

State of New Jersey
Department of Human Services

**A Guide to Accessing the
Central Registry of Offenders against Individuals with Developmental Disabilities**

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.

If you encounter difficulties in accessing the Central Registry, you may contact the DHS, Office of Program Integrity and Accountability at (609) 292-1617, Monday –Friday, 9:00 A.M. to 5:00 P.M.

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 web-based 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.

Central Registry Information

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 User ID 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 also contact the DHS Office of Program Integrity and Accountability at (609) 292-1617, during regular business hours, Monday –Friday, 9:00 A.M. to 5:00 P.M.

The following guide will take you through the Central Registry screens respectively, using screenshots and diagrams to demonstrate the process.

Accessing the Central Registry

Step 1: Log on to the DHS Central Registry using your User ID and Password.

As a registered user of the Central Registry, you will initially receive two separate e-mails from DHS to enable you to log on to the Central Registry:

- The first email will contain your User ID;
- The second email will inform you of your password for accessing the site.

Note: When you enter your User ID, you will need to enter it as follows: If your User ID is TSmith, you will need to enter CO\Tsmith into the User ID field. The CO\ must be entered.

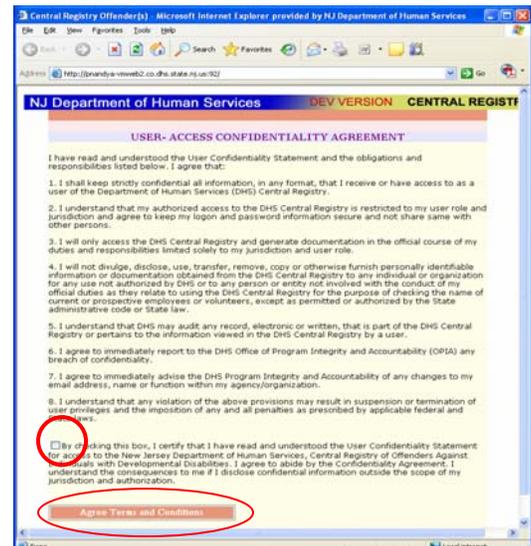
Note: For security reasons, the system will require users to update their password every ninety days. The User ID will remain the same and does not change. E-mail notification will be sent to all users prior to expiration of their password.

DHS e-mails related to the Central Registry will contain a link to automatically open Internet Explorer and prompt you for your User ID and password. Once you enter that information, you will be brought to the User-Access Confidentiality Agreement screen.

Step 2: Review and Affirm Acceptance of the Confidentiality Agreement

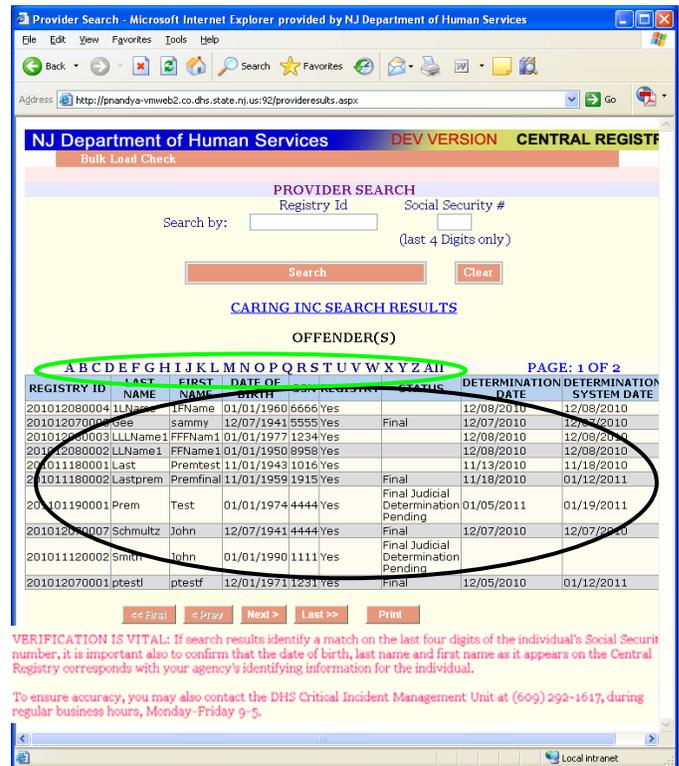
You must review and agree to the terms of confidentiality as a Central Registry User. Click on the checkbox at the bottom of the screen indicating agreement to these terms. Next, click on the 'Agree Terms and Conditions' button the bottom of the screen to proceed.

