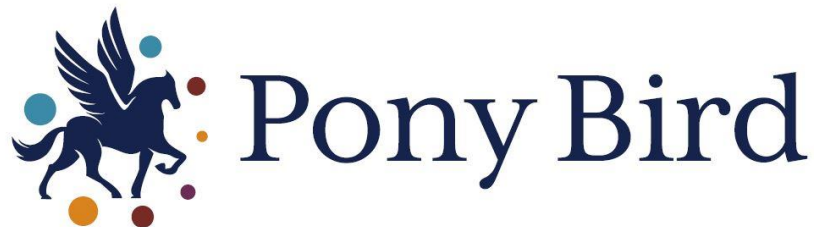


HOW TO SCREEN YOUR PROVIDER



Using the MO Family Care Safety Registry



Updated June 2023

Welcome to the MyCare Information Series

Purpose:

- To help keep people safe.
- To introduce the Missouri Family Care Safety Registry.
- To provide some basic instructions to make navigating the FCSR website easier for families



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MO Family Care Safety Registry (FCSR)



- You must screen the people you hire using the MO FCSR. You will get a letter that must be submitted to the Family Support office and updated annually.
- We're here to help when you need it.



MO Family Care Safety Registry

The state of Missouri maintains a Family Care Safety Registry (FCSR):



“The implementation of the FCSR helps ensure that persons caring for children, seniors, or physically or mentally disabled individuals can be screened for employment purposes. The law requires that every child care and elder care worker hired on or after January 1, 2001, and every personal care worker hired on or after January 1, 2002 to register. “

This is not only the law, but it is a protection for you and your family member.

What records are checked by FCSR?



1. State criminal history—MO Highway Patrol
2. Sex Offender Registry—MO Highway Patrol
3. Child abuse/neglect records—MO Dept of Social Services
4. Employee Disqualification List—MO Dept of Health/Senior Services
5. Employee Disqualification List—MO Dept of Mental Health
6. Child-Care facility licensure records—MO Dept of Health/Senior Services
7. Foster Parent licensure records—MO Dept of Social Services

Step 1

- Find out if your provider is already on the registry?
- Many people currently work for or have worked in the past for an agency that registered them. Anyone who has worked with children, the elderly, or people with disabilities in Missouri should already be registered.
- If unsure if the person is already registered, you can check online. You will need the person's social security number.



<http://health.mo.gov/safety/fcsr>



If already registered...

- You are ready to get a screening.
- You cannot screen anyone online.
- You or the provider will need to call.



1-866-422-6872



If not already registered...

- You will need to get the person registered then obtain a screening. There is a one-time only fee to register but there is no cost to obtain any screening results after that. More on that soon.



If you know your provider is already registered...

- Ask your provider to call 1-866-422-6872 and request a copy of their screening to share with families who may be interested in hiring them to take care of a family member with a disability.
- A letter will be sent to provider.
- Get a copy from provider and send it to the Family Support office. This must be updated every year and we will notify you when it is due.



Tip: If your provider is employed by an agency that requires this screening, they may be able to request a copy of this letter from their employer.



...or you can call.

- You or your provider may prefer that you make the call. If you call, you will need your provider's social security number along with their basic employee information.
- Tell the operator that you are going to be hiring a person to take care of your family member who has a disability and would like to obtain a screening. They will email you the screening letter right away. It will be encrypted so you will need to open and print it to submit to the Family Support office.



Getting registered on the FCSR



Family Care Safety Registry

DHSS Home » Licensing & Regulations » fcsr

- About the Registry
- Is A Person Already Registered
- Register Online **NEW!**
 - Online Registration Instructions
- Online Background Screening Login
 - User Guide **NEW!**
- How to Open an Encrypted Email
- 2020 Annual Report
- Good Cause Waiver
- Related Links
- Laws, Regulations & Manuals
- Frequently Asked Questions
- Forms



- Follow the instructions to register someone online or print the form to register by mail.

<http://health.mo.gov/safety/fcsr>

This can be a little confusing.

- Navigating this website can be confusing. There are detailed instructions to walk you through the process but it will take patience and a bit of time.
- We recommend you sit with your provider to complete the registration process online.
- Because there can be frequent changes to the website we are only going to go over the basic steps.



Suggestions that might help...

- Indicate it is a voluntary registration.
- Show that the work being done is “child care”, “elder care”, “other” (then add respite care), or any of the other categories shown that make sense to you.



It costs \$15.55 to register online

- If you register using a paper form and check, the cost is \$15.00.
- If you register online, the cost is \$15 plus an additional \$0.55 processing fee.
- You only have to register ONE time.
- You will need a debit or credit card to register online.
- If you pay this for your provider, you can request a reimbursement from MyCare.



Provider needs email address

- Your provider will need their own email address in order to register online.
- They cannot use your email address.
- There are free email services your provider can use to set up an account.
- Use a search engine to look for free email options.



After entering the required personal information, you will be prompted to enter the payment information.

No internet?

Prefer not to register online?

- A paper Worker Registration Form can be printed from the website.
- A copy of the Worker Registration Form can be provided to you by the NextStep Family Support Office.
- Complete form; attach copy of Social Security card; enclose check or money order made payable to MO Dept of Health/Senior Services. Mail to:

MO Department of Health/Senior Services
Family Care Safety Registry
P.O. Box 570
Jefferson City, MO 65102



Submit the registration form

- Once the form is complete online, submit it.
- You can now request a screening.
- Refer to the information we previously discussed.
- We'll repeat those slides for you.



If you know your provider is already registered...

- Ask your provider to call 1-866-422-6872 and request a copy of their screening to share with families who may be interested in hiring them to take care of a family member with a disability.
- A letter will be sent to provider.
- Get a copy from provider and send it to the Family Support office. This must be updated every year and we will notify you when it is due.



Tip: If your provider is employed by an agency that requires this screening, they may be able to request a copy of this letter from their employer.



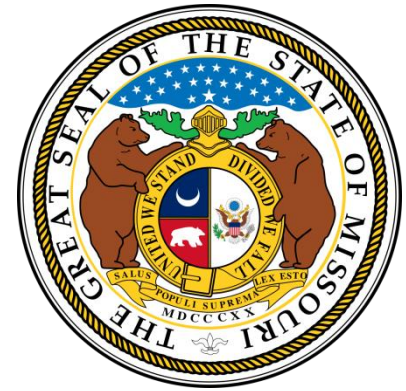
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- Tell the operator that you are going to be hiring a person to take care of your family member who has a disability and would like to obtain a screening. They will email you the screening letter right away. It will be encrypted so you will need to open and print it to submit to the Family Support office.



Screening letter

- Remember that you cannot complete a screening online.
- You must call the registry to get a screening.
- FCSR will email the letter to the person who requests it.
- If you request it, a letter will also be sent to the provider so they know someone has requested the screening.
- This letter needs to be on file at the Family Support office.
- You can email it to familysupports@ponybird.org.
- You can mail a copy to us at:



Pony Bird

Pony Bird Family Support
PO Box 190
Mapaville, MO 63065

Letter must state...

... no finding reported in the background screening.

- If it says anything else, that person may not be eligible to be paid with MyCare funds. You can call the FCSR back to request more details that may need to be submitted to the Family Support office to determine if your provider can be paid with MyCare funds.
- You will need to check your provider's record every year and obtain an updated letter. We will notify you when it is due.
- Things happen, people do things, and things get added to the seven databases throughout the year.



We hope this was helpful information!

- If you have any questions, feel free to call or email us.



636-282-1414

or

636-933-3764



FamilySupports@ponybird.org

