

CONTINUITY OF GOVERNMENT (COG)

ODHS - CHILD WELFARE



DRAFT

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NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of ODHS - Child Welfare in response to emergencies. It is exempt from public disclosure under Oregon state law.

Table of Contents

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DISTRIBUTION

This document shall be distributed to the ODHS - CW - Administration and all leadership positions of organizations within ODHS - Child Welfare as changes or updates to this plan occur.

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WARNING: This document is FOR OFFICIAL USE ONLY. It contains information that is sensitive, but unclassified, and may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with local government policies relating to For Official Use Only information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized government official.

This document is to be used to implement the Continuity of Government Plan and directs the notifications and actions of personnel in response to an emergency or continuity event affecting ODHS - Child Welfare. Unauthorized use of this information may constitute an invasion of privacy.

PROMULGATION STATEMENT

Transmitted herewith is the Continuity of Operations / Continuity of Government (COOP/COG) Plan for ODHS - Child Welfare. It provides a framework in which ODHS - Child Welfare, along with its officials, departments, agencies, and other entities, can plan and perform their respective essential functions during a disruption, disaster or national emergency.

This Continuity of Operations/Continuity of Government Plan was prepared in accordance with direction from Presidential Decision Directive 67, Federal Continuity Directive 1, Federal Continuity Directive 2, and Continuity Guidance Circular 1. It is in accordance with other existing Federal, State, and local statutes and understanding of the various departments involved. This Plan supersedes any previous COOP/COG Plans and has been concurred by the Director of ODHS - Child Welfare. It will be reviewed and re-certified annually. Recipients are requested to advise the ODHS - Child Welfare Executive Team of any changes which might result in its improvement or increase in its usefulness.

APPROVED: _____

DATE: _____

Rebecca Jones Gaston / Director

EXECUTIVE SUMMARY

ODHS - Child Welfare recognizes that there are natural, man-made and terrorist threats that can impact the ability to perform essential functions that serve government organizations, citizens and private business. While the majority of these incidents cannot be prevented, many can be mitigated to reduce the impact through preventive measures to protect government assets or to rapidly recover from incidents in an organized and coordinated manner.

The key purpose of Continuity of Operations/Continuity of Government (COOP/COG) planning is to reduce the consequences of a disaster to acceptable levels and to ensure that ODHS - Child Welfare has sufficient resources and planning alternatives to continue its essential operations. Although when and how a disaster will occur is not known, the fact that future disasters will happen is certain. How well (or poorly) the COOP/COG plan is designed and implemented will determine the response, recovery, resumption, and restoration capabilities of ODHS - Child Welfare.

The ODHS - Child Welfare Continuity of Government plan, also referred to as "COG" is a strategic planning effort that helps ensure that ODHS - Child Welfare has sufficient resources and planning alternatives to continue its essential operations should facilities and personnel be affected by any adverse event such as fire, severe storm, power disturbance/interruption or an emergency or disaster due to terrorism, natural or technological hazard.

The Continuity of Government plan serves as the coordination point for the recovery of essential functions for ODHS - Child Welfare. While each individual organization within ODHS - Child Welfare develops an individual Continuity of Operations Plan (COOP) to address the functions at the organizational level, many resources required by these organizations will be organized, prioritized and coordinated by the Executive Team level of ODHS - Child Welfare. This plan serves to coordinate the decision making process and those key resources for ODHS - Child Welfare.

Note: The generic term "organization" is used to refer to all entities of County and City government. When a specific department, organization, office, board, or commission is tasked within the Continuity of Government plan, its official title will be used.

COOP vs. COG

Continuity of Operations Planning (COOP)

Continuity of Operations planning is a planning strategy created within individual organizations to ensure their ability to continue the performance of their essential functions during a wide range of potential disruptions. Essentially, it is the capability of maintaining the core operations and essential functions of their organization under all eventualities. This is accomplished through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and essential records/databases. Within ODHS - Child Welfare, there are 19 distinct Continuity of Operations plans that have been developed as an overall framework for the establishment of Continuity of Government. Each of these 19 plans is unique in nature specific to the organizations structure and operations, and has been tailored to address the following key elements of their continuity planning requirements:

- Essential Functions (Ranked by Priority)

- Essential Records / Vital Resources
- Orders of Succession
- Delegations of Authority
- Alternate Facilities
- COOP Teams and Responsibilities
- Communications
- Alert Notification
- Testing, Training, and Exercises

Continuity of Government Planning (COG)

This Continuity of Government Plan for ODHS - Child Welfare is the summation of the most critical and major elements of each of the 19 Continuity of Operations Plans highlighted above. As such, this Continuity of Government plan supports a higher level of planning which serves as the framework for the preservation, maintenance, or reconstitution of the institution of the overall ODHS - Child Welfare government. Through the coordination of these 19 individual continuity planning strategies and elements within ODHS - Child Welfare, the Executive Team has better visibility to develop a unified and cohesive Continuity of Government Plan that results in the ability to carry out essential functions and operational responsibilities of ODHS - Child Welfare.

