

Chapter 3

Assessment

Section 24: Report of Abuse Involving a Resource Family or
Respite Provider Certified by Child Welfare

Report of Abuse Involving a Resource Family or Respite Provider Certified by Child Welfare

When information is received involving a resource family or respite provider certified by Child Welfare, this section describes the additional procedures required for:

- I. Screeners,
- II. CPS workers,
- III. Permanency workers,
- IV. Child Welfare (CW) certifiers, and
- V. Supervisors.

There are times when Child Welfare will receive a report of abuse that involves a resource family or respite provider certified by Child Welfare. When this happens, there are specific activities that are required for screeners, CPS caseworkers, permanency case workers, Child Welfare certifiers, and supervisors in addition to following Child Welfare administrative rules related to screening, CPS assessment, certification, and case management. The additional requirements are outlined in Child Welfare [OAR 413-015-0601 through 0608](#), Child Welfare Responsibilities When a Report Involves a Resource Family or Respite Provider Certified by Child Welfare, and this procedure.

These extra responsibilities apply when:

- I. The alleged abuse involved a resource family or respite provider, or a member of their household as an alleged perpetrator (even if the alleged victim no longer lives with or receives care from that family or provider).
- II. The alleged abuse occurred while the child or young adult was under the care and supervision of a resource family or respite provider (even if the reported incident occurred outside the actual house).
- III. The alleged perpetrator frequents the home of the resource family or the respite provider (even if the alleged perpetrator is not a caregiver).

These extra responsibilities do not apply when a child or young adult discloses historical familial abuse while residing in or receiving services at a home certified by Child Welfare.

A. Screening

- I. The screener must:
 - A. Follow screening administrative rules [OAR 413-015-0200 through 0225](#) and procedure in Chapter 2 - Screening. When there is an allegation of abuse involving a resource family or respite provider certified by Child Welfare, the screener is responsible for all the requirements in the screening rule in addition to completing the requirements outlined in this section, which reflect [OAR 413-015-0604](#).
 - B. Determine Child Welfare's response. To decide if the report will be closed at screening or assigned, the screener needs to decide if the information reported meets the definition of abuse. There are two

definitions of abuse. Therefore, the screener needs to know which definition or definitions to apply.

1. The definition of abuse in [OAR 413-015-0115\(1\)\(a\)](#) applies to children. This includes all children in foster care and the resource family or respite provider's own children.
 2. The definition of abuse in [OAR 413-015-0115\(1\)\(b\)](#) applies to children and young adults placed in homes certified by Child Welfare, not to the provider's own children or young adults.
- C. Notify the following staff of all information received and Child Welfare's response to the information:
1. The assigned caseworker(s) and their supervisor(s) for each child or young adult placed with the resource family or receiving services from the respite provider;
 2. The assigned Child Welfare certifier for the resource family and their supervisor; and
 3. The assigned Child Welfare certifier for the respite provider and their supervisor (if applicable).
- II. If it is determined that the information received will be closed at screening, the screener must:
- A. Notify the individuals listed in paragraph (C) above.
 - B. Notify law enforcement immediately when a crime is suspected to have occurred even if unrelated to a report of abuse of a child or young adult living in a home certified by Child Welfare, or at a home certified by Child Welfare.

B. Information That Does Not Require a CPS Assessment

Once a screening decision has been made that the information will not be assigned for CPS assessment, the following additional procedures apply:

Assigned Worker

The responsibilities of the assigned worker, which include required notifications, are outlined in [OAR 413-080-0051](#) Monthly Contact and Monitoring Child Safety Rules and described below. If a permanency worker has not yet been assigned, the CPS worker is responsible for completing these requirements.

Procedure

- I. Review the information received from the screener in consultation with a supervisor on the same day the notification is received.
- II. Determine what steps must be made to address the information in the closed at screening.
 - A. If the information is about a child or young adult on your caseload, consider:
 1. The child's or young adult's vulnerabilities; and
 2. Their individual needs to assess how the information affects the child or young adult.
 - B. If the information is about another child or young adult in the home, assess if the information poses any concerns, both safety and well-being, for the child or young adult on your caseload, given their vulnerabilities and individual needs.

