



# Family Care Safety Registry Instructions

## What is the Family Care Safety Registry?

The Department of Health and Senior Services (DHSS) created an electronic interface with the data systems maintained by the State Highway Patrol, Department of Social Services, Department of Mental Health, and various units within the Department of Health and Senior Services. The Registry, works with several data systems to conduct background screenings. These data systems include the following:

- State criminal history records maintained by the Missouri State Highway Patrol
- Sex Offender Registry maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Missouri Department of Social Services
- The employee disqualification list maintained by the Missouri Department of Health and Senior Services
- The employee disqualification registry maintained by the Missouri Department of Mental Health
- Child-care facility licensure records maintained by the Missouri Department of Health and Senior Services
- Foster parent licensure records maintained by the Missouri Department of Social Services

## How to Complete the Registration Form (Only complete the indicated areas.) **Please write legibly!**

Registration Type- Check the Voluntary box.

Social Security Number- You must provide your Social Security number. This identifying information will be used for internal identification purposes and to conduct background screenings. **Please do not submit a copy of your social security card.**

Personal Information- List your current Last Name, First Name, Middle Name, and any suffix associated with your last name. List any other names by which you may have been known, including maiden names, past married names, and nicknames. For identification purposes, list your gender and date of birth.

Contact Information- List your address, city, state, ZIP Code, and county. Include your telephone number and email address. This information will be used to notify you of registration results and any background screenings conducted. Email notifications will be encrypted for improved security.

Registration Agreement- Sign and date the registration form. Your signature will authorize the Family Care Registry to conduct the background screening.

## Form Submission

Once the form is completed, turn it into your local Extension office, or Youth Specialist. Please **do not** submit payment for the screening. MU Extension covers this cost. **Please do not submit a copy of your social security card.**

## How to View Background Screening Results

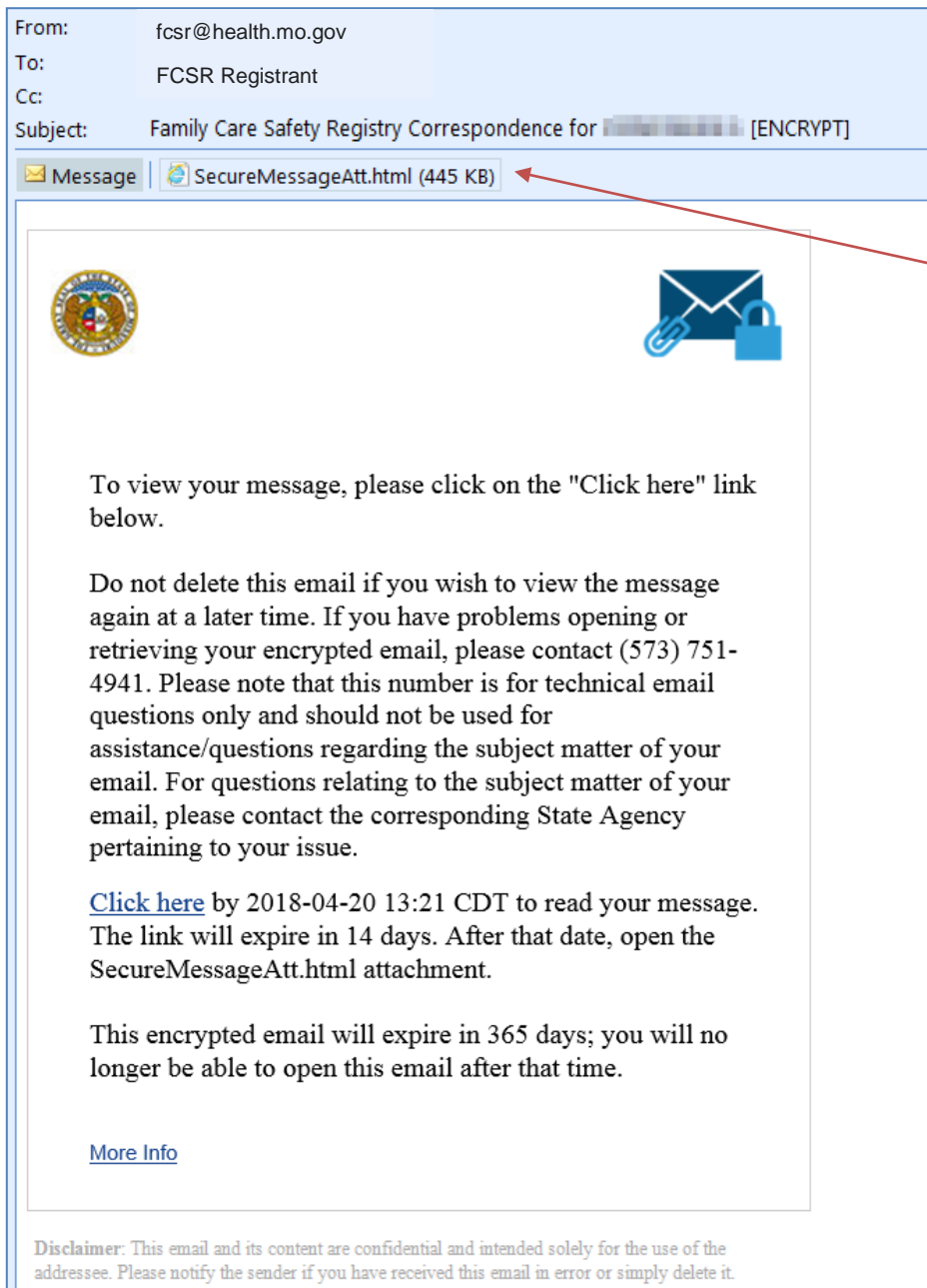
Once MU Extension registers and/or initiates a background screening through FCSR, you will receive an encrypted email (sent to the email on registry form) from FCSR. You may use the link in that email to create an account to view your background screening results.

