

# Policy Transmittal Child Welfare Director's Office



Aprille Flint-Gerner, Deputy Director

**Authorized Signature**

**Number:** CW-PT-20-022

**Issue Date:** 12/1/2020

**Topic:** Updating Child Welfare Procedure Manual  
(Chapter 1 Section 7 “Rights”)

**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     |   |

<b>Procedure Chapter:</b>	Chapter 1 “Introduction”
<b>Procedure Section</b>	Section 7 “Rights”
<b>Effective Date:</b>	12/01/2020

**Discussion/Interpretation:**

**Who:** All ODHS, Child Welfare staff must review the updates to the procedure manual Chapter 1 Section 7 Rights V. Rights of Individuals with Disabilities.

**When:** 12/1/2020

**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.

*No individual shall, on the grounds of race, national origin, religion, marital status, gender, sexual orientation, age, citizenship, political affiliation, language or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under programs and activities for which the Oregon Department of Human Services has responsibility. This same policy of non-discrimination is equally applicable to all Department contract providers, grantees, agents and providers of services funded in whole or in part with federal funds.*

This is a new section added into Chapter 1 Section 7. In V. Rights of Individuals with Disabilities. It focuses on the following information:

- ADA Section 504 of the Rehabilitation Act of 1973
- Who is an individual with a Disability
- What is a major life activity
- Reasonable modifications
- Auxiliary aids and services
- Notification of right to request reasonable modifications
- Worker responsibilities with regard to rights of individuals with disabilities

This section in the procedure manual should be reviewed for guidance when making decisions around how to support and engage parents or caregivers, children and resource parents we work with every day who have a disability or may have a disability.

**Implementation/Transition Instructions:** This procedure manual update is accessible on the OWL page in the Child Welfare section under the Procedure Manual link.

**Training/Communication Plan:** The training plan is currently underway and there will be a CBT for all child welfare staff to access through the ILearn system in the spring of 2021.

**Local Office Action Required:** All supervisors must review and share with all staff and ensure staff know where to locate the updated procedure manual information.

**Central Office Action Required:** All central office managers must review and share with all staff and ensure staff know where to locate the updated procedure manual information.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** ADA Steering Committee, ADA Communication  
Committee, Office for Civil Rights, PARC, Policy Council

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

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