Note: This screen will appear each time you access the site.



Step 3: The Central Registry Provider Search Screen

- This screen contains an unsorted list of all offenders in the Central Registry database. Note that this screen is both unsorted (randomly organized) and may consist of **multiple pages**. If there are multiple pages to view, you will see this indicated to the right of the alphabet bar.
- Click on the 'next' button near the bottom of the page to move to the next page of this unsorted list.
- 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 that the individual is **YES**, on the Central Registry, and the individual's determination status; **Final or Final Judicial Determination Pending**. This information is listed on the Central Registry to provide users with additional information about whether an individual is involved in an appeal.



- **Final** –means the individual has not exercised his appeal rights or has exhausted his appeal rights. Appeal procedures are in accordance with the Administrative Procedures Act - (N.J.S.A. 52:14B-1)
- **Final Judicial Determination Pending** –means the individual has exercised his appeal rights in accordance with the Administrative Procedures Act - (N.J.S.A. 52:14B-1) and is appealing the Department's decision.

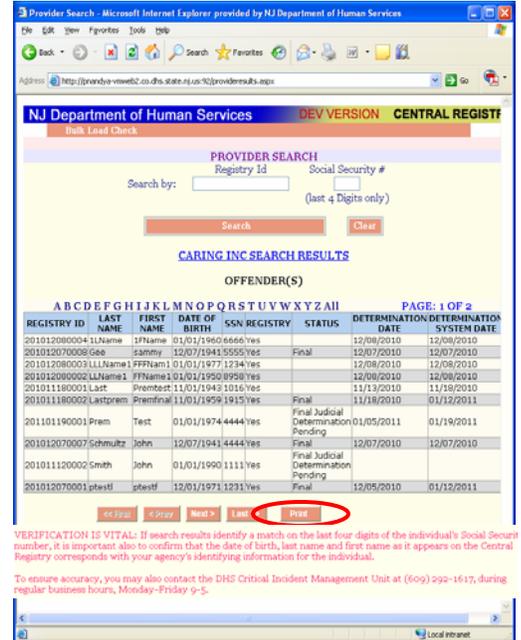
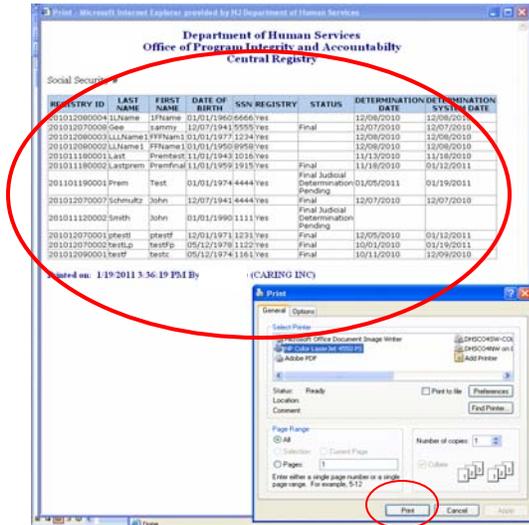
Regardless of the determination status, if an individual's name appears on the Central Registry, they are considered by the NJ Department of Human Services to be a confirmed perpetrator of abuse, neglect and/or exploitation and cannot be employed by/volunteer with an agency licensed, contracted or regulated 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.

- The Central Registry contains an 'alphabet bar'. Clicking on any letter in the alphabet bar will show only a list of last names that begin with the letter you chose. Note that the resulting list may also consist of multiple pages.

Step 4: Print Option

This screen contains an option to print a full list of offenders and any individual search results using the 'Print' button near the bottom of the screen. Clicking the print button at this time will bring you to a 'print-friendly' layout and bring up a print dialog box.

The print dialog box will print the results in the following layout:



Searching the Central Registry for an Individual New Employee/Volunteer Applicant

The Central Registry provides two 'search' fields which can be used to determine whether the name of a specific individual exists on the Central Registry:

- The **'Registry ID'** field; **Note-** this unique ID number is provided each time a new name is added to the Central Registry and is contained in the notification email issued by DHS.
- The **'Social Security #'** field. **Note-** this field accepts only the last four (4) digits of an individual's Social Security number.

