

Pennsylvania Access to the Criminal History Check

Effective JULY 25, 2015 the State has **waived the fees** associated with obtaining the child abuse clearance from the Department of Human Services (DHS) and the State Police (PSP) criminal background check for **VOLUNTEERS** who work with children.

Link to the site: <https://epatch.state.pa.us/>

Instructions:

Click on: Record Check

Click on: New Record Check

Click on: Accept

Reason for Request: DHS – Volunteer Work – Employment *

The lines indicated with an asterisk is a must complete line.

Click: Next

Complete the Record Check Request form by filling in the required fields.

Verify information as correct – Spelling – SSN – Date of Birth

Review the information you entered.

Click: Submit

Pennsylvania Child Abuse History Clearance – Childline

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Link to the DHS for Electronic Submission: <https://www.compass.state.pa.us/CWIS>

Link to the DHS site with both online applications and downloadable forms:

<https://www.compass.state.pa.us/CWIS>

The FBI report is needed only if the person has not lived in PA for at least the previous 10 years

Instructions for Youth Protection Documents.

1. **Complete the Disclosure Statement (both sides).** Any adult can sign as witness.
2. **Complete Online training. This will take about 3 hours. (You do not need to do it all at one sitting.)**
 - a. Log on to <https://safeyouth.hbgdiocese.org>
 - b. Register by either selecting **REGISTRATION** located at the top right of the navigation bar. You will need an active email account to complete your registration. An email account may only be registered once.
 - c. When asked – be sure to say that you are a “mandated” reporter. This will be part way through the training.
 - d. Once you have completed the training, be sure to **print out the certificate of completion.**
3. **Complete the application for Pennsylvania Access To Criminal History (PATCH) site.** Link to the site: <https://epatch.state.pa.us>

Click: *New Record Check (Volunteers only)*

Click: *Accept – Terms and Conditions for the use of PATCH*

- Personal Information- *The information provided on this page is to be completed by the person performing the background check*
- Reason for Request: Volunteer FREE (automatically pre-populated field)
*The lines indicated with an asterisk is a must complete line. Complete information of the person performing the background check – the person performing the background check should be the individual for whom the certificate is being obtained.

Click: *Next*

Personal Information Review

Verify the personal information of the person performing the background check is correct

Click: *Proceed*

Complete the Record Check Request form by filling in the required fields.

Record Check Request Form

Verify First Name, Last Name and Date of Birth information as is correct –
Spelling – SSN – Date of Birth

Click: *Enter this Request*

Record Check Request Form page will refresh to original screen

Click: *Finished*

Record Check Request Review

Review background check request to verify personal information is correct

Click: *Submit*

Record Check Request Results

Click: *Control # (hyperlink)*

Record Check Details

Click: *Certification Form (hyperlink)*

Print/Save: Certification Form It should have a keystone in the background.

4. Instructions Volunteers on how to complete the application for the Pennsylvania Child Abuse History Certificate.

Click: *Create Individual Account*

Create Keystone ID: General Information

- Read General Information with regard to Creating a Keystone ID

Click: *Next*

- Create Keystone ID: Profile Information
 - Complete Profile Information
 - Select three (3) security questions and provide answers for each
 - Complete one (1) additional security question

Click: *Finish*

Check Email for Temporary Password

- Two (2) separate emails will be emailed: (1) containing the Keystone ID created, and (2) containing a temporary password.

- Copy Temporary Password: Highlight temporary password in the email, right click and select "Copy"

Login In

Access CWIS site: <https://www.compass.state.pa.us/cwis/public/home>

Click: *Individual Login*

Click: *Access My Clearances*

- Learn More Read about the website and disclosure of personal information

Click: *Continue*

Keystone Key

- Enter Keystone ID in Username field
- Paste or Enter temporary password from email confirmation in Password field

Click: *Login*

- Set Permanent Password
- Create new password based on required criteria
- Enter new password in Password field
- Re-enter new password in Confirm Password field

Click: *Submit*

- Confirm Password Successfully Set Message will appear in separate webpage browser confirming password has been successfully set

Click: *Close Window*

- Keystone Key
- Keystone Key login should appear once again
- Enter Keystone ID in Username field
- Enter newly created password in Password field