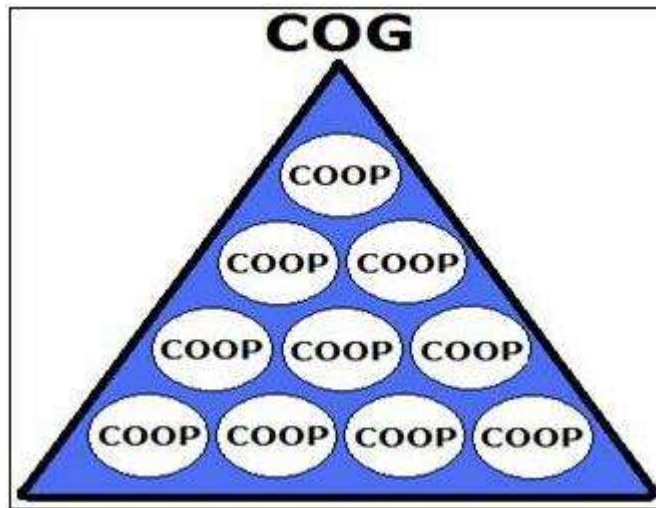


Illustration of Individual COOP's Combining to Make Overall COG

Provided below is a list of organizations within ODHS - Child Welfare that have developed Continuity of Operations plans as part of this ongoing Continuity of Government initiative. Participating organizations are listed alphabetically by name:

- District 1 Child Welfare
- District 10 Child Welfare
- District 11 Child Welfare
- District 12 Child Welfare
- District 13 Child Welfare
- District 14 Child Welfare
- District 15 Child Welfare
- District 15 Child Welfare
- District 16 Child Welfare
- District 2 Child Welfare
- District 3 Child Welfare
- District 4 Child Welfare
- District 5 Child Welfare
- District 6 Child Welfare
- District 7 Child Welfare
- District 8 Child Welfare

- District 9 Child Welfare
- ODHS - CW - Administration
- ODHS - CW - Oregon Child Abuse Hotline (ORCAH)

PLANNING ASSUMPTIONS

The Continuity of Government plan assumes that all ODHS - Child Welfare organizations have Continuity plans in place for their organizations and locations necessary to maintain or recover essential functions. Organizations are expected to understand their space allocation needs and communicate that to the proper continuity team when they don't have the ability to organize their own alternate site plan.

This plan assumes that ODHS - Child Welfare in coordination with the ODHS - CW - Administration will form specific Continuity Teams designed to address the situation and meet the needs and requirements of ODHS - Child Welfare during continuity events. At a minimum, these Continuity Teams will consist of leadership, management, and key decision makers within ODHS - Child Welfare who are thereby responsible for implementing the Continuity of Government plan and its actions as required.

The assumptions listed below serve as a scope of an incident that could occur and what other situations may exist that will need to be considered in the recovery of essential functions:

- An incident or operational disruption has occurred within ODHS - Child Welfare which impacts the ability to perform or deliver of one or more organization's essential functions.
- Whatever the incident, the consequences can be summarized to manageable situations that ODHS - Child Welfare, its organizations, and their private partners can manage.
- One or more ODHS - Child Welfare organizations are becoming overwhelmed in their ability to recover from the incident independently.
- Services provided by private enterprise, local government(s) and/or the federal government may be impacted.
- Power, fuel, water, food, medical, power and telecommunications sources and supply chains may be impacted.

CONTINUITY TEAMS

The activation and implementation of the Continuity of Government plan is performed in conjunction with the details of the ODHS - Child Welfare Emergency Operations Plan (EOP). Policy Support and executive leadership is a vital part of any response and the EOP guidelines for Policy Support sets forth the roles and responsibilities as part of the overall Incident Command System (ICS). For the ODHS - Child Welfare, the Continuity Teams and its members act as the primary decision-makers for Policy Support during the activation of the COG and for addressing the requirements regarding all COG issues.

