

9. Reports That Require Additional Screening Activity

There are reports that require additional screening activities. The purpose of many of the additional activities is to ensure optimal communication between the screener and other department staff, as well as adequate documentation and notification to other agencies.

A. Open CPS assessment

Procedures

The following applies if the department already has an open CPS assessment:

- When a screener receives duplicate information (same alleged victim, same alleged perpetrator, same allegation of child abuse or neglect, and same incident dates) on an open CPS assessment, the screener must:
 1. Inform the reporter that a new report will not be assigned because the information already has been received.
 2. Provide the reporter with the assigned caseworker's name and telephone number.
 3. Provide contact information about the reporter and any information received to the assigned caseworker.
- When a screener receives information that constitutes a new report of child abuse or neglect as defined in ORS 419B.005 on an open CPS assessment, the screener must document the information in a new GAP screening form (307a) unless the reporter is a CPS worker assigned to an open CPS assessment and is reporting child abuse or neglect in the household that is the subject of the open CPS assessment. In this situation, the screener must direct the CPS worker to incorporate the new information into the existing, open CPS assessment.

B. Open case

- When a screener receives new information on a family that has an open case, the screener must:
 1. Consult with a CPS supervisor.
 2. Notify each assigned caseworker and their respective supervisors of all new information received.
 3. Document this notification in FACIS case notes.
 4. Complete notification the same day the information is received.
- When a screener receives a new report of child abuse or neglect as defined in ORS 419B.005, but there is no open CPS assessment, the screener must document the information in a new GAP screening form. **Examples:**
 1. The open case involves supervision of a reunification plan with a parent who completed substance abuse treatment and has children ages 3 and 4 returned to her care. It is reported the parent relapsed and has left her young children unattended. In this

example, relapse alone would not generate a new GAP screening form, rather it is the connection of the relapse to parenting behavior and child safety.

2. It is reported that a mother no longer is taking her anti-psychotic medication and, as a result, is having delusions that her baby is going to hurt her. In this example, it is not the mental illness or lack of medication alone that results in a new GAP screening form, but the connection of these factors to parenting behavior and child safety.
- The information received by a screener on an open case that will not be documented in the GAP, but must be documented in FACIS case notes, includes:
 1. Additional information on an open case that does not meet the criteria for a new CPS assessment or closed at screening;
 2. Reports of child runaways;
 3. Any requests for case information;
 4. An in-home ongoing safety plan is violated, but the violation is not a new incident of child abuse or neglect; or
 5. There are reports of an ongoing concern in an open case, which the department is currently addressing. **Examples:**
 - a. As part of a safety plan with the department, a parent is required to attend AA/NA meetings and the worker determines that the parent is not following through with this requirement.
 - b. A parent or caregiver's urine analysis comes back positive.
 - c. It is reported the children, ages 7 and 9, are coming to school without their lunch and sometimes dirty clothing. The parent is engaged in a plan for individualized parent training and is working with a mentor to improve basic parenting skills.

C. Closed case

If a report is received regarding a closed case, the screener will address the following:

- If the new information is related to child safety or a new allegation of child abuse or neglect, the information must be captured in a screening form (307a).
- The screener does not capture the information in FACIS case notes. By putting information in case notes there is an assumption that a caseworker will act on the information, which is not possible if the case is not assigned.
- When duplicate information is received (same alleged victim, same alleged perpetrator, same allegation, and same incident dates) on a closed case, the screener evaluates the information again. Evaluation of the information may result in different decisions considering the following questions:
 1. Does the new reporter have additional information?
 2. How much time has passed?
 3. Was the case closed because the CPS worker was unable to locate the family?

4. Does collateral contact or law enforcement information indicate circumstances have changed?
5. Does having an additional reporting source affect the screening decision?

D. Founded disposition within the past six months

When the reported information concerns a family who has had a founded disposition in the previous six months the review of history is always important in evaluating the current situation. Prior founded incidents of abuse or neglect should be considered carefully in evaluating reported information related to the vulnerability of the child and in determining the department's response to a new report.

- The screener must consult with a CPS supervisor when there is a founded disposition within the past six months.
- More than one founded assessment with the same victim is considered re-abuse when the founded reports occur within six months of each other. Only the victim needs to be the same, not the type of abuse or the perpetrator. An efficient screening process is imperative in accurately reflecting the state's re-abuse rate.
- Screeners should pay close attention to not creating multiple referrals in the following situations:
 1. When an in-home ongoing safety plan is violated and there is not a new incident of abuse.
 2. When there are reports of an ongoing concern that currently is being addressed in an open case.
 3. When duplicate information is received (same alleged victim, same allegation and same incident dates) on an open CPS assessment.

E. Child fatality

- A child fatality is documented in GAP when a child is alleged to have died as a result of abuse or neglect or a "child known to the department" dies. When this occurs the screener must:
 1. Consult with the CPS supervisor.
 2. Gather as much information as possible about all household members, including surviving siblings, and determine if the child was "known" to the department in the past year.
 - a. "Child Known to the Department" is a child who was in the custody of the department at the time of death or who, within the year prior to death, was the subject of a CPS referral or received department services (from DHS Child Welfare).
- Complete a GAP screening form documenting the "allegation" as a "fatality." It also is important to identify the allegations of child abuse or neglect that surround the fatality and any allegations in reference to siblings or other children living in the home.

- If a child fatality alleged to be the result of abuse or neglect occurs and there are no siblings to the deceased child and no other children in the home where the fatality occurred, the referral can be founded on the identified perpetrator based on police contacts and criminal investigation and medical examiner information.

F. Information related to foster homes, relative caregivers, child care agencies and registered day care facilities

When information related to the home of a department-certified foster parent or relative caregiver, licensed child care agencies, or registered day care facilities is received, the screener must take the actions outlined below:

Information related to the home of a department-certified foster parent or relative caregiver

- Consult with a CPS supervisor.
- Notify and document notification of each assigned caseworker, assigned certifier, and their respective supervisors about all information received.
- Be responsible for two administrative rules when handling information related to the home of a department-certified foster parent or relative caregiver: “1-AB.2, “Screening,” and “1-B.2.2.3, Assessment of Abuse Allegations in Family Foster Care, Family Group Homes and Family Shelter Homes.”

Information related to a child with developmental disabilities in a Senior and People with Disabilities (SPD) licensed group home or foster home

- Notify the Office of Investigations and Training with DHS Health Services.
- Consult with a CPS supervisor.

Information related to a Licensed Child Caring Facility

- Consult with a CPS supervisor.
- Notify the department’s Child Caring Agency Licensing Program.
- Be responsible for two administrative rules when handling information related to a licensed child caring agency: 1-AB.2, “Screening,” and “Response to Assessment of Child Abuse Reports in Private Child Caring Agencies and Private Residential Schools.”

A report of child abuse or neglect in a registered day care home

- Notify the Child Care Division of referrals alleging child abuse in a registered day care facility.