

Child Care Center Administrator BCIS Roster Management

Who needs a background check?

Childcare programs are required to submit background checks if they are:

- Licensed child care centers and group child care homes
- Licensed family child care homes
- License-exempt child care facilities (like those run by schools or towns) that receive funding from Care 4 Kids

People who need a background check at least every five years include:

- Child care staff members, including employees and volunteers age 16 and older who care for children or have unsupervised access to children
- Family child care home providers, assistants, and substitutes
- Everyone ages 18 or older who lives in a licensed family child care home

Why do I need a background check?

It's all about safety. Children thrive when they are cared for by people they trust in a secure, safe environment. That's why OEC completes comprehensive background checks on people who provide direct care to children in Connecticut (as well as household members age 18 and older in family child care homes).

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

Important Facts:

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

Where Do I Begin?

Introducing BCIS

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

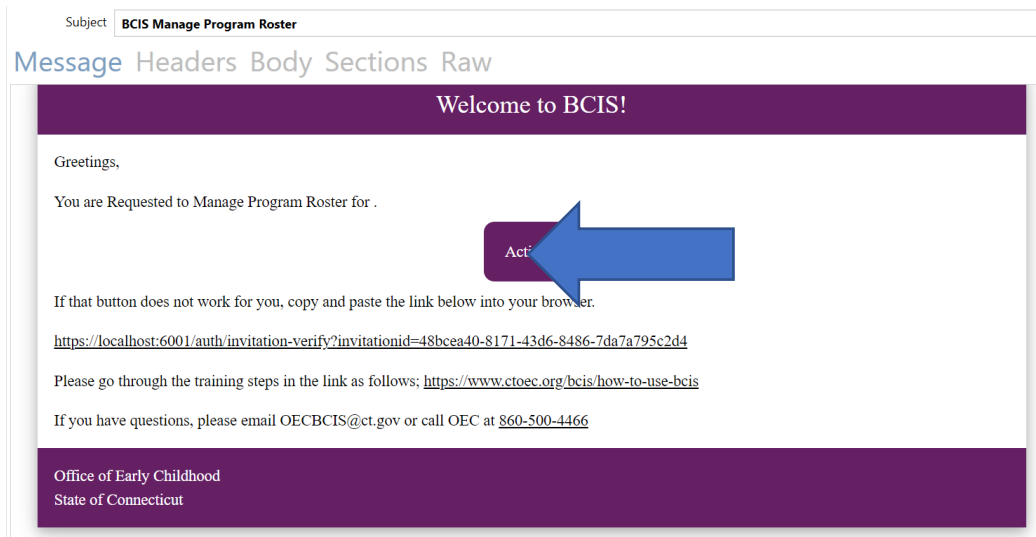
Before you begin

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

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

OEC will send you an invitation to be an Administrator for your licenses BCIS Roster.

When you receive this email click on the ACTIVATE button.



