

	Department of Human Services CLIENT SERVICES MANUAL I	NUMBER: I-AB.2 OAR: 413-015-0200 thru 0225
	ISSUED BY: Office of Safety and Permanency for Children	SECTION: AB. Child Protective Services
	EFFECTIVE DATE: February 1, 2005	SUBSECTION: 2. Screening
SUBJECT: 2. Screening - Oregon Administrative Rule		

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, 413-015-0900 through 0905
- I-AB.10 Child Abuse 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 alleging child abuse from various sources. OAR 413-015-0205 to 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

On the same day information alleging child abuse is received by the Department, screeners must complete the following actions unless these rules provide otherwise or an extension is granted as provided in OAR 413-015-0220:

- (1) Use the guided assessment process (GAP) screening template to assure critical information is collected and to evaluate the presence of safety threats.
- (2) Contact only those collateral sources who can provide firsthand information necessary to evaluate possible safety threats to the child and to determine the appropriate department response.
- (3) Research the history of the child and family for essential family data to determine current or previous department involvement related to current child abuse allegations.
- (4) Inquire regarding possible Indian or Alaskan Native heritage.
- (5) Request from law enforcement agencies (LEA), when available and appropriate, relevant information, including domestic disturbance calls, arrests, and restraining orders.
- (6) Determine the location and corresponding legal jurisdiction of the family's residence and the site where the alleged child abuse may have occurred.
- (7) Enter data into the FACIS system:

- (a) In situations that require a response by the Department (immediate or response required) on the same day the screening determination is made.
 - (b) In situations that do not require a response (closed at screening and logged) no later than the next working day after the screening determination is made.
- (8) Consult with the CPS supervisor as required by the SDA protocol when determining the Department's response or assigning the referral. In no case should the supervisory consultation unduly delay the screening or assignment of the report for assessment.
- (9) Determine the Department's response.
- (10) Assign the referral to a CPS worker for a CPS assessment if the screener determines the department response requires a referral.

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 and must determine the Department's response. The Department's response will be either a CPS assessment or no CPS assessment, as explained in sections (1) and (2) of this rule.

- (1) CPS assessment required. If the screener determines that information received constitutes a report of child abuse and a safety threat is identified:
- (a) An Immediate Response referral is required if there is an immediate safety threat.
 - (b) A Response Required referral is required if the presence of a safety threat is

identified, but the information indicates the child is currently safe.

- (2) CPS assessment not required. If the screener determines that the information alleging child abuse meets the following criteria, it will not be assigned to a CPS worker for a CPS assessment:
- (a) Close at Screening:
- (A) A report is closed at screening if the information alleging child abuse:
- (i) Does not meet the criteria for CPS assessment; or
- (ii) Does not include sufficient information to locate the child.
- (B) If a report is closed at screening, the screener must decide whether other services are appropriate and make service or resource referrals as necessary. The screener must document how the information received supports the determination that the child is currently safe and that other services or resources have been identified as needed.
- (b) Log: The information is logged if the screener determines that the information does not meet the criteria for CPS assessment or close at screening, but the information may be significant if future related calls are received.

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)(a) or (b) or (2)(a).

- (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.
- (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 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 both the reason for an extension that is granted and the approval by a supervisor.
- (2) If the screening activities cannot be completed within the time frames identified in this division of rules, the CPS supervisor may grant a one-day extension up to two times. Screening activities may not exceed two days beyond the day the information alleging child abuse is received by the Department.
- (3) 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.

- (4) If the screener has enough information to determine the Department's response, 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