

	<b>STATE OFFICE for SERVICES to CHILDREN and FAMILIES</b>	<b>NUMBER: III-A.9</b>
	<b>ADMINISTRATIVE SUPPORT MANUAL III</b>	<b>SECTION: A. General Administration</b>
	<b>ISSUED BY: Program Operations</b>	<b>SUBSECTION:</b>
<b>EFFECTIVE DATE: January 2, 1996</b>		
<b>SUBJECT: 9. Child Abuse Multidisciplinary Intervention (CAMI)</b>		

Interpretation: CAMI Account Coordinator

Approval:   
Assistant Administrator,  
Program Operations

**REFERENCES:** ORS 418.746, 418.747, 418.780, 418.782, 418.784

**PURPOSE**

**413-300-200** These rules outline the implementation of the Child Abuse Multidisciplinary Intervention (CAMI) account, as well as sets forth eligibility criteria for county multidisciplinary teams to access these funds.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

**DEFINITIONS**

(See Glossary)

**413-300-210 (1) "Advisory Council on Child Abuse Assessment"** is a legislatively authorized council of seven members appointed by the Assistant Director for the Oregon Health Division. The council advises the Health Division, as well as the State Office for Services to Children and Families, on the disbursement of moneys to develop community or regional child abuse assessment centers and other plans under the CAMI program.

**(2) "Advocacy"** is the process of assisting the child abuse victim and his/her family members through the criminal justice, child protection and other social service systems. This can include providing information and support during the criminal prosecution, providing support and information to a non-offending parent to obtain needed services, i.e. victim assistant programs, court-appointed special advocates, the district attorney or others.

**(3) "Advocacy Center"** is a community center where, by mutual agreement, all community agencies involved in handling child abuse allegations coordinate their services in a child-sensitive, professional manner. Specific services at the center may vary from county to county. The advocacy center model may include elements of assessment centers. (ORS 418.780-418.794)

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(4) **"Assessment"** is the fact-gathering process including, but not limited to, the collection of information for forensic, risk assessment or treatment purposes. This can involve a medical examination; interviews of the victim, other witnesses and the accused; obtaining a search warrant; or other processes in obtaining information about the alleged abuse.

(5) **"Assessment Center"** is either a regional and/or community assessment center that insures that every child reasonably suspected to have been subject to child abuse receives a skilled, complete and therapeutic assessment. Assessment centers are defined in ORS 418.782, Sections 2 and 3. A "community assessment center" is a center where a child may receive a medical assessment for the purpose of determining whether the child has been abused or neglected. A "regional assessment center" is a center where a child will receive a thorough assessment consisting of a medical evaluation and a videotaped interview by trained professionals in a neutral, child-sensitive setting. An assessment center model may also include elements of advocacy centers.  
(ORS 418.780-418.794)

(6) **"Children's Justice Act Task Force"** is a task force that is required under the federal Child Abuse Prevention and Treatment Act (see P.L. 102-295, Section 109) to assure Oregon's eligibility for funds under this act, and to advise the State Office for Services to Children and Families (SOSCF) on disbursement of moneys under the CAMI program.

(7) **"Conditional Eligibility"** is the conditional approval of the applicant's comprehensive CAMI plan. The plan must demonstrate a strategy to correct deficiencies in meeting the eligibility requirements set out in ORS 418.746 and these administrative rules.

(8) **"Multidisciplinary Team"** is a county investigative/assessment team for child abuse. Pursuant to ORS 418.747, (1), the team shall include, but not be limited to, law enforcement personnel, child protective services workers, district attorneys, school officials, health department staff and personnel from the courts.

(9) **"Treatment"** means those services that provide for the medical and psychological needs of the victim or other family members. For the purposes of this rule, treatment is intended to refer to short-term, crisis-oriented treatment.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

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**POLICY**

**ELIGIBILITY**

**413-300-220 (1)** To receive funds, the applicant must:

**(a)** Meet the requirements of ORS 418.746;

**(b)** Demonstrate existence of a functioning multidisciplinary team responding to allegations of child abuse pursuant to ORS 418.747;

**(c)** Submit an application that includes a comprehensive CAMI plan which meets all requirements of ORS 418.746 (5) (a) and this administrative rule, and clearly states long and short-term goals which further the purposes of ORS 418.747, 418.780, 418.790 and 418.792.

