

Missouri Department of Mental Health Employee Disqualification Registry Request for Exception due to Abuse/Neglect Finding

Instructions

Under section 630.170, RSMo, once an individual is placed on the Department of Mental Health's Employee Disqualification Registry (EDR) as a result of a substantiated finding of abuse, neglect, or misuse of funds, the individual is prohibited from working in any public or private mental health programs operated, licensed, certified, accredited, in possession of deemed status, or funded by the Department. If an individual's name is on the EDR, in order to be authorized to work for any of the aforementioned providers, the individual must obtain an exception from the Department of Mental Health Exceptions Committee.

To ask for an exception, you must send the following written materials:

1. A written statement that includes:
 - a. Why and for how long you are seeking this exception?
 - i. If you have plans, where do you plan to work or go to school?
 - ii. What is the job you want to do? What would your duties or responsibilities be?
 - iii. Describe the types of care or services you wish to give to mental health consumers.
 - b. Describe the incident that prevents you from working with mental health consumers.
 - i. What happened? Provide any information that helps explain why the incident happened.
 - ii. When did it happen?
 - iii. Given the same circumstance, what assurances or evidence can you provide the Department that the disqualifying incident would not occur again? What would you do differently to avoid the same outcome?
 - c. If you or the organization for whom you wish to work has a copy of a recent criminal background report or a Family Care Registry report, please include in your packet.
 - d. Describe any activities and achievements since the incident that you think we should know and consider.
 - e. Provide the names and dates of any education, training, or treatment you have received since the incident.
 - f. Describe any important changes in your life since the incident. (Such as marriage, family, education, military service).
 - g. Provide your current mailing address and phone number.

2. Written references or recommendations from at least 3 people (at least one of which must be from a current or former supervisor or coworker). These references must be signed by the person making the recommendation and should include:
 - a. Name, address, and phone number of the person providing the reference.
 - b. Date written (References should be no older than one year.).
 - c. How does this person know you? Did you work for them? Are they related to you? Did you go to school with them or work with them? How long have they known you?
 - d. References should say why they think you should be given this exception. It is also helpful if they can back up any of the information that you provided in this request.
3. A written history of the work you have done (or current resume), especially any work in the mental health or human service fields.
4. Once you have gathered all the required documentation, your written request and supporting records should be sent to: Exceptions Committee Coordinator, Office of General Counsel, Department of Mental Health, PO Box 687, Jefferson City, MO 65102.

Please prepare and review your request carefully to ensure all required documentation is included.

If you have any questions, please call Lisa Limbach, Exceptions Committee Coordinator, at 573-751-8202.

****Note:** An employment exception, if granted, will not take an individual off the EDR, but would allow certain types of employment as indicated by the Department's Exceptions Committee.

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