



Policy Title:	Cross Reporting - Child Welfare Oregon Administrative Rule		
Policy Number:	I-AB.3 OAR 413-015-0300 / 0310	Version Number:	New Rule - 07/01/03

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

**Effective Date:** 07/01/03

[Procedures](#)

[Forms, etc.](#)

[References](#)

[Definitions](#)

[Contact](#)

[Policy History](#)

## REFERENCES:

- [The Guided Assessment Process](#)  
Tools for increasing Child Safety...
- [ORS 419B.005 - 419B.045](#)
- [Annie E. Casey Foundation](#)
- [I-AB.1 Introduction to CPS, 413-015-0100 through 0125](#)
- [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 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](#)
- [FACIS 307](#)
- [FACIS 311](#)

## 413-015-0300

### Cross Reporting Defined

The Department and LEA are required by ORS 419B.015 to notify each other when a report of child abuse 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 is cross reported.

## 413-015-0305

## Cross Reporting Requirements

(1) The Department screens reports of child abuse in accordance with the screening rules in this division of rules. If the Department's screener determines that information received constitutes a report of child abuse, the screener must cross report the case to an appropriate LEA in the county where the report was made. If the abuse is alleged to have occurred in a different county, the screener may also cross report to an appropriate law enforcement agency in the county where the abuse occurred. The Department must make a cross report even when the Department receives information alleging abuse of a child who is already the subject of an open department child welfare case.

(2) Cross reporting time frames. Cross reporting must be completed in the manner and within the time lines described in this section.

(a) Cross Report, Immediate. When the screener determines that a report of alleged child abuse requires an immediate response, the screener or CPS worker must cross report without delay by contacting the appropriate LEA by telephone, by providing necessary information to the LEA, and by requesting immediate assistance from the LEA. In addition to the telephone cross report, the CPS worker must provide a completed screening report to the LEA if the Department and LEA do not respond to the report of abuse together. If the Department and LEA respond to the report of abuse together, the CPS worker does not need to provide a completed screening report to the LEA.

(b) Cross Report, Impending or Response Required. When the screener determines that the department response should be either an impending response or a response required, the screener must ensure that a cross report is made by fax or other expedited process the same day the Department receives the information alleging child abuse or when the Department's response is determined.

(c) Cross Report, Closed at Screening. When the screener determines that no department response is required and that the report will be closed at screening, the screener must ensure that the cross report is made the same day that the information is entered into the FACIS system.

(3) Cross reporting, supplemental information. The Department may receive information not previously cross reported but apparently related to an allegation of abuse involving the same victim and the same alleged perpetrator that has been previously cross reported. In that event, the screener must proceed as follows:

(a) If the information relates to the same instance of abuse, the screener must make a supplemental cross report of the additional information to each LEA that received the prior cross report. The supplemental information is cross reported using the same time frames used for the original report of abuse, found in section (2) of this rule.

(b) If the information includes a previously unreported instance of abuse or a different reporter of abuse, victim, or alleged perpetrator, the screener must treat the report as a new report of child abuse.

(4) Cross report not required. A cross report is not required:

(a) If, after screening is completed, the screener determines that the information

received does not constitute a report of child abuse.

**(b)** If, after screening is completed, the screener determines that the information received is from a reporter of child abuse who previously made the same allegation regarding the same victim and same alleged perpetrator and that the reporter has provided no additional information.

**(5) Contents of cross report.** The Department uses its form DHS ?311, or equivalent, to make cross reports. A cross report must include, if known, 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, and any other information that the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the alleged abuser.

**413-015-0310**

### **Administrative Requirements**

**(1) Local protocol.** Each local office must have a written protocol for tracking cross reports sent from the local child welfare office and received by LEA.

**(2) Office log.** Each local office must maintain a log to track cross reports from the office received by the LEA.

**(3) Verification of cross reporting.** The CPS supervisor or designee must ensure daily that cross reports are made of all cases required to be cross reported by reviewing the office log that tracks all reports that have been sent by the office and received by the LEA.

 [Back to top](#)

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#### **Procedure(s):**

 [Back to top](#)

---

#### **Form(s):**

 [Back to top](#)

---

#### **Reference(s):**

 [Back to top](#)

---

#### **Definition(s):**

 [Back to top](#)

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 [Back to top](#)

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**Policy History:**

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

 [Back to top](#)

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