

ACA Rocky Mountain Webinar- Hot Topics
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Current Hot Topics

- TRAILS Background Checks
 - Includes out of state and international staff unless those staff are constantly supervised by other staff who do have the TRAILS and fingerprint background checks
 - Required every 5 years
 - Form is new this year and must be typed. \$35 each
 - Forms have been rejected for staff putting "N/A" in spouse or child fields, which also cannot be left blank. Put "none" for anything that doesn't apply
- CABS (Colorado Applicant Background Services) Fingerprinting
 - New process launched September 2018, still a lot of confusion
 - Starting in 2020, new prints required every 5 years, not lifetime
 - Internationals must be fingerprinted
 - Can submit without SSN (as new staff won't have yet)
 - You may not mail cards to CBI- they must be submitted by the fingerprint providers.
 - FBI reports are coming back differently than they have in the past. They either say the person is "eligible", "ineligible" or "inconclusive." If inconclusive, the staff member needs to call a phone number given in the letter within 20 days.
 - Approved Providers
 - **Colorado Fingerprinting:** <http://www.coloradofingerprinting.com/>
 - **Identogo:** <https://www.identogo.com>
 - Learn more at Childcare Licensing: <https://sforce.co/2tJ6HvH>
 - Colorado Fingerprinting
 - They recently became an approved provider and I don't have a lot of info on them yet.
 - Identogo
 - Use service code: **25YJ15** (Full time camps, Summer camps, and Day camps licensed by State Human Services)
 - Fees collected at time of enrollment: \$39.50 processing fee for CBI + \$10 processing fee or conversion fee if out of state employees mail a paper card. You can pre-purchase codes to send staff to cover the \$49.50 fee here: https://www.identogo.com/uploads/general/CO_NCAC_Credit_Card_Account_Package.pdf
 - Colorado employees
 - Must make an appointment online: https://www.identogo.com/uploads/general/CO_NCAC_Credit_Card_Account_Package.pdf

- Applicants need service code (25YJ15) and your CONCJ and license numbers
 - Out of state employees
 - Identogo is not offering out of state fingerprinting right now, but may later. They have multi-state locations, so this seems strange. Out of state applicants must go through the scheduling process on their website and submit a paper card by mail to Identogo for a \$10 fee to convert it. At the end of the online appointment set up, there is a form that needs to be printed by the applicant and submitted with the paper card to Identogo. Enroll at <https://uenroll.identogo.com/>
 - This means they will pay a fee to be fingerprinted in their home state (around \$10) + the \$49.50 fee.
 - Or they can wait and be fingerprinted when they arrive in Colorado.
 - More info here: https://www.identogo.com/uploads/general/CO_Card_Scan_Instructions.pdf
 - On site fingerprinting
 - They offer mobile onsite printing for groups of 30 or more for a \$10 fee per applicant. They require 4-6 weeks notice. To set up, email statemobileservices@us.idemia.com
- Card Processing Time
 - Typically 24 hours for CBI, a week or more for FBI
- Immunization Form reporting
 - Typically the health department didn't like us having out of state campers' immunizations listed on their state forms and wanted them on the CO form. Now Childcare Licensing is saying the same and citing for it. ACA Rocky Mountain is working with the Department of Health on the possibility of getting other state forms approved.
 - At this point, best advice is to transcribe immunizations not on the CO form
 - Won't change after age 12, so you can reuse if you have returners
 - You can pull CO forms from the CO Immunization Information System (CIIS) at: <https://ciis.state.co.us/ciis/Login.aspx>. You need to create an account and do an online training.
- Best practices in reporting
 - All camper injuries which require off-site treatment must be reported to Childcare Licensing at: <http://coloradoshines.force.com/injury> within 24 hours.
 - They will then come out to do an injury investigation. Often these visits are pre-scheduled, but that will depend on your licensing specialist.
 - A head injury requires an immediate investigation visit, while other injuries may have a longer time before a visit.
- Annual Licensing Visit
 - The document review visit may be scheduled. The walk around may be part of that same visit, or may be a surprise visit at any time.