

## 4. Determine if the Report is Child Protective Services or Family Support Services Information (and where and when to document the information)

Information entered into OR-Kids is either Child Protective Services information or is information that falls within one of the Family Support Services categories. Information that does not meet the criteria for one of these areas should not be entered into OR-Kids.

### Procedure

The screener will determine whether the type of information received is Child Protective Services or Family Support Services. The screener then determines where and when to document the information:

#### A. Child Protective Service information (OAR 413-015-0205(3)(a))

- Child Protective Services information relates to reports of alleged child abuse or neglect. “Abuse” is defined in ORS 419B.005 as:
  - (1)(a) “Abuse” means:
    - (A) Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
    - (B) Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
    - (C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163.
    - (D) Sexual abuse, as described in ORS chapter 163.
    - (E) Sexual exploitation, including but not limited to:
      - (i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and
      - (ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution as described in ORS 167.007 or a commercial sex act as defined in ORS 163.266, to purchase sex with a minor as described in ORS 163.413 or to patronize a prostitute as described in ORS 167.008.

- (F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- (G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- (H) Buying or selling a person under 18 years of age as described in ORS 163.537.
- (I) Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- (J) Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.
  - (b) "Abuse" does not include reasonable discipline unless the discipline results in one of the conditions described in paragraph (a) of this subsection.

- Child Protective Services information is documented in OR-Kids using a screening report form.
- The timeline for screeners to complete and document their actions, and document information gathered, unless a CPS supervisor grants the screener an extension as provided in OAR 413-015-0220, is:
  1. Immediately when a "within 24 hours" response timeline is assigned;
  2. Within the same day when a "within five days" response timeline is assigned; or
  3. No later than the next working day after the screening determination is made when the report is closed at screening.

### **B. Family Support Services information (OAR 413-015-0205(3)(b))**

- Information that falls within a family support services category is not a report of alleged child abuse or neglect, and does not include information that a child is unsafe.
- This information is documented in OR-Kids using a screening report form.
- The timeline for screeners to complete and document their actions, and document information gathered, is within two days of receiving the request for services.
- The information falls within one of the categories described below.
  1. Request for placement. Information falls within this category when:
    - a. A parent or guardian requests out-of-home placement, under a Voluntary Placement Agreement, of their child solely to obtain services for an emotional, behavioral or mental disorder, or developmental or physical disability of the child. The screener:
      - Obtains the name and age of the child.
      - Obtains the names of the parents or guardians.
      - Obtains the names and ages of all other children living in the household.
      - Obtains the address and current whereabouts of the child and the parents or

guardians.

- Obtains information regarding the nature of the child’s specific emotional, behavioral or mental disorder, or developmental or physical disability.
  - Gathers and records information about the family including past or current services to address the child’s disorder or disability. This will assist the assigned caseworker to adequately prepare for their approach with the family.
  - Creates a screening report form that identifies “Family Support Services” as the category type and “Placement” as the category type.
- b. The parent or guardian requests the Department take legal custody of their child. The screener:
- Obtains the name and age of the child or children living in the household. Remember that only a child under the age of 18 can be placed through a voluntary legal custody agreement.
  - Obtains the names of the parents or guardians.
  - Obtains the address and current whereabouts of the child and parents or guardians.
  - Obtains the current circumstances of the family that make the family unable to fulfill parental responsibilities.
  - Gathers and records information about the family. This will assist the assigned caseworker in adequately preparing for their approach with the family.
  - Gathers and records information specific to the child’s behavior and condition.
  - Creates a screening form that identifies “Family Support Services” as the referral type and “Placement” as the category type.
- c. The court has ordered a pre-adjudicated delinquent into the care of the Department. The screener:
- Obtains the name and age of the child or children living in the household.
  - Obtains the names of the parents or guardians.
  - Obtains the address and current whereabouts of the children and parents or guardians.
  - Inquires about the current circumstances of the child and the specific order of the court for placement services.
  - Gathers and records information about the family. This will assist the assigned caseworker to adequately prepare for their approach with the family.
  - Gathers and records information specific to the child’s behavior and condition.
  - Creates a screening report form that identifies “Family Support Services” as the referral type and “Placement” as the Category type.
2. Request for Independent Living Program (ILP) Services. Information falls within

this category when a former foster youth qualifies for ILP services, is not a participant on an open case, and requests to enroll in the Department's Independent Living Program. In order to qualify, the youth has to have been terminated from a child welfare substitute care placement after the age 16, and spent at least 180 days (six months) in substitute care after the age of 14. The 180 days is cumulative and does not have to be consecutive. These youths may return to the Department at any time prior to their 21st birthday to request ILP services. If the youth qualifies, the following steps must be taken to initiate ILP services:

- a. If the youth is under the age of 18, the screener or a caseworker has the child's parent or guardian sign the Services Application, CF 304. If the youth is 18 years of age or older, the screener has the youth sign the Services Application.
  - b. If the youth is under the age of 18, the screener should reopen the biological family's case. (The family will not be responsible for payment of ILP services.) If the youth is 18 years of age or older, the screener will need to assign the youth a new case number, listing the youth as the adult self in the case.
  - c. The screener creates a screening form that identifies ILP as the referral type. A case will be opened and the CPS supervisor will assign the case for ILP services for the youth.
  - d. The screener:
    - Obtains the name and age of the former foster youth.
    - Obtains the names of the parents or guardians if the former foster youth is under 21 years of age.
    - Obtains the address and current whereabouts of the youth and parents or guardians.
    - Inquires about the specific services the former foster youth is requesting and the circumstances surrounding the request.
    - Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the youth, and any prior use of ILP services.
    - Creates a screening report form that identifies "Family Support Services" as the referral type and "Independent Living Program" as the Category type.
3. Request for post legal adoption and post guardianship services. Information falls within this category when a family requests post legal adoption or post guardianship services, if the adoption or guardianship occurred through the Department.

