Youth Camp Administrator BCIS Roster Management

What is a comprehensive background check?
A comprehensive background check consists of the following:
- a criminal history records check based on fingerprints **OR** an internet search of the Judicial Department website based on name and date of birth,
- a check of the Connecticut child abuse registry, and
- a check of the National Sex Offender Registry Public Website maintained by the United States Department of Justice.

Who needs a comprehensive background check?
As of 10/1/22, all prospective youth camp employees who are 18 years of age or older who are applying for a position that requires the provision of care to a child or unsupervised access to a child must complete a comprehensive background check through the OEC’s Background Check Information System (BCIS).

What youth camp employees do not need a comprehensive background check?
The following employees do not need a comprehensive background check:
- An employee who holds a current J-1 visa, H-1B visa or R-1 visa issued by the United States Department of State
- An employee who is less than 18 years of age
- An employee who does not provide direct care to children and who does not have unsupervised access to children

What if an individual was already employed by the camp on or before 9/30/22?
An individual who was employed in a year-round permanent (not seasonal) position at the camp on or before 9/30/22 and who is in a position working with or having unsupervised access to children must submit to a comprehensive background check within five years of the date of hire and every five years thereafter. If the individual has been employed for more than five years, they must submit to a comprehensive background check immediately.

How long is a comprehensive background check good for?
Once the comprehensive background check is completed, that individual is not due for another background check for five years from the date of completion of the background check unless otherwise requested by the OEC.

Does an OEC comprehensive background check completed for employment in a licensed child care program meet the requirements for employment at a licensed youth camp?
Yes, an OEC comprehensive background check completed for employment at a licensed child care program satisfies the background check requirement for employment at a licensed youth camp. However, an OEC comprehensive background check completed for
employment at a licensed youth camp will only meet the requirements for employment at a licensed child care program if such background check was completed based on fingerprints

**Why do I need a background check?**

**It's all about safety.** Children thrive when they are cared for by people they trust in a secure, safe environment. That's why the OEC completes comprehensive background checks on people who provide direct care to children in Connecticut.

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

**Important Facts:**

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

**Where Do I Begin? Introducing BCIS**

The Background Check Information System (BCIS) is a tool to help you submit required information to OEC. It dramatically streamlines the process of getting a background check for all youth camp staff.

**Before you begin**

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

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

OEC will send you an invitation to be an Administrator for your license's BCIS Roster.

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

2. Create your account

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

Registration screen

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

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

3. Managing your program roster

Click the roster tab from the left menu: This will allow you to see all the staff that have information in BCIS. As the Administrator of your Youth Camp BCIS account(s), you will be able to manage everyone’s background checks. The next several pages will take you through the steps of managing background checks, updating your own information, inviting new staff members to your roster, and requesting staff members to complete background checks.
IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each staff member on your roster has their own individual email address. The system only allows an email address to be used for one account. Instruct staff members to use a personal email address when creating their BCIS account.

   It is important for all the staff on your roster to enroll in BCIS so that when they are due for a background check, they will have access to their account to complete the steps necessary to ensure that their background checks remain CURRENT.

Adding Staff Members to your Program Roster

If there are staff members who do not appear on your roster you will have to invite them.

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

2. Enter the individuals:
   a. First name
   b. Last name
   c. Date of birth
   d. Last four digits of their Social Security number (optional)
   e. Zip code
   f. Click the purple ‘Search’ button
3. When the individual is not located you will receive a NO RECORD FOUND indicator in the top left-hand side of your screen. Please then invite the individual to create a BCIS account and join your roster. This is done by:

   a. Selecting your program roster from the drop-down menu
   b. Select the individual's role (Staff)
   c. Type their email address into the email section.
   d. Background Check Request Type: Allows you to select a Youth Camp Specific or Traditional Background check while inviting a person to your youth camp ROSTER. For differences of these background checks, please see pages 8 and 9 below.
   e. Click the purple SEND INVITE button.
IMPORTANT ITEMS TO REMEMBER:

1. Please make sure that each staff member on your roster has their own individual email address. The system only allows an email address to be used for one account.

