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 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.

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 DHS.OPIA@dhs.nj.gov

Logging In

<u>Existing User</u>

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 need to reset your password. Log in using ***your business email address*** as your Username. The Central Registry will no longer accept your CO\ XXXXXXXXX login.

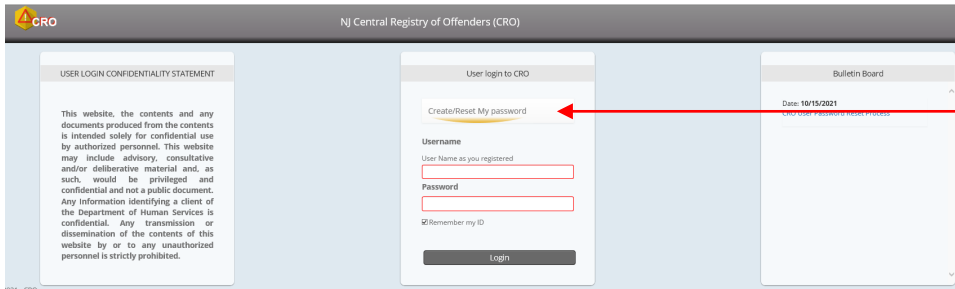Follow the steps in slides 5-7 or refer to the CRO User Password Creation and Reset Process in the Bulletin Board.

> **How do I know what email address to use as my Username?**
> The email account that receives notices from the Central Registry is your agency/provider's Username. In most cases, this would be the agency/provider CEO's email address.
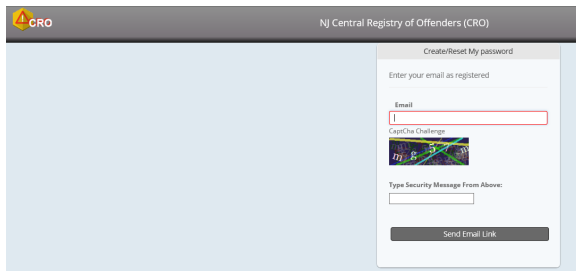
Logging In

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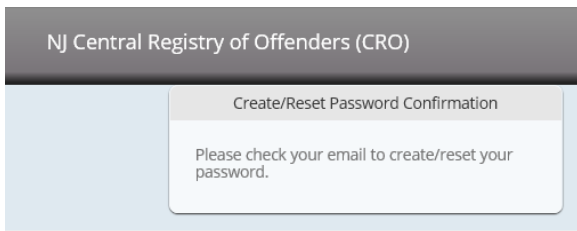
After your registration has been completed, you will receive an email containing the link to the Central Registry. Your business email address is your Username.

Click on the Create/Reset My password link

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.

Logging In

New User

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

You have received this email in response to your request to create/reset your NJ Central Registry of Offenders (CRO) password.

To create/reset your password, please follow the link below

CREATE/RESET PASSWORD LINK

To successfully create a password you must meet all of the following criteria:

- Your password can be 6-32 characters long and it must include all of these elements
- At least one uppercase letter
- At least one lowercase letter
- At least one numeric character
- At least one of these special characters !#$%+/=&@~

Please keep your password secure and do not share it with anyone. If you feel that your password has been compromised, then you can change it by going to "Create/Reset My password" and request another password reset email.

Your e-mail address will be your login User Name.

Click on the Create/Reset Password Link

Create a secure password, enter it again to confirm, enter the security message and click on the Submit Reset button.

NJ Central Registry of Offenders (CRO)

Password Reset

Your password can be 6-32 characters long and it must include all of these elements
At least one uppercase letter
At least one lowercase letter
At least one numeric character
At least one of these special characters !#$%+/=@~

Password
••••••••••••

Confirm password
••••••••••••

CaptCha Challenge

h3hyc

Type Security Message From Above:
h3hyc ×

Submit Reset

This window will appear after successfully creating a password. Click on the Go to Login button if you wish to log into the Central Registry.

NJ Central Registry of Offenders (CRO)

Reset password confirmation

Your password has been successfully reset

Go to login

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.

Logging In

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.

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.

