

# Policy Transmittal

## Office of Child Welfare Programs



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**Number:** CW-PT-20-007  
**Issue date:** May 6, 2020

**Topic:** Updates to Screening and CPS Rules, Procedures, Forms and Training Requirements Related to Safe Sleep for Oregon’s Infants

**Transmitting (check the box that best applies):**

- Training     
  Policy change     
  Policy clarification     
  Executive letter  
 Administrative Rule     
  Procedure     
  Forms

**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              |   |

<b>Rule:</b>	Related rule being drafted (there will be opportunity for review and feedback)	
<b>Procedure and Forms:</b>	<ul style="list-style-type: none"> <li>Chapter 3 CPS Assessment, sections 3 and 4</li> <li>Chapter 4, Managing Child Safety In and Out of Home, section 9</li> <li>Safe sleep checklist, DHS 2362</li> </ul>	Release Number:
<b>Effective date:</b>	Upon completion of Safe Sleep for Oregon’s Infants Self-Study training and no later than July 4, 2020	
<b>References:</b>		
<b>Web address:</b>	<a href="#">DHS - CW - Safe Sleep Training - Self-Study Guide and Quiz (For CPS and Permanency Workers)</a>	

**Who:**

These changes primarily impact CPS workers, CPS supervisors, permanency workers and permanency supervisors. Additional versions of the training for other Child Welfare professionals are

underway.

**When:**

CPS and permanency workers are required to complete the Safe Sleep for Oregon's Infants self-study training in iLearn within 60 days from this date.

Once the training is completed and no later than 60 days from this date, CPS and permanency workers must follow the safe sleep requirements outlined in the safe sleep training and in the Child Welfare Procedure Manual.

**Why:**

Too many of Oregon's infants die in sleep related deaths, some of which are preventable. Educating and engaging infant's parents and caregivers effectively requires a community response. Child Welfare is a critical part of the child safety community and the safe sleep training, procedures and checklist are intended to prepare Child Welfare professionals for this role.

**What:**

Training

Safe Sleep training is in iLearn! [DHS - CW - Safe Sleep Training - Self-Study Guide and Quiz \(For CPS and Permanency Workers\)](#)

**CPS workers and Permanency workers are required to complete Safe Sleep for Oregon's Infants self-study training in iLearn.** The training takes approximately an hour to complete and can be done independently.

Once the training is completed, the safe sleep practice requirements must be followed.

Procedure

**The safe sleep practice changes for CPS and permanency include the following requirements:**

1. Observe the home and assess the sleep environment of any infant in the home.
2. Inquire as to sleep practices the family uses anytime the infant is laid down to sleep.
3. Provide education on safe sleep recommendations. Provide both written information and a verbal explanation.
4. Support the family in problem solving to reduce risk. For example, request funds to pay for a safe sleep surface if one is not available through other resources or create a sleep plan with the family.
5. At each subsequent home visit assess the sleeping conditions and engage the parents or caregivers on how to reduce the risks of unsafe sleep situations.
6. At any time information is gathered or observed that supports the infant is unsafe, intervene. The level of intervention is dependent on the specific circumstances.
7. Document your observations of the sleep environment, information gathered from the parent or caregiver on their sleep practices, whether written information on safe sleep was provided and any efforts to reduce risk. Include the parent or caregiver reasons for their practices, for example a

Native family using traditional child rearing practices such as a baby board.

This information must be documented using the **Safe Sleep Environment Checklist** at first in-home contact with the family and any subsequent in-home contacts when there is a change in sleep practices. The completed checklist must be uploaded into the OR-Kids file cabinet. When there is no change in sleep practices, document this information in the case note already created for the face to face contact.

### Forms

The Safe Sleep Checklist, DHS 2362 is now available on the DHS forms server.

Refer to paragraph 7 on documentation above for information on when the checklist must be used.

### **Implementation:**

The implementation of safe sleep training, procedures, rules and forms will have multiple parts/phases.

- Additional self-study trainings for other Child Welfare professionals are coming. The next training will be specifically for certifiers and adoption workers.
- An opportunity to practice having safe sleep conversations with parents and caregivers will also be coming. This opportunity will include those community partners who can support Child Welfare in educating and engaging families on safe sleep.
- Expect your Child Safety and Permanency consultants to facilitate conversations about the training content to further your learning.
- Procedures implemented today are basic and will be more robust over time.
- Rules are being developed at a pace that allows for feedback from those Child Welfare professionals who have had these conversations with families and can speak to the application of the requirements.

### **Feedback/Questions:**

Direct questions and provide feedback to the child safety consultant or permanency consultant assigned to your local office. Your feedback is appreciated and necessary for improvement.

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