

Lois Day, Director of Child Welfare Programs  
Authorized Signature

Number: CW-PT-14-006  
Issue Date: 5/22/14

Topic: Protective Services

**Transmitting (check the box that best applies):**

- New policy     Policy change     Policy clarification     Executive letter  
 Administrative Rule     Manual update     Other: OR-Kids update

**Applies to (check all that apply):**

- All DHS employees     County Mental Health Directors  
 Area Agencies on Aging     Health Services  
 Aging and People with Disabilities     Office of Developmental  
Disabilities Services (ODDS)  
 Children, Adults and Families  
 County DD Program Managers     Other (*please specify*): Child Welfare

Policy/rule title:	<p><b>RULES:</b></p> <ul style="list-style-type: none"><li>-Introduction to CPS Rules</li><li>-Screening</li><li>-CPS Assessment</li><li>-Day Care Facility Investigation</li><li>-Differential Response</li><li>-Access to Law Enforcement Data System (LEDS) in Local Child Welfare Offices</li><li>-Assessment of an Individual as a Safety Service Provider</li><li>-Monthly Contact and Monitoring Child and Young Adult Safety</li><li>-Department Responsibilities During Screening and Assessment of a Child Abuse or Neglect Report Involving the Home of a Department Certified Foster Parent or Relative Caregiver</li></ul> <p><b>PROCEDURES:</b></p> <ul style="list-style-type: none"><li>-Chapter 2, Screening and Assessment</li></ul>
--------------------	--

Policy/rule number(s):	I-AB.1,I-AB.2, I-AB.4, I-AB.4.1, I-AB.4.1.2, I-AB.6, I-AB.7, I-B.1, I-B.2.2.3	Release no:	
Effective date:	05/27/2014	Expiration:	
Web Address:	To view rules prior to the effective date: <a href="http://www.dhs.state.or.us/policy/childwelfare/implement/implement_memo.htm">http://www.dhs.state.or.us/policy/childwelfare/implement/implement_memo.htm</a> Once effective: <a href="http://www.dhs.state.or.us/policy/childwelfare/cross_index.htm">http://www.dhs.state.or.us/policy/childwelfare/cross_index.htm</a>		

**When:** Tuesday, May 27, 2014 the above rules are effective and all Child Welfare staff are responsible for complying with the rules with the exception of the Differential Response (DR) rule set that only applies to staff in Klamath, Lake and Lane counties where DR has been implemented.

**What:** Rule, Procedure and OR-Kids changes as a result of changes to the Oregon Safety Model (OSM) and implementation of DR.

## OREGON SAFETY MODEL

- Rules. The following CW administrative rules have been updated to reflect the changes to the Oregon Safety Model (see [OSM Rule Highlights](#)):
  - Introduction to CPS Rules
  - Screening
  - CPS Assessment
  - Day Care Facility Investigation
  - Access to Law Enforcement Data System (LEDS) in Local CW Offices
  - Assessment of an Individual as a Safety Service Provider
  - Monthly Contact and Monitoring Child and Young Adult Safety
  - Department Responsibilities During Screening and Assessment of a Child Abuse or Neglect Report Involving the Home of a Department Certified Foster Parent or Relative Caregiver
- Procedures. The following Chapter and sections in the CW procedure manual have been updated to reflect the changes to the Oregon Safety Model.
  - Chapter 2, Screening, sections 1-14
  - Chapter 2, Assessment, sections 1-22
- OR-Kids. The following OR-Kids functionality has been updated to reflect one change to the Oregon Safety Model (additional changes to OR-Kids to further reflect OSM changes are coming soon):
  - On the assessment page, results tab, there is now a Moderate to High Needs Service Determination section where the CPS worker documents

whether a family was offered moderate to high needs services and whether the family accepted the services.

## DIFFERENTIAL RESPONSE

- **Rules. A new set of Child Welfare administrative rules has been created to outline the requirements for Differential Response and is only for use by Klamath, Lake and Lane counties where Differential Response is implemented.** This rule set is titled, “Differential Response” and includes both screening and assessment requirements.
- **Procedures. A Differential Response Procedure Manual has been created to describe how to implement the DR requirements and is only for use by Klamath, Lake and Lane counties where Differential Response is implemented.** The following Chapter and sections are included in the DR procedure manual (Please note DR related procedure in each section is highlighted in blue and while not highlighted OSM related updates are reflected):
  - Chapter 2, Screening, sections 1-14
  - Chapter 2, Assessment, sections 1-24
- **OR-Kids.** The OR-Kids functionality was updated May 1, 2014 to support DR, and additional changes to OR-Kids to further reflect DR are coming soon. The DR functionality in OR-Kids continues to only be for use by Klamath, Lake and Lane counties where DR is implemented (please note the Moderate to High Needs Service Determination section is part of the OSM changes and is for use by all CPS workers in DR and non-DR implemented counties).

### Training:

- **OSM Training.** All CW supervisors have completed 4.5 days of OSM Refresh training. All CW supervisors who supervise case carrying staff have received intensive field consultation with a consultant assigned to them for individual coaching.
- **DR Training.** All CW staff, Self-Sufficiency (SS) staff and contracted community partners in DR implemented counties have completed DR training.

### Resources:

- The [CW Procedure Manual](#) continues to be accessible on the DHS website;
- The [Differential Response Procedure Manual](#) will be accessible from links located below each link for the CW Procedure Manual on the DHS website;

- OR-Kids Business Process Guides that outline the system changes can be accessed on OR-Kids online:  
[https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR\\_Screening\\_Business\\_Process\\_Guide.pdf](https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR_Screening_Business_Process_Guide.pdf)  
[https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR\\_Assessment\\_Business\\_Process\\_Guide.pdf](https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR_Assessment_Business_Process_Guide.pdf)  
[https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR\\_Other\\_Admin\\_DR\\_Only\\_Business\\_Process\\_Guide.pdf](https://inside.dhsoha.state.or.us/images/stories/health-system-transformation/docs/DR_Other_Admin_DR_Only_Business_Process_Guide.pdf)
- OSM related questions? Contact the district Child Safety consultant; and
- DR related questions? Contact the district DR consultant

**Field/stakeholder review:**     Yes     No

The rules and procedures referenced in this transmittal underwent extensive review by field staff and stakeholders. Specifically, policy council, a rule advisory committee, 10 subcommittees with field and community partner representation, parent review, the public comment period, and ongoing feedback from participants in the OSM and DR training efforts.

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Deborah Carnaghi, Child Safety/CPS Program Coordinator		
<b>Phone:</b>	503.947.5418	<b>Fax:</b>	503.378.3800
<b>E-mail:</b>	<a href="mailto:deborah.carnaghi@dhsoha.state.or.us">deborah.carnaghi@dhsoha.state.or.us</a>		