Welcome to CRO

You are Logged in as
croagencytwo@testuser.com

CRO TWO AGENCY ⏱58:41   Log off
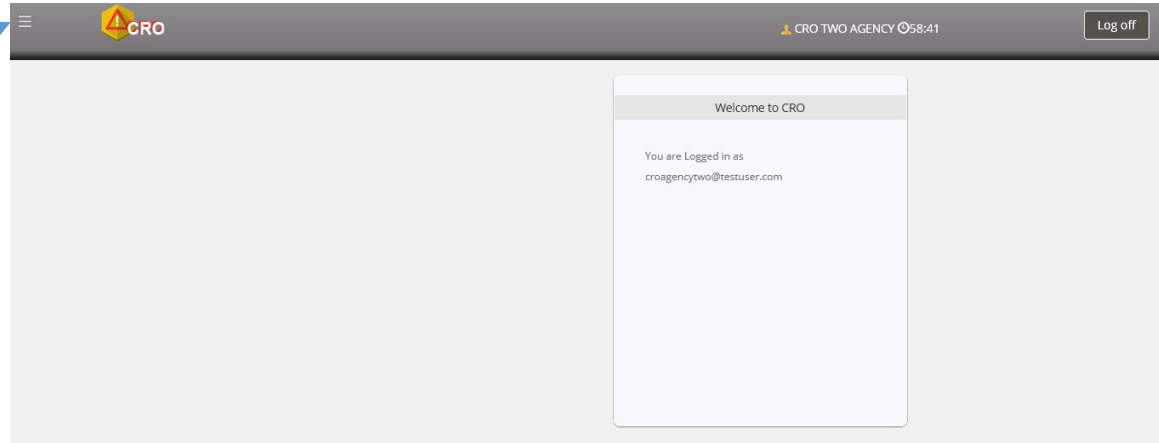
Select the screen you want to open and click once to open.

Log off

⋯ Offenders

⋯ Bulk Load check

⋯ Admin

⋯ Documents   ⌄
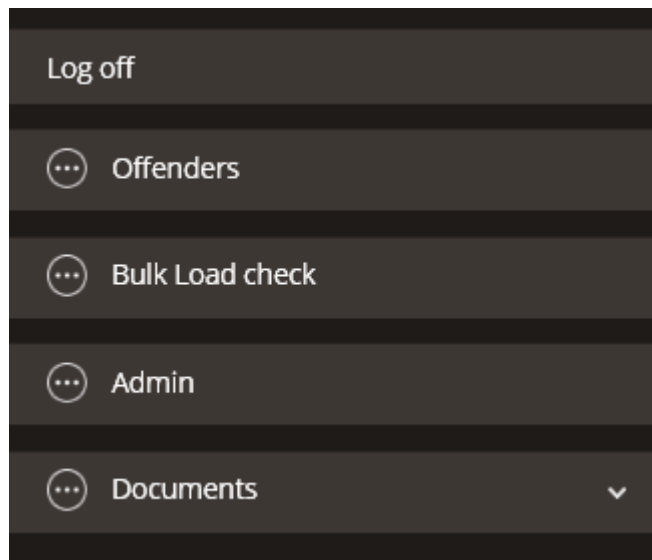
How do I use each Screen?
Offenders – used to conduct a search of an individual by either SSN or Registry ID/Offender ID.
Bulk Load Check – used to conduct a search of a group of employees/volunteers.
Admin – this selection will be seen only by the Agency/Provider CRO administrator. This is used to remove additional agency users.
Documents – contains how-to guides and forms to add/update the CEO and additional users.

Offenders Screen

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.**

Offenders Screen

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

Offender Id	First Name	Last Name	Alias count	Date of Birth	SSN	Status	
20-2108030001	ASHIRIFIA	ABEKAN	3		***-**-1566	Final	Print
20-1603100001	SHANDAIA	ABRAHAM	0		***-**-3423	Final	Print
20-1506080001	GIOVANNA	ADAIR	1		***-**-6659	Final	Print
20-2107290001	JOSEPH	ADAIR	1		***-**-3102	Pending Final Judicial Decision	Print
20-1302210001	BIOLA	ADEBIYI	0		***-**-4427	Final	Print
20-1706200003	CHARITY	AGBAKURU	0		***-**-2926	Final	Print
20-1402120003	JANE	ALBERT	0		***-**-6765	Pending Final Judicial Decision	Print
20-1702150002	CASSANDRA	ALLEN	0		***-**-1397	Final	Print
20-1511230001	JANELLE	ALLEN	0		***-**-1931	Final	Print
20-2109160001	SALLYRR	ALLEN	5		***-**-4444	Pending Final Judicial Decision	Print
20-1504270001	CHRISTOPHER	ALONZO	0		***-**-1166	Final	Print
20-1909170003	CHESENIA	ARIA	0		***-**-2764	Final	Print