**DO NOT submit a copy of your social security card OR payment information.**

# How to Open an Encrypted Email from the Family Care Safety Registry

The Family Care Safety Registry (FCSR) uses encrypted email to send individuals notifications containing sensitive information, such as background screening results. The email is encrypted by Proofpoint software. Follow these simple steps to create an account in Proofpoint to access your encrypted email.

Your encrypted email from the FCSR will look like the example below. Click the blue “Click here” link in the body of the email message by the date shown, or if that date has passed, open the attachment named **SecureMessageAtt.html**.



*If the date has passed to click the “Click here” link, then open the SecureMessageAtt.html attachment to access your encrypted email message.*

## How to Open an Encrypted Email from the Family Care Safety Registry

Create an account in Proofpoint. To the right is an example of Proofpoint's account creation screen. Click "Continue" after you have entered your name, created your password, and selected *two* password reset questions and answers.

### About your Proofpoint account password:

- It must contain at least 8 characters, including upper & lower case and special characters.
- It will expire after 60 days. (Expect an email 14 days before the password expires.)
- If your password expires without having been reset, you may need to create a new Proofpoint account.

Registration

Create your account to read secure email.

Email Address: emailtest7@embarqmail.com

First Name: Test

Last Name: User

Password: [Redacted]

Confirm Password: [Redacted]

Password Reset

Question : Your childhood best friend

Answer: Mary

Continue

After logging into Proofpoint, you can now read the full text of the encrypted email. Click or double-click the attachment to view your FCSR notification. (If needed, get the free Adobe Acrobat Reader software from <https://get.adobe.com/reader/> or visit your app store.)

https://securemail.mo.gov/securereader/read.jsf

File Edit View Favorites Tools Help

Reply Reply All Forward Help Logout

From: fcsr@health.mo.gov

To: FCSR Registrant

Cc:

Subject: Family Care Safety Registry Correspondence for [Redacted] [ENCRYPTED]

Digital Signature is VALID

Attachments: FCSR - 20160316-1530.pdf

You are receiving correspondence from the Missouri Department of Health and Senior Services' Family Care Safety Registry (FCSR) by email because an email address was included in your FCSR registration records. To open the attachment, you must have the free Adobe Acrobat Reader software installed on your device.

If you have questions about the attached correspondence or wish to update your email/ mailing preference or other information on file with the FCSR, please contact our toll free call center at 866-422-6872.

For additional information about FCSR caregiver background screenings and who is required to register, visit our website at <http://www.health.mo.gov/safety/fcsr/faqs.php>.

CONFIDENTIALITY STATEMENT

This electronic communication is from the Missouri Department of Health and Senior Services and is confidential, privileged and intended only for the use of the recipient named above. If you are not the intended recipient or the employee or agent responsible for delivering this information to the intended recipient, unauthorized disclosure, copying, distribution or use of the contents of this transmission is strictly prohibited. If you have received this message in error, please notify the sender immediately at the email address fcsr@health.mo.gov or by calling 866-422-6872.

Powered by Proofpoint Encryption™

*If you need assistance with Proofpoint software or creating your Proofpoint account, telephone the help staff at (573) 751-4941.*

*If you have questions about the content of the email and attached notification, contact the FCSR toll-free at (866) 422-6872.*