CPS Screening Procedures

Oregon Child Protective Services (CPS) follows a systematic safety intervention model for identifying and managing threats to child safety. Screening is the first stage of the Department’s safety intervention model and is the point the Department receives reports of alleged abuse as well as requests for supportive services. This section outlines the different types of reports received by screeners.

1. Reports of Abuse and Requests for Supportive Services

A. Mandatory reports of child abuse

Oregon law, as outlined in ORS 419B.005, mandates some professionals, referred to as public or private officials, report suspected child abuse.

Oregon administrative rule (OAR) 413-015-0115 defines “child” and “abuse.” The definition of child was changed in 2016 as a result of the passage of Senate Bill 1515 and, while child still includes a person under the age of 18, child now also includes a person under the age of 21 who is living in or receiving services from a child-caring agency or proctor foster home.

Mandatory reporters include but are not limited to:

- Physician or physician assistant licensed under ORS chapter 677 or naturopathic physician, including any intern or resident
- Dentist
- School employee, including an employee of a higher education institution
- Licensed practical nurse, registered nurse, nurse practitioner, nurse’s aide, home health aide or employee of an in-home health service
- Employee of the Department of Human Services, Oregon Health Authority, Early Learning Division, Youth Development Division, Office of Child Care, the Oregon Youth Authority, a county health department, a community mental health program, a community developmental disabilities program, a county juvenile department, a licensed child-caring agency or an alcohol and drug treatment program
- Peace officer
- Psychologist
- Member of the clergy
• Regulated social worker
• Optometrist
• Chiropractor
• Certified provider of foster care or an employee thereof
• Attorney
• Licensed professional counselor
• Licensed marriage and family therapist
• Firefighter or emergency medical services provider
• Court-appointed special advocate, as defined in ORS 419A.004
• Child care provider registered or certified under ORS 329A.030 and 329A.250 to 329A.450
• Member of the legislative assembly
• Physical, speech or occupational therapist
• Audiologist
• Speech-language pathologist
• Employee of the Teacher Standards and Practices Commission directly involved in investigations or discipline by the commission
• Pharmacist
• Operator of a preschool recorded program under ORS 329A.255
• Operator of a school-age recorded program under ORS 329A.257
• Employee of a private agency or organization facilitating the provision of respite services, as defined in ORS 418.205, for parents pursuant to a properly executed power of attorney under ORS 109.056
• Employee of a public or private organization providing child-related services or activities:
  ☐ Including but not limited to youth groups or centers, scout groups or camps, summer or day camps, survival camps or groups, centers or camps that are operated under the guidance, supervision or auspices of religious, public or private educational systems or community service organizations; and
  ☐ Excluding community-based, nonprofit organizations whose primary purpose is to provide confidential, direct services to victims of domestic violence, sexual assault, stalking or human trafficking.
• A coach, assistant coach or trainer of an amateur, semiprofessional or professional athlete, if compensated and if the athlete is a child.
**B. Additional reports of abuse**

Employees and caregivers in the following settings are mandatory reporters of child abuse in ORS 419B.005 and are *also* required to report suspected abuse (as defined in ORS 419B.010-050 and amended by Oregon Laws 2016, chapter 106 as amended by SB 243) of a person under the age of 21 (a child or young adult) when that person is living in or receiving services from one of these settings:

- Child-caring agencies (CCA)
- Proctor Foster Homes (home licensed by a CCA)
- Office of Developmental Disabilities Services (ODDS) licensed group homes
- A home certified by Child Welfare
- A home certified by ODDS

The additional reporting requirements exist to ensure a high quality of care for children and young adults who are living in or receiving services from facilities or homes licensed or certified by the state. These children and young adults are all subject to the definition of abuse as defined in Oregon Laws 2016, chapter 106, section 36 and described in OAR 413-015-0115 *until they are 21 years old.*
C. Non-mandated reports of child abuse

Non-mandated reporters may report suspected child abuse. Non-mandated reporters include but are not limited to:

- Parents
- Neighbors
- Concerned citizens
- Children
- Family members
- Anonymous reporters

D. Requests for Supportive Services

Anyone in the community may call to request supportive services, but in order to qualify for supportive services, the individual and family must meet certain criteria. The following is a list of the supportive services that may be provided by the Department:

- Placement of a child
- Custody of a child
- Independent Living Program services
- Post legal adoption services
- Post guardianship services
- Voluntary services

To encourage and support those who make reports, the screener can do the following:

- Help anxious or angry reporters calm down and see how their report is helping a child who may need protection or other help.
- Engage in supportive listening – hear the reporter out and tell them that their concerns are being heard.
- Explain the purpose of CPS is to protect children and strengthen families.
- Emphasize the importance of reporting.
- Explain how Child Welfare will respond to their concerns – let the reporter know the process of response; i.e., the information will be reviewed, a plan made, and action taken for this specific situation. The plan may include a check of records. It may include conducting a CPS assessment, referring the family to another agency, or no further action.
- Answer questions with as much specificity as makes sense for the situation and is legally allowed.
- Respond sensitively to the reporter’s fears and concerns.
- Remember to enhance the reporter’s opinion of the Department.
2. Information to be Shared with the Reporter

- As required by OAR 413-015-0205(5), the screener must explain to reporters:
  1. The Department will not disclose the identity of the reporter unless disclosure is to a law enforcement agency (LEA) for purposes of investigating the report; disclosure is required because the reporter may need to testify as a witness in court; or the court orders the Department to disclose the identity of the reporter.
  2. Anyone making a report of child abuse in good faith, who has reasonable grounds to make the report, is immune from liability in respect to making the report and the contents of the report.
  3. The Department’s decisions about (a) through (c) below. If the decisions have not been made when the report is completed, the screener must notify the reporter that, if contact information is provided, diligent efforts will be made to contact him or her at a later date and inform him or her of these decisions:
     a. Whether contact with the alleged victim was made.
     b. Whether the Department determined if abuse occurred.
     c. Whether services will be provided.
  4. If applicable, the information reported does not meet the screening criteria to be documented and retained in OR-Kids.
  5. That mandatory reporters should consider maintaining a record of their report to document compliance with ORS 419B.010 and 419B.015.
3. Taking the Report

Procedure

- When taking the report, the screener must:
  1. Call 911 immediately, on any report, when the report indicates a person is seriously injured, not receiving help already, and there is sufficient information to locate the person.

  2. Access interpretive services when the reporter does not speak English or speaks limited English. These services may include staff identified as bilingual resources or the phone interpreters. The Office of Equity and Multicultural Services Language Access Coordinator can assist with identifying resources. Access its website here: https://inside.dhssoha.state.or.us/dhs/office-equity-multicultural-svcs.html

For telephone interpreters, follow these steps:

  - Call the CTS Language Link at 877-764-7888
  - The call center representative will request:
    * Account number: Varies by program. If the local office manager does not have the account number, request this number by emailing OEMSLanguage.Services@dhsoha.state.or.us
    * Your full name
    * Your local office name and location

  3. Accept and handle anonymous reports in the same manner as other reports, gather the same information from the anonymous reporter as from any other reporter, and encourage the reporter to provide identifying information, as required by OAR 413-15-0205(1)(b). The decision of the reporter to decline to share their identity does not invalidate the information reported.

- The screener can conclude contact with the reporter when the following has been accomplished:
  1. The necessary information has been obtained,
  2. The reporter’s feelings have been empathetically acknowledged,
  3. The reporter has been helped to generate ideas about how to handle the immediate situation they are reporting (if this is an issue), and
  4. The reporter has been told what will happen next.
Methods screeners can use when interviewing reporters

The following are methods screeners can use when interviewing reporters. For all of these techniques, the Screener should consider the use of voice, including pitch, tone and pace. An empathic voice and active listening skills will assure the reporter that the Screener is engaged.

• Questioning is the primary technique for leading the reporter through the information-giving process. Three types of questions are helpful:

  1. Open-ended questions can be used for the purpose of stimulating the reporter to talk. An example is “Can you please describe what you saw or heard, step by step?” and “What happened next?” The reporter most likely will expand on answers and give the Screener the opportunity to probe into the subject under discussion.

  2. Closed-ended questions restrict the reporter’s response and may be useful to get a specific answer when the Screener does not wish to stimulate further discussion. For example, questions such as, “Did you take him to the doctor?” will most likely yield a “Yes” or “No” response. Whenever possible, follow closed-ended questions with open-ended questions. For instance, “Where were the parents when you took the child to the doctor?”

  3. Probing questions should be used when a problem needs clarification at progressively deeper levels. An example of a probing question is, “You just said that you saw your neighbor hurt Jessica. Tell me, how was she hurt?” Simple directive probes, such as “Uh, huh” and “Please go on,” are useful as encouragers, as are requests for specific information, such as, “What is the child’s name?”

• Repetition or rephrasing of what a reporter has said will help the Screener be sure the reporter’s point is understood. For instance, “You said the child is fearful. Did I hear you correctly?”

• Direction is used when the reporter doesn’t know what information is needed or is too emotional to know how to proceed. Give directions, telling the reporter what information is needed, without being authoritarian or bureaucratic. For instance: “I need some more specific information to understand what happened. I will ask you a series of very specific questions. Please answer them as best you can.”

• Redirection is used to interrupt if the information being given is unproductive or not relevant to the purpose of the report. For instance: “Let’s go back to when you told me that this is not the first time this child has been left alone. I need to understand more about how often this occurs.”