In order for ODHS - Child Welfare to successfully manage and execute the actions contained within this Continuity of Government Plan, it is necessary to develop specific Continuity Teams which will have the responsibility in their various areas to oversee the design, strategy,

and ongoing development and coordination of the Continuity of Government Plan as a whole. In addition, Continuity Team members will serve a significant role in the response and decision making process of the Continuity of Government plan when disruptions occur. The following are Continuity Teams developed specifically for ODHS - Child Welfare:

Agency Operation Center

Agency Operation Center Members - Oregon Department of Human Services (ODHS)\Oregon Health Authority (OHA)

Team Member	Team Responsibility/Role
Michelle Patton - Administrator Shared Service - (ODHS OHA) Office of Health, Safety & Employee Well-being Work: 503-508-6669 Home: 503-540-9144 Cell: 503-949-2399 Work Email: michelle.k.patton@state.or.us Personal Email: mmabpatton@gmail.com	Direct operations
Don Erickson - Chief Administrative Officer ODHS - Oregon Department of Human Services Directors Office (DO) Cell: 503-884-8774 Work Email: donald.erickson@state.or.us Personal Email: EricksonD74@gmail.com	
Ed Flick - Director ODHS - Oregon Department of Human Services Office of Resilience and Emergency Management Work: 503-945-5600 Work Email: Edwin.flick@dhsaha.state.or.us	
Glen Bason - Administrator Shared Service - (ODHS OHA) Office of Facilities Management (OFM) Work: 503-932-7583 Work Email: Glen.E.Bason@dhsaha.state.or.us	
David Hawkins - Deputy Administrator Shared Service - (ODHS OHA) Office of Facilities Management (OFM) Cell: 503-932-0270 Work Email: david.w.hawkins@state.or.us	
Mike K Harryman - Director of COOP & COG	

Team Member	Team Responsibility/Role
Shared Service - (ODHS OHA) Office of Resilience and Emergency Management Work: 503.551.5586 Home: 503.407.3253 Cell: 503.551.5586 Work Email: mike.harryman@odhsoha.oregon.gov Personal Email: MKHarryman@outlook.com	

Continuity Team

In preparation of potential continuity events, Continuity Team members are responsible for attending continuity meetings as scheduled, reviewing and updating organization's essential functions, developing notification cascades for key staff and personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include essential records and databases.

During a continuity event, members of the Continuity Team are responsible for executing the necessary procedures and responsibilities for re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Continuity Team Members - ODHS - Child Welfare

Team Member	Team Responsibility/Role
<p>Lacey Andresen - Deputy Director ODHS - Oregon Department of Human Services Child Welfare (CW) Administration Cell: 503-945-8864 Work Email: Lacey.l.andresen@dhsosha.state.or.us</p>	<p>Responsible for communicating with external vendors and partners during a continuity event where relocation to an alternate facility is required, and/or changes are made in standard operating hours.</p> <p>Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.</p> <p>Responsible for managing human resource related requirements during a continuity event.</p> <p>Serves as the Continuity Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility.</p> <p>Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.</p> <p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p> <p>Serves as the Public Information Officer (PIO) and is responsible for creating and disseminating official statements on behalf of the organization to the media, external partners, and the general public.</p>

Planning Team

In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Planning Team Members - ODHS - Child Welfare

Team Member	Team Responsibility/Role
Lacey Andresen - Deputy Director ODHS - Oregon Department of Human Services Child Welfare (CW) Administration Cell: 503-945-8864 Work Email: Lacey.l.andresen@dhsosha.state.or.us	Responsible for officially reviewing and formally approving the finalized continuity plan on an annual basis.

Communications

Responsible for communicating to information the community.

Communications Members - ODHS - Child Welfare

Team Member	Team Responsibility/Role
Alicia Hammonds - Communications ODHS - Oregon Department of Human Services Communications Work: 971-372-0829 Work Email: alicia.hammonds@dhsosha.state.or.us	Responsible for communicating with external vendors and partners during a continuity event where relocation to an alternate facility is required, and/or changes are made in standard operating hours.
Jake Sunderland - Communications ODHS - Oregon Department of Human Services Communications Home: 7753369919 Cell: 5038770170 Work Email: Jake.Sunderland@dhsosha.state.or.us	
Elisa Williams - Communications ODHS - Oregon Department of Human Services Communications Work: 5035099604 Work Email: Elisa.a.williams@dhsosha.state.or.us	

OBJECTIVES

The ODHS - Child Welfare COG is designed to address and accomplish the following objectives:

- Ensure uninterrupted command, control, and leadership of ODHS - Child Welfare.
- Protect critical facilities, systems, equipment and records.
- Become operational within three (3) business days (or sooner) and maintaining capability for up to 30 days (or until primary facility is restored to full operation).
- Resume technology operations and support for time-sensitive business operations in the event existing technology processing has been rendered inoperable.
- Reduce the operational effects of a disaster on time-sensitive business operations through a set of pre-defined and flexible procedures to be used in directing recovery operations.
- Resume production processing of the most time-sensitive computer systems, network services and applications within three (3) business days (or sooner) following the disruptive event.

- Provide a proper work environment for displaced staff while their facilities and their contents are being restored.
- Resume and maintain adequate service levels to residents and businesses of ODHS - Child Welfare.

SCOPE

This plan includes a comprehensive list identifying the time-sensitive and less time-sensitive essential functions, automated technology, and support areas for ODHS - Child Welfare. This plan will be activated in the event any primary facility or a portion of a primary facility is involved in an emergency involving a disruption of operations for three (3) days or more or is declared unusable for normal operations.

