

11. Cross-Reporting

The Department and law enforcement agencies are required to notify each other when a report of child abuse or neglect, as defined in ORS 419B.005, is received. This process is called cross-reporting and notification is called a cross-report. The following procedure explains required information the Department cross-reports and the required time frames for completing cross-reports. Screeners are responsible for making the cross-report unless a CPS worker is responding immediately with law enforcement. The requirements for cross reporting are in Child Welfare Policy I-AB.3, “Cross Reporting,” OAR 413-015-0300 through 413-015-0310.

Procedure

A. DHS cross-reporting responsibility

To whom a screener is required to cross-report:

- When the screener receives a report of child abuse or neglect, the screener or designee must cross-report to a law enforcement agency in the county where the report was made. If the abuse is alleged to have occurred in a different county, the screener also must cross-report to the law enforcement agency in the county where the alleged abuse occurred. Local Child Welfare offices will work with county Multi-Disciplinary Teams to determine the most efficient way to identify the law enforcement agency jurisdiction.

B. Information required in the cross-report

The screener must include the following information when cross-reporting:

- The information provided by the person making the child abuse report. This may include:
 1. The name of, and contact information for, the confidential reporter;
 2. The names and addresses of the child;
 3. The names and addresses of the child’s parent or caregiver;
 4. The child’s age;
 5. The nature and extent of the abuse or neglect, any evidence of previous abuse or neglect, the explanation given for the abuse or neglect, and where the abuse or neglect occurred;
 6. The identity and whereabouts of the alleged perpetrator;
 7. Any other information provided by the person making the report that would be helpful in establishing the cause of the abuse and the identity and whereabouts of the alleged perpetrator; and
 8. The name and contact information for the assigned CPS worker and officer, if known.

C. When and how a screener cross-reports

The timelines the Department must follow regarding when and how to cross-report include:

The same day

- The screener must cross-report to a law enforcement agency on the same day the screener determines that a report of alleged child abuse or neglect requires a “within 24 hours” response by the Department or immediate notification to law enforcement. This includes, but is not limited to, any reports of:
 1. Moderate to severe physical abuse,
 2. Visible injuries to a child,
 3. Sexual abuse, or
 4. Suspicious or unexpected death of a child.
- The reports of child abuse or neglect that the Department cross-reports on the same day must be cross-reported in one of the following ways:
 1. Hand delivery of the report to the law enforcement agency,
 2. Electronic transmission (i.e.; fax, e-mail), and
 3. Verbal cross-report. When a cross-report is verbal and the Department and law enforcement do not respond to the report of child abuse or neglect together, a completed screening report must be sent to the law enforcement agency by either electronic transmission or hand delivery.

No later than 10 days

- All other reports of child abuse or neglect, including reports assigned for CPS assessment and Closed at Screening, must be cross-reported within a time frame that ensures the receipt of the cross-report by law enforcement no later than 10 days after receiving the report.
- The reports that are cross-reported within the 10-day time frame must be reported in one of the following ways:
 1. Electronic transmission (i.e.; fax, e-mail),
 2. Hand delivery, or
 3. Mail.

D. Cover sheet

- In order for a law enforcement agency to quickly and easily prioritize reports and respond accordingly, all written cross-reports from the Department must have a cover sheet. The following information must be included on the cover sheet:
 1. Date and time the cross-report is made;
 2. How the cross-report is made;
 3. Whether additional cross-reports occurred, and if so, to which agencies;
 4. Name and number of the screener or designee making the cross-report;
 5. If the report was assigned or not assigned;
 6. Name and number of the assigned caseworker;
 7. Cross-reporting time frame;

8. Whether the report is an original or follow-up cross-report; and
9. Date of the original cross-report, if it is a follow-up cross-report.

E. When a screener cross-reports supplemental information

- The Department may receive information not previously cross-reported, but apparently related to a report of child abuse or neglect involving the same victim and the same alleged perpetrator previously cross-reported. If the information relates to the same incident of abuse or neglect, the screener must make a supplemental cross-report of the additional information to each law enforcement agency that received the prior cross-report. Supplemental information determined to be critical, given the information in the original report, must be cross-reported immediately. All other supplemental information must be cross-reported within a time frame that ensures the receipt of the information no later than 10 days after the information was received.

F. Law enforcement cross-reports

Law enforcement agency requirements regarding cross-reporting to the Department and the time frames associated therein may be found in Oregon Revised Statutes 419B.015 and 419B.020 and Child Welfare Policy I-AB.3, “Cross-Reporting,” OAR 413-015-0300 to 413-015-0310.

- The screener will identify the law enforcement agency as the reporter and complete the screening process on cross-reported information from the law enforcement agency in the same way all other reports are processed, and will determine the Department response.

G. Documentation and verification requirements for cross-reports

- If the Department cross-reports a report of child abuse or neglect on the same day the report is received, the Department screener or designee must document in OR-Kids:
 1. The date the cross-report is made from the Department to law enforcement,
 2. To which law enforcement agency the cross-report is made, and
 3. How the cross-report is made.
- Copies of the cover sheet for the cross-report must be maintained in the case record. If there is no case record, the information is only documented in the OR-Kids screening form (307a).
- If the cross-report is faxed, the screener or designee must attach the fax transmittal sheet to each cover sheet.