

New York Statewide Central Register **On-Line Clearance System (OCS) Non-DCC**

PLEASE NOTE THAT THE OCS REQUIRES THE USE OF WINDOWS OPERATING SYSTEM AND INTERNET EXPLORER VERSION 6.0 OR HIGHER.

Please Note:

If you do not have a NYS Drivers License or a Non Driver's License ID you cannot be the agency liaison for OCS. Meaning, the Agency Liaison who registers for access to the Online Clearance System must have a NYS Drivers License or a Non Driver's License ID Card.

After completing and faxing the attached "Registration" form you will receive a User Name and Password. Access to the Online Clearance System is as follows:

- Open internet explorer on your desktop.
- Enter the following URL into the search pane: <https://ws04.nyenet.state.ny.us/>
- You will be brought to the OCS Log-in Page where you will enter your User name and Password.
- From there you can follow the data entry instructions attached (OCS - Screen Shots - Located at the end of this document).

On-Line Clearance System (OCS)

Registration Packet

Terms and Conditions

Purpose:

- The **Online Clearance System (OCS)** is a web-based application that supports the mandate under Section 424-a of the Social Services Law to inquire of the Statewide Central Register (SCR) as to the existence of any reports of child abuse or maltreatment indicated against an applicant prior to employment, certification, or licensure. The **OCS** allows electronic submission of Database Check requests to the SCR, thereby replacing the existing paper LDSS-3370 form currently in use.
- Electronic Submission will eliminate time needed for postal delivery of hard copy of the LDSS-3370 form.
- Electronic Submission will also eliminate handwriting on the LDSS-3370 form, and therefore eliminate problems of illegibility. As such, the need for your agency to handle "send back" paper LDSS-3370 forms returned by the SCR due to illegibility is eliminated. This conserves time and resources for your agency and the SCR.
- The OCS format guides the agency worker and/or applicant step-by-step through the entry process and immediately identifies any errors or omissions on the form, thus, successfully eliminating the potential "send back" of the LDSS-3370 form due to information omission or other error. This provides another opportunity for the agency and the SCR to conserve time and resources.
- **Electronic submission of the database check provides immediate acknowledgement of that submission. Additionally, the generation and mailing of hard copy of the Database Check response letters will be replaced with an electronic notification from the SCR. This further reduces the overall processing time. The electronic notification provides the same information regarding the applicant an agency receives now in response to a Database Check.**
- The OCS will maintain a record of all Database Check requests submitted by your agency and the SCR's response for 6 months. This does not eliminate the need for your agency to track and maintain SCR database check submissions and the SCR response letters as required by licensing or regulatory standards.

Legal and Regulatory References: There are no changes in your legal mandate to submit database checks under Section 424-a of the Social Services Law. Although the paper LDSS-3370 form will no longer be mailed to the SCR for processing, there are no programmatic changes or new data requirements associated with the Database Check process. All of the information currently required on the paper LDSS-3370 is also required in the OCS. The current LDSS-3370 form (Revision Date 4/2011- Located at the end of this document), including instructions, is attached for your reference.

Submitting Request to SCR: After you have entered all the required Information you must click "**Submit**" for the information to be submitted to the SCR. You will then get a confirmation that the request has been submitted to the SCR for completion.

Processing "Fee" Categories in OCS:

- Effective 4/15/11 the SCR is implementing a recent amendment to Section 424-a(1)(f) of the Social Services Law, which sets forth Database Check "Fee" requirements. The change in the law now requires that applicants for employment (Category F) and prospective day care providers and applicants for employment in day care programs (Categories N, P, Q & Y) be charged a \$25 fee for any database checks conducted through the SCR. These Categories are described on the enclosed Registration Sheet. The OCS screen shots located at the end of this document show required fields for "fees". **Please send your check/money order to New York State Office of Children and Family Services, Capital View Office Park, 52 Washington Street, South Building Room 204, Bureau of Financial Operations/Accounting and Revenue Collection, Rensselaer, NY 12144.**
- **Please write the Request ID and Applicant Name and attached a copy of the page on check or money order.**

Scope: Submission of ALL Database Check (Non-Court) requests will be electronic via the OCS system. All notifications or response letters from the SCR will be received electronically as well.

Employee Access: There are two ways to enter a Database Check request in the **Online Clearance System**.

- Agency workers who have been given the security rights to access the **Online Clearance System** can enter the Database Check information directly from a personal computer (PC) located in your agency and then electronically submit the request to the SCR for processing.

