

Lois A Day, Administrator

Authorized Signature

Number: CW-IM-09-027

Issue Date: 11/13/2009

Topic: Protective Services

Subject: Changes to CF312 and CF313 notice of CPS assessment disposition letters

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

Message:

Change: The CF312 and CF313 series of letters providing notice of CPS assessment dispositions have been changed.

Why: The changes to the letters are in response to the feedback received from staff in order to increase clarity and make the process more efficient.

When: **The new letters will be implemented on 11/18/09.** On this date the new letters will be available on the DHS forms website.

The specifics of the changes:

The 312 series of letters now consist of:

- 312a, "Notice of CPS Assessment Dispositions When Services Will Be Provided"
 - This letter is sent for ALL dispositions (though not to perpetrators).

http://dhsresources.hr.state.or.us/WORD_DOCS/CE0312a.doc

- 312b, "Notice of CPS Assessment Dispositions When Services Will Not Be Provided"

- This letter is sent for ALL dispositions (though not to perpetrators).

http://dhsresources.hr.state.or.us/WORD_DOCS/CE0312b.doc

The 312c, 312d, 312e and 312f will all be obsolete as the 312a and 312b were modified to combine six letters into two.

The 313 series of letters now consist of:

- 313a, "Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver"

and Services Will Be Provided”

- 313b, “Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver and Services Will Not Be Provided”
- 313c, “Notice of CPS Founded Disposition When Perpetrator is Not Parent/Caregiver”
- 313d, “Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver, Services Will Be Provided and There is an Additional Disposition”
- 313e, “Notice of CPS Founded Disposition When Perpetrator is Parent/Caregiver, Services Will Not Be Provided and There is an Additional Disposition”

The 313d and 313e are new letters that were created to assure there was no need to send a 312 in addition to a 313. These letters are used when the parent is a perpetrator and you not only have to notify them of the founded disposition against them, but also must notify them of other dispositions that resulted from the assessment.

Please refer to the [attachment](#) for additional guidance on the use of the forms. Thank you to the staff that provided feedback, you were essential in improving the letters.

If you have any questions about this information, contact:

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