

# Accessing the Central Registry of Offenders against Individuals with Developmental Disabilities

New Jersey Department of Human Services
Office of Program Integrity and Accountability
Office of Performance Management
Employment Controls and Compliance Unit

# Accessing the Central Registry

Welcome to the User Guide for the Department of Human Services (DHS), Central Registry of Offenders against Individuals with Developmental Disabilities.

The following information is designed to assist you in understanding the features of the Central Registry and to enable you to successfully conduct a search of the Central Registry against current and prospective employees/volunteers.

#### What is the Central Registry?

Created by New Jersey Statute, Title 30:6D 73 et seq., the Central Registry of Offenders against Individuals with Developmental Disabilities was implemented October 27, 2010. The Central Registry is a confidential webbased registry, maintained by the New Jersey Department of Human Services, of paid caregivers and volunteers, determined by the Department to have abused, neglected or exploited an individual with a developmental disability. Individuals identified on the Central Registry are prohibited by law from working/volunteering with persons with a developmental disability. Agencies/providers under contract with, licensed or regulated by DHS are required to ensure full compliance with the provisions of the Central Registry law.

#### When to Access the Central Registry

There are two conditions under which agencies/providers must access the Central Registry.

- Prior to hiring a new staff member/volunteer.
- Upon receipt of an e-mail from the Department of Human Services advising you that a new name has been added to the Central Registry.

# Accessing the Central Registry

Although the Central Registry contains the last name, first name, date of birth and the last four (4) digits of the individual's Social Security number, **ONLY** the last four (4) digits of the individual's Social Security number is considered the unique identifier and is the number that must be used for verification. The names of individuals listed on the Central Registry may vary from the name of the individual listed as a prospective or current agency employee given the likelihood of name changes due to marriage, divorce, the use of nicknames and other situations. The additional identifying information, such as a last or first name contained within the Central Registry is present to assist you in providing further verification, but should not be used solely to confirm an individual's identity.

Information contained within the Central Registry is considered confidential information and use of the information is restricted to the individual user role and jurisdiction. Users of the Central Registry agree to keep their Username and password information secure and not share it with other persons. Unauthorized use of the Central Registry and information contained within is prohibited. Information contained within the Central Registry can only be used for checking the name of current or prospective employees/volunteers, except as permitted or authorized by the State administrative code or State law.

#### **Verification is VITAL**

When receiving Central Registry results, it is important to carefully examine the information returned to verify whether the individual is employed by/volunteering with your agency. Examine the last four (4) digits of the Social Security number as it appears on the Central Registry to confirm that this information corresponds with your agency's identifying information for the individual.

To ensure accuracy, you may email the DHS Office of Program Integrity and Accountability at <a href="mailto:DHS.OPIA@dhs.nj.gov">DHS.OPIA@dhs.nj.gov</a>

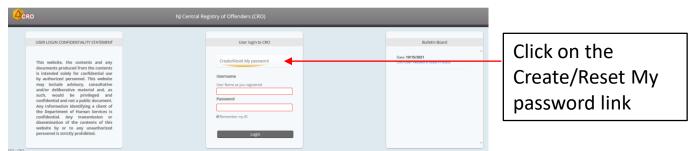
#### **Existing User**

The link to the DHS Central Registry is not changing, so you can use your current saved link or bookmark to access the updated Central Registry.

As an existing user, you will use your business email address as your Username but will need to reset your password. Follow the steps in slides 5-7 or refer to the CRO User Password Creation and Reset Process in the Bulletin Board.

#### **New User**

After your registration has been completed, you will receive an email containing the link to the Central Registry. Your business email address is your Username.





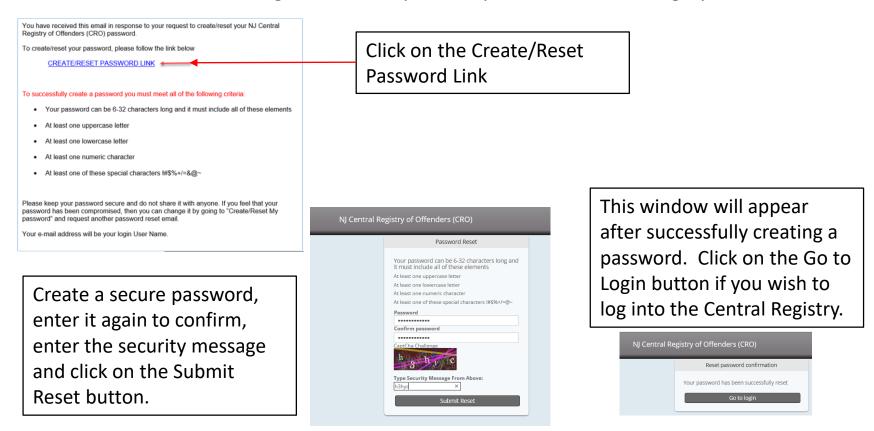
Enter the email address that was submitted on your registration, enter the Captcha Challenge security message, and click on Send Email Link and close your browser.



