



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

Subject: Access to Basic Consumer Information (BCI) Effective Date: 09-12-2014		Policy No: 06-044
Revised: 08-08-16, 11-15-18, 08-27-19, 01-11-21, 09-19-22, 03-20-23	Forms: 06-044.001 BCI Affiliate Access Application and Agreement 06-044.002 BCI Temporary Authorization Access	
Reviewed: 08-08-16, 10-06-17, 10-15-18		

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 BCI. 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 Coordinator.
2. When approved, the CDDO Information Technology Coordinator will assign the User Identification (ID) and password to the employee of the Affiliate agency. The CDDO Information Technology Coordinator 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 the BCI user is no longer employed it is the responsibility of the agency to **immediately** notify the CDDO Information Technology Coordinator, by emailing the BCI Affiliate Access Application and Agreement ([06-044.001](#)) indicating the name of the employee and the date that access should no longer be available to BCI. The CDDO Information Technology Coordinator will terminate the employee's access to BCI.
4. Any BCI user information changes (name, email, phone) will need to be submitted, by form ([06-044.001](#)), and emailed to the CDDO Information Technology Coordinator.
5. Temporary access to BCI may be granted for documentation purposes at the CDDO's discretion. The BCI Temporary Authorization Access Form ([06-044.002](#)) must be completed and submitted to the CDDO Information Technology Coordinator. The IT Coordinator will get approval from the Director to grant access. If the Director is absent, the Quality Management Coordinator (QMC) may approve access. If the Director and QMC are absent, the Liaison may approve access. If the IT Coordinator is absent, the Documentation Coordinator and Admin Assistant will act as backup.