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

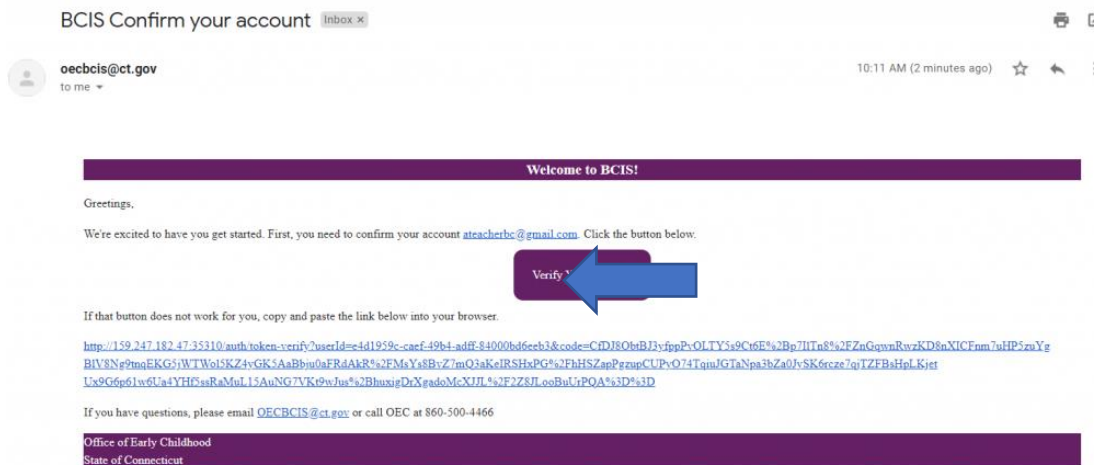
2. Create your account

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 programs BCIS account, you will be able to manage everyone’s background checks. The next

several pages will take you through the steps of managing background checks, updating your own information, inviting new staff to your roster, invite staff members to complete a background check and completing a background check.

Menu

CT OEC BCIS Sign Out

program@email.com

BCIS ID

Status

Roster
Select your roster from the drop down list below

Select Roster
TestProgram-DCCC.70492

Add Person **Download PDF** **Download Excel**

Person Detail Filter

Background Check

Program

Roster

FAQ

Settings

Please hover your mouse over the status columns to get more details

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chene TestLastName	10/03/2000	10/08/2021	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

Getting staff members who are already present on your roster to enroll in BCIS

1. While on the Roster Screen
 - a. Click on the purple **INVITE to BCIS** next to their name
 - b. Enter an **individual** email address for the household/staff member
 - c. Click on the purple **SUBMIT** Button

That individual will then receive an email stating that your program has invited them to BCIS and they will need to follow the instructions to create their account and establish their password. (Please see Staff Instructions for Creating an Account and Completing a Background Check)

Menu CT OEC BCIS Sign Out

program@email.com

BCIS ID

Status

Roster
Select your roster from the drop down list below

Select Roster
TestProgram-DCCC.70492

Add Person Download PDF Download Excel

Person Detail Filter

Background Check

Program

Roster

FAQ

Settings

Please hover your mouse over the status columns to get more details

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chanel TestLastName	10/09/2006	10/08/2021	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invide to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invide to BCIS

← a

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. 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.


Getting staff members who are not present on your roster to enroll in BCIS

If you determine that there are staff that are not on your roster, you will need to invite them to your roster.

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

Menu

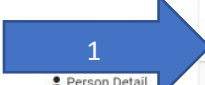
program@email.com







CT OEC BCIS Sign Out 


Roster
Select your roster from the drop down list below

Select Roster
TestProgram-DCCC.70492





Add Person **Download PDF** **Download Excel**

1 

Person Detail  Background Check  Program  Roster  FAQ  Settings 

Filter 

Please hover your mouse over the status columns to get more details

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chane TestLastName	10/03/2006	10/08/2021	Needs BC	Staff	 Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	 Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	 Invite to BCIS

2. Enter the individuals:

- a. First Name
- b. Last Name
- c. Date of Birth
- d. Last four of their Social Security Number
- e. Their zip code
- f. Click the purple Search Button

Add New Person

Search below to check if the person you would like to add to your roster is already in our system.

Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
 - Last 4 digits of SSN / ITIN OR Zip Code

First Name New	Last Name Staff
Date of Birth 1/1/1980	Last 4 digits of SSN/ITIN
Zip Code 06103	BCIS ID Number
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

No record was found matching the information you entered. Check to make sure the information was entered correctly and try any aliases or other names (e.g. Maiden Names) for this person.

If you are still unable to locate a person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster*.

If you believe this individual should be listed in BCIS but you are unable to find them in this search, you may e-mail OECBCIS@Ct.gov or call 860-500-4466.

