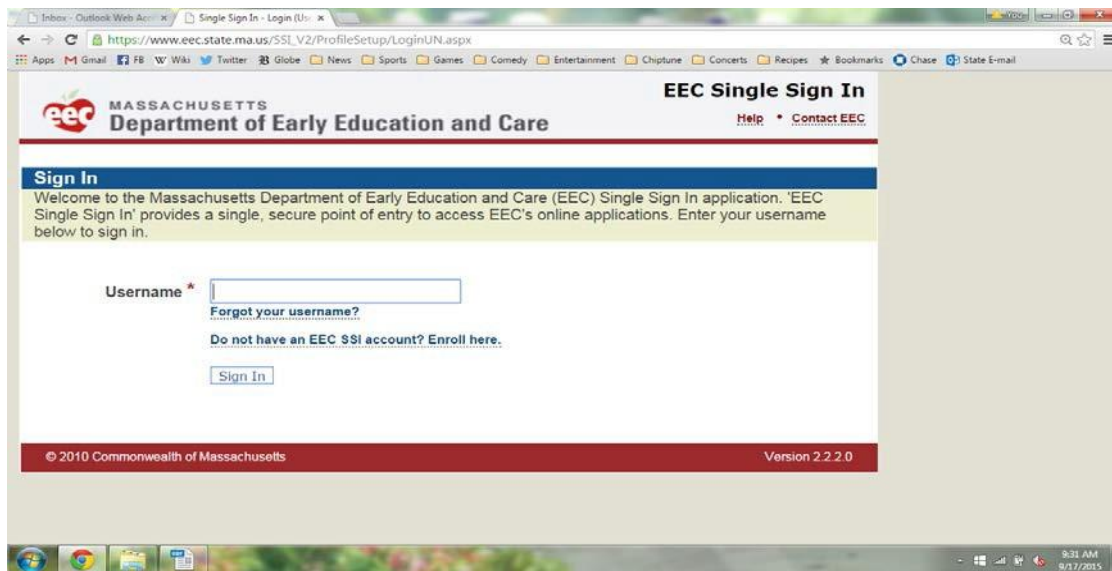


BRC Manager – Users Guide

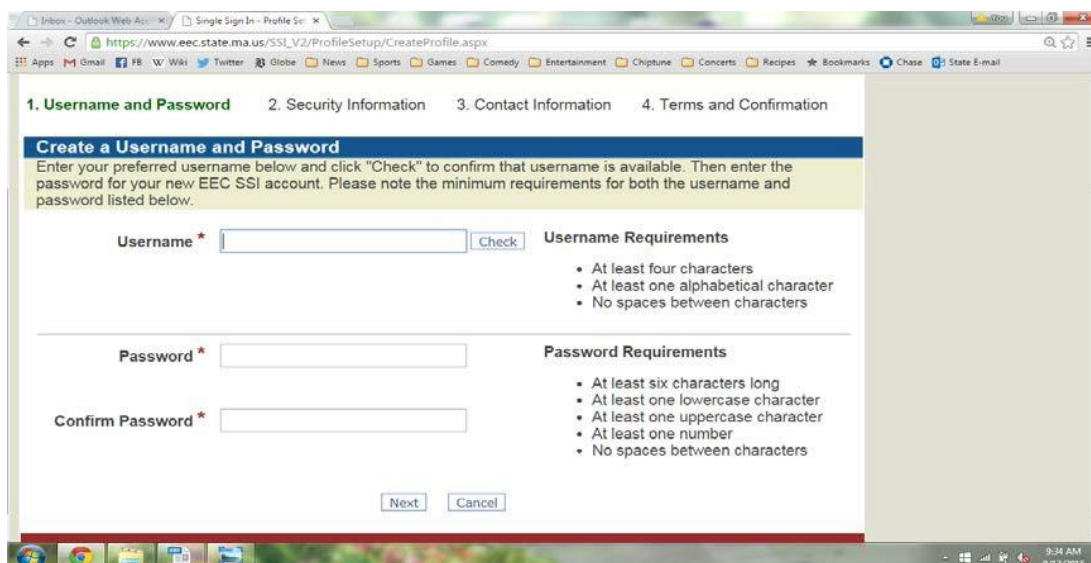
Step 1 – Create an EEC Single Sign In Account (if you already have an EEC Single Sign In Account, skip to Step 2)

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”.



The screenshot shows a web browser window with the URL https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx. The page header includes the EEC logo and the text "MASSACHUSETTS Department of Early Education and Care". The main heading is "EEC Single Sign In". Below this, a "Sign In" section welcomes users and provides a "Forgot your username?" link and a "Do not have an EEC SSI account? Enroll here." link. A "Sign In" button is also present. The footer indicates "© 2010 Commonwealth of Massachusetts" and "Version 2.2.2.0".

3. Create a Username and Password.



The screenshot shows the "Create a Username and Password" page. It includes a progress bar with four steps: "1. Username and Password", "2. Security Information", "3. Contact Information", and "4. Terms and Confirmation". The main heading is "Create a Username and Password". Below this, instructions state: "Enter your preferred username below and click 'Check' to confirm that username is available. Then enter the password for your new EEC SSI account. Please note the minimum requirements for both the username and password listed below." The form contains three input fields: "Username", "Password", and "Confirm Password". To the right of the "Username" field is a "Check" button. To the right of the "Password" and "Confirm Password" fields are "Username Requirements" and "Password Requirements" respectively. The "Username Requirements" list: "At least four characters", "At least one alphabetical character", and "No spaces between characters". The "Password Requirements" list: "At least six characters long", "At least one lowercase character", "At least one uppercase character", "At least one number", and "No spaces between characters". "Next" and "Cancel" buttons are at the bottom.

