



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

<b>Subject: Access to Basic Consumer Information (BCI)</b> <b>Effective Date: 09-12-2014</b>	<b>Reviewed: 08-08-16</b>	<b>Policy No: 06-044</b>
<b>Revised: 08-08-16</b>	<b>Forms: 06-044.001 BCI Affiliate Access Application and Agreement</b>	

**POLICY:** *BCI access will be granted to eligible staff of CDDO affiliated providers that complete the access application and are approved by the 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.*

**GUIDELINES:**

1. A BCI Affiliate Access Application and Agreement (06-044.001) is to be completed and submitted to the CDDO to request access to the BCI web based system. A separate application is required for each employee requesting access. The decision to grant access will be made by the CDDO Director and the CDDO Information Technology Assistant.
2. When approved, the CDDO Information Technology Assistant will assign the User Identification (ID) and password to the employee of the affiliate agency. The CDDO Information Technology Assistant will send notification to the employee to confirm access has been established. **(The unique BCI User ID and password are not to be shared with anyone.)**
3. When BCI user is no longer employed it is the responsibility of the agency to **immediately** notify the CDDO Director and the CDDO Information Technology Assistant. The notification form (06-044.001) should contain the name of the employee and the date that access should no longer be allowed to BCI. The CDDO Information Technology Assistant will terminate the employee access to BCI.