

Intended Audience- Approved Early Intervention (EI) Agencies

Topic- Justice Center Staff Exclusion List (SEL) check

Dear Director:

Beginning in 2014, the Bureau of Early Intervention (BEI) implemented a process to share lists of approved Early Intervention (EI) provider agencies with the Justice Center for the purposes of conducting a Staff Exclusion List (SEL) check. BEI recently became aware that agencies were unaware of the Justice Center and requirements to check the status of new hires on the SEL. This communication is intended to clarify this responsibility. Before provider agencies check potential hires through the state central register (SCR), provider agencies must first conduct a SEL check through the Justice Center. Below is information on gaining access to the SEL and a link to the Justice Center's website to learn more about the purpose of the Justice Center SEL checks.

Early Intervention provider agencies are required to conduct a check of the SEL prior to making a hiring determination on any applicant for employment or volunteer service who will have regular and substantial contact with children in the program or prior to contracting with an individual provider. In order to conduct a SEL check, EI provider agencies must designate an authorized person to conduct such checks online. The Authorized Person Designation Statement Form is found on the following link, under the Forms tab of the Justice Center's website: www.justicecenter.ny.gov.

Please complete and submit the Authorized Person Designation Statement Form to the Justice Center via fax or email. Remember to include your early intervention agency State Provider ID# on the Department of Health line in Part 3 of the Authorized Person Designation Statement Form (see below). Do NOT enter your tax ID or organizational NPI number. If you do not know your early intervention State Provider ID#, please contact the Bureau of Early Intervention at 518-473-7016.

Part 3. Provider State Oversight Agency Information	
Office of Mental Health (OMH) Agency Code:	
Office for People With Developmental Disability (OPWDD) Corp ID:	
Office of Children and Family Services (OCFS) Agency ID:	
Department of Health (DOH) ACF or Camp ID:	
State Education Department (SED) Provider ID (aka BEDS Code) :	8000000
Office of Alcoholism and Substance Abuse Services (OASAS) Provider ID:	

Once the Justice Center receives and processes a fully completed form, the Authorized Person will be sent an email with a link to the online SEL check system and can begin to conduct SEL checks on behalf of the EI provider agency.

Additional guidance about SEL checks can be found on the following link on the Justice Center's website, under the Pre-Employment Checks tab:

<https://www.justicecenter.ny.gov/investigations-prosecution/sel/management>