4. Complete security information.

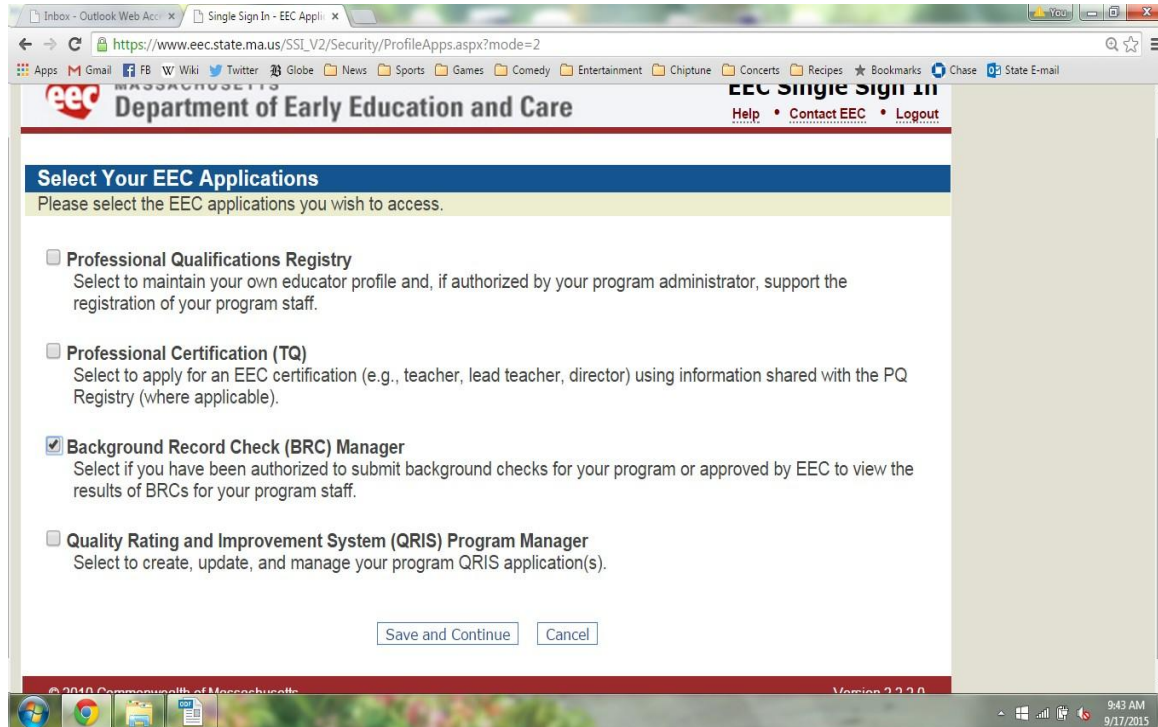
The screenshot shows the 'Create Your User Profile' page for the Massachusetts Department of Early Education and Care (EEC). The page is titled 'Create Your User Profile' and includes instructions: 'Enter the information below to create your user profile. You must complete all the four steps to set up your profile. To move on to the next page, click "Next".' The progress bar shows four steps: 1. Username and Password, 2. Security Information (current step), 3. Contact Information, and 4. Terms and Confirmation. The 'Specify Your Security Information' section includes fields for 'Identity Phrase', 'Security Question' (a dropdown menu), 'Security Answer', and 'Day of Birth (1-31)' with an example: 'Ex: If your date of birth is June 30, 1980, enter 30.' There are 'Previous', 'Next', and 'Cancel' buttons at the bottom. The footer indicates '© 2010 Commonwealth of Massachusetts' and 'Version 2.2.2.0'.

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

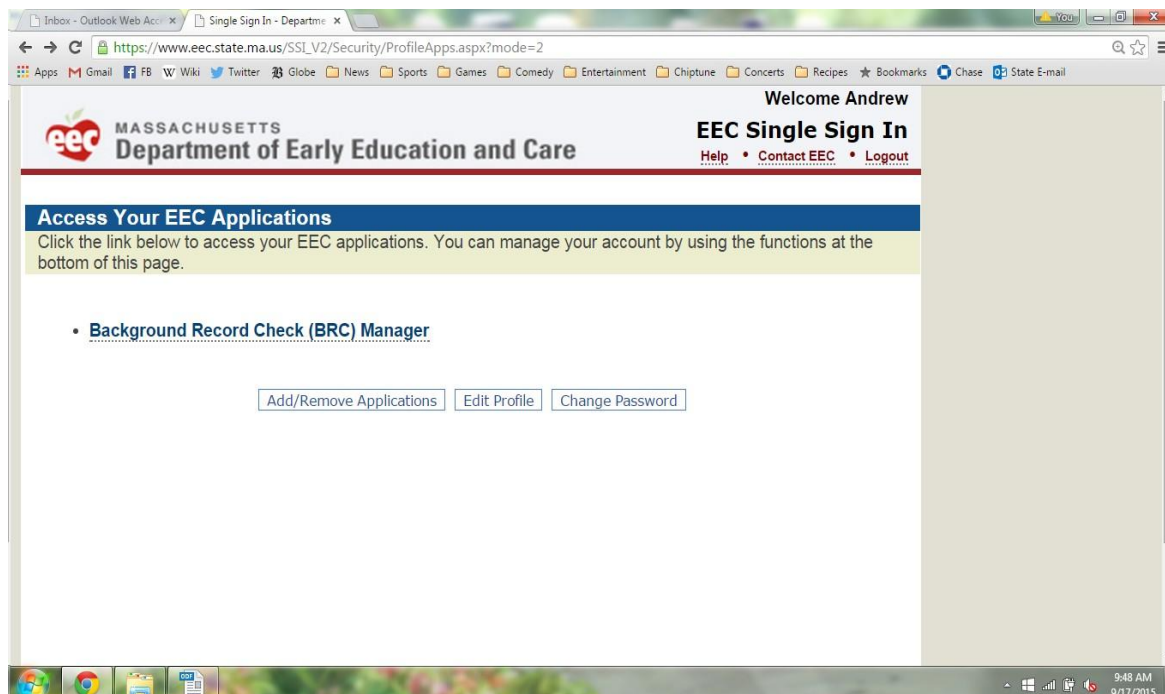
The screenshot shows the 'Create Your User Profile' page for the Massachusetts Department of Early Education and Care (EEC), step 3: Contact Information. The page includes instructions: 'Please use your legal first and last names. Do not use nicknames. For example, if your name is William, use William, not Bill.' The form fields include 'First Name', 'Last Name', 'Gender' (a dropdown menu), 'Email', 'Confirm Email', and 'Phone' (with a format: [] - [] - [] Ext []). There is a 'Skip Email' checkbox next to the email fields. Below the email fields, there is a note: 'If you do not have an email, you must enter your mailing address.' This section includes fields for 'State' (a dropdown menu), 'City' (a dropdown menu), 'Address 1', 'Address 2', and 'Zipcode'. There are 'Previous', 'Next', and 'Cancel' buttons at the bottom. The footer indicates '© 2010 Commonwealth of Massachusetts' and 'Version 2.2.2.0'.

