

Mass Porting

Instructions on how to port (transfer) a determination letter from one center to another from your Owner Account or Support Center.

Support Centers start with slide 9.



Porting for the individual remains the same.

Currently, individual porting requires the applicant/employee to enter four pieces of information into a portability request on the receiving center's account.

The receiving center begins by opening their KOALA account; click on *Background Check*, and then click *Add Portability Request*.

The applicant enters their *social security number, date of birth, date of hire, and the day the applicant last worked* in the child care industry.

If their letter is portable, KOALA will ask for the applicant's personal e-mail address, so they can be notified their letter is ported successfully.



SUPP-39357 | Mary Mae Mosley ▾

Facility Update Registration Background Check

Comprehensive Background Check Portability Request

Anything Child Care (DO NOT USE)

SUPP-39357 ▾

Comprehensive Background Check Unit Helpline:
1 (855) 884-7444

Comprehensive Background Check Unit Email:
CRCHelpDesk@dec.al.ga.gov

Please enter all the fields below to initiate the Portability Request.

*SSN:

*Date of Birth:

*Date of Hire:

*Date person last worked in child care industry:

Search

Cancel

[Frequently Asked Questions](#)

[Legal Notice](#)

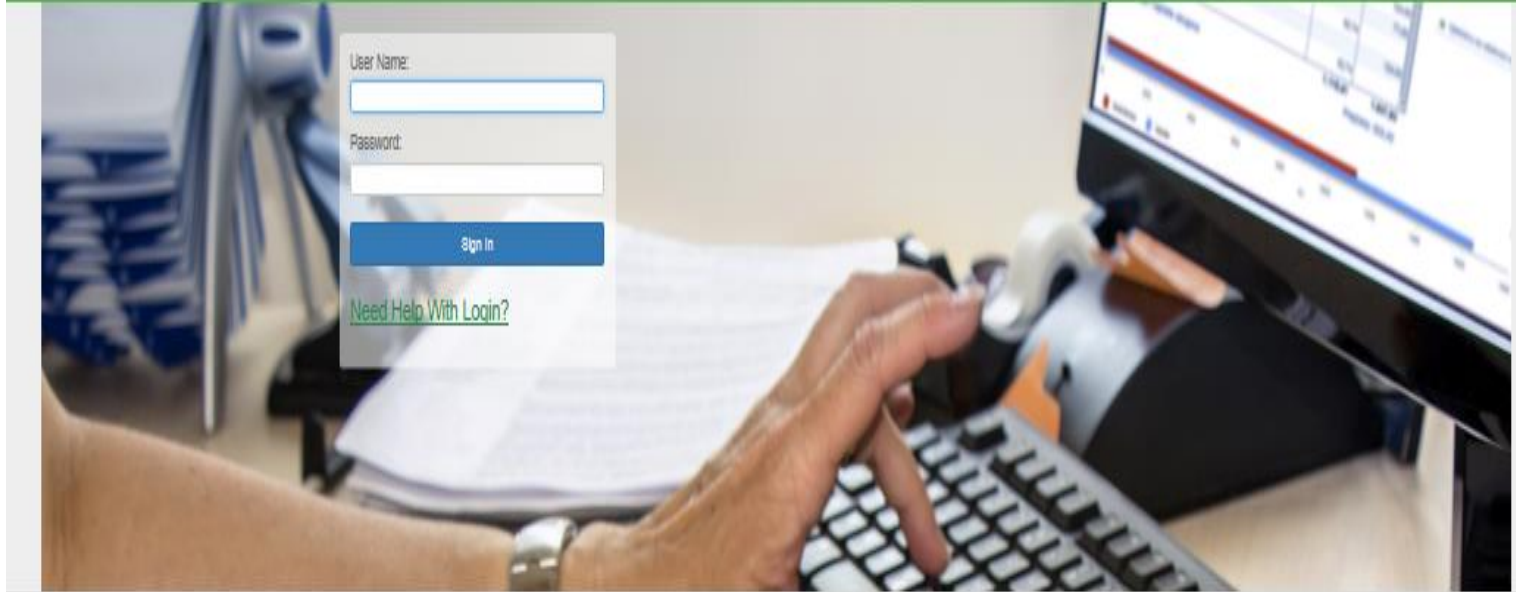
[Resources](#)

Porting from Owner Account

You can do mass porting if you own two or more centers with the same tax identification number.

