

# Background Checks for WCS Chaperones

Procedures, Policies, & Regulations for the “Act Relative for Background  
Checks”

Enacted in January 2013 by Governor Patrick  
Chapter 459 of the Acts of 2012

# CORI'S vs. Background Check

## CORI Law

- CORI's will still be processed yearly
- CORI's DO NOT cover Federal Crimes and Pornography Crimes outside of Massachusetts. Nor does it cover any crime committed in another state.
- M.G.L. c. 71, §38r requires all schools to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students, who may have direct and unmonitored contact with children.
- The responsibility is on the district to check all subcontractors, volunteers, interns, student teachers, employees, substitutes, work study sites etc.
- FREE for Districts to process with no cost to the "subject"
- The criminal background check already done in Massachusetts is a "CORI (Criminal Offender Record Information) check," which relies on one's reported name(s) and reveals criminal background information that has been entered in the courts of Massachusetts only.

## Background Check Law

- Fingerprinting must be done by the FBI and have legislative permission
- The law states that the applicant shall pay the fee
- Background checks be conducted in a manner that is consistent with CORI requirements.
- The new law requires checks of national and state criminal background databases based on one's fingerprints. Both the national component and the reliance on fingerprints are new for school employees in Massachusetts, though similar laws exist in most other states.

# Westport Community Schools

## School Committee Policy & Votes

- **Field Trip Chaperones (overnight)**
  - Motion *to require any* volunteer/chaperones participating in an overnight school related activity (i.e. field trip, Washington D.C., Europe, etc) to complete a Background Check in accordance with the new Act Relevant to Background Checks beginning at the start of the next school year (September 2014)
  - Vote: 3-2-0, motion passes
  - Overnight field trip volunteers/chaperones must be fingerprinted
- **Field Trip Chaperones (one day)**
  - Motion that *we do* require chaperones participating in field trips which would only occur during the day under a regular staff employees supervision to complete a Background Check with the understanding and in accordance with the law that they will continue to submit a regular (annual) CORI check beginning at the start of the next school year (September, 2014).
  - Vote: 3-2-0, motion passes
  - Starting next school year
  - Field Trips, day only
- **Volunteers**
  - Regular day to day classroom Volunteers DO NOT need to be fingerprinted.

# Fingerprinting Procedure

- Person will log into a secure website and select an appointment date, location, and pay.
  - Must pay prior to being fingerprinted (mandatory)
    - \$35 for all Non-DESE license holders
    - \$55 for all DESE license holders, INCLUDING those with pending licenses
- Individuals must know the district ID (provided by HR) to register. This will allow chaperones, substitutes, student teachers, and subcontractors the ability to register up to 10 districts at once with out incurring addition expenses.
- At the time of the appointment they must bring a copy of their appointment sheet and drivers license/state ID and payment if not made online.

# Fingerprinting Procedures

## Continued...

- After the fingerprint is taken, the vendor will submit the print to the state police who will then submit the print to the FBI.
- After the print is submitted to the FBI a record will be generated and forwarded on to the DCJIS for review.
- DCJIS will redact all sealed convictions and juvenile records. This document will then be forwarded on to the designated school employee (Human Resources).
- When the report comes back to the district it must be treated in a similar manner to the CORI's (including adverse action).
- The district **MUST** log a suitability determination on **ALL** individuals fingerprinted regardless of whether or not they have a record.
- A subsequent employer may rely on the previous employers' decision – determination only may be shared between districts with no mention of what is actually in the report.
- If the individual printed has a two year gap in between employment or moves out of state for 3 months or more suitability cannot be considered.
- **IF** the district sees something that **MAY** affect a DESE license holder, we **MUST** report it to the state **EVEN** if we don't hire them and/or even if they've have been an employee.
- We must report any issues to the state even if we deemed the individual suitable to work in our district.

# What do you need to make an appointment?

- Agency/Sector: Pre-K-12<sup>th</sup> Education (ESE)
- Provider/District ID for each district you chaperone in.
  - Westport Community Schools – 03310000
  - Diman Regional Vocational Technical School – 08210605
  - Bishop Connolly High School – 00950815
  - Bishop Stang High – 00720850
  - Bristol County Agricultural – 09100000
- For more school district provider/district ID's please visit: <http://profiles.doe.mass.edu/>

# Fingerprinting Procedures Continued...

The screenshot shows a web browser window displaying the Identogo website for Massachusetts. The browser's address bar shows the URL <http://www.identogo.com/FP/Massachusetts.aspx>. The website header features the Identogo logo (By MorphoTrust USA) and a navigation menu with links for About Us, Business Solutions, Products/Services, Partners, Book an Appointment, Resources, News & Events, and Contact Us. A search bar is also present.