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.



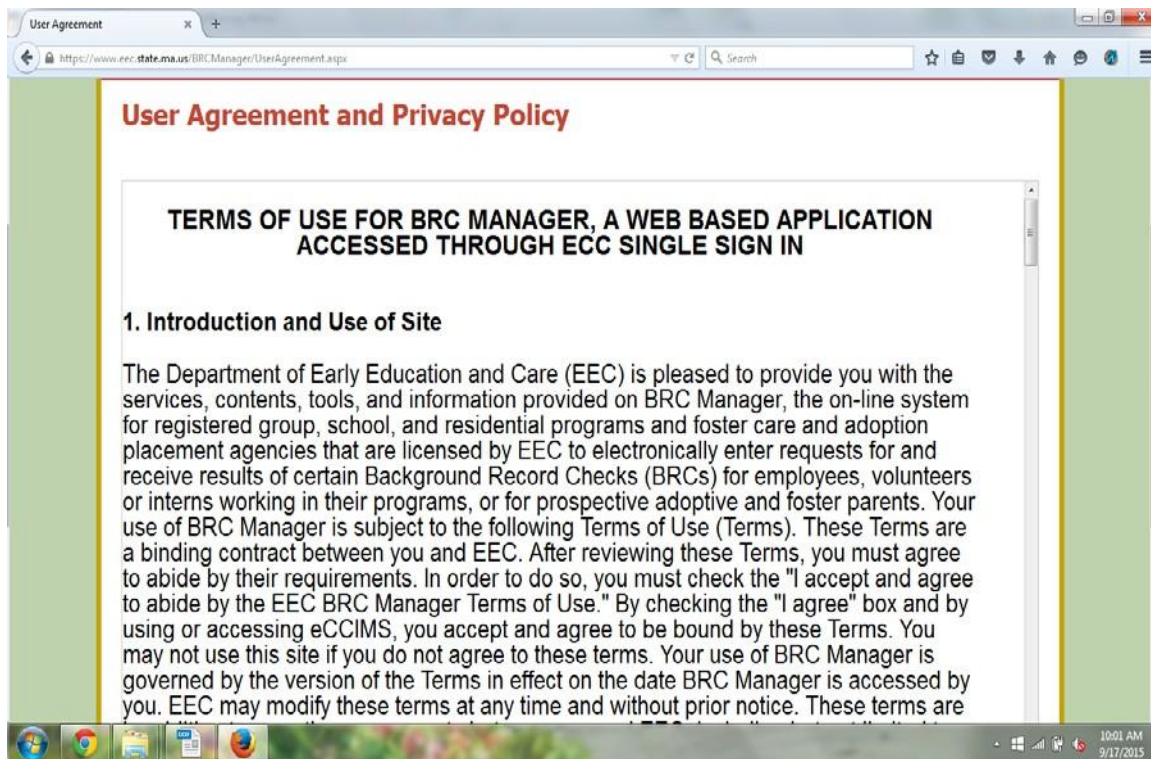
3. If you have never registered for BRC Manager before, you will see the page for New BRC Account Registration Page. If you are registering for purposes of processing BRC requests for an EEC licensed group child care program, EEC licensed school age child care program, EEC licensed residential and placement 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".

The screenshot shows a web browser window with the URL <https://www.eec.state.ma.us/brcmanager/Registration.aspx>. The page title is "New BRC Account Registration". The main text reads: "To submit new background record check requests, you must be a registered user of an active early education or child care licensee within the Commonwealth of Massachusetts. To register with your licensee, complete the information below by selecting your licensee from the list of active licensees and entering the program number provided to your licensee. If you do not have your program number, contact your licensee to obtain it." Below this, a note states: "Users who may be currently working for more than one licensee may add the second licensee from the Manage Your User Account link off the BRC Manager Home Page." At the bottom, there is a form with a label "Registration for:" followed by a dropdown menu currently showing "Licensee Provider" and a "Submit" button.

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.

The screenshot shows a web browser window with the URL <https://www.eec.state.ma.us/brcmanager/NewLicenseeAccount.aspx>. The page title is "New Licensee Account Registration". The main text reads: "To submit new background record check requests, you must be a registered user of an active early education or child care licensee within the Commonwealth of Massachusetts. To register with your licensee, complete the information below by selecting your licensee from the list of active licensees and entering the program number provided to your licensee. If you do not have your program number, contact your licensee to obtain it." Below this, a note states: "Users who may be currently working for more than one licensee may add the second licensee from the Manage Your User Account link off the BRC Manager Home Page." At the bottom, there is a form with a label "* Indicate a required fields." followed by two fields: "*Licensee Name:" with a dropdown menu and "*Program Number:" with a text input field. An "Add Account" button is located to the right of the Program Number field.

5. Once successful, you will need to agree to the User Agreement and Privacy Policy.



After you agree, you will now have access to the BRC Manager System.

