

	Department of Human Services CHILDREN, ADULTS & FAMILIES CLIENT SERVICES MANUAL I ISSUED BY: Office of Safety and Permanency for Children EFFECTIVE DATE: July 1, 2004	NUMBER: I-C.6 OAR: 413-050-0500 / 0585
		SECTION: C. Supportive Services
		SUBSECTION:
SUBJECT: Domestic Violence Fund - Oregon Administrative Rules		

Responsible Manager: Manager,
Protective Services

Approval: _____
Administrator, Office of
Safety and Permanency
for Children

Interpretation: Program Coordinator,
Protective Services

REFERENCES: ORS 418.005
ORS 108.610

413-050-0500 **Policy**

OAR 413-050-0500 through 413-050-0590 provide procedures for the Department to fund programs from the Domestic Violence Fund. The 1981 Oregon Legislature established this fund to provide intervention on behalf of and support for victims of domestic violence. The Department is authorized to enter into grants or contracts with public agencies or private non-profit organizations to provide intervention and support services to victims of domestic violence.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 108.610-.660

413-050-0510 **Definitions**

- (1) "Applicant" means public agency or private non-profit organization that meets the minimum criteria outlined in 413-050-0515 and applies to the Department for funding from the Domestic Violence fund to operate qualified programs as

described in 413-050-0570.

- (2) "Contractor" means an Applicant/s that has been selected to provide services, to victims of domestic violence and their families through a grant or contract with the Department under these rules.
- (3) "Crisis Line" is defined in ORS 108.610(2) and means an emergency telephone service staffed by persons who are trained to provide emergency peer counseling, information, referral and advocacy to victims of domestic violence and their families.
- (4) "Cultural Competency" means a set of congruent behaviors, attitudes, and policies that come together in a system, organization or among professionals and enable that system or those professions to work effectively in cross cultural situations. It refers to a program's ability, at the levels of policy, administration and practice, to honor and respect those beliefs, interpersonal styles, attitudes and behaviors of culturally diverse clients and the diverse staff who are providing services.
- (5) "CAF": means Children, Adults and Families, a policy and program area of the Department of Human Services (DHS).
- (6) "Department": means Department of Human Services.
- (7) "Domestic and Sexual Violence Fund Advisory Committee (DSVFAC)": means the Domestic and Sexual Violence Fund Advisory Committee established in OAR 413-050-0530.
- (8) "Domestic Violence Fund" means the fund established by ORS 108.660.
- (9) "Domestic Violence" means Family Violence, defined by ORS 108.610 to mean the physical injury, sexual abuse or forced imprisonment, or threat thereof, of a person by another person who is related by blood, marriage or intimate cohabitation at the present or has been related at some time in the past, to the extent that the person's health or welfare is harmed or threatened thereby. Domestic violence includes a pattern of assaultive and/or coercive behaviors including physical, sexual, psychological and emotional abuses, as well as economic coercion that adults use against their intimate partners to gain power and control in that relationship.

- (10) "Family Violence Prevention Program" means the program within the Department funded by the Domestic Violence Fund and other related funds as available to provide shelter and related services to victims of domestic violence.
- (11) "Grantee(s)" means an Applicant/s that has been selected to provide services, to victims of domestic violence and their families through a grant or contract with the Department under these rules.
- (12) "Safe house" means a place of temporary refuge, offered on an as needed basis to survivors of domestic violence and their families.
- (13) "Shelter home or shelter facility" means a place of temporary refuge, offered on a 24-hour, seven-day per week basis to survivors of domestic violence and their children.
- (14) "Underserved Populations" are communities or groups of people who face additional barriers to accessing services due to race, ethnicity, color, disability, primary language other than English, National origin, immigration status, geographic location, gender, age, sexual orientation, or poverty.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0515

Qualified Services

- (1) The Department shall use the Domestic Violence Fund to make grants to and enter into contracts with nonprofit private organizations or public agencies to fund programs and projects designed to prevent, identify and treat domestic violence. Grants or contracts under this subsection may be made to:
- (a) Fund shelter homes for victims of domestic violence,
 - (b) Fund crisis lines providing services to victims of domestic violence and their families;
 - (c) Fund safe houses for victims of domestic violence and their families; and
 - (d) Develop and establish programs for professional and paraprofessional

personnel in the fields of social work, law enforcement, education, law, medicine and other relevant fields who are engaged in the field of the prevention, identification and treatment of domestic violence and training programs in methods of preventing domestic violence.

