



Individual and Family Fact Sheet – DDS REGISTRY

November 2002

The DDS Registry helps protect people from abuse and neglect....

What Is The DDS Registry?

As required by statute, the department keeps a Registry, or list of employees who were fired or quit their jobs as a result of substantiated abuse or neglect of persons with intellectual disability. No employer, including individuals who hire and manage their own staff, can hire or retain an individual whose name appears on the DDS Registry.

If you direct your own supports and you would like to hire your own staff, you must check the Registry to be sure the name of the person you want to hire is not on the list. You must do this before you can make a final offer or employment and the person can begin working for you.

How Do I Check To Find Out If Someone's Name Is On The Registry?

When you find someone you want to hire, your case manager/support broker will help you fill out the Registry Inquiry Form to check if the person's name is on the Registry. Once the form is completed, your case manager/support broker will submit the form to DDS Human Resources.



It usually takes two business days to tell if a person's name is on the Registry. Your case manager/support broker will immediately notify you of the results of the check and give you a copy of the Inquiry Response Form. You will need to give your fiscal intermediary a copy of this form as proof that a DDS Registry Check has been completed.

What If I Fire Someone Because I Suspect Abuse Or Neglect?

If you fire someone or they quit working for you because they are involved in suspected abuse or neglect, tell your case manager/support broker right away and they will help you report the incident so that an investigation can begin.

What If The Name Of Someone I Want To Hire Is On The DDS Registry?

By law, you may not hire or continue to employ anyone whose name is on the Registry.



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As required by statute, the department keeps a Registry.

What If The Person Resigns Voluntarily?

Even if the person quits (resigns voluntarily), tell your case manager/support broker that abuse or neglect is suspected and he or she will help you report the incident so that an investigation can begin.

No employer, can hire an individual whose name appears on the Registry.



Do I Have To Check The Registry For Anything Else?

At least twice a year, DDS will let you know if any new names have been added to the Registry. This information is highly confidential and must not be shared with anyone other than your case manager/support broker or the DDS Human Resources staff. You will need to review this list of names to be sure

that people who already work for you are not on the Registry. If the name of someone currently working for you appears on the Registry, you must let that person go. It is against the law for you to continue to employ someone whose name is on the Registry.

By law, you may not continue to employ anyone whose name is on the Registry.



The Registry is a list of employees who were fired or quit their jobs as a result of substantiated abuse or neglect of persons with intellectual disability.

IF YOU HAVE ANY QUESTIONS ABOUT THE REGISTRY OR ABUSE OR NEGLECT, CALL YOUR CASE MANAGER/SUPPORT BROKER FOR HELP.