

# INSTRUCTIONS

## CFS-290-N

### (Notice of Name Placement on Central Registry to DHS Division Director; Multidisciplinary Team for Offender and Victim; and Circuit Judge and Counsel in Dependency Neglect or FINS Case of Offender)

**Purpose:**

This notice is used to inform the DHS division director, multidisciplinary team, and circuit judge and counsel in dependency neglect or FINS case of the offender that the offender's name has been placed in the Central Registry because the investigative determination of true was upheld during the Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice, or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should be sent within ten working days after Central Registry receives the order of "Upheld" or after thirty-five business days have passed and the offender did not request a hearing, or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

**Completion:**

**To:** Enter the name of the division director, the coordinator of the disciplinary team, the circuit judge or counsel.

**Address:** Enter the full address of the division director, the coordinator of the disciplinary team, the circuit judge or counsel.

**From:** Enter the name, full address, phone number, and county of the DCFS staff sending the notice.

**Date:** Enter the date the notice is sent.

**CHRIS Referral #:** Insert the CHRIS referral number.

**Name of Victim:** Enter the name of the victim involved in the maltreatment.

**Name of Offender:** Enter the name of the offender involved in the maltreatment.

**Date of Allegation:** Enter the date and time the allegation was originally made.

**Type of Maltreatment:** Enter the type of maltreatment.

**Check Boxes:** Indicate whether the true determination was upheld or no appeal was requested or in a preliminary hearing the true determination was provisionally upheld. And indicate whether the offender's name appears outright in the Central Registry or appears on a provisional basis.

**Signature:** The staff member who is sending the form will print and sign his/her name.

**Routing:**

1. Send a copy to the division director, the coordinator of the multidisciplinary team, the circuit judge or counsel within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.