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

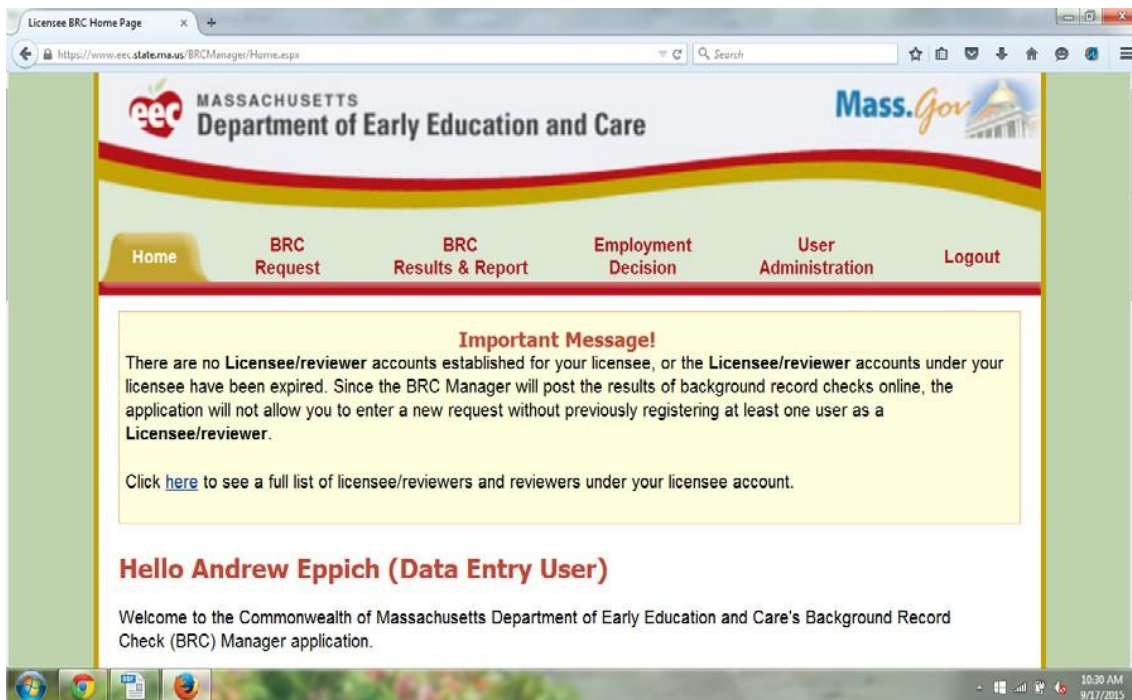
BRC Manager has four different types of user accounts: "licensee/reviewer", "reviewer with authority", "reviewer with access" and "Data Entry user". When you register for BRC manager, by default, you will have data-entry operator access. If you have been authorized as a reviewer you will need to activate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

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

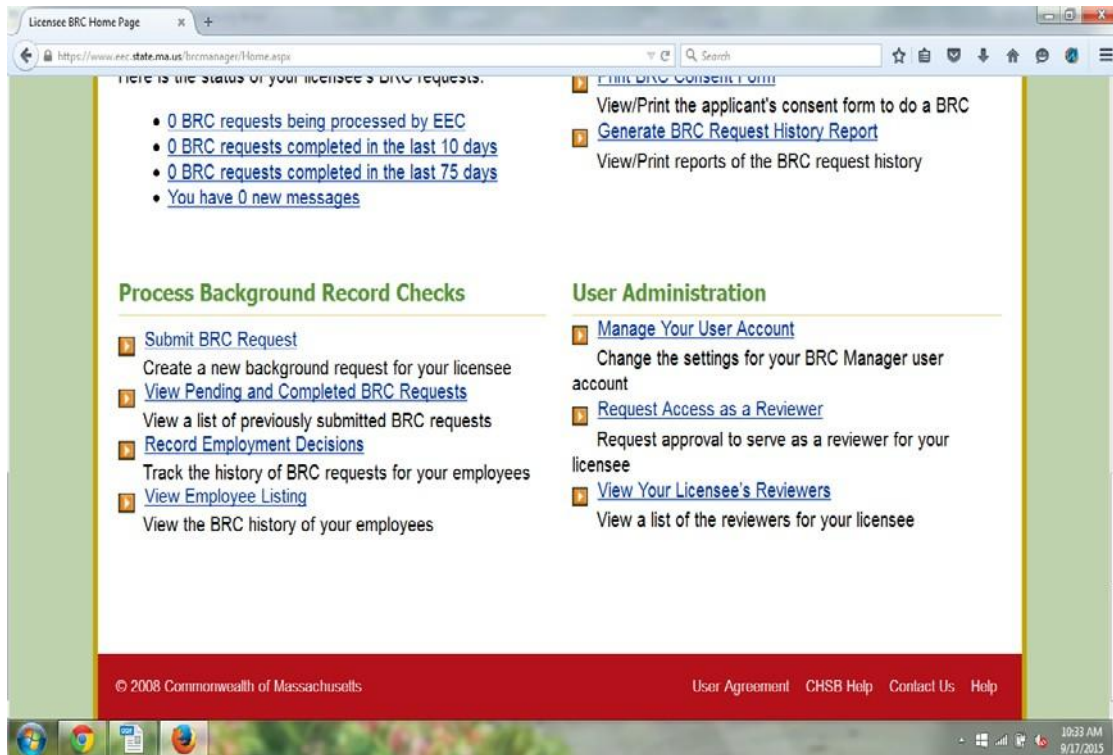
1. You have completed the Applicant/Licensee BRC form to EEC and EEC has reviewed your BRC and approved you as the Licensee/Reviewer within the past three years, and that approval has not been revoked or rescinded. The licensee/applicant BRC form must be completed by the person responsible for the administration 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. Please note: 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 last 4 digits of your social security number.

The screenshot shows the 'Request Reviewer Privileges' page in a web browser. The page has a green header and a red footer. The main content area is divided into two columns. The left column contains a status section with links for BRC requests and messages, followed by a 'Process Background Record Checks' section with links for submitting requests, viewing pending requests, recording employment decisions, and viewing employee listings. The right column contains a 'User Administration' section with links for managing the user account, requesting access as a reviewer, and viewing licensee reviewers. The footer includes copyright information for the Commonwealth of Massachusetts and links for User Agreement, CHSB Help, Contact Us, and Help.

Please note: a licensee is the person responsible for the administration of the program or facility and who is duly authorized agent of the EEC licensed agency. For example, the Executive Director, CEO, owner, etc. (These examples are not all inclusive).

For a list of current BRC licensee/reviewers and BRC reviewers and their authorization expiration dates, please go to [Licensee Reviewer List](#).

Important: Once you receive the BRC (CORI & DCF) approval results in the mail you must update your online account by completing the fields below and clicking the "submit reviewer request" button.