- (2) A program providing crisis lines, safe homes or shelter homes funded under this administrative rule, shall provide or coordinate with other agencies to provide the following related services:
- (a) Crisis Line;
 - (b) Emergency Housing;
 - (c) Intake and referral services;
 - (d) Safety planning, domestic violence information and assistance with basic needs;
 - (e) Resource advocacy and case management;
 - (f) Age appropriate services for children and adolescents;
 - (g) Transportation;
 - (h) Peer Support; and
 - (i) Community Collaboration, Education, and Training.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0530

Advisory Committee

- (1) The Domestic and Sexual Violence Fund Advisory Committee (DSVFAC) established in OAR 413-050-0530 shall serve as the advisory committee to the Domestic Violence Fund Program. Members shall be elected and serve terms in accordance with the by-laws established by the advisory committee. Copies of DSVFAC by-laws and other open records are available by contacting CAF.

- (2) The Department shall consult the advisory committee regarding ongoing administration of the Family Violence Prevention Program and any proposed change that substantially affects the program's operation.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0535

Criminal History Checks

- (1) The Grantee/Contractor shall obtain a criminal history record check on any potential employee or volunteer that will work with victims of domestic violence.
- (2) The Grantee/Contractor shall develop a written policy or procedure that governs the review of the criminal history record of potential employees or volunteers and the determination of whether the potential employee or volunteer, based upon the criminal history, poses a risk to working safely with victims of domestic violence. The policy or procedure shall provide that the review includes an examination of:
 - (a) The severity and nature of the crime;
 - (b) The number of criminal offenses;
 - (c) The time elapsed since commission of the crime;
 - (d) The circumstances surrounding the crime;
 - (e) The subject individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior, and
 - (f) The policy or arrest report and whether that report confirms the employee's or volunteer's explanation of the crime.
- (3) If the Grantee/Contractor determines that the potential employee or volunteer does not pose a risk to working safely with victims of domestic violence and chooses to hire the employee or volunteer, the Grantee/Contractor shall explain in writing the reasons for hiring the individual. The written explanation shall address how the potential employee or volunteer is presently suitable or able to work with

victims of domestic violence in a safe and trustworthy manner, based on the policy or procedure described in (2). The written explanation shall be placed in the personnel file of the employee or volunteer along with the employee's or volunteer's criminal history record.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0540

Staff and Volunteer Training

Grantees/Contractors providing services under these rules shall train employees and volunteers prior to staff or volunteers having direct contact with victims.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0545

Board Member Orientation and Training

Grantees/Contractors shall provide training to members of the Grantee's/Contractor's Board of Directors on domestic violence and Board responsibilities and liabilities.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0550

Culturally Appropriate Services

The Grantee/Contractor shall offer culturally, racially and ethnically diverse groups and other underserved populations services like those offered to other groups and populations. Services shall be delivered in ways that are appropriate to the group or population served.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0560**Allocation of Funds**

The Department shall use an equitable distribution method for funding programs throughout the state. The distribution method shall be reviewed by the Domestic and Sexual Violence Fund Advisory Committee.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0565**Department Selection Criteria and Rules**

In making grants or contracts, CAF shall consider the geographic area of the state that will be served by the Applicant. CAF is committed to fund programs to assist victims of domestic violence in all geographic areas of the state. CAF shall also:

- (1) Follow Department of Administrative Services business services policies and procedures to award grants or contracts including public notification of funding opportunities.
- (2) Issue Requests for Applications no less than every 5 years.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0575**Evaluation Process**

Applications shall be reviewed by an evaluation committee. The Department shall approve or reject each application received within 60 days after the submission deadline. Written notification shall be mailed to the applicant no later than five working days after the final actions are taken on the applications.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0580**Contract Monitoring**

- (1) The Department shall provide the forms to be used by the Grantees/Contractors in both statistical reports and financial reports.
- (2) Grantees/Contractors shall submit statistics on services provided through the funded program(s). Statistics shall include the numbers of victims of domestic violence who have been served.
- (3) Grantees/Contractors shall submit financial reports on the use of the funds granted by CAF.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610-.660

413-050-0585**Confidentiality**

- (1) The location of premises used to provide services under these rules shall be kept confidential.
- (2) Grantees/Contractors shall keep all individual information relating to people served by programs operating under these rules confidential.

Stat. Auth.: ORS 418.005

Stats. Implemented: ORS 108.610

Contact Information

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Policy History

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