

Minnesota Central Registry Instructions:

Please complete the Minnesota on-line request. (Instructions are below.) Once completed, an applicant number will be generated. Please email the following information to: DSSCRS@state.sd.us

- Name of Applicant
- MN applicant number (generated once the on-line request is complete).
- Name & Location of Program requesting screening

OLA

Kyli Hill

700 Governors Drive

Pierre SD, 57501

Minnesota instructions to follow are below.

Thank you –

OLA Team

APPLICANT DATA ENTRY PORTAL INSTRUCTIONS

You received this form because the provider listed below requested a review of Minnesota maltreatment information. Follow the instructions below to submit your maltreatment study request to the provider. The provider will review and *may* submit your maltreatment study request to DHS. Provider means an entity, facility, program, or agency initiating maltreatment study requests.

Provider Name (License, HFID, or Agency Number)	Provider Number
South Dakota Department of Social Services (MMCS-SD)	NSCMRF

Instructions

- 1. Go to the Applicant Data Entry Portal**
<https://mnmaltx.dhs.state.mn.us/Applicant>
- 2. Create an Account**
If you have not created an account before:
 - a. Click “Register as a new user.”
 - b. Enter your account information. Click “Register.”
 - c. Check your email for the temporary password.
- 3. Login**
Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.
- 4. Enter Application Information**
 - a. Click “Create Application” on the home screen
 - b. Enter NSCMRF in the provider number field. Click Search. If the correct provider is displayed, click “Continue Application.” If an incorrect provider is displayed, contact the provider that gave you this form.
 - c. Enter your demographic information. Click “Next” after you complete the required fields on each screen. After you review the information on the registry screen, click “Finish.”

Warning: Be careful to enter your information correctly. You will not be able to change it after you submit your maltreatment study request to the provider for review.

Frequently Asked Questions

What happens next?

The provider will review and verify your maltreatment study information before your maltreatment study request is submitted to DHS. If the provider chooses to submit the maltreatment study request, you and the provider will receive a notice of your maltreatment study status. You will be notified when the maltreatment study is completed. The provider will receive the notice electronically.

What if I have questions?

If you have questions about your maltreatment study status or technical issues registering an account, call (651) 431-6620.

BACKGROUND STUDY NOTICE OF PRIVACY PRACTICES

Because the Department of Human Services (DHS) is asking you to provide private information, you have privacy rights under the Minnesota Government Data Practices Act. This law protects your privacy, but also allows DHS to give information about you to others when the law requires it. This notice describes how your private information may be used and disclosed, and how you may access your information.

Why is DHS asking me for my private information?

The private information is needed to conduct the maltreatment study.

What information must I provide to complete the maltreatment study?

You are required to provide enough information to ensure an accurate and complete maltreatment study. This includes your:

- first, middle, and last name and all names you have ever been known by or used;
- current home address, city, zip code, and state of residence;
- date of birth;

How will the information that I give be used?

The information will be used to perform a maltreatment study that will include a check to determine whether you have been found responsible for substantiated maltreatment of a vulnerable adult or child. Maltreatment study data is classified as “private data” and cannot be shared without your consent except as explained in this notice.

What if I refuse to provide the information?

If you refuse to provide the information, DHS will be unable to complete your maltreatment study which may negatively impact your role with the entity that initiated your maltreatment study.

Who will DHS give my information to?

DHS will only share information about you as needed and as allowed or required by law. If there is reasonable cause to believe that other agencies may have information related to you, your identifying information may also be shared with:

- county attorneys, sheriffs, and agencies;
- courts and juvenile courts;
- local police;
- the Office of the Attorney General; and,
- agencies with criminal record information systems in other states.

What information will DHS share with the entity that requested my maltreatment study?

If no criminal or substantiated maltreatment information is returned, the entity that initiated your maltreatment study will receive the ‘No Background Study Information Found’ notice.

If maltreatment information is received, it will be provided to the entity that initiated the maltreatment study. The entity that initiated the maltreatment study will make the final decision about whether the information returned impacts your role with the entity.

What other entities might DHS share information with?

Information about your Maltreatment study may be shared with:

- the Minnesota Department of Health;
- the Minnesota Department of Corrections;
- the Office of the Attorney General;
- Licensing boards;
- County Social Service Agencies;
- Minnesota Adult Abuse Reporting Center;
- Minnesota Guardian Ad Litem Board;
- District Courts; and,
- Tribal Governments.

What are my rights about the information you have about me?

- You may ask if we have information about you and request in writing to get copies. You may have to pay for copies. You may give other people permission to see and have copies of private information about you.
- You may ask in writing a report that lists the entities that submitted a maltreatment study request on you.
- You may ask in writing that the information used to complete your maltreatment study be destroyed. The information will be destroyed if you have:
 - (1) not been affiliated with any entity for the previous two years, and;
 - (2) no current disqualifying characteristic(s).

Please send all written requests to:

Minnesota Department of Human Services
Background Studies Division
NETStudy 2.0 Coordinator
PO Box 64242
St. Paul, MN 55164-0242

How long will DHS keep my maltreatment study information?

DHS will destroy any maltreatment data collected on you after two years following your death or 90 years after your date of birth, except when readily available data indicates that you are still living.

What is the legal authority for DHS to conduct background studies?

Background studies are completed by DHS according to the requirements in Minnesota Statutes, chapter 245C or other authorizing state law.

What if I think my privacy rights have been violated?

You may report a complaint if you believe your privacy rights have been violated. If you think that the Minnesota Department of Human Services violated your privacy rights, you may send a written complaint to the Minnesota Department of Human Services, Privacy Official at:

Minnesota Department of Human Services
Privacy Official
PO Box 64998
St. Paul, MN 55164-0998