**Services**

- Live Scan Fingerprinting (Mobile or Fixed)
- Fingerprint Card
- FBI Criminal History Report
- State Criminal History Report
- Notary Services
- Photo Services
- TSA Pre✓™

**Massachusetts**

Supporting the Massachusetts Executive Office of Public Safety and Security (EOPSS), Identogo Centers are operated by MorphoTrust USA, the nation's leading identity solutions provider. Today, the company partners with many federal, state and local government agencies, as well as businesses covering a variety of industries, that count on us for the secure capture and transmission of applicant fingerprints. We proudly serve over 2.5 million customers each year in our nationwide network of locations.

Please check back frequently as locations and start dates may change. Any questions about the fingerprint process can be directed to your licensing agency or facility.

Identogo Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, delivered by trained Enrollment Agents. Identogo by MorphoTrust is the exclusive live scan fingerprinting provider for the Massachusetts Executive Office of Public Safety and Security (EOPSS) and is a certified FBI Channeling Agent.

If you have any questions, please call us at (866) 349-8130.

- Online Scheduling**  
Starts the appointment process in Massachusetts
- Locations**  
Provides a list of locations in Massachusetts for you to browse before starting the appointment process.
- Forms and Links**  
Provide access to forms relating to the fingerprint background check process and links for information on this process.

**Useful DHS Links:**

- DHS Cyber Security Awareness Month
- Preventing & Responding to Identity Theft
- Why is Cyber Security a Problem?
- Staying Safe on Social Network Sites
- Cyber Security for Electronic Devices

**Useful Stay Safe Online Links:**

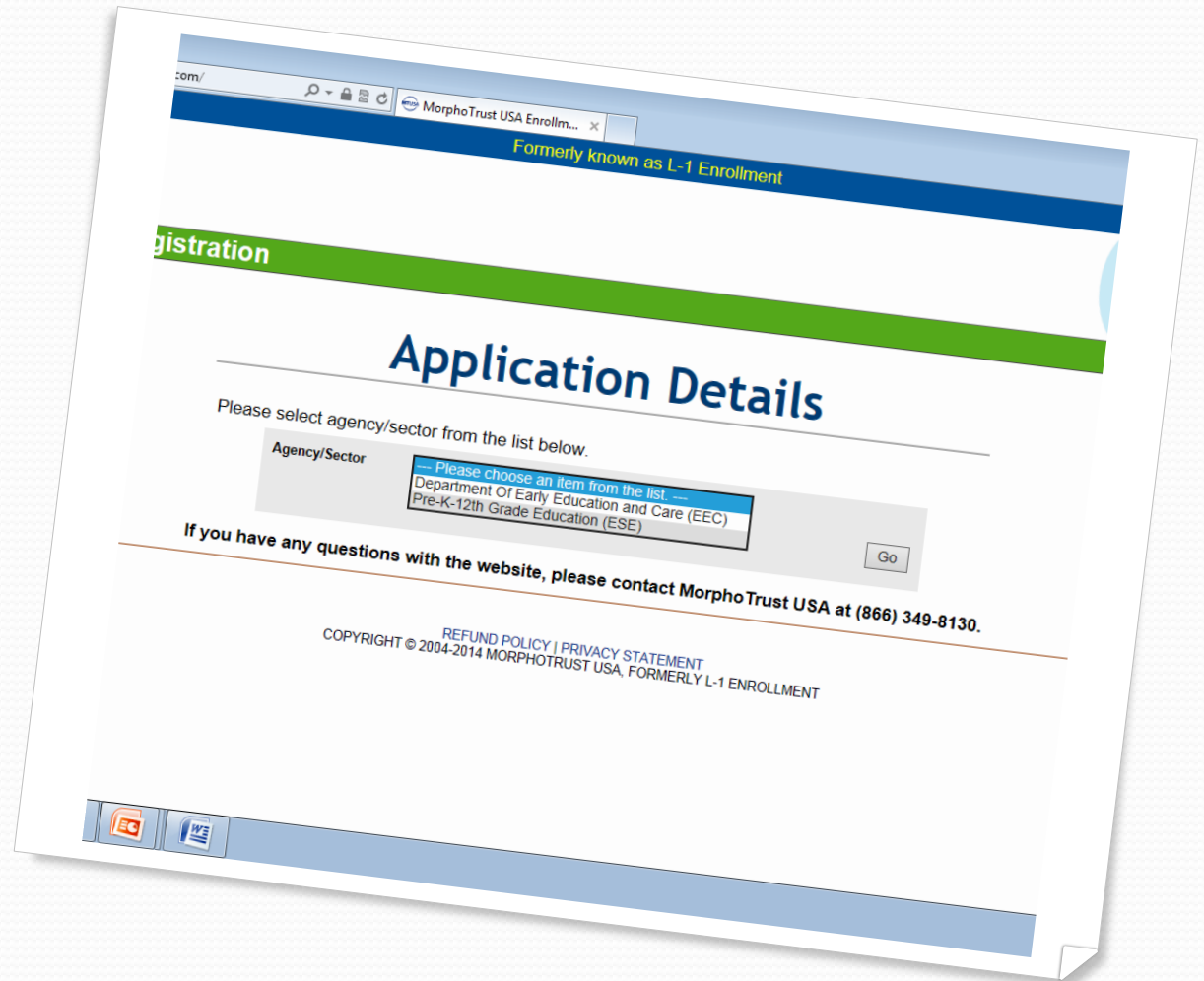
- Stay Safe Online homepage
- Tips & Advice
- Online Safety Posters
- Free Security Check-ups
- Get Involved

