

Lois Ann Day

Authorized Signature

Number: CW_IM_09_013

Issue Date: 07/15/2009

Topic: Protective Services

Subject: Written notice of disposition on CPS assessments

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 | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

 RE: Changes to Oregon Administrative Rule 413-015-0470 and corresponding policy [I.AB-4](#) regarding notifications. **Change effective 08/03/09.**

Message: This message is to inform those staff and supervisors of new requirements related to providing notice of all CPS dispositions. Current administrative rule requires the notification to the child's parents, including a non-custodial legal parent, and caregivers of all CPS dispositions. This rule will be modified to require **written** notification and include whether services will or will not be provided as a result of the CPS assessment. Also, timelines are now identified for completing required notifications.

The change is the result of auditing a Critical Incident. The objective is to assist in assuring all parents and caregivers are clear about the conclusion of the CPS assessment and clear if the assessment resulted in continued Child Welfare services. In the case of founded dispositions it is critical that parents/caregivers have this information to adequately protect their children in the future.

We are aware that staff primarily provide verbal notice and for those staff this will result in additional workload. In an effort to reduce the expected workload impact of this rule change form letters were developed to standardize the process. The forms will be located in the DHS Forms Website and include the following:

- Notice of CPS Unfounded Disposition When Services Will Be Provided (CF312a)
- Notice of CPS Unfounded Disposition When Services Will Not Be Provided (CF312b)
- Notice of CPS Unable to Determine Disposition When Services Will Be Provided

(CF312c)

- Notice of CPS Unable to Determine Disposition When Services Will Not Be Provided (312d)
- Notice of CPS Founded Disposition When Services Will Be Provided (Do Not Use for Perpetrator) (312e)
- Notice of CPS Founded Disposition When Services Will Not Be Provided (Do Not Use for Perpetrator) (312f)
- Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver and Services Will Be Provided (CF313a)
- Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver and Services Will Not Be Provided (CF 313b)
- Notice of CPS Founded Disposition When Perpetrator is Not Parent/Caregiver (CF313c)

The changes will be effective 08/03/09. On this date the new administrative rule will be in effect and the forms will be available on the DHS forms website. The rule change and the disposition letters, including a matrix to aid in the application of the letters has already been distributed to Child Welfare Program Managers. Additionally, the same documents are being distributed at this round of the supervisor quarterlies.

Currently, the draft rule is available at the Child Welfare policy and rule drafts website and will be open for comment through 07/22/09.

If you have any questions about this information, contact:

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