This plan addresses resumption and recovery in any emergency or disaster situation. It does not address building emergency and evacuation procedures or on-site resumption and recovery procedures which are addressed in each organization's individual Continuity of Operations plan. Actions related to the physical restoration process, in terms of primary site restoration, recovery de-activation, migration and reestablishment of normal operations, termination/shutdown of recovery operations at alternate sites, integration of supporting activities with other departments to ensure essential functions can be performed, and post-recovery operations are also addressed in each organization's COOP.

This plan is based on the formal approval of the Director of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of ODHS - Child Welfare has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, essential records and resources, and periods of time for which and after which disruptions could result in significant losses to ODHS - Child Welfare.

Each summary contained within the ODHS - Child Welfare COG shall include:

- The line of succession for their organization, with a minimum of three alternates.
- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.
- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.
- A list of Essential Records and Vital resources used by each organization within ODHS - Child Welfare, including documentation of the protection, duplication and movement of these items.
- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Additionally, this document serves as a starting point for the recovery of ODHS - Child Welfare government operations. Included in this document is a list of all participating ODHS - Child Welfare organizations, Department Heads, Continuity Planning Chiefs and their contact information. These people are responsible for developing, maintaining and implementing their own organizational level continuity plans with the assistance of the ODHS - CW - Administration.

While all plans can be overwhelmed by the events presented, this plan attempts to address to consequences of an unknown incident by taking into account the needs of the citizens, businesses, and ODHS - Child Welfare organizations, and how those needs could be met in an impacted environment. The goal is to perform as much pre-work in the form of coordination, prioritization, alternate work methods, or any other means necessary so that during an incident, focus can be on resolving issues instead of making decisions that could have been resolved in advance.

PHASE I: ACTIVATION OF CONTINUITY OF GOVERNMENT PLAN

This plan serves as a coordination document of the resources available to ODHS - Child Welfare in a time of disruption or crisis.

Analysis of the situation is important with as many verifiable facts as possible. Status of facilities and/or the functions impacted is the outcome of the analysis along with any time frames for recovery that the incident will allow.

Once a decision has been made to activate the ODHS - Child Welfare Continuity of Government plan, the Director will execute the plan and coordinate with the appropriate Continuity Teams. Each ODHS - Child Welfare organization will then be contacted to activate their COOP at the direction of the Director.

In the event of limited resources, allocation of resources will be made by the Director or their designee. Each organization in ODHS - Child Welfare has designated a specific individual to serve as their organization's Continuity Coordinator to communicate directly with their internal leadership and provide information and requirements to the Director on continuity of operations planning.

The support of organizations that perform the most essential functions will be prioritized and become the focal point at that time. Relocation of staff, resources and functions are coordination activities that will need to be considered as well as the availability of any private sector supplies or services such power, water, telecommunications, and fuel. All participating organizations of ODHS - Child Welfare have identified essential functions as part of their continuity planning efforts. With these lists which identify each organization's essential functions, the ODHS - Child Welfare has the ability to broadly view the overall framework of functions and prioritize them based on specific criteria; including life/safety, financial, public perception, and recovery time requirements. While this is an objective measure of the priority, subjective decisions can be made based on this priority as to a potentially different order of restoration should occur. It is also not expected that in any one incident that all functions are impacted to the point of requiring restoration. This prioritized list would then be used to identify the functions impacted, what the recovery time would be, and what alternative arrangements are going to be put in place so that a clear and concise communication can be made to the media and public as to the functions impacted.

PHASE II: ALTERNATE FACILITY AND CONTINUITY OF OPERATIONS

This section speaks to how ODHS - Child Welfare will conduct its functions during a Continuity Plan activation scenario.

Each ODHS - Child Welfare organization shall activate its COOP and understand its place in the priority of ODHS - Child Welfare functions.

Activation of the plan shall consider life/safety aspects first and that response to the incident may take a higher priority than the restoration of services, particularly when organization staff members have homes and families impacted by the incident.

Any resource, facility or staff shortages shall be reported to the Director or their designee.

PHASE III: RECONSTITUTION / RETURN TO NORMAL OPERATIONS

During Prevention, the primary responsibilities of ODHS - Child Welfare organizations include:

- Plan to protect employees.
- Plan for the protection and duplication of Essential Records and Vital Resources.
- Plan for the efficient resumption of mission essential functions.
- Plan for and identify potential alternate operating sites.
- Plan to support and communicate with the Director and designated Continuity Teams.
- Plan to streamline the reporting of resumption and recovery progress to the Director.
- Provide and maintain a current Continuity of Operations Plan.
- Review and re-approve Continuity of Operations Plan annually.

