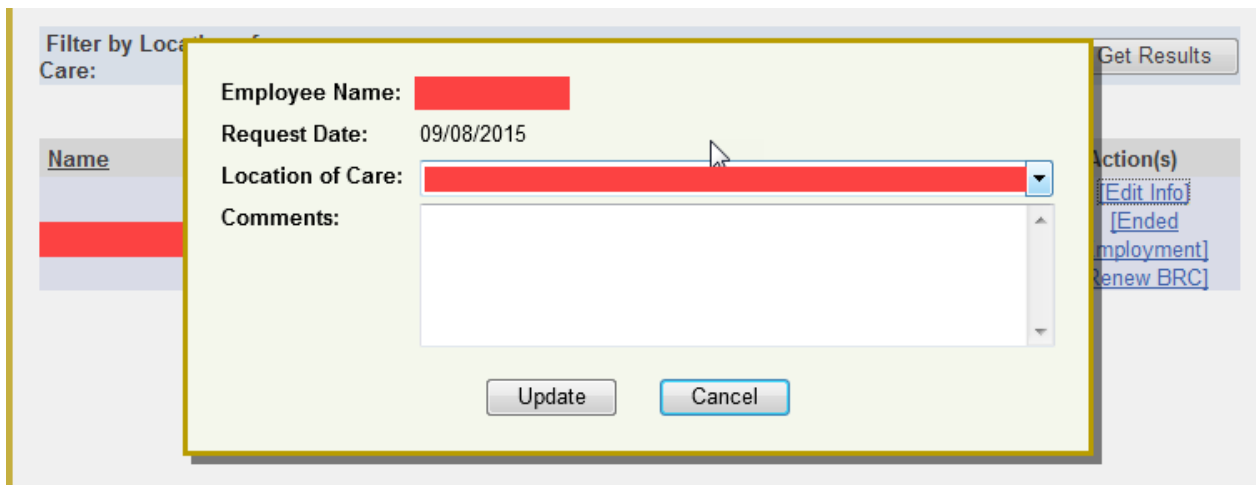
17. If the Reviewer clicks on "Renew BRC", the below pop up screen is displayed and the user can submit a request to renew the background record check for that employee.
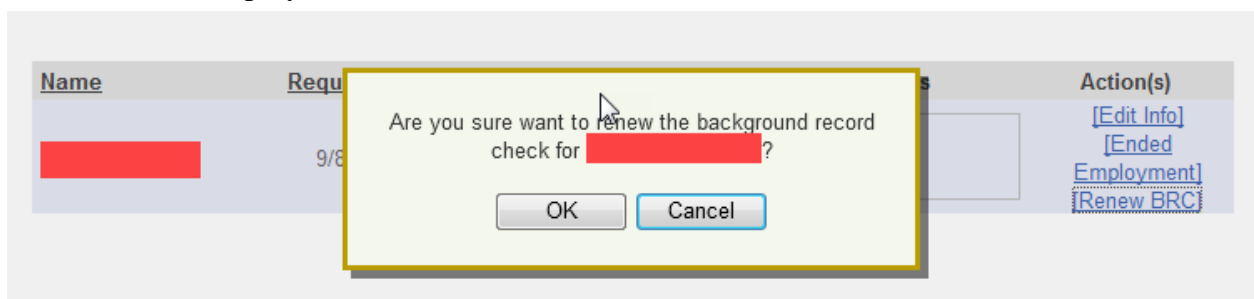
Step 6 - Submitting a BRC Renewal Request (Only Reviewer)

1.   Only Reviewer can submit a BRC Renewal Request. User can go to "View Employee Listing" click under "Employment Decision" page.

2.   Under "View Employee Listing" Reviewer can view a list of the individuals who have undergone background records checks and Reviewer can submit the renewal request for an applicant.

3.   If the Reviewer clicks on "Renew BRC", the below pop up screen is displayed and the user can submit a request to renew the background record check for that employee.

View Employee Listing

Below is a list of the individuals who have undergone background records checks and who you have indicated are employed with your organization. You can remove duplicates or individuals no longer employed from this list or request a new BRC using the action links below.

Filter by Location of Care: [red bar] ▼   [Get Results]

Name	Request Date	Location of Care	Comments	Action(s)
	9/8/2015			[Edit Info] [Ended Employment] [Renew BRC]

4.   Once the Reviewer submits "Renew BRC", the user reaches "Background Record Check Consent Form" under "BRC Request". Reviewer can follow the same steps from here as mentioned under Step 4.

| Home | BRC Request | BRC Results & Report | Employment Decision | User Administration | Logout |

Background Record Check Consent Form

Prior to submitting a Background Record Check (BRC) request, you must ensure that the applicant has completed and signed the appropriate consent form prior to submitting a BRC request. Those forms can be found at the links below:

Important Notice: The employee/volunteer/intern Background Record Check consent form has been updated as of August 15, 2013. You must have the applicant complete the current form for any request submitted on or after August 15, 2013. Please discontinue use of all old forms as of August 15, 2013.

