**Department of Early Education and Care (EEC)**

**New Background Record Check (BRC) System Checklist for Group and School Age Child Care**

**Get Ready Check List for Go Live on September 19, 2019**

As a Group and School Age Child Care Program Licensee or BRC Program Administrator, I need to do the following to be ready for Go Live 2 on September 19, 2019:

**1) Obtain a new user account on the BRC Navigator – Program Portal and log in to the system**

* I have an account on the BRC Navigator - Program Portal, and confirmed that I can log in: <https://brcprogramportal.mass.gov/users/sign_in>
* I activated an account on the BRC Navigator - Program Portal but I forgot my username and password and was able to reset it on the BRC Navigator – Program Portal [sign in page](https://brcprogramportal.mass.gov/users/sign_in).
* I received an email from EEC asking me to activate an account on the BRC Navigator – Program Portal but never did so. I found this email and used the link to activate an account and was able to successfully log in
* I received an email from EEC asking me to activate an account on the BRC Navigator – Program Portal but deleted the email, so I sent a request to EEC using the [**BRC Support Tool**](https://massgov.service-now.com/brc)to have the email resent to me.
  + If you cannot find your email invitation or are otherwise having trouble logging in, submit a help request to EEC using the [**BRC Support Tool**](https://massgov.service-now.com/brc)
* I do not have an account on the BRC Navigator – Program Portal but meet all of the requirements listed below, so I used the [**BRC Support Tool**](https://massgov.service-now.com/brc)to ask EEC to activate my account.
  + I have full BRC suitability in accordance with EEC requirements (i.e., approved after completing all required EEC BRCs including fingerprinting)
  + I am listed as the licensee **in LEAD**
  + I have a valid and unique email address in LEAD – one email used only by me for each umbrella (organization) with which I am associated

**2) Review and update your program’s staff roster**

* I have reviewed my staff roster in the Program Portal
* I have updated my staff roster - meaning I have found my staff members on the Inactive Tab and have changed their status to active, moving them to the All Staff tab
* I have identified my BRC Program Administrator(s) (formerly known as Reviewer, Reviewer with Authority, or Reviewer with Access)
* I have changed the role of my BRC Program Administrator from employee to program administrator AND entered their valid email address in the All Staff tab
* I have changed the hiring status using the “actions” button for any staff who are no longer employed with the program as “ended employment”
* I have changed the hiring status using the “actions” button for any staff who were ran for a BRC but never hired as “inactive”
* I have confirmed that the contact information (including email address, mailing address, and role) for all of my staff is correct and up-to-date. (Keep in mind, if a staff member works for multiple GSA programs and they update their contact information with one program, it will update across all of their programs. Please confirm any changes in information with the staff member)
* All of my staff are listed on the All Staff tab
* If any of the staff are missing, I figured out whether they have a BRC that is in process
* If I have staff missing from my All Staff tab and they do not have a BRC in process in legacy, I have sent a list of their names to EEC using the [**BRC Support Tool**](https://massgov.service-now.com/brc)

**4) Finish BRCs in BRC Manager (the legacy system)**

* For any staff who were run in legacy prior to the BRC Navigator Go Live 2, I have reviewed the CORI and sent back the cover sheet
* For any staff who were run in legacy prior to the BRC Navigator Go Live 2, I have reviewed the DCF and sent back the cover sheet
* I have informed my staff to get fingerprinted using the legacy fingerprinting letter if they were submitted originally in legacy before Go Live 2
* If I have not received a suitability for any staff, I have checked in with the staff to make sure they were fingerprinted
* If I have a staff member listed in the BRC Manager and they need to renew their BRC, I have contacted EEC using the [**BRC Support Tool**](https://massgov.service-now.com/brc) or by calling 617-988-7841
* If I checked in with staff and they were fingerprinted and the BRC is still incomplete, I have asked my staff to contact EEC using the [**BRC Support Tool**](https://massgov.service-now.com/brc) or by calling 617-988-7841

**IMPORTANT NOTE! Do not submit any new BRCs in the BRC Manager (legacy) system! You are only to finish the ones that started there**

**5) Prepare to submit a BRC in the new BRC Navigator Program Portal**

* I have watched the [BRC Navigator – Program Portal training videos](https://www.mass.gov/service-details/training-videos-on-eecs-new-background-record-check-requirements-and-system) and understand how to submit a new or renewal BRC in the BRC Navigator Program Portal
* I am eagerly awaiting the announcement that the BRC Navigator Program Portal is going live!