This screen may be used to conduct a Central Registry search prior to hiring a new individual staff/volunteer. To conduct a search using either the Registry ID or Social Security #, enter either the Registry ID number or the last four (4) digits of an applicant's Social Security number into the specified field and press 'search'.

Whether you receive a positive return, (the individual you searched DOES appear on the Central Registry) or you receive a negative return (the individual you searched DOES NOT appear on the Central Registry) you will be shown the results of your search and will be able to print these results as shown on the previous page.



Positive Match

In situations where a positive match appears, meaning, the individual you searched for DOES appear on the Central Registry, the last four (4) digits of the Social Security number used to search the Central Registry also appears on both the results page and the print layout.

Results Page (positive match)

NJ Department of Human Services **DEV VERSION** **CENTRAL REGISTRY**
Bulk Load Check

PROVIDER SEARCH
Registry Id Social Security #
Search by: 1234
(last 4 Digits only)

CARING INC SEARCH RESULTS
OFFENDER(S)

ABCDEFGHIJKLMNOPQRSTUVWXYZ **PAGE: 1 OF 1**

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGISTRY STATUS	DETERMINATION DATE	DETERMINATION SYSTEM DATE
201012080003	LLName1	FFFNam1	01/01/1977	1234	Yes	12/08/2010	12/08/2010

VERIFICATION IS VITAL: If search results identify a match on the last four digits of the individual's Social Security number, it is important also to confirm that the date of birth, last name and first name as it appears on the Central Registry corresponds with your agency's identifying information for the individual.

To ensure accuracy, you may also contact the DHS Critical Incident Management Unit at (609) 292-1617, during regular business hours, Monday-Friday 9-5.

Print Layout

Print - Microsoft Internet Explorer, provided by NJ Department of Human Services

Department of Human Services
Office of Program Integrity and Accountability
Central Registry

Social Security # 1234

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGISTRY STATUS	DETERMINATION DATE	DETERMINATION SYSTEM DATE
201012080003	LLName1	FFFNam1	01/01/1977	1234	Yes	12/08/2010	12/08/2010

Printed on: 1/19/2011 4:23:54 PM By: J... (CARING INC)

Negative Match

If your search results in a negative match, meaning, the name you are searching for DOES NOT appear on the Central Registry, the last four (4) digits of the Social Security number used to search the Central Registry also appears on both the results screen and the print layout.

This will enable a **printed record** to be kept (which includes a date/time stamp) of the Central Registry search in the applicant's file.

Results Page (negative match)

Provider Search - Microsoft Internet Explorer, provided by NJ Department of Human Services

NJ Department of Human Services **DEV VERSION** **CENTRAL REGISTRY**
Bulk Load Check

PROVIDER SEARCH
Registry Id Social Security #
Search by: 1987
(last 4 Digits only)

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGISTRY STATUS	DETERMINATION DATE	DETERMINATION SYSTEM DATE
				1987	Not Found		

Print Layout

Print - Microsoft Internet Explorer, provided by NJ Department of Human Services

Department of Human Services
Office of Program Integrity and Accountability
Central Registry

Social Security # 1987

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGISTRY STATUS	DETERMINATION DATE	DETERMINATION SYSTEM DATE
				1987	Not Found		

Printed on: 1/19/2011 4:46:33 PM By: E... (CARING INC)

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 first name, last name, and 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.

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PROVIDER SEARCH

Registry Id: 201012080002 Social Security #:
 Search by: (last 4 Digits only)

Search **Clear**

CARING INC SEARCH RESULTS

OFFENDER(S)

AB CDEFGHIJKLMN O PQRSTU VWXYZ All PAGE: 1 OF 1

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGISTRY STATUS	DETERMINATION DATE	DETERMINATION SYSTEM DATE
201012080002	LLName1	FFName1	01/01/1950	8958	Yes	12/08/2010	12/08/2010

<< First < Prey Next > Last >> Print

VERIFICATION IS VITAL: If search results identify a match on the last four digits of the individual's Social Security number, it is important also to confirm that the date of birth, last name and first name as it appears on the Central Registry corresponds with your agency's identifying information for the individual.

To ensure accuracy, you may also contact the DHS Critical Incident Management Unit at (609) 292-1617, during regular business hours, Monday-Friday 9-5.

Screening Multiple Names

The Central Registry contains a feature enabling users to conduct an electronic search of the Central Registry of multiple employee/volunteer names. This feature will allow a listing of employees/volunteers to be checked at the same time, rather than checking the Central Registry manually, name by name.