You can close your browser after seeing this confirmation.

#### **New User**

You will receive an email containing the link and system requirements for creating a password.



For security reasons, the system will require users to update their password every ninety days. Your Username will remain the same. E-mail notification will be sent to all users prior to expiration of their password. DHS e-mails related to the Central Registry will contain a link to automatically open Internet Explorer and prompt you for your Username and password.

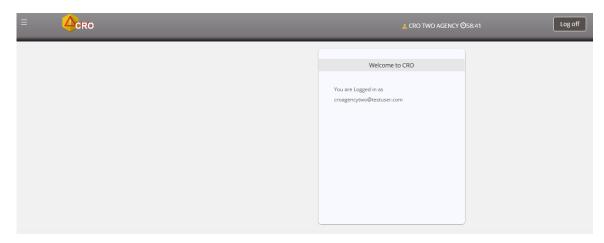
#### Review and Affirm Acceptance of the Confidentiality Agreement

After you log in, the User Access Confidentiality Agreement will appear.

Review the agreement, check the box and click on Agree Terms and Conditions button.

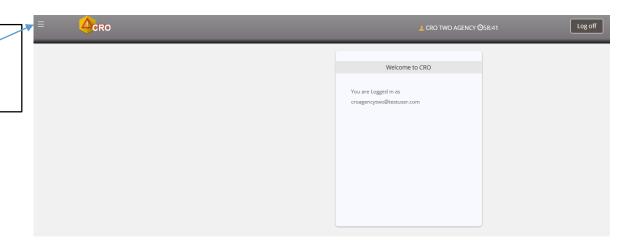
USER- ACCESS CONFIDENTIALITY AGREEMENT below. I agree that: 1. I shall keep strictly confidential all information, in any format, that I receive or have access to as a user of the Department of Human Services (DHS) Central Registry. 2. I understand that my authorized access to the DHS Central Registry is restricted to my user role and jurisdiction and agree to keep my logon and password information secure and not share same with other 3. I will only access the DHS Central Registry and generate documentation in the official course of my duties and responsibilities limited solely to my jurisdiction and user role. information or documentation obtained from the DHS Central Registry to any individual or organization for any use not authorized by DHS or to any person or entity not involved with the conduct of my official duties as they employees or volunteers, except as permitted or authorized by the State administrative code or State law pertains to the information viewed in the DHS Central Registry by a user. 6. I agree to immediately report to the DHS Office of Program Integrity and Accountability (OPIA) any breach of 7. I agree to immediately advise the DHS Program Integrity and Accountability of any changes to my email address, name or function within my agency/organization. privileges and the imposition of any and all penalties as prescribed by applicable federal and State laws. 🗀 By checking this box, I certify that I have read and understood the User Confidentiality Statement for access to the New Jersey Department of Human Services, Central Registry of Offenders Against Individuals with Developmental Disabilities. I agree to abide by the Confidentiality Agreement. I understand the consequences to me if I disclose confidential information outside the scope of my

The home page for the CRO will open.

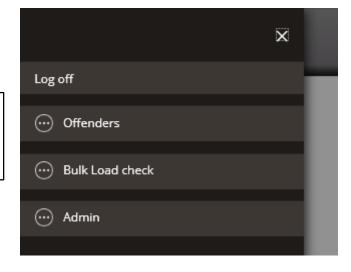


# Home Page and Menu

Click on the Menu icon at the top left hand corner of the home page.



Select the screen you want to open and click once to open.



#### How do I use each Screen? Offenders – used to conduct a

search of an individual by either SSN or Registry ID/Offender ID.

Bulk Load Check – used to conduct a search of a group of employees/volunteers.

Admin – this selection will be seen only by the Agency/Provider CRO administrator. This is used to remove additional agency users.

