

Wyoming Department of Family Services

**CENTRAL REGISTRY FOR CHILD
AND VULNERABLE ADULT PROTECTION CASES**

**CHAPTER 2
STANDARDS FOR THE COLLECTION OF INFORMATION
FOR THE MAINTENANCE OF THE CENTRAL REGISTRY**

Section 1. Collection of Information.

(a) — The Department field office staff shall enter every report/complaint of suspected maltreatment of a child or vulnerable adult into the computer system.

(b) — When law enforcement conducts an investigation of maltreatment of a child or vulnerable adult, independently from the Department, and provides a report of the investigation to the Department, a social worker with the local Department field office shall review the investigation record. After reviewing the record, and consulting with the investigator when necessary, the social worker shall enter complaint information and an appropriate finding into the computer system. Then, the social worker will provide the required notice to the perpetrator, per W.S. § 14-3-213(f) and W.S. § 35-20-115(d).

(c) — When the Department assists law enforcement in third party criminal complaints (e.g. non-custodial and sexual assaults), the complaint information and appropriate findings may be entered into the computer if all required notices are provided to the subject of the investigation, per Department rules.

(d) — When federal agencies conduct maltreatment investigations of a child or vulnerable adult in federal parks or on military bases, the cases may be entered into the computer system when sanctioned by an existing agreement or contract signed by the Department, the Attorney General and the federal agency.

(e) — When investigations are completed by the Wind River Reservation under the Intergovernmental Tribal State Contract for the Provision of Social Services, Tribal Social Services is responsible for entry of cases into the computer system if all required notices are provided to the subject of the investigation, per Department rules.

Section 2. Type of Entry.

(a) — Names of individuals, not facilities, are generally registered on the Central Registry. Exception may be made when maltreatment is likely to persist due to abusive staff, policy or environmental factors, which place children or vulnerable adults at risk.

~~(b) — When a facility is placed on the Central Registry, notice of findings and a client statement shall be provided to the appropriate person(s) who have administrative responsibility for the facility, e.g., Board of Directors as per the Rules and Regulations governing Adult Protective Services and Child Protective Services.~~

~~(c) — A complaint type is entered into the computer system upon receipt of the referral, or report of maltreatment of a child or vulnerable adult. Allegation types are based on the type of maltreatment alleged. More than one type of maltreatment may be asserted in a single allegation, e.g., physical abuse, medical neglect, etc.~~

~~(d) — During the course of the investigation, additional reports may be received by the field office regarding the same incident and are to be treated as part of the initial investigation. When other reports allege additional allegations of maltreatment not reported in the initial report, they shall be treated as separate and new incidents.~~

~~(e) — Determination of a finding is a decision made by the Department, per Department rules and regulations. Findings may be made prior to or without court adjudication of the same incident. Findings are not dependent on, and may be different from, adjudicative decisions. However, a court finding of child or vulnerable adult abuse, neglect, exploitation or abandonment shall be presumptive evidence that the report is substantiated.~~

~~(f) — Allegations are accepted or rejected. When allegations are accepted they are classified with one of the following findings: “Substantiated” or “Unsubstantiated.”~~

Section 3. Accuracy.

~~Prior to finalizing the data entry into the Central Registry, the social worker shall review the allegation screens to ensure that the information is correct and matches the finding.~~

Section 4. Changing an Entry.

~~The Department may amend, expunge or remove any record from the Central Registry if:~~

~~(a) — Good cause is shown, which includes, but is not limited to:~~

~~(i) — Discovery of a data entry error;~~

~~(ii) — Uncovering of new evidence;~~

~~(iii) — Change of a finding due to administrative review, fair hearing or subsequent court appeals;~~

~~(iv) — Rehabilitation is demonstrated. Rehabilitation shall be determined by a professional panel appointed by the director or designee;~~

~~(v) — Complaints would have been substantiated at low risk as per the Rules and Regulations Governing Child Protective Services (December, 1992); or substantiated as a minor incident per the Rules and Regulations Governing Adult Protective Services (August, 1998); or~~

~~(vi) — Death of the perpetrator.~~

~~(b) — Reasonable efforts shall be made to notify the perpetrator and applicant of any substantive reclassification, amendment, expungement or removal of the information.~~

~~(c) — The local Department Field Office Manager or Designee approves the change to the Central Registry, in the case of child protection cases, with approval of the local police department or the sheriff's department, in the case of vulnerable disabled adult protection cases if either the local police or sheriff's department was involved in handling the adult protection case resulting in a perpetrator being placed on the Central Registry.~~

~~(d) — Unsubstantiated child perpetrator and low risk cases, per the Rules Governing Child Protective Services (December, 1992) shall not remain on the Central Registry.~~

~~(e) — Unsubstantiated and minor incident cases, per the Rules Governing Adult Protective Services (August, 1998) shall not remain on the Central Registry.~~

Section 5. Security.

~~All records concerning reports or investigations of child abuse or neglect and vulnerable adult abuse, neglect, abandonment or exploitation are confidential pursuant to W.S. § 14-3-214, W.S. § 35-20-108 and W.S. § 35-20-112, and all such information shall be confidentially maintained.~~