Licensed Umbrella Agency Name: [Redacted]

Please note that * indicates all required fields.

Reviewer's Name: Andrew Eppich

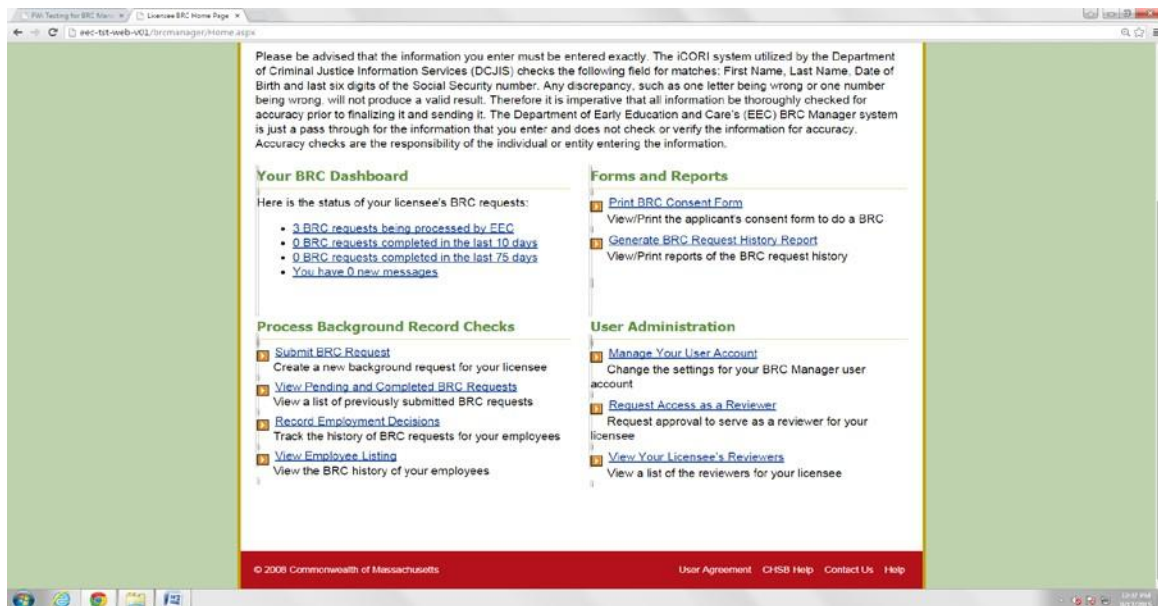
*Date of Birth: [Input Field]

*SSN: [Input Field] Last 4 digits

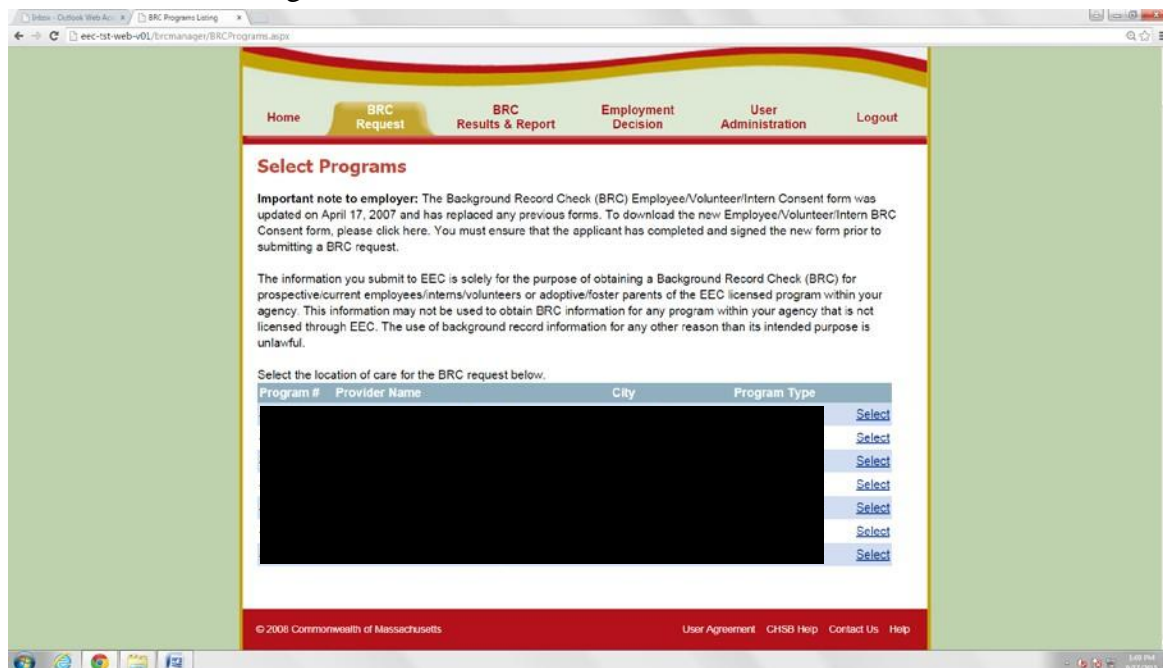
Submit Reviewer Request

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.

The screenshot shows a web browser window displaying the "Department of Early Education and Care" website. The page title is "Background Record Check Consent Form". The navigation bar includes links for Home, BRC Request, BRC Results & Report, Employment Decision, User Administration, and Logout. The main content area contains an "Important Notice" stating that the consent form has been updated as of August 15, 2013, and that users must complete the current form for any request submitted on or after that date. Below the notice is a link to the "Employee/Volunteer/Intern BRC Consent form (Last Updated)". A "Continue Background Record Check" button is located at the bottom of the form. The footer includes the copyright notice "© 2008 Commonwealth of Massachusetts" and links for User Agreement, CHSB Help, Contact Us, and Help.

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.

