

	Department of Human Services CHILDREN, ADULTS & FAMILIES	NUMBER: I-AB.2 OAR: 413-015-0200 thru 0225
	CLIENT SERVICES INDEX	SECTION: AB. Child Protective Services
	ISSUED BY: Office of Safety and Permanency for Children FINAL: 12-01-05	SUBSECTION: 2. Screening
SUBJECT: 2. Screening - OAR		

REFERENCES:

ORS 419B.005
ORS 418.747
ORS 419B.005 through .020
The Guided Assessment Process, Tools for Increasing Child Safety...
APSAC: American Professional Society on the Abuse of Children
Annie E. Casey Foundation
I-AB.1 Introduction to Child Protective Services Rules
I-AB.3 Cross Reporting, 413-015-0300 through 0310
I-AB.4 CPS Assessment, 413-015-0400 through 0410
I-AB.5 Child Safety Assessment and Child Safety Planning
I-AB.6 Working with Other Entities, 413-015-0600 through 0635
I-AB.7 Interviewing, 413-015-0700 through 0740
I-AB.8 Photographing and Documenting, 413-015-0800
I-AB.9 Medical Examination and Medical History, 413-015-0900 through 0905
I-AB.10 CPS Assessment Dispositions, 413-015-1000
I-AB.11 Access to Law Enforcement Data System (LEDS) in Local Child Welfare Offices, 413-015-1100 through 1125

413-015-0200

Screening Rules, Purpose

The Department receives information from various sources. OAR 413-015-0205 to 413-015-0225 describe how the Department will review this information and determine a Department response. This process is known as screening and is conducted by a screener.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0205

Screening Activities

- (1) Gather information. When gathering information, the screener must do both of the following:
 - (a) Accept reports of child abuse regardless of where the child resides or

where the alleged abuse may have occurred. If the information is about a child that does not reside in the county where the report is received, forward the information to the local child welfare office in the county or state where the child resides. The screener is required to confirm that the information has been successfully forwarded.

- (b) Handle anonymous reports of child abuse in the same manner as other reports, gather the same information from the anonymous reporter as the screener would from any other reporter, and encourage the reporter to provide identifying information.
- (2) Provide information and refer to services.
- (3) Determine the information type.
- (a) Child Protective Service.
 - (A) Familial Protection Issue -
 - (i) Child abuse by a parent, caregiver, or household member.
 - (ii) Child abuse by a third party and the parent or caregiver does not have adequate protective capacities to prevent future abuse.
 - (B) Third Party Child Abuse With No Familial Protection Issues.
 - (b) Non-Child Protective Service.
 - (A) Voluntary Request for Services (Preventive/Restorative) -- When a screener receives a voluntary request for services, the screener must refer to DHS Child Welfare Policy I-B.2.3.1, "Preventive/Restorative Eligibility", OAR 413-030-0000 to 413-030-0030.
 - (B) Other Non-Child Protective Service GAP (Guided Assessment Process) Categories. The screener must create a non-protective service GAP screening form to open a plan for services in the categories and circumstances described below:
 - (i) Substitute Care -- when the emotional and/or behavioral problems of a child require out of home placement and referral for residential treatment or the court has ordered a pre-adjudicated delinquent into DHS care;
 - (ii) Independent Living -- to enroll a child in the Department's

- Independent Living Program (ILP) if the child is not currently a member on an open case and qualifies for ILP services;
- (iii) Interstate Compact -- to provide Interstate Compact supervision and services when a request is received from central office.
- (4) Screening Activities For Child Protective Service Information. On the same day information alleging child abuse is received by the Department, screeners must complete the following actions, and document their actions and information gathered, unless these rules provide otherwise or an extension is granted as provided in OAR 413-015-0220:
- (a) Use the guided assessment process screening template to assure critical information is collected in order to effectively evaluate the presence of safety threats.
 - (b) Gather information from individuals who have regular contact with the child who can provide firsthand information necessary to evaluate possible safety threats to the child and to determine the appropriate Department response.
 - (c) Research Department history of every identified child, parent, caregiver, and household member for essential family data to determine current or previous Department involvement related to current child abuse allegations.
 - (d) Inquire regarding possible Indian or Alaskan Native heritage (for further direction see OAR 413-015-0210(4)).
 - (e) Request relevant information when available and appropriate from law enforcement agencies (LEA), including domestic disturbance calls, arrests, warrants, convictions, and restraining orders.
 - (f) Determine the location and corresponding law enforcement jurisdiction of the family's residence and the site where the alleged child abuse may have occurred.
 - (g) Immediately refer to DHS Child Welfare Policy I-B.2.2.3, "Assessment of Abuse Allegations in Family Foster Care, Family Group Homes and Family Shelter Homes" when information is related to a DHS-certified foster home.
 - (h) Immediately refer to DHS Child Welfare Policy II-E.1, "Child-Caring Agencies", OAR 413-210-0000 to 413-210-0250 when information is related to a licensed child caring agency.