In order for this feature to be operational, a file must be created containing the names of all agency employees/volunteers with the corresponding last four (4) digits of the individual's Social Security number, in a Windows 'Notepad' file.

By using an electronic 'Notepad' file, the Central Registry can electronically match this Notepad list of the last four (4) digits of employee/volunteer Social Security numbers against those contained within the Central Registry. The system will provide information on matching Social Security Numbers in its database.

Using this feature will require users to check any matches with corresponding last and first names, and dates of birth to verify that this information corresponds with your agency's identifying information for the individual.

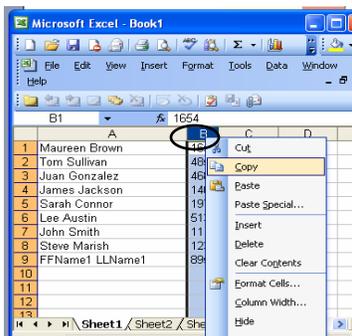
Note: The Central Registry will only accept a list of numbers saved as a text (.txt) file.

Creating a Notepad List for Electronic Searches

Step 1: To create a Notepad list in Microsoft Windows (Microsoft Excel), you will first need to create an electronic file/spread sheet listing of agency employee names with the corresponding last four (4) digits of the employee/volunteer Social Security number.

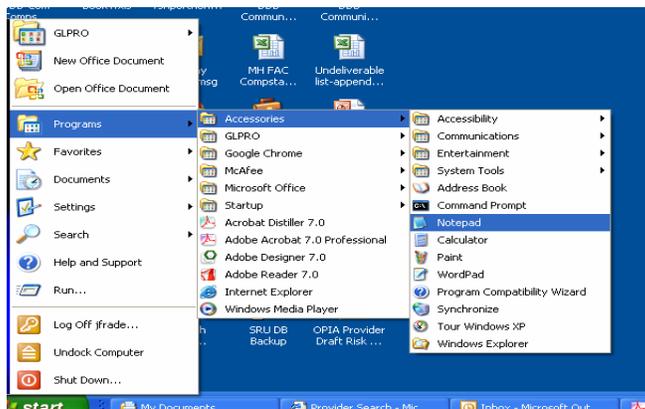
Step 2: When the electronic list is complete, copy the column of the last four (4) digits of employee Social Security numbers to the right of the names by using the editing function. You can either do this from the 'edit' menu at the top of the window or by right-clicking the top of the column with the numbers in it and selecting 'copy' from the menu that appears.

Step 2.



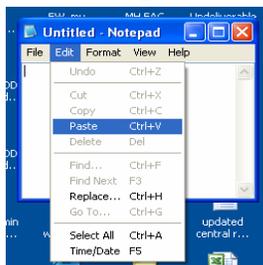
Step 3: Next, open 'Notepad', a standard accessory program in Windows. You can find it by clicking the Windows 'Start' button at the lower left, selecting 'Programs' and then 'Accessories' from the next menu, you'll then see 'Notepad' in the next menu that comes up.

Step 3.



Step 4: Now that you've opened 'Notepad', click the 'edit' menu at the top and select 'paste'. You should now see the list of Social Security numbers that you copied from your original source. Save this as a text (txt) type file to your computer with a name you'll remember and in a file location where you will be able to find it for the next step.

Step 4.



Step 5: Now that you have a text file containing the last four (4) digits of the SSN ID numbers of your staff, go back to the Central Registry and click on the words ‘Bulk Load Check’ in the top left corner of the search screen:

Step 5.

NJ Department of Human Services
Bulk Load Check

PROVIDER
Registry Id

Search by:

Search

CARING INC SEA

OFFEND

ABCDEFGHIJKLMN OPQRSTU

REGISTRY ID	LAST NAME	FIRST NAME	DATE OF BIRTH	SSN	REGIS
201012080004	1LName	1FName	01/01/1960	6666	Yes
201012070008	2LName	2FName	12/07/1941	5555	Yes

Step 6: This will bring up a new view that will prompt you to browse for the text file you just saved on your computer. Click on the ‘Browse’ button to the right of the field labeled ‘Select File:’

Step 6.

