

Title 12. Law Enforcement, Emergency Management, and Military Affairs
Chapter XVII. Division of Aging, Adult, and Behavioral Health Services,
Department of Human Services

Subchapter A. Generally

Part 100. Policy and Procedure for Name Removal from the Arkansas Adult Maltreatment Registry

Codification Notes. This part as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"The Arkansas Adult Maltreatment Registry maintained by the Adult Protective Services (APS) division within the Department of Human Services (DHS) will retain all "Founded" reports of maltreatment indefinitely to assist APS in the safety and protection of endangered and impaired Arkansas adults.

Records of all cases in which allegations are determined to be "Unfounded" will not be included in the Adult Maltreatment Registry; however, the information from "Unfounded" reports included in the APS data system will be retained indefinitely to assist APS in assessing future risk and safety of endangered and impaired adults.

APS staff will ensure that all assessments with a "Founded" disposition will be securely stored and will verify and respond to all valid requests for information from a Prosecuting Attorney who is prosecuting a case related to any APS report or case.

No offender who is placed on the Adult Maltreatment Registry will be "automatically" removed from the registry.

Any adult maltreatment offender who qualifies for consideration for removal may apply for consideration of removal through DAABHS. Requests that qualify per time and offense requirements will be reviewed by the Adult Maltreatment Registry Review Team in the order in which they are received."

Subpart 1. Generally

12 CAR § 100-101. Consideration for removal by review team.

The Adult Maltreatment Registry Review Team shall operate as follows:

(1)(A) The Director of the Division of Aging, Adult, and Behavioral Health Services will appoint the members of the review team.

(B) The review team will be made up of the Adult Protective Services Unit of the Department of Human Services central office and field staff.

(C) There will be five (5) members with five (5) alternates in case of scheduling conflicts.

(D) A representative of OCC may provide legal advice and assistance to the team but will not be a member of the review team.

(E) In cases where the name removal request is responsive to a "founded" finding made by either the Office of Long-Term Care or the Attorney General's office, the review team will include at least one (1) member from the Office of Long-Term Care or the Attorney General's office, depending on which office made the initial "founded" finding;

(2) The review team will select an alternating chairperson for each quarter;

(3) The review team will determine a regular meeting schedule for the review of any requests that meet all criteria but shall meet no less than on an annual, quarterly basis;

(4) Review requests must be received sixty (60) days in advance of the review meeting, and all review team members will be provided with the case information fifteen (15) days prior to the review team meeting;

(5) All decisions will be determined by a majority vote of the review team members; and

(6)(A) All review team decisions will be sent in writing by the director or designee.

(B) Denials will be sent to the applicants by certified mail within fifteen (15) days from the review team's decision.

(C) Approvals will be sent to the applicants by regular mail within fifteen (15) days of the review team's decision.

Authority. Arkansas Code §§ 12-12-1723, 20-76-201.

Codification Notes. "OCC" means the Office of Chief Counsel.

History. Ark. R. 2025-1 (eff. June 1, 2025)

12 CAR § 100-102. Name request removal.

(a) An offender may request his or her name be removed from the Adult and Long-term Care Facility Resident Maltreatment Central Registry when:

- (1) The individual has not had a subsequent true report for one (1) year;
- (2) More than one (1) year has passed since the offender's name was placed on the registry; and
- (3) More than one (1) year has passed from the completion of any court-imposed sentence.

(b) However, the offender may not request removal from the registry if any of the following apply:

- (1) The offender was placed into the registry for any type of maltreatment that resulted in a fatality as a direct result of the offender's act or omission;
- (2) The offender:
 - (A) Is still involved in an open criminal court case based on the same underlying facts for which he or she was placed onto the registry; or
 - (B) Has not completed the terms and the conditions of any sentence arising from the conviction based on the same underlying facts for which he or she was placed onto the registry;
- (3) The offender was placed onto the registry for any of the maltreatment types or type involving any of the injury characteristics or details listed below:
 - (A) Abuse with deadly weapon;
 - (B) Bone fractures;
 - (C) Brain damage/skull fracture;

- (D) Burns/scalding;
- (E) Human trafficking;
- (F) Immersion;
- (G) Interfering with a person's breathing;
- (H) Internal injuries;
- (I) Malnutrition;
- (J) Oral sex;
- (K) Poison/noxious substances;
- (L) Restraint of the liberty of another involving threats or violence;
- (M) Sexual exploitation;
- (N) Sexual penetration;
- (O) Sexual violence;
- (P) Subdural hematoma; or
- (Q) Suffocation; or

(4) The offender is convicted of a criminal offense for an act or omission listed in subdivision (b)(3) of this section that constitutes adult maltreatment and for which the offender is named in the registry regardless of any subsequent expungement of the offense from the offender's criminal record, so long as the offender's conviction has not been reversed or vacated.

Authority. Arkansas Code §§ 12-12-1723, 20-76-201.

