

**Policy Transmittal
Office of Child Welfare Programs**



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Authorized Signature

Number: CW-PT-20-026
Issue Date: 12/16/2020

Topic: Agency-wide Policy

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 | |

Procedure Manual Title:	Chapter 4: Managing Child Safety In and Out of Home
Section/Appendix:	Appendix 4.13
Effective Date:	01/01/2021

WHO: Staff involved with inter-county case work, including staff who manage, assign or distribute requests for inter-county case work through the inter-county mailboxes.

WHY: Updates were made to procedure to improve outcomes for children and family, to address systemic issues, and improve practice overall.

WHAT: The following changes were made to Chapter 4, Appendix 4.13 Inter-county Case Responsibilities, Requirements, and Oversight Procedures:

- Procedures for conducting courtesy CPS work have been revised significantly to prioritize child safety, align practice with CORE values, and clarify expectations between local offices.

- The expectations and responsibilities of primary and courtesy workers when a child or young adult is missing were updated to reflect shared responsibilities and improve outcomes for children and young adults who are missing.
- The procedure for making a request for inter-county case work has been formalized and a template created to assist in more timely responses to requests and improve information sharing.
- A table to assist in determining where to send a request was created to address concerns of mis-directed emails.

Training and Implementation:

The changes applicable to courtesy CPS cases were already trained during the September 2020 CPS Quarterlies. CPS and permanency consultants are available for questions. Information will be shared in permanency communications.

Local Office Action Required: Supervisors review with staff.

Field/Provider Review: Yes No

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

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

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