



POLICY ADVISORY

Field Operations 2023-3

Policy: Order of Background Record Checks in BRC Navigator for all Program Types; EEC Background Record Check Process by Program Type for all Program Types

Effective Date: August 22, 2023

Policy links: <https://www.mass.gov/doc/eec-background-record-check-process-by-program-type-for-all-program-types-policy-document/download>,
<https://www.mass.gov/doc/eec-order-of-background-record-checks-in-brc-navigator-for-all-program-types-policy-document/download>

OVERVIEW

The Department of Early Education and Care (EEC) maintains policies regarding the agency's background record check (BRC) process. In August, residential and placement program (R&P) candidates' BRCs moved into EEC's Navigator BRC Program Portal, the current system for employees in group and school age, funded, and family child care programs and affiliated agencies. This change discontinued the use of EEC's BRC Manager platform.

Several other changes to the BRC process also went into effect at the same time to make fingerprinting the first step in the BRC process for both residential and placement program candidates and to implement a new out-of-state child welfare check for residential program candidates.

APPLICABILITY

These policies apply to all licensed, approved, and funded programs, but the changes only affect Residential & Placement programs.

KEY UPDATES

- Updates
 - All R&P candidates will now be required to have their fingerprints taken before the other BRC checks are run [i.e., CORI, SORI and DCF]. Fingerprinting will no longer be able to occur at any other point in the BRC process.
 - R&P programs will no longer be able to submit emergency BRCs or conditionally hire candidates. Candidates must gain full suitability before they can begin employment in a program.
 - R&P staff who are currently suitable in the BRC manager system and have valid fingerprints on file will not require a fingerprint transfer to the Navigator system to continue working in their program during their BRC approval period.

- Fingerprint transfers may be necessary if a candidate has been entered in the new Navigator system depending on their fingerprint status from the Legacy system.
- New
 - EEC is adding an out-of-state child welfare check for Residential program candidates who currently live or have lived in a different state within the past 5 years.

RESOURCES

If you or your staff have questions about these policies or need additional support, please contact your EEC Licensor or the EEC BRC Contact Center at 617-988-7841.

You can also review the [BRC Support Tool User Guide](#).

OBSOLETE

This policy replaces the agency's Order of Background Record Checks in BRC Navigator for all Program Types policy and EEC Background Record Check Process by Program Type for all Program Types policy that were released on September 10, 2019.