12 CAR § 100-103. Application format for an offender.

(a) An application for name removal from the Adult and Long-term Care Facility Resident Maltreatment Central Registry shall conform to the following:

- (1) The offender will submit his or her request/petition to:

DAABHS/Adult Maltreatment Registry Name Removal
P.O. Box 1437 – Slot W241
Little Rock, AR 72203-1437

; and

(2) The offender shall also submit:

(A) A personal letter describing:

(i) The offender's reason for the removal request;

(ii) The events and circumstances surrounding the adult maltreatment

finding;

(iii) The offender's rehabilitation; and

(iv) Why the offender does not pose a risk of maltreatment to

vulnerable populations, including without limitation:

(a) Children;

(b) The elderly;

(c) Persons with a disability; and

(d) Persons with a mental health illness;

(B) Registry results free from a true finding of the same maltreatment type for the preceding year, or for one (1) year following the completion of any court-ordered sentence, if applicable;

(C) Registry results from the offender's current state of residence and any state in which the offender has resided in the preceding year free from a true finding of the same maltreatment type for the preceding year, or for one (1) year following the completion of any court-ordered sentence, if applicable;

(D) Arkansas Crime Information Center background check and an adult maltreatment-related check that is free from disqualifying offenses for the preceding one (1) year, one (1) year prior to the date of application;

(E) State background check results from the offender's current state of residence and any state in which the offender has resided in the preceding year free from adult maltreatment-related offenses for the preceding one (1) year, one (1) year prior to the date of the application;

(F) Description and documentation (e.g., court records, letter from the offender's attorney, probation officer, or prosecuting attorney) of any current pending criminal charges, if applicable;

(G) Evidence of the offender's rehabilitation, including, but not limited to:

(i) Documentation proving completion of treatment, remediation, or rehabilitation programs as related to the specific offense, if applicable; and

(ii) For removal requests related to sexual abuse, proof of rehabilitation must include documentation from a licensed mental health professional that:

(a) States that the requestor has participated in therapy with the licensed mental health professional to address the issues related to the sexual abuse offense;

(b) States total length of time the requestor has participated in therapy with the licensed mental health professional to address the issues related to the sexual abuse offense and the frequency of therapy sessions during that period of time;

(c)(1) Indicates whether a sex offender specific assessment was conducted during the therapy period (e.g., the Vermont Assessment of Sex Offender Risk (VASOR), Clarke Sex History Questionnaire for Males Revised, Hare Psychotherapy Scale).

(2) **Note.** The use of such an assessment is not necessarily a requirement for removal but the presence or absence of such an assessment will be considered; and

(d) Provides the licensed mental health professional's assessment of the requestor's participation during the therapy period; and

(H)(i) One (1) to three (3) letters of reference from professionals (not to include Adult Protective Services Unit of the Department of Human Services employees), employers, spiritual counselors, friends, or family describing the offender's rehabilitation and whether the offender poses a risk of maltreatment to vulnerable populations, including without limitation:

(a) Children;

- (b) The elderly;
- (c) Persons with a disability; and
- (d) Persons with a mental health illness.

(ii) No more than one (1) letter of reference can be submitted from a family member.

(b) The Adult Maltreatment Registry Review Team may select additional, nonadult maltreatment-related offenses which prevent name removal from the registry.

Authority. Arkansas Code §§ 12-12-1723, 20-76-201.

12 CAR § 100-104. Determination of name removal request by an offender.

(a) The Adult Maltreatment Registry Review Team will consider requests for removal of names from the registry.

(b) In determining whether to remove an offender from the registry, the review team shall consider any relevant evidence, which may include without limitation the following:

- (1) The circumstances surrounding the maltreatment;
- (2) The seriousness of the harm caused by the maltreatment;
- (3) The probability of the offender engaging in future maltreatment;
- (4) Evidence of the offender's:
 - (A) Completion of training;
 - (B) Rehabilitation; and
 - (C) Efforts to learn effective strategies to care for adults;
- (5) Information submitted by the petitioner;
- (6) Any other information that is relevant to the specific offense; and
- (7) Input from any victim or surviving family member of a victim of the underlying facts for which the offender/petitioner was placed onto the registry.

(c) If the review team denies the request-for-removal of the name from the registry, the review team shall send a denial letter to the offender explaining the reason for denial as it relates to:

- (1) The circumstances surrounding the maltreatment;
- (2) The seriousness of the harm caused by the maltreatment;
- (3) The probability of the offender engaging in future maltreatment;
- (4) Evidence of the offender's:
 - (A) Completion of training;
 - (B) Rehabilitation; and
 - (C) Efforts to learn effective strategies to care for adults;
- (5) Any pending criminal charges surrounding the maltreatment; and
- (6) Any other information that is relevant to the specific offense.

(d)(1) The offender shall wait one (1) year from the date of the request for removal before filing a new petition with the Adult Protective Services Unit of the Department of Human Services requesting the offender's name be removed from the registry.

(2) However, if the review team needs additional information from the offender in order to make the determination as to whether to remove his or her name from the registry, the review team may request that the offender provide the additional information without requiring the offender to wait an additional year to file a new petition.

(3) The review team shall inform the offender in writing of the specific additional information requested.

(4)(A) The offender shall have ten (10) calendar days from the date of the request to submit the requested additional information.

(B) If the request is sent via mail, the offender shall be given an additional three (3) calendar days to submit the information.

(C) If the requested information is not submitted within the specified timeframe, then the offender shall wait one (1) year from the date of the request to file a new petition requesting his or her name be removed from the registry.

(e) If the review team denies the request-for-removal of the name from the registry, the offender may request judicial review pursuant to the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

Authority. Arkansas Code §§ 12-12-1723, 20-76-201.

12 CAR § 100-105. Notice.

In addition to the above, we propose that notice of the petition for removal be given to the Medicaid Fraud Control Unit of the Office of the Attorney General if:

- (1) The underlying conduct resulted in a criminal prosecution; and
- (2) One (1) of its attorneys represented the State of Arkansas in the proceeding, so that the unit's prosecutor is given the opportunity to provide a response/recommendation.

Authority. Arkansas Code §§ 12-12-1723, 20-76-201.