The screenshot shows the "Submit BRC Request" page on the Department of Early Education and Care website. The page title is "Submit BRC Request". The navigation bar is the same as the previous page. The main content area contains a form with the following sections:

- Applicant Information:** Fields for Last Name, Suffix, First Name, Other Maiden or Surname, Middle Initial, Other Maiden or Surname, Maiden Name, City, Address 1, Address 2, State (dropdown), Birth Date, and Zip Code.
- Applicant Category:** Fields for Purpose (dropdown) and Sub Purpose (dropdown).
- Applicant SSN:** Fields for Last six digits (with a dropdown for XXX) and a checkbox for "Applicant indicated on their application that they have never been issued a Social Security # (required)".
- Date and Location of Residence(s) for the Last 7 Years:** A text area for electronic submission of this information.
- Mail Results to (check Program or Licensee address):** Fields for Program No. and Licensee No.

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

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

Background Record Checks Request Reports

- [View Pending and Completed BRC Requests](#)
View a list of previously submitted BRC requests
- [Generate BRC Request History Report](#)
View/print reports of the BRC request history for your licensee

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

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 10 days Last 10 days Last 30 days Last 75 days Last 100 days Last 360 days Last 3 years Get Results

[Print Selected Records](#)

	s	Status Date	Results
<input type="checkbox"/> CORI	Request Received	08/16/2016	Not Yet Available
<input type="checkbox"/> DCF	Request Received	08/16/2016	Not Yet Available
<input type="checkbox"/> SORI			

- 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

[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

[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				

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



Background Record Checks Request Reports

- [View Pending and Completed BRC Requests](#)
View a list of previously submitted BRC requests
- [Generate BRC Request History Report](#)
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.

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: From 03/01/2016 To 08/18/2016

Applicant Name: Last First

Submit

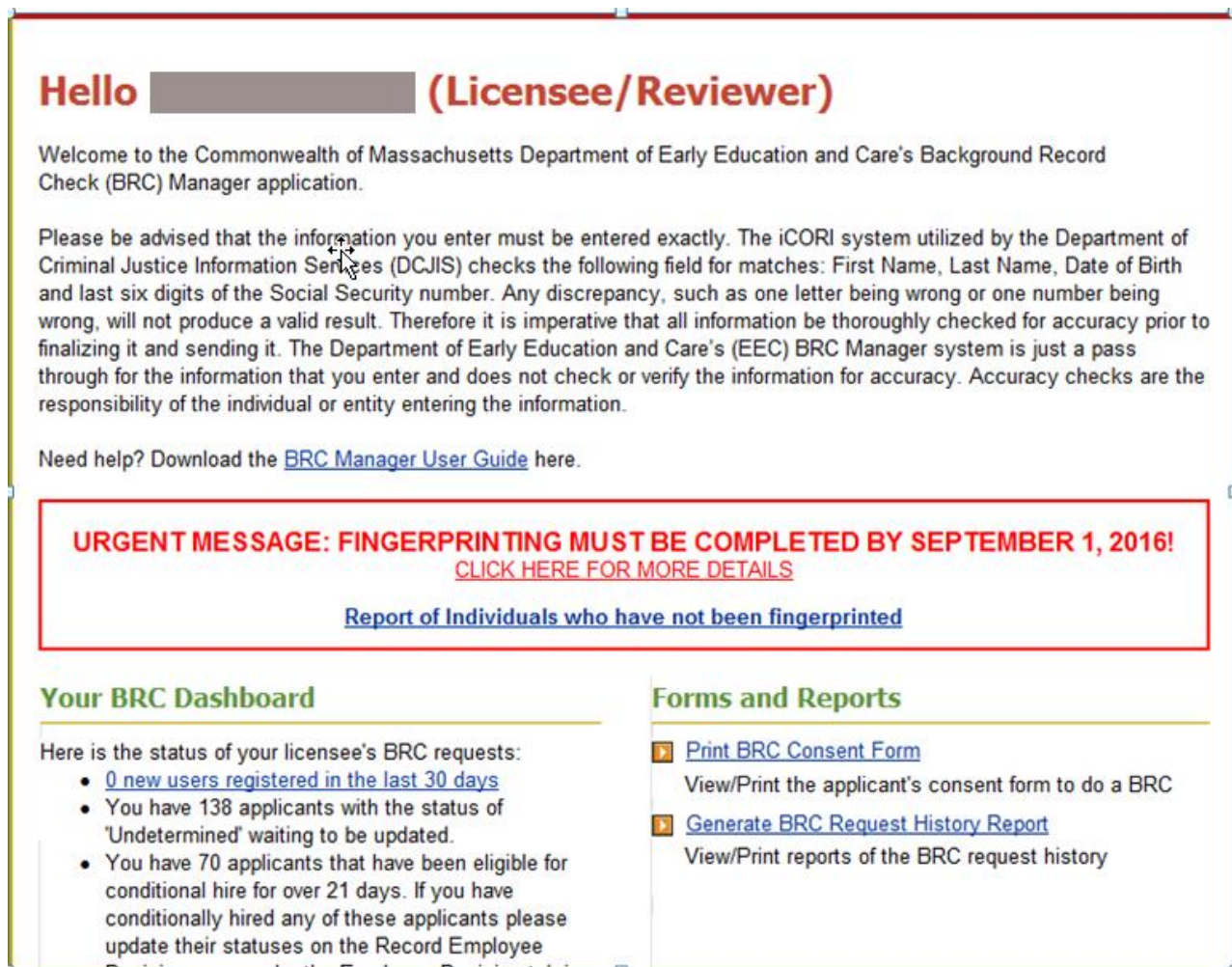
Name	Request Date	CORI BRC Status		DCF BRC Status	
		Current Status	Status Date	Current Status	Status Date
[REDACTED]	08/15/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	08/09/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	08/08/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	07/26/2016	Request Pending	08/16/2016	Request Pending	08/16/2016
[REDACTED]	03/30/2016	Results Received	04/05/2016	Results Received	04/05/2016
[REDACTED]	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.



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.