Click: *Login*

- My Child Welfare Account Terms and Conditions
- Read Child Welfare Terms and Conditions

Click: *I have read, fully understand and agree to the My Child Welfare Account Terms&Conditions*

Click: *Next*

Click: *Create Clearance Application*

- Getting Started. Read information about what to expect, information you will need and other additional information

Click: *Begin Applications Purpose*

Click *the purpose* which closest describes reason which you are completing the DHS Child Abuse History Clearance: If Volunteer with Children/Youth

Click: *Volunteer Having Contact with Children*

Volunteer Category

Click: *Other*

- Agency Name Enter: Diocese of Harrisburg
- Complete additional applicant information (required fields indicated in orange font)

Click: *Next*

- Current Address: Complete current home and mailing address information (required fields indicated in orange font)

Click: *Next*

- Previous Addresses: Enter address information for each location you have lived since 1975

Click: *Next*

- Household Members: Enter all persons you have lived with since 1975

Click: *Next*

- Application Summary
- Review the application summary information for accuracy

Click: *Checkbox to certify* that information entered on the report is accurate and complete.

Signature (only First Name and Last Name is accepted)

Click: *Next*

Application Payment

Click: *No*

Click: *Submit Application (Volunteers)*



DIocese OF HARRISBURG – OFFICE OF YOUTH PROTECTION
ADULT UNPAID POSITION DISCLOSURE STATEMENT

NOTE: The Diocese of Harrisburg requires all adults in unpaid positions who have “**direct volunteer contact**” with children at any entity within the Diocese to provide background record checks. “Direct volunteer contact” is defined as the care, supervision, guidance or control of children and routine interaction with children, which includes regular and repeated contact integral to a person’s volunteer responsibilities. These checks will incorporate the requirements of the Child Protective Services Law (CPSL) 23 Pa. C.S. Section 6344 relating to volunteers having contact with children and the United States Conference of Catholic Bishops’ *Charter for the Protection of Children and Young People*. Unpaid service may not begin until the processing of criminal background checks has been completed and the results have been reviewed.

I swear/affirm that I am seeking an unpaid position permitting me to work with children within the Diocese of Harrisburg. I certify (under penalty of law) that I am aware that State clearances provided free of charge for an unpaid position may not be used for employment purposes. As a condition of ongoing unpaid service I am aware that I will be required to renew my criminal background record checks every five (5) years.

I am aware that I must provide the following clearances prior to commencement:

- Pennsylvania State Police Criminal Record Check
- Pennsylvania Child Abuse History Clearance.

I am aware that any prior act of child abuse will permanently disqualify me from volunteer (unpaid) status. I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Pennsylvania Child Protective Services Law.

All individuals seeking an unpaid position must certify Pennsylvania residency. Please select one of the following:

- I have been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have only maintained a home mailing address in Pennsylvania during said period.
- I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have maintained a home mailing address(es) outside of Pennsylvania during said period and understand I am therefore required to also obtain a Federal Bureau of Investigation Fingerprint-based Criminal Background Check.

The following unpaid positions must also obtain a Federal Bureau of Investigation Fingerprint-based Criminal Background Check regardless of residency status. Please select one of the following, if applicable:

- Deacon Seminarian Aspirant / Candidate for Ordination Catholic Charities

I am aware that past conviction of certain crimes and offenses also permanently disqualifies me from volunteer (unpaid) status. I swear/affirm that I have not been convicted of one or more of the following crimes reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 5902(b) (felony offense relating to prostitution and related offenses)
- Section 5903(c)or(d)(relating to obscene and other sexual materials and performances)
- Section 6301(a)(1)(relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minors)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)
- A felony offense under the Act of April 14, 1972(P.L.233.No.64) known as the Controlled Substance Drug Device and Cosmetic Act



DIOCESE OF HARRISBURG – OFFICE OF YOUTH PROTECTION
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I swear/affirm that I have not been involved in the attempt, solicitation or conspiracy to commit any of the offenses set forth above. I understand that I will be dismissed if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances.

I am aware that I am also prohibited from prospective volunteer (unpaid) status if I have been convicted of ANY felony of the first, second or third degree not listed above for a period of ten (10) years after the expiration of the sentence. Further, conviction of ANY first degree misdemeanor will prohibit volunteer (unpaid) service for five (5) years after the completion of the sentence.