Child Welfare Certifier

- I. When a certifier receives information only (information that does not require a CPS assessment and is not a closed at screening), the certifier must:
 - A. Review the information; and
 - B. Identify any potential certification issues, training, or support needed.
 - C. Consider whether the information is related to any approvals currently in place.
 - D. 555Follow up as appropriate to ensure the safety of the resource family's or respite provider's home environment.

This is critical communication because certifiers are required to monitor the compliance of certified resource families and respite providers.

- II. When the certifier is notified by a screener that information regarding one of the certifier's resource families or respite providers was closed at screening, or that a report of abuse that was assigned will be closed without a CPS assessment the certifier must:
 - A. Assess the information and determine whether the information may be:
 1. A certification concern;
 2. A violation of certification or resource standards;
 3. Related to any current or pending approvals; or
 4. An indication that the resource family or respite provider may need additional support.
 - B. Assess whether to consider if any certification action(s) should be taken, such as:
 1. Initiating a placement support plan for a resource family;
 2. Putting the resource family or respite provider on inactive referral status;
 3. Revisiting any approvals in place; or
 4. Making the decision to send a notice of intent to revoke the certificate of approval.

Strategies for assessing the information can include:

- Talking to caseworkers;
 - Discussing the concerns with the resource parent or respite providers;
 - Reading the screener's notes;
 - Discussing the report with the screener; and
 - Review of historical information.
- C. Staff the information with certification supervisor.
 - D. Determine if additional actions are necessary to ensure child safety or well-being with the resource family or respite provider.
 - E. Arrange a home visit if a certification action will support the resource family or respite provider toward mitigating concerns.

Talk to the resource family or respite provider about the reported information and listen to their response to assess their understanding of the situation and learn their perspective about what supports

they believe they need.

Consider asking the resource family or respite provider if they would like to be connected to another resource parent or respite provider for support and ideas.

If additional supports would ensure the safety of the environment in a resource family's home, implement a placement support plan. Remember that a placement support plan is only an option for resource families and should:

- Be time limited;
 - Contain specific actions or services in which the resource family will participate; and
 - Contain any actions Child Welfare will take or services it will provide to support the resource family in ensuring child and young adult safety (see Section D: Child Welfare Certifier of this chapter.)
- F. Consider placing the resource family or respite provider on inactive referral status, if it is important to maintain the stability of the home for the children and young adults in their care. In determining if inactive referral status is appropriate, assess whether doing so:
1. Will stabilize the resource family or respite provider, and
 2. Will strengthen the resource family or respite provider's ability to provide for the safety, health, and well-being of children and young adults in their care.

Be honest and forthright in your discussions with the resource family or respite provider.

- G. Determine if a placement support plan or inactive referral status will provide enough support for the resource family to maintain certification standards. If not, initiate the revocation process. You will determine this from:
1. The information received by the screener, and
 2. Your ongoing assessment of the resource family's ability to maintain safety and well-being of the children and young adults placed in or receiving services in the home (see Chapter 8, Sections 7 and 10.)
- H. To place a resource family or respite provider on inactive referral status in Child Welfare's information system, the certificate of approval must be placed "on hold." To access the on hold function:
1. Go to the **certification** window,
 2. Go to the **options** drop down menu, and
 3. Select the **additional certification actions**.
 - At the **additional certification actions** window:
 - (1) Choose **place on hold** as the **action**.
 - (2) Complete the other fields as appropriate.
 4. Once all fields are completed:
 - Go to the options drop down menu,
 - Select **approval**, and
 - Send for approval.

To place a respite provider on inactive referral status in Child Welfare's information system, the certifier must document the inactive referral status in a provider note, including the date of inactive status and the reason.

Supervisors

Certification Supervisor

Consult with the certifier regarding any necessary certification actions.

Permanency Supervisor

Ensure information reported regarding a young adult (anyone over 18 years old) is shared with Aging and People with Disabilities (855-503-SAFE) or law enforcement as appropriate.