During Response, the primary responsibilities of ODHS - Child Welfare organizations include:

- Establish an immediate and controlled presence for response.
- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the organizations operations and essential functions.
- Determine if and/or when access to the affected facilities will be allowed.
- Provide the Director with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

During Resumption, the primary responsibilities of ODHS - Child Welfare organizations include:

- Monitor and report progress of the resumption operations.
- Notify and appraise the Director of the situation.
- Mobilize and activate the personnel necessary to facilitate the resumption process.
- Notify employees, vendors and other internal and external individuals and organizations.

During Recovery, the primary responsibilities of ODHS - Child Welfare organizations include:

- Prepare for and/or implement procedures to facilitate and support the recovery of less time sensitive operations.

- Mobilize additional personnel and support organizations as required.
- Maintain an information flow regarding the status of recovery operations among employees, vendors and other internal and external individuals and organizations.

During Restoration, the primary responsibilities of ODHS - Child Welfare organizations include:

- Manage salvage, repair and/or refurbishment efforts at the affected facility.
- Prepare procedures necessary to the relocation or migration of essential functions to the new or repaired facility.
- Implement procedures necessary to mobilize operations, support and technology agency relocation.
- Manage the relocation effort as well as perform employee, vendor, and customer notification before, during and after relocation or migration.

KEY PERSONNEL

Key personnel are those required to implement the Continuity Plan. These involve the leadership and management personnel of the organization and any other personnel as identified in the organizations plan. There are logistical staff that assist in setting up and supporting the operational staff and functions that the organization performs. There are operations personnel who perform the Mission Essential Functions of the organization. There are reconstitution personnel that are preparing the impacted site or a whole new site if the damage is severe, for operations again. Note that personnel should NOT be assigned double duty on multiple teams during a Continuity Plan implementation. Stress levels will be high, burnout will be an issue to be dealt with and availability of staff will be impacted post incident.

ESSENTIAL RECORDS AND RESOURCES

Essential Records, Vital Resources, databases, systems and other elements critical to operations are the responsibility of each individual organization to manage, mitigate and proactively protect from potential incidents. Mitigation efforts include converting paper records to electronic forms, ensuring storage areas are not susceptible to water damage, and ensuring that a records retention policy is in place to avoid storing large amounts of records that are out-dated and beyond their useful life.

Organizations should recognize in their assessment of what records and resources are truly vital to their operations. Given the considerable expense in recovering damaged records, organizations need to properly assess what is truly vital. Efforts to mitigate destructive effects on records will be repaid many times over if an incident occurs.

If there is an incident that damages hardcopy records, the Shared Service - Office of Information Services will need to assist organizations with document or artifact restoration services.

The following is a list of Essential Records and Resources which have been identified as critical to the operations of ODHS - Child Welfare. The Essential Records and Resources are listed in order of priority.

Essential Record: Infrastructure - Cell Phone

Type: Hardware / Infrastructure

Description:

Essential managers will have access to communicate to ensure essential operations continue.

Plans for Protection, Duplication, and Movement of Records:

OIS & IT are responsible for maintaining the cell phones.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: To be Provided

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

3G or 4G Smartphone with Outlook access
Hot Spot enabled

Essential Record: Enterprise - Citrix and VPN

Type: Enterprise System / Database

Description:

This allows staff to use a Web browser at home to access the same files and services that they have, via Citrix, at their work desktop systems. There are two ways Citrix can allow staff to work remotely:

- Remote Desktop
- Published Desktop

Plans for Protection, Duplication, and Movement of Records:

What's the difference? In order to access the same applications as their work desktop, staff needs to have the same applications installed with their Citrix access. Not all applications are available via Citrix...it is critical that staff know what applications they will need so that if/when Citrix is provided, they know what to ask for.

During a continuity event, some staff members may be asked to fill in for another worker to handle critical program functions. However, they may not have access to the same computer systems. If requested, it is possible to increase an employee's access rights to enable him or her to use the files and applications that the person he or she is filling in for uses. To ensure these processes work smoothly during the event, the DHS|OHA service desk should be utilized.

Remote Accessible: Yes

Accuracy and Currency of Records

During a continuity event, IT can allow an employee to temporarily access Citrix services remotely.

Essential Record: Internet

Type: Web Based

Description:

Essential managers will have personal access, access at designated evacuation spaces or through cell phone hot spot. This will allow managers and staff to access critical files and information.

Plans for Protection, Duplication, and Movement of Records:

During a continuity event, some staff members may be asked to fill in for another worker to handle critical program functions. However, they may not have access to the same computer systems. If requested, it is possible to increase an employee's access rights to enable him or her to use the files and applications that the person he or she is filling in for uses. To ensure these processes work smoothly during the event, the DHS|OHA service desk should be utilized.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

OIS and IT will assist in allow access to managers and staff of critical files and applications.

Essential Record: Enterprise - Outlook

Type: Web Based

Description:

This allows staff to access their e-mail from their home using just a Web browser. This can be done with a computer or a state cell phone.

