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Office of Self Sufficiency

Authorized Signature

Number: SS-IM-05-010

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Topic: TRACS Domestic Violence Tools

(1) New Domestic Violence Assistance Agreement (1543) –
TRACS Narrative Supplement

(<http://www.dhs.state.or.us/policy/selfsufficiency/publications/supplement.pdf>) and

(2) Updated TRACS TA-DVS Eligibility and Assessment Addendum
(<http://www.dhs.state.or.us/policy/selfsufficiency/publications/addendum.pdf>)

Subject:

Applies to (check all that apply):

- | | | | |
|--------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| X | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message:

Audience: Self Sufficiency Staff doing screening and case planning with domestic violence survivors.

In April 2004, the DHS 1543 *Domestic Violence Assistance Agreement* became a mandatory form for use in case planning with survivors of domestic violence who are currently experiencing domestic violence or who have been approved for TA-DVS (Temporary Assistance for Domestic Violence Survivors). For staff who were also completing a Personal Development Plan (PDP) on TRACS, completing the addendum lead to some duplication of effort. At that time we said that folks could, if completing a PDP with a client, narrate the additional information from the 1543 in lieu of using the paper 1543. When we did JOBS monitoring we discovered that this plan did not work as well as what we hoped. Many folks were leaving out critical information from the 1543 that should have gone into the narrative. The solution¹ is that we have now developed a narrative supplement that can be used along with the PDP in lieu of the paper DHS 1543. To use this supplement narrative there are two important things to remember:

- If it's not safe² to narrate in TRACS we should not be using the narrative supplement. We should use the hard copy of the DHS 1543 and keep it in the hard file.
- If you are not using the PDP (i.e. in TA-DVS cases where we are not issuing support service dollars) than it is still required to use the paper DHS 1543. The narrative supplement is not adequate as a stand-alone document.

In JOBS monitoring, we also discovered that folks were not using the TRACS TA-DVS addendum as intended. The TRACS TA-DVS addendum is an optional use tool that was developed as a guided assessment tool. It was modified in 2004 to include basic eligibility information. In monitoring, it became apparent that many folks were trying to use it as the case plan for DV survivors. It does not include critical information present in the 1543 so is not appropriate to use as a case plan. They were also completing the standardized narrative on-top of the TA-DVS addendum. This often lead to increased workload for folks. With these two things in mind the TRACS TA-DVS Addendum is now the TRACS TA-DVS Eligibility and Assessment Addendum. It remains an optional use tool. The addendum is now divided into two parts. Part I is an Eligibility Quick Reference section. This part could be used by experienced DV workers to quickly review whether they covered all the basis of eligibility for TA-DVS. Part II is intended to be used as a guided assessment and eligibility tool. It includes appropriate questions to screen for TA-DVS eligibility and some recommended actions. If a person is also completing the standardized narrative, they can write the TA-DVS eligibility information in the comment section. (E.g. safety concern, abuser information, forms sent and denial reason if denied). If a person completes the TRACS TA-DVS Addendum, they must also complete the DHS 1543. Information from the addendum may help in developing the case plan, but does not constitute a case plan.

If it's not safe to narrate in TRACS we should not be using the TRACS TA-DVS Addendum. The addendum is considered part of the narrative when used. Information should be narrated in the hard file or using some other safer method. Both the modified addendum and the narrative-supplement are currently available on the "N" drive. If you have problems accessing them, notify the help desk at (503) 945-5623. Hopefully these tools will make the job of working with survivors a little easier. Your hard work is appreciated! If you have any questions, you can contact me at (503) 945-5931 or e-mail me through Group-wise.

¹The forms and changes were recommended by and reviewed by the SS DV Point People

²It's not safe if the abuser lives in the household, is a DHS or partner employee with access to TRACS or if the abuser or family member works for law enforcement or if the client indicates the abuser is a computer hacker.

If you have any questions about this information, contact:

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