Ensure notifications to appropriate individuals.

C. Information That Requires a CPS Assessment

Once there is a screening decision that there will be an assigned CPS assessment, the following additional procedures apply:

One of the most important factors in completing an assessment involving a resource family or respite provider certified by Child Welfare is clear communication among staff. Responsibility for ensuring a safe environment for a child or young adult in the home and contacting the resource family or respite provider is shared by the:

- I. CPS caseworker,
- II. Permanency caseworker, and
- III. Child Welfare certifier for the resource family or respite provider.

Because all these staff play a role, it is essential that cross communication and collaboration occur.

CPS Worker Procedure

1. Initial Staffing

The CPS worker must convene a staffing before making initial contact, unless the timing of the staffing will compromise child safety. Consult with your supervisor to determine if the staffing should be delayed, and if it is, document the approval of the delay. If there is an approved delay, convene the initial staffing as soon as possible after initial contact.

- I. For each child in the resource home or receiving respite services, invite the:
 - A. Assigned caseworker(s) and the caseworker(s)'s supervisor(s);
 - B. Assigned Child Welfare certifier for the resource home and their supervisor; and
 - C. Assigned Child Welfare certifier for the respite provider and their supervisor (if applicable).
- II. Invite the following as directed by the CPS supervisor (see CPS Supervisor section below):
 - A. Child Welfare program manager;

- B. CPS consultant;
- C. Foster care coordinator;
- D. Respite care coordinator; and
- E. Other appropriate personnel (permanency consultant, regional ICWA specialist, etc.)

Considerations for inviting the above individuals include, but are not limited to::

- A. The nature of the referral,
- B. Whether the case will likely be high profile or receive media attention, or
- C. If a serious injury to a child has occurred.

III. At the staffing, discuss:

- A. The nature of the referral.
- B. Coordination of the response to the referral. For example, the presence of a permanency caseworker who has an established relationship with a child or young adult may be helpful in making them more comfortable during the CPS worker's interview. Therefore, the two caseworkers could arrange an interview where they are both present.
- C. Any previous CPS assessments that involve the resource family, respite provider, or individuals who live in the home.
- D. Information known by staff who have worked with the resource family or respite provider and any other information known by Child Welfare. Consider asking the following questions:
 - What is the household composition?
 - What are specific needs of any of the child(ren) or young adult(s) in care?
 - Is there a supervision plan in place and if so, what are the requirements?
 - Is there anything the CPS worker should know about the child(ren), young adult(s), resource family, or respite provider before making contact?
 - Are there any specific dynamics that should be considered during the assessment? Has anyone made any observations about the relationships between the individuals in the household?
 - Are there any accommodations that might be needed by anyone? What languages are used by the child, young adult, resource family, or respite provider?
 - Are there aspects of the child, young adult, resource family, or respite provider's cultural that should be considered?
 - What are the areas of strength for the child, young adult, resource family, or respite provider?
 - Is there any history of CPS involvement or certification issues? Have there been any areas of concern?
 - Is there a placement support plan in place, and if so, what are the requirements?
 - Are there any certification approvals currently being managed? Is there specific information related to these approvals that should be gathered?
 - Does the child or young adult have any siblings placed elsewhere?

- What is the child or young adult's current permanency plan? How close are we to achieving permanency?
 - Who should be contacted as a collateral? What collateral information should be gathered?
- E. The notifications required to be made within three days of Child Welfare receiving the report. Discuss whether there are any safety concerns for providing notifications to the child or young adult's parent or their attorney and whether an exception to contact is needed. See the Required Notifications section below.
- IV. Document the date, time, and participants of this staffing in an assessment activity case note.

2. Notifications

In addition to the notifications required by the CPS worker outlined in [OAR 413-015-0415](#) when a report is received alleging abuse of a child or young adult in substitute care, the permanency caseworker is responsible for notifying those who have a legal responsibility to the child or young adult of the assigned report, as required by [ORS 418.258](#) and [419B.015](#). These requirements may need to be completed by the CPS worker if the case has not yet transferred to a permanency worker. These requirements are outlined in [OAR 413-080-0051](#). Document these notifications and any exceptions to contact granted in a case note under the child or young adult's electronic case record.

