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**Rules of**  
**Department of Health**  
**Division 30—Division of Health Standards and**  
**Licensure**  
**Chapter 80—Family Care Safety Registry**

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**Title 19—DEPARTMENT OF  
HEALTH**

**Division 30—Division of Health Standards  
and Licensure**

**Chapter 80—Family Care Safety Registry**

**19 CSR 30-80.010 Definitions**

*PURPOSE: This rule provides definitions to be used in the interpretation and enforcement of 19 CSR 30-80.010 through 19 CSR 30-80.040.*

(1) “Access line,” toll-free telephone service established and maintained by the department in accordance with section 210.918, RSMo for the purpose of promoting family and community safety by allowing access to certain information recorded in the Family Care Safety Registry, as provided in section 210.921, RSMo.

(2) “Agency of record,” the state agency that has program control over maintaining or updating one or more of the sources of background information listed in section 210.909, subsection 1, subdivisions (1) through (5), RSMo.

(3) “Department,” the Missouri Department of Health.

(4) “Family Care Safety Registry workers,” a current listing of child-care and elder-care workers who have completed application for registration with the department pursuant to section 210.906, subsections 1 through 2, RSMo, or persons who have voluntarily completed application for registration pursuant to section 210.906, subsection 4, RSMo, including limited available information on workers’ background pursuant to section 210.909, subsection 1, subdivisions (1) through (5), RSMo.

(5) “Family Care Safety Registry providers,” a current listing of child-care and elder-care providers, pursuant to section 210.909, subsections (2) and (5), RSMo, who have been refused licensure or have experienced licensure suspension or revocation pursuant to sections 210.481 through 210.536, RSMo, sections 210.201 to 210.259, RSMo, or Chapter 198, RSMo.

(6) “Patrol,” the Missouri State Highway Patrol.

(7) “Registrant,” any person hired on or after January 1, 2001, as a child-care or elder-care worker, or any person not required to register pursuant to the provisions of sections 210.900 to 210.936, RSMo, who voluntarily applies

to the department for registration and who meets the requirements of sections 210.906 and 210.909, RSMo, including submitting to the background checks of subsection 1 of section 210.909, RSMo.

(8) “Registry,” the Family Care Safety Registry.

*AUTHORITY: sections 210.915 and 210.924, RSMo 2000. \* Emergency rule filed Sept. 19, 2000, effective Jan. 1, 2001, expired June 29, 2001. Original rule filed March 30, 2001, effective Sept. 30, 2001.*

*\*Original authority: 210.915, RSMo 1999; 210.924, RSMo 1999.*

**19 CSR 30-80.020 General**

*PURPOSE: This rule provides sources to contact to obtain registration forms and outlines specific responsibilities that apply to all registrants in the Family Care Safety Registry.*

(1) Registration forms used for the purpose of registering in the Family Care Safety Registry may be obtained by contacting one of the following sources:

(A) The Family Care Safety Registry toll-free access line;

(B) The local Department of Health office;

(C) The local Division of Aging office;

(D) The local Division of Family Services office; or by

(E) Accessing the Department of Health website ([www.health.state.mo.us](http://www.health.state.mo.us)).

(2) Completed applications for registration in the Family Care Safety Registry shall be mailed to the Missouri Department of Health, Fee Receipts Unit, PO Box 570, Jefferson City, MO 65102.

(3) Change of Name. Registrants in the Family Care Safety Registry shall notify the Department of Health in writing of a change of name no later than thirty (30) days following the change. Until a change of name is received, actions required pursuant to sections 210.900 to 210.936, RSMo, may continue under the name indicated on the most recent application form.

(4) Change of Address. Registrants in the Family Care Safety Registry shall notify the Department of Health in writing of a change of mailing address no later than thirty (30) days following the change. Until a change of address is received, all correspondence will be mailed to the individual’s mailing address

indicated on the most recent application form.

*AUTHORITY: sections 210.906 and 210.924, RSMo 2000. \* Emergency rule filed Sept. 19, 2000, effective Jan. 1, 2001, expired June 29, 2001. Original rule filed March 30, 2001, effective Sept. 30, 2001.*

*\*Original authority: 210.906, RSMo 1999; 210.924, RSMo 1999.*

**19 CSR 30-80.030 Child-Care and Elder-Care Worker Registration**

*PURPOSE: This rule establishes procedures for submitting completed applications for registration in the Family Care Safety Registry.*

(1) Application for Registration.