• Validation: Choosing to make a report can be an extremely difficult decision for many people. Be supportive, and encourage reporters to continue to call if they suspect a child has been abused. Acknowledge their role in keeping children safe whether they are a family member, a complete stranger to the family, or whatever role they may have with the family. In addition to taking the report, the Screener is responsible for enhancing the reporter’s view of the Department and the Child Welfare system. For instance: “I appreciate the concern you have shown for this child/family. Thank you for taking the
time to report your concerns,” or, “I appreciate how difficult it was for you to call, but you did the right thing.”

• Summarization is used to briefly go over the important information that has been gathered to see if the reporter has provided everything that is critical. Often, summarization will be combined with a final probing question. For instance: “Let’s see, you have given me information about Jessica’s bruises. You’ve told me she says she got them in a fall off the slide and that she seems fearful. Has she said or done anything else that makes you concerned about the child/children?”

• Dealing with abusive reporters is sometimes necessary. It is important for the screener to stay calm and respectful and be clear that the conversation will not continue if the reporter is abusive. For instance: “We will be better able to help if you give me the information without yelling and cursing. If you continue to use this language (tone of voice), I will end this conversation and ask you to call back when you are not yelling and cursing.”

• Regarding what will happen next, it is important to let reporters know the next steps but not to give them information that is unknown.

4. Determine if the Report is Child Protective Services or Family Support Services Information (and where and when to document the information)

Information entered into OR-Kids at screening is either Child Protective Services information or is information that falls within one of the Family Support Services categories. Information that does not meet the criteria for one of these areas should not be entered into OR-Kids.

Procedure

The screener will determine whether the type of information received is Child Protective Services or Family Support Services. The screener then determines where and when to document the information:

A. Child Protective Services information (OAR 413-015-205(3)(a))

• Child Protective Services information relates to child, and young adult when applicable, safety and includes abuse reports. In Oregon, there are two definitions of “abuse,” and screeners must understand when each applies and to whom they apply. Refer to OAR 413-015-0115 or chapter 2, Screening and Assessment, section 9 of the procedure manual for the abuse definitions.
First is the definition of abuse in ORS 419B.005, which applies to all children. A “child” in Oregon includes not only any person under the age of 18 but also includes a person 18, 19 or 20 years old living in or receiving services from a child-caring agency or proctor foster home. This definition primarily includes neglect, physical abuse, sexual abuse, mental injury and threat of harm.

The other definition of abuse in ORS 419B.010-050 and amended by Oregon Laws 2016, chapter 106 as amended by SB 243 applies to a person under the age of 21 but only when that person is living in or receiving services from a facility or home licensed or certified by the state. It is critical that children and young adults in these settings are receiving quality care from:

- A child-caring agency.
- A proctor foster home.
- An ODDS licensed group home.
- A home certified by Child Welfare or the Office of Developmental Disabilities Services. (These are foster homes and may include relative caregivers.)

This definition of abuse primarily includes neglect, physical abuse, sexual abuse, verbal abuse, involuntary seclusion, wrongful use of restraint, financial exploitation and abandonment:

- Child Protective Services information is documented in OR-Kids using a screening report form.
- The timeline for screeners to complete and document their actions, and document information gathered, unless a CPS supervisor grants the screener an extension as provided in OAR 413-015-0220, is:
  1. Immediately when a “within 24 hours” response timeline is assigned;
  2. Within the same day when a “within five days” response timeline is assigned; or
  3. No later than the next working day after the screening determination is made when the report is closed at screening.

**B. Family Support Services information (OAR 413-015-0205(3)(b))**

- Information that falls within a family support services category is not a report of alleged child abuse and does not include information that a child is unsafe.
- This information is documented in OR-Kids using a screening report form.
- The timeline for screeners to complete and document their actions, and document information gathered, is within two days of receiving the request for services.
• The information falls within one of the categories described below.

  I. Request for placement. Information falls within this category when:

  a. A parent or guardian requests out-of-home placement, under a Voluntary Placement Agreement, of their child solely to obtain services for an emotional, behavioral or mental disorder, or developmental or physical disability of the child. The screener:

     o Obtains the name and age of the child.

     o Obtains the names of the parents or guardians.

     o Obtains the names and ages of all other children living in the household.

     o Obtains the address and current whereabouts of the child and the parents or guardians.

     o Obtains information regarding the nature of the child’s specific emotional, behavioral or mental disorder, or developmental or physical disability.

     o Gathers and records information about the family including past or current services to address the child’s disorder or disability. This will assist the assigned caseworker in adequately preparing for his or her approach with the family.

     o Creates a screening report form that identifies “Family Support Services” as the category type and “Placement” as the category type.

  b. The parent or guardian requests the Department take legal custody of their child. The screener:

     o Obtains the name and age of the child or children living in the household. Only a child under the age of 18 can be placed through a voluntary legal custody agreement.

     o Obtains the names of the parents or guardians.

     o Obtains the address and current whereabouts of the child and parents or guardians.

     o Obtains the current circumstances of the family that make the family unable to fulfill parental responsibilities.

     o Gathers and records information about the family. This will assist the assigned caseworker in adequately preparing for his or her approach with the family.

     o Gathers and records information specific to the child’s behavior and condition.

     o Creates a screening form that identifies “Family Support Services” as the referral type and “Placement” as the category type.
c. The court has ordered a pre-adjudicated delinquent into the care of the Department. The screener:
   - Obtains the name and age of the child or children living in the household.
   - Obtains the names of the parents or guardians.
   - Obtains the address and current whereabouts of the children and parents or guardians.
   - Inquires about the current circumstances of the child and the specific order of the court for placement services.
   - Gathers and records information about the family. This will assist the assigned caseworker to adequately prepare for his or her approach with the family.
   - Gathers and records information specific to the child’s behavior and condition.

2. Creates a screening report form that identifies “Family Support Services” as the referral type and “Placement” as the Category type. Request for Independent Living Program (ILP) Services. Information falls within this category when a former foster youth qualifies for ILP services, is not a participant on an open case, and requests to enroll in the Department’s Independent Living Program. In order to qualify, the youth has to have been terminated from a child welfare substitute care placement after the age of 16, and spent at least 180 days (six months) in substitute care after the age of 14. The 180 days is cumulative and does not have to be consecutive. These youths may return to the Department at any time prior to their 21st birthdays to request ILP services. If the youth qualifies, the following steps must be taken to initiate ILP services:
   a. If the youth is under the age of 18, the screener or a caseworker has the child’s parent or guardian sign the Services Application, CF 304. If the youth is 18 years of age or older, the screener has the youth sign the Services Application.
   b. If the youth is under the age of 18, the screener should reopen the biological family’s case. (The family will not be responsible for payment of ILP services.) If the youth is 18 years of age or older, the screener will need to assign the youth a new case number, listing the youth as the adult self in the case.
   c. The screener creates a screening form that identifies ILP as the referral type. A case will be opened, and the CPS supervisor will assign the case for ILP services for the youth.
   d. The screener:
      - Obtains the name and age of the former foster youth.
      - Obtains the names of the parents or guardians if the former foster youth is under 21 years of age.
o Obtains the address and current whereabouts of the youth and parents or guardians.

o Inquires about the specific services the former foster youth is requesting and the circumstances surrounding the request.

o Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the youth and any prior use of ILP services.

o Creates a screening report form that identifies “Family Support Services” as the referral type and “Independent Living Program” as the category type.

3. Request for post legal adoption and post guardianship services. Information falls within this category when a family requests post legal adoption or post guardianship services, if the adoption or guardianship occurred through the Department.

Note: Adoption assistance or guardianship assistance is not a requirement for receipt of services, but it is important for the screener to document if the family is currently receiving these services to allow for services and benefits to be coordinated.

a. The screener:

  o Obtains the name and age of the child for whom services are requested.
  o Obtains the names of the parents or guardians.
  o Obtains the names, ages and relationship of any other children living in the household.
  o Obtains the address and current whereabouts of the child and parents or guardians.
  o Inquiries about the nature of the request for services and other services the family is using to address the child’s needs.
  o Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the child relevant to the current request for services.
  o Gathers and records information about the child and family. This will assist the assigned caseworker to adequately prepare for their approach with the family.
  o Determines if the family is currently receiving either adoption assistance or guardianship assistance from the Department.
  o Verifies eligibility for post guardianship services:
    o Ensure the child was placed in a guardianship through the Department by searching OR-Kids and locating the provider record of the family. A placement for the child will be present on the record. The ending reason for the placement will be guardianship.
    o The child’s foster care placement and exit from foster care will also show on the child’s biological family case, or if the child was legally freed but
not placed in an adoption before being placed in a guardianship on a pre-adoptive case.

- Verifies eligibility for post adoption assistance:
  - Ensure the child was placed in an adoption through the Department by searching OR-Kids and locating the provider record of the family. A placement for the child will be present on the record with the family under the child’s pre-adoptive name. The reason for service ending of the placement will be adoption or Termination of Parental Rights.

- Creates a screening report form that identifies “Family Support Services” as the referral type and “Post Adoption or Post Guardianship” as the category type. A case will be opened, and the CPS supervisor will transfer the case.

- For post guardianship cases, open the case under the biological family’s case number unless the child has been legally freed and the last placement was on a pre-adoptive case. Then open the case on the pre-adoptive case.

- For post adoption cases, open the case under a new case number, and list the adoptive parents as the parents in the case.