- I. Within three business days of the report being received by the hotline, the following individuals must be notified of the CPS assessment:
 - A. The attorney for the child or young adult.
 - B. The court appointed special advocate (CASA) for the child or young adult.
 - C. The parents, guardians, or Indian Custodian of the child or young adult, unless the caseworker has documented supervisor approval of an exception because notification may interfere with an investigation or assessment or jeopardize the child's safety, as allowed by ORS 419B.015(3)(d).
 - D. Any attorney representing the parents, guardians, or Indian Custodian of the child or young adult, unless the caseworker has documented supervisor approval of an exception because notification may interfere with an investigation or assessment or jeopardize the child's safety as allowed by ORS 419B.015(3)(d).
 - E. Oregon Judicial Department personnel designated to distribute information to the appropriate Citizen Review Board.
 - F. Other individuals who need the information for case planning when disclosure is authorized by ORS 419B.035.

It may be necessary to make other notifications to those involved in the case plan. Examples of others may include the child's therapist or sibling. If the child is in therapy, it would be appropriate for the therapist to have information about any new events that surround the child. Also, if a child is having regular family time or other contact with a verbal sibling, it is likely that the allegation will be discussed. Providing the information in a manner that reduces fear and answers questions may be helpful.

- II. Use the [CF 988](#) Notification of Child Abuse form as the template to provide written notice. This is to be used both when information:

- A. A CPS assessment is assigned; and
 - B. The CPS assessment is completed.
- III. When an allegation involves the resource family or respite provider's child, still complete the notifications to Child Welfare staff and hold meetings as required. Notifications to the legal parties identified above are not necessary unless there is also a corresponding allegation of abuse of a child or young adult in care being assessed, as the provider's child is not part of an open case.

3. CPS Assessment:

During the CPS assessment the CPS worker must:

- I. Follow CPS assessment requirements in [OAR 413-015-0400 through 0485](#). When the alleged victim in the assessment is a young adult, references in these rules to "child" include a young adult unless the context indicates otherwise.
- II. Follow the Child Welfare Responsibilities for a Report Involving a Resource Family or Respite Parent Certified by Child Welfare, as outlined in [OAR 413-015-0601 to 0608](#).
- III. At initial contact, provide the resource family or respite provider with the appropriate pamphlet:
 - A. If a child or young adult placed in the home is an alleged victim, give the resource family or respite provider pamphlet 1537, "What You Need to Know about a Child Protective Service Assessment: Resource Parent or Relative Resource Parent."
 - B. If a child of the resource family or respite provider is an alleged victim, give the family pamphlet 1536, "What You Need to Know about a Child Protective Service Assessment." The child may be:
 - 1. A biological child,
 - 2. An adopted child, or
 - 3. Other child living in the home, not placed by Child Welfare.
 - C. If both a child or young adult placed in the home and another child in the home are alleged victims, give the family both pamphlets. Another child may be:
 - 1. A biological child,
 - 2. An adopted child, or
 - 3. Other child living in the home not placed by Child Welfare.
- IV. Before conducting an interview with a child or young adult in the custody of ODHS or OYA, the CPS worker must inform a child or young adult they may have their attorney present for the interview.
- V. Before conducting an interview with a child or young adult not in the custody of ODHS or OYA, the CPS worker must:
 - A. Notify and interview the parent or caregiver of any child or young adult residing with a resource family or receiving services from the respite provider certified by Child Welfare.
 - B. Gain a parent, guardian, or Indian custodian's permission to interview the child or young adult. If there is a denial of permission to interview, but interviews are needed to complete the assessment:

1. Consult with a supervisor, and
 2. Seek the assistance of an assistant attorney general.
- C. Inform the child or young adult they may have any of these people present for the interview:
1. Parent,
 2. Guardian,
 3. Indian Custodian,
 4. Caregiver, or
 5. Attorney.
- VI. Report to the Oregon Child Abuse Hotline if it is determined additional children or young adults may be alleged victims of abuse.
- VII. Consult with your supervisor before making the decision to remove any child or young adult from the resource family home.
- VIII. Notify law enforcement immediately when a crime is suspected to have occurred, even if unrelated to the report of abuse:
- A. To a child or young adult living in a resource family home certified by Child Welfare; or
 - B. At a home of a resource family or respite provider certified by Child Welfare.
- IX. Provide ongoing information on the status of the CPS assessment to the:
- A. Assigned Child Welfare certifier(s), and
 - B. Caseworkers of each child placed in the home.
- The status of the assessment may influence what the caseworker or certifier is required to do.
- X. Notify the Post Adoption and Guardianship Unit as soon as possible if there are any placement changes as a result of the out of home assessment for an adoption or guardianship child living with the resource family.
- XI. Determine and document the basis for the disposition as outlined in CPS Assessment Dispositions, [OAR 413-015-1005 through 1015](#).
- XII. Complete the CPS Assessment in OR-Kids, including the safety threat identification when appropriate, even if children or young adults are no longer with the resource family or receiving care from the resource provider. Select the appropriate safety threats to document the assessment and determination of those threats while the child or young adult was with the resource family or respite provider.

At the conclusion of the CPS assessment, the safety decision must conclude the children are safe. Whatever behaviors, conditions, or circumstances that existed within the resource family or respite provider that were creating the safety threat must be resolved for any children or young adult placed with or receiving services from the resource family or respite provider before the CPS assessment is closed. If the child or young adult is no longer in the home, then they are safe because the imminent and out-of-control criteria are no longer met.

Permanency Worker

If a permanency worker is assigned to the case, they are responsible for the CPS assessment notifications outlined above in Section C: CPS Worker, 2. Notifications.

Child Welfare Certifier

- I. A certifier must comply with [OAR 413-015-0606](#) if they are notified that a report of abuse involves a resource family or respite provider and has been referred for a CPS assessment.
- II. Within one business day after the CPS worker has made initial contact, the certifier must give the family the following information:
 - A. The certifier is available to answer questions related to certification, however, they are not able to discuss the specifics of the CPS assessment. For instance, the resource family or respite provider may want clarification on what the assessment means to their certification or whether children will be removed from their home.
 - B. The resource family or respite provider is immediately placed on inactive referral status.
 - C. The resource family or respite provider has the option of having a consulting resource parent or relative resource parent available for support during the assessment.
 - D. The names of resource parents and relative resource parents who have agreed to be consulting resource parents.
- III. Also, within one business day, the certifier must:
 - A. Document in the OR-Kids provider notes that:
 1. A CPS assessment has been initiated, and
 2. The family is on inactive referral status.
 - B. Notify all staff responsible for placing children or young adults with resource families or respite providers certified by Child Welfare that no additional children or young adults may be placed in the home.
- IV. The certifier must provide the family written notification to the resource family or respite provider within 14 days that their home has been placed on inactive referral status. (This is true any time Child Welfare initiates inactive referral status.)
 - A. Explain in the letter what inactive referral status means. Also, explain that anytime there is a CPS assessment, a family is placed on inactive referral status.
 - B. Upload a copy of the letter into the Department's electronic provider record.
- V. The certifier must provide information regarding the family to:
 - A. The CPS worker, and
 - B. Caseworkers of children or young adults in the home.

Supervisor's

CPS Supervisor

- I. Ensure the initial staffing occurs in a timely manner.
- II. Attend the staffing (or assign a designee) or ensure the CPS worker is in attendance.
- III. Determine whether the below should be invited to the staffing:
 - A. Child Welfare program manager;
 - B. CPS consultant;
 - C. Foster care coordinator;
 - D. Respite care coordinator; and
 - E. Other appropriate personnel (permanency consultant, regional ICWA specialist, etc.)

Considerations for inviting the above individuals include, but are not limited to:

- A. The nature of the referral,
 - B. Whether the case will likely be high profile or receive media attention, or
 - C. If a serious injury to a child has occurred.
- IV. If a permanency worker has not yet been assigned to the case, ensure the notifications required in [OAR 413-080-0051](#) and outlined above in CPS Worker Procedure, 2. CPS Assessment Required Notifications, are completed.

