



WYOMING DEPARTMENT OF FAMILY SERVICES

Safe at home • Supporting the people who support the families • Opportunities for success

Wyoming Central Registry of Abuse & Neglect of Children & Vulnerable Adults: Online Application Instructions

Screens for ACES\$ CCW Participants Only

GENERAL PROCESS:

The online Central Registry application is a 3 step process.

- (1) The requestor (the employer) initiates a request online for an employee (the person providing services) to fill out the Central Registry application. ** You will need the employee's email address.
- (2) The employee receives an email containing a unique link to complete the Central Registry application form online.
- (3) The 3rd party agent, ACES\$, receives an email confirming the employee has completed the Central Registry application form online and the form is ready to be submitted for processing. ** ACES\$ has the final step in this process and *must* use the provided email link to submit the final Central Registry screen application.

STEP-BY-STEP ONLINE APPLICATION INSTRUCTIONS:

- (1) Employer starts the process at this link: <https://wyodfsportal.force.com/wydfs/s/>

WYOMING DEPARTMENT OF FAMILY SERVICES

Language : English ▼

information received only for screening prospective employees and volunteers.*

Note: Central Registry screens are specific to the State of Wyoming.

CHECK STATUS OF SUBMITTED CENTRAL REGISTRY SCREEN

To check the status of a Central Registry screen that has previously been submitted through this portal, enter your Requestor ID (CRSR) here and the Last Name of the person being screened (these can be found in the "Authorization completed," email you received when the person being screened completed their Authorization of Release).

* CSR ID

CRSR: XXXXXX

* Last name of person to be screened

SUBMIT

SUBMIT A NEW CENTRAL REGISTRY SCREEN

Have you previously submitted a Central Registry screen request and want to use the same requestor information as before?

☐ Yes ☒ No

For users submitting a Central Registry Screen Request for the first time, please indicate which of the following describes you:

Please select a screen request type ▼

SUBMIT

(2) Use the right column labeled "Submit a New Central Registry Screen". Use the drop-down menu and scroll down to the "Third Party Central Registry Screen" screen type. Click on "Third Party Central Registry Screen", and click "submit" at the bottom of the page.

SUBMIT A NEW CENTRAL REGISTRY SCREEN

Have you previously submitted a Central Registry screen request and want to use the same requester information as before?

☐ Yes ☒ No

For users submitting a Central Registry Screen Request for the first time, please indicate which of the following describes you:

Please select a screen request type

- Individual requesting a Central Registry Screen
- Medical Group, Hospital, or Health Services facility
- School District, Law Enforcement, or Local Government Agency
- Third Party Central Registry Screen
- Wyoming Department of Health

Click the down arrow

CLICK HERE

(3) The main application page appears. In the "Persons to be Screened" fields, enter the employee's name who is being screened, and their email address.

When submitting an electronic application, you are authorizing the Department of Family Services to send you results electronically, and agree to abide by all confidentiality laws regarding Central Registry data. An original document may follow by mail.

• **Note: Central Registry screens are specific to the State of Wyoming.**

PERSON(S) TO BE SCREENED

* Name of person being screened

* Email

Click to add people to be screened

(4) Below the "Persons to be Screened" section is the "Requestor Information" section.

- (a) In "Organization/Agent requesting check" field, begin typing "ACES\$ FMS on behalf of Employer". An auto suggestion of "ACES\$ FMS on behalf of Employer (Cheyenne)" will appear below the box. Click on "ACECS\$ FMS on behalf of Employer (Cheyenne)".



Language : English ▼

REQUESTOR INFORMATION

* Organization/Agent requesting check

Aces\$

ACES\$ FMS on behalf of Employer (Cheyenne)

Begin typing "ACES\$ FMS" and an auto suggestion will pop up underneath. Click on "ACES\$ FMS on behalf of Employer (Cheyenne)"

* On behalf of employer

* Mailing Address

* City

* State

Select an Option

* Zip

* Contact Phone

* Organization Email

Contact person Email

Back Submit

- (i) A pop up with the heading “Verify” appears. Enter in 0401 and click “Verify”.