Data is purposefully hidden

Page: 1 of 32   1 - 12 of 375 items

FINAL 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)

PENDING FINAL JUDICIAL DECISION 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.

Offenders Screen

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:

Offenders Screen

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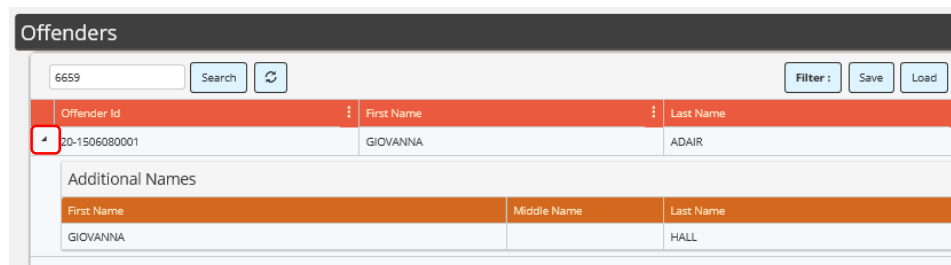
Click once on the ▶ to open the list of additional name(s).

Offenders Screen

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

Offenders							
2764	Search		Filter: Save Load				Export to Excel
Offender Id	First Name	Last Name	Alias count	Date of Birth	SSN	Status	
20-1909170003	CHESENIA	ARIA	0		***-**-2764	Final	Print

A window will open at the bottom of your screen asking if you want to open, save or cancel the action.
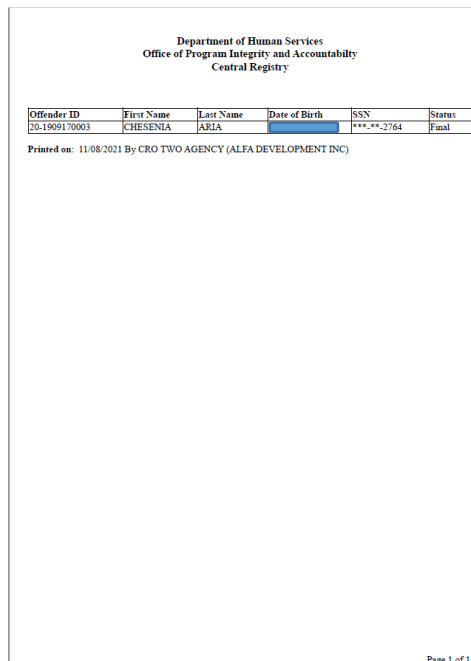
Do you want to open or save **Agencyprint.pdf** (67.5 KB) from cro-uat.dhs.state.nj.us?   Open   Save ▾   Cancel   ✕

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

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

Offender ID	First Name	Last Name	Date of Birth	SSN	Status
20-1909170003	CHESENIA	ARIA		***-**-2764	Final

Printed on: 11/08/2021 By CRO TWO AGENCY (ALFA DEVELOPMENT INC)

