

Child-Caring Agency (CCA) Reporting Requirements for the Oregon Department of Human Services

Quick Reference Sheet for Child Caring Agency (CCA) Employees and Proctor Foster Homes

Updated March 2017



What to Report	When to Report	How to Report	References
<p>Suspected Child Abuse or Neglect</p> <p>CCA employees are required by law to report suspected abuse or neglect of children. In 2016, the definition of child was expanded to include individuals 18, 19, and 20 years old who reside in or receive services from a CCA or proctor foster home.</p>	Immediately	<p>Report using one of the following three options:</p> <ul style="list-style-type: none"> Report to the Abuse Hotline at 1-855-503-SAFE (7233) OR Report to law enforcement OR Report to a screener at your local Child Welfare office 	<ul style="list-style-type: none"> Oregon Revised Statute (ORS) 419B.005 Senate Bill (SB) 1515, Sections 4(2)(a)(B), 36, and 37(2) Oregon Administrative Rule (OAR) 407-045-0820 OAR 413-215-0056(2)
<p>Critical Events*</p> <p>A “critical event” is a significant event considered likely to cause complaints, generate concerns or come to the attention of the media, law enforcement agencies, first responders, Child Protective Services or other regulatory agencies.</p>	One business day from the time the event occurred	<ul style="list-style-type: none"> Submit written report by email to childrenscare.licenses@state.or.us. In the message, include the name of your assigned licensing coordinator. The report will be sent internally to your licensing coordinator. 	<ul style="list-style-type: none"> OAR 413-215-0091
<p>Incidents* <i>Incident reporting applies only to CCAs that provide Behavioral Rehabilitation Services (BRS)</i></p> <p>An “incident” means <u>all</u> incidents and crisis interventions including, but not limited to, use of seclusion and physical restraint; a risk to the status or custody of the BRS client, or other incidents likely to cause complaints; generate safety, programmatic or other serious concerns, or come to the attention of the media or law enforcement.</p>	<p>(1) Incidents of a serious nature require immediate verbal notification followed by a written report within one business day</p> <p>(2) When the incident is use of seclusion or physical restraint, the written report is required within five business days</p> <p>(3) All other incidents require written reports at the end of each month</p>	<p>(1) Report to the DHS caseworker</p> <p>(1) Report to the assigned compliance specialist</p> <p>(1) Report to the appropriate licensing entity</p> <p>(2) Report to the assigned caseworker</p> <p>(3) Report to the assigned compliance specialist</p>	<ul style="list-style-type: none"> OAR 410-170-0030(12) OAR 413-090-0087

***Critical event and incident reporting to DHS:** Critical event and incident reporting is different from mandatory abuse reporting, but there are times that an incident requires both types of reporting. Incidents typically cause a change in the physical health, mental health, medication or well-being of a child or young adult, or describe unusual events involving a child or young adult. Examples of critical events and incidents may include: A situation that required police response, a child who is missing, significant self-harm behaviors or a suicide attempt, and an allegation of child abuse occurring under the care of the CCA or by a CCA employee.

Please note: 1) This document lists reporting requirements specifically for the Oregon Department of Human Services. CCAs may have other regulatory and licensing requirements from other agencies. 2) Oregon Administrative Rules (OARs) can change. For current information, see the DHS Administrative Rules and Policies webpage at <http://www.oregon.gov/DHS/POLICIES/Pages/index.aspx>

KEY DHS CONTACTS: Harry Gilmore, Children’s Care Licensing Unit,, 503.373.0217 ▪ Deb Carnaghi, Child Welfare Child Protective Services, 503.799.6778
 ▪ Peter Rosenblatt, Child Welfare Child Well-Being Unit (for BRS providers) 503.945.5732 ▪ Therese Hutchinson, Office of Adult Abuse Prevention & Investigations, 503.945.7176