



MASSACHUSETTS
**Department of
Early Education and Care**

[Program Director],

At the recent town hall, EEC shared several updates to the Background Record Check (BRC) process that will go into effect in **mid-August**. To ensure compliance with federal rules, this will also include EEC **putting in place a new Out-of-State check**.

These upcoming changes are part of a larger effort to modify the agency's operations and improve the user experience. They also align with our mission of creating processes and regulations agency-wide to promote child safety.

By the end of August, residential and placement program (R&P) candidates will **have their background record checks run in EEC's Navigator system**, the current system for employees at group and school age and family child care programs. This change will discontinue the use of EEC's BRC Manager platform.

For most candidates, background record check results will be received faster, allowing candidates to begin work sooner. At the very minimum, shorter wait times will reduce the stress and financial insecurity for candidates.

Benefits of this new system and changes to the process include:

- For the **Out-of-State** check, if an individual has lived in a different state within the past 5 years, EEC will be required to request information from other states' child abuse and neglect registry.
 - If another state does not respond to the check request, EEC will move forward with determining suitability of the applicant.
 - If a response is received from another state after EEC has made a determination with information that could result in disqualification, EEC will re-review the candidate's file to ensure they are suitable for the position they hold.
- All candidates will be required to have their **fingerprints taken before the other BRC checks are run** [i.e., CORI & DCF/SORI]. Fingerprinting will no longer be able to happen at any point in the BRC process.
 - Candidates will now quickly receive an email to schedule their fingerprinting, instead of waiting for the fingerprint letter to arrive in the mail. This communication will be done only via email, so all individual **candidates will need a unique email address**.
 - This change means you will no longer be able to submit emergency BRCs and conditionally hire candidates. **Candidates must gain full suitability before providing unsupervised care**. EEC will continue to work with programs to identify improvements to the BRC process over time.
- EEC will now review and approve all CORI & DCF checks, taking the burden to do so off programs.
- The BRC process will be completed for all in Navigator, with one exception. Only licensees will have BRCs run through LEAD.

- LEAD will send reminders to licensees when a BRC renewal is approaching 120, 60, and 30 days prior to renewal date. In LEAD, licensees will be able to request a BRC form for renewal once they are in the 120-day period.
- In Navigator, licensees and designated program BRC administrators will be able to review a report of employees who are due for renewal that were fingerprinted previously in the BRC Manager platform.
- Staff who have valid fingerprints on file will not require a fingerprint transfer to continue to work in their program during their BRC approval period.
 - Fingerprint transfers may be necessary if a candidate thinks they have a valid fingerprint on file under a different program. For those who need a fingerprint transfer, the program should enter the candidate into Navigator first and then the candidate should contact the Contact Center. Please note that candidates will automatically receive a fingerprint email when entered into Navigator and they do not need to take any action on the letter they receive.
 - **Licensees will be the only person granted immediate access to the Navigator Program Portal.** If you want to grant others access, you will need to enter their BRC into the Navigator system and contact the Contact Center (via call or ticket) to submit the fingerprint transfer if the candidate already has an active fingerprint.

Important Dates:

- The last Emergency BRC will be accepted 24 hours before the system changes occur and at that time EEC will stop providing conditional statuses for candidates.
- EEC will provide an exact date soon.

Training Materials and Technical Assistance:

- On-demand Trainings

EEC is providing pre-recorded trainings for you to watch prior to the system change. These trainings are available now at Mass.gov/BRCNavigator

- Drop in Sessions

EEC will be providing a series of drop-in sessions for questions and technical assistance on the day of and days following the system change. Further details will be provided closer to the go-live date.

- Contact Center

For questions and technical assistance, EEC's BRC Contact Center can be reached at (617) 988-7841.

Thank you for your partnership and collaboration as we work to improve the BRC experience for candidates, staff, and R&P programs – supporting children and families across the Commonwealth.