Please select your program TestProgram-DCCC.70492	Please Select Role Type Staff
Email NewStaff@email.com	
<input type="button" value="Send Invite"/>	

3. When the individual is not located, and you receive a NO RECORD FOUND indicator in the top left-hand side of the screen please invite the individual to create their BCIS account and join your roster. This is done by:

- a. Selecting your program roster from the drop-down menu
- b. Select the individual's role (Staff)
- c. Type their email address into the email section.
- d. Click the purple SEND INVITE button.

Add New Person

Search below to check if the person you would like to add to your roster is already in our system.

Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, DOB AND;
 - Last 4 digits of SSN / ITIN OR Zip Code

First Name New	Last Name Staff
Date of Birth 1/1/1980	Last 4 digits of SSN/ITIN
Zip Code 06103	BCIS ID Number

Search Clear

No record was found matching the information you entered. Check to make sure the information was entered correctly and try alternate names or other names (e.g. Maiden Names) for this person.
If you are still unable to locate a person, enter the person's email address below to invite them to add their demographic information to BCIS for the first time. Once they complete that step, they will be added to your program roster.

If you believe this individual should be in BCIS but you are unable to find them in this search, you may e-mail OECBCIS@ or call **860-500-4466**.

Please select your program TestProgram-DCCC.70492	Please Select Role Type Staff
Email NewStaff@email.com	

Send Invite

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

Requesting Background Checks from Staff Members

All program administrators will be responsible for managing their background checks, as well as the background checks of their staff. Upon logging into your BCIS account for the first time, please note the status of the background checks of all those on your roster. The status of everyone on your roster can be found in the STATUS column next to their name. The date in that column will either be a date in the future, indicating that this is when your background is due to expire.

The screenshot shows the BCIS Roster page with the following data:

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestDemo BCUser1	01/01/2001	06/04/2022	Needs BC	Staff	Request Background Check
TestDemo BCUser3	01/01/2001	02/01/2022	Awaiting FP	Staff	Request Background Check
TestDemo BCUser2	01/01/2002	06/01/2022	Needs BC	Staff	Request Background Check
TestDemo BCUser7	01/01/2001	10/01/2022	Current	Staff	Request Background Check

(Please note that the names of any individual who will be expiring within the next six months will be highlighted in yellow) OR it will be the current date, indicating that the background check for that individual has expired in the past and this person does not have a **CURRENT** background check. (Please note that those who have an expired background check will be highlighted in red). Please see the end of these instructions for the various background checks and what they mean.

If any of the staff members on your roster have a Needs Background Check Status or will be expiring within 6 months you will send them a request to complete a background check using BCIS.

1. When looking at your roster, you will see the purple REQUEST BACKGROUND CHECK button for anyone who needs a complete background check. To initiate the background check for this individual you will click on this button and the system will send the individual an automated email asking them to log in and complete the background check.

The screenshot shows the BCIS Roster interface. At the top, there is a purple header with 'CT OEC BCIS' and a 'Sign Out' button. Below the header, there is a 'Roster' section with a dropdown menu for 'Select Roster' set to 'TestProgram-DCCC.70492'. There are three buttons: 'Add Person', 'Download PDF', and 'Download Excel'. Below this is a table with columns: Name, DOB, Background Check Expiry Date, Status, Role, and Action. The table contains four rows of staff members. The second row is highlighted in red and has a 'Request Background Check' button. A blue arrow points to this button from the right side of the image.

Name	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLastName	10/06/2021	05/08/2026	Current	Staff	
TestFirstName Chanel TestLastName	10/03/2000	10/08/2021	Needs BC	Staff	Request Background Check
TestFirstName Elena TestLastName	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirstName Jasmin TestLastName	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

2.

