

Criminal History checks for Pre-K Staff

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.

Local Report

Report Definition	
Report Name *	<input type="text"/> <small>A short name, preferably with no spaces please</small>
Display Name *	<input type="text"/> <small>A more descriptive name (spaces allowed) that shows up in the list of reports</small>
Report Title	<input type="text"/> <small>The title to appear at the top of the report.</small>
LEA Number *	<input type="text"/> <small>Your LEA Number, or 000=DPI, 999=Training</small>
Report Number *	<input type="text"/> <small>A 6-digit number always prepended with your LEA Number, e.g. 000123</small>
Allowed User Roles *	<input type="checkbox"/> [AdminAppManager] <input type="checkbox"/> [AdminAppViewer] <input checked="" type="checkbox"/> [Administrator] <input type="checkbox"/> [AllUsers] <input type="checkbox"/> [Anonymous] <input type="checkbox"/> [AppEntry] <input type="checkbox"/> [AppViewer] <input type="checkbox"/> [ClerkStfAct] <input type="checkbox"/> [CommentEditor] <input type="checkbox"/> [CommentEntry] <small>Ctrl-Click to select multiple roles. Click here for a list of the HRMS groups that correspond to the roles in the selection list. [Administrator] role is provided for programmatically even if deselected here.</small>
Individual Users	<input type="text"/> <small>If desired, type individual HRMS user names in the field. To allow everyone to run the report, even users without an HRMS account, type Anonymous here. Separate multiple user names with a comma. Example: 999johndoe,999janedoe</small>
Advanced Settings	
Output	<input type="text" value="Web"/>
Stylesheet Path	<input type="text" value="c://HRMS_Stylesheets"/> <small>A path is required only for viewing Excel reports with a stylesheet. The only time you should change this value is when users are unable to save stylesheets to a local drive or you wish to make a stylesheet repository. Use forward slashes only and omit the final slash.</small>
Stylesheet ID	<input type="text" value="LocalReportGeneric"/> <small>If you wish to use a custom XSL stylesheet, type the name here. Otherwise, leave the default value unchanged. Omit the ".xsl" extension.</small>
Show Query When Run	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Shows the query after replacements have been made. Used for troubleshooting reports that produce no data. Always set Output to Plain Text when using this feature.</small>
SQL (Include the SELECT keyword at the beginning of the query.)	
<div style="border: 1px solid gray; height: 100px;"></div>	
<input type="button" value="Submit"/>	

- 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**