<u>**Criminal History checks for Pre-K Staff**</u>

Issue:

There is a requirement that LEAs perform background checks on employees that work with Pre-K students or are alone with them. They are required to have a state-central background check that must be renewed every 3 years. This is required starting 9/1/2019.

Legislation:

- NC Child Care Act: N.C.G.S. §110-90.2 –Mandatory Child Care Providers' Criminal History Checks
- NC Child Care Rules: 10A NCAC 09 .2700 Criminal Records Checks
- Federal CCDBG Reauthorization Act: 42 U.S.C. §9857 (and federal regulations, 45 C.F.R. 98.43)

The steps below are a best practice suggestion on how to manage this information.

Update Positions and Employees

- Update Positions
    - On every Position the **Pre-K Indicator** appears, previously this appeared only on Licensed positions. Set the value to YES on any position for which there is interaction with Pre-K students.
- Create a Local Use Field on the Employee Demographic Screen
    - Home> Setup>LEA Configuration> Local Use Labels Employee
        - https://files.dpi.state.nc.us/HRMS_help/mainSpace/Local%20Use%20Labels%20Employee.html

        Items in bold below are suggestions, the LEA can use whatever values make sense to them.

    - Label Name: **PK Crim Renewal Date**
    - Label Description: **Pre-K Criminal Renewal Date**
    - Sort Order: ==*MAKE NOTE OF THE NUMBER, IT IS NEEDED IN OTHER STEPS OF THE PROCESS*==
    - Active: Yes
    - Default value: leave blank
- Set the date on which the next 3-year renewal needs to be completed for the employee.
    - Search for the employee to be updated.
        - https://files.dpi.state.nc.us/HRMS_help/mainSpace/Employee%20Page
    - Go to the Employee Demographics page and update the new Local Use Field that was created. The label will appear that you created. You can enter in the date when the next renewal is due.

Create a Local Web Report

This report will show all employees who have the Pre-K Indicator set to YES. The report includes the new Local Use Field that was created so HR staff can see who needs to have a criminal check completed.
Follow the instructions below on creating a local web report.

- From the Home page click on Reporting

- Click on Edit Local Web Reports

Edit Local Web Reports

Current User: 120SYSADM   New Report   Run Local Reports

- Click on New Report
- Complete the Report Definition section. Be sure to use a report number that has not been used already.

- Copy and paste the query below into the SQL box. Update the number in the field in the **L.EMP_LOCAL1_TXT** to the new Local use field you just created for PK.

```
select pos_num_cd, pos_desc,  pos_site_cd || ' - ' || ste_site_nm as site,
trim(E.emp_last_nm) || ', ' || trim(E.emp_first_nm) || ' ' || coalesce(trim(E.emp_middle_nm),'') as
employee_name, substring(E.emp_ssn_txt,6,4) as ssn_last4,
L.EMP_LOCAL1_TXT as PK_Criminal_Renewal_Date,

CASE
    WHEN pos_category_cd = 'L' THEN 'Licensed'
    WHEN pos_category_cd = 'C' THEN 'Classified'
    WHEN pos_category_cd = 'B' THEN 'Bus Driver'
    ELSE 'Substitute'
END
AS CATEGORY

from hrmslea.position
join hrmsshr.leasites_v on ste_site_cd = pos_site_cd
left outer join hrmslea.assignments_all_v on eas_pos_docid = pos_docid and source in ('C','F')
left outer join hrmslea.employee E on E.emp_ssn_txt = eas_ssn_txt
inner join hrmslea.employee_with_local_use_v L on E.emp_ssn_txt=L.emp_ssn_txt
where pos_prek_teacher = 1
order by 1
```

- Click the Submit button for your results.

Notes:
- Replace **L.EMP_LOCAL1_TXT** with the sort order number for the local field created. If you set the sort order as 20 the field should be changed to **L.EMP_LOCAL20_TXT**