Permanency Supervisor

- I. Attend the staffing (or assign a designee) or ensure the permanency worker is in attendance.
- II. If a permanency worker is assigned, ensure the notifications required in [OAR 413-080-0051](#), outlined above in CPS Worker Procedure, 2. CPS Assessment Required Notifications, are completed.
- III. Staff the case with the permanency worker as appropriate.

Certification Supervisor

- I. Ensure the actions required in the Child Welfare Certifier Procedure section above are completed if the certifier is unavailable.
- II. Attend the staffing (or assign a designee) or ensure the certifier is in attendance.
- III. Staff the case with the certifier as appropriate.

D. Conclusion of the CPS Assessment

CPS Worker

The CPS worker must convene a staffing within five business days of completing the CPS assessment, but before the assessment is approved by the supervisor. The CPS worker must invite the same individuals as were invited to the initial staffing as described in Section C: CPS Worker 1. Initial Staffing.

During the staffing:

- I. Share information gathered during the CPS assessment process and discuss the results of the CPS assessment. The CPS worker and their supervisor are responsible for the final disposition determinations.
- II. Discuss and determine whether any additional CPS activities described in OAR 413-015-400 through 485 are appropriate actions.
- III. Determine who needs to be notified of the disposition of the CPS assessment (See Permanency worker section below.) Also, determine which staff will provide notification.
- IV. Discuss certification actions that have been taken, will be taken, and whether any additional actions are appropriate. This is a general discussion of possible certification actions that may need to occur.

Permanency Worker

In addition to the disposition notifications required by the CPS worker outlined in [OAR 413-015-0470](#), the permanency caseworker is responsible for notifying those who have a legal responsibility to the child or young adult of the disposition of the CPS assessment, as required by [ORS 418.259](#), and documenting those notifications in a case note in the child or young adult's case record. These requirements may need to be completed by the CPS worker if the case has not yet transferred to a permanency worker. These requirements are outlined in [OAR 413-080-0051](#).

- I. Within ten business days of the disposition, determination, or outcome, the following individuals must be notified of the CPS assessment disposition:
 - A. The attorney for the child or young adult.
 - B. The court appointed special advocate (CASA) for the child or young adult.
 - C. The parents, guardians, or Indian Custodian of the child or young adult, unless the caseworker has documented supervisor approval of an exception because notification may interfere with an investigation or assessment or jeopardize the child's safety, as allowed by [ORS 419B.015\(3\)\(d\)](#).
 - D. Any attorney representing the parents, guardians, or Indian Custodian of the child or young adult, unless the caseworker has documented supervisor approval of an exception because notification may interfere with an investigation or assessment or jeopardize the child's safety as allowed by [ORS 419B.015\(3\)\(d\)](#).
 - E. Oregon Judicial Department personnel designated to distribute information to the appropriate Citizen Review Board.
 - F. Other individuals who need the information for case planning when disclosure is authorized by [ORS 419B.035](#).

It may be necessary to make other notifications to those involved in the case plan.

- II. Use the CF 988 Notification of Child Abuse form as the template to provide written notice. This is to be used both when information is:
 - A. Closed at screening, and
 - B. Referred for a CPS assessment.

- III. When an allegation involves the resource family or respite provider's child, still complete the notifications to Child Welfare staff and hold meetings as required. Notifications to the legal parties identified above are not necessary unless there is also a corresponding allegation of abuse of a child or young adult in care being assessed, as the provider's child is not part of an open case.