* On behalf of employer

Verify

* Enter your Account Reference ID

0401

Enter 0401 as the Account Reference ID

CLOSE VERIFY

Select an Option

* Contact Phone

- (b) After you click “Verify”, many of the Requestor Information fields will automatically populate. In the fields that have not populated:
- (i) “On behalf of employer” field: Enter the name of the employer (do NOT enter ACES\$).
 - (ii) “Contact person for requesting organization” field: Enter in “ACES\$ FMS”.
 - (iii) “Contact person Email” field: Leave blank.
- (c) Click “Submit”.



Language : English ▼

REQUESTOR INFORMATION

Organization/Agent requesting check

ACES\$ FMS

* On behalf of employer

ENTER THE NAME OF THE EMPLOYER

* Contact person for requesting organization

ACES\$ FMS

* Mailing Address

202 E. 18th St.

* City

Cheyenne

* State

Wyoming ▼

* Zip

82001

* Contact Phone

844-500-3815

* Organization Email

securewy@mycil.org

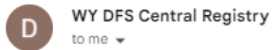
Contact person Email

LEAVE BLANK

Back

Submit

(5) The employee who is being screened, which is the person providing services, will receive an email and a link to complete the Central Registry form and authorization online. The employee clicks on the link in the email to be taken directly to the employee's unique online application.



3:25 PM (10 minutes ago)

ACES\$ FMS is requesting that you authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry of Abuse and Neglect record search to check for abuse, neglect and exploitation of children or vulnerable adults history.

Volunteers, prospective employees, or an employee who has or may have unsupervised access to minors or vulnerable adults may be screened. Note: According to W.S. 14-3-214, "the applicant shall use the information received only for screening prospective employees and volunteers."

The results of this check will be provided to ACES\$ FMS. If this application is being made as a requirement of a child placing agency, therapeutic foster care, and/or an adoption agency, the requesting agency will provide the results of this check to the Department of Family Services.

Please click on this link to complete the Authorization of Release of Child & Adult Abuse/Neglect Central Registry Information form.

Your OTP is : 464501

<https://wyodfsportal.force.com/wydfs/s/dfsauthorizationpage?snumber=cb05e66ed62afe47a2b2e2875641064cd13bc72bbce3e82f3a18653512a60275paramcebbfeb4a128eab8617db977ed64819e46010cf8b9bfb3d6b3eb46eaf256334>

(6) The employee uses the OTP number in the email to access the form.

WYOMING
CENTRAL
REGISTRY

Language : English ▼

You can find your OTP verification number in the email you received.

* Please Enter OTP

EMPLOYEE ENTERS THE OTP CODE FROM THEIR EMAIL

Verify

(7) The employee completes the Central Registry form online and clicks the "Submit" button at the bottom of the page.

AUTHORIZATION OF RELEASE OF CHILD & ADULT ABUSE/NEGLECT CENTRAL REGISTRY INFORMATION

Person Being Screened
Rachel Campbell

Requested by
Aces\$ Financial Management Services

☐ I hereby authorize the Wyoming Department of Family Services to conduct a Wyoming Central Registry record search to check for abuse, neglect and exploitation of children or vulnerable adults. I agree to provide the following information and any other information needed to initiate the record search. I understand that any falsification of information or substantiated abuse or neglect activities may be the grounds for termination of employment.

* First Name

Middle Name

* Last Name

Maiden Name

Former Married Names

Aliases or Nicknames

(8) ACES\$ receives an email notification that the employee has completed the Central Registry screen application and will proceed accordingly.

(9) Central Registry results are sent electronically to ACES\$ when ready.

**** Pursuant to state statute and agency rules, all results reporting that an employee is listed on the Central Registry will be sent by hard copy through postal service mail.**

NEED ASSISTANCE?

Contact the Central Registry office at centralregistry@wyo.gov