

13. Role of the Supervisor During the Screening Process

In addition to the consultation responsibilities listed in Section 13, the CPS supervisor is responsible for the following activities:

- Granting extensions. Remember, as provided in OAR 413-015-0220, if the screener has enough information to determine the Department's response or has information that indicates a child is unsafe, no extension is allowed. The CPS supervisor may grant extensions for completion of screening activities. Specifically, the CPS supervisor may grant a one-business day extension up to two times, although screening activities may not exceed two business days beyond the day the information alleging child abuse or neglect is received by the Department. When granting an extension, the supervisor considers whether any information will be obtained if the screener is granted more time to complete the screening process. For example, a collateral contact may have critical information, but the screener has been unable to speak with the contact. The information is critical if it may make the difference between assigning a referral or closing a report at screening.
- As required by OAR 413-015-0225, the CPS supervisor or designee must review all closed at screening reports within five days of completion of screening activities and electronic transmission for review.
- The supervisor or designee must ensure required cross-reports are made.