

<b>Policy Title:</b>	Maintaining a Family Sexual Abuse Treatment Program – Policy		
<b>Policy Number:</b>	I-D.6.1		<b>Effective Date:</b> 07-01-2001

Approved By: *on file*

Date Approved:

Policy

Procedures

Forms, etc.

References

Contact

## Reference(s):

- I-D.6, Family Sexual Abuse Treatment
- [http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-d6.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-d6.pdf)

## Form(s) that apply:

- None referenced.

## Policy:

### **Purpose**

These procedures outline the responsibilities of SOSCF staff in regards to implementing and maintaining a SOSCF family sexual abuse treatment program as provided by the OARs 413-060-0300 through 413-060-0370.

### **Procedures**

### **Program Standards**

**(1)** A family sexual abuse treatment program established and coordinated by SOSCF staff shall assure that the following standards are maintained:

**(a)** The district attorney's office, the juvenile department, courts, and community corrections have been informed of SOSCF's treatment program and its requirements;

**(b)** SOSCF staff, professionals, and/or volunteers are recruited and trained to lead treatment groups;

**(c)** Treatment groups for victims and for non-offending family members will be available locally or within a reasonable commuting distance when feasible;

**(d)** A process is in place to assure that referrals are screened for appropriateness for treatment and a treatment plan is developed for each participant;

**(e)** Training and consultation is provided to family sex abuse treatment therapists and other SOSCF staff regarding the dynamics of sexual abuse and the treatment program;

**(f)** Regular case staffings are conducted with treatment staff to assure that treatment is proceeding as planned;

**(g)** SOSCF service workers assigned to families in treatment are provided a verbal progress report at least every 90 days and a written progress report at the end of every six months of treatment (or more frequent when requested by the service worker) and when the child is terminated from the group;

**(h)** Appropriate information will be readily exchanged with professionals outside of SOSCF who are providing treatment services for perpetrators, family members, or victims;

**(i)** Program statistics and information required by SOSCF will be provided upon request.

**(2)** SOSCF offices that do not have a SOSCF coordinated treatment program but permit SOSCF staff to participate in a treatment program coordinated by another agency or organization shall assure that staff adhere to the requirements of (1) (f) and (g) and (3).

**(3)** Regardless of SOSCF's involvement in the treatment of perpetrators, SOSCF staff will be responsive to the safety of the sexual abuse victim and immediately report to the state probation office, community corrections, or the court any related violations of probation or parole conditions.

### **Fee Collection Process**

**(1)** Managers of offices that provide staff to coordinate a treatment program and/or lead treatment groups are responsible for making arrangements locally to implement the process outlined in OAR 413-060-0370. The manager or designated supervisor shall establish procedures with:

**(a)** The local courts to assure that:

**(A)** SOSCF is notified when a sex abuser of a SOSCF client has been determined guilty of the offense and is waiting sentencing;

**(B)** Sex offenders are ordered to pay SOSCF for treatment costs as provided by ORS 137.540 and ORS 419C.575;

**(C)** A payment procedure is developed which is acceptable to the court and to SOSCF;

**(D)** SOSCF receives a copy of the court order requiring the offender to pay the treatment costs.

**(b)** The manager(s) of the local Correction Division's staff to assure that the presentence investigators and probation officers contact SOSCF regarding families where both agencies may be involved in providing services;

**(c)** SOSCF's Accounting Services to assure that payments to SOSCF from perpetrators will be submitted to SOSCF Accounting Services, 500 Summer Street NE, Salem, Oregon 97310-1017. These procedures are to be developed jointly with SOSCF Accounting Services and the Clerk of the Court Office in those counties where the Court orders the payment to be made through the Clerk of the Court.;

**(d)** SOSCF staff to assure that SOSCF administrative rules are carried out.

**(2)** The family sexual abuse treatment specialist is responsible for:

**(a)** Determining who will be accepted for SOSCF provided family sex abuse treatment;

**(b)** Notifying the service worker regarding the type of treatment selected, the estimated length of treatment, beginning date, significant changes in the treatment plan, and the completion of treatment.

**(3)** The service worker assigned to the family shall establish the estimated cost that is to be claimed for SOSCF provided treatment. The amount is based on the following SOSCF fee schedule:

**(a)** The fee for SOSCF staff or an approved volunteer with another SOSCF staff, approved volunteer or no co-leader is \$112 per month to SOSCF;

**(b)** The fee for SOSCF staff or an approved volunteer with a non-SOSCF professional\* is \$56 per month to SOSCF.

\* (The non-professional may also charge fees.)

**(4)** The assigned service worker is responsible for exchanging information with the presentence investigator/probation or parole officer regarding:

**(a)** Who has been accepted for treatment;

**(A)** Type of treatment selected;

**(B)** When treatment will begin;

**(C)** Expected length of treatment; and

**(D)** Estimated cost of treatment (per individual member);

**(E)** Preferred payment procedure;

**(F)** Termination of treatment.

**(b)** Recommendations to the court through the presentence investigator/probation or parole officer that the perpetrator be ordered, as part of his/her

sentence/probation, to pay SOSCF the treatment costs of the victim and other affected family members, and where applicable, his or her own treatment costs;

**(c)** Whether or not the sex offender can reasonably pay the full monthly cost of treatment. The worker may support a recommendation that the payment be extended over time. The worker is responsible for securing approval from the branch manager or his/her designee before supporting a recommendation to reduce or waive the total costs of treatment.

**(5)** The assigned worker submits to SOSCF's Accounting Services in Central Office:

**(a)** A copy of CF 460 (which provides the date when treatment began, projected end date of treatment, the monthly cost of treatment, and other required information) regarding SOSCF clients who are or have been in family sex abuse treatment. The CF 460 is submitted immediately after SOSCF is notified by the court that the perpetrator has been determined guilty and has been ordered to pay for the treatment costs;

**(b)** A copy of the court order requiring the perpetrator to pay for the cost of treatment provided by SOSCF;

**(c)** A copy of CF 460 when there is a change in treatment or treatment is terminated.

**(6)** SOSCF Accounting Services will:

**(a)** Establish with the branch manager (and the Clerk of the Court in those counties where the Court orders the payment to be made through the Clerk of Court's office) the procedures for the perpetrator's payments to be submitted to SOSCF's Accounting Services;

**(b)** Upon receipt of the CF 460, establish and maintain the necessary financial file;

**(c)** Notify probation/parole officer and assigned service worker if the perpetrator has filed to make a monthly payment for 60 days.

**(7)** Provide a monthly report listing by branch the total funds received from perpetrators.

**(8)** Notify the probation and parole officer and the family's service worker when the perpetrator has paid the full cost of treatment as required in the court order.

### **Contact(s):**

- **Name:** CAF Reception; **Phone:** 503-945-5600