- Include in the referral whether or not the family is receiving guardianship or adoption assistance from the Department. If assistance is open to Central Office, document in the screening referral that the assigned worker must notify the Adoption Assistance or Guardianship Assistance Coordinator in Central Office if the child enters care with the Department, as the subsidy and eligibility determination process will need to be coordinated between the local and central offices. It is critical that this notification occur.
4. Request for voluntary services. Information falls within this category when a parent or caregiver requests assistance with a child in the home, and all of the following apply:
   a. Other community resources have been used and determined to be ineffective;
   b. Members of the extended family and other responsible adults who are well known to the child have been explored or used and determined to be unsafe, unavailable, unwilling or ineffective as support for the family;
   c. The parent or caregiver is temporarily or will be temporarily unable to fulfill parental responsibilities due to a diagnosed medical condition or a mental health diagnosis;
   d. The parent’s or caregiver’s inability to fulfill parental responsibilities is temporary, immediate and will be alleviated with short-term services, or short-term services will transition the family to community services; and

   An initial request for post adoption and post guardianship services may involve referrals to services in the community. Other services can be provided through contracts with Child Welfare such as counseling, adoptive parent support groups, family meetings and respite care. Services are provided by OR PARC (Oregon Post Adoption Resource Center) to assist the family in meeting the child’s needs and to assist the child in maintaining the permanency that had been achieved under the prior case plan.
e. A Child Welfare program manager approves the request for voluntary services. f. The screener:
   o Obtains the names of the parents or guardians.
   o Obtains the names and ages of all children living in the household.
   o Obtains the address and current whereabouts of the child and parents or guardians.
   o Inquiries about the specific nature of the family crisis and the attempts the family has made to resolve the crisis with known resources.
   o Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the child.
   o Gathers and records information about the family and the nature of the current circumstances in the family. This will assist the assigned caseworker to adequately prepare his or her approach with the family.
   o Creates a screening report form that identifies “Family Support Services” as the referral type and “Request for Voluntary Services” as the services type.

g. The screener is responsible for both the “Screening” administrative rule and “Family Support Services” rule in completing documentation in OR-Kids.

5. Information not documented in OR-Kids. Not all reported information received by the screener requires documentation in OR-Kids. OR-Kids is reserved for information about child abuse or families that qualify for family support services. The screener can provide resource and referral information to other reporters, directing them to a more appropriate contact within their community or state. An example of an undocumented contact is one in which a parent or caregiver contacts a screener and asks for information regarding child support or daycare resources. When making a determination not to document:
   a. The screener must evaluate the information and, after thorough evaluation, record in OR-Kids only the information meeting the criteria for a CPS assessment, closed at screening or family support services request.
   b. The screener assists the reporter in reaching the appropriate resource for his or her questions or service needs if that information is available to the screener.
5. Gather and Document CPS Screening Information

When the screener determines the report is Child Protective Services information, the screener must complete the screening activities described below. The timeline for screeners to complete the following actions, document their actions, and document information gathered, is immediately when a “within 24 hours” response timeline is assigned or within the same day when a “within five days” response timeline is assigned, unless a CPS supervisor grants the screener an extension.

Procedures

A. Accept reports of child abuse (OAR 413-015-0205(1))

- Accept reports of child abuse regardless of where the child lives or where the alleged abuse may have occurred. Note: Even if Oregon CPS would not be the appropriate jurisdiction to assess the situation, the screener must ensure reports of child abuse get screened.

1. If the report is about a child who does not live in the county where the report is received, the screener must forward the completed screening report form to the local child welfare office in the county or state where the child lives.

2. If the screener is unable to connect the reporter directly to another county or state, the screener should document the report in OR-Kids to facilitate forwarding the information to the appropriate jurisdiction. If the report is being forwarded within Oregon, the report can be referred via OR-Kids, and the screening decision can be made by the local Child Welfare office where the child resides.

3. The screener’s responsibility does not end until the reporter or the report is successfully forwarded to a screener in the county or state where the child lives, and the screener has confirmation that the report has been successfully forwarded.

4. The screener is required to forward the report on the same day the information is received and confirm that the report has been successfully forwarded.

5. Close the report at screening if the report is being forwarded outside of the state.
B. Gather and record information

Gather as much of the following information from the reporter and other sources as possible and accurately record the information in OR-Kids. This information will support the screener in determining the Department’s response.

- Identify and document the following:
  1. Name and age of the alleged victim.
  2. Name and age of all other children living in the household.
  3. Names of the parents, caregivers, or guardians.
  4. Name of the alleged perpetrator(s) and their relationship to the child.
  5. Address and current whereabouts of all of the above persons, as well as information about how to locate the child, the parent or caregiver, and the alleged perpetrator(s).
  6. Gather and record information about the family, including past, current, or potential future child-related information.

C. Document detailed client information

Once the basic information is documented, identify and document the following detailed client information:

- Primary language: The screener must determine, if possible, what language the client speaks and uses to convey and understand information. The screener must document the following in OR-Kids:
  1. Limited English proficient status for any member on the case if the client is unable to fully understand English, either spoken or written
  2. The primary language of each member on a case

- Race and ethnicity: The screener must make diligent efforts to determine and document the race and ethnicity of the client. A person’s race and ethnicity is determined by how the person defines his or her self. In the case of a young child, parents determine the race and ethnicity of the child.

- Hispanic origin: The screener must determine, if possible, and document the Hispanic origin of the client. Indicate that the client is of Hispanic origin if the client is a Mexican, Puerto Rican, Cuban, Central or South American person, or person of other Spanish cultural origin regardless of race. Whether or not a person is Hispanic or Latino is determined by how they the person defines his or her self. In the case of a young child, parents determine the Hispanic origin of the child. “Unable to determine” is used when the child is very young or is severely disabled and no other person is available to determine whether the child is Hispanic or Latino. “Unable to determine”
also is used if the parent, relative, or guardian is unwilling to identify the child’s Hispanic origin.

• Relationship: The screener must determine and document the relationship of every participant as they relate to the client identified as “Self.”

• Whereabouts: The screener must make diligent efforts to determine and document the whereabouts of every identified family member.

• Military status: When the screener knows a family member has or is serving in the armed services, the screener should document the family member’s military status. This may include an individual who is, or has at one time been, on active duty, in the Reserve, or in the National Guard.
D. Create cases and document names in the client case record

Any screener creating a screening report or case on a new or existing client must complete the following activities:

1. Determine if there is a basis for creating a record or adding to an existing record on an individual. There is a basis if the screener needs to:
   a. Document a report of abuse. This includes reports of abuse that will be closed at screening and reports that will be referred for CPS assessment.
   b. Document reports that meet the criteria to close at screening.
   c. Document a request for Family Support Services. This includes requests for:
      - Placement;
      - Independent Living Programs;
      - Post Legal Adoption and Post Guardianship Services;
      - Voluntary Services.

2. Search OR-Kids history of every identified child, young adult, parent, caregiver, and household member to determine if a record already exists. If the individual is already associated with a Child Welfare case, the screener must assure that a new case is necessary by reviewing sections (b), “Use an Existing Case,” and (c), “Create a New Case,” below, and also using the OR-Kids Business Guides in OR-Kids online:
   a. Use an Existing Case or Create a New Case: Once it has been determined that there is a basis for creating or adding to a record on an individual, then determine whether to use an existing case or to create a new case.
   b. Use an Existing Case: When the individual who is identified as the case name has an existing case under their name, link the screening report to the existing case. This applies when the report will be referred for CPS assessment, closed at screening, or is a request for Family Support Services.
   c. Create a New Case: Create a new case when the individual who is identified as the case name does not have an existing case under their name.

3. Record names

   a. Case Participants: Participants on a case consist of the child or children, young adult, persons who have a legally recognized parental relationship or guardianship of each child, the alleged perpetrator(s), and related or unrelated individuals that live in the household as part of the family unit. The screener must include

   **TIP**

   **Remember…**

   A new case is created even when there is an existing case if the existing Child Welfare case has been destroyed per Child Welfare Policy III-F.2.3, “Records Retention and Destruction.”
immediate family members of each child, even if they are deceased or not members of the household.

- Immediate family members of each child include their parents and siblings. Case participants do not include individuals who live on the property or have their own entrance if these individuals do not have a role in the family or do not have open access to the part of the home where the family resides.

b. Use of Names. Please refer to OR-Kids online for detailed Business Processes regarding creating person information in OR-Kids.

- Legal names should be used for all case participants and all known aliases should be documented.
- Participants should not be created for individuals whose names are not known, such as “Unknown Father.” However, an unborn child may be created as a participant using “Unborn” as the first name, when inclusion of the unborn child is vital for recording case information, such as a closed at screening. Once known, “Unborn” should be replaced with the child’s name.
- A child placed for adoption retains his or her birth name until the adoption is finalized.

E. Determine Case Name

1. When determining when to use a parent or caregiver’s name as the case name, the screener must:

   a. Use the name of the parent or caregiver with whom the child resides.
   b. Use the name of the mother when the child resides in the same household with both parents.
   c. Use the name of the parent whose household the child resides in the majority of the time when the mother and father do not reside in the same household and the child’s parenting is not shared equally.
   d. Use the name of the parent where the child resided when the alleged abuse occurred when the mother and father do not reside in the same household and the child’s parenting is shared equally.

2. Use a child’s name as the case name when:
   a. Both legal parents are unknown (i.e., an abandoned child);
b. The minor has been legally emancipated by marriage or the court in accordance with ORS 419B.550 to 419B.558;

c. A former foster youth requests Independent Living Program services and is 18 years old or older;

d. A child is the parent of an alleged victim (minor parent);

e. There is dissolution of a legally finalized adoption and the adoptive parents are no longer legal parents to the child; or

f. Parental rights on both parents have been terminated or released.

3. Use a guardian’s name when a former foster youth requests Independent Living Program services, is 17 years old or younger, and is in a guardianship placement.

