

1269 CENTRAL REGISTRY RECORDS MANAGEMENT

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:

Maureen Ryan, Interim DCYF Director

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

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

Related Federal Regulation(s):

Related Form(s): [FORM 1267](#)

Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families is committed to the principle that all children and youth should be safe. When an Assessment has been completed, determining an individual to be responsible for the abuse and/or neglect of a child/youth, staff works to ensure that precautionary measures are enacted and supported, to reduce risk, prevent recurrence, and to promote safety, permanency, and well-being for the family. The Central Registry Records are maintained as a secured resource to help identify when risk may be evident.

Purpose

This policy describes how requests for Central Registry Records are completed and how the Central Registry Records are maintained in the State Office.

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.

"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.

"Date of Finding" means the date that the court ordered a sufficient finding of facts that an individual abused and/or neglected a child/youth, the date that the Administrative Appeal was waived, or the date that the Administrative Appeals Unit (AAU) upheld a founded determination.

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

"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.

"Identifying Information" means information specifying the identity of any individual named or listed on any record having to do with a child abuse and/or neglect report.

"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. Central Registry staff will notify CPS Supervisors on a monthly basis of any person responsible for child abuse and/or neglect whose Assessment in Bridges has been electronically transferred to the Central Registry Inbox and has not been entered on the Central Registry due to missing documentation.
- II. A paper Central Registry file will be created for each person responsible for child abuse and/or neglect.
 - A. Each paper Central Registry file will be specific to one person responsible for child abuse and/or neglect and will contain documents specific to that individual.
 - B. Each paper Central Registry file will have a DCYF Founded Case Listing cover sheet (Form 1267) including the person's first and last name, birth date, Assessment number, Bridges client ID number, date of finding, date the Assessment was received, type of finding, and Assessment outcome determination.
 - C. If an individual has more than one name that they are commonly known by, a DCYF Founded Case Listing cover sheet (Form 1267) will be created for the alias, with a notation directing staff to look for the paper Central Registry file under the individual's legal name.
 1. A notation should be made on the paper Central Registry file under the legal name regarding any additional DCYF Founded Case Listing cover sheet (Form 1267)s for aliases to assure destruction of all cover sheets upon the expiration or expungement of the individual.
 2. An alias should also be noted in the "AKA" tab on the NH Bridges Central Registry screen.
- III. All paper records will be filed in a secure location by the year the finding was made and the last name of the individual found to be responsible for child abuse and/or neglect.

- IV. Central Registry staff will maintain all Central Registry paper files, and execute the destruction of Central Registry paper files upon [expungement](#) or expiration.
- A. Individuals entered on the Central Registry will remain on the Central Registry for seven (7) years from the date of finding.
1. Case records concerning founded reports of child abuse and/or neglect are retained by Assessment number in the District Office and/or archiving location for seven (7) years from the date of finding.
 2. Central Registry staff maintains a file for each person determined to be responsible for child abuse and/or neglect while entered on the Central Registry.
 - (a) This file will only contain information specific to the [person entered on the Central Registry](#), the documents establishing due process, and the abuse and/or neglect that was founded.
 - (b) Pursuant to RSA 170-G:8-a I(c) Central Registry records are maintained as secure and confidential, and cannot be used or released to any entity as case records.
- B. Each month a NH Bridges report will be generated that will identify the names of individuals responsible for child abuse and/or neglect and note the date the finding was established.
- C. The Central Registry Program Specialist will utilize the NH Bridges report to complete monthly purges of records that have expired in Bridges and verify the removal of information retained in the Central Registry Paper Files.
1. The Central Registry staff will verify that all electronic records that have been maintained in Bridges for seven (7) years have expired.
 2. The Central Registry staff will shred all confidential paper records for expired names that were in the secured Central Registry Files.
- V. Central Registry staff will defer to the District Office staff in certain circumstances to respond to inquiries related to the case record, pursuant to RSA 170-G:8-a.
- A. Written requests for information received from another state's Child Welfare Agency, Law Enforcement Agency, or other government entity for the purpose of carrying out the responsibility of protecting children from abuse and/or neglect, pursuant to RSA 170-G:8-a paragraph II (a)(9).
1. Central Registry staff will check for New Hampshire DCYF involvement and ascertain what District Office has had most recent involvement if applicable.
 2. Central Registry staff will forward the request to the supervisor of the identified office to respond to the inquiry as determined appropriate by the District Office Supervisor and CPSW.
 3. If the individual or family has no CPS history in the Bridges system, the Central Registry staff will notify the sender that there is no information available regarding the specified individual(s).

- B. In certain instances when a person responsible for child abuse and/or neglect or a judicial entity requests information, following a positive name check by Central Registry staff, the individual or court personnel will be advised to speak to the Supervisor of the District Office that established the finding for further information.
1. If the individual contacts the District Office Supervisor to request further information, the Supervisor will provide the individual with the founded report and case outcome, with the following removed:
 - (a) Third party information;
 - (b) The name of and any identifying information concerning the reporter; and
 - (c) The name of and any identifying information concerning the victim, unless the person responsible for the child abuse and/or neglect is a parent or caregiver of the victim.