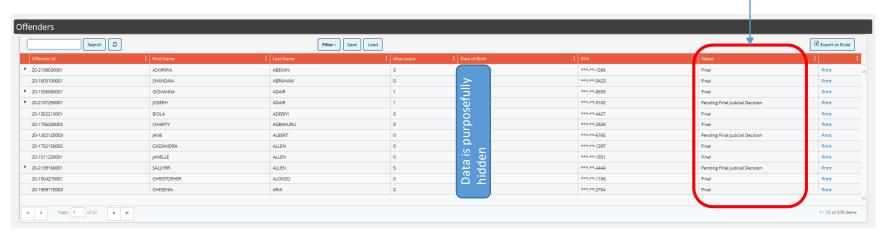
The Offenders screen is the same as the Provider Search screen in the prior CRO system.



This screen contains a list of all offenders in the Central Registry database, sorted alphabetically by last name. It may consist of multiple pages, as indicated by the page indicator at the bottom left hand side of the screen.

The Central Registry contains the last name, first name, date of birth and last four (4) digits of the individual's Social Security number. For initial verification, agencies should ONLY use the last four (4) digits of the individual's Social Security number, and subsequently use the additional identifying information for further verification.

The Central Registry also contains information verifying individual's current determination status:



<u>FINAL</u> means the individual has not exercised his appeal rights or has exhausted their appeal rights. Appeal procedures are in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1)

<u>PENDING FINAL JUDICIAL DECISION</u> means the individual has exercised their appeal rights in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1) and is appealing the Department's decision.

Regardless of the determination status, if an individual's name appears on the Central Registry, they are considered by the NJ Department of Human Services to be a confirmed perpetrator of abuse, neglect and/or exploitation and cannot be employed by/volunteer with an agency licensed, contracted or regulated by DHS as a caregiver to individuals with a developmental disability. The position of the Department will remain in place until such time as a court of law shall determine otherwise or rehabilitation of the individual shall occur.

To search by Social Security Number, enter the last four (4) digits in the search field on the top left hand side of the screen. The site will automatically sort as you enter the numbers.



For example, if you search on 2764, these are the results you will see:



If the name that appears on the CRO site is not exactly the same as what you're searching for, the offender may have an alias, nickname or former name.

If you see a right pointing arrow ▶ next to the offender ID, it means they have at least one additional name.



Click once on the ▶ to open the list of additional name(s).



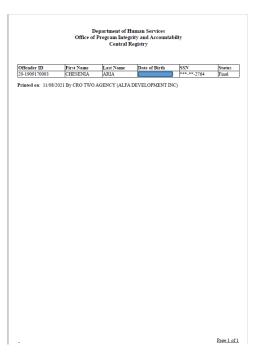
To print an offender's search results, click on the Print link on the far right hand side.



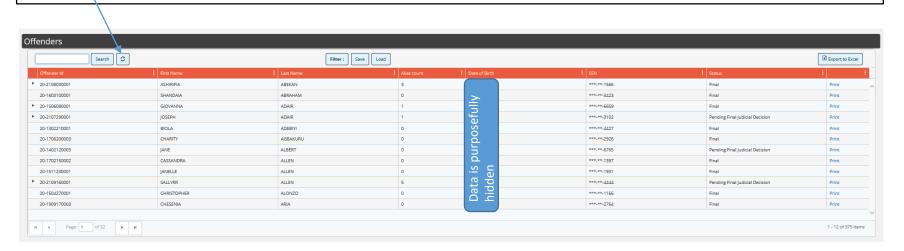
A window will open at the bottom of your screen asking if you want to open, save or cancel the action.



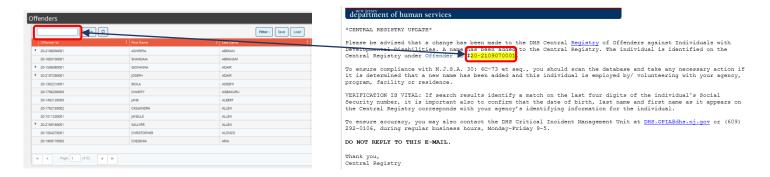
Which action you take (open or save) is at your discretion. The resulting document will appear as the example shown here:



To refresh the Offender's screen after doing a search, click on the refresh icon next to the Search button.



To search by Registry ID (now referred to as the Offender ID) enter the Offender ID from the Central Registry Update email in the search field on the top left hand side of the screen. The site will automatically sort as you enter the numbers.

