



MTL # 1607 – 12232019  
12/23/2019

TO: Timothy Burch, Administrator – Clark County Department of Family Services  
Alexis Tucey, Deputy Administrator – Community Services – DCFS  
Betsey Crumrine, Social Services Manager V – DCFS – District Offices  
Laurie Jackson, Social Services Manager V – DCFS -District Offices  
Amber Howell, Director – Washoe County

FROM: Kathryn Roose, Deputy Administrator, Division of Child and Family Services

**POLICY DISTRIBUTION**

Enclosed find the following policy for distribution to all applicable staff within your organization:

This policy is/was effective: 12/18/2019

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # \_\_\_\_\_ - \_\_\_\_\_ Policy Name: \_\_\_\_\_
- This policy has been revised. Please see below for the type of revision:
  - This is a significant policy revision. Please review this policy in its entirety.
  - This is a minor policy revision: (List page number & summary of change):
  - A policy form has been revised: (List form, page number and summary of change):

**NOTE:**

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies> Please check the table of contents on this page for the link to the chapter you are interested in.

**1607 Central Registry Searches for Employment or Child Safety Purposes  
Policy Approval Clearance Record**

<input type="checkbox"/> Statewide Policy <input checked="" type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	12/18/2019
Attorney General Representative Review:	12/18/2019
DCFS Deputy Administrator Approval	12/18/2019
DMG Original Approval	12/18/2019
DMG Approved Revisions	

**STATEMENT OF PURPOSE**

**Policy Statement and Purpose:** Upon request from an employer or other entity authorized to receive or obtain information from the Central Registry, the Division of Child and Family Services (DCFS) Family Programs Office (FPO) conducts searches of the Central Registry and provides the requestor with the result of whether the person who is subject of the background check was found to have abused or neglected a child.

This policy provides instruction for receiving requests, conducting searches of the Central Registry, and providing the results to the requestor.

**AUTHORITY**

**Federal:** [42 U.S.C. 5101](#); [Adam Walsh Child Protection and Safety Act of 2006 Public Law 109-248](#);  
**NAC:** [NAC 432B.1366](#); [NAC 432B.170](#); [NAC 424.165](#)  
**NRS:** [NRS 432.097](#) – [NRS 432.130](#); [NRS 432A.170](#); [NRS 432B.220](#); [NRS 432B.290](#); [NRS 394.354](#); [NRS 392.303](#); [NRS 201.540](#), [NRS 201.560](#), [NRS 392.4633](#) or [NRS 394.366](#).

**DEFINITIONS**

**Agency which provides child welfare services:** In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services. In a county whose population is 100,000 or more, the agency of the county which provides or arranges for necessary child welfare services. May also be referred to as “Agency” or “Child Welfare Agency.”

**CANS:** Child Abuse and Neglect Registry System.

**CANS Check** (specific to this policy): A Child Abuse and Neglect Screening which consists of a thorough search of the UNITY system for information on any reports and/or investigations pursuant to NRS 432B.

**CCDFS:** Clark County Department of Family Services.

**Central Registry:** The Nevada Statewide Central Registry for the collection of information concerning the substantiated report of abuse or neglect of a child (NRS 432.100). The Central Registry is a time-limited program within the UNITY system that collects specific case information which may be released under certain circumstances to an employer or authorized individual.

**DCFS:** The Division of Child and Family Services of the Department of Health and Human Services of the State of Nevada.

**Jurisdictions:** Child welfare agencies within Clark County, Washoe County and the Rural Region (consisting of all additional State of Nevada counties, excluding Clark and Washoe County).

**Other State (or Another State):** Any jurisdiction outside the state of Nevada, including United States territories, all contiguous and noncontiguous states and any political subdivision thereof.

**State:** An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

**Substantiated:** A report made pursuant to NRS 432B.220 was investigated and that the preponderance of evidence is supportive of the abuse or neglect. (NAC 432B.170(7)(a) requires credible evidence; however, agencies are maintaining a stricter guideline with preponderance of evidence.)