**(2)** If an applicant submits an application, but fails to meet all requirements, the applicant will be asked to develop a plan that meets the unmet requirements indicated by SOSCF and/or the screening committee. If this plan is approved by the screening committee, then SOSCF may conditionally award funds to the applicant.

**(a)** A comprehensive CAMI plan must be submitted to receive funds.

**(b)** Conditional eligibility status may not be extended beyond two years for each unmet requirement.

**(3)** Funds may be denied if an applicant:

**(a)** Fails to provide verification of an ongoing, fully functioning multidisciplinary team;

**(b)** Fails to provide verification of an ongoing child fatality review process as described under ORS 418.747, (8-13);

**(c)** Fails to submit an approved comprehensive CAMI plan;

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(d) Fails to submit the annual report as specified by ORS 418.746, (7) or the semi-annual report as required by these rules; or

(e) Fails to meet any of the other conditions of ORS 418.746.  
**Statutory Authority: HB2004**  
**Stats. Implementation: ORS 418.746 - 794**

### NOTICE AND TIME LIMITS ON APPLICATION

**413-300-230 (1)** The State Office for Services to Children and Families will send application materials to a designated representative of the county's multidisciplinary team at least two months before the application due date.

(2) Awards and applications will be made annually.

(3) If the screening committee finds deficits in the application, the applicant will be informed in writing. The applicant will have one month to respond with a plan to correct these deficits.

**Statutory Authority: HB2004**  
**Stats. Implementation: ORS 418.746 - 794**

### TRANSFER OF FUNDS

**413-300-240 (1)** Upon approval of the application, the State Office for Services to Children and Families will enter into an intergovernmental agreement, contract or other legally binding agreement, with a designated entity authorized to carry out the local administrative function for the multidisciplinary team's comprehensive plan. Regardless of who is designated to administer the funds at the county level, the multidisciplinary team retains the authority for allocation of funds and final accountability for implementation of the CAMI-funded portion of the comprehensive intervention plan. The State Office for Services to Children and Families will not contract with a local service provider for the delivery of services.

(2) Funds will be transferred from the State Office for Services to Children and Families to the district attorney's office or to the authorized entity that has been designated by the multidisciplinary team. Funds will be transferred quarterly unless an alternate payment schedule has been approved.

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(3) The locally designated administrative body with whom the State Office for Services to Children and Families contracts may request 5% of the county CAMI funds for administration. This must have the approval of the county multidisciplinary team and be included in the CAMI plan.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

## REPORTS

**413-300-250 (1) Six Month Report.** The chair of each county's multidisciplinary team will assume responsibility for the multidisciplinary team's submission of semi-annual progress reports. The report must be received by the State Office for Services to Children and Families 30 days after the date specified in the letter of formal award. See section (2) (b) for report format.

(2) Annual Report. The annual report shall be submitted within 45 days of the end of the annual funding period (e.g. January 1, 1994 - December 31, 1994). The report must document how the funds were utilized and describe the extent to which the programs were able to meet anticipated outcomes in terms of benefits to children and families. This information will be used to determine eligibility for future funding.

(a) To adequately prepare this report, the county should include, as part of the first year's application, a description of the measurable objectives to be achieved and the means by which those program outcomes will be measured;

(b) The semi-annual and annual reports will address the following areas:

- (A) Statement of Purpose/Objective/Goal of Project or Activity;
- (B) Problems/Changes/Adjustments;
- (C) Results/Accomplishments/Evaluations;
- (D) Conclusions/Recommendations;
- (E) Attachments.

(3) Failure to submit the required reports will result in the applicant being placed on "conditional status." The applicant will be given written notice of this action. No further funds will be allocated until the required reports are received by the State Office for Services to Children and Families.

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(4) Submitting false or misleading information will result in denial of further funding until the applicant demonstrates that problem areas are identified and corrected. The applicant will be given written notice of this action.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

### **METHOD OF REVIEW/ROLE OF ADVISORY BOARDS**

**413-300-260 (1)** Each county application will be reviewed by the State Office for Services to Children and Families. A committee comprised of members of the Children's Justice Act Task Force and the Advisory Council on Child Abuse Assessment will review and submit to the State Office for Services to Children and Families a recommendation regarding approval of each county's plan. The committee will determine if the application:

(a) Meets the established eligibility requirements;

(b) Responds to the county's needs as identified in their coordinated CAMI plan for comprehensive services to the victims of child abuse; and

(c) Substantially furthers the goals and purposes of ORS 418.747, 481.780, 418.790, and 418.792.

