

# Policy Transmittal

## Office of Child Welfare Programs



Jennifer Holman, Reunification Program Manager

**Number:** CW-PT-20-019

**Authorized Signature**

**Issue Date:** 11/18/2020

**Topic:** Obtaining a Current Picture of Children and Young Adults

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

<b>Procedure Manual Chapter:</b>	Chapter 4: Managing Child Safety In and Out of Home
<b>Procedure Manual Section:</b>	Section 18: Missing Children and Young Adults
<b>Effective Date:</b>	11/1/2020

**Discussion/Interpretation:**

The missing child and young adult section of the Child Welfare Procedure Manual in Chapter 4, Section 18 has been updated. All children and young adults in the care of ODHS who are missing for any reason are extremely vulnerable. The updates to this chapter clarify our current responsibilities and actions to take when a child or young adult is missing and when they are located. There is additional information regarding media alerts and requiring current photos of every child and young adult be available to aid in location.

The updates include:

- A requirement to upload a recent photo of the child or young adult into the OR-Kids

filing cabinet. In January 2021, rule will be added that requires a photo of every child in ODHS custody be obtained and updated at minimum each year.

- Revisions to the notifications when a child or young adult is missing and when they are located.
- Guidance on how to determine when a media alert should be requested. If so, what information is needed and where to send the information.
- Actions to take when a child or young adult is located such as a required face to face contact by the caseworker within 24 hours of the child or young adult being located.
- The Health and Wellness Program Manager's availability for consultation about medical evaluation for a child or young adult who has been located

**Implementation/Transition Instructions:** Please read Chapter 4, Section 18 in the Child Welfare Procedure Manual.

**Training/Communication Plan:** The updates will be communicated via transmittal. Permanency and Safety Consultants will be available to answer questions or provide guidance, if needed.

**Local Office Action Required:** Review the new procedures with staff.

**Central Office Action Required:** Permanency and Safety Consultants will be available to answer questions or provide guidance, if needed.

**Field/Provider Review:**       Yes     No

**If yes, reviewed by:**    Permanency Advisory Committee

*If you have any questions about this procedure change, please contact:*

Contact(s): Amber McClelland
Phone: 503-871-7181
Email: amber.mcclelland@dhsosha.state.or.us