**Have You Opted In?**

↑↑↑ Expedited Screening

The Windows taskbar at the bottom shows the system clock at 7:14 PM on 4/5/2014.

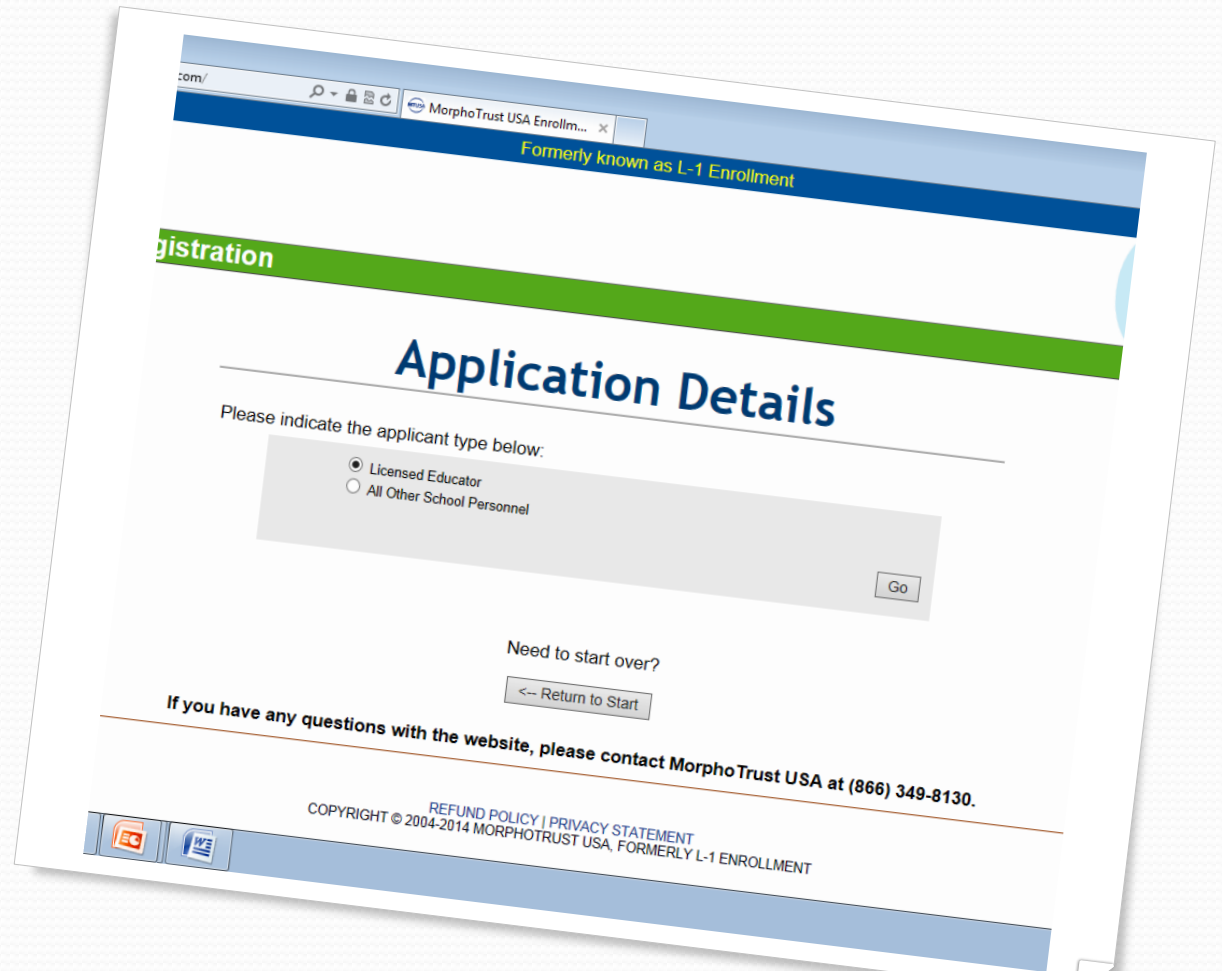
Go to: <http://www.identogo.com/FP/Massachusetts.aspx>