Employee/Volunteer/Intern BRC Consent form (Last Updated 08/15/2013)

The information you submit to EEC is solely for the purpose of obtaining a BRC for the type of applicant that the user indicates below. This information may not be used to obtain BRC information for any program within your agency that is not licensed by EEC. The use of background record information for any other reason than its intended purpose is unlawful. See 606 CMR 14.13.

[Continue Background Record Check]

5.   The Reviewer can go back to "View Pending and Completed BRC Requests" link under "BRC Results and Reports" page to view the status of the Renewal request just submitted. The current status for the request will show "Request Received".

View Pending and Completed BRC Requests

Below are the BRC requests submitted online by your licensee that have been completed within the past 75 days or are still pending completion by EEC. BRC Results are available on this page to approved BRC reviewers for each licensee. To print the BRC Receipt and Compliance forms, select the checkbox(es) next to the requests you are interested in and click the corresponding link at the bottom of the page.
Currently, EEC is exclusively posting "approved/cleared" results to this list. If you are an approved reviewer for your organization, you may view these results and print the related BRC Results and Instructions for each request. To print the BRC Results and Instructions for multiple requests, select the checkbox(es) next to the requests and click the corresponding link at the bottom of the page..

To view different subsets of this list, change the filter criteria below.

Applicant Name:		
	Last	First
Request Date Range:	Last 360 days ▾	Get Results

Print Selected Records

☐	Current Status	Status Date	Results	
CORI	Request Received	08/18/2016	Not Yet Available	
DCF	Request Received	08/18/2016	Not Yet Available	
SORI				
Fingerprint				

☐	Current Status	Status Date	Results	
CORI	Results Received	09/15/2015	Approved/Clear	Print CORI results and instructions
DCF	Results Received	09/15/2015	Approved/Clear	Print DCF results and instructions
SORI	Results Received	09/11/2015	Approved	Print Fingerprint Notification Letter
Fingerprint	Results Received	11/16/2015	Suitable	Print Suitability Letter

6.   The Reviewer can go back to "Generate BRC Request History Report" link under "BRC Results and Reports" page to view the status of the Renewal request just submitted. The current status for the request will show "Request Pending" for CORI and DCF.

Generate BRC Request History Report

Enter the selection criteria below to generate a report of your licensee's previous BRC requests.

Please note that * indicate all required fields.

*Request Date Range:	08/01/2016 📅		📅	
	From		To	
Applicant Name:				Submit
	Last		First	

		CORI BRC Status		DCF BRC Status	
Name	**Request Date**	**Current Status**	**Status Date**	**Current Status**	**Status Date**
	08/08/2016	Request Pending	08/18/2016	Request Pending	08/18/2016

Background Record Check Manager Terminology

Conditional hiring - The hiring authority may hire a candidate conditionally and permit the candidate to have unsupervised contact with children if their CORI, DCF, and SORI have been completed and approved. A candidate hired conditionally upon the results of the fingerprint check must schedule a fingerprinting appointment as soon as possible. The candidate remains a conditional employee as long as the fingerprint-based check of the state and national criminal databases is pending.

CORI- Criminal Offender Record Information. Information regulated by the Department of Criminal Justice Information Services (DCJIS) regarding the criminal history of persons within Massachusetts, including convictions, non-convictions, juvenile, and sealed record information.

Data Entry User - any person in a licensed program who is authorized by the program to input BRC requests but NOT authorized to receive, review, or discuss the results of criminal background investigations or DCF background record check information of potential employees or volunteers in a program.

DCF – stands for the Department of Children and Families. A DCF check is a check of the Department of Children and Families' Central Registry and Registry of Alleged Perpetrators to determine if a candidate has been named in either Registry as the person responsible for abuse or neglect of a child in a supported M.G.L. c.119, §51B Report.

Fingerprint - A scan of a candidate's fingerprints submitted to the Federal Bureau of Investigation (FBI) for matching against the state and national criminal history databases. The FBI sends fingerprint results to the Massachusetts State Police and DCJIS, and then forwarded to EEC for review and approval. EEC may not share fingerprint results with programs.

Licensee Applicant - person responsible for the administration of the program or facility and is the duly authorized agent of the individual, partnership, corporation, association, organization or trust, department, agency or institution of the federal government or of the Commonwealth or any political subdivision thereof who is applying for licensure or approval.

Reviewer with Access Only - any person in a licensed program who is not a necessary participant in the hiring decision but will receive, review, or discuss the results of criminal background investigations or DCF background record check information of potential employees or volunteers in a program.

Reviewer with Hiring Authority - any person in a licensed program who is a necessary participant in the hiring decision and will receive, review, or discuss the results of criminal background investigations or DCF background record check information of potential employees or volunteers in a program.

SORI – stands for Sex Offender Registry Information. Information and classifications maintained by the Massachusetts Sex Offender Registry Board (SORB) regarding persons convicted or adjudicated of a sexual offense and required to register as a sex offender with SORB. EEC is authorized to check for level 2 and level 3 sex offenders.