BULK LOAD CHECK

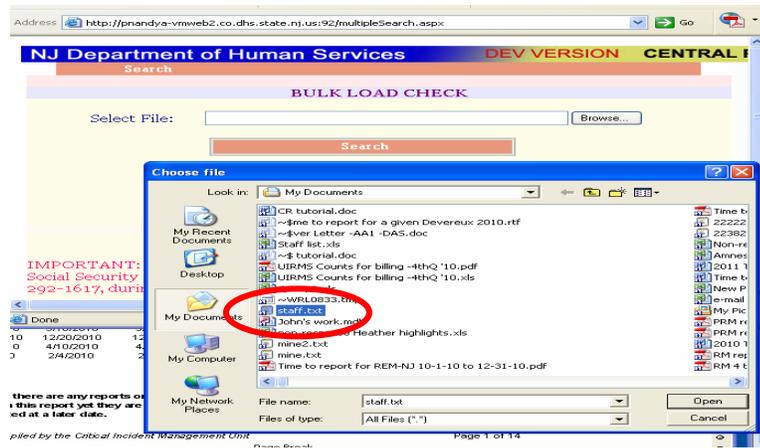
Select File:

Search

Step 7: This will bring up a standard explorer window you can use to locate the text file you just saved. When you have located the file, select it and click the ‘open’ button at the bottom of that window.

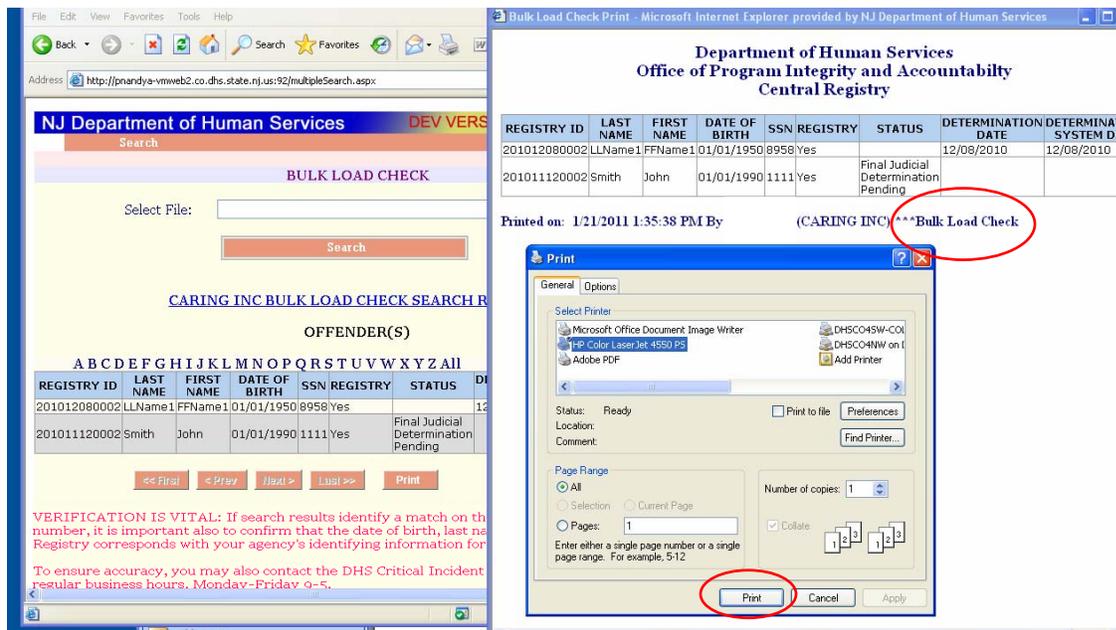
You should now see the name of the file (as well as the path leading to it) in the ‘Select File:’ field.

Step 7.



Step 8: Click on the ‘Search’ button and the screen will display any identified staff matched from your agency list by the last four (4) digits of their Social Security number. You may print this screen by clicking the ‘print’ button, and be taken to a print-friendly layout which will include a time/date stamp. This printout will also show that it is the result of a search conducted using the ‘Bulk Load Check’.

Step 8.



REMINDER: Verification is Vital

When viewing Central Registry results, examine the first name, last name, and 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 also contact the DHS Office of Program Integrity and Accountability at (609) 292-1617, during regular business hours, Monday-Friday 9-5.

Questions? Contact the DHS Office of Program Integrity and Accountability at (609) 292-1617, during regular business hours, Monday –Friday, 9:00 A.M. to 5:00 P.M.