

Policy Transmittal Office of Child Welfare Programs



Laurie Price, Deputy Director, Office of Child Welfare Programs

Authorized signature

Number: CW-PT-18-012

Issue date: 4/19/2018

Topic: Child Welfare Procedure Manual update

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

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"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Inter-County Case Responsibilities, Requirements and Oversight procedure		
Policy/rule number(s):	Chapter 3, Appendix 12	Release number:	
Effective date:	4/18/2018	Expiration date:	
References:			
Web address:	http://www.dhs.state.or.us/caf/safety_model/procedure_manual/appendices/ch3-app/3-12.pdf		

Discussion/interpretation:

The Inter-County Case Responsibilities, Requirements and Oversight Procedure is updated and live on the Procedure Manual online. It is [Chapter 3, appendix 12](#).

The purpose of this procedure is to provide consistent statewide requirements that promote the best interest of children and families the department serves irrespective of their

geographical location across the state. Consistent utilization of this procedure and the corresponding email boxes is expected.

Implementation/transition instructions:

As you will see throughout the procedure, the process to request Inter-County Case Services involves an email being sent to the receiving branch's Inter-County Case Services Request email address. The email boxes for each district/branch are up and ready to use. Each district/branch email box is listed below for ease of reference. This process is active and to be utilized.

D1 Inter-County Case Services Requests D1Inter-CountyCaseServicesRequests@dhsaha.state.or.us

D2 Inter-County Case Services Requests D2Inter-CountyCaseServicesRequests@dhsaha.state.or.us

Inter-County Case Services Requests D3 Inter-County.CaseServicesRequestsD3@dhsaha.state.or.us

D4 – Benton Inter-County Case Services Requests
D4BentonInterCountyCaseServicesRequests@dhsaha.state.or.us

D4 – Lincoln Inter-County Case Services Requests
D4LincolnInterCountyCaseServicesRequests@dhsaha.state.or.us

D4 – Linn Inter-County Case Services Requests
D4LinnInterCountyCaseServicesRequests@dhsaha.state.or.us

D5 Inter-County Case Services Requests
D5InterCountyCaseServicesRequests@dhsaha.state.or.us

Inter-County Case Services Requests D6 Inter-County.CaseServicesRequestsD6@dhsaha.state.or.us

Inter-County Case Services Requests D7 - Coos Inter-County.CaseServicesRequestsD7-Coos@dhsaha.state.or.us

Inter-County Case Services Requests D7 - Curry Inter-County.CaseServicesRequestsD7-Curry@dhsaha.state.or.us

D8 – Jackson Inter-County Case Services Requests
D8JacksonInterCountyCaseServicesRequests@dhsaha.state.or.us

D8 – Josephine Inter-County Case Services Requests

D8JosephineInterCountyCaseServicesRequests@dhsoha.state.or.us

Inter-County Case Services Requests D9 [Inter-](#)

County.CaseServicesRequestsD9@dhsoha.state.or.us

Inter-County Case Services Requests D10 [Inter-](#)

County.CaseServicesRequestsD10@dhsoha.state.or.us

D11 Inter-County Case Services Requests

D11InterCountyCaseServicesRequests@dhsoha.state.or.us

Inter-County Case Services Requests D12 [Inter-](#)

County.CaseServiceRequestsD12@dhsoha.state.or.us

D13 Inter-County Case Services Requests

D13InterCountyCaseServicesRequests@dhsoha.state.or.us

Inter-County Case Services Requests D14 [Inter-](#)

County.CaseServiceRequestsD14@dhsoha.state.or.us

D15 – N. Clackamas Inter-County Case Services Requests

D15NClackamasInterCountyCaseServicesRequests@dhsoha.state.or.us

D15 – Oregon City Inter-County Case Services Requests

D15OregonCityInterCountyCaseServicesRequests@dhsoha.state.or.us

D16 – Beaverton Inter-County Case Services Requests

D16BeavertonInterCountyCaseServicesRequests@dhsoha.state.or.us

D16 – Hillsboro Inter-County Case Services Requests

D16HillsboroInterCountyCaseServicesRequests@dhsoha.state.or.us

Training/communication plan:

Please connect with the Child Safety Consultant or Permanency Consultant assigned to your district should you have questions. Managers are to review this new procedure with their units statewide. This Inter-County agreement will be a subject of future Program Meetings/Quarterlies for program managers, workers and supervisors across the state.

Field/stakeholder review: Yes No

If yes, reviewed by: The procedure was developed by a workgroup whose members included Child Welfare Field program managers, Child Welfare Central Office program managers, Child Welfare district managers, program coordinators, CIRT coordinator, as well as external stakeholders. This procedure also went through Policy Council when updates were made.

If you have any questions about this policy, contact:

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Email: alicia.l.reynolds@dhsosha.state.or.us	