(2) The final responsibility for approval, conditional approval or denial shall rest with the State Office for Services to Children and Families.

(3) Formal notification of approval, conditional approval or denial will be given to counties within two months of the deadline for application submission.

(4) The State Office for Services to Children and Families and/or members of the task force and council may, at any time, conduct a site visit, and may review any records relating to the provision of services and expenditure of dollars under this project. All information and records pertaining to individual families/children, reviewed by the State Office for Services to Children and Families or a designated body in the exercise of its duties related to the CAMI program, will be held confidential by such parties, except with the client's written permission or pursuant to a court order.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

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## GRIEVANCE PROCEDURES

**413-300-270 (1)** Applicants have a right to a review of decisions regarding their eligibility for CAMI funds.

**(2)** Each applicant will be informed of this grievance procedure at the time a decision is made regarding their eligibility for CAMI funds.

**(3)** No applicant will be subject to reprisal for seeking a review of a grievance.

**(4)** To request a grievance review, the applicant should make a written request to the CAMI account program coordinator within 30 days after receiving notification of the conditional eligibility or denial.

**(5)** When the State Office for Services to Children and Families is notified that an applicant has a grievance, a meeting will be scheduled with members of the CAMI application screening committee. This meeting will involve the applicant and other members of the county's multidisciplinary team as the applicant should deem necessary to present their case, the CAMI account program coordinator, and members of the CAMI application screening committee.

**(6)** If the matter is not resolved through the above described procedure, the applicant can request a review of the issue by the program manager of the Program Development and Grants Support Unit. The applicant should make a written request to the CAMI account program coordinator within 30 days following notification of the results of meeting with the CAMI screening committee.

**(7)** If discussion and review with the program manager does not resolve the matter, then the applicant may request a review by the assistant administrator of the Program and Policy Office. Request for such a review should be made in writing to the assistant administrator of the Program and Policy Office, and should include a statement of the problem and the desired resolution. This request should be made within 30 days of receiving written notification of the decision of the program manager.

**(8)** If the applicant is dissatisfied with the assistant administrator's decision about the grievance, the applicant may request that the administrator of the State Office for Services to Children and Families review the assistant administrator's decision. This request should be made in writing to the division administrator within 30 days after receiving written notice of the decision of the assistant administrator.

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(9) The decision of the administrator is final and is not appealable. The decision of the administrator is not an order under the Administrative Procedures Act.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**

### **REALLOCATION OF MONEYS NOT APPLIED FOR OR USED**

**413-300-280 (1)** The CAMI funds collected in one year are used in the following year. To assist the multidisciplinary team in its planning for the use of these funds, a projection is made of the amount that is likely to be collected. This projection forms the basis for the funding allocation made to each county in the following year.

(2) If a county does not expend all of its allocated funds, it must explain in the following year's plan why the funds were not expended, and how they will be incorporated into the next year's comprehensive plan.

(a) If sufficient explanation is provided, the funds will become part of the next year's expenditure plan;

(b) If a significant carry-over continues for more than one year, the county will be asked to reevaluate its county plan and make necessary adjustments to utilize the funds. If there continues to be significant carryover of funds without reasonable plans for their use, the county's allocation may be reduced by the amount of excess funds.

(3) Funds which were not allocated due to the county's failure to request its CAMI funds, or to submit its comprehensive CAMI plan, will be distributed to other eligible counties as a supplemental award within two months from the date of the initial award transfers. These funds will be offered to eligible counties on a percentage basis according to the percent each eligible county receives from the total CAMI funds available.

(4) If an application is determined to be ineligible, the allocation will be held for that county for 12 months, during which time the applicant may reapply. If the applicant has not obtained at least conditional eligibility within the 12 months, the funds will be distributed to other eligible counties.

(5) Any excess funds which result from an under-projection of CAMI collections will be awarded within two months after the State Office for Services to Children and Families has received the annual collection report. County multidisciplinary teams must submit an addendum to the comprehensive plan showing how these funds will be spent.

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(6) If there is an over-projection in the anticipated collection of CAMI funds, the applicant's award for the year will not be less than the projected amount. Revenue collected in the current year will be used to make up the deficit. The following year's allocation will then be reduced accordingly.

**Statutory Authority: HB2004**

**Stats. Implementation: ORS 418.746 - 794**