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



Background Record Checks Request Reports

- [View Pending and Completed BRC Requests](#)
View a list of previously submitted BRC requests
- [Generate BRC Request History Report](#)
View/print reports of the BRC request history for your licensee

- 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**

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 10 days Last 30 days Last 75 days Last 100 days Last 360 days Last 3 years Get Results

[Print Selected Records](#)

	s	Status Date	Results
<input type="checkbox"/> CORI	Request Received	08/16/2016	Not Yet Available
<input type="checkbox"/> DCF	Request Received	08/16/2016	Not Yet Available
<input type="checkbox"/> SORI			

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

Applicant Name:
Last First
 Request Date Range:

[Print Selected Records](#)

<input type="checkbox"/> [REDACTED]				
	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				

<input type="checkbox"/> [REDACTED]				
	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				

<input type="checkbox"/> [REDACTED]				
	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				

<input type="checkbox"/> [REDACTED]				
	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				

<input type="checkbox"/> [REDACTED]				
	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 not suitable 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.

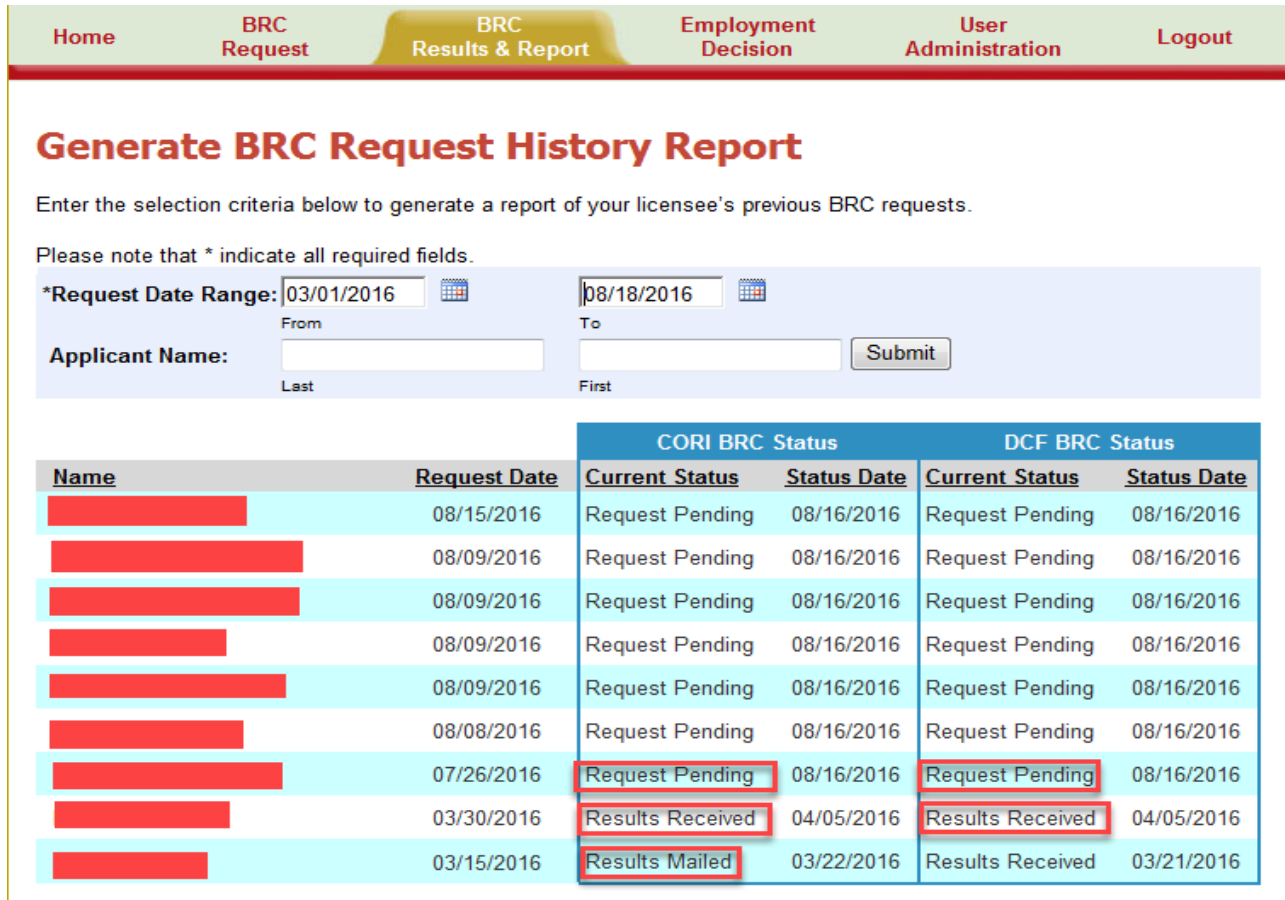
The program should record when the applicant was fingerprinted and encourage all applicants to keep a copy of the receipt received after fingerprinting. *You should have received a fingerprint notification letter for anyone hired on or after September 1, 2013; likewise you should have received a fingerprint 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.



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

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.



Employment Status

- [Record Employment Decisions](#)
Track the history of BRC requests for your employees
- [View Employee Listing](#)
View the BRC history of your 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.



Employment Status

- 
- [Record Employment Decisions](#)
Track the history of BRC requests for your employees
 - [View Employee Listing](#)
View the BRC history of your employees

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".

Enter the selection criteria below to search for a employment decision list.

Please note that * indicate all required fields.




*Location of Care:	<input type="text"/>
Request Date Range:	09/01/2013  To <input type="text"/> 
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Employment Status:	<input type="text"/> 
<input type="button" value="Get Results"/>	

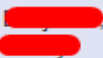

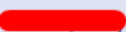


12. The next screen will show all requests for applicants with a BRC request for the date range indicated.

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.

Please note that * indicate all required fields.

*Location of Care:	<input type="text"/>
Request Date Range:	09/01/2013  To <input type="text"/> 
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Employment Status:	<input type="text"/> 
<input type="button" value="Get Results"/>	

<u>Name</u>	<u>Request Date</u>	<u>Employment Status</u>	<u>Status Date</u>	<u>Last Modified Date</u>	<u>Comments</u>	<u>Actions</u>
	09/05/2013	Undetermined				<input type="button" value="Edit Info"/>
	09/05/2013	Undetermined				<input type="button" value="Edit Info"/>
	09/05/2013	Undetermined				<input type="button" value="Edit Info"/>
	09/05/2013	Undetermined				<input type="button" value="Edit Info"/>
	09/11/2013	Undetermined				<input type="button" value="Edit Info"/>

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.