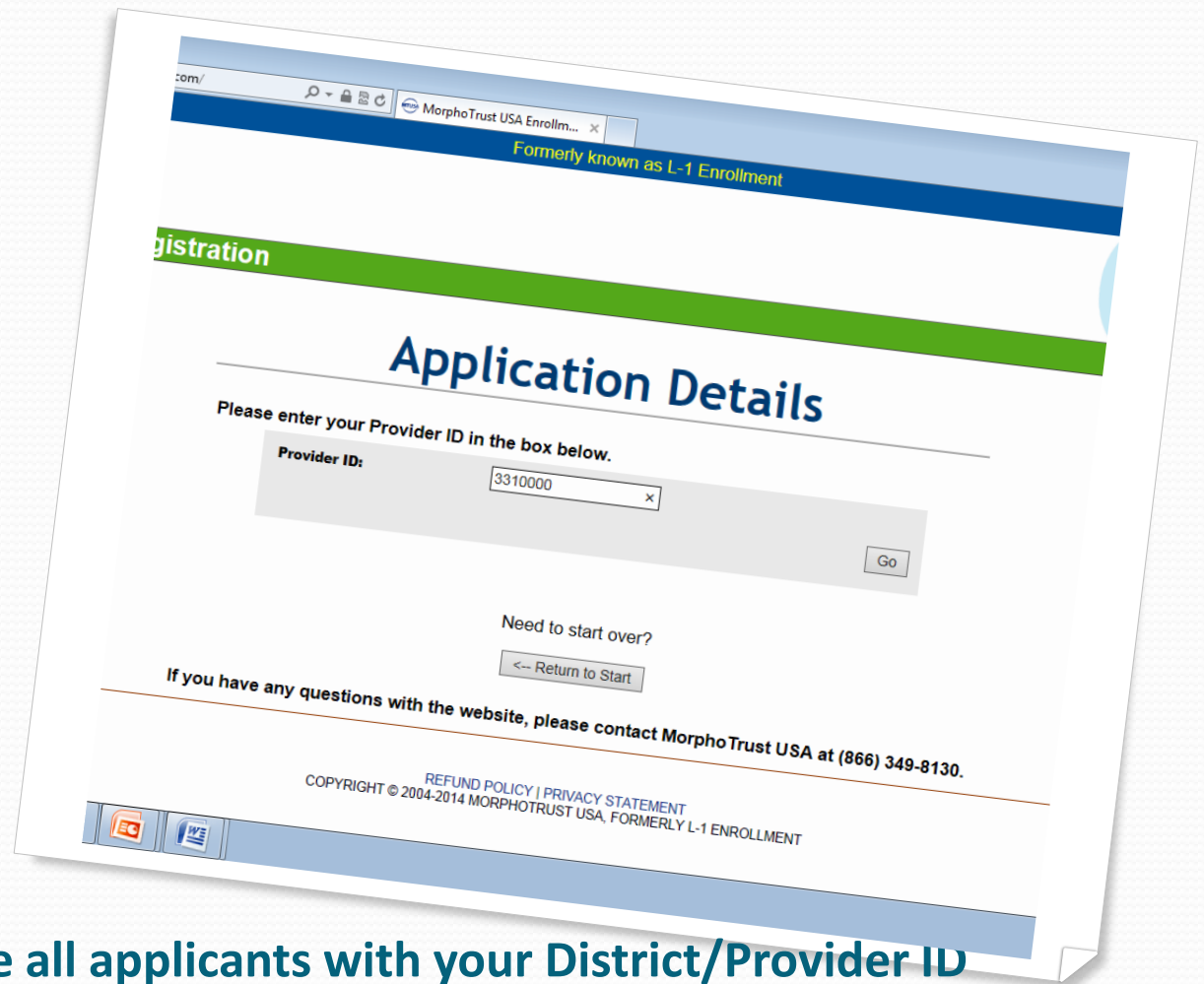
Applicant can choose agency, if you do not have an EEC program please have the applicant select ESE as the regulations are different!



