

1266 ENTERING A PERSON RESPONSIBLE FOR CHILD ABUSE AND/OR NEGLECT ON THE CENTRAL REGISTRY

Chapter: **Child Protective Field Services**

Section: **Central Registry**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **17-23**

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Approved:

A handwritten signature in cursive script, appearing to read 'Maureen Ryan'.

Maureen Ryan, Interim DCYF Director

Related Statute(s): [RSA 169-C](#), [RSA 170-E](#),
[RSA 170-G](#)

Related Admin Rule(s): [He-C 6430](#)

Related Federal Regulation(s):

Related Form(s): [FORM 1266](#) and [FORM 1267](#)
Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families works collaboratively with families and the community toward the goal that all children and youth should be safe. Risk of harm to children and youth can be, and is reduced through the collection, maintenance, and use of founded records. DCYF District Office staff are integral to maintaining an accurate and complete Central Registry for use in assessing the safety of children involved in new Assessments of abuse/neglect or in the care of individuals other than their parents.

Purpose

The purpose of this policy is to describe what is required to complete the entry of an individual found responsible for the abuse and/or neglect of a child/youth, on the Central Registry.

Definitions

"Central Registry" means the state registry that maintains all founded reports of child abuse and/or neglect established pursuant to RSA 169-C:35.

"Confirmation of Service" means documentation that an individual received a Notice of Finding, to include but not limited to a United States Postal Service (USPS) return receipt, USPS printout of the delivery confirmation, or a document signed by the individual noting that the notice was hand delivered to him or her.

"CPS" means the Bureau of Field Services' Child Protective Services within DCYF.

"CPSW" or **"Child Protective Service Worker"** means an employee of DCYF who is specially trained to work with families referred to the Division pursuant to RSA 169-C, RSA 170-B, RSA 170-C, and RSA 463.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"Due Process" means the execution of fairness in all legal matters, including notice, an opportunity to be heard, and the right to defend in an orderly proceeding, must be followed for each individual so that no prejudicial or unequal treatment will result.

"Founded Determination" means a specific allegation of child abuse or neglect where the Department has determined that there is a preponderance of the evidence to believe that a child has been abused and/or neglected:

1. **"Founded, Court Action"** means a determination by the court, either after a hearing or pursuant to a consent decree, that a child/youth has been found to be abused and/or neglected through a preponderance of evidence.
2. **"Founded, Problem Resolved"** means a determination by DCYF that there is a preponderance of evidence to believe that the child/youth has been abused and/or neglected and that the presenting danger has been resolved through the provision of services, supports, or other interventions to protect the child/youth and there are no ongoing safety concerns for the child/youth.
3. **"Founded, Services Only"** (Non-Court Agreement) means an agreement between the CPSW and the person responsible for the child abuse and/or neglect in which that parties agree that: the report is founded; the responsible party waives his or her right to an appeal; the responsible party's name will be placed on the state's Central Registry of founded reports of abuse and neglect; and, DCYF will provide services to the family to address the identified maltreatment.

"Founded Report" means a report of child abuse and/or neglect where DCYF has made one or more founded determinations.

"Person Responsible for the Child Abuse and/or Neglect" means the individual who has been determined by DCYF or the court to have abused and/or neglected a child/youth.

Policy

- I. DCYF State Office will designate staff to oversee the Central Registry for the purposes of information being entered, paper and electronic files being maintained, responding to court petitions/orders for expungement, perpetrator expirations, and checks of names against the Central Registry in compliance with RSA 169-C:35(II, IV and VI).
- II. Central Registry staff will review documentation received regarding a person responsible for child abuse and/or neglect, prior to entering a name on the Central Registry.
 - A. All demographic information in a Notice of Finding will be verified against information maintained in Bridges for accuracy.
 - B. Documentation provided for due process will be verified against due process dates entered in Bridges for accuracy.
 1. If the due process is still pending, the documentation will be filed in a secure location until the person responsible for the abuse and/or neglect is eligible to be entered on the Central Registry.
 - C. If a court order is received it will be checked for:
 1. The individual(s) identified as being responsible for child abuse and/or neglect;
 2. Findings of fact for abuse and/or neglect and the corresponding reason or referenced documentation listed by the court in support of the finding;
 3. The judge's signature; and