4. Use an adoptive parent’s name when:

   a. There is an allegation of abuse against the adoptive parent.

5. When the name that will be used as the case name is determined, identify that name with the appropriate role and the relationship as “self.”

F. Document reports of abuse involving a facility or home licensed or certified by the state.

1. Screeners document reports of abuse involving state licensed or certified facilities or homes, including child-caring agencies, proctor foster homes, county-operated agencies, ODDS group homes, homes certified by Child Welfare, ODDS or OYA (including relative caregivers) and daycares (in-home daycare and daycare centers).

2. When documenting an allegation of abuse involving any of the above listed settings, the screener must:

   • Create a case or link to an existing case.
   • Use the name of the primary provider or the agency/facility name as the case name, whichever applies. The allegation may be against the agency/facility, an employee, a foster parent or other caregiver.
   • If it is a household setting, case participants include:

     1. The providers
     2. All children who reside in the home (e.g., biological, adopted, foster)
     3. The alleged perpetrator(s)
     4. Related or unrelated individuals that live in the household as part of the family unit
     5. Alleged victims that do not reside in the home, but are cared for in the home environment. This does not include all children who attend the agency or facility, only those who are alleged to be victims.
• If it is not a household setting, case participants include:
  1. The providers(s) identified as the alleged perpetrator(s)
  2. Alleged victims

Note: Children who attend or live in the agency or facility that are not identified as victims initially, may be added as participants at any time if disclosures are made during the course of the CPS assessment. Similarly, providers, including owners and directors, who are not identified as perpetrators initially, may be added as participants at any time if additional disclosures are made during the course of the assessment.

  • Identify the facility, employee, caregiver, and other adults and children involved in the report by name. Any identifying information can be redacted, when appropriate, if records are requested.

3. When selecting an abuse, type in OR-Kids.

The types of abuse in ORS 419B.005 correspond to the abuse types in OR-Kids. However, some types of abuse in 418 require selection of a similar and not exact abuse type in OR-Kids. Below is direction to screeners on what abuse type to select when this occurs:

- Involuntary seclusion = **Neglect**
- Wrongful use of a physical or chemical restraint = **Neglect**
- Financial exploitation = **Neglect**
- Verbal abuse = **Neglect**

Despite selecting an abuse type that is similar and not exact, it is important the screener document in the screening report form what the intended abuse type is.

**G. Gather critical information**

Basic client information needs to be documented in a standard way in OR-Kids for the client information to be useful.

  • Documenting the following types of information will assist the screener in effectively evaluating the reported child abuse, and justifying the Department’s response:
    1. What is the extent of the *alleged* child abuse reported?
    2. What surrounding circumstances *are alleged to* accompany the child abuse?
    3. What does the reporter know about the child’s functioning and how the child is vulnerable?
    4. What information is *reported* about the disciplinary approaches used by the parent or caregiver?
    5. What does the reporter know about the family’s strengths and what they are doing well?
    6. What does the reporter know about the overall, typical parental or caregiver behavior?
7. What does the reporter know about the functioning of the parent or caregiver in respect to daily life management and general adaptation including mental health, domestic violence, and substance use?

H. **Forward Reports to The Office of Adult Abuse Prevention and Investigations (OAAPI).**

The screener takes the report, gathers information from the reporter, and documents information in the OR-Kids screening summary in a manner and with the same attention to detail as any report. The reporter may never be willing to talk again, so the information gathered from the reporter must be as complete as possible.

After gathering and documenting information required, the screener must identify which reports are the responsibility of the Office of Adult Abuse Prevention and Investigation (OAAPI) and immediately forward those reports to the OAAPI.

The OAAPI completes screening activities and determines the response to information involving children and young adults in the following settings:

- Child-caring agency
  - Residential Care Agency
  - Day Treatment Agency
  - Foster Care Agency
  - Therapeutic Boarding School
  - Outdoor Youth Program
  - Academic Boarding School
  - Adoption Agency
  - Homeless, Runaway and Transitional Living Shelters
- Proctor foster home
- County operated agency
- Young adults in transition program
- Office of Developmental Disabilities Services licensed group home

When a screener determines a report involves one of these settings, it is the responsibility of the OAAPI, so the screener must *immediately* pend the information to the OAAPI screener's workload and immediately send an email to the OAAPI informing them a screening report has been assigned to the OAAPI screener's workload. The screener does not determine if the information meets the criteria to maintain in OR-Kids, assign or close at screening.

After pending the report to the OAAPI screener, the screener’s activities end. No further screening actions are required, including contacting collaterals, researching department history and cross reporting, as these are the responsibility of the OAAPI. Do not delay pending the report to identify participants or determine a case name, as a report can be pended with the report summary completed and no additional information entered.
OAAPI will complete notifications. All DHS employees, including screeners, must report to the DHS notifications personnel when there is a concern about a CCA, even when it is not a report of child abuse. If information in the report involves a concern about a CCA and the report is being pended to OAAPI, then OAAPI will be responsible for forwarding the information to CCA notifications. The screener only completes a DHS 1303 when the screener is aware of a concern about a CCA and the concern is not in a report being pended to OAAPI.

Tip Box:
If the day and time the report is pended is outside business hours, it may be hours or days until the OAAPI responds, so as with all reports, if the information indicates a child or young adult is in present danger, report to law enforcement immediately.

End Tip Box

*Note: There may be times a report is the responsibility of both Child Welfare and the OAAPI. In these cases, the screener creates two screening report forms and indicates on each report that a companion report was generated in order to foster communication between both agencies. An example of when this may occur is when there is an allegation of abuse in a proctor foster home and the allegations involve a child placed in the home and the child of the proctor foster parent.

I. Make collateral contacts (OAR 413-015-0205(4)(c))
- Contact individuals who can provide firsthand information necessary to determine the appropriate Department response. This may include individuals who have regular contact with the child, such as teachers, doctors, or others who have evaluated or maintain records on the child. It may include people who have an established personal or professional relationship with the parent or caregiver — anyone who can judge the quality and nature of the parent or caregiver behavior or those who have records or reason to know things about the parent or caregiver as a result of their involvement with or exposure to the parent or caregiver.

J. Research Department history (OAR 413-015-0402(4)(d))
- Research Department history of every identified child, young adult, parent, caregiver, and household member by reviewing the available information in OR-Kids for essential family data. Determine current or previous Department involvement, the nature of the involvement and whether the details relate to the current child abuse allegations. If applicable, the screener may contact CPS in the state in which the family recently resided. In local Child Welfare offices that maintain closed case files in the office, it may be an option to review the file. Contacting the previous or current caseworker is also strongly encouraged. If the research reveals an “unable to locate” disposition that has not been assessed, the screener must reference that assessment, the date the assessment was completed, and those allegations not able to be assessed in the current report summary.
K. **Request relevant information (OAR 413-015-0205(4)(f))**

- Request relevant information from law enforcement agencies when available and the information is pertinent to making a screening decision. The information may include domestic disturbance calls, arrests, warrants, convictions, restraining orders, probation status or parole status. Screeners may also access similar information through the Oregon Judicial Information Network (OJIN) or Oregon eCourt. Each county has an assigned password. The screener will work with his/her supervisor regarding how to access this information.

L. **Determine the location (OAR 413-015-0205(4)(g))**

Determine the location and corresponding law enforcement jurisdiction of the family’s residence and the site where the alleged child abuse may have occurred. Child Welfare offices can work with their local Multi-Disciplinary Teams to determine the most efficient way to identify the appropriate law enforcement jurisdiction.

M. **Sensitize case records**

When information in a case record is determined to be a sensitive issue or requires sensitizing, access to information in OR-Kids must be restricted. A screener must take the following steps to make the case record sensitive:

- Obtain supervisory approval to sensitize the case record;
- Document why access to the case record is being restricted and document the reason for sensitizing access including names of individuals and relationships (when applicable) in OR-Kids;
- Assure the OR-Kids case record is made sensitive.

6. **Gathering Information About Child Vulnerability**

The screener must consider the definition of vulnerable child and consider the relationship between all the information reported and the unique characteristics of the child or children. A child’s vulnerability is assessed regardless of the child’s age.

As defined in OAR 413-015-0115, vulnerable child means “a child who is unable to protect him or herself. This includes a child who is dependent on others for sustenance and protection. A vulnerable child is defenseless, exposed to behavior, conditions, or circumstances that he or she is powerless to manage, and is susceptible and accessible to a threatening parent or caregiver. Vulnerability is judged according to the child’s physical and emotional development, ability to communicate needs, mobility, size and dependence.”
**Procedure**

- Record in OR-Kids all information reported and gathered about the unique qualities of the child or children to assist in determining:
  1. Screening decision (close at screening, CPS assessment), and
  2. Response timeline.

- For each child, document any information reported about disabilities, emotional problems, developmental concerns, and any special challenges the child presents to a parent or caregiver.
  1. Does the child have a diagnosis?
  2. How are the following areas impacted:
     a. Communication – How does this child best communicate: verbally, visually, through a communication board, drawing, or are photos useful?
     b. Mobility – What are the child’s mobility capabilities?
     c. Dependency
     d. Cognition
     e. Isolation – The child may not be school-aged or the child may be home-schooled, thus limiting opportunity for the child to have people in which to confide. Isolation can apply to limited or no contact with family members, medical staff, including medical doctors and dentists. Isolated children are particularly vulnerable because they lack access to protective individuals.