(A) The application for registration in the Family Care Safety Registry shall include the following:

1. A completed Child-Care and Elder-Care Worker Registration Form, provided by the department, shall be typewritten or printed in ink. The application shall include the following:

A. Applicant’s valid Social Security number;

B. Information on applicant’s right to appeal the information contained in the registry pursuant to section 210.912, RSMo;

C. Signed consent of the applicant for the background checks pursuant to section 210.906, RSMo;

D. Signed consent of the applicant for the release of information contained in the background check for employment purposes only;

E. Worker category;

F. Applicant’s last name, first name, middle name;

G. Prior names used by applicant;

H. Applicant’s home address;

I. Applicant’s current mailing address, if different than home address;

J. Applicant’s county of residence;

K. Applicant’s date of birth;

L. Applicant’s gender;

M. Name, address and county of applicant’s current employer (if applicable); and

N. Signature of the applicant and date of signature, in ink, which certifies that all information in the registration form is complete and true to the best of the applicant’s knowledge;

2. A photocopy of applicant’s Social Security card; and

3. A check or money order for the non-refundable fee of five dollars (\$5) made payable to the Missouri Department of Health.

(B) If the department receives an incomplete application, it will request the required information from the applicant before the application is processed. If the department does not receive the required information within sixty (60) days from the date of the certified mailing of the request, the application shall be void and another application shall be filed. If a subsequent application is filed, it shall be filed pursuant to 19 CSR 30-80.030(1)(A)–(B).

(C) Applications for registration may be submitted to the Family Care Safety Registry by the individual applicant or their employer or prospective employer. An employer or prospective employer may submit completed registration forms using a batch processing form, provided by the department, that will also serve as a request for background screening information.

(D) A batch processing form, provided by the department, shall include the employer's or prospective employer's name and address, a listing of applicants for whom applications for registration are attached, and the employer's or prospective employer's signature that certifies the requested information is for employment purposes only and will not be used for any other purpose. Once the application process has been completed and background checks conducted the Family Care Safety Registry will notify the worker and the employer or prospective employer, whose name and signature appears on the batch processing form, of the results of the determination recorded on the registry.

*AUTHORITY: sections 210.906 and 210.924, RSMo 2000.\* Emergency rule filed Sept. 19, 2000, effective Jan. 1, 2001, expired June 29, 2001. Original rule filed March 30, 2001, effective Sept. 30, 2001.*

*\*Original authority: 210.906, RSMo 1999; 210.924, RSMo 1999.*

### 19 CSR 30-80.040 Updates and Appeals of Registry Information

*PURPOSE: This rule establishes guidelines pertaining to the updating of information contained in the registry and sets forth the process for the appeal required in section 210.912, RSMo.*

(1) Process for Appeal Required in Section 210.912, RSMo.

(A) After receipt of the department's written determination of the results of a background check, conducted and entered in the Family Care Safety Registry pursuant to section 210.909, subsections 1 and 2, RSMo, registrants may appeal to the department under section 210.912, RSMo. Such appeals shall be limited only to the accuracy in the transfer of information from the agency of record to the registry and shall not include a right to appeal the accuracy of the substance of the information transferred.

1. Any such appeal shall be filed in writing by the registrant to the Director, Missouri Department of Health, to the attention of the Family Care Safety Registry, within thirty (30) days of the registrant's receipt of the results of the Family Care Safety Registry's background check.

2. The written appeal shall include the registrant's full name, Social Security number, date of birth, mailing address and zip code, and telephone number, including the area code, where s/he can be reached Monday through Friday, during the hours from 8:00 a.m. through 5:00 p.m. The registrant's written appeal shall also include a specific statement describing the information the registrant believes to have been incorrectly transferred from the agency of record to the registry.

(B) Within thirty (30) days of the filing of the appeal, an informal administrative review of the appeal will be set. The review shall be conducted by the director or by a duly authorized representative of the director.

(C) The department shall maintain a copy of its decision as long as the registrant is listed in the Family Care Safety Registry, or until such information is subsequently amended pursuant to sections 210.906 and 210.909, RSMo.

(2) Updates of the Registry.

(A) Records in the Family Care Safety Registry shall be updated when a request pursuant to section 210.921, RSMo, is made for release of registry information and, as the department deems necessary.

(B) Pursuant to section 210.912, RSMo, registrants shall be advised of updated information contained in the registry. Registrants shall also be advised of the right to appeal the accuracy in the transfer of updated information from the agency of record to the registry.

*AUTHORITY: sections 210.912, 210.915 and 210.924, RSMo 2000.\* Emergency rule filed Sept. 19, 2000, effective Jan. 1, 2001, expired June 29, 2001. Original rule filed March 30, 2001, effective Sept. 30, 2001.*

*\*Original authority 210.912, RSMo 1999; 210.915, RSMo 1999; 210.924, RSMo 1999.*