

Policy Transmittal
Office of Child Welfare Programs



Deena Loughary, Child Welfare Program Manager
Authorized Signature

Number: CW-PT-20-025
Issue Date: 12/16/2020

Topic: Protective Services

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: Form Updates

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 | |

Rule Title:	413-010 “Client Rights” 413-015 “Child Protective Services”
Rule Numbers:	413-010-0714 and 0715 413-015-0212
Policy Number:	Policy III-E.4.8.12 (Repealing)
Chapter/Section:	Chapter 3 “Assessment” Section 28 (replacing Policy III-E.4.8.12) Chapter 4 “Managing Child Safety In and Out of Home”
Form Number:	CW 0319
Effective Date:	01/01/2021

WHO: Oregon Child Abuse Hotline screeners and screening supervisors, District Managers, Program Managers, and supervisors who conduct CPS assessments involving Department employees.

WHY: The procedure for CPS Assessment and Founded CPS Disposition Review for Department Employees has been added and the old policy III-E.4.8.12 “Review of Founded CPS Disposition for Child Welfare Employees” has been repealed. The old protocol has been discontinued. During that process, related rules in 413-010 and 413-015 were identified that needed to be updated to improve clarity and consistency between rule and procedure.

WHAT:

The following changes were made:

413-010-0714 Department Employee – Application of Department Employee Policies

- Changed the title to “Notice and Review when the Perpetrator is a Department Employee”
- Updated rule to direct staff to the Child Welfare Procedure Manual for assessments involving Department employees.

413-010-0715 Providing Notice of a CPS Founded Disposition

- Deleted reference to form 0319 as it is not applicable in this rule

413-015-0212 Additional Screening Requirements

- Added the requirement for screeners to consult with a screening supervisor if there is reasonable cause to believe the alleged perpetrator is an employee of any program, office, or division of the Department or OYA

Chapter 3, Section 28 CPS Assessment and Founded CPS Disposition Review for Department Employees

- The policy and protocol for this topic were converted to procedure and updated. Substantial revisions were made throughout.

CW 0319 Notice of a Child Protective Services Founded Disposition (employee)

- Updated to be consistent with procedure

Training and Implementation:

A training for district managers, program managers, and supervisors who conduct CPS assessments involving Department employees will be provided by the Child Safety Program and assisted by Human Resources via video conferencing. Ongoing questions can be addressed during the DM/PM weekly meeting or by contacting the Child Safety Program.

The transition to this procedure will occur on 01/01/2021 will be utilized on any employee assessments assigned on or after that date and on any pending employee assessments as they move forward.

Local/Branch Action Required: Program managers review with supervisors.

Field/Provider Review: Yes No

If yes, reviewed by: These changes were reviewed by Program Managers, Policy Council, the Peer Advisory and Review Committee, Rules Advisory Committee, and Human Resources.

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

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