

Action Request Transmittal Office of Child Welfare Programs



Deena Loughary, Child Welfare Program Manager
Authorized Signature

Number: CW-AR-20-006
Issue Date: 7/31/2020

Topic: Forms

Subject: Uploading Safe Sleep Documentation into OR-Kids

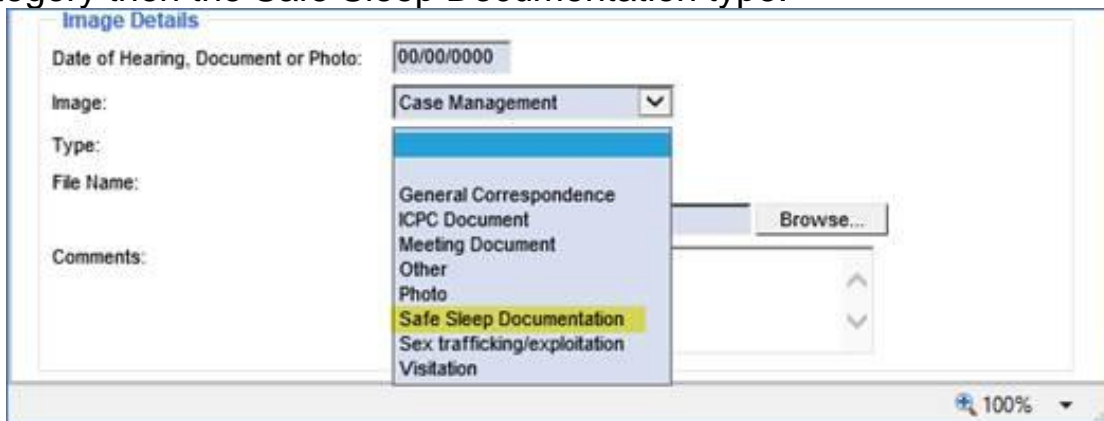
Applies to (check all that apply):

- | | |
|--|---|
| <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:

There has been a recent update to OR-Kids which added the file type of "Safe Sleep Documentation" under the Case Management category.

When uploading safe sleep documents to OR-Kids, select Case Management from the image category then the Safe Sleep Documentation type.



Standard file naming conventions apply. Safe sleep documents should be named with the date the document was created followed by a description of the document:
YYYY.MM.DD Description of Document



Reason for Action:

Recent procedural changes and upcoming rule changes require an infant's sleep environment to be assessed at every face-to-face contact. The Safe Sleep Checklist is required to be completed during the first contact with the infant and must be updated whenever there are changes to the infant's sleep environment. Adding the distinct file type in OR-Kids allows for easier searching and data gathering.

Field/Stakeholder Review: Yes No

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

Contact(s): Leslie LaNier
Phone: 971-719-6945
Email: leslie.lanier@dhsosha.state.or.us