

## 20. The Role of the Supervisor

### Procedures

The CPS supervisor ensures that child safety is the focus of all assessment activity. To achieve that expectation, the CPS supervisor should:

- Review and discuss with the worker all decisions regarding child safety. This includes, but is not limited to, decisions to leave a child in the home, to remove a child from the home, and plans for reunification.
- Review the worker's documentation and meet with the worker to analyze the information. Ensure that documentation adequately describes activities to achieve child safety and to make dispositional findings regarding child abuse.
- Be aware of and consider worker strengths, vulnerabilities and experiences.
- Provide constructive feedback and recommend training whenever needs are identified.

During the course of completing a CPS assessment, the CPS supervisor must consult with the CPS worker in the following situations, most of which, are outlined in OAR 413-015-0415:

- To make a determination that an assigned referral does not require a CPS assessment because the referral was opened in error or the CPS worker, through collateral contacts, determined there is no allegation of child abuse or neglect, or the referral content is duplicative information being addressed in an open CPS assessment.
- When a CPS worker has reasonable cause to believe that an alleged perpetrator of child abuse is an employee of DHS or Oregon Youth Authority (OYA). A CPS supervisor or designee must review and approve a completed CPS assessment within five working days of the electronic submission of the assessment by the CPS worker. After the assessment is reviewed by a CPS supervisor, if the alleged perpetrator is an employee of DHS or OYA, the CPS supervisor must inform the DHS Office of Human Resources of the disposition. If the disposition is founded, the CPS supervisor also informs the DHS Office of Human Resources of the type of abuse. The CPS supervisor must document the notification in OR-Kids.
- When a CPS worker contacts a child at home, the parent or caregiver is not present and the referral indicates there may be immediate danger to the child's health or safety.
- When a CPS worker contacts a child at home, the parent or caregiver is not present, the child is inadequately supervised, and there is an immediate need to evaluate the child's health and safety.
- When a CPS worker believes a school employee does not need to be present during a child interview, but the school employee insists.
- If school officials refuse to allow the child interview to take place on school property.

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- When a referral involves the home of a Department certified foster parent or relative caregiver.
- When a referral involves allegations that child abuse or neglect occurred in a private child caring agency.
- When a CPS worker receives notification from a screener that a closed at screening or new referral was created on an open CPS assessment.
- Prior to a CPS worker placing a child in protective custody, or after placement if consultation before placement will delay the safety intervention.
- Prior to a CPS worker initiating court action, or after initiating court action if consultation before will delay the safety intervention.
- Prior to a CPS worker developing an initial safety plan with a Department certified foster parent or relative caregiver.
- When the referral involves a child fatality.
- When a CPS worker is making a disposition in a complicated or sensitive situation or case.
- When a CPS worker is closing an assessment with the disposition of “unable to locate”.

When working with families where the Indian Child Welfare Act applies, the CPS supervisor:

- Reviews compliance with the worker to ensure the tribe has been given formal notice and the worker is in frequent contact with the tribal social worker.
- Assists the worker in making sure the Indian child, if placed out of his or her home, was placed following the placement preferences of the ICWA.
- Ensure the worker is providing culturally appropriate services to the family.

When working with children or parents born in another country or non-citizens, the CPS supervisor:

- Reviews all cases in the unit that have children placed in substitute care to ensure that, when applicable, the appropriate consulate was notified if any of the children or children’s parent(s) were born in another country or have citizenship in another country.
- Provides case consultation to caseworkers regarding consulate notification.

In regard to completing absent parent searches, the CPS supervisor must:

- Routinely check the status of searches for timeliness and accuracy.
- Ensure a reasonable and diligent search to find available legal parents or involved putative fathers.
- Consult with the appropriate program consultant to determine whether to make a search for a putative father if there are questions about how to proceed.

### **Granting extensions and exceptions**

During the course of completing a CPS assessment the CPS supervisor may grant the following

extensions or exceptions:

- A supervisor may change the initial contact timelines established at screening as follows:
  1. The supervisor may change the response timeline from within five calendar days to within 24 hours.
  2. The supervisor may change the response timeline from within 24 hours to within five calendar days, but the supervisor must explain in writing why the timeline was changed and how the child's safety needs were considered when the change was approved.
- In cases where the screener was granted an extension to complete the screening process, the CPS supervisor may adjust the CPS safety assessment timelines as follows:
  1. Within 24 hours: The CPS worker must complete initial contact requirements within 24 hours of the end date of the last screening extension or the date the CPS assessment was assigned, whichever is earlier.
  2. Within five days: The CPS worker must complete initial contact requirements within five days of the end date of the last screening extension or the date the CPS assessment was assigned, whichever is earlier.
  3. An extension of the timeframe for the notification to the parent or caregiver that a child has been interviewed may be granted if earlier notification will compromise child safety.
  4. A one-time extension of an additional 30 days to complete the assessment may be granted only when critical information (information necessary to determine child safety or a child abuse or neglect disposition) is outstanding. Any extension past 60 days must be authorized by the program manager and only if the ability to obtain critical information is beyond the reasonable control of the CPS worker.
  5. An exception to the requirement to interview non-custodial legal parents if the interview, based on written documentation, may make a child or adult victim unsafe.
  6. An exception to the requirement to notify parents, including non-custodial legal parents, and caregivers of the CPS assessment disposition if, based on written documentation, the notification may make a child or adult victim unsafe.

### **Supervisory approvals**

- A supervisor must approve the protective action plan, the initial safety plan and ongoing safety plan. A supervisor immediately advises a caseworker developing a protective action plan, initial safety plan, or ongoing safety plan when one is submitted for approval and does not meet one or more of the requirements.
- The CPS supervisor must review and approve a completed assessment within five work-

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ing days of the electronic submission of the assessment by the CPS worker. The local child welfare offices have the discretion to appoint a designee to fulfill the requirement of entering the supervisor's electronic verification of review and approval into OR-Kids.