Instructions for setting up an Owner Account can be accessed on the CRC webpage under *Documents* at the bottom of the page.

Click on *Owner Account* or go to <http://www.decal.ga.gov/documents/attachments/OwnerAccountsInstructions.pdf> using google chrome.



Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs, approved exempt programs and registered support centers. When you activate your DECAL KOALA account, you can log in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@decal.ga.gov

Porting from Owner Account

After setting up your Owner Account, log in at www.decalkoala.com with your OWN-#### account.

All your facilities will be listed under your Owner Account.

Select the facility where the employee currently works, so you can port them to another facility or all facilities.

Example: Sue Adams (employee) currently works at CCLC-30191.

DECAL **KOALA**
Kids Online Administrative Licensing Application

OWN-1042 | Amanda Adamack ▾

Home Update Contact Pay License Fee License Certificate Resources

A New Owner, Inc.

Owner Contact First Name: Amanda
Owner Contact Last Name: Adamack
Owner Phone: (111) 222-3333
Owner Email: marcy.maioli@dec.al.ga.gov

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name. If this list does not match your records, notify your consultant immediately.

	Provider Number	Facility Name	Address	City	Capacity
1.	CCLC-1760	A New Owner #2	456 Owner Circle	Atlanta	87
2.	CCLC-30191	A New Owner #1	123 Owner Blvd	Stockbridge	162
3.	CCLC-31732	A New Owner #3	789 Owner Lane	Stone Mountain	84

Frequently Asked Questions Legal Notice Resources

Porting from Owner Account

If an employee is in the portability period, you will see a **green check** in the first column to the left of their name.

Example: In the screen shot on the right, Sue Adams has a **green check** in the first column to the left of her name indicating she is in the portability period.

Click the **green check** to the left of her name to port her to your other facilities.

Comprehensive Background Check

A New Owner #1

CCLC-30191 ▾

Comprehensive Background Check Unit Helpline:
1 (855) 884-7444

Comprehensive Background Check Unit Email:
CRCHelpDesk@decalfg.gov

➕ Add Application

➕ Add Portability Request

Facility Comprehensive Background Check Applications

▾ Show Filters

- 📄 View Application
- 🖨️ Print Comprehensive Background Check Letter
- 🗑️ Delete Application
- ✏️ Edit Application
- ⌚ Application is expiring within 90 days
- ➡️ Send Portability Request to a facility
- ✉️ Approve Application
- ⚠️ Comprehensive Authorization Required

	Port	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.	✔️	📄	<input type="checkbox"/>	Adams	Sue	Completed	Comprehensive satisfactory	07/18/2019	07/18/2019	07/18/2024	07/18/2020	Application	🖨️
2.	✔️	📄	<input type="checkbox"/>	Adams	Adam	Completed	Comprehensive satisfactory	07/19/2019	07/19/2019	07/19/2024	07/19/2020	Application	🖨️



Porting from Owner Account

Enter the hire date and the last day the person worked in the child care industry.

Select which programs or all programs to which you want to port Ms. Adams' determination letter within the Owner Account.

Check the box, type the owner's name, and read the consent statement before submitting the portability initiation request.

Owner multiple portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decals.ga.gov

Applicant Information

Application Number: 243000	Applicant/Employee Type: Employee - Teacher/Asst. Teacher			
Applicant Last Name: Adams	Applicant First Name: Amy	Applicant Middle Name: 	Maiden/Alias Name: 	Date of Birth: 1/1/1968
Gender: Female	Race: Black	SSN: XXX-XX-1111		
*Date of Hire: mm/dd/yyyy	*Date person last worked in child care industry: mm/dd/yyyy			

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name.

Select all	Provider Number	Facility Name	Address	City
<input type="checkbox"/>	OCLD-1760	A New Owner #2	456 Owner Circle	Atlanta
<input type="checkbox"/>	OCLD-30191	A New Owner #1	123 Owner Blvd	Stockbridge
<input type="checkbox"/>	OCLD-31732	A New Owner #3	789 Owner Lane	Stone Mountain

Verify the information above and read the Consent Statement

I, Owner Name, hereby acknowledge that I understand by submitting this portability request I must ensure a personnel file is maintained at each location where records check results are ported on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of employment plus one (1) calendar year.

Submit

Cancel

Porting from Owner Account

You will receive a confirmation screen that the portability was successful.