Plans for Protection, Duplication, and Movement of Records:

During a continuity event, some staff members may be asked to fill in for another worker to handle critical program functions. However, they may not have access to the same computer systems. If requested, it is possible to increase an employee's access rights to enable him or her to use the files and applications that the person he or she is filling in for uses. To ensure these processes work smoothly during the event, the DHS|OHA service desk should be utilized.

Remote Accessible: Yes

Accuracy and Currency of Records

Communication resource

Essential Record: BOLD

Type: Enterprise System / Database

Description:

System that holds COOP information

Plans for Protection, Duplication, and Movement of Records:

This record is maintained by the Business Team

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: Electronic - Remote Data Storage

Backup Location: To be Provided
Format: Electronic - Remote Data Storage

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

Contains DHS|OHA COOP elements

Essential Record: Infrastructure - Jump drive

Type: Hardware / Infrastructure

Description:

Managers have jump drives. Managers are able to download critical files in order to have access to them if internet is unavailable.

Plans for Protection, Duplication, and Movement of Records:

Jump Drives will be protected by password protect and assigned only to one manager.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

Contains programmatic vital records

Essential Record: Emergency Contacts List

Type: Non-electronic / Paper

Description:

Managers will be able to print out or down load onto a jump drive all emergency contact lists within COOP and within their units.

Plans for Protection, Duplication, and Movement of Records:

Managers will have printed material in secure locations during evacuation. Jump drives will be secured as well.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

Internal and external emergency contacts

Essential Record: CW - Who does what at Central

Type: Other

Description:

CW Spreadsheet on HSB responsibilities

Plans for Protection, Duplication, and Movement of Records:

Maintained on OWL Site - must login to view

https://dhsosha.sharepoint.com/:x:/r/teams/Hub-ODHS-CW/_layouts/15/Doc.aspx?sourcedoc=%7B074932C8-BD19-4B71-A5DB-434F532071FE%7D&file=WhoDoesWhatAtCentralOffice.xls&action=default&mobileredirect=true

Location and Accessibility of Essential Records:

Primary Location: To Be Provided

Format: To Be Provided

Backup Location: To be Provided

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 12/21/2020

Essential Record: CW - Distribution Group Sheet

Type: Other

Description:

Consider putting any sizeable email group in the Bcc line
The persons known to be owners are in blue font

Plans for Protection, Duplication, and Movement of Records:

New:

DHS-CW-Senior Managers = Central Office Senior Managers (Laura Jackson)
DHS-CW-District Managers – Only District Managers + Ivonne Lopez (SSP Oversight Manager)
(Laura Jackson)
DHS-CW-Executive Leadership = CW Senior Managers + CW District Managers (Laura Jackson)

Not new but still useful:

OCWP Managers = All Central Office CW Managers (Laura Jackson)
CAF-Managers/CW Field Program Managers (Shannon Biteng, Lee Lower)
CAF-SDA CW/All Staff = All CW Staff Statewide – **Always put this in the Bcc line!** (Gina Scott)
CAF-Managers/Program All CW = All CW Program managers at central office and in the field plus quite a few others (Laura Jackson)
CAF-Managers/Line CW = All CW Supervisors plus quite a few others – Consider putting this in the Bcc line (Amy Hinkle, Lee)
CAF-CW Office Managers = All CW Office Managers plus some other folks (Amy Hinkle, Lee Lower)
CAF-Paralegal = CW Paralegals and their managers (Lee Lower)
DHS-CW-FieldSvcsTeam = CW Field Unit (Lee Lower)
CAF-field-Policy Review/CW = People we send things to for the Policy Council review process (Lee Lower)
CAF-CW LEDS Reps (Alicia Livingstone, Lee Lower)
CAF-Managers/District Managers Plus = DMs plus quite a few others that were added for various reasons (Marfa M Caudle)

Remote Accessible: Yes

Essential Record: CW - Policy Index

Type: Web Based

Description:

CW Policy list

Plans for Protection, Duplication, and Movement of Records:

http://www.dhs.state.or.us/policy/childwelfare/cross_index.htm

Remote Accessible: Yes

Essential Record: Enterprise - Forms Site

Type: Enterprise System / Database

Description:

Forms server for ODHS/OHA forms

Plans for Protection, Duplication, and Movement of Records:

https://aix-xweb1p.state.or.us/es_xweb/FORMS/

Remote Accessible: Yes

Essential Record: Infrastructure - Laptop

Type: Hardware / Infrastructure

Description:

Managers are assigned a Laptop and necessary equipment to support remote work. Managers have the ability to move the laptop and supporting equipment to any location.

Plans for Protection, Duplication, and Movement of Records:

Lap tops are secured via passwords, VPN or CITRIX and a secondary, MFA authentication through Cell phones.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

OIS and IT will maintain and replace equipment as needed.