- Provide a brief narrative comment summarizing how reported vulnerabilities may impact the reported situation.
7. Third-Party Abuse Concerns

Third-party abuse is defined in Oregon Administrative Rule 413-015-0115 as “abuse by a person who is not the alleged victim’s parent, not the alleged victim’s caregiver or other member of the alleged victim’s household, and not a person responsible for the alleged victim’s care, custody, and control. Examples of persons who could be considered as a third-party under this definition include school personnel, daycare providers, coaches, and church personnel.” Third-party abuse includes neglect.

Familial abuse is abuse by a parent, caregiver or other member of the alleged victim’s household.

Procedure

• The screener should ask the following questions to ascertain the appropriateness of Department intervention versus forwarding the information to law enforcement when the alleged perpetrator of abuse is a third party and the screening rules do not specify if it is the Department’s responsibility:

   1. Does the report provide enough information to identify an alleged perpetrator?
   2. What is the relationship between the alleged perpetrator and the alleged victim or the parent(s) or caregiver(s)?
   3. Does the alleged perpetrator have a familial relationship with children? If so, do the current allegations constitute a report of child abuse as defined in ORS 419B.005? What is the procedure to forward the information to the appropriate law enforcement agency?
   4. Is there additional information in the report that indicates CPS issues to be addressed by the Department? If so, how can the Department and law enforcement conduct a coordinated response to meet the different needs for investigation/assessment or support identified in the report?
   5. Third-party child abuse reports do not require a CPS assessment when the screener determines the information indicates the child is safe and a parent or caregiver will continue to ensure child safety.

• If the report of third-party abuse does not require a CPS assessment, the screener will close the report at screening and forward it to the law enforcement agency in the county where the alleged abuse occurred.
8. **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.

**Procedure**

**A. Open CPS assessment**

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

- As outlined in OAR 413-015-0211(1)(a), when a screener receives duplicate information (same alleged victim, same alleged perpetrator, same allegation of abuse, and same incident dates) on an open CPS assessment, the screener must:
  1. Inform the reporter that a new screening report will not be documented 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.

- As outlined in OAR 413-015-0211(1)(b) and (c), when a screener receives information that constitutes a new report of abuse as defined in ORS 419B.005, or when applicable, Oregon Laws 2016, chapter 106, section 36, or a closed at screening on an open CPS assessment, the screener must:
  2. Notify the assigned CPS worker and their supervisor of all new information received, on the same day it is received, and document the notification in OR-Kids.

**B. Open case**

- When a screener receives 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 OR-Kids case notes.
  4. Complete notification the same day the information is received.

- When a screener receives a new report of abuse as defined in ORS 419B.005 or when applicable, Oregon Laws 2016, chapter 106, section 36, but there is no open CPS assessment, the screener must document the information in a new screening form (307a). Examples:
1. The open case involves supervision of a reunification plan with a parent who completed treatment for a substance use disorder 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 screening form; rather, it is the connection of the relapse to parenting behavior and child safety.

2. It is reported that a mother is no longer 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 screening form but the connection of the factors to parenting behavior and child safety.

• The information received by a screener on an open case that will not be documented in the OR-Kids screening report form but must be documented in OR-Kids 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. When an in-home protective action plan, initial safety plan, or ongoing safety plan is violated, but the violation is not a new incident of abuse; or
  3. There are reports of an ongoing concern in an open case, which the Department is currently addressing. Examples:
     a. As part of a case 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 urinalysis 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.
  4. Reports of a missing child or young adult.
  5. Any requests for case information.

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).

• 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 impact the screening decision?

D. Founded/Substantiated disposition within the past six months

When the reported information concerns a family who has had a founded or substantiated disposition in the previous six months, the review of history is always important in evaluating the current situation. Prior founded/substantiated incidents of abuse 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/substantiated disposition within the past six months.
- More than one founded/substantiated assessment with the same victim is considered re-abuse when the founded/substantiated 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 protective action plan, initial safety plan, or ongoing safety plan is violated and there is not a new incident of abuse.
  2. When there are reports of an ongoing concern that is currently being addressed in an open case.
  3. When duplicate information is received (same alleged victim, same allegation and same incident dates) on an open assessment.

E. Child fatality

- A child fatality is documented in a new OR-Kids screening form (307a) when a child is alleged to have died as a result of abuse (including neglect) or when a child fatality involves a “child or family known to the Department.” When this occurs, the screener must do the following as outlined in OAR 413-015-0211(5), even when the deceased child has no siblings and there are no other children in the home:
  1. Consult with the CPS supervisor.
  2. Refer to the Child Welfare “Fatality Protocol.”
  3. Complete an OR-Kids screening form (307a) identifying that the report involves a child fatality. It is important to identify the allegations of child abuse that surround the fatality and any allegations in reference to siblings or other children living in the home.
4. Notify the CPS consultant.
5. Gather as much information as possible about all household members, including surviving siblings, and determine if the child or family was “known” to the Department in the past year.
   a. “Child or Family Known to the Department” is a deceased child or member of the deceased child’s immediate family who was on an open Child Welfare case at the time of death or who, within the year prior to death, was the subject of a CPS assessment or received Child Welfare services.

   • If a child fatality alleged to be the result of abuse 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/substantiated on the identified perpetrator based on police contacts and criminal investigation and medical examiner information.

F. Information involving foster homes

When information is received involving a home certified by Child Welfare, the Office of Developmental Disabilities Services (ODDS), or Oregon Youth Authority (OYA), the screener must take the actions outlined below:

1. Consult with a CPS supervisor.
2. Notify and document notification of each assigned caseworker, assigned Child Welfare, ODDS or OYA certifier, and their respective supervisors about all information received.
4. The screener must notify law enforcement immediately when a crime is suspected to have occurred to a child or young adult living in a home certified by Child Welfare, ODDS or OYA or in such a home.
   • This includes homes of relative caregivers.

G. Information involving daycare facilities

When information involves a daycare, whether in-home daycare or a daycare center, the screener must:

1. Consult with a CPS supervisor.
2. Notify the Office of Child Care of reports involving a daycare facility.
3. Assign the report if the information received constitutes a report of abuse as defined in ORS 419B.005.
H. Minor parent as an alleged perpetrator (OAR 413-015-0211(4))

When a screener receives information related to a minor parent as an alleged perpetrator:

- The screener must gather information to determine if there is a report of abuse or neglect with the minor parent as an alleged victim.
- If the screener determines there is a report of abuse or neglect of the child of the minor parent with the minor parent as an alleged perpetrator and another report with the minor parent as an alleged victim, the screener must document the information in the following manner:
  1. The allegation with the minor parent as an alleged perpetrator must be documented with the mother or father of the alleged victim as the case name (the mother or father being a minor does not preclude them from being the case name); and
  2. The allegation with the minor parent as an alleged victim must be documented with the mother or father of the minor parent as the case name.

I. Missing child or young adult

When a screener receives a report of a missing child or young adult on an open CPS assessment or open Department case, the screener must:

1. If the child or young adult is in substitute care (for example, a foster home) and the reporter is the caregiver (for example, the foster parent), inform the reporter he or she must report information about the missing child or young adult to law enforcement and the National Center for Missing and Exploited Children.
2. Notify the assigned caseworker, the assigned certifier, and their respective supervisors of all information received.
3. Document the information received and the notifications made in the Department's electronic information system's case notes.

J. Sex trafficking victim

When a screener receives information from a Department caseworker that a child or young adult on an open CPS assessment or a child or young adult on an open Department case is identified as a sex trafficking victim, the screener must:

1. Determine if the information meets the criteria to assign or be closed at screening; and
2. Notify law enforcement as outlined in OAR 413-015-0215, "Notifications and Reports to Specific Agencies or Entities."

Note: Only a Child Welfare caseworker can identify a child or young adult as a victim of sex trafficking. To make this identification, the caseworker completes the identification of a sex trafficking victim page in OR-Kids.
9. Determination of the Department Response

As outlined in OAR 413-015-0210, once it is determined the information gathered should be documented and is CPS-related, all critical information from the reporter and collateral sources has been gathered, and any additional screening activities have been completed, the screener must determine the Department’s response. The Department’s response will be “CPS assessment required” or “close at screening.”

A. CPS assessment required

Procedure

• One of the primary decisions in the screening process is whether to refer a report for a CPS assessment. The screener will refer a report for CPS assessment if:

1. The information constitutes a report of abuse as defined in ORS 419B.005 (see definition below), and the information indicates:
   • The alleged perpetrator is a legal parent of the alleged child victim;
   • The alleged perpetrator resides in the alleged child victim’s home;
   • The alleged perpetrator may have access to the alleged child victim, and the parent or caregiver may not be able or willing to protect the child; or
   • The alleged child abuse involves a day care facility or a home certified by OYA. This means if the screener determines there is a report of abuse that involves a day care or an OYA foster home, the report must be assigned for CPS assessment as there are no other criteria to meet.

2. The screener determines that information received constitutes a report of abuse as defined in ORS 419B.005 or abuse of a child or young adult as defined in SB 243 (2017) and involves a home certified by Child Welfare or ODDS. If the information involves a Child Welfare or ODDS foster home, the screener has additional requirements outlined in the “Department Responsibilities When a Report Involves a Home Certified by Child Welfare, ODDS or OYA.”

3. The screener determines the current report would be the fourth or greater consecutive report closed at screening regarding the same family and there is at least one child in the home who is less than 5 years of age, unless an exception has been approved by the CPS program manager or their designee. Children under the age of 5 are not as communicative and typically have the least contact with mandatory reporters as they are not yet school-aged, which increases their vulnerability.