- (5) Explain to reporters:
- (a) The confidentiality of the reporter's identity will be maintained by the Department, unless ordered to be released by the court or the reporter is called as a witness in court;
 - (b) Anyone making a child abuse report in good faith, who has reasonable grounds to make the report, is immune from liability in respect to making the report and the contents of the report;
 - (c) Whether the screener may inform the reporter whether the decision is to assign for CPS assessment or not. If this decision has not been determined at the time the call ends, the reporter may contact a screener at a later date to be informed if the report was assigned for CPS assessment;
 - (d) If the information reported does not meet the screening criteria to be documented and retained in the child abuse information system; and
 - (e) That mandatory reporters should consider maintaining a record of their report in order to document that their legal reporting obligation was met.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0210

Determining Department's Response and Required Time Lines

The time line for the Department's response begins when the call is received at screening. Upon completion of the screening activities required by OAR 413-015-0205, the screener must determine whether the information alleging child abuse constitutes a report of child abuse in which a child may be unsafe and must determine the Department's response.

- (1) CPS assessment required. A CPS assessment is required if:
- (a) The screener determines that information received constitutes a report of child abuse with a familial protection issue and a child may be unsafe;
 - (b) A Tribe or LEA requests assistance from the Department to conduct a CPS assessment, and a CPS supervisor agrees that assistance from the Department is appropriate; or
 - (c) A CPS supervisor determines that, although a child is currently safe, a CPS assessment is required to document whether abuse occurred (for

example, a historical report of abuse).

- (2) If it is determined that a CPS assessment is required, the screener must:
- (a) Determine the CPS assessment response time frame:
 - (A) Immediate Response: within 24 hours of receiving the report. An Immediate Response referral is required if there is an immediate safety threat; or
 - (B) Response Required: within five calendar days of receiving the report. A Response Required referral is required if the presence of a safety threat is identified, but the information clearly indicates the safety threat is not immediate.
 - (b) Complete a GAP screening form on the same day the screening determination is made.
 - (c) Refer the CPS assessment to the appropriate county as described in OAR 413-015-0213.
- (3) Close at Screening: A report will be closed at screening if either of subsections (3)(a) or (3)(b) of this rule apply:
- (a) The screener determines that information received does not constitute a report of child abuse with a familial protection issue, the information does not support that a child is unsafe, and the screener determines that the information received meets any of the following criteria:
 - (A) Is a report of risk influences that relate to the care of a child, but does not indicate a safety threat;
 - (B) Is a report of third party abuse with no familial protection issues; or
 - (C) Is a report of a high-risk pregnancy and the pregnant woman has no children in her care (for example, prior termination of parental rights, substance abuse, or prior aggravated circumstances).
 - (b) The screener is unable to obtain sufficient information to locate the child.
- (4) If a report is closed at screening, the screener must:

- (a) Decide whether other services are appropriate and make service or resource referrals as necessary. Document what service or resource referrals are made, if any.
- (b) Document how current information supports the decision to close the report at screening.
- (c) Complete a GAP screening form no later than the next working day after the screening determination is made (unless an extension is approved as provided in OAR 413-015-0220).

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0211

Additional Screening Activities

In the specific circumstances described below, the screener must take additional steps to complete the screening process.

- (1) When duplicate information is received (same alleged victim, same alleged perpetrator, same allegation, and same incident dates) on an open assessment, the screener must:
 - (a) Inform the caller that a new report will not be assigned because the information has already been received;
 - (b) Provide the caller with the assigned caseworker's name and phone number; and
 - (c) Provide contact information about the caller to the assigned caseworker.
- (2) When a screener receives information on an open Child Welfare case, the screener must:
 - (a) Notify each assigned case worker and their respective supervisors of all information received, and document this notification in FACIS case notes;
 - (b) Complete notification on the same day the information is received.
- (3) Information received by a screener on an open Child Welfare case that will not be documented in the GAP but must be documented in FACIS case notes includes:

- (a) Additional information on an open case that does not meet the criteria for a new CPS assessment or closed at screening;
 - (b) Reports of child runaways; and
 - (c) Requests for case information.
- (4) When a screener receives information related to a DHS certified foster home, the screener must notify and document notification of each assigned case worker, assigned certifier, and their respective supervisors of all information received (see DHS Child Welfare Policy I-B.2.2.3, "Assessment of Abuse Allegations in Family Foster Care, Family Group Homes and Family Shelter Homes").
- (5) If a child fatality alleged to be the result of abuse and neglect occurs and there are no siblings to the deceased child and no other children in the home where the fatality occurred, the screener must complete a GAP screening form documenting the "allegation" as a "fatality" (refer to DHS Child Welfare Fatality Protocol).