**VERY IMPORTANT!**



If they have a DESE license, have applied for a license that may be pending or ready for review they **MUST** select “Licensed Educator” and pay \$55. If they have never applied or held a ESE license they should select “All Other School Personnel” and pay \$35!



## Must provide all applicants with your District/Provider ID

You should also provide your employees with the 8-digit DESE organizational code for their school or organization, which they will use as the Provider ID during the registration process.



s Registration

# CONFIRM PROVIDER

Please confirm you are being fingerprinted for the below entity:

**Provider Name:** Westport  
**Provider Address:** 17 Main Rd  
Westport, MA 02790

Correct

Incorrect

Add Another Provider

Need to start over?

<-- Return to Start

If you have any questions with the website, please contact MorphoTrust USA at (866) 349-8130.



## Applicant's can add up to TEN different districts!

Please remind substitutes and subcontractors that they can add up to ten different districts and only be responsible for paying the fee ONCE. In the event they forget to add a district they will have to be re-fingerprinted and repay!

# Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[<-- Return to Start](#)

Enter a zip code to determine the closest fingerprinting location.

or

Please choose the region you will be in for your identification appointment.



CENTRAL  
METRO BOSTON  
NORTHEAST  
SOUTHEAST  
SPECIAL  
WEST



Important to note and remind applicants that many of these sites are located in nontraditional sites! For example, Brockton, MA site is in a shopping center versus Bourne, MA site is in an industrial park associated with the Department of Homeland Security.

Choose a site and  
make an  
appointment!

com/ MorphoTrust USA Enrollm... x

is a supercenter location offering passport, id theft protection and more.

Locations sorted by distance from 02790  
[Select Another Region or Zip Code]

April 5 - April 11 Next Week >>

	Saturday 4/5/2014	Sunday 4/6/2014	Monday 4/7/2014	Tuesday 4/8/2014	Wednesday 4/9/2014	Thursday 4/10/2014	Friday 4/11/2014
<b>Bourne</b> MorphoTrust USA 50 Portside Drive, Unit F, Suite 2 Pocasset, MA 02559 <a href="#">Directions</a>	Closed	Closed	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>
<b>Brockton</b> Identogo 1285 Belmont St, Suite 10 Brockton, MA 02301 <a href="#">Directions</a>	<a href="#">Schedule Full</a>	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>
<b>Milford</b> Golden Investigation Services, Inc. 258 Main St, Suite 120 Milford, MA 01757 <a href="#">Directions</a>	Closed	Closed	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>
<b>Dorchester</b> MorphoTrust USA 11 Bay St. Dorchester, MA 02125 <a href="#">Directions</a>	<a href="#">Schedule Full</a>	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>
<b>Worcester</b> Hilton Garden Inn 35 Major Taylor Blvd. Worcester, MA 01608 <a href="#">Directions</a>	<a href="#">Schedule Full</a>	Closed	Closed	<a href="#">Click to Schedule</a>	Closed	<a href="#">Click to Schedule</a>	Closed

Viewing Page 1 of 2 | Next

Pretty self explanatory but the directions are vague. Remind applicants to note the "suite" numbers as it may not be clearly identifiable.

