

Action Request Transmittal Office of Child Welfare Programs



Lacey Andresen, Deputy Director, Child Welfare
Practice & Program

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Number: CW-AR-20-004

Issue date: 4/22/2020

Subject: New OR-Kids Case Note Value for COVID-19 Tracking

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental
Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In
Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Action required:

Effective 4/22/20, if in the course of an assessment a caseworker or supervisor makes the determination that ***a child will enter substitute care because their caregiver is infected with COVID-19***, the caseworker or supervisor will need to select a newly created case note value for tracking these specific entries.

The category is, "**Other Note**" and the type of the new value is, "**Caregiver with C19**," as displayed in the screenshot below.

Again, this value is to be used only when the determination has been made that the child will be entering or has entered substitute care because their caregiver is infected with COVID-19 and is unable to support them. If that determination has been made, it is critical to make this selection for tracking purposes.

Case: Worker Creating Note: Worker Making Contact: [Search](#)
Case Note ID: Date Entered: 04/21/2020 12:54 PM Note Finalized Alert Worker

Note Information

Date Occurred: AM PM

Category: TCM

Type:

Face-to-Face Contact Type:

Face-to-Face Contact Result:

Face-to-Face Contact Location:

Participants:

Hold down the 'Ctrl' key for multi-selection

Reason for action:

Tracking and retention purposes for data-informed decisions by leadership and for the drawing down of federal funds as applicable for the COVID-19 pandemic.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s): Lacey Andresen, Deputy Director, Child Welfare Practice & Program	
Phone: 503-945-8864	Fax:
Email: lacey.l.andresen@dhsosha.state.or.us	