Page 1 of 1

Offenders Screen

If the person you are searching for is not on the Central Registry, the screen will appear as shown below.
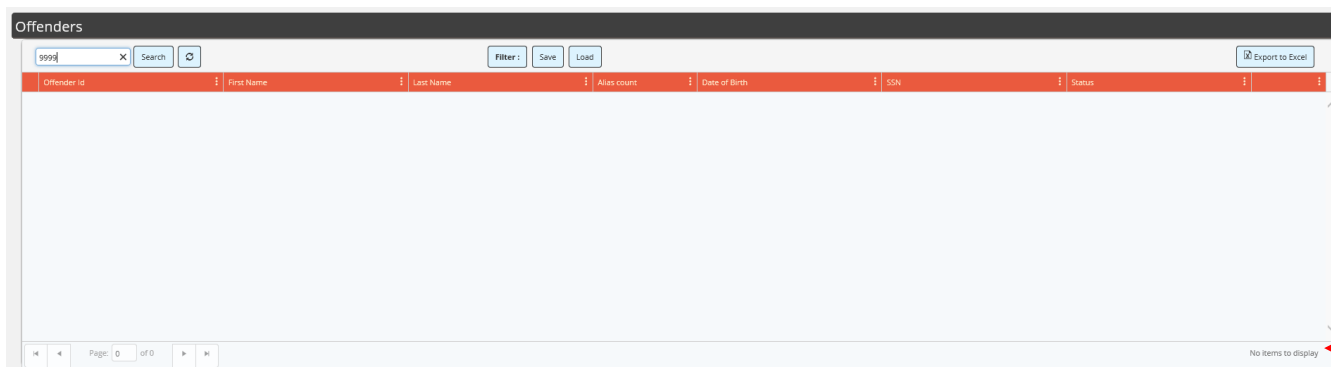
The Central Registry will note that there are No items to display.

To capture and print these results, you will need to either:
- take a screen shot by clicking on the PrtScn button on your keyboard,
- Open Word or PowerPoint, click paste to insert the screen shot, and
- Print.

OR
- Use Snipping Tool to capture the results and
- Print directly from Snipping Tool or
- Copy/paste into Word or PowerPoint and print.

Offenders Screen

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

Offender Id	First Name	Last Name	Alias count	Date of Birth	SSN	Status	
▶ 20-2108030001	ASHIRIFIA	ABEKAN	3		***-**-1566	Final	Print
20-1603100001	SHANDAIA	ABRAHAM	0		***-**-3423	Final	Print
▶ 20-1506080001	GIOVANNA	ADAIR	1		***-**-6659	Final	Print
▶ 20-2107290001	JOSEPH	ADAIR	1		***-**-3102	Pending Final Judicial Decision	Print
20-1302210001	BIOLA	ADEBIYI	0		***-**-4427	Final	Print
20-1706200003	CHARITY	AGBAKURU	0		***-**-2926	Final	Print
20-1402120003	JANE	ALBERT	0		***-**-6765	Pending Final Judicial Decision	Print
20-1702150002	CASSANDRA	ALLEN	0		***-**-1397	Final	Print
20-1511230001	JANELLE	ALLEN	0		***-**-1931	Final	Print
▶ 20-2109160001	SALLYRR	ALLEN	5		***-**-4444	Pending Final Judicial Decision	Print
20-1504270001	CHRISTOPHER	ALONZO	0		***-**-1166	Final	Print
20-1909170003	CHESENIA	ARIA	0		***-**-2764	Final	Print

Data is purposefully hidden

Page: 1 of 32   1 - 12 of 375 items

Offenders Screen

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.
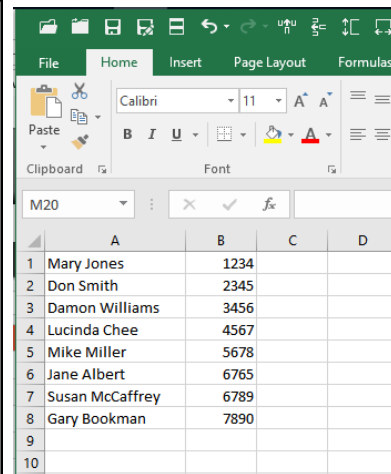
Screening Multiple Names/Bulk Upload

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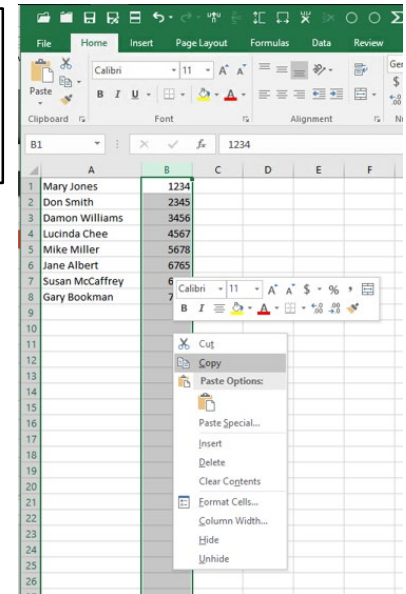
The first step is to create an Excel spreadsheet that contains your employee/volunteer names and the last four (4) digits of their Social Security Number (SSN).