Child Welfare Certifier

Within five days of the staffing at the end of the CPS assessment, the certifier must staff the case with their supervisor and do the following:

- I. Review all information gathered during the CPS assessment.
- II. Determine whether any additional contact with the resource family or respite provider is appropriate and whether any certification actions should be taken. This is a follow-up to the staffing that occurred during the open assessment. During this meeting, discuss the specifics of what was decided at the staffing. For example:
 - A. Details of a placement support plan, or
 - B. Documenting specific facts for a notice of intent to revoke a certificate of approval.
- III. Discuss the need for any specific training. For example, should the resource family or respite provider attend:
 - A. Behavior management training, or
 - B. Training on parenting a child with an attachment disorder?
- IV. Discuss the resource family or respite provider's:
 - A. Willingness to attend trainings, and
 - B. Ability to use the information gained at the training.
- V. Discuss the need for respite care for the certified resource family. Does the resource family have natural supports to give them needed breaks?
- VI. Discuss the need for additional contact to provide support for the resource family and to verify safety in the home:
 - A. If the determination is made to seek revocation of the resource family's certificate of approval, see section 10 of this chapter, Certification Actions.
 - B. If the determination is that inactive referral status should continue, summarize the below in a letter:
 1. Outcome of the CPS assessment, and
 2. Reasons for continuing inactive referral status.

Deliver to resource family within 10 days of receiving the completed CPS assessment. Upload a copy of the letter into the Department's electronic provider record.
 - C. Get management approval from the program manager on the [CF 117](#) if the decision is made to continue certification and if the CPS assessment was:
 1. Founded or substantiated, or
 2. Unable to determine or inconclusive.

- D. Be clear in the documentation how, despite the issues in the CPS assessment, the resource family:
 - 1. Can meet the safety and well-being needs of a child or young adult placed in the home.
 - 2. Maintain conditions in the home that provide safety, health, and well-being for the child or young adult.
 - E. If no certification actions will be taken, send written notification to the resource family that the inactive referral status is no longer in effect. Upload a copy of the letter into the Department's electronic provider record. Also notify the appropriate staff that the family is no longer on inactive referral status. This may be the case if the assessment disposition was unfounded or unsubstantiated and the assessment and the staffing did not reveal any certification concerns.
- VII. Document the results of this staffing in provider notes in the Department's electronic database.
- VIII. Follow your district protocols to comply with Chapter 8, Section 13: Safety & Wellbeing Review procedure.

Supervisors

CPS Supervisor

- I. Ensure that the staffing at the conclusion of the CPS assessment described in CPS Worker above occurs.
- II. Determine whether the below should be invited to the staffing at the conclusion of the CPS assessment:
 - A. Child Welfare program manager;
 - B. CPS consultant;
 - C. Foster care coordinator;
 - D. Respite care coordinator; or
 - E. Other appropriate personnel (permanency consultant, regional ICWA specialist, etc.)
- III. Ensure the CPS worker has met with the resource family or respite provider as described in section E above.
- IV. If there is not a permanency worker assigned, ensure the disposition notifications described under Permanency Worker above occur.

Permanency Supervisor

If there is a permanency worker assigned, ensure the required legal parties receive notification of the disposition as described in the Permanency Worker section above.

Certification Supervisor

- I. Ensure the actions described in Child Welfare Certifier section above occur.
- II. Discuss with the certifier the appropriate certification actions that need to occur. Ensure appropriate follow through on all actions.
- III. Ensure the district specific protocol to comply with Chapter 8, Section 13: Safety & Wellbeing Review procedure is followed.

E. Final Action

CPS Worker and the Child Welfare Certifier

The final action in this process is for the CPS caseworker (or supervisor) and the Child Welfare certifier (or supervisor) to request a meeting with the resource family or respite provider within 10 days of the completion of the CPS assessment. At the meeting, you will explain the disposition and any certification actions that will be taken. The intent of this meeting is to provide closure for the resource family or respite provider. Be honest with the family about concerns Child Welfare has and the basis for the decisions that were made.

When the decision is to continue certification, the resource family or respite provider may need assistance to address concerns and feelings about the CPS assessment process. Provide them support through additional telephone, email, or face-to-face contacts. If the family has not been working with a support person, provide the family with information about support groups or an experienced resource parent to support the family.

Supervisor

CPS supervisor

Ensure the CPS worker has met with the resource family or respite provider as described above.

Certification Supervisor

Ensure the Certifier has met with the resource family or respite provider as described above.