

Lois A. Day, Administrator
Office of Safety & Permanency for Children

Authorized Signature

Number: CW-IM-10-013
Issue Date: 07/15/2010

Topic: Protective Services

Subject: Sending and Maintaining copies of 312/313 notices in the case record

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: This information memorandum is intended to serve as a reminder to staff of a previous rule change regarding sending disposition notices on all dispositions, including Unfounded and Unable to Determine dispositions. This is also a reminder that copies of the 312 and 313 notices MUST be placed in the case record. These are the notices that inform parents of CPS assessment dispositions, whether a case will be opened and whether services will be provided. When applicable the notice also provides information about a perpetrator’s right to appeal.

A recent audit revealed that in significant number of the cases reviewed either the notice was not sent, or a copy of the notice could not be found in the file.

Preserving a copy serves as proof that the notice was sent. Additionally, the notice provides parents and caregivers with a written document that clearly states the disposition against them.

If you have any questions about this information, contact:

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