OR

- The agency workers who have been given the security right to access the **Online Clearance System** can log on to the application from a PC located in your agency and then require that the applicant/prospective employee data enter the Database Check information. Upon completion of the entry by the applicant, the agency worker would review the information for accuracy and electronically submit the Database Check to the SCR for processing.

Records Retention/Agency Responsibility: The information in the **OCS** will be stored for six (6) months from the completion date. Information regarding Database Checks submitted by your agency will be purged from **OCS** through an automated quarterly record retention program. All Database Checks that have been in a “completed” Status for six months or greater will be expunged during the quarterly run. Completed status means that the SCR has completed the processing of the form including sending the electronic notification to the agency. If your agency is required to maintain its own copy of the letters from the SCR, they will need to be saved to the agency computer system (not the **OCS**), or printed, by your agency prior to the purge.

Reporting Problems: Any technical problems such as system errors, login problems or for programmatic assistance regarding Database Check requests in the **OCS** please contact the SCR at Ocfs.sm.OCS.user.assistance or 518-474-1567 between the hours of 9AM and 5PM on Monday through Friday. SCR contacts available to assist you are as follows:

Mary Hamilton	(Ext.17898)	Tara Hughgill	(Ext. 17899)
Krystle Prentice	(Ext.19586)	Sharon Imam	(Ext. 17921)
Wendy Reeves	(Ext. 17791)		

Password Resets: For any Password Resets please contact the Help Desk at 1-800-697-1323.

Non Disclosure Agreement: The **Online Clearance System** can only be used in accordance with Section 424-a of the Social Services Law (see attached) where a licensing or provider agency requests a database check pursuant to that statute.

Upon completion of the registration process, OCFS will create an account for the Agency Liaison designated on the “Agency Information Registration Sheet” (attached). The Agency Liaison will have responsibility for granting access to other agency workers who need access to the **Online Clearance System**. Access must only be granted on a “need to know” basis. Only when it is determined that an employee’s job duties requires access to the **Online Clearance System** should the employee be granted access. The Agency Liaison is also responsible for terminating access when a worker leaves the agency or has a shift in job responsibility that no longer requires that they access the system.

Important Data Entry Reminder: Please take caution when data entering information into the Online Clearance System. A data entry error in the name of the applicant or person age 18 or older living in the home, DOB or address may result in an inaccurate search of the CONNECTIONS Database. This may result in clearing an individual who may have an indicated case. Please make sure you are entering all the family member’s and addresses listed on the 3370. Before saving and submitting the request please review the entire request for accuracy. Once this request has been submitted to the SCR the request is frozen and cannot be changed by the agency or the SCR. All Current address information needs to be typed out completely. Please DO NOT ABBREVIATE the Street, City or State.

Statewide Central Register Online Clearance System
Agency Information Registration Sheet

Please complete and fax to the attention of Wendy Reeves at 518-486-3424

Agency Name: _____

Agency Address: _____

Agency Liaison Name (as displayed on NYS License): _____

Agency Liaison Email Address: _____

Agency Liaison Telephone Number: _____

Agency Liaison HSEN USER ID: _____ (If not applicable leave blank).

Liaison Personal Information

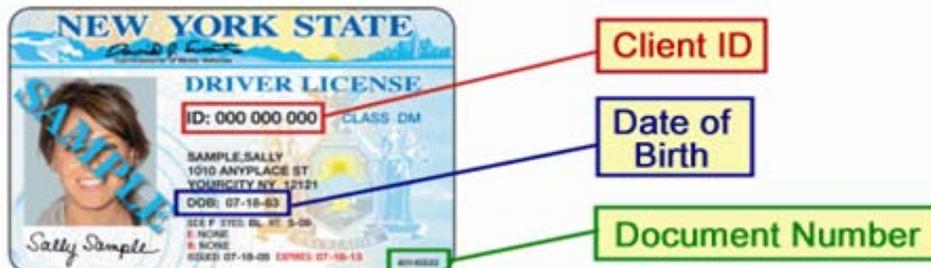
Liaison's Date of Birth: _____

Liaison NYS Drivers License Number: _____

Liaison NYS License Document Number: _____

Liaison's Last 4 digits of SSN #: _____

Liaisons Zip Code (from NYS Drivers License): _____



Please record the appropriate Identification Number associated with your agency. For guidance please use the attached document titled "Organizations Entitled to Conduct Database Checks under Section 424-a of the Social Services Law." A valid number is required. Please provide only ONE of the following:

Resource Identification Number (RID#) _____

Child Care Facility System Number (CCFS#) _____

Child Care Activities Tracking System (CCAT#): _____

Categories: (Please check all that apply)

See Guidelines in attached "Organizations Entitled to Conduct Database Checks under Section 424-a of the Social Services Law" for assistance. All Categories with an "*" Require payment of a \$25.00 fee effective 4/15/11.