Highlight the column that contains the SSNs and copy them.

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

Screening Multiple Names/Bulk Upload
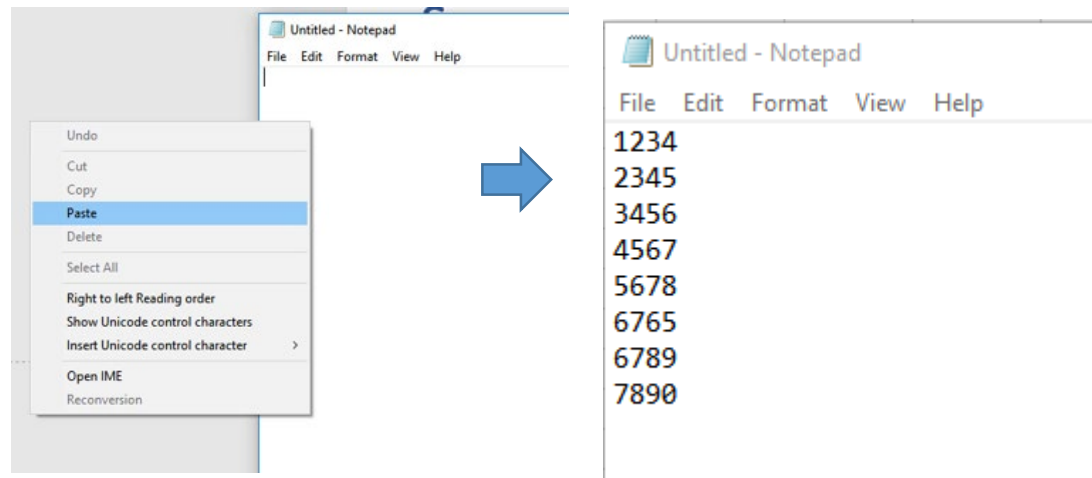
The next step is to open Notepad.

Click on Start

Scroll down to Windows Accessories and click on the down arrow to open the list of accessories.

Click on Notepad to open.

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.

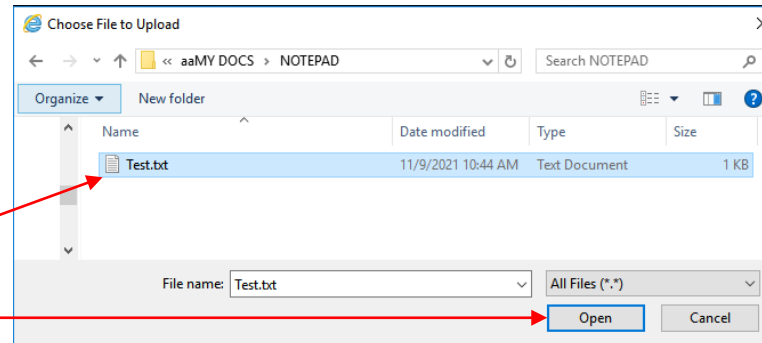# Screening Multiple Names/Bulk Upload

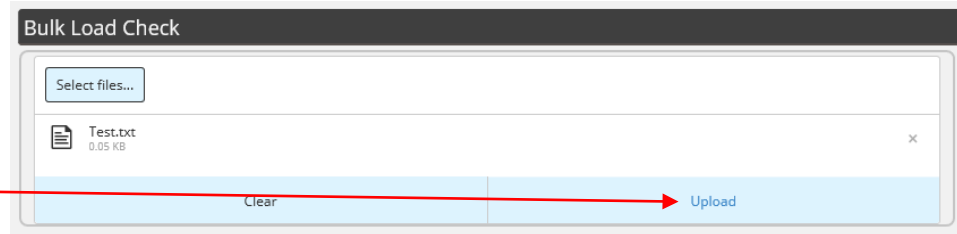Click on Bulk Load check from the home page of the Central Registry home page.