**UNITY:** Unified Nevada Information Technology for Youth is Nevada's electronic Comprehensive Child Welfare Information System (CCWIS). This system is a mandatory tool for collecting data and reporting case management services provided to children and families.

**Unsubstantiated:** A report made pursuant to NRS 432B.220 was investigated and that the preponderance of evidence is not supportive of the abuse or neglect. The term includes efforts made by an agency which provides child welfare services to prove or disprove an allegation of abuse or neglect that the agency is unable to prove because it was unable to locate the child or the person responsible for the welfare of the child. (NAC 432B.170(7)(b) requires credible evidence; however, agencies are maintaining a stricter guideline with preponderance of evidence).

**WCHSA:** Washoe County Human Services Agency.

## **STANDARDS/PROCEDURES**

### **Central Registry Search Requests**

1. Pursuant to [NRS 432.100](#), DCFS may release information contained in the Central Registry to an employer:
  - a. If the person who is the subject of a background check investigation by the employer provides a written authorization for the release of the information; and
  - b. Either:
    - i. The employer is required by law to conduct the background investigation of the person for employment purposes; or
    - ii. The person who is the subject of the background investigation, could, in the course of his or her employment, have regular and substantial contact with children or regular and substantial contact with elderly persons who require assistance or care from other persons;
  - c. DCFS shall only release information to the extent necessary to inform the employer whether the person who is the subject of the background investigation has been found to have abused or neglected a child.
2. The Central Registry may be accessed by:
  - a. An employee of the Division;
  - b. An agency which provides child welfare services;
  - c. An employee of the Division of Public and Behavioral Health of the Department of Health and Human Services who is obtaining information in accordance with [NRS 432A.170](#); and
  - d. With the approval of the Administrator, an employee or contractor of any other state or local governmental agency responsible for the welfare of the children who requests access to the information and who demonstrates to the satisfaction of the Administrator a bona fide need to access the information.
3. The requestor must use the correct request form, follow the instructions on the form, and complete it in its entirety. There are three request forms:
  - a. 1606A – Employer Request for Central Registry Information
  - b. 1606B – Request for Child Abuse and Neglect Screening (for designated individuals whose primary concern is child safety (e.g. law enforcement, corrections, child welfare agencies, licensed child placing agencies).
  - c. 1606C – Individual (Self-Request) for Child Abuse and Neglect Screening

4. The request form should be emailed to: [DCFS-CANS@dcfs.nv.gov](mailto:DCFS-CANS@dcfs.nv.gov). Some requests may be received by mail or fax (*note: these requests should be completed with a notification to the requestor to send any future requests by email*).

**Conducting a Central Registry Search for an employer/volunteer request:**

1. Verify the request form (1606A – Employer Request for Central Registry Information) is completed and notarized. If there is missing information, notify the requestor so they may complete the form.
2. To conduct the Central Registry search, click the “more” tab in UNITY and click on the Central Registry link. Complete the window: Name, date of birth, and social security number of person subject of background check. The requestor’s name and organization must be entered.
3. Once the search is conducted select whether a record was found or not. If a record was found, identify if the record is abuse and/or neglect and the date of the record. Sign the original request form.
4. Send the completed request form with results back to the requestor.
5. If a substantiated record is found, send the completed request form with results and Instruction for Inquiry of Appeal Rights to the person who is subject of the background check.

**Conducting a Central Registry Search and CANS check for all other requests (including self-requests):**

These requests may be made by law enforcement, corrections, public child welfare agencies, licensed child placing agencies, or an individual who is requesting their own information (self-request).

1. Verify the request form (1606B – Request for Child Abuse and Neglect Screening or 1606C – Individual (Self-Request) for Child Abuse and Neglect Screening) is completed and notarized. If there is missing information, notify the requestor of this so they may complete the form.
2. To conduct the Central Registry search, click the “more” tab in UNITY and click on the Central Registry link. Complete the window: Name, date of birth, and social security number of person subject of background check. The requestor’s name and organization must be entered.
3. Search for the person in UNITY to see if they have any child welfare history (reports or investigations).

