

# Bright Futures Information System (BFIS)

## Staff/Associated Parties - Qualifications/Determinations



The Bright Futures Information Systems (BFIS) is Vermont's early care/education and afterschool data system. BFIS supports the work of many different people who care for children in Vermont. BFIS does many things for child care programs, early care and afterschool providers, individuals, preschool programs and more. One new aspect of BFIS is the ability for child care licensing to determine what positions an individual is qualified to hold in a regulated child care program. This new component is called "Associated Party Position Qualification or Determination."

### What does the Associated Party Position Qualification or Determination mean?

The Child Development Division has added a component to BFIS to record and maintain information about the positions individuals are qualified to hold in regulated early care and afterschool programs. This component will allow for decision to be made on a positions which a staff is qualified. The director, the individual staff member and licensing staff will be able to view this information. For example, an assistant teacher starts working in a program, and the positions the s/he are qualified to be in have been determined by child care licensing. The director will be able to see if the individual is qualified to be the assistant teacher. The staff person will be able to see what positions they are qualified to hold; and licensing staff will be able to quickly assess compliance with qualification regulations without spending hours reviewing staff files in your program.

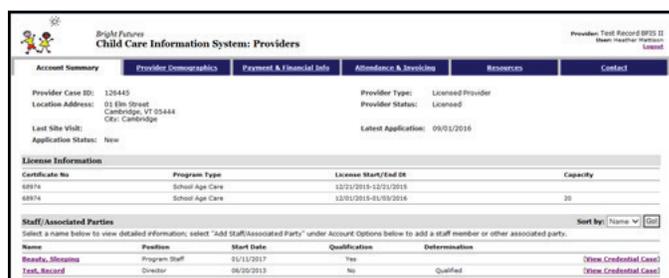
### As a staff person, can I see my information?

When you log into your BFIS Quality & Credential Account, under the resume tab you will see any positions you have been determined qualified for by licensing.



### I am the program director, where can I see this information?

When you log into the program's BFIS account you will now see the two columns in the Staff/Associated Party list. You can also see the information if you click "View Credential Case" for each individual.



### When will this information be entered and available?

Child care licensing will be working throughout 2017 and 2018 to update this information. So, you will gradually see staff information appear.



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### What do the different words mean?

Column	Word	What it means:
Qualification	Yes	This person has had a determination of qualifications by child care licensing and is qualified for the position listed.
Qualification	No	This person has had a decision of qualification by child care licensing and are not fully qualified for the position listed. However, if a person has time to become fully qualified this column may say “no” and the Determination column may say “Qualified”. This is to indicate that the person is currently qualified in this specific program.
Qualification	N/A	The position is complex and has multiple components to qualification. Typically you will see this for directors and business managers. However you will see “Qualified in the determination column. Also individuals who may need be required to meet qualifications, such as partner staff and auxiliary staff, will also have an n/a.
Qualification	Blank	A determination has not been made at this time.
Determination	Qualified	This column is used when a person cannot be qualified in the “qualification” column, but is qualified for this specific position in this specific program.
Determination	Blank	A determination has not been made, or may not be needed.

### How can I help?

Ensuring staff have their education and credentials entered and verified in their credential account will help child care licensing make determinations. For information on how to do that visit:

<http://northernlightscdc.org/career-pathways/bfis-tracking-professional-development/>

Requests for decisions about qualifications can be made to child care licensing. Other staff positions will be assessed over time, and staff will not be able to respond to requests to assess those positions at this time.

### Who can I call if I have questions?

Questions about qualifications and the child care licensing regulations - call the Licensor on Duty at 1-800-649-2642 option 3

Questions about accessing your BFIS account - call the BFIS Help Desk at 1-800-649-2642 option 4.