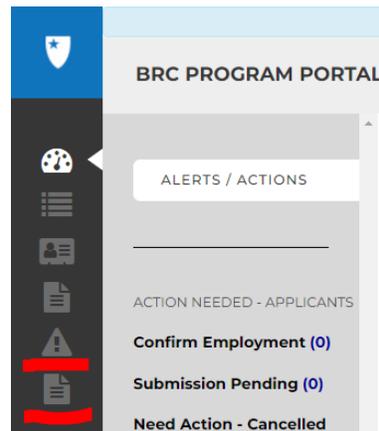




MASSACHUSETTS Department of Early Education and Care

Authenticating for R&P BRC Manager Reports on the Navigator BRC Program Portal Instructions

Residential and Placement (R&P) Licensees and Background Record Check (BRC) Program Administrators have an R&P Reports link on the left side of the Navigator BRC Program Portal when they log-in.



When a BRC Program Portal user for an R&P program clicks on the link they will be brought to the Reports page in Portal, where the available R&P reports are listed with links to each report.



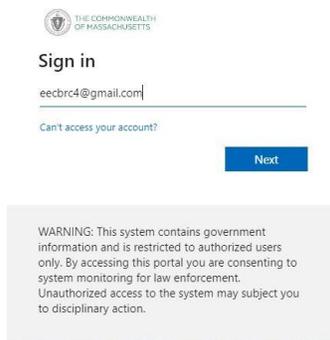
There are currently two reports available on the Reports page:

1. The **BRC Manager Umbrella Candidate Report** shows candidates entered within the last 4 years. The report shows the overall disposition for these candidates in the BRC Manager system.
2. The **BRC Manager Renewal/Expiration Report** shows candidates who are due to be submitted because their BRC expires within 120 days. The report includes all candidates in the BRC Manager who will need to have a new request submitted in Navigator if they are still employed by the program.

After clicking on one of the report links, you will be prompted to proceed through an authentication process. Note: the BRC Program Portal application will still be open on the original tab.

Steps

1. After clicking on one of the report links, you will be asked to enter your email. This must be the exact email address you used to log-in to BRC Program Portal.



THE COMMONWEALTH OF MASSACHUSETTS

Sign in

eecbr4@gmail.com

Can't access your account?

Next

WARNING: This system contains government information and is restricted to authorized users only. By accessing this portal you are consenting to system monitoring for law enforcement. Unauthorized access to the system may subject you to disciplinary action.

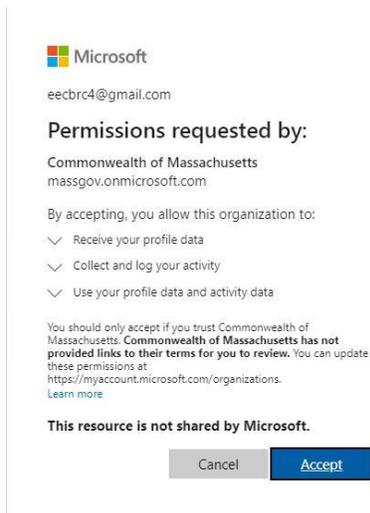
2. After entering your email, click “Next.” Open your email on another screen. You should then get an email from the State of Mass. This email contains a code you will need to enter on the next screen.



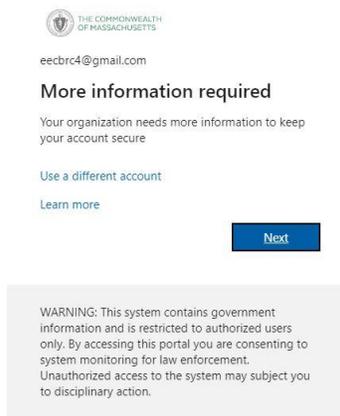
3. Go back to the BRC Program Portal and enter the code from your email address.



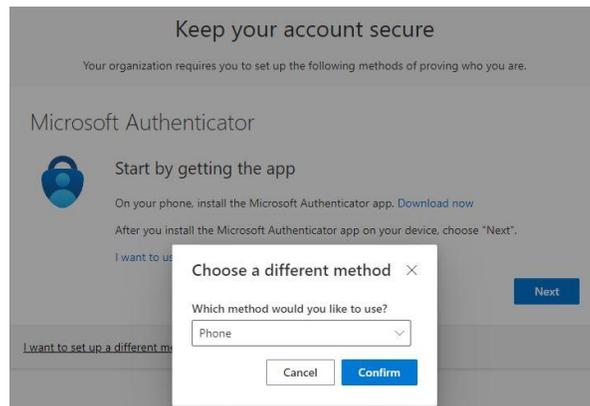
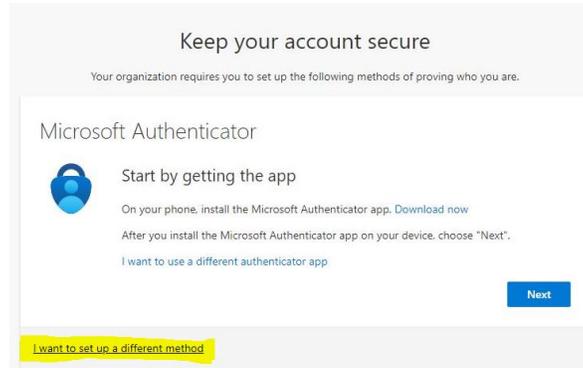
4. Click “Sign-in.” You will then get the below notice. Click “Accept” in order to proceed.