Log off

Offenders

Bulk Load check

Admin

Documents

Click on Select files.

Bulk Load Check
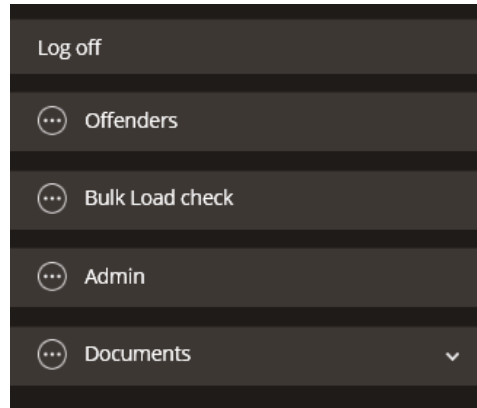
Select files...

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

Choose File to Upload
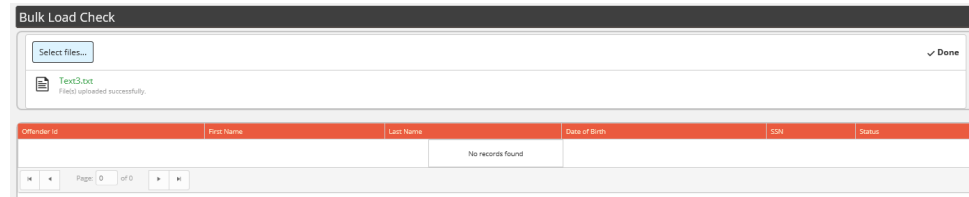
<< aaMY DOCS > NOTEPAD

Search NOTEPAD

Organize ▾   New folder

Name	Date modified	Type	Size
Test.txt	11/9/2021 10:44 AM	Text Document	1 KB

File name: Test.txt

All Files (*.*)

Open   Cancel

Screening Multiple Names/Bulk Upload

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

Bulk Load Check

Select files...

Test.txt
0.05 KB

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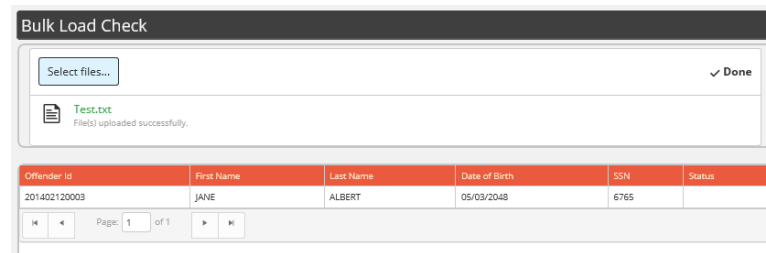
If there aren't any matches, the results will show that no records were found.

Bulk Load Check

Select files... ✓ Done

Text3.txt
File(s) uploaded successfully.

Offender Id	First Name	Last Name	Date of Birth	SSN	Status
		No records found			

|◄ ◄ Page: 0 of 0 ► ►|

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

Bulk Load Check

Select files... ✓ Done

Test.txt
File(s) uploaded successfully.

Offender Id	First Name	Last Name	Date of Birth	SSN	Status
201402120003	JANE	ALBERT	05/03/2048	6765	

|◄ ◄ Page: 1 of 1 ► ►|

If you find a match during a Bulk Upload, contact the DHS Office of Program Integrity and Accountability immediately at DHS.OPIA@dhs.nj.gov

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 DHS.OPIA@dhs.nj.gov to get the mistakenly removed user reinstated.
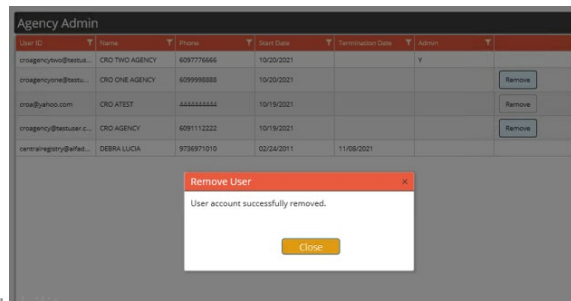
<u>Questions</u>

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