

Why: OAR 413-015-0470 needs to be amended because the previous method of notification was causing confusion and frustration among clients. By changing to verbal notification, the client has the ability to ask clarifying questions and the staff person can take measures to better assure understanding. In addition, with consideration to the current budget issues, this change resulted in an immediate cost savings to the Department.

Forms: The 313 notice to perpetrators of CPS founded dispositions is the only notice to send and no longer includes information about services and case status. This notice applies to all perpetrators whether they are a parent or not.

Training/Communication Plan:

The affected rule is [attached](#) and the expectation is that staff will read the attached and direct any questions to their CPS consultant, Deb Carnaghi, the CPS Program Coordinator or Stacey Ayers, the CPS Program Manager.

In addition, this rule change has been presented at Child Welfare Program Managers' meeting and District Managers' Meeting.

Local/Branch Action Required:

Local Office staff are expected to read the changed portion of the rule and modify the existing process accordingly. Specifically providing verbal notice as outlined in the rule and documenting that notice in the manner outlined in the rule.

Central Office Action Required:

Central Office staff are expected to review the transmittal and familiarize themselves with the change in process and expectations. Central Office CPS Program staff are resources to support other staff in understanding the changes.

Field/Stakeholder review: Yes No

If yes, reviewed by: Policy Council

Filing Instructions:

If you have any questions about this policy, contact:

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| Contact(s): | Deborah Carnaghi, CPS Program Coordinator | | |
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