

PROCEDURE XIII-A8: Child Maltreatment Central Registry Review Team

06/2012

If the offender's name is not eligible to be automatically removed from the Child Maltreatment Central as described in Procedure XIII-A7 above, the Child Maltreatment Central Registry Review Team shall review removal requests. The Child Maltreatment Central Registry Review Team shall operate as follows:

- A. The Director of DCFS will appoint the members of the Child Maltreatment Central Registry Review Team. The Review Team will be made up of DCFS central office and field staff, CACD, and a representative from OCC. There should be five members with alternates in case of scheduling conflicts.
- B. The Review Team will select an alternating chairperson for each quarter.
- C. The Review Team will determine a regular meeting schedule for the review any requests that meet all criteria, but shall meet no less-frequently than on a quarterly basis.
- D. Review requests must be received 60 days in advance of the review meeting, and all Review Team members will be provided with the case information 15 days prior to the review team meeting. All decisions will be by a majority vote of the team members.
- E. All team decisions will be sent in writing by the Central Registry Manager or designee.
 - 1) Denials will be sent to the applicants by certified mail within 15 days of the review team meeting.
 - 2) Approvals will be sent to the applicants by regular mail within 15 days of the review team meeting.