I swear/affirm that I will disclose before beginning any volunteer (unpaid) position if I have ever been convicted of driving under the influence of alcohol or a controlled substance, and acknowledge that this may affect my eligibility for volunteer (unpaid) service. I am aware that a second offense of driving under the influence of alcohol or a controlled substance, graded as a first degree misdemeanor, will result in a three (3) year prohibition on service from the date of the completion of the sentence for the most recent offense. However, I understand that the Diocese retains the right to refuse permission to serve in an unpaid position for any reason that, in its judgment, renders the applicant unsuitable to serve in that capacity.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the Pastor, Principal, Administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that the person responsible for the approval of unpaid service must demand a volunteer produce new background clearances if he/she has a reasonable belief that I have been arrested for or convicted of a crime that would require disqualification from unpaid service that involves contact with children or I have been named the subject of an indicated or founded report of child abuse. The cost of new clearances shall be borne by the entity or program, activity or service for which I serve.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of an unpaid position.

I understand that I must complete the state mandated reporter training for recognizing and reporting child abuse through the University of Pittsburgh's Child Welfare Resource Center (PA CWRC).

I understand that the person responsible for unpaid service decisions and the Youth Protection Office of the Diocese of Harrisburg are required to maintain copies of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Signature: _____ Witness: _____
Please sign this form in the presence of a witness.

Date: _____

Last Name: _____ Maiden Name (if applicable): _____

First Name: _____ Middle Name: _____

Any Previous Name(s) or Alias(es): _____

Primary Location at which Serving ST. JOSEPH LANCASTER

The Types of Child Abuse

1. Serious Physical Abuse – occurs when an act or a failure to act results in an injury (hard or soft tissue damage) that causes a child severe pain or significantly impairs a child's functioning, temporarily or permanently. An example is tissue damage which forms regular patterns, reflecting the shape of the article used to inflict the damage. You should be aware that we all need to be vigilant to confusing facts or stories from the child or parents.

Physical Indicators of Serious Physical Abuse include...

- Burns
 - Cigarette burns especially on the soles, palms, back and buttocks
 - Immersion burns (burns forming a distinct pattern, sock or glove-like, because the child was immersed in boiling water)
- Bruises, Welts and Other Marks, like:
 - "Grab marks", bite marks or patterns reflecting an article, such as a handle, belt buckle, or electric cord
- Lacerations or Abrasions (on back or arms, legs or torso – to external genitalia)
- Fractures and head Injuries

Child's Behavioral Indicators

- Dramatic change in demeanor, mood, or academic function
 - Behavioral extremes
 - More hyperactive, oppositional, or agitated
 - More subdued, withdrawn, or anxious
 - Drop in grades
- Aggressive behaviors/ or destructive behaviors to self and others
 - Cruelty to animals
 - Bullying
 - Coercive behavior
- Adolescents are more prone to substance abuse (drinking and drugs)

Behavioral Indicators of the Abuser often include...

- Attempts to conceal the child's injury or protect the identity of the person responsible
- Parent's history of abuse as a child
- Parent dismissive about child
 - Offers no explanation for the child's injury
 - Seems unconcerned about the child
- Sees child as evil or "bad"
 - Uses this to justify the abuse
- Alcohol or drug abuse
- Tend to be more socially isolated and outsiders have less access to the family

Reference: Pennsylvania Family Support Alliance. (2007). *Recognizing and reporting child abuse: Training for mandated reporters: Participant's guide*, p. 44.

2. Serious Mental Abuse – occurs when an act results in serious mental/emotional damage, which interferes with a child's general functioning. This is more difficult to discern and prove. Adults can legally be inappropriate and harsh and not be considered abusive. This is a judgment call: it depends on the perspective, and the evidence is more "soft." Mental abuse includes severe rejecting behaviors like routinely excluding the child from family activities, threatening to harm the child, severe intimidation and humiliation, and isolation, which means withholding the child from appropriate relationships with others.

Physical Indicators of Serious Mental Abuse include...

- Mental or emotional developmental delays
- Signs of self-mutilation
 - More likely in adolescents
- Signs of attempted suicide
 - More likely in adolescents

Potential Behavioral Indicators of a Mentally Abused Child include....

