

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-046* Revised 6/11/20 Previous version obsolete</p>	Subject/Title	COVID-19 Response-Central Registry Notification UPDATED
	Type	<input checked="" type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	05/01/20
	Obsolete Date	06/30/20
	Contact Name	Colin Parks
	Email	parksc@michigan.gov
	Due Date	N/A
Due to	N/A	
<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

This version replaces prior versions of CI 20-046.

Per the Michigan Child Protection Law ACT NO. 238, Public Acts of 1975, as amended, being Sections 722.621 — 722.638, Michigan Compiled Laws, Michigan Department of Health and Human Services (MDHHS) requires notification of Central Registry (CR) placement to identified perpetrators of abuse or neglect in section 722.627.

To effectively comply with this requirement while telecommuting as a result of the current Coronavirus Disease (COVID-19) health crisis, please follow the steps below:

1. Generate the required CR notification(s) (DHS-847) upon investigation disposition and electronically sign the document via PDF. Email the signed document to supervisor for review. Please see guidance below for signing a PDF.
2. The supervisor should electronically sign the document via PDF and forward it to their local general office assistant (GOA), or other staff member designated by the local office director, who remains in the office for mail and other clerical responsibilities.
3. The GOA will send, at least weekly, the CR notifications via registered or certified mail, return receipt requested, and delivery restricted to addressee. The GOA will upload the signed document and certified mail information into the document hyperlink of the associated investigation in MiSACWIS.
4. A social work contact will be entered in the investigation case indicating dissemination using this process. Local office director will determine persons responsible for entering this contact.

Instructions for signing a PDF:

- Open the **PDF** file in Adobe Acrobat Reader.
- Click on Fill & Sign in the Tools pane on the right.
- Click Sign, and then select Add **Signature**.
- A popup will open, giving you three options — Type, Draw, and Image. Once you're done, click the Apply button.
- Drag, resize and position the **signature** inside your **PDF** file.