

Policy Title:	Cross Reporting – OAR		
Policy Number:	I-AB.3 413-015-0300 thru 0310		Effective Date: 03/20/07

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

References

Contact

History

Reference(s):

- ORS 418.747, ORS 419B.005 through .020
- APSAC: American Professional Society on the Abuse of Children
<http://www.apsac.org/>
- Annie E. Casey Foundation
<http://www.aecf.org/>
- I-AB.1 Introduction to CPS Rules, OAR 413-015-0100 thru 0125
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab1.pdf
- I-AB.2 Screening, OAR 413-015-0200 thru 0225
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab2.pdf
- I-AB.4 CPS Assessment, OAR 413-015-0400 thru 0410
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab4.pdf
- I-AB.5 The CPS Assessment Dispositions, OAR 413-015-1000
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab5.pdf
- I-AB.6 Access to Law Enforcement Data System (LEDS) in Local Child Welfare Offices, OAR 413-015-1100 thru 1125
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab6.pdf

Form(s) that apply:

- None referenced.

Rules:

413-015-0300

Cross Reporting Defined

The Department and law enforcement agencies are required by ORS 419B.015 to notify each other when a report of child abuse or neglect, as defined in ORS 419B.005, is received. This process is known as cross reporting, and the notification is called a cross report. OAR 413-015-0300 to 413-015-0310 explain when and how a report of child abuse or neglect received

by Child Welfare or a law enforcement agency is cross reported. Information is not cross reported until it is received.

Stat. Auth.: ORS 418.005, 419B.017

Stats. Implemented: ORS 418.005, 419B.015, 419B.017

413-015-0302

Purpose of Cross Reporting

The purpose of the cross report is to share reports of alleged child abuse or neglect between Child Welfare and law enforcement agencies.

Stat. Auth.: ORS 418.005, 419B.017

Stats. Implemented: ORS 418.005, 419B.015, 419B.017

413-015-0305

Cross Reporting Requirements

- (1) Who is Required to Cross Report and to Whom.
 - (a) When a report of child abuse or neglect is received by a Child Welfare screener, the screener or designee must cross report to a law enforcement agency in the county where the report was made. If the abuse or neglect is alleged to have occurred in a different county, the screener must cross report a second time to the law enforcement agency in the county where the alleged abuse or neglect occurred.
 - (b) When a report of child abuse or neglect is received by a law enforcement agency, the law enforcement agency must cross report to the local office of Child Welfare in the county where the report was made.
- (2) What to include in a Cross Report. A cross report from either Child Welfare or law enforcement agencies must include:
 - (a) The information provided by the person making the report of child abuse or neglect. This may include, the name of and contact information for the confidential reporter, the names and addresses of the child, the names and addresses of the child's parent or caregiver, the child's age, the nature and extent of the abuse or neglect, any evidence of previous abuse or neglect, the explanation given for the abuse or neglect, where the abuse or neglect occurred, identity and whereabouts of the alleged perpetrator, and any other information provided by the person making the report that would be helpful in establishing the cause of the abuse or neglect and the identity and whereabouts of the alleged abuser; and
 - (b) The name and contact information for the assigned CPS worker and officer, if known.
- (3) When and How to Cross Report.
 - (a) The Department. When and how the Department must cross report to a law enforcement agency is described below.
 - (A) The same day.

- (i) Child Welfare must cross report to a law enforcement agency on the same day the screener determines that a report of alleged child abuse or neglect requires a within 24 hours response by the Department or immediate notification to law enforcement. This requirement includes, but is not limited to any reports of:
 - (I) Moderate to severe physical abuse;
 - (II) Visible injuries to a child;
 - (III) Sexual abuse; or
 - (IV) Suspicious or unexpected death of a child.
 - (ii) The reports of child abuse or neglect that the Department cross reports on the same day must be cross reported in one of the following ways:
 - (I) Verbal Cross Report. When a cross report is verbal and Child Welfare and law enforcement do not respond to the report of child abuse or neglect together, a completed screening report must be sent to the law enforcement agency.
 - (II) Electronic Transmission.
 - (III) Hand Delivery.
- (B) No later than ten days.
- (i) All other reports of child abuse or neglect, including reports assigned for CPS assessment and closed at screening, must be cross reported within a time frame that ensures the receipt of the cross report by law enforcement no later than ten days after receiving the report.
 - (ii) The reports of child abuse or neglect that the Department cross reports within a time frame that ensures the receipt of the cross report no later than ten days must be cross reported in one of the following ways:
 - (I) Electronic transmission.
 - (II) Hand delivery.
 - (III) Mail.
- (C) Department cover sheet.

In order for law enforcement agencies to quickly and easily prioritize reports and respond accordingly, all written cross reports from the

Department must have a cover sheet. The following information must be included on the cover sheet:

- (i) Date and time of the cross report;
- (ii) How the cross report is made;
- (iii) If additional cross reports occurred, and if so, to what agencies;
- (iv) Name and number of the screener or designee making the cross report;
- (v) If the report was assigned or not assigned;
- (vi) Name and number of the assigned caseworker;
- (vii) Cross reporting time frame;
- (viii) If the report is an original or follow-up cross report; and
- (ix) Date of the original cross report, if it is a follow-up cross report.

(D) Supplemental cross reporting by the Department.

Child Welfare may receive information not previously cross reported but apparently related to a report of child abuse or neglect involving the same victim and the same alleged perpetrator that has been previously cross reported. If the information relates to the same incident of abuse or neglect, the screener must make a supplemental cross report of the additional information to each law enforcement agency that received the prior cross report. Supplemental information that is determined to be critical, given the information in the original report, must be cross reported immediately. All other supplemental information must be cross reported within a time frame that ensures the receipt of the information no later than ten days after the information was received.

(b) Law Enforcement. When and how law enforcement agencies must cross report to Child Welfare is described below.

(A) Immediate.

- (i) Law enforcement agencies must cross report to Child Welfare immediately when a law enforcement agency determines that a report of alleged child abuse or neglect requires a joint immediate response.
- (ii) The reports of child abuse or neglect that law enforcement agencies cross report immediately must be cross reported by verbal cross report to the local office of Child Welfare without delay.

(B) Next Business Day.

- (i) Law enforcement agencies must cross report to Child Welfare all other reports of child abuse or neglect no later than the end of the next business day after receiving the report.
- (ii) The reports of child abuse or neglect that law enforcement agencies cross report no later than the end of the next business day must be cross reported in one of the following ways:
 - (I) Verbal report.
 - (II) Electronic transmission.
 - (III) Hand delivery.

Stat. Auth.: ORS 418.005, 419B.017

Stats. Implemented: ORS 418.005, 419B.015, 419B.017

413-015-0310

Department Documentation and Verification Requirements

Documentation and Verification

- (1) If the Department cross reports a report of child abuse or neglect on the same day the report is received, the Department screener or designee must document in FACIS:
 - (a) The date the cross report is made from Child Welfare to law enforcement;
 - (b) To which law enforcement agency the cross report is made; and
 - (c) How the cross report is made.
- (2) Copies of the cover sheet for a cross report must be maintained in the case record.
- (3) If the cross report is faxed, the screener or designee must attach the fax transmittal confirmation sheet to each cover sheet.

Stat. Auth.: ORS 418.005, 419B.017

Stats. Implemented: ORS 418.005, 419B.015, 419B.017

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600

Policy History

- [07/01/03](#)
- [08/01/04](#)
- [02/01/05](#)
- [01/01/06 thru 06/30/06](#)
- [07/01/06](#)