BACKGROUND CHECK STATUS MEANINGS

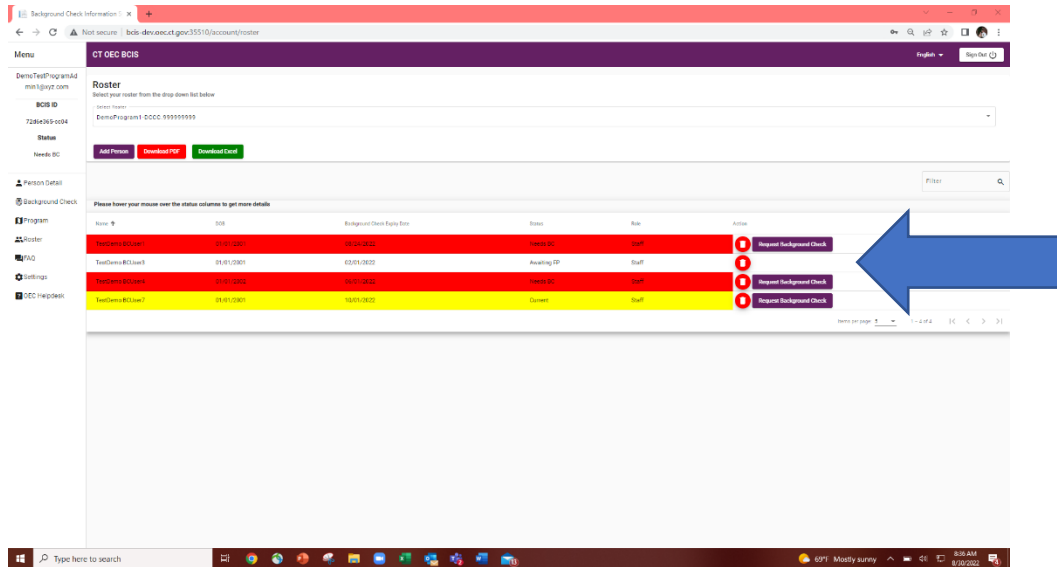
The background check status displayed in BCIS is determined by the status of the background check components. Please see below for status definitions:

- a. **AWAITING FINGERPRINTS**: OEC has received the DCF and FBI forms and is now waiting for fingerprints to complete this application. If your digital fingerprints were sent very recently, they may be in the queue for data entry. Please check back accordingly.
- b. **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.
- c. **IN PROGRESS**: OEC has received all required items, which are being processed. Please check back regularly as these statuses are updated nightly.
 - d. **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 history to include five years and complete the DCF form in the Background Check tab.
 - e. **NEEDS BACKGROUND CHECK**: OEC does not have a record for this person within the last 5 years in our background check system. Therefore, they are currently due for a background check. If you believe this may be incorrect, please email the OEC Legal Department at OEC.BC@ct.gov
 - f. **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 this individual if additional information or documentation is needed.
 - g. **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.

How Do I Remove Someone from My Roster?

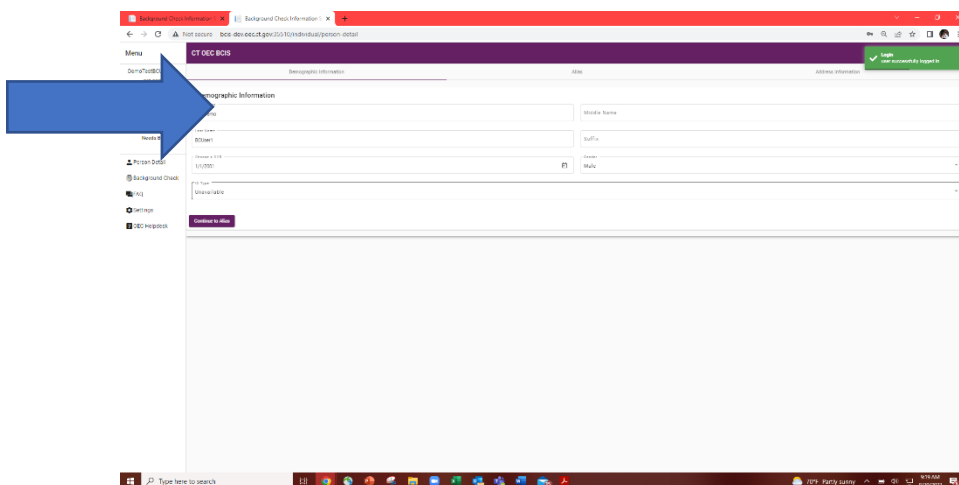
If a staff member is no longer with you, you can remove them from your roster by clicking the trash can at the end of the line where their name appears. This does not delete their record; it just removes them from your roster.



