

# CHILD PROTECTIVE SERVICES BACKGROUND CLEARANCE FOR PERSONNEL AT YOUTH CAMPS

Maryland Department of Health (MDH)  
Center for Recreation and Community Envir. Health Services (CRCEHS)  
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Youth camps are required to obtain a background clearance response from Child Protective Services to determine if an individual may be employed at camp. In May 2017, Maryland Department of Human Resources, DHR, (the agency has since been renamed Maryland Department of Human Services, DHS) created an online portal to facilitate the submission and processing of Child Protective Services (CPS) Background Clearance Requests for youth camps. DHS and Maryland Department of Health (MDH) are requiring that all CPS background clearances are completed through this online portal.

## **PERSONNEL ADMINISTRATORS (PA) PROCESS**

The Certification for Youth Camps regulations, COMAR 10.16.06.21, require a youth camp operator to ensure that the Maryland Department of Health (MDH) has a background clearance from Child Protective Services (CPS) on file for the camp's Personnel Administrator (PA).

**Each camp Personnel Administrator needs to create an account in myDHR/myMDThink.**

<https://mymdthink.maryland.gov/home/#/>

1. Answer **Yes** to the question: Are you applying for yourself?
2. Complete all required information, marked with an asterisk.

After creating your account, complete the CONSENT FOR RELEASE OF INFORMATION CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST form online.

1. Open the form by clicking on the Organization Employee Clearance button
2. Under Part 1: PURPOSE OF SEARCH
  - a. Skip A. RELEASE TO SELF
  - b. Answer B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO with **'Youth Camp Personnel Administrator'**
3. Under Organization Name, enter the camps name
4. The County/City/Agency will auto fil and cannot be changed (this is so the PA's results will be released to MDH)
5. Fill in all required information
6. If you have a Social Security number, it must be included it on the form. If you do not have a Social Security number (international employees), then leave it blank
7. Ensure that all information is correct before saving, changes cannot be made once it has been saved. If there are errors, then a new consent form will need to be completed.
8. Print the completed CPS consent form
9. Sign the CPS consent form before a notary
10. Mail the PA's notarized consent form to MDH, 6 St Paul Street, Suite 1301, Baltimore MD 21202-1608 or emailed to your MDH contact.

If the PA is overseeing the staff background results at multiple camp locations or licenses, please ensure that your MDH contact knows. Once the PA's account is upgraded to PA Status, the camp location(s) will be attached to the PA. The PA will then be able to scan the staff's notarized consent form into myDHR to receive the staff's CPS results.

There is no fee from DHS for this service

## **YOUTH CAMP EMPLOYEES PROCESS**

The PA can either enter the information for each employee using the 'new application button' or have the employee create their own myDHR account and enter the information themselves.

<https://mydmthink.maryland.gov/home/#/>

Complete the CONSENT FOR RELEASE OF INFORMATION CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST form online.

1. Open the form by clicking on the Organization Employee Clearance button (or new application if the PA is completing it for the employee)
2. Under Part 1: PURPOSE OF SEARCH
  - a. Skip A. RELEASE TO SELF
  - b. Answer B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO with **'Youth Camp worker/Volunteer'**
3. Select the camp where the employee is working by using the drop-down boxes for County, then City, and then Camp Name. If the camp is not on the list, contact MDH for assistance.
  - a. If the employee working at multiple camps for the same employer, select only one camp location. It does not need to be completed for each location.
  - b. If the employee works at camps with different employers, complete the form separately for each employer.
4. Fill in all required information.
5. If you have a Social Security number, it must be included it on the form. If you do not have a Social Security number (international employees), then leave it blank.
6. Ensure that all information is correct before saving, changes cannot be made once it has been saved. If there are errors, then a new consent form will need to be completed.
7. Print the completed CPS consent form.
8. The employee then signs the CPS consent form in front of a notary. If the employee is under 16 years old, the parent/guardian must also sign in front of the notary.
9. The original notarized CPS consent form should then be given to the camp PA.

## **PA SUBMITTING NOTARIZED CPS CONSENT FORM PROCESS**

Once the PA received the staff's notarized consent form it should be scan and saved on their computer. Please name the file LAST NAME then FIRST NAME. For example: Smith John.

1. The PA then submits the notarized CPS consent form to DHS for processing by logging into their myDHR account.
2. Under the 'Home' tab, select 'Saved' in the Status drop-down box and press search. (If not found in 'Saved', select 'Archived'. Unprocessed application are automatically archived after a time.)
3. Locate the employee's application and click 'Open'.
4. Scroll down the page to the **File Upload** section and click on the 'Add' button. Click 'Choose File' and upload the notarized CPS consent form that was saved on your computer, then click 'Save'.
5. Check the box next to **Notarized Document received and attached**.
6. Under Decision Type select 'Submitted' and then at the bottom click on the 'Complete' button.

Once processed the CPS result will be emailed to the PA or can be viewed in the PA's myDHR account.

If a form was saved with missing or incorrect information, it cannot be edited or changed. A new cps consent form will need to be entered into myDHR. The PA should find the incorrect form under the saved applications and under Decision Type select 'Application Voided'.

**The camp should keep the staff's signed & notarized CPS consent form at the camp, do not mail to MDH or DHS.**

There is no fee from DHS for this service.