The facility or facilities to which the employee's letter was ported must accept the portability request.

Owner multiple portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decals.ga.gov

Applicant Information

Application Number: 261422	Applicant/Employee Type: Employee - Teacher/Asst. Teacher			
Applicant Last Name: Jackson	Applicant First Name: Makyla	Applicant Middle Name:	Maiden/Alas Name:	Date of Birth: 1/11/1990
Gender: Female	Race: American Indian or Alaska Native	SSN: XXX-XX-1111		
*Date of Hire: 01/07/2020	*Date person last worked in child care Industry: 01/07/2020			

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name.

Select all	Provider Number	Facility Name	Address	City
<input type="checkbox"/>	CCLC-1780	A New Owner #2	456 Owner Circle	Atlanta
<input type="checkbox"/>	CCLC-30191	A New Owner #1	123 Owner Blvd	Stockbridge
<input type="checkbox"/>	CCLC-31732	A New Owner #3	789 Owner Lane	Stone Mountain

Verify the information above and read the Consent Statement

I, Owner Name, hereby acknowledge that I understand by submitting this portability request I must ensure a personnel file is maintained at each location where records check results are ported on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of employment plus one (1) calendar year.

Submit

Cancel

The records check portability request was successfully initiated and the program will need to accept the request to complete this process.



Porting from Owner Account

The Receiving Director must accept the portability request within 10 days of the request. The request can also be declined.