<input type="checkbox"/> D	Local DSS prospective employee
<input type="checkbox"/> E	Current employee (previously cleared by your agency for this position).
<input type="checkbox"/> F	Prospective Employee*
<input type="checkbox"/> M	Applicant to be a director of a summer, overnight, day or traveling day camp.
<input type="checkbox"/> N	Applicant for a license to operate a day care center. *
<input type="checkbox"/> P	Family day care provider applicant*
<input type="checkbox"/> Q	Group family day care provider applicant. *
<input type="checkbox"/> R	Kinship foster parent applicant.
<input type="checkbox"/> S	Provider of Goods/Services
<input type="checkbox"/> W	Foster parent applicant, Family care home provider applicant.
<input type="checkbox"/> X	Applicant to be adoptive parents. (Submit only if there is an application pending with the agency.)
<input type="checkbox"/> Y	Prospective <u>Day Care</u> employee, * Group family day care <u>assistant applicant</u>.*
<input type="checkbox"/> Z	Prospective volunteer/Prospective consultant.

Please check this box if you want the ability to Manage Workers

Liaison Signature: _____ Date: _____

Director Signature: _____ Date: _____

Your Signature indicates you have read and understood the terms and conditions of the attached Registration Packet.

(4/2011)

ORGANIZATIONS ENTITLED TO CONDUCT DATABASE CHECKS

UNDER SECTION 424-A OF THE SOCIAL SERVICES LAW

Child day care centers, including head start programs, and school-age child care programs licensed or registered by the NYS Office of Children and Family Services (OCFS)

If you operate a day care center or school-age child care program licensed or registered by OCFS, please use the CCFS number assigned to your program. If you have questions about your CCFS number, please contact your day care licensing representative. (If you do not know the name of your licensing representative or do not know how to contact your licensing representative, please see the attached list that shows contact information for the OCFS day care regional offices. Please contact the appropriate regional office for the county in which your day care program is located.)

Child day care centers, including head start programs, licensed by the New York City Department of Health and Mental Hygiene

If you operate a day care center licensed by the New York City Department of Health and Mental Hygiene and do not have a CCFS number or RID, please record "DOH" in the Agency Code field and use your Child Care Activities tracking system number (CCAT#), which can be located on your current license issued by the New York City Department of Health and Mental Hygiene.

The following organizations are authorized to clear and must submit an LDSS-3370 with a valid Resource Id (RID) Number for the Database Check to be processed by the SCR:

Authorized Agencies must clear prospective foster parents, prospective adoptive parents, and persons age 18 or older who reside in the homes of those applying to be foster parents or adoptive parents.

Adoption Agencies from states other than New York may clear prospective adoptive parents where such agencies will place into New York for adoption a foreign born eligible orphan child with non-quota immigrant status under applicable federal law.

The New York State Department of Health and county departments of health must clear applicants to operate *summer camps* in New York.

Child care resource and referral programs may conduct database checks on persons to be included in a list of substitute child day care caregivers where the child care resource and referral program maintains such a list.

The New York State Office of Mental Health (OMH) or New York State Office for People with Developmental Disabilities (OPWDD) must clear applicants to operate a family care home which will serve children.

OCFS must clear applicants to be providers of family or group family day care, assistants to such providers, and persons age 18 or older who reside in homes where family or group family day care will be provided. These clearance requests are submitted by ***OCFS Regional Office staff to the SCR***. Family and group family day care homes have no authority to conduct their own database checks and should not submit database check forms directly to the SCR.

OCFS must clear applicants to receive board or keep children in foster homes or family homes certified or approved by OCFS, and persons age 18 or older who reside in such homes. These clearance requests are submitted by the ***Division of Juvenile Justice and Opportunities for Youth (DJJOY) to the SCR***.

OCFS must clear applicants to operate day care centers and school-age child care programs where such centers and programs will be operated by individuals. These clearance requests are submitted by ***OCFS Regional***

Office staff to the SCR. Individuals proposing to operate day care centers and school-age child care programs may not submit clearance requests concerning themselves directly to the SCR. (Individuals proposing to operate day care centers and school-age child care programs will submit clearance requests concerning their staff directly to the SCR; see below.)