How Do I Add Someone to My Roster Who Has an Active BCIS Account?

If you have a staff member that has an active account in BCIS please follow the steps below:

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



2. You will then Log into your Administrator Account and from the roster page, click on the purple ADD PERSON button.

Menu **CT OEC BCIS** Sign Out

program@email.com

BCIS ID

Status

Person Detail

Background Check

Program

Roster

FAQ

Settings

Roster

Select your roster from the drop down list below

Select Roster: TestProgram-DCCC.70492

Download PDF Download Excel

Filter

Please hover your mouse over the status columns to get more details

Name ↑	DOB	Background Check Expiry Date	Status	Role	Action
TestFirstName A TestLast Name	10/06/2021	05/08/2026	Current	Staff	
TestFirst Name Cheryl Test Last Name	10/03/2000	10/08/2021	Needs BC	Staff	Request Background Check
TestFirst Name Elena TestLast Name	10/06/2021	12/11/2023	Current	Staff	Invite to BCIS
TestFirst Name Jasmin TestLast Name	10/06/2021	07/06/2026	Current	Staff	Invite to BCIS

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

Menu **CT OEC BCIS** Sign Out

381main@oec.net

BCIS ID

376A629 4944

Status

Needs BC

Person Detail

Background Check

Program

Roster

✓ Certify

FAQ

Settings

OEC Helpdesk

Invite New Person

Search before to check if the person you would like to add to your roster is already in our system.
Unauthorized use of this data is prohibited. Only add current or prospective staff to your roster. To search you must enter any of the criteria below:

1. Search by BCIS ID Number
2. Search by First Name, Last Name, SSN / OBN
3. Last 4 digits of SSN / OTN OR Zip Code

First Name

Last Name

Date of Birth

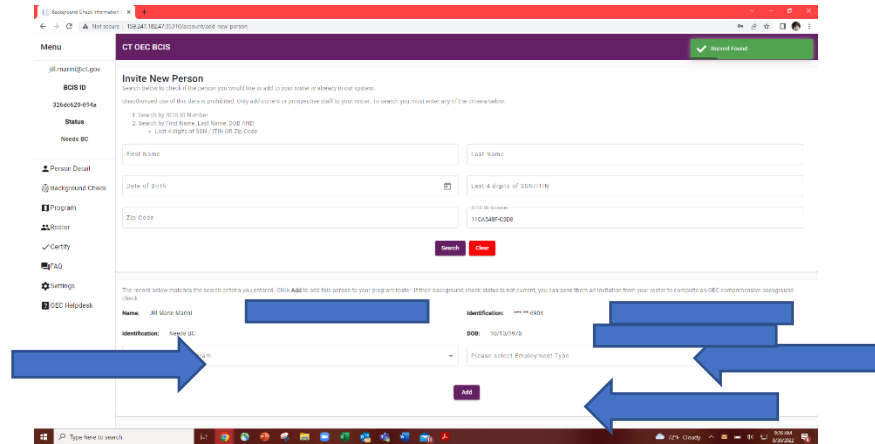
Last 4 digits of SSN(OTN)

Zip Code

110458F 0388

Search Clear

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.



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/>
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 Please include the following in your email:
 - i. Name
 - ii. DOB
 - iii. Email address
 - iv. Telephone Number
 - v. License Number
 - c. Call OEC 1-860-500-4466.
2. Have questions about you or your household members background check status or think it is incorrect?
 - a. Submit a Support Desk Ticket here: <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 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/>
 - b. Email 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/>
 - b. Email 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/> 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.