

Policy Transmittal
Office of Child Welfare Programs



Deena Loughary, Child Welfare Program Manager
Authorized Signature

Number: CW-PT-20-011
Issue Date: June 1, 2020

Topic: CPS Rule and Procedure Updates in Response to OTIS Changes.

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"/> 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 | |

Policy/Rule Title:	413-015 Child Protective Services Procedure Manual Chapter 2: Screening Procedure Manual Chapter 3: Assessment
Policy/Rule Number(s):	413-015-0100, 0115, 0210, 0211, 0215, 0400, 0415 413-015-0520 through 0565; Chapter 2, (revisions throughout) Chapter 3, Section 3 Chapter 3, Section 26
Effective Date:	06/01/2020

Discussion/Interpretation:

Rule and procedure have been updated to reflect the transition of child care (formerly known as day care) investigations to the Office of Training, Investigations, and Safety (OTIS).

Rules

OAR 413-015-0100 “Child Protective Service Authority and Responsibility”

This rule was updated to reference the reports of alleged abuse the OTIS is responsible for investigating.

OAR 413-015-0115 “Definitions”

The term “child care” was added to replace the term “day care” and the definition was modified to be consistent with the language and definitions used by the OTIS.

OAR 413-015-0211 “Report of Abuse”

- “Day care” was removed as a report to assign for a CPS assessment.
- “Day care” was removed as a report to refer to a local Child Welfare office.
- The term “child care” was added to replace the term “day care” where appropriate.
- The Oregon Child Abuse Hotline’s responsibility to notify Disability Rights Oregon of reports of abuse alleged to have occurred at a school or in an educational setting involving a child with a disability was removed as that is now the responsibility of OTIS.

OAR 413-015-0215 “Information the OTIS is Responsible for”

When screeners receive information involving child care settings, they now forward the information to OTIS.

OAR 413-015-0400 “Purpose and Overview of the CPS Assessment Rules”

The reference to the assessment activities required for a report involving a day care were removed.

OAR 413-015-0415 “CPS Assessment Activities”

- A consultation with a CPS supervisor was added for referrals involving a child care.
- The OTIS was added as an entity a CPS worker must notify and coordinate with when a report involves a setting the OTIS is responsible for investigating.
- The term “day care” was replaced with “child care”.

OAR 413-015-0520 through 0565 “Child Welfare Responsibilities When a Referral Involves a Day Care”

These responsibilities were removed as they now belong to the OTIS.

Procedure Manual

Chapter 2, All sections.

- Selecting Abuse Types at Screening
- Family Support Services
- Updates to OTIS reports to include Child care, Education provider and non-abuse notifications
- Staff roles and responsibilities
- Trauma informed engagement
- Domain information collection
- Insufficient safety plans and new allegations
- Data analytics
- Documentation practices
- Assignment location clarification
- Indian Child Welfare Act and screening
- Child fatality

Chapter 3, Section 3: Assessment activities

- Added a consultation with a CPS supervisor when a referral involves a child care.
- Added clarification of responsibilities for CPS workers and the OTIS.

Chapter 3, Section 26: Exception to Completing All Assessment Requirements
Day care was removed from this list of report types that cannot get an exception.

Chapter 3, Appendix 3.15: Conducting Tandem Investigations

This appendix will be added to help guide CPS workers on conducting tandem investigations with the OTIS and the OCC.

Implementation/Transition instructions:

The OTIS, Office of Child Care (OCC), the Oregon Child Abuse Hotline (ORCAH), and the Child Safety Program have been collaborating to implement the changes in preparation for the June 1, 2020 deadline.

Rules and procedures have been reviewed and feedback has been gathered and incorporated.

Child Welfare Program Managers, ORCAH and CPS Supervisors, Child Safety Consultants, ORCAH screeners and CPS workers have been informed the transition will be taking place and have been advised to complete reports involving child cares in preparation.

Training/communication plan:

The changes will be reviewed and discussed with ORCAH staff in unit huddles/meetings and coaching tools will be provided.

Virtual CPS Quarterlies are under development and will be conducted prior to the effective date. During those quarterlies, the changes will be reviewed and discussed. A power point presentation will be used and quick reference tools distributed.

Child Safety Consultants will be available for questions and follow-up at ORCAH and in field offices.

Local/Branch Action Required: Please review the rule and procedure manual updates. Local offices will work with their consultants to assist in implementation as needed.

Central Office Action Required: Program will facilitate the CPS quarterlies and provide training, tools, and support through the transition process.

Field/Stakeholder Review: Yes No

If Yes, Reviewed By: Rule Advisory Committee, Policy Council, and Peer Advisory Review Committee

If you have any questions about this policy, contact:

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