



Policy Title:	Screening - Child Welfare OAR		
Policy Number:	I-AB.2 OAR 413-015-0200 / 0225	Version Number:	New Rule - 07/01/03

Approved By: *Administrator, Office of Safety and Permanency for Children*

Effective Date: *07/01/03*

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REFERENCES:

- [The Guided Assessment Process](#)
Tools for increasing Child Safety...
- [Annie E. Casey Foundation](#)
- [I-AB.1 Introduction to CPS, 413-015-0100 through 0125](#)
- [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, 413-015-0500 through 0510](#)
- [I-AB.6 Working with Other Entities, 413-015-0600 through 0615](#)
- [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 CPS Assessment Dispositions, 413-015-1000](#)

PURPOSE

413-015-0200 The Department receives information alleging child abuse from various sources. OAR 413-015-0205 through 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.

SCREENING ACTIVITIES

413-015-0205 On the same day information alleging child abuse is received by the Department, screeners must complete the following actions unless otherwise provided for in this rule or an extension is granted as provided in OAR 413-015-0220:

(1) Use the guided screening process 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, impending, 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.

DETERMINING DEPARTMENT'S RESPONSE AND REQUIRED TIME LINES

413-015-0210 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:
 - (a) An Immediate Response referral is required if there is an immediate safety threat.
 - (b) An Impending Response referral is required if there is an impending safety threat.
 - (c) 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 case is closed at screening if the information alleging child abuse constitutes a report of child abuse, but there is no current safety threat, the safety threat has been resolved, or the safety threat is from a person outside the child's family and the child's caregiver is protective. The screener must decide whether other services are appropriate and make service or resource referrals as necessary. The screener must assure that 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: A case is logged if the screener determines that the information alleging child abuse does not constitute a report of child abuse, but the information is from a mandatory reporter or the information may be significant if future related calls are received.

NOTIFICATIONS TO SPECIFIC AGENCIES OR ENTITIES

413-015-0215 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), (b), or (c) 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.

EXTENSIONS

413-015-0220 (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.

(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.

SUPERVISORY REVIEW

413-015-0225 The CPS supervisor must review all closed-at-screening reports within five days of completion of screening activities and electronic transmission for review.

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Policy History:

• **Previous Version:** New Oregon Administrative Rule created 7/01/03

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