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0212 Consultation

CPS supervisor consultation is available to screeners when making all screening determinations. Screeners must consult with a CPS supervisor when:

- (1) Information received constitutes a report of child abuse on a case where there was a founded disposition in the preceding six months;
- (2) A review of case history shows multiple consecutive reports that were closed at screening and the information received in combination with the other reports regarding the same person(s) may constitute sufficient grounds to refer the case for CPS assessment;
- (3) A new report is received on an open Child Welfare case;
- (4) Information is related to a DHS certified foster home. Immediately refer to DHS Child Welfare Policy I-B.2.2.3, "Assessment of Abuse Allegations in Family Foster Care, Family Group Homes and Family Shelter Homes" for further direction;
- (5) Information is related to a licensed child-caring agency. Immediately refer to DHS Child Welfare Policy II-E.1, "Child-Caring Agencies" for further direction;

- (6) Making a decision not to refer for assessment a report of a drug-exposed infant; or
- (7) A report is received on a DHS employee, OYA employee, community partner, or involves the media.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0213

Determining the County to which the CPS Assessment will be Referred

- (1) Except as described in section (2) of this rule, the screener must refer the CPS assessment to the local Child Welfare office in the county where the child resides, and that county shall take the lead in completing the CPS assessment.
- (2) When the alleged abuse occurred in a foster home or a residential care facility, the screener shall refer the CPS assessment to the local Child Welfare office in the county where the alleged abuse occurred, and that county shall take the lead in completing the assessment.
- (3) Any exception to sections (1) or (2) of this rule must be approved by the CPS Program Manager or designee.
- (4) As a courtesy, and to assist with the CPS assessment process, when the child resides in a different county than where the alleged abuse occurred, CPS workers may be assigned in the county of the child's residence and the county where the alleged abuse occurred. The county who takes the lead is described in sections (1) and (2) of this rule.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0215

Notifications to Specific Agencies or Entities

The screener must notify specific agencies or entities of referrals that the screener determines meet the criteria described in OAR 413-015-0210.

- (1) LEA. The screener must cross report to LEA as required by OAR 413-015-0305(1).
- (2) Child Care Division. The screener must notify the Child Care Division of referrals

alleging child abuse in a registered day-care home or in a licensed day-care center, as required by ORS 418.747(2)(e) and 419B.020(1).

- (3) Child Caring Agency Licensing Program. The screener must notify the Department's Child Caring Agency Licensing Program when the referral involves a licensed child caring facility (see OAR 413-200-0000).
- (4) ICWA. If the screener or assigned CPS worker knows or has reason to know that the child is an Indian child, the screener or CPS worker must give notice within 24 hours to the Indian child's tribe that a CPS assessment is being conducted.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0220

Extensions

- (1) The CPS supervisor may grant an extension to the deadline in OAR 413-015-0205 when the screener cannot complete the screening activities the same day that the information alleging child abuse is received because critical information is still needed to determine the Department's response. The screener must document the reason for the extension, including what information remains to be collected, and the approval by a supervisor.
 - (a) The CPS supervisor may grant a one-day extension up to two times; and
 - (b) Screening activities may not exceed two days beyond the day the information alleging child abuse is received by the Department.
- (2) When a child welfare office is closed for a weekend or holiday and screening activities cannot be completed the day before the weekend or holiday begins, and the screener does not have enough information to determine a Department response, a CPS supervisor may grant an extension to allow screening activities to be completed on the next business day. If there is any information indicating the child's immediate safety is threatened, a Department response will not be delayed by office closure.
- (3) If the screener has enough information to determine the Department's response or has information that a child is unsafe, no extension to the deadline in OAR 413-015-0205 may be allowed.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005

413-015-0225
Supervisory Review

The CPS supervisor must review all closed-at-screening reports within five days of completion of screening activities and electronic transmission for review.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 418.005