4. A tribe, LEA or OAAPI requests assistance from the Department with an investigation of abuse, and a CPS supervisor agrees that assistance from the Department is appropriate.
Definition of Abuse

In order to decide whether information received constitutes a report of abuse, it is important to understand how abuse is defined. In Oregon, there are two definitions of abuse.

- First is the definition of abuse in ORS 419B.005, which applies to all children. A “child” in Oregon includes not only any person under the age of 18 but also includes a person 18, 19 or 20 years old living in or receiving services from a child-caring agency or proctor foster home. This definition primarily includes neglect, physical abuse, sexual abuse, mental injury and threat of harm.
- The other definition of abuse subject to ORS 419B.010-050 and amended by Oregon Laws 2016, chapter 106 as amended by SB 243 applies to a person under the age of 21 but only when that person is living in or receiving services from a facility or home licensed or certified by the state. It is critical that children and young adults in these settings are receiving quality care:
  - Child-caring agency
  - Proctor foster home
  - ODDS licensed group home
  - Home certified by Child Welfare or the Office of Developmental Disabilities Services (these are foster homes and may include relative caregivers)

This definition of abuse primarily includes neglect, physical abuse, sexual abuse, verbal abuse, involuntary seclusion, wrongful use of restraint, financial exploitation and abandonment.

The following defines abuse (both definitions) and provides some considerations for the screener in applying the definition.

Definition 1: For purposes of screening reports of abuse of a child subject to ORS 419B.005, "abuse" means any of the following, except that "abuse" does not include reasonable discipline unless the discipline results in one of the conditions described in this subsection.

- Mental injury: Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.

- Neglect:
  - Negligent treatment or maltreatment of a child, including, but not limited to, the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the health or welfare of the child.
  - Buying or selling a person under 18 years of age as described in ORS 163.537.
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.

- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child’s health or safety.

- Physical abuse: Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child, which has been caused by other than accidental means, including any injury that appears to be at variance with the explanation given of the injury.

- Sexual abuse:
  - Rape of a child, which includes, but is not limited to, rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163.
  - Sexual abuse, as described in ORS chapter 163.
  - Sexual exploitation, including, but not limited to:
    - Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces, or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording, or other exhibition, which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child but not including any conduct that is part of any investigation conducted pursuant to ORS 419B.020 or that is designed to serve educational or other legitimate purposes; and
    - Allowing, permitting, encouraging, or hiring a child to engage in prostitution as described in ORS 167.007 or a commercial sex act as defined in ORS 163.266, to purchase sex with a minor as described in ORS 163.413 or to patronize a prostitute as described in ORS 167.008.

Threat of harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare.

**Definition 2:** For purposes of screening reports of abuse of a child or young adult living in a home certified by Child Welfare or ODDS, unless the home is the family home of the child or young adult in which the child or young adult lives with their parent or caregiver, "abuse" means any of the following:
(While the following definition of abuse also applies to children and young adults living in or receiving services from a CCA, proctor foster home or ODDS licensed group home, the screener is not responsible for determining the Department’s response for those reports as they are the responsibility of the OAAPI and would be forwarded to an OAAPI screener).

(A) Abandonment, including desertion or willful forsaking of a child or young adult, or the withdrawal or neglect of duties and obligations owed a child or young adult by a home certified by Child Welfare or ODDS, a caregiver, or other person.

Considerations related to abandonment:

- Only a person in a caregiving role can abandon a child or young adult.
- Abandonment is leaving the child or young adult with no plan to resume care.
- Abandonment is a very specific act.
- When considering abandonment as an abuse type, also consider neglect.

(B) Financial exploitation.

(i) Financial exploitation includes:

- Wrongfully taking the assets, funds, or property belonging to or intended for the use of a child or young adult.
- Alarming a child or young adult by conveying a threat to wrongfully take or appropriate moneys or property of the child or young adult if the child would reasonably believe that the threat conveyed would be carried out.
- Misappropriating, misusing, or transferring without authorization any moneys from any account held jointly or singly by a child or young adult.
- Failing to use the income or assets of a child or young adult effectively for the support and maintenance of the child or young adult.

(ii) Financial exploitation does not include age-appropriate discipline that may involve the threat to withhold, or the withholding of, privileges.

Considerations related to financial exploitation:

- Property of the child or young adult refers items brought into the home or facility by the child or young adult and those items purchased for that child or young adult (clothes, phone, hairbrush, books, toiletries, etc.)
- Wrongfully means unjust or illegal.
To alarm in this context is to communicate directly or indirectly intent to use a child’s or young adult’s money or property in a manner that is unjust or illegal and that results in the child or young adult being intimidated or fearful.

Authorization refers to permission being granted by the child’s or young adult’s parent or guardian. For a child or young adult receiving ODDS services, permission may be granted by the child’s or young adult’s Individual Service Plan team.

Monies paid to the caregiver for the care and support of the child or young adult must be used for this purpose.

Monies and assets of the child or young adult are not to be used for the caregiver’s personal gain.

The expectation is that monies are spent and assets utilized in a manner consistent with the standards, rules, and regulations applicable to the caregiver.

Developmentally or age-appropriate withholding of, or threats to withhold, money or belongings is not abuse. Appropriate withholding of property assumes the caregiver does not damage or otherwise intentionally change the condition of the property.

Taking a child’s or young adult’s phone away and restricting access to electronics are both examples of temporary suspension of privileges that can be very reasonable discipline. However, the child’s or young adult’s age, development, and behavior must be considered when evaluating the reasonableness.

(C) Involuntary seclusion: Involuntary seclusion means confinement of a child or young adult alone in a room from which the child or young adult is physically prevented from leaving.

(i) Involuntary seclusion includes:

- Involuntary seclusion of a child or young adult for the convenience of a home certified by Child Welfare or ODDS or a caregiver;
- Involuntary seclusion of a child or young adult to discipline the child or young adult;

(ii) Involuntary seclusion does not include age-appropriate discipline, including but not limited to a timeout.

Considerations related to involuntary seclusion includes:

- Involuntary seclusion includes locking a child or young adult in a room or area inside or outside the residence.
- Depending on the child’s or young adult’s age or development, a shut door in the absence of a lock may still prevent the child or young adult from leaving.
- There are many ways, besides a lock or a closed door, to prevent a child or young adult from leaving a space that could also be considered involuntary seclusion.
- Use of a baby gate to prevent or protect a child from accessing unsafe or unmonitored areas (such as stairs that are around a corner) is not seclusion. Proper use of a baby gate would include the caregiver hearing and seeing a child.
• Therapeutic use of a seclusion or isolation room is not automatically involuntary seclusion, but the intent/justification needs to be considered.

• The reasonableness of any discipline method must consider the child’s or young adult’s age, development and behavior.

• When considering involuntary seclusion as an abuse type, also consider neglect.

(D) Neglect, which includes:

(i) Failure to provide the care, supervision, or services necessary to maintain the physical and mental health of a child or young adult; or

(ii) The failure of a child-caring agency, proctor foster home, ODDS licensed group home, a home certified by Child Welfare or ODDS, a caregiver or other person to make a reasonable effort to protect a child or young adult from abuse.

(E) Physical abuse, which includes:

(i) Any physical injury to a child or young adult caused by other than accidental means, or that appears to conflict with the explanation given of the injury; or

(ii) Willful infliction of physical pain or injury upon a child or young adult.

Considerations related to physical abuse includes:

• The purpose of the act is deliberate and for the intent to cause pain.

• A caregiver may cause pain, but consider whether it was the purpose of the act or a secondary consequence of the act. An example could be administering a shot to a diabetic child: the shot caused pain, but the intent was to give medication.

• Is the caregiver alleged to have used physical means to manage child or young adult behavior?

(F) Sexual abuse, which includes:

(i) Sexual harassment, sexual exploitation as described in ORS 419B.005(1)(a)(E), or inappropriate exposure to sexually explicit material or language;

(ii) Any sexual contact between a child or young adult and an employee of a child-caring agency or proctor foster home, ODDS licensed group home, a home certified by Child Welfare or ODDS, a caregiver or other person responsible for the provision of care or services to a child or young adult;
(iii) Any sexual contact between a person and a child or young adult that is unlawful under ORS chapter 163 and not subject to a defense under that chapter; or

(iv) Any sexual contact that is achieved through force, trickery, threat, or coercion.

(v) An act that constitutes a crime under ORS 163.375, 163.405, 163.411, 163.415, 163.425, 163.427, 163.467, or 163.525.

(G) Verbal abuse:

(i) Verbal abuse includes threatening severe harm, either physical or emotional, to a child or young adult, through the use of:

   o Derogatory or inappropriate names, insults, verbal assaults, profanity, or ridicule; or

   o Harassment, coercion, threats, compelling or deterring conduct by threats, humiliation, mental cruelty, or inappropriate sexual comments.

(ii) Verbal abuse does not include age-appropriate discipline that may involve the threat to withhold privileges.

(iii) Tip box*

Considerations related to verbal abuse includes:

- All threats that constitute verbal abuse, regardless of use of profanity and insults, must threaten severe physical or emotional harm.
- Did the child or young adult experience anguish, distress or fear?
- When considering verbal abuse as an abuse type, also consider mental injury and neglect.

*end tip box*

(H) Wrongful use of a physical or chemical restraint of a child or young adult, excluding an act of restraint prescribed by a physician licensed under ORS chapter 677 and any treatment activities that are consistent with an approved treatment plan or in connection with a court order.
(i) "Physical restraint" means the act of restricting a child or young adult’s voluntary movement as an emergency measure in order to manage and protect the child or young adult or others from injury when no alternate actions are sufficient to manage the child or young adult's behavior. "Physical restraint" does not include temporarily holding a child or young adult to assist him or her or assure his or her safety, such as preventing a child or young adult from running onto a busy street.

