



## **Affiliate Access to Basic Consumer Information (BCI)**

Rule: BCI access will be granted to eligible staff of CDDO affiliated providers that complete the necessary application and are approved by the Community Developmental Disabilities Organization (CDDO). The employee's access to information in the BCI applications will be limited to persons receiving I/DD services from the affiliated provider employing the staff. Applications may only be submitted by program/service coordinators (or their equivalent) and/or their supervisors.

Process:

1. A BCI Affiliate Access Application and Agreement is to be completed and submitted to the CDDO to request access to the BCI system. The agreement may be requested from the Director of CDDO Administration and must be returned to the Director of CDDO Administration. A separate application is required for each employee requesting access. The decision to grant access will be made by the CDDO.
2. If approved, the Director of CDDO Administration will send notification to the Network Manager requesting a new account be created for the staff. The Network Manager will determine the User Identification (ID) and Password to be assigned to the employee of the affiliate agency. The Director of CDDO Administration will send notification to the employee and the Network Manager to confirm access has been established. (The unique BCI User ID and Password are not to be shared with anyone.)
3. When the staff is no longer employed or has given notice to terminate employment with the affiliated provider, the employee's supervisor is responsible for immediately notifying the Director of CDDO Administration. The notification should contain the name of the employee and the date that access should no longer be allowed to BCI. The Director of CDDO Administration will send this information to the Network Manager requesting that the employee be deleted from BCI access. The Network Manager will notify the Director of CDDO Administration when access has been terminated.