*Note: History does not need to be reviewed as the purpose is to identify whether the person has ANY child welfare history and notify the requestor who may then contact the appropriate child welfare agency for additional information.*

4. Once the search is conducted in the Central Registry, select whether a record was found or not. If a record was found, identify if the record is abuse and/or neglect and the date of the record.
5. Once the search is conducted in UNITY, if any child welfare history is found, select “CPS History Record Found” and indicate which child welfare agency the requestor may contact to request additional information. Sign the original request form and send the completed request form with results back to the requestor.
6. If an individual has self-requested a CANS check and a record is found in the Central Registry, include the Instruction for Inquiry of Appeal Rights with their request form with results.

**Timeline to conduct Central Registry Search and send results to sender:**

1. Requests received from Nevada DCFS Human Resources are high-priority and must be completed and returned within 1 business day.
2. Requests received from other entities must be completed and returned within five (5) business days.
3. Requests received from employers must be completed and returned within ten (10) business days.

**Documenting the Central Registry Search**

1. The Central Registry search and results must be documented in UNITY within one (1) business day of conducting the search in UNITY.
2. Select the “Background Check Request Directory” located in the “more” tab of UNITY and complete the window with all known information.

**Records Retention Schedule**

Electronic or paper versions of the request must be retained for three (3) years to comply with the State of Nevada’s public records retention schedule.

1. Emailed or electronic requests/results will be maintained in the “Archives” folder of the DCFS-CANS email and be organized by year and then by month.
2. Paper requests with paper response with results will be scanned and emailed to the DCFS-CANS email to be archived.
3. All records three years old or older will be securely destroyed, either by deleting the emails from the “Archives” folder of the DCFS-CANS email or by placing paper records in the secured shred bin.

**Timeline: Conduct and Document Central Registry Search**

Requirement	Starting Date	Deadline	Responsible Party	Actions to be Taken
DCFS Human Resources	Date request is received	1 business day	Designated DCFS Agency Staff	Complete search in Central Registry and notify requestor of results. If record is found, person who is subject of background check also receives a copy.
Employers	Date request is received	10 business days	Designated DCFS Agency Staff	Complete search in Central Registry and notify requestor of results. If record is found, person who is subject of background check also receives a copy.
All other requests	Date request is received	5 business days	Designated DCFS Agency Staff	Complete search in Central Registry and notify requestor of results.
Document search in UNITY	Date search is completed	1 business day	Designated DCFS Agency Staff	Complete “Background Check Request Directory” window in UNITY

**UNITY Documentation**

Applicable UNITY Screen	Data Required
<ul style="list-style-type: none"> <li>• Central Registry</li> </ul>	<ul style="list-style-type: none"> <li>• Complete form with information about person who is subject of the background check</li> </ul>
<ul style="list-style-type: none"> <li>• Background Check Request Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Complete form with information about requestor and person who is subject of the background check.</li> </ul>

**JURISDICTIONAL ACTION**

**Development of Internal Policies:** Each Child Welfare Agency will complete their own internal policies and procedures as necessary to implement this policy.

**Supervisory Responsibility:** Provide guidance to caseworker during times of concern or uncertainty in regard to this policy.

## **STATE RESPONSIBILITIES**

DCFS Family Programs Office (FPO) has the responsibility to verify and respond to completed Central Registry search requests received for employment or child safety purposes. FPO has the responsibility to provide the contact information of the appropriate Child Welfare Agency to requestors of additional child welfare records for child safety purposes.

## **POLICY CROSS REFERENCE**

[0601 Confidentiality and Release of Records](#)

[0515 Child Abuse and Neglect \(CANS\) and NCID Requirements for Prospective Foster and Adoptive Parents](#)

[1202 Notification of and Appeal of Substantiated Abuse and/or Neglect Findings for DCFS Rural Region](#)

**History and Updates:** This is a new policy

## **ATTACHMENTS**

FPO 1607A – Employer Request for Central Registry Information

FPO 1607B – Request for Child Abuse and Neglect Screening

FPO 1607C – Individual (Self-Request) for Child Abuse and Neglect Screening

FPO 1607D – Instruction for Inquiry of Appeal Rights