(ii) "Chemical restraint" means the administration of medication for the management of uncontrolled behavior. "Chemical restraint" is different from the use of medication for treatment of symptoms of severe emotional disturbances or disorders.

Considerations related to physical restraint include:
- Only a caregiver who has been trained to use a physical restraint should be doing so per the rules, contracts, and regulations.
- Despite the expectation that only caregivers trained in use of a physical restraint are to do so, someone untrained in physical restraint may be in a position where they put hands on a child or young adult to restrain them. When this occurs, it may be reasonable if the child or young adult or others were believed to be at imminent risk of harm.

Considerations related to chemical restraint include:
- A caregiver may not use chemicals or substances to manage or control a child’s or young adult’s behavior in the absence of a doctor’s direction.
- Would giving a child or young adult a Benadryl (not for a cold or with doctor’s instructions) to make them drowsy so they calm down, be a “wrongful” use of a chemical restraint? Yes.
- Giving a child or young adult a Tylenol to treat a headache is not using a chemical restraint as it is not used to manage uncontrolled behavior.
B. CPS assessment response timeline

Once it has been determined a CPS assessment is required, the screener must determine how quickly CPS must respond. The screener will use reported information, as well as additional information gathered during the screening process, to determine which response time to assign. The timeline for the Department’s response refers to the amount of time between when the report is received at screening and when the CPS worker is required to make an initial contact.

Procedure

In determining the CPS assessment response, the screener must choose between two response timelines: “within 24 hours” and “within five calendar days.” The timeline refers to the amount of time between when the report is received at screening and when the CPS worker is required to make an initial contact. The screener must take into account the location of the child, how long the child will be in that location, and access that others have to the child.

OAR 413-015-0210(3) provides:

(A) Within 24 hours: This response timeline is required, unless paragraph (B) of this subsection applies, when the information received constitutes a report of abuse as defined in ORS 419B.005.

(B) Within five calendar days: This response timeline must only be used when the screener can clearly document how the information indicates the child’s safety will not be compromised by not responding within 24 hours and whether an intentional delay to allow for a planned response is less likely to compromise the safety of the child.
Examples

The following are examples to assist the screener in interpreting the safety-related information and determining the need for a “within 24 hours” response:

- Police have served a search warrant and find children living in a household where their parents are manufacturing methamphetamine.
- Parents have taken their toddler to the emergency room with head injuries and report the child fell off the couch. Medical staff report the explanation is not consistent with the injury, and the injury is suspicious for child abuse.
- Current allegations of sexual abuse, where the alleged perpetrator has access to the victim, and the caregiver is either not protective, or it is not known whether the caregiver will be protective.
- Physician reports the parent has failed to follow through with medical care for a condition that is serious and, if left untreated, will likely have a severe impact on the child’s health.
- Access to a child by a person who has seriously harmed or abused a child in the past, an individual who has had their parental rights terminated, or an alleged, previously convicted, founded, or untreated sexual offender.
- Serious physical injuries that create a substantial risk of death, disfigurement, or impairment. Serious injuries include fractures, subdural hematoma, dislocation, sprains, internal injuries, and burns.
- Current non-accidental injury to the head, neck or face of any child such as welts, bruises, lacerations, and abrasions.
- Current allegations of sexual abuse, where the alleged perpetrator has access to the victim.
- Abuse such as failure to thrive, malnutrition, poisoning, or ingestion of or exposure to a noxious substance in which the child’s safety is immediately threatened.
- Serious illness or life-threatening medical condition for which the parent is unwilling or unable to obtain medical advice or treatment.
- Cruel, unconscionable, intimidating, or terrorizing acts or statements (e.g., deliberate threats to the child’s life or intimidating acts with firearms or animals).
- The caregiver is reported to be dangerous and violent, and the child has no access to a protective adult.
- The situation compromises child’s safety and may reflect a real and immediate potential for harm (e.g., domestic violence where there is an immediate risk of substantial harm to child, grossly inappropriate discipline, access of an alleged perpetrator who has seriously harmed or abused a child in the past).
- Police request immediate response.
Within five calendar days:

- This response timeline must be used as identified above. The screener’s judgment must take into account:
  1. The location of the child;
  2. How long the child will be in that location;
  3. Access others have to the child’s location; and
  4. Whether an intentional delay to allow for a planned response is less likely to compromise the safety of the child.

Examples

The following example is to assist the screener in interpreting the safety-related information and determining the need for a “within five calendar days” response:

- A child currently in a foster or a relative’s home reports child abuse by a parent, and the allegation has not been previously assessed by the Department.
- A child is reported to have extensive bruising reported to be inflicted by a relative in a home they were visiting.
- The reporting party is the caregiver of the child who states they will not allow contact between the child and the alleged perpetrator until the allegations can be assessed by CPS.
- A child is currently in the hospital and is diagnosed with non-organic Failure to Thrive. The hospital is concerned that the parents don’t appear to have the mental capacity to adequately care for the child. The child will not be released from the hospital for about a week.

D. Documentation of reports requiring CPS assessment

The screener must complete an OR-Kids screening form (307a) immediately when a “within 24 hours” response timeline is assigned or the same day when a “within five calendar days” response timeline is assigned, unless a CPS supervisor grants an extension as provided in OAR 413-015-0220.

E. Closed at screening

If the screener decides to record the CPS-related information in OR-Kids and to not refer the information for CPS assessment, this is a decision to “Close at Screening.” When information is closed at screening, it means the Department intervention closes or ends when the screening process is complete.

Procedure

- As outlined in OAR 413-015-0210(4), a report is closed at screening when the screener
determines the information received:

1. Does not constitute a report of abuse as defined in ORS 419B.005 — or, when applicable, Oregon Laws 2016, chapter 106, section 36 — and the screener determines the information describes behaviors, conditions, or circumstances that pose a risk to a child.

2. Is a report of third-party abuse that does not require a CPS assessment because the alleged perpetrator does not have access to the child, and a parent or caregiver is willing and able to protect the child.

3. Is a report that there are no children in the home and:
   a. An expectant mother has an active substance use disorder or is misusing substances during her pregnancy;
   b. An expectant mother or a household member has had his or her parental rights to another child terminated; or
   c. An expectant mother or household member is known to have conditions or circumstances that would endanger a newborn child.

4. Is information from a Department caseworker that a child or young adult on an open Department case is identified as a sex trafficking victim and the report does not meet the criteria in OAR 413-015-0210 to assign. Only a caseworker can identify a child as a sex trafficking victim. The screener must notify law enforcement when a child or young adult is identified as a sex trafficking victim as outlined in OAR 413-015-0215.

5. A report also is closed at screening when the screener, after extensive efforts, is unable to obtain sufficient information to locate the child. If the child’s location is known, the child’s name and exact address are not necessary before a report can be referred for a CPS assessment and the report cannot be closed at screening. The child’s location need not contain an exact street address.

- When a screener completes a closed at screening related to an expectant mother, consider sending a hospital alert letter. The alert letters:
  1. Include information to identify the woman;
  2. State that the woman’s newborn may be subjected to child abuse, and in particular, threatened harm to a child, which means subjecting a child to a severe risk of harm to the child’s health or welfare; and
  3. Explains why the newborn may be subjected to danger.

- As outlined in OAR 413-015-0210(5), after deciding the report will be closed at screening the screener must:
  1. Document, in the OR-Kids screening form (307a), the current information that supports the decision to close the report at screening and why the report does not require a CPS assessment.
  2. Decide whether other services are appropriate and make service or resource referrals as
necessary. Screeners should maintain a current list of resources offered within their community to support families. Document, in the OR-Kids screening form (307a), what service or resource referrals were made. Services or resource referrals for “close at screening” referrals may include:

a. Self-Sufficiency services
b. Family support and connections
c. Community parenting support groups
d. NA or AA contact numbers
e. Legal Aid contact numbers
f. Homeless shelters
g. Food banks
h. Day care resources
i. Service or faith-based organizations
j. Domestic violence programs

3. If contact information for the reporter was provided, make diligent efforts to contact the reporter and inform him or her of the decision if the reporter has not already been informed of the decision. Also include:

a. Whether contact with the child was made.
b. Whether the Department determined abuse occurred.
c. Whether services will be provided.

4. Complete the OR-Kids screening form (307a) no later than the next working day after the screening determination is made. A CPS supervisor may grant a one-day extension up to two times, although screening activities may not exceed two days beyond the day the information alleging child abuse is received by the Department. When the screener has enough information to determine the Department’s response or has information that a child is unsafe, no extension is allowed.
10. Determine the County to Which the CPS Assessment will be Referred

Procedure

• When referring a report of abuse for a CPS assessment, the screener must determine the appropriate local Child Welfare office to which to refer the report. As required by OAR 413-015-0213, the screener must refer the CPS assessment to the local Child Welfare office in the county where the child — or if applicable, young adult — resides, and that county is responsible for completing the CPS assessment unless the alleged abuse occurred in a foster home or residential care facility.

• When the alleged abuse occurred in a foster home or a residential care facility, the screener must refer the CPS assessment to the local Child Welfare office in the county where the alleged abuse or neglect occurred, and that county is responsible for completing the CPS assessment. Foster homes or residential care facilities often have children from multiple counties. In these situations, the local Child Welfare office where the home or facility is located can best coordinate with the local LEA and with other counties where children may need to be interviewed.

• The district managers in the affected counties must jointly approve any exceptions. When a joint decision cannot be made, the CPS program manager or designee must approve the exception.

