

# Policy Transmittal Child Welfare Director's Office



Aprille Flint-Gerner, Deputy Director

**Authorized Signature**

**Number:** CW-PT-20-020

**Issue Date:** 12/01/2020

**Topic:** New Form (DHS 3080)

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

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

**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     |   |

<b>New Form Title:</b>	Your Rights as a Person With a Disability in the Child Welfare System
<b>New Form Number:</b>	DHS 3080

**Discussion/Interpretation:**

**Who:** All ODHS, Child Welfare staff must review this new form, DHS 3080, Your Rights as a Person With a Disability in the Child Welfare System.

**When:** 11/10/2020; Form DHS 3080 will be available on the DHS/OHA Publications and Forms page.

**Know Your Why:** The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications.

This new form is a clients rights poster and it is necessary to provide our clients with information to ensure they know their rights, understand what Child Welfare must do, understand who may qualify as an individual with a disability and who to call if they have questions, or believe their rights are being violated. This form shall be made accessible to all clients we serve at Child Welfare as well as foster parents, youth, relatives and others who support the clients we serve.

**Links to the Forms:**

- <https://apps.state.or.us/Forms/Served/de3080.pdf>
- <https://apps.state.or.us/Forms/Served/d43080.pdf>
- <https://apps.state.or.us/Forms/Served/d273080.pdf>
- <https://apps.state.or.us/Forms/Served/d333080.pdf>
- <https://apps.state.or.us/Forms/Served/da3080.pdf>
- <https://apps.state.or.us/Forms/Served/dh3080.pdf>
- <https://apps.state.or.us/Forms/Served/di3080.pdf>
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- <https://apps.state.or.us/Forms/Served/dn3080.pdf>
- <https://apps.state.or.us/Forms/Served/dr3080.pdf>
- <https://apps.state.or.us/Forms/Served/ds3080.pdf>
- <https://apps.state.or.us/Forms/Served/ds3080.pdf>,

- English
- Traditional Chinese
- Chuukese
- Marshallese
- Arabic
- Hmong
- Somali
- Korean
- Simplified Chinese
- Russian
- Spanish
- Vietnamese

**Implementation/Transition Instructions:** Copies of these forms should be made accessible at every Child Welfare office location. Alternate formats shall be made available upon request.

**Local Office Action Required:** Review with all staff and ensure this Client Rights poster/form is available in all offices and accessible in all formats. Managers must ensure the English and Spanish versions of this poster/form are posted in the office lobby areas where clients may be present. Alternate formats other than those available on the forms directory shall be made available upon request.

**Central Office Action Required:** Review with all staff and ensure this Client Rights poster/form is available in all offices and accessible in all formats. Alternate formats other than those available on the forms directory shall be made available upon request.

**Field/Provider Review:**  Yes  No  
**If yes, reviewed by:** ADA Communication Committee

*If you have any questions about this policy, contact:*

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