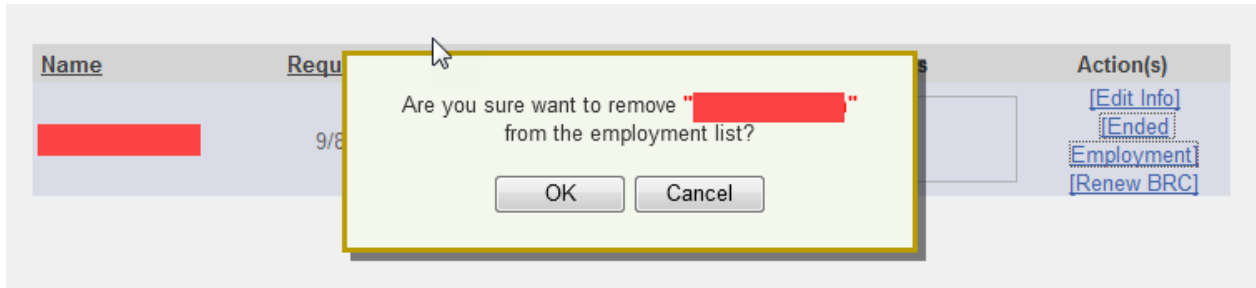
The screenshot shows a form titled 'Edit Info' with the following fields: 'Applicant Name' (redacted), 'Request Date' (09/05/2013), 'Employment Status' (a dropdown menu currently showing 'Undetermined'), '*Status date' (08/18/2016), and 'Comments' (a large text area). At the bottom of the form are two buttons: 'Update' and 'Cancel'.

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.

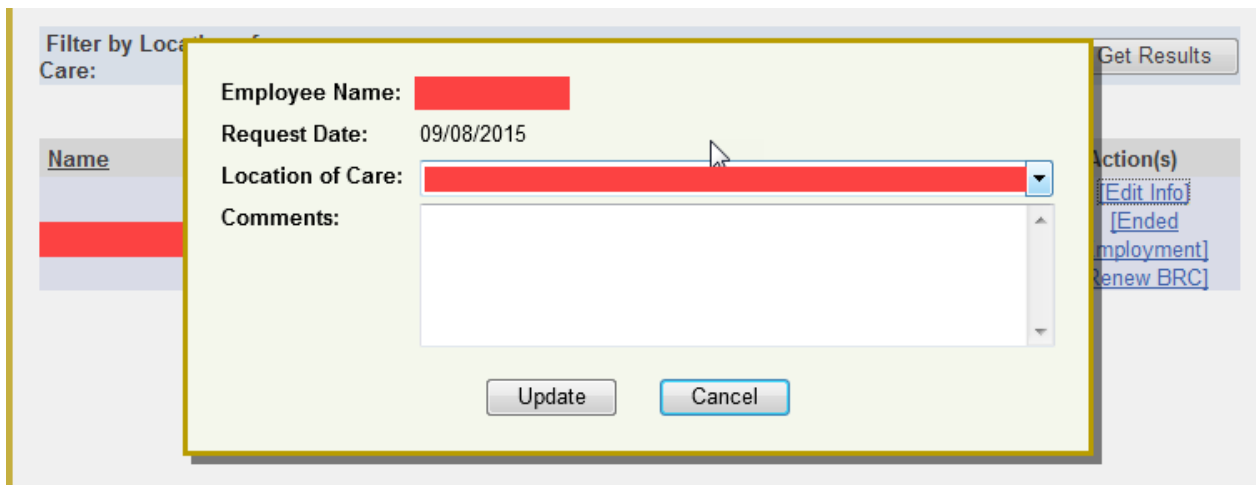
The screenshot shows the 'View Employee Listing' page. It has a title 'View Employee Listing' in red. Below the title is a paragraph: 'Below is a list of the individuals who have undergone background records checks and who you have indicated are employed with your organization. You can remove duplicates or individuals no longer employed from this list or request a new BRC using the action links below.' Below this is a filter section with 'Filter by Location of Care:' followed by a dropdown menu (redacted) and a 'Get Results' button. Below the filter is a table with the following columns: 'Name', 'Request Date', 'Location of Care', 'Comments', and 'Action(s)'. The table contains one row with a redacted name, the date '9/8/2015', a redacted location, an empty comment box, and four action links: '[Edit Info]', '[Ended Employment]', '[Renew BRC]', and '[Renew BRC]'.

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

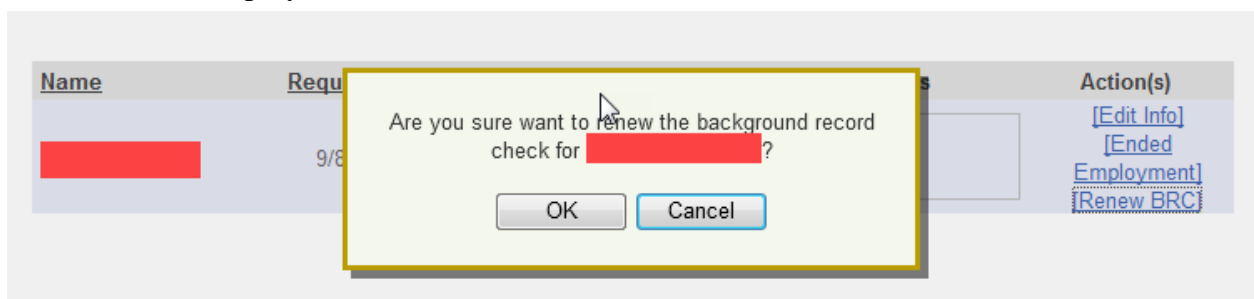
15. If the Reviewer clicks on "Not Employed", the below pop up screen is displayed and the user can remove the person from the employment list. **Care (Currently this option is not functional)**



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:

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:

Print Selected Records

<input type="checkbox"/>	<input type="text"/>
	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	

<input type="checkbox"/>	<input type="text"/>
	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:

Applicant Name: Last First

Name	Request Date	CORI BRC Status		DCF BRC Status	
		Current Status	Status Date	Current Status	Status Date
<input type="text"/>	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.