Essential Record: Infrastructure - Office Supplies

Type: Physical Resource

Description:

Pens, Paper

Remote Accessible: No

Essential Record: Active Statewide Contracts - OC&P

Type: Other

Description:

Statewide contract list

Plans for Protection, Duplication, and Movement of Records:

<https://dhssoha.sharepoint.com/:x/r/teams/Hub-SS-OC/ layouts/15/Doc.aspx?sourcedoc=%7B89401C80-A446-4673-B5A8-7129FD3A46C4%7D&file=active-contracts.xlsx&action=default&mobileredirect=true>

Remote Accessible: Yes

Essential Record: CW - Procedure Manual

Type: Other

Description:

Child Welfare Procedure Manual

Plans for Protection, Duplication, and Movement of Records:

<https://dhsoha.sharepoint.com/teams/Hub-DHS-CW/Shared%20Documents/Oregon-DHS-Child-Welfare-Procedure-Manual.pdf>

Remote Accessible: No

Essential Record: Workday

Type: Web Based

Description:

Performance management software includes training and payroll (2022)

Plans for Protection, Duplication, and Movement of Records:

<https://wd5.myworkday.com/wday/authgwy/oregon/login.html>

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Accuracy and Currency of Records

Instructions and lists on how to utilize Workday
<https://www.oregon.gov/das/hr/pages/workday.aspx>

Essential Record: Enterprise - Policy/Procedure

Type: Web Based

Description:

ODHS/OHA Policy and Procedure page

Plans for Protection, Duplication, and Movement of Records:

<https://www.oregon.gov/DHS/POLICIES/Pages/dhs-oha-policies-guidelines.aspx>

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Essential Record: Collective Bargaining Agreements (CBA)

Type: Web Based

Description:

All Union's collective bargaining agreements

Plans for Protection, Duplication, and Movement of Records:

<https://www.oregon.gov/das/hr/pages/lru.aspx>

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Essential Record: Infrastructure - Key/Badges

Type: Physical Resource

Description:

Physical keys to open building and a badge that has access to entire building.

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Essential Record: Infrastructure - Printer/Scanner

Type: Physical Resource

Description:

Printers and scanners will be available at the locations evacuated to.

Plans for Protection, Duplication, and Movement of Records:

Anything that is printed will be secured in a locked cabinet at the site. Anything that is scanned is scanned into a secure file, electronically.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

No additional information is needed.

Essential Record: Infrastructure - Battery pack

Type: Hardware / Infrastructure

Description:

rechargeable portable battery pack

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Essential Record: GETS/WPS Access

Type: Web Based

Description:

Cards available through OHSE

Location and Accessibility of Essential Records:

Primary Location: Other - Specify Location in Comments

Backup Location: Other - Specify Location in Comments

Remote Accessible: No

Essential Record: Sharepoint and OWL page

Type: Enterprise System / Database

Description:

Access through the internet.

Plans for Protection, Duplication, and Movement of Records:

Access to the internet and Sharepoint is secured through VPN and CITRIX.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

There is no additional information needed.

Essential Record: ONE

Type: Web Based

Description:

Access to ONE is through the internet and the application.

Plans for Protection, Duplication, and Movement of Records:

Access to ONE is secured through the access to the internet with CITRIX or VPN as well as password protection for access to ONE.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Other

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

There is on additional information.

Essential Record: ARCGIS

Type: Enterprise System / Database

Description:

Access to ARCGIS is through the internet.

Plans for Protection, Duplication, and Movement of Records:

Access to ARCGIS is through the internet which is accessed through VPN or CITRIX and is password protected.

Location and Accessibility of Essential Records:

Primary Location: REMOTE WORKING

OR

USA

Format: Hard Copy - Paper

Backup Location: TO BE DETERMINED

USA

Format: Other

Remote Accessible: Yes

Accuracy and Currency of Records

Review/Update Date: 10/17/2022

No additional information

TEST, TRAINING, AND EXERCISING / PLAN MAINTENANCE

It is necessary for all levels of personnel, including those appointed or elected, to maintain their understanding of the goals and objectives of continuity planning; including how the plan affects their area, its overall design, and the strategy it employs. Awareness of Continuity Planning best practices and the basic discussion areas it addresses is crucial and how it differs from emergency response type plans.

All personnel within ODHS - Child Welfare should be tested and trained on their organizations plans so they are aware of their organizations COOP and its contents. The process of testing, training, and exercising the plans should include, but not limited to the following areas: what are the mission essential functions of the organization, what essential records and resources are critical for the organization to continue its functions, who are the key leadership personnel within the organization and who are their designated alternates, what alternate facilities have been identified as potential sites for relocation, and that each employee should have a plan for their family in case of emergency.

