

	<b>Department of Human Services</b> <b>CHILDREN, ADULTS &amp; FAMILIES</b>	<b>NUMBER:</b> I-AB.3 <b>OAR:</b> 413-015-0300 thru 0310
	<b>CLIENT SERVICES INDEX</b>	<b>SECTION:</b> AB. Child Protective Services
	<b>ISSUED BY:</b> Office of Safety and Permanency for Children  <b>TEMPORARY:</b> 1-01 thru 6-30-06	<b>SUBSECTION:</b> 3. Cross Reporting
<b>SUBJECT:</b> 3. Cross Reporting - 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.2 Screening, 413-015-0200 through 0225  
 I-AB.4 CPS Assessment, 413-015-0400 through 0410  
 I-AB.5 Child Safety Assessment & Child Safety Planning, 413-015-0500 - 0510  
 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

#### 413-015-0300

##### 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, as defined in ORS 419B.005, is received. This process is known as cross reporting, and the notification is called a cross report. The following rule explains when and how a report of child abuse received by the Department or a law enforcement agency is cross reported. Information is not cross reported until it is received.

Stat. Auth.: ORS 418.005, 419B.015  
 Stats. Implemented: ORS 418.005, 419B.015

#### 413-015-0302

##### Purpose of Cross Reporting

The purpose of the cross report is to share reports of alleged child abuse between the Department and law enforcement agencies.

Stat. Auth.: ORS 418.005  
Stats. Implemented: ORS 418.005

#### **413-015-0305** **Cross Reporting Requirements**

(1) Who is Required to Cross Report and to Whom

- (a) When a report of child abuse is received by a Department screener, the screener or designee must cross report to a law enforcement agency in the county where the report was made. If the abuse 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 occurred.
- (b) When a report of child abuse is received by a law enforcement agency, the law enforcement agency must cross report to the local office of the Department in the county where the report was made.

(2) What to include in a Cross Report

A cross report from either the Department or law enforcement agencies must include:

- (a) The information provided by the person making the child abuse report. 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, any evidence of previous abuse, the explanation given for the abuse, where the abuse occurred, identity and whereabouts of the alleged abuser and any other information provided by the person making the report that would be helpful in establishing the cause of the abuse 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) The Department must cross report to a law enforcement

agency on the same day the screener determines that a report of alleged child abuse requires an immediate response by the Department and/or immediate notification to law enforcement. This 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 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 the Department and law enforcement do not respond to the report of child abuse together, a completed screening report must be sent to the law enforcement agency;
  - (II) Electronic Transmission; or
  - (III) Hand Delivery.
- (B) No later than ten days.
- (i) All other reports of child abuse, 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 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; or
    - (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

The Department may receive information not previously cross reported but apparently related to a report of child abuse 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, 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 the Department is described below.

- (A) Immediate.
- (i) Law enforcement agencies must cross report to the Department immediately when a law enforcement agency determines that a report of alleged child abuse requires a joint immediate response.
  - (ii) The reports of child abuse that law enforcement agencies cross report immediately must be cross reported by verbal cross report to the local office of the Department without delay.
- (B) Next Business Day.
- (i) Law enforcement agencies must cross report to the Department all other reports of child abuse no later than the end of the next business day after receiving the report.
  - (ii) The reports of child abuse 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; or
    - (III) Hand delivery.

Stat. Auth.: ORS 418.005  
Stats. Implemented: ORS 418.005

**413-015-0310**  
**Department Documentation and Verification Requirements**

Documentation and Verification

- (1) If the Department cross reports a report of child abuse 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 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  
Stats. Implemented: ORS 418.005