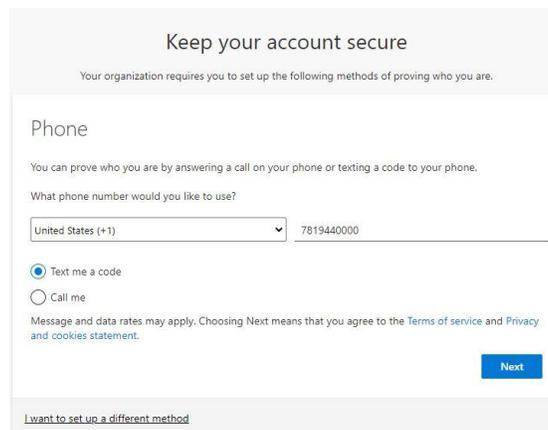
5. Click “Next.”



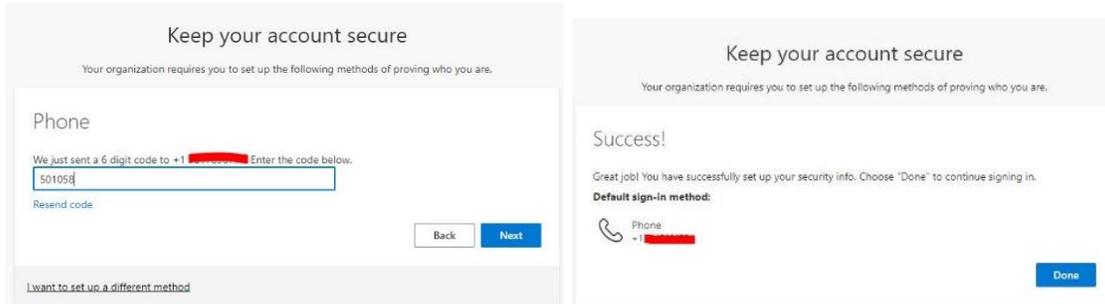
6. You will then see a series of screens on “Keeping your account secure.” We recommend you choose “I want to set up a different method” and proceed with authentication via a text message on your phone.



7. Enter your phone number and choose either getting a code via text or phone call.



8. Click on the “Next,” “Confirm” and “Done” tabs. Upon completion, you will see the reports with the data from BRC Manager.



9. You will see the default report appear on the screen. Data for your umbrella will appear here.

Power BI EEC-PBI - BRC - UA BRC Manager Umbrella Candidates Report

File Home View

Umbrella ID: 502d323537373334 UserID: 6565632e7465737465723130...

Massachusetts Department of Early Education and Care BRC Manager Umbrella Candidates

Please login to the BRC Manager application if you have further questions regarding information on this report. If you do not have access to BRC Manager please reach out to the Contact Center

| Row ID | Last Name | First Name | Date of Birth | Program Name | Program ID (Legacy) | Program Type | Request ID | Request Creation Date | BRC Renewal Date |
|-------------|-----------|------------|---------------|--------------|---------------------|--------------|------------|-----------------------|------------------|
| Page 1 of 1 | | | | | | | | | |

Power BI EEC-PBI - BRC - UA Upcoming BRC Renewals for Umbrella with Residential Programs

File Home View

Select Renewals or Expired: Upcoming Renewal

BRC Renewal for Umbrella with Residential Programs Run Date: 8/31/2023

| Row ID | Applicant ID | Last Name | First Name | BRC Renewal Date | Program Name | Program ID | Program ID (Legacy) | Umbrella Name | Umbrella ID | Umbrella ID (Legacy) |
|--------|--------------|------------|------------|---------------------|--------------------------------------|------------|---------------------|-----------------|-------------|----------------------|
| 1 | 1080145 | [redacted] | [redacted] | Sep. 8 2023 12:00AM | Old Colony Y. Boys Detention Program | [redacted] | [redacted] | Old Colony YMCA | [redacted] | [redacted] |

10. You can choose to review the BRC Expired for the Umbrella report by clicking on the drop-down arrow on the top left. The data will appear in the same format with the same column headings.

The screenshot shows a Power BI report titled "BRC Expired for Umbrella with Residential Programs" with a run date of 8/31/2023. The interface includes a top navigation bar with "Power BI EEC-PBI - BRC - UA" and "Upcoming BRC Renewals for Umbrella with Residential Programs". Below the navigation bar is a ribbon with "File", "Home", and "View" tabs. The "Home" tab is active, showing options for "Export", "Parameters", and "Subscribe to report". A dropdown menu is set to "Currently Expired". The main content area displays a table with the following columns: Row ID, Applicant ID, Last Name, First Name, BRC Renewal Date, Program Name, Program ID, Program ID (Legacy), Umbrella Name, Umbrella ID, and Umbrella ID (Legacy).

| Row ID | Applicant ID | Last Name | First Name | BRC Renewal Date | Program Name | Program ID | Program ID (Legacy) | Umbrella Name | Umbrella ID | Umbrella ID (Legacy) |
|--------|--------------|-----------|------------|------------------|--------------|------------|---------------------|---------------|-------------|----------------------|
|--------|--------------|-----------|------------|------------------|--------------|------------|---------------------|---------------|-------------|----------------------|

Please note: to switch between reports you must choose the report in the drop down and then move to the right side of the window and click on the green "View Report" button to have the report updated.

11. Upon completion, you should close this report tab as it is not part of the BRC Program Portal.