

## **DDS Abuse and Neglect Registry (Registry):**

### **Registry Inquiries - Did you know?**

Did you know that all DDS employers, which includes DDS, Private Providers, Fiscal Intermediaries on behalf of individuals that hire their own staff and other contracted providers, are required to complete a pre-employment Registry Inquiry for each employee that they intend to hire?

Did you know that pre-employment Registry inquiries are not optional for DDS employers and are required by *Connecticut General Statute*?

Did you know that no DDS employer shall hire or retain any employee whose name appears on the Registry or for whom they have received notice that the employee's name has been placed on the Registry?

Did you know that charitable organizations, such as Special Olympics or Best Buddies, who recruit volunteers to support activities for individuals with an intellectual disability, may also have access to the Registry for purposes of conducting inquiries on such volunteers?

### **Registry Inquires - Why?:**

DDS is dedicated to promoting a culture of safety and freedom from abuse and neglect for each individual and is committed to prevention practices intended to minimize potential incidents of abuse, neglect or both for individuals. The DDS Abuse and Neglect Registry system supports the DDS in that mission and ensures that an employee who has been placed on the Registry based on their actions while employed for one employer does not have the ability to go work for another, potentially putting other supported individuals at risk for abuse, neglect or both.

### **Registry Inquires - The Facts:**

*Connecticut General Statute §17a-247a* establishes that DDS maintain an Abuse and Neglect Registry of employees who were terminated or otherwise separated from employment as a result of a substantiated allegation of abuse, neglect or both.

One of the central safeguards of the statute is the requirement for pre-employment Registry inquiries. All employers, prior to hiring any employee, shall inquire as to whether a person's name appears on the Registry. An inquiry must be completed for all employees via the DDS Abuse and Neglect Registry On-Line Pre-Employment Inquiry System (on-line system).

The on-line system allows immediate access to the Registry for approved users and allows employers to customize access to only those users responsible to complete inquiries or to oversee hiring. The on-line system also allows DDS to record and track the inquiries of every employer to ensure statutory and contractual compliance. Importantly, each tracked inquiry allows DDS to contact employers who have previously conducted an inquiry on an employee when that employee's name is subsequently placed on the Registry. This aids both in ensuring that any employer who may have hired that person is quickly notified of the placement and that any other supported individual the person has contact with is protected.

The statute also provides that a confidential list and notice of all names that appear on the Registry are provided to employers on a semi-annual basis. Although this notice does provide the names included on the Registry, it does not take the place of the required pre-employment inquiry. Use of the on-line system is the only way to ensure that the employer has access to the most accurate information. Please remember that this list is confidential and should only be used for employment purposes and by those employees who are responsible to complete the pre-employment inquiries.

**For further information regarding the on-line system or to request access, please email [DDS.AbuseNeglectRegistry@ct.gov](mailto:DDS.AbuseNeglectRegistry@ct.gov) with questions.**

For further information on the Registry, refer to: *Connecticut General Statutes §17a-247a to §17a-247e inclusive.*

**Marie Forman, DDS Litigation Coordinator, Legal and Government Affairs**  
[Marie.Forman@ct.gov](mailto:Marie.Forman@ct.gov)