2. For the individual that you have invited to BCIS to show up on your roster they MUST follow the instructions in the two emails they will receive. (Please see Youth Staff Instructions for detailed information on these steps)

Requesting Background Checks from Staff Members

All Youth Camp Directors will be responsible for managing the background checks of their staff members. Upon logging into your BCIS account for the first time, please note the status of the background checks of all those on your roster. The status of everyone on your roster can be found in the STATUS column next to their name. The date in that column will either be a date in the future, indicating that this is when your background is due to expire or the current date, which means it has expired in the past.

1. When looking at your roster, you will see the purple REQUEST BACKGROUND CHECK button for anyone who needs to complete a background check. To initiate the background check for this individual you will click on this button and the system will send the individual an automated email asking them to log in and complete the background check.
2. Once a Camp Director/BCIS Admin for a program roster clicks the REQUEST BACKGROUND CHECK button, a pop-up screen will appear. At this point the Administrator will indicate which background check process they will be using. Either:
   a. **Traditional BCIS Background Check** where BCIS will complete the DCF and the NSOR once the individual initiates the background check and the individual must obtain digital fingerprints. If the administrator is choosing the traditional BCIS Background check, click on the button “Traditional Background Check”. A background check obtained using this method meets the background check requirements for youth camps AND licensed childcare centers, which is helpful for staff that work in both types of programs.
b. **Youth Camp Specific Background Check** where BCIS will complete the DCF and the NSOPW once the individual initiates the background check. The BCIS administrator for the program is responsible for acknowledging and following all the requirements for conducting a Name and Date of Birth Check at: [https://jud.ct.gov/crim.htm](https://jud.ct.gov/crim.htm) searching for convictions in the Criminal/Motor Vehicle tab.

- The BCIS roster administrator is responsible for certifying that they will follow all requirements for completing the youth camp specific background check. They must review any results found in a search for OEC Disqualifying Crimes and shall require an individual that has a conviction for a crime that appears on this list complete fingerprints and undergo an internal OEC conviction review process.

If the administrator chooses the Youth Camp Specific Background Check, click on the button “Youth Camp Specific Background Check”.

A youth camp specific background check DOES NOT meet the background check requirements of a licensed childcare program.

3. Next the Administrator will need to check the Judicial Website using the link provided above and the hyperlink provided in BCIS to determine if the individual has a CONVICTION of a crime on OEC's Disqualifying Crimes list.
   a. This is done by clicking on the link that states Convictions Search by Defendant
b. Next you will type the employees:
   i. Last name
   ii. First initial
   iii. Birth Year
   iv. Leave Court Location blank to capture the entire state
   v. Select Criminal from the Category drop down menu

c. The administrator will then search the Office of Early Childhood Crimes List and compare the results of the search to the list. If there are any convictions of disqualifying crimes found the administrator will then return to the BCIS roster and request that the employee obtain fingerprint results. (Please go to Step 4)
d. If there are no convictions of disqualifying crimes found the administrator may CERTIFY that the individual does not have any convictions by following the steps below:

Return to the roster and click on the CERTIFY tab on the left-hand side. (a)

Select the individual you are choosing to certify by clicking on the purple CERTIFY button. (b)

e. Provide the date that the Name and DOB check was completed on the judicial website and click the purple CONFIRM CERTIFY button. (c)
f. Visa Certification Process (if applicable): Click on Certify Visa button to verify visa expiration date. This option in BCIS only pertains to youth camp staff members who are current holders of a J-1 visa, H-1B visa or R-1 visa issued by the United States Department of State.

Enter the Visa expiration date as shown below screenshot.
4. Should the administrator discover a conviction for a disqualifying crime while searching the State Judicial Website, they must request that the individual complete the FBI and State criminal check, utilizing fingerprints.
   a. To complete this, the director will NOT certify the individual, but will return to the roster and click the purple REQUEST FINGERPRINT button:
   b. Clicking this button will send the individual a request to complete the traditional BCIS background check which includes a FBI and state criminal fingerprint component.
   c. Should a disqualifying crime be discovered because of the fingerprint component, an OEC staff member will reach out to inform both the program director/administrator and the individual of the steps required to process an appeal.

How Do I Remove Someone from My Roster?