- Conduct disorders (antisocial, destructive, cruelty to animals)
- Exhibit anxiety/depression
- Delinquent behaviors
- Inappropriately adult-like or infantile manner

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3. Serious Physical Neglect – is an act of omission – not commission – it's a lack of supervision or failure to provide the essentials of life. It occurs when a child has a physical condition that endangers the child's life or development or impairs the child's functioning. Examples include: refusal to get medical care or a delay in seeking medical care for a serious injury or illness, abandonment (deserting child), inadequate supervision, inadequate nutrition/clothes/hygiene, and permitted chronic truancy from school.

Physical Indicators of Serious Physical Neglect include...

- Persistent hunger and chronic fatigue
- Unattended medical needs
- Developmental delay
- Abandonment
- Inappropriate dress

Reference: Pennsylvania Family Support Alliance. (2007). *Recognizing and reporting child abuse: Training for mandated reporters: Participant's guide*, p. 44.

Potential Behavioral Indicators of Children who have been Sexually Abused or Exploited include...

- Verbal disclosure of the abusive behavior
 - The nature of the disclosure depends on the developmental stage (little kids may use dreams or drawings; while older kids may describe the abuse explicitly)
- Wearing excessive layers of clothing
 - For older kids - this makes them feel more protected
- Hiding stained or bloodied clothing
- Precocious sexual knowledge/behavior
- Reenacting the assaults – meaning children and adolescents may repeat and reenact the abuse in an unconscious effort to master the original trauma
- Seductive behavior toward adults of opposite sex
 - Kids abused at a young age see themselves as sexual objects
 - Kids can't often distinguish between sex and love
- Excessive masturbation
- Intolerance of physical contact – for example, they maybe be touchy or jumpy
- Role reversal, in which:
 - A girl may feel like the mother
 - A boy may feel like the father
- Specific fear of males or females
 - Depending on the gender of the perpetrator
- Excessive physical complaints
- Psychological manifestations include:
 - Unusual fears or anxieties
 - Anger/aggression/poor impulse control
 - Inappropriate guilt/shame
 - Low self-esteem – Children may feel like they are damaged goods
- And Post Traumatic Stress Disorder, characterized by:
 - Excessive startle reactions, flashbacks, withdrawal and depression

Behavioral Indicators of the Abuser often include...

- A history of being sexually abused
- Being jealous or overprotective of the child
- Alcohol or drug abuse
- And justifying the child's frequent absences from school
 - So they can have the child at home with them

Reference: Pennsylvania Family Support Alliance. (2007). *Recognizing and reporting child abuse: Training for mandated reporters: Participant's guide*, p. 44.

- Clothing is dirty or wrong for the weather conditions
- Poor hygiene

Potential Behavioral Indicators of Serious Physical Neglect include...

- Insecure attachments in infants
 - Difficulties with bonding behaviors (between parent and child)
 - Child isn't comforted by the parent's presence
- Poor self-control
 - Easily frustrated
 - Difficulties with anger management
- Low self-esteem and depression
 - Lacking in enthusiasm or assertiveness
- The child may have attentional problems
 - And appear pre-occupied/anxious/distant/disengaged
- Socially isolated or socially inept
- Exhibit chronic truancy

Behavioral Indicators of Abusers often include...

- Addictive disorders
 - Interferes with their ability to fulfill their parental responsibilities
- Socially isolated
- Less verbally responsive
 - Uses more direct commands
 - More critical
 - Less likely to give verbal praise
- Depression
 - Abusers may suffer from depression
- And there may be a history of spousal abuse

4. Sexual Abuse or Exploitation – is the use of a child as an object of gratification for adult sexual needs or desires. It can range in severity from fondling to forcible rape resulting in injury. Incest is sexual exploitation by a family member. Victims can range from infancy to 17 years old. Girls are reported as victims five times as often as boys. It's important to remember that both girls and boys can be victims of sexual abuse.

Physical Indicators of a Sexually Abused Child include...

- Difficulty walking or sitting
- Suspicious stains or blood on the child's underwear
- Painful bowel movements or retention
- Early, unexplained pregnancy
- Frequent unexplained sore throats

Reference: Pennsylvania Family Support Alliance. (2007). *Recognizing and reporting child abuse: Training for mandated reporters: Participant's guide*, p. 44.