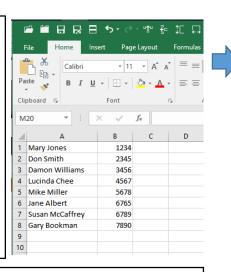


**NOTE:** The Offender ID in the new system includes a hyphen after the first two digits. You will need to enter a hyphen when attempting a search by Registry/Offender ID.

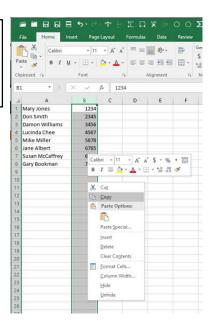


The Bulk Upload feature allows agencies/providers to conduct a search of multiple employee/volunteer names against the Central Registry. You will need access to Excel and Notepad in order to use this feature.

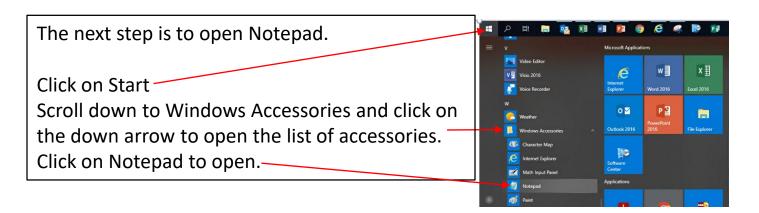
The first step is to create an Excel spreadsheet that contains your employee/volunteer names and the last four (4) digits of their Social Security Number (SSN).



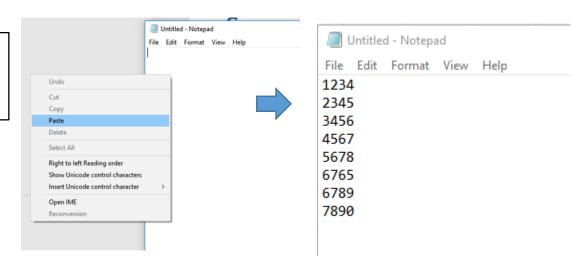
Highlight the column that contains the SSNs and copy them.



**SUGGESTION:** Save this Excel spreadsheet before moving to the next step.

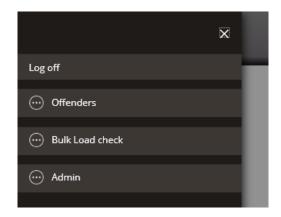


Right click and select Paste to copy the SSNs to Notepad.



Click on File, then Save to create the file to upload, using a file name that's easy to remember and file location that's easy to locate for the next step.

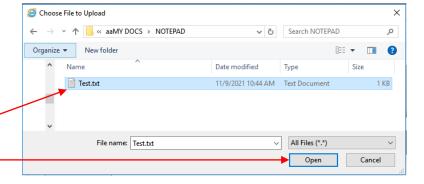
Click on Bulk Load check from the home page of the Central Registry home page.



Click on Select files.



Windows Explorer will open; locate the Notepad file you just created.
Click on the file and then Open.



The selected file will appear on the screen. Click on Upload.



If there aren't any matches, the results will show that no records were found.



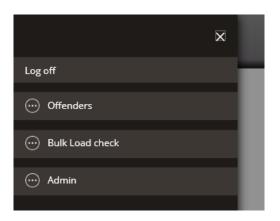
If there is a match, it will appear on the results screen.



If you find a match during a Bulk Upload, contact the DHS Office of Program Integrity and Accountability immediately at <a href="https://doi.org/10.1007/j.gov">DHS.OPIA@dhs.nj.gov</a>

## **Agency Administration**

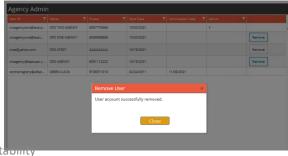
The Admin selection will only appear in the Central Registry menu if you are your Agency/Provider's Admin.





To remove a user, simply click on the Remove button associated with the user you no longer want to have access.

**NOTE:** You will not see a window confirming your selection before the user is removed. If you mistakenly remove an active user, send an email to <a href="mailto:DHS.OPIA@dhs.nj.gov">DHS.OPIA@dhs.nj.gov</a> to get the mistakenly removed user reinstated.



# Questions

If you have a question, please contact the DHS office of Program Integrity and Accountability at (609) 292-0106 or email at <a href="mailto:DHS.OPIA@dhs.nj.gov">DHS.OPIA@dhs.nj.gov</a> during regular business hours, Monday – Friday, 9:00am – 5:00pm.

### **Forms**

All user forms and current status updates can be found on the Bulletin Board on the CRO login screen.

