

Q. How do I know who my Well-Being Compliance Specialist is?

A. The Treatment Services team of the Child Well-Being Unit assigns Compliance Specialists prior to contracting (typically to help the program get off on the right foot). A Compliance Specialist is assigned during the time that a program is working to complete their Request for Application process, and continues to work with the CCA from that point forward. If the CCA has an umbrella contract with DHS Child Welfare, the compliance specialist will be the Contract Administrator of the contract, provide technical assistance, and complete regularly scheduled audits for contract compliance.

Q. Could notification letters include enough (minimum) detail that CCA could better match up incident reported to the incident referred to in the notification letter?

Q. Would it be possible for the CCA to be informed about what the issues are when they receive a notice?

****Answers both questions above***

***A.** CCA Notifications has been working with Licensing and Treatment Services regarding what information can be included in the notifications when there is a report of a concern regarding a CCA.

Starting February 1, 2017, notices sent to the CCA Executive Director regarding program concerns will include a copy of a redacted report (1303) or when identified concern is in a Closed a Screening report a narrative written by OAAPI that details the incident.

This additional information sent with the notification should give the CCA enough detail about the concern and allow them to better match the notification letter to an incident report.

The notification process is a new process and we appreciate any feedback from the CCAs that will improve the process.

Q. If we are a hands off program, but a foster parent or staff member goes hands on (typically for safety purposes) would it only need to be reported as a report of child abuse if there were injuries sustained?

A. A hands off program going hands on is not in and of itself a report of child abuse. There are times where hands are put on to protect a child as indicated in your question. An example of hands on that would not be a report of child abuse may be a child who is about to fall or step out in traffic and the staff person grabs the child to keep them safe. There are many examples where hands on would be a report of abuse and this may include hitting, pinching or otherwise hurting a child regardless of whether an injury is sustained.

Any use of physical restraint by a person who hasn't been trained in a "nationally recognized non-violent crisis intervention system" is a critical event and must be reported within 24 hours to the CCA's assigned Licensing Coordinator.

In all cases when a hands off program contracted with Child Welfare puts a child in a restraint, this is an incident that requires an immediate report. If you have questions about a hands on situation and your program is contracted with Child Welfare please contact the assigned compliance specialist.

Q. Do we need to report to a DHS screener and police when youth 18, 19 and 20 years old run away from a CCA?

A. The reporting requirements when a child or young adult has run away are the same for any missing child or young adult. To be clear, a child or young adult being missing can mean several things. It can mean the child or young adult may have run away, wandered away from a safe environment and became lost, been abducted by a non-family member, wrongfully taken or retained by a person related to them, been displaced by disaster or otherwise have gone missing for any reason at all.

Of course when a child or young adult is not where you thought he or she would be (for example at school, in his or her bedroom or at his or her friend's house) it is reasonable to take a few steps to determine if the child/young adult is actually missing or if there is a reasonable explanation of why he or she was not in the expected location (look around the house, call the child or young adult's cell phone, check with the school or a neighbor).

When a child or young adult placed in your program is missing it is required to:

- Immediately report to law enforcement.
- If that child or young adult is in the custody of the Department of Human Services (DHS) it is also required to immediately report to the National Center for Missing and Exploited Children (1.800.THE.LOST) and DHS, Child Welfare. The report to DHS, Child Welfare is a report to the child's caseworker. If, however, it is after hours or you are aware that the caseworker is out of the office, it is appropriate to not only leave a message for the caseworker, but also contact the after-hours number or the caseworker's supervisor to ensure DHS is aware of the situation.
- A missing child/young adult will always be a critical event requiring a written report by email to childrenscare.licenses@state.or.us which will be forwarded internally to your licensing coordinator.
- A missing child/young adult placed in a program that contracts with Child Welfare will always be an incident requiring an immediate report to the compliance specialist.

The reports outlined above are required regardless of whether you suspect child abuse. A missing child in and of itself is not a report of child abuse that must be reported to a DHS screener, but it only takes one additional detail to become a report of child abuse. Remember the definition of child as it relates to child abuse includes 18, 19 and 20 year olds living in or receiving services from a CCA or proctor foster home. Some examples of when a missing child or young adult is a report of child abuse may include:

- If a lack of supervision led to or contributed to a child/young adult going missing.

- When despite knowledge that a child/young adult is missing, no report is made and no efforts are made to locate the child.
- When located a staff person is overheard telling the child/young adult they deserve whatever happened to them when they were on the streets and hopefully they will take off again because things were better without them.

In instances when a missing child or young adult is a report of child abuse, call 1.855.503.SAFE