Or Select Decline

Accept Portability Request: ✕

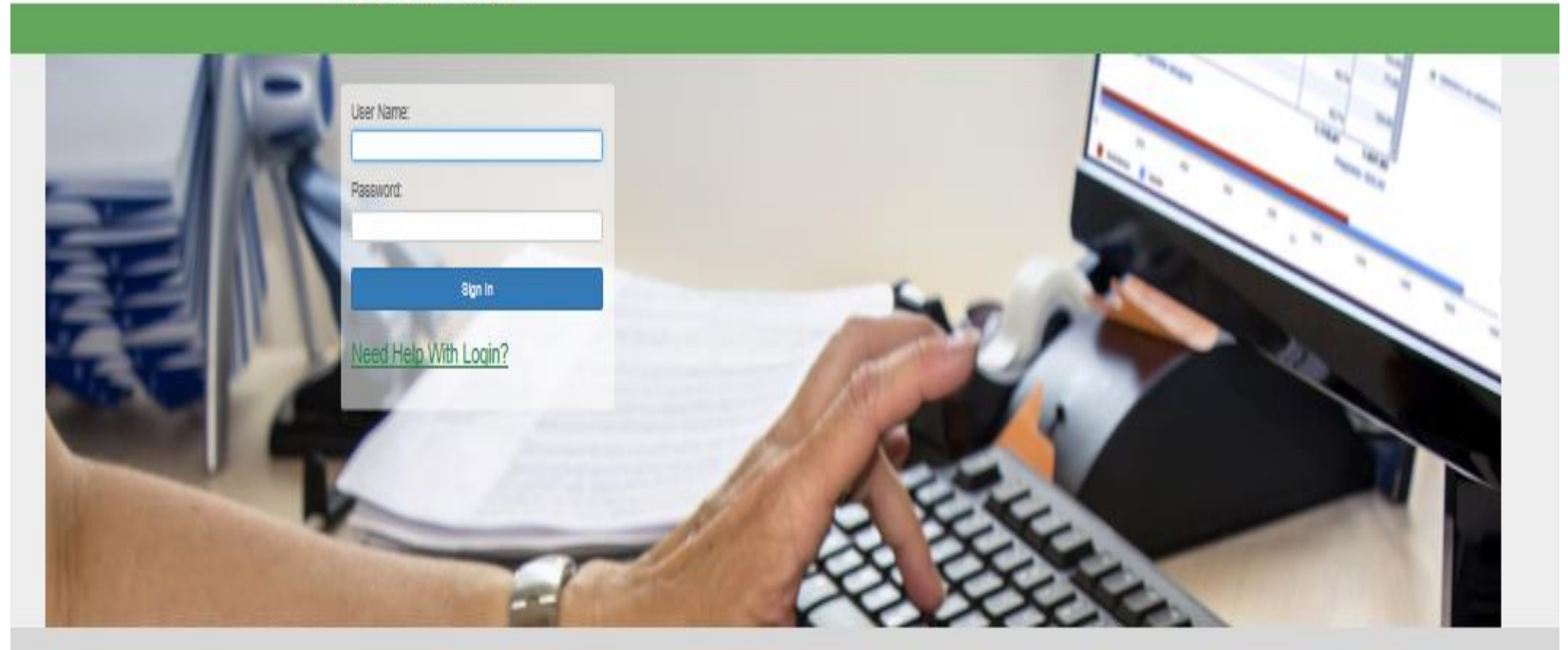
Accept

Decline

By declining this portability request, you understand that if **Amy Adams** is present on your premises without a valid and current satisfactory Fingerprint Records Check Determination or Comprehensive Records Check Determination while children are present for care, A New Owner #3 - CCLC-31732 may be subject to citation, fine or revocation of your license or exemption.

Porting from Support Center

Log in to your Support
Center account at
www.decalkoala.com



Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs, approved exempt programs and registered support centers. When you activate your DECAL KOALA account, you can log in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@dec.ca.gov

Porting from Support Center



SUPP-50653 | Millie Moe ▾

[Home](#) [Facility Update](#) [Registration](#) [Background Check](#)



A New Support Center

SUPP-50653

Facility Address

2 Peachtree St. NW
Atlanta GA 30303
County: Fulton

Mailing Address

Approval Date

Feb 07, 2019

Contact Information

Director/Admin Name:

Millie Moe

Website:

Facility Phone:

(404) 404-4040

Facility Fax:

Click on *Background Check* in the green bar.

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)

Porting from Support Center

Use the filter button to find the person whose determination letter you want to port to other facilities.

Comprehensive Background Check

GA DPH Office of Inspector General

SUPP-50653 ▼

Comprehensive Background Check Unit Helpline:
1 (855) 884-7444

Comprehensive Background Check Unit Email:
CRCHelpDesk@decal.ga.gov

➕ Add Application

➕ Add Portability Request

Facility Comprehensive Background Check Applications

▼ Show Filters

📄 View Application

🖨️ Print Comprehensive Background Check Letter

🗑️ Delete Application

✎️ Edit Application

⌚ Application is expiring within 90 days

➡️ Send Portability Request to a facility

📧 Approve Application

⚠️ Comprehensive Authorization Required

Port	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type
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Porting from Support Center

Comprehensive Background Check

GA DPH Office of Inspector General

SUPP-50653 ▼

Comprehensive Background Check Unit Helpline:
1 (855) 884-7444

Comprehensive Background Check Unit Email:
CRCHelpDesk@decals.ga.gov

+ Add Application

+ Add Portability Request

Facility Comprehensive Background Check Applications

Hide Filters

Last Name: SSN: Application Status: Submission Date Range: to

First Name: Determination: Show Hidden Applications

- View Application
- Print Comprehensive Background Check Letter
- Delete Application
- Edit Application
- Application is expiring within 90 days
- Send Portability Request to a facility
- Approve Application
- Comprehensive Authorization Required

	Port	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type
1.			<input type="checkbox"/>	Jones	Anna	Completed	Comprehensive satisfactory	07/23/2019	07/19/2019	07/19/2024	07/19/2020	Application



To port an individual, click the **green check** in the first column *Send Portability Request to a facility*

Porting from Support Center

Complete the date of hire and the date the person last worked in the child care industry.

Search for the facility by supplying **one** of the following: *Provider Number, Facility Name, Facility Address, Facility City, or Facility Zip*

DECAL KOALA
Kids Online Administrative Licensing Application

SUPP-50653 | Millie Moe ▾

Home Facility Update Registration Background Check

Portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decalfga.gov

Applicant Information

Application Number: 281428

Applicant/Employee Type: Independent Contractor

Applicant Last Name: May

Applicant First Name: Mevis

Applicant Middle Name:

Maiden/Alia Name:

Date of Birth: 1/1/2000

Gender: Female

Race: Black

SSN: XXX-XX-1111

*Date of Hire: mm/dd/yyyy

*Date person last worked in child care Industry: mm/dd/yyyy

Search Facility

Please select a facility before completing the application.

Provider Number: Facility Name: Facility Address:

Facility City: Facility Zip:

Search Cancel

Frequently Asked Questions Legal Notice Resources

Porting from Support Center

Find the facility to which you want to port the person's determination letter.

Select the facility.

Portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decals.ga.gov

Applicant Information

Application Number: 281428	Applicant/Employee Type: Independent Contractor			
Applicant Last Name: May	Applicant First Name: Mevis	Applicant Middle Name:	Maiden/Alias Name:	Date of Birth: 1/1/2000
Gender: Female	Race: Black	SSN: XXX-XX-1111		
*Date of Hire: mm/dd/yyyy	*Date person last worked in child care industry: mm/dd/yyyy			

Search Facility

Please select a facility before completing the application.

Provider Number: CCLC-30191	Facility Name:	Facility Address:
Facility City:	Facility Zip:	

Search Cancel

Select	Provider Number	Facility Name	Facility Address	Facility City	Facility Zip
Select	CCLC-30191	A New Owner #1	123 Owner Blvd	Stockbridge	30281

Porting from Support Center

Enter the hire date and the last day the person worked in the child care industry.

Verify that the facility is correct. If not, search and re-select the correct facility.

Check the box at the bottom of the page, type the support center director's name, read the consent statement, and submit the request.

DECAL **KOALA**
Kids Online Administrative Licensing Application

SUPP-50653 | Millie Moe

Facility Update Registration Background Check

Portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decals.ga.gov

Applicant Information

Application Number: 281428	Applicant/Employee Type: Independent Contractor			
Applicant Last Name: May	Applicant First Name: Mevis	Applicant Middle Name: 	Maiden/Alias Name: 	Date of Birth: 1/1/2000
Gender: Female	Race: Black	SSN: XXX-XX-1111		
*Date of Hire: mm/dd/yyyy	*Date person last worked in child care industry: mm/dd/yyyy			

A New Owner #1

CCLC-30191

Facility Address:
123 Owner Blvd
Stockbridge, GA 30281

Reselect Facility

Verify the information above and read the Consent Statement

I, *Support Center Director Name*, hereby acknowledge that I understand by submitting this portability request I must ensure a personnel file is maintained at each location where records check results are ported on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-In-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of employment plus one (1) calendar year.

Submit Cancel

Frequently Asked Questions Legal Notice Resources

Porting from Support Center

The receiving director will receive a confirmation screen that the portability was successful.

The facility or facilities to which the employee's letter was ported must accept the portability request within 10 days.

DECAL KOALA
Kids Online Administrative Licensing Application

SUPP-50653 | Millie Moe ▾

Home Facility Update Registration Background Check

Portability request:

Comprehensive Background Check Unit Helpline
1 (855) 884-7444

Comprehensive Background Check Unit Email
CRCHelpDesk@decals.ga.gov

Applicant Information

Application Number: 281428	Applicant/Employee Type: Independent Contractor			
Applicant Last Name: May	Applicant First Name: Mevis	Applicant Middle Name: 	Maiden/Alias Name: 	Date of Birth: 1/1/2000
Gender: Female	Race: Black	SSN: XXX-XX-1111		
*Date of Hire: 01/05/2020	*Date person last worked in child care industry: 01/05/2020			

A New Owner #1

Facility Address:
123 Owner Blvd
Stockbridge, GA 30281

[Reselect Facility](#)

CCLC-30191

Verify the information above and read the Consent Statement

I, , hereby acknowledge that I understand by submitting this portability request I must ensure a personnel file is maintained at each location where records check results are ported on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-In-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of employment plus one (1) calendar year.

[Submit](#) [Cancel](#)

The records check portability request was successfully initiated and the program will need to accept the request to complete this process.

[Frequently Asked Questions](#) [Legal Notice](#) [Resources](#)

Porting from Support Center

The Receiving Director must accept the portability request within 10 days of the request. The request can also be declined.

If the portability initiation isn't accepted before the 11th day the portability initiation request will be cancelled and the Director pushing the determination letter can submit it again, if needed.

Or Select Decline

Accept Portability Request: ✕

Accept

Decline

By declining this portability request, you understand that if **Amy Adams** is present on your premises without a valid and current satisfactory Fingerprint Records Check Determination or Comprehensive Records Check Determination while children are present for care, A New Owner #3 - CCLC-31732 may be subject to citation, fine or revocation of your license or exemption.

Questions

If you have any questions about porting determination letters from an Owner Account or Support Center, contact:

DECAL's Criminal Records Check Unit

Phone: (855) 884-7444

e-mail: CRCHelpdesk@decals.ga.gov