

CHILD PROTECTION REGISTRY CHECKS

GUIDELINES FOR HEALTH CARE FACILITIES

Our Mission:

- Ensuring safeguards
- Enhancing quality

Introduction and Purpose

The child **protection** registry checks are required under Title 11, Chapter 85, Section 8563 of the Delaware Code. The Office of Child Care Licensing, Criminal History Unit conducts over 25,000 checks a year, for over **200** health care facilities.

The purpose of these checks is to protect the “vulnerable” population in health care facilities.

What is a Health Care Facility?

A health care facility is defined as, any custodial or residential facility where health, nutritional, or personal care is provided for persons, including: nursing homes, hospitals, home health care agencies, and adult day care facilities.

What is the Child Protection Registry?

A central registry of information about persons the Division of Family Services has found cause to believe, or a court has substantiated through adjudication, to have committed child abuse or neglect.

What is a Child Protection Registry check?

A computer search of the Department of Services for Children, Youth and Their Families (DSCYF) database to determine if a person is a perpetrator in any substantiated cases of child abuse or neglect.

Who needs to have a Child Protection Registry check?

Any person applying for employment in a health care facility, who has direct access to persons receiving care at such a facility.

Do health care facilities need to be registered with The Criminal History Unit?

Yes. All health care facilities need to contact the Criminal History Unit to register. When a facility registers, they will receive copies of the law mandating the checks, regulations and a Health Care Child **Protection** Registry Request form.

What information is needed to have a Child **Protection Registry check conducted?**

The registered health care facility, must fax or mail the Child **Protection** Registry Request form, to the Criminal History Unit, when intending to hire an employee or accept a volunteer.

How long does it take to get the results back from a Child **Protection Registry Check?**

It takes an average of 15 working days to receive notification of the results. If further investigation is needed for a particular employee or volunteer, it may take longer. The Criminal History Unit will contact the facility if any delays occur.

What response should a health care facility expect, when an employee appears as a perpetrator in the Child **Protection Registry?**

When the person is listed in the Child **Protection** Registry as a perpetrator of child abuse or neglect, notification of the results will be provided to the employer.

Important Health Care Numbers

Child Protection Registry Check

Office of Child Care Licensing
Criminal History Unit
302-892-5800

Service Letter Unit

Delaware Health & Social Services Human Resource-Service Letter Unit
302-255-9050

Criminal History Record Check Unit

Delaware Health & Social Services
Division of Long Term Care
Residents Protection
302-577-6661

Adult Abuse Registry Unit

Delaware Health & Social Services
Division of Long Term Care
Residents Protection
302-577-6661

Adult Abuse Registry

302-577-7295 Ext. 600 **FAX:302-577-6672**

24 Hour Child Abuse/Neglect Hotline

1-800-292-9582
1-302-577-6550 (Out of State)

Adult Protective Services

1-800-223-9074

For More Information Contact:

Mailing: Criminal History Unit
1825 Faulkland Road
Wilmington, DE 19805-1195

Site: Barley Mill Plaza
Building 18
4417 Lancaster Avenue
Wilmington, DE 19805

Phone: (302) 892-5800

Fax: (302) 633-5191

Visit our web site at www.state.de.us/kids/occlhome.htm