• As a courtesy, and to assist with the CPS assessment process, when the child resides in a different county than the county where the alleged abuse occurred, CPS workers may be assigned in the county of the child’s residence and the county where the alleged abuse occurred. The county responsible for completing the CPS assessment is described above.
11. Cross-Reporting

The Department and law enforcement agencies are required to notify each other when a report of abuse, as defined in ORS 419B.005, is received. This process is called cross-reporting, and notification is called a cross-report. The following procedure explains required information the Department cross-reports and the required time frames for completing cross-reports. Screeners are responsible for making the cross-report unless a CPS worker is responding immediately with law enforcement. The requirements for cross-reporting are in Child Welfare Policy I-AB.3, “Cross-Reporting,” OAR 413-015-0300 through 413-015-0310.

Procedure

A. DHS cross-reporting responsibility

To whom a screener is required to cross-report:

- When the screener receives a report of abuse, the screener or designee must cross-report to a law enforcement agency in the county where the report was made. If the abuse is alleged to have occurred in a different county, the screener also must cross-report to the law enforcement agency in the county where the alleged abuse occurred. Local Child Welfare offices will work with county Multi-Disciplinary Teams to determine the most efficient way to identify the law enforcement agency jurisdiction.

B. Information required in the cross-report

The screener must include the following information when cross-reporting:

- The information provided by the person making the child abuse report. This may include:
  1. The name of and contact information for the confidential reporter;
  2. The names and addresses of the child;
  3. The names and addresses of the child’s parent or caregiver;
  4. The child’s age;
  5. The nature and extent of the abuse, any evidence of previous abuse, the explanation given for the abuse, and where the abuse occurred;
  6. The identity and whereabouts of the alleged perpetrator;
  7. Any other information provided by the person making the report that would be helpful in establishing the cause of the abuse and the identity and whereabouts of the alleged perpetrator; and
  8. The name and contact information for the assigned CPS worker and officer, if known.

C. When and how a screener cross-reports

The timelines the Department must follow regarding when and how to cross-report include:
The same day

- The screener must cross-report to a law enforcement agency on the same day the screener determines that a report of alleged abuse requires a “within 24 hours” response by the Department or immediate notification to law enforcement. This includes, but is not limited to, any reports of:
  1. Moderate to severe physical abuse;
  2. Visible injuries to a child;
  3. Sexual abuse; or
  4. Suspicious or unexpected death of a child.

- The reports of abuse that the Department cross-reports on the same day must be cross-reported in one of the following ways:
  1. Hand delivery of the report to the law enforcement agency;
  2. Electronic transmission (e.g., fax, email); and
  3. Verbal cross-report. When a cross-report is verbal, and the Department and law enforcement do not respond to the report of abuse together, a completed screening report must be sent to the law enforcement agency by either electronic transmission or hand delivery.

No later than 10 days

- All other reports of abuse, including reports assigned for CPS assessment and Closed at Screening, must be cross-reported within a time frame that ensures the receipt of the cross-report by law enforcement no later than 10 days after receiving the report.

- The reports that are cross-reported within the 10-day time frame must be reported in one of the following ways:
  1. Electronic transmission (e.g., fax, email);
  2. Hand delivery; or
  3. Mail.

D. Cover sheet

- In order for a law enforcement agency to quickly and easily prioritize reports and respond accordingly, all written cross-reports from the Department must have a cover sheet. The following information must be included on the cover sheet:
  1. Date and time the cross-report is made;
  2. How the cross-report is made;
  3. Whether additional cross-reports occurred, and if so, to which agencies;
  4. Name and number of the screener or designee making the cross-report;
  5. If the report was assigned or not assigned;
  6. Name and number of the assigned caseworker;
  7. Cross-reporting time frame;
8. Whether the report is an original or follow-up cross-report; and
9. Date of the original cross-report, if it is a follow-up cross-report.

E. **When a screener cross-reports supplemental information**

- The Department may receive information not previously cross-reported but apparently related to a report of abuse involving the same victim and the same alleged perpetrator previously cross-reported. If the information relates to the same incident of abuse, the screener must make a supplemental cross-report of the additional information to each law enforcement agency that received the prior cross-report. Supplemental information determined to be critical, given the information in the original report, must be cross-reported immediately. All other supplemental information must be cross-reported within a time frame that ensures the receipt of the information no later than 10 days after the information was received.

F. **Law enforcement cross-reports**

Law enforcement agency requirements regarding cross-reporting to the Department and the time frames associated therein may be found in Oregon Revised Statutes 419B.015 and 419B.020 and Child Welfare Policy I-AB.3, “Cross-Reporting,” OAR 413-015-0300 to 413-015-0310.

- The screener will identify the law enforcement agency as the reporter and complete the screening process on cross-reported information from the law enforcement agency in the same way all other reports are processed and will determine the Department response.

G. **Documentation and verification requirements for cross-reports**

- If the Department cross-reports a report of abuse on the same day the report is received, the Department screener or designee must document in OR-Kids:
  1. The date the cross-report is made from the Department to law enforcement,
  2. To which law enforcement agency the cross-report is made, and
  3. How the cross-report is made.

- Copies of the cover sheet for the cross-report must be maintained in the case record. If there is no case record, the information is only documented in the OR-Kids screening form (307a).

- If the cross-report is faxed, the screener or designee must attach the fax transmittal sheet to each cover sheet.
12. Screener Consultation with the CPS Supervisor and/or Designee

The screener may consult with a CPS supervisor at any point during the screening process. If the screener’s assigned supervisor is unavailable, the screener must consult with either a designee of the supervisor or another CPS supervisor, including one located in another office. As outlined in OAR 413-015-0212, consultation with the CPS supervisor is required in the following circumstances:

- The screener receives a report of abuse and, within the preceding six months, the child, parent, caregiver, or alleged perpetrator was involved in a CPS assessment that resulted in a founded/substantiated disposition.
- The screener reviews Department records on a family who is the subject of an abuse report and finds that multiple consecutive reports were closed at screening, and the information received in the current report, in combination with prior reports regarding the same family, may meet the criteria to refer the report for a CPS assessment.
- The screener receives a new report involving a family that has an open Child Welfare case.
- The screener receives a report involving a home certified by Child Welfare, ODDS or OYA (including reports involving a relative caregiver).
- The screener receives a report involving a proctor foster home. If the report involves a child or young adult of the proctor foster parent consultation should include whether the Department, as well as OAAPI, has responsibilities.
- The screener received a report involving a day care facility whether in-home day care or a day care center.
- The screener decides not to refer for assessment a report of a baby who is born with substances in his or her system.
- The screener receives a report of alleged abuse in which an employee of any program, office, or division of DHS or OYA, or a community partner, is named as the alleged perpetrator.
- The screener receives a report of abuse that is expected to receive media attention or that already is being reported by the media.
- The screener receives a report regarding a child fatality.
- The screener decides that an additional screening report form is needed because the reported information alleges a threat of harm to additional children in other families.
- The screener’s review of Department history reveals a prior allegation that has not been assessed because the Department was unable to locate the family.

As outlined in OAR 413-015-9030, consultation with a CPS supervisor is also required in the following circumstances:

- The screener receives a request from a tribe, OAAPI or LEA to assist them in an assessment or investigation.
13. Role of the Supervisor During the Screening Process

In addition to the consultation responsibilities listed in Section 13, the CPS supervisor is responsible for the following activities:

- Granting extensions. Remember, as provided in OAR 413-015-0220, if the screener has enough information to determine the Department’s response or has information that indicates a child is unsafe, no extension is allowed. The CPS supervisor may grant extensions for completion of screening activities. Specifically, the CPS supervisor may grant a one-business day extension up to two times, although screening activities may not exceed two business days beyond the day the information alleging child abuse or neglect is received by the Department. When granting an extension, the supervisor considers whether any information will be obtained if the screener is granted more time to complete the screening process. For example, a collateral contact may have critical information, but the screener has been unable to speak with the contact. The information is critical if it may make the difference between assigning a referral or closing a report at screening.

- As required by OAR 413-015-0225, the CPS supervisor or designee must review all closed at screening reports within five days of completion of screening activities and electronic transmission for review.

- The supervisor or designee must ensure required cross-reports are made.
14. Legal References

- I-AB.1 Introduction to Child Protective Services Rules
  http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab1.pdf
- I-AB.2 Screening
  http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab2.pdf
- I-B.2.2.3 Department Responsibilities During Screening and Assessment of a Child Abuse or Neglect Report Involving the Home of a Department Certified Foster Parent or Relative Caregiver
  http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b223.pdf
- I-AB.3 Cross Reporting
  http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab3.pdf
- ORS chapter 163 (Offenses Against Persons)
- ORS 163.537 (Buying or selling a person under 18 years of age)
- ORS 163.665 (Visual recording of sexual conduct on children – definitions)
- ORS 163.670 (Using a child in display of sexually explicit conduct)
- ORS chapter 167 (Offenses Against Public Health)
- ORS 167.002 (Prostitution and Related Offenses – definitions)
- ORS 329A.030 (Central Background Registry for child care)
- ORS 329A.250 to 329A.460 (Child Care Facilities)
- ORS chapter 418 (Child Welfare Services)
- ORS 419A.004 (Definitions)
- ORS 419B.005 (Definitions)
- ORS 419B.010 (Mandatory reporting requirement)
- ORS 419B.015 (Report form and content; notice)
- ORS 419B.020 (Investigation)
- ORS 475.005 (Uniform Controlled Substances Act – definitions)