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

If you hire a staff member who has an active BCIS account, please follow the steps below:

1. Ask the individual to log into their BCIS account and write down their BCIS ID. Every individual in BCIS has a unique ID assigned to them. It can be found on the upper left-hand side of the screen.

2. You will then log into your Administrator Account and from the roster page, click on the purple INVITE PERSON button.
3. You will then enter **ONLY** the BCIS ID that the individual you are adding has provided you with and click on SEARCH.

4. When the individual is found, the system will ask you if you want to add them to your roster and in which role. Select the appropriate license and role and hit ADD.
Understanding the Roster Columns

1. Name
2. Date of Birth
3. BCIS ID
4. Expiration Date: the date the background check will expire
5. Future Expiration Date:
6. Status
7. Role
8. If the line is highlighted in RED, the background check has already expired
9. Once an individual's background check enters the 6-month window prior to expiration their line will be highlighted in YELLOW and will remain YELLOW until the background check is completed OR it expires.
BACKGROUND CHECK STATUS MEANINGS

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

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

b. **IN PROGRESS:** OEC has received all required items, which are being processed. Please check back regularly as these statuses are updated nightly. This individual can NOT yet begin work with children.

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

d. **NEEDS BACKGROUND CHECK:** OEC does not have an updated and current record for this individual in BCIS. Therefore, they are currently due for a background check. If you believe this may be incorrect, please email the OEC Legal Department at OEC.BC@ct.gov. This individual can NOT yet begin work with children.

e. **PENDING:** OEC is awaiting additional registry check results to complete this application, which may include out-of-state record checks, or is reviewing additional documentation. OEC may contact you and/or the individual if additional information or documentation is needed. This individual can NOT yet begin work with children.

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

- This individual can begin work with children ONLY if supervised at all times by a staff member who has a Current background check noted in BCIS

g. **BGC XEMPT:** This individual is legally exempt from the background check requirement, either because they are under 18 years of age or they are a current holder of a J-1, H-1B or R-1 visa issued by the United States Department of State. This individual is eligible to work with children.

h. **AWR:** Awaiting results, Background Check components are pending. This individual can NOT yet begin work with children.
Where Can I go for Assistance with BCIS and Background Checks?

1. Need help with your log in ID or password?
   a. Submit a Support Desk Ticket here: [https://helpdesk.oecit.org/](https://helpdesk.oecit.org/) Please be sure to include the following in your request:
      i. Name
      ii. DOB
      iii. Email address
      iv. Telephone Number
      v. License Number
   b. Email [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV) Please include the following in your email:
      i. Name
      ii. DOB
      iii. Email address
      iv. Telephone Number
      v. License Number
   c. Call OEC 1-860-500-4466.

2. Have questions about your staff members’ background check status or think it is incorrect?
   a. Submit a Support Desk Ticket here: [https://helpdesk.oecit.org/](https://helpdesk.oecit.org/) Please be sure to include the following in your request:
      i. Name of individual
      ii. DOB of individual
      iii. Email address
      iv. Telephone Number
      v. License Number
   b. Email [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV) Please include the following in your email:
      i. Name of individual
      ii. DOB of individual
      iii. Email address of individual
      iv. Telephone Number
      v. License Number
   c. Call OEC 1-860-500-4466.

3. Need technical assistance?
   a. Submit a Support Desk Ticket here: [https://helpdesk.oecit.org/](https://helpdesk.oecit.org/)
   b. Email [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV)
   c. Call OEC 1-860-500-4466

4. Need questions answered about BCIS and the process?
   a. Submit a Support Desk Ticket here: [https://helpdesk.oecit.org/](https://helpdesk.oecit.org/)
   b. Email [OEC.BC@CT.GOV](mailto:OEC.BC@CT.GOV)
   c. Call OEC 1-860-500-4466.

5. Need assistance with scheduling fingerprint appointments:
   a. Call 211 @ 1-800-505-1000
   b. Visit [https://www.ctoec.org/background-checks/fingerprints-background-checks/](https://www.ctoec.org/background-checks/fingerprints-background-checks/) and scroll to the bottom of the page and click on the link that takes you to information about local police stations that do fingerprints. PLEASE NOTE: we do not guarantee that the information on the list is the most up to date information so please contact the police station where you plan to go to make sure that the hours and services are still accurate.