



Department of Developmental Services National Background Check Unit

System Enhancement Advisory Notice – February 17, 2022

The Department of Developmental Services (DDS) National Background Check Unit (NBCU) will be implementing enhancements to the DDS Background Check System via a planned system upgrade release on 02/23/2022. Most upgrades will improve system functionality and will have no impact on users of the Background Check System. These system enhancements include:

- **An update to the Background Check System's Massachusetts CORI Information Question Package.** This enhancement will impact the way system users refer candidates (i.e., prospective employees) for a DDS Fingerprint Check. The CORI Question Package will now require a CORI Report (no older than 60 days and in PDF format) to be attached to any case that is created referring a candidate for a DDS Fingerprint Check. Attaching the candidate's Massachusetts CORI report and a CORI Hiring Review Form (if applicable) will be **mandatory** before a candidate can schedule an appointment to be fingerprinted. Failure to attach the required CORI documentation will result in the CORI Question Package displaying as incomplete, the DDS Fingerprint Authorization Letter will not be issued, the fingerprint registration information will not be forwarded to IdentoGO, and the candidate will not be able to schedule a fingerprint scan appointment. Further guidance and instructions on how to correctly complete the Massachusetts CORI Information Question Package and attach all required CORI documentation may be found at Section 3 in the [revised DDS National Criminal Background Check System User Guide](#).
- **Other system enhancements** to the Background Check System include the addition of a field in the Demographics Question Package that will allow users to enter a candidate's Employee ID number (if applicable) during case creation, and improvements to the Search Results screen that will display the status of a candidate's fingerprint check and the date of the status change. Information concerning these enhancements is also available in the [revised DDS National Criminal Background Check System User Guide](#).

For more information or questions about these or other changes to the Background Check System, please contact the [DDS National Background Check Unit](#).

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