<u>**Criminal Record Check Documentation – Policy Clarification**</u>

In order to effectively monitor all Head Start and Early Head Start staff to ensure that the appropriate Criminal Record Checks have been completed before beginning to work under the Head Start or Early Head Start grants, it is imperative that every background check for each Delegate is entered the same manner.  Because the policy requirements relate not just to what kind of check was conducted, but also to when it was conducted, the Chicago Department of Family and Support Services requires the agencies we fund to enter the dates for each check into the appropriate date field.

Criminal Record Check information should be recorded in the COPA HR module in the following manner:

- *In the "Initial Background Check" field please enter the initial Illinois State Police Clearance Date – <u>this date should be <u>before </u>the staff person's first day working under the Head Start or EHS grant</u>.*
- *Please enter Federal Bureau of Investigation Clearance Date, SACWIS Clearance Date, Sex Offender Registry Clearance Date, and Illinois State Police Clearance in the first date field to the right of the label. The second date field, labeled "Expires," should be the due date for the five year re-check.  <u>In cases where a second, more recent re-check has been conducted, these fields may be updated</u> (but <u>do not change</u> the Initial Background Check field!) Please contact your PDM SSC for clarity if needed.*

Please note that the date must be entered in the Date field to the right of the text field, and not in the text field itself. The Date field can be identified by the picture of a calendar to the right of the field. Please review the following examples for clarification.

This is the WRONG way to complete the background check section of COPA:

> Enter the dates please

| Background Check | | | |
|---|---|---|---|
| Marital status | Single | Other Specify | |
| Illinois State Police Clearance | Yes - | Date | |
| FBI Clearance | Cleared - | Date | |
| Sex Offender Registry Clearance | Yes - | Date | |
| SACWIS Clearance | Yes - | Date | |
| Initial Background Check | Yes - 10-16-2006 | Date | |

Why is it wrong? Notice that the dates for clearances are added under the comments section under each back ground check, not the actual "date" sections.  This is the WRONG way to complete this section. Do not do this.

> Date does not go here

| Background Check | | |
|---|---|---|
| Marital status Divorced ▼ Other Specify | Initial Background Check Yes ▼ 03-15-06 | 03-15-2006 Expires 03-15-2021 |
| Illinois State Police Clearance Yes ▼ 03-15-2016 Expires 03-15-2021 | Sex Offender Registry Clearance Yes ▼ 03-15-2016 Expires | |
| FBI Clearance Cleared ▼ 03-15-2016 Expires 03-15-2021 | SACWIS Clearance Yes ▼ 03-15-2016 Expires 03-15-2021 | |

> Date goes here

This is the <mark>RIGHT</mark> way to complete the background check section of COPA:



| Background Check | | | | | |
|---|---|---|---|---|---|
| Marital status | Single | Other Specify | | | |
| Illinois State Police Clearance | Yes - | Date | 03-15-2016 | Expires | 03-15-2021 |
| FBI Clearance | Cleared - | Date | 03-15-2016 | Expires | 03-15-2021 |
| Sex Offender Registry Clearance | Yes - | Date | 03-15-2016 | Expires | 03-15-2021 |
| SACWIS Clearance | Yes - | Date | 03-15-2016 | Expires | 03-15-2021 |
| Initial Background Check | Yes - | Date | 10-16-2006 | Expires | |

Note that the dates have been moved from the text fields to the "date" section. For the "Expires" fields, the date used should reflect CEL Standards, which require a background check to be conducted for all staff **at least every five years**.

-Other important factors to consider when entering information about employee background checks:

*There must be a **DATE** under "Initial Background Check."  Words are not acceptable (For example, "cleared," "done," or "yes" are not sufficient, because they don't allow DFSS to monitor whether the check was completed before the hire date). When entering a new background check for an existing staff person, DO NOT OVERWRITE the date under "Initial Background Check." Update the other dates, but leave the date of the initial, pre-hire background check in place.

*For staff working for a HS or EHS program, there must be a Start Date in COPA HR as well as an Initial Hire Date.  This replaces the User Defined Head Start Hire Date field, and will allow us to ensure that <mark>all background clearances</mark> were conducted <mark>before hire</mark> into the EHS/HS program. The Start Date is the date a staff person began working under the grant – for example, if a teacher has worked for a preschool program since 2003, and the program became a Head Start Partner in December 2014, the Start Date should be in December 2014.



<mark>* All background checks must be **uploaded to EDocs** for each EHS/HS staff (Paid and Non-Paid). Multiple Documents can/should be uploaded, if there were multiple background checks, please upload all to EDocs.</mark>