

## **BCC-1000 JANUARY 2013 WEBINARS: QUESTIONS AND ANSWERS (as of January 30, 2013)**

Q. When will the list of grandfathered employees needing fingerprinting be distributed?

A. The list will be distributed prior to Go Live. The Go Live dates are: Group I--March 4<sup>th</sup>; Group II--March 25<sup>th</sup>; Group III--April 15<sup>th</sup>. The list will be distributed no later than a week before each Go Live.

Q. Is there a definition for individual assessment?

A. The [EEOC website](#) provides the process to be used for an Individual Assessment.

Q. When do the names of the Corp User, backup Corp User, and HR Admin need to be sent to Jerry?

A. By January 31<sup>st</sup>.

Q. Will the training be provided online or in Webinar form?

A. No, the training will only be provided in a classroom setting. The system is very complicated, and the education about the system does not lend itself to online education.

Q. Will the BCC allow us to print the records of those we checked?

A. The system will store the data associated with each background check. There is no longer any need to store this information in a paper file. The surveyors will be checking with DLTCRP employee Ken Thompson prior to any survey they conduct. They will have a roster of employees and a listing of who was checked when. The one item that will need to be printed is the new consent form. A paper copy of this consent form is required.

Q. DDDS reviews our background check files as well. Will they have access to the BCC?

A. DLTCRP will contact DDDS to work out an arrangement to handle the DDDS reviews by using the data stored in the BCC. DLTCRP will provide an update in the future on this item.

Q. For the training, do we need to attend just one day, or all?

A. Each BCC user will need to attend only one of the scheduled education sessions offered. Each training session is scheduled for 4 hours and will be held in New Castle and Kent counties.

Q. Can we get a copy of the PowerPoint?

A. The PowerPoint presentations for all of the Webinars will be available on the [DLTCRP BCC-1000 website](#).

Q. One slide had training for Group II as March 26, the other had March 21.

A. The training for Group II will take place on March 12, 14, 19, and 21.

Q. Can you remind us of the difference between Corp User and HR Admin?

A. A Corp User is a super user who will be responsible for assigning other users to the BCC. The HR Admin will be assigned access to the BCC by the Corp User. The HR Admin could be assigned to input job applicant data, as well as make decisions based on the registry lookups and criminal history and drug reports.

Q. So the training is on-site rather than Webinar online. Is there an option to do it online?

A. There will be no option for online training due to the complex nature of the BCC.

Q. Is there a limit to the number of participants per employer?

A. Space for each education session is limited. Each employer needs to assign three people for education. If there is extra room once each employer has registered for a session, the remaining spaces can be assigned to extra personnel from the employers. The education will be geared to the Corp User and HR Admin.

Q. When DLTCRP talks with SBI about appointment times, please note that we have staff who work 24/7.

A. So noted.

Q. Can you send us the link to the website for the proposed regulations?

A. The link has been sent in a separate email to all Group participants. The link is also on the [DLTCRP BCC-1000 website](#).

Q. Can you ask Yrene (Waldron) to send info about the speaker to your contact list or let us know who is invited?

A. Yes.

Q. Are these new exclusions listed in the proposed regulations?

A. This will be checked and a response forwarded to all Group I participants.

Q. Will all four training dates for Group I be offered in both counties at the same time? Or will certain dates be for certain counties?

A. The training will be held in New Castle County and Kent County on the same day during the same time (9:00 AM-1:00 PM).

Q. Will we still receive letters in reference to the no criminal history letters?

A. Yes. No criminal history notifications will be provided by the BCC.