4. The date the finding was ordered.
- D. If Central Registry staff is unable to complete the entry of a person responsible for child abuse and/or neglect on the Central Registry due to a concern with one of items A-C noted above, the corresponding CPS Supervisor will be notified within five (5) business days of when Central Registry received the documentation.
1. Central Registry staff will maintain the documentation received in a secure location pending resolution.
 2. Central Registry staff will notify the CPS Supervisor of:
 - (a) The Assessment number;
 - (b) The name pending entry on the Central Registry; and
 - (c) Why the documentation is insufficient to enter the individual's name on the Central Registry.
 3. The CPS Supervisor may be asked to verify or clarify a discrepancy between the documentation and Bridges.
 - (a) If the information in Bridges is inaccurate or was omitted, Central Registry staff will update the information in Bridges and proceed with entering the name on the Central Registry upon confirmation from the CPS Supervisor.
 - (b) The CPS Supervisor may be asked for clarifying information.
 - (1) If the information is not available, DCYF legal services will be consulted regarding proper procedures related to the Assessment circumstances.
 - (c) If an error was made in the Assessment number, demographic information, or a date in the Notice of Finding, the CPS Supervisor will be asked to address the concern in compliance with [policy 1265 Submitting a Founded Referral for Entry on the Central Registry](#).
 - (1) Central Registry staff will hold onto the file, pending email confirmation that the error has been clarified in the Assessment file and notification sent.
 - (2) Central Registry staff will enter the name on the Central Registry, noting the accurate information on the Notice of Finding.
 - (3) Central Registry staff will attach a copy of the email from the CPS Supervisor regarding the correction and notification, to the Central Registry file.
 - (d) If a founded determination was omitted, or incorrect, in a Notice of Finding, the CPS Supervisor will be asked to send a corrected Notice of Finding and the Cover Letter for a Corrected Notice of Finding (Form 1266) to the person responsible for child abuse and/or neglect regarding the revised letter.

- (1) If the individual requests an appeal the CPS Supervisor shall follow [policy 1215 Administrative Appeals](#) and inform the Central Registry staff.
 - (2) If no appeal is requested, Central Registry staff will enter the person responsible for child abuse and/or neglect on the Central Registry upon receipt of the corrected Notice of Finding, confirmation of service, and completion of due process.
- E. If Central Registry staff add or change any information in a Bridges Assessment, a notation must be made in the Bridges Findings Screen regarding what information was changed, when it was changed, and whom the information was confirmed with prior to the change.
- F. Central Registry staff will not enter any unknown or deceased individual on the Central Registry, as the individual cannot be provided due process.
1. If an Assessment is received with a finding against an unknown individual (commonly noted as FNU LNU) or a deceased individual, Central Registry staff will make a notation in the Bridges Finding Screen that the unknown or deceased individual cannot be entered on the Central Registry as they cannot be provided due process.
 2. When an Assessment has more than one individual determined to be responsible, and at least one individual is identified and not deceased, Central Registry staff will enter the living and identified individual(s) responsible for child abuse and/or neglect onto the Central Registry.
 3. The Central Registry staff will end date the Assessment in the assign/transfer screen after entering any identified living individuals without entering the unknown or deceased individual(s).
- III. Upon establishing receipt of all necessary documentation, Central Registry staff will enter the name of a person responsible for child abuse and/or neglect onto the Central Registry.
- A. Central Registry staff will open the identified Assessment through the Bridges Central Registry workload.
1. Each person responsible for child abuse and/or neglect will be viewed separately in Bridges.
 2. If there are multiple allegations, each allegation will be checked for accurate due process dates, type of findings, and founded determinations.
 3. Central Registry staff will check the "Include Name in Central Registry" box in the Referral tab in Bridges, after all information has been verified.
- B. Central Registry staff will end date each Assessment upon completion of entering all identified living individuals in the Assessment on the Central Registry. The only Assessments that will be closed without entering all individuals on the Central Registry will be as noted in II-F above.

- C. Documentation received will be used to create a paper Central Registry file pursuant to [policy 1269 Central Registry Record Management](#) that will also include the DCYF Founded Case Listing (Form 1267).

Practice Guidance

If I have a deceased or unknown individual who is responsible for the abuse and/or neglect do I need to send any paperwork to the Central Registry?

- If you have a perpetrator of abuse and/or neglect that is deceased or is unknown you do not need to send any paperwork to the Central Registry. Once the Assessment has been closed at the District Office level, you will need to send an email to the Central Registry identifying the Assessment name and Assessment number and detailing that the perpetrator is unknown or deceased. Once the email is received, Central Registry staff will make a notation in the Bridges Finding Screen that the unknown or deceased individual cannot be entered on the Central Registry, as they cannot be provided due process. Please note that if the Assessment had multiple people found responsible for abuse and/or neglect and the other individuals were able to be identified and provided due process, their respective information will need to be sent to the Central Registry.