# Payment

- After completing the process you will be prompted to pay.
- Applicants have two options, pay online via major credit card or elect to pay at the appointment via check.
- Checks must be made out to “MorphoTrust USA”
- Those who arrive to the appointment without proper payment will not be able to move forward with the fingerprint process.
- Applicants are required to pay directly to the vendor.

com/ MorphoTrust USA Enrollm... x

## Applicant Information

**Instructions**  
Items marked with an \* are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

**Applicant Name**

Prefix  First Name \*  Middle Name  Last Name \*  Suffix

**Applicant Alias or Maiden Name**

Prefix  First Name  Middle Name  Last Name  Suffix

**Applicant Home Address**

Number \*  Direction  Street Name \*

Unit Designator

Country \*  City \*  State \*  Zip Code \*

**Methods of Contact**

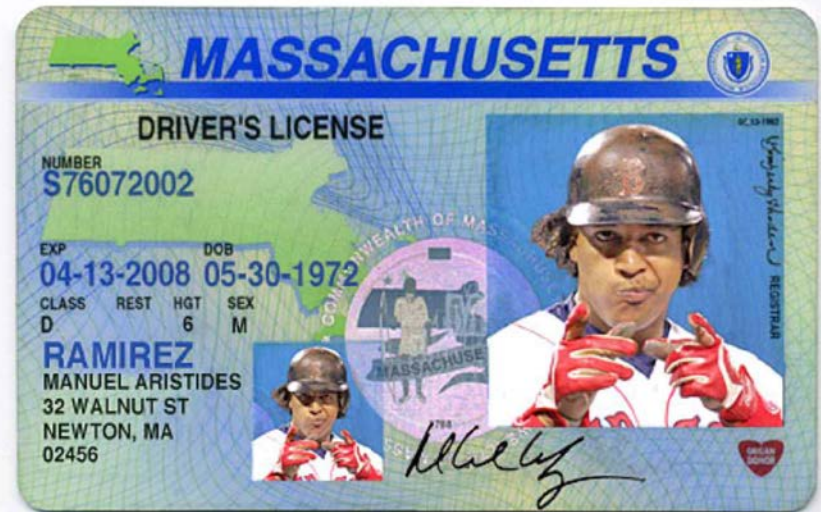
Daytime Phone Number \*  Daytime Phone Type \*  Evening Phone Number  Evening Phone Type

Add Alias (up to 5)

Sign off on the acknowledgement and fill out the inner details of your life!  
The information mirror's the same as on the CORI request form.

# Don't forget for your Appointment

- Bring a check made out to “MorphoTrust USA” or proof of credit card payment.
- Valid Drivers License





# Fees

- K-12 Employees  
Requires both public and private schools to obtain national fingerprint-based background checks of current and prospective employees who may have direct and unmonitored contact with children.

There is a fee associated with conducting these background checks, made up of three parts;

- the cost to take and process fingerprints, the administrative cost to the state of processing the background check materials between the schools and child care centers and the FBI, and the FBI's fee for running a national fingerprint-based background check.
- Fees for early educators and K-12 employees who are not required to be licensed by the Department of Elementary and Secondary Education (such as paraprofessionals) will be capped at \$35. Fees for K-12 employees licensed by DESE will be capped at \$55 this is regardless of whether or not they are working under that license. Because the checks are conducted once, this is a one-time fee.

# What Happens After I'm Fingerprinted?

- The fingerprints are shipped off electronically to the State Police who sends it on to the FBI. The FBI then produces a report and sends it back to the State Police who redact information protected by law (i.e. sealed convictions, juvenile records, etc.). This redacted report is then forwarded on directly to the district.
- During the soft launch the reports have been generated and sent to districts within two to three days.
- When the report is ready the district will receive a secure e-mail notifying them a new report is ready.



🗑️ 📧 ⚠️ 🗑️ Move to Inbox 🏷️ More ▾ 2 of about 51

Subject: SAFIS Results 📄 Inbox x



Results, Safis (CHS) <safis.results@state.ma.us>

📧 Apr 4 (1 day ago) ☆



to me ▾



You have received a message containing protected information sent through the Commonwealth of Massachusetts' Secure Email Delivery System. Please note that this message has been sent through the Secure Email Delivery System because it is confidential information, improper use or disclosure of which may subject you to civil or criminal fines or imprisonment.

**Please Note:** The Commonwealth of Massachusetts implemented a new Secure EMail System on 07/16/2013. If this is the first EMail you have received via this new system, you will be required to register before reading your message.