Note: Adoption assistance or guardianship assistance is not a requirement for receipt of services, but it is important for the screener to document if the family is currently receiving these services to allow for services and benefits to be coordinated.

- a. The screener:
  - Obtains the name and age of the child for whom services are requested.
  - Obtains the names of the parents or guardians.

- Obtains the names, ages and relationship of any other children living in the household.
- Obtains the address and current whereabouts of the child and parents or guardians.
- Inquires about the nature of the request for services and other services the family is using to address the child's needs.
- Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the child relevant to the current request for services.
- Gathers and records information about the child and family. This will assist the assigned caseworker to adequately prepare for their approach with the family.
- Determines if the family is currently receiving either adoption assistance or guardianship assistance from the Department.
- Verifies eligibility for post guardianship services:
  - Ensure the child was placed in a guardianship through the Department by searching OR-Kids and locating the provider record of the family. A placement for the child will be present on the record. The ending reason for the placement will be guardianship.
  - The child's foster care placement and exit from foster care will also show on the child's biological family case, or if the child was legally freed but not placed in an adoption before being placed in a guardianship, on a pre-adoptive case.
- Verifies eligibility for post adoption assistance:
  - Ensure the child was placed in an adoption through the Department by searching OR-Kids and locating the provider record of the family. A placement for the child will be present on the record with the family under the child's pre-adoptive name. The reason for service ending of the placement will be adoption or Termination of Parental Rights.
- Creates a screening report form that identifies "Family Support Services" as the referral type and "Post Adoption or Post Guardianship" as the category type. A case will be opened and the CPS supervisor will transfer the case.
- For post guardianship cases, open the case under the biological family's case number unless the child has been legally freed and the last placement was on a pre-adoptive case. Then open the case on the pre-adoptive case.
- For post adoption cases, open the case under a new case number, and list the adoptive parents as the parents in the case.
- Include in the referral whether or not the family is receiving guardianship or adoption assistance from the Department. If assistance is open to Central Office, document in the screening referral that the assigned worker must notify the Adoption Assistance or Guardianship Assistance Coordinator in Central Office

if the child enters care with the Department, as the subsidy and eligibility determination process will need to be coordinated between the local and central offices. It is critical that this notification occur.

4. Request for voluntary services. Information falls within this category when a parent or caregiver requests assistance with a child in the home, and all of the following apply:
  - a. Other community resources have been used and determined to be ineffective;
  - b. Members of the extended family and other responsible adults who are well known to the child have been explored or used and determined to be unsafe, unavailable, unwilling or ineffective as support for the family;
  - c. The parent or caregiver is temporarily or will be temporarily unable to fulfill parental responsibilities due to a diagnosed medical condition or a mental health diagnosis;
  - d. The parent's or caregiver's inability to fulfill parental responsibilities is temporary, immediate and will be alleviated with short-term services, or short-term services will transition the family to community services; and
  - e. A Child Welfare program manager approves the request for voluntary services.
  - f. The screener:
    - Obtains the names of the parents or guardians.
    - Obtains the names and ages of all children living in the household.
    - Obtains the address and current whereabouts of the child and parents or guardians.
    - Inquires about the specific nature of the family crisis and the attempts the family has made to resolve the crisis with known resources.
    - Researches family history with Child Welfare in OR-Kids and case files to gather any additional known information about the family or the child.
    - Gathers and records information about the family and the nature of the current circumstances in the family. This will assist the assigned caseworker to adequately prepare for their approach with the family.
    - Creates a screening report form that identifies "Family Support Services" as the referral type and "Request for Voluntary Services" as the services type.
  - g. The screener is responsible for both the "Screening" administrative rule and



**TIP**

*An initial request for post adoption and post guardianship services may involve referrals to services in the community. Other services can be provided through contracts with Child Welfare such as counseling, adoptive parent support groups, family meetings and respite care. Services are provided by OR PARC (Oregon Post Adoption Resource Center) to assist the family in meeting the child's needs and to assist the child in maintaining the permanency that had been achieved under the prior case plan.*

“Family Support Services” rule in completing documentation in OR-Kids.

5. Information not documented in OR-Kids. Not all reported information received by the screener requires documentation in OR-Kids. OR-Kids is reserved for information about child abuse or neglect or families who qualify for family support services. The screener can provide resource and referral information to other reporters, directing them to a more appropriate contact within their community or state. An example of an undocumented contact is one in which a parent or caregiver contacts a screener and asks for information regarding child support or daycare resources. When making a determination not to document:
  - a. The screener must evaluate the information and, after thorough evaluation, record in OR-Kids only the information meeting the criteria for a CPS assessment, closed at screening or family support services request.
  - b. The screener assists the reporter in reaching the appropriate resource for their questions or service needs if that information is available to the screener.