The entities listed below must submit database checks on prospective employees of and providers of goods and services to residential facilities operated by the program where such employees and providers have the potential for regular and substantial contact with children cared for by the center or program. There must be a valid Resource Id (RID) Number for the Database Check to be processed by the SCR.

Residential facilities for children operated by authorized agencies and certified by OCFS

Juvenile detention facilities certified by OCFS

Runaway and homeless youth shelters and programs certified by OCFS

Residential schools operated, supervised or approved by the State Education Department

Early intervention services programs established pursuant to Section 2540 of the Public Health Law

Preschool services programs established pursuant to Section 4410 of the Education Law

Special Act school districts

Programs and facilities licensed by the New York State Office of Alcoholism and Substance Abuse Services

Residential facilities and non-residential programs licensed or operated by the OMH or OPWDD

Residential facilities operated by OCFS (Clearance requests will be submitted through DJJOY)

If you operate any of the program types listed above other than a day care program and do not have a RID, please send an electronic e-mail request to the Office of Children and Family Services at

ocfs.sm.conn_app@ocfs.state.ny.us. Please include the following information so we can determine if issuance of a RID is appropriate: The name, address and telephone number of your organization and a contact person within your organization;

1. A statement of which of the categories listed above your organization falls under;
2. The name and telephone number of a contact person in your licensing agency who can verify the status of your organization; and
3. A copy of your license, certification or other official documentation of approval by the relevant State or local agency.

If you do not fall within any of the categories described above but believe you are legally authorized to access the database check process, please contact your licensing agency listed below for assistance in determining if your organization may legally access the database check process. If your licensing agency asserts you are legally entitled to access the database check processes of the SCR, please obtain from your licensing agency a written explanation of the legal rationale for that view and provide that to the above e-mail address with your request for a RID.

Office of Children and Family Services

Capital View Office Park, 52 Washington Street, Rensselaer, New York 12144-2796 (518) 473-7793

New York State Office of Mental Health

44 Holland Avenue, Albany, New York 12229 1-800-597-8481 (toll-free)

New York State Office for People with Developmental Disabilities

44 Holland Avenue, Albany, New York 12229 (518) 473-9689 / 1-866-94NYSDD (1-866-946-9733)

New York State Education Department

89 Washington Avenue, Albany, New York 12234 Phone: (518) 474-3852

New York State Office of Alcoholism and Substance Abuse Services

Albany Office, 1450 Western Avenue, Albany, NY 12203-3526 Phone: 518-485-1768

Daycare Centers and School-Age Child Care Programs should contact the appropriate licensing agency listed below for assistance regarding the correct CCFS/RID number to use on database check forms they submit to the State Central Register.

ALBANY REGIONAL OFFICE – 52 Washington Street, Room 309 S, Rensselaer, NY 12144 (518) 402-3038

Serving the counties of: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

BUFFALO REGIONAL OFFICE - 295 Main Street, Room 545, Buffalo, NY 14203 (716) 847-3828

Serving the counties of: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

LONG ISLAND REGIONAL OFFICE (For Day care issues only)

Courthouse Corporate Center, 320 Carlton Avenue, Suite 4000, Central Islip, NY 11722 (631) 342-7100

Serving the counties of: Nassau and Suffolk

NEW YORK CITY REGIONAL OFFICE - 80 Maiden Lane, New York, NY 10038 (212)-383-1834

Serving the New York City Boroughs: Bronx, Brooklyn (Kings), Manhattan, Queens, and Staten Island (Richmond)

ROCHESTER REGIONAL OFFICE - 259 Monroe Avenue, 3rd Floor, Monroe Square, Rochester, NY 14607 (585) 238-8531

Serving the counties of: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

SYRACUSE REGIONAL OFFICE - The Atrium, 100 S. Salina Street, Suite 350, Syracuse, NY 13202 (315) 423-1202

Serving the counties of: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

SPRING VALLEY REGIONAL OFFICE (Yonkers Regional Office) 11 Perlman Drive, Spring Valley, NY 10977 (845) 708-2498

Serving the counties of: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

NYC Department of Health – Family Daycare and Group Family Daycare Programs

Bronx (718) 579-7771 Manhattan (212) 676-2444
Brooklyn/Staten Island (718) 222-6323 Queens (718) 393-6257

NYC Department of Health – School Age Childcare Programs in all Boroughs - (212) 676-2444



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