**To view your secure message:**

**Desktop users:**

Open the attachment (message\_zdm.html) and follow the instructions.

**Mobile users:**

If you are unable to open the attachment please forward this message to: [zdm@vsn.voltage.com](mailto:zdm@vsn.voltage.com) and check your inbox for a link to view the message.





mfredericks@westportschools.org [Help](#) [Sign Out](#)

[Reply](#) [Reply to All](#)

**From:** safis.results@massmail.state.ma.us (Authenticated by state.ma.us) [Valid Signature \(Help\)](#)

**To:** mfredericks@westportschools.org

**Sent:** Thu Feb 13, 2014 11:47 AM

**Subject:** Secure: SAFIS Results

**Attached:** 201402FREDERICKS-WST.doc.pdf (190k) - [View](#), [Download](#)

Attached is a Statewide Applicant Fingerprint Identification Services (SAFIS) result regarding a prospective or current employee. If you have any questions regarding the attached results, you may contact the Constituent Assistance and Research Unit at (617) 660-4640 at the Department of Criminal Justice Information Services. Alternatively, you may send an email to safis@state.ma.us. Please do not reply to this email as this account is not monitored.

Welcome to Commonwealth of Massachusetts Secure Email Delivery System.  
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[Reply](#) [Reply to All](#)



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
 DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES

200 Arlington Street, Suite 2200, Chelsea, MA 02150  
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613  
 MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES  
 (SAFIS)

Fingerprint Search Results

The information provided within this response is Criminal History Record Information (CHRI) and is protected by Federal and State laws and regulations (M.G.L. c. 6, §§ 167-178B, 28 CFR 20 et. seq., and 28 CFR 50 et seq).

Unauthorized access to, use of, or dissemination of, this information is prohibited. An individual who believes there may be a discrepancy within this information must follow the procedures for challenging the accuracy of criminal record data.

Agency:		DEPT OF ELEMENTARY AND SECONDARY EDUCATION	
NESE2014001MN			
Date Fingerprinted:	02/11/2014	Fingerprint Transmit Date:	02/11/2014
Name:	FREDERICKS, MICHELLE	FBI No.:	FBI AFIS Result: Non Ident.
Date of Birth:	07/04/1984	State ID No.:	State AFIS Non Ident.



# Suitability Report

- Per the regulations (set forth in 51.07) the suitability report must contain the following information:
  - Applicant's name
  - Applicant's date of birth
  - Date report was taken/processed
  - Date the suitability determination was made
  - Name of district receiving the report
  - Determination made, whether suitable or unsuitable.

# All Individuals Must Have a Suitability Determination Made

- **51.03: Individuals Subject to a National Criminal History Check for Suitability Determinations.**
- (1) School employers shall review the results of a national criminal history check for all current and prospective school employees in the following categories:
- (a) Any full or part-time employee who may have direct and unmonitored contact with children;(b) Any substitute employee who may have direct and unmonitored contact with children;(c) Any student teacher, apprentice or intern working at a school who may have direct and unmonitored contact with children; and(d) Any individual who regularly provides school related transportation to children.(2) School employers may review the results of a national criminal history check for certain individuals who may have direct and unmonitored contact with children, including:
- (a) Any volunteer; and(b) Any subcontractor or laborer commissioned by the school employer, or employed by the city or town, to perform work on school grounds or with students.(3) In the case of an individual directly hired by the school committee, such as a superintendent of schools, the chair of the school committee shall review the results of the national criminal history check.

# An Unsuitable Report

An unsuitable report must follow the CORI requirements.

If the applicant is a license holder the information must be shared with the DESE.

- Before taking adverse action on an employment applicant's application for employment based on the employment applicant's SAFIS, an employer shall:
  1. comply with applicable federal and state laws and regulations;
  2. notify the employment applicant in person, by telephone, fax, or electronic or hard copy correspondence of the potential adverse employment action;
  3. provide a copy of the employment applicant's SAFIS to the employment applicant;
  4. provide a copy of the employer's SAFIS Policy, if applicable;
  5. identify the information in the employment applicant's SAFIS that is the basis for the potential adverse action;
  6. provide the employment applicant with the opportunity to dispute the accuracy of the information contained in the SAFIS;
  7. provide the employment applicant with a copy of DCJIS information regarding the process for correcting SAFIS; and
  8. document all steps taken to comply with 803 CMR 2.17

# Any Questions?