Tests and exercises can take on a number of forms. The most basic is an orientation that

resembles a meeting where aspects of the plan are discussed with employees. A test may be of a new piece of equipment or procedure. A tabletop exercise is a realistic scenario posed in a conference room environment to key people in the organization who are asked to use the plan and their own knowledge to respond and recover from the scenario proposed. A functional exercise involves the actual use of equipment, moving of people, etc, from one organization, facility or division. A full scale exercise is a larger scale event than the functional exercise involving a large number of organizations, private sector, local government and/or federal government.

Maintenance/Review of the plan shall occur on a quarterly basis. This can occur during a staff meeting where staff identifies changes in contact information and function.

The following is a list of testing, training, exercise, and plan maintenance events that have taken place in the creation and ongoing development and of the ODHS - Child Welfare Continuity of Government Plan. This list of events is arranged by date of occurrence.

Event Title: VECOI All Users Go Live

Event Date: 7/27/2023

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Event Title: Last Day in Bold Planning System

Event Date: 7/27/2023

Event Type: Continuity Event/Activation

Event Status: Scheduled

Description:

Event Title: VECOI Pilot Users Training

Event Date: 6/27/2023

Event Type: Training

Event Status: Scheduled

Description:

Event Title: Scheduled maintenance

Event Date: 10/17/2022

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Check and update contacts and plans.

Event Title: Oregon Continuity of Operations Plan Workshops (Beginner & Advanced)
Event Date: 7/29/2022
Event Type: Training
Event Status: Scheduled

Description:

BOLDplanning is excited to offer Continuity of Operations Plan Workshops for Beginners and Advanced Practitioners in the state of Oregon.

To accommodate schedules, planners may choose from **in-person or virtual** formats for both Beginner and Advanced workshops.

Each Beginner Workshop, whether offered in-person or virtually, will cover identical content. Please choose the option that best fits your schedule.

Each Advanced workshop, whether offered in-person or virtually, will cover identical content. Please choose the option that best fits your schedule.

Please only choose one option for Beginner and/or one option for Advanced.

RSVP Here: <https://www.signupgenius.com/go/8050E49ACA828A4FA7-oregon>

Event Title: ODHS COOP Meeting - Facilities updates

Event Date: 4/06/2021

Event Type: Plan Maintenance

Event Status: Completed

Description:

Email sent 4/6/21:

David Hawkins, Glen Bason, Debbie Estabrook, Mark Freed, Faheem Quadri, Shawn Jacobsen, Don Erickson, Kirk Rhoades, Brenda Brown, Bryan Wier, Nick Kern, Shannon Biteng, Kim Roberts, Christy Sinatra, Nelsa Brodie Chuck Keers, Heather Collee, Amy Hinkle, Emily Terry, Marsha Ellis, Emily Armstrong, Heather Lindsey, Jeffrey Akin, Lisa Morawski, Robert Wood, Sarah Lambert, Jordan Reich, Chad Griffin, Robert Salinas

Hello Continuity Planners!

Thank you for joining us today! If you were unable to join, here is a brief rundown:

As part of the ongoing effort to maintain your Continuity Plan, we will be sending you monthly emails to help target specific sections of your plan to review and update. With each of these emails, you will also receive tips to consider when updating these sections. The goal is to keep your plan as accurate and up to date as possible.

COOP Contacts - Please email your COOP contacts to dhscha.bcp@dhscha.state.or.us. We have collected quite a list over the last year and want to make sure we have a correct list. If you need access to the BOLD Planning system, please also include that in your email.

This Month's Planning Topic is: ***Facilities (Primary Facility / Alternate Facility)***

(Primary Facility) When creating your continuity plan, it is important to identify the locations where your organization operates under normal conditions. This information will then be used in

other sections within the system to identify the types of amenities and specific requirements needed to operate in the event of a continuity disruption. (Always include the "Remote Working" option in you primary and/or alternate locations)

(Alternate Facility) A major section of your plan revolves around the concept of identifying an alternate facility or "backup location" for each of your Primary Facilities. Imagine if your workspace or building was unusable due to an event. Your organization would be confronted with many questions including: *Where do we go (to work)? What do we need? What items are already at an alternate facility? What do we need to bring and in what quantities?* Every organization has different needs and requirements to operate, so they need to think these questions through for themselves. Your organization should discuss and answer as many of these questions as possible ahead of an event to ensure relocation to a new facility is accomplished as efficiently as possible.

Planning Tips for Facilities

- *Try to identify at least two alternate facility choices for every Primary Facility. Your "First Choice Facility" should be a facility close to the Primary Facility and easily accessible, in the event of a small-scale disruption that only impacts the single building or work area (building fire, pipe burst, mold in the walls, etc.). Your "Second Choice Facility" should be on a regional level and should assume a large-scale event has impacted the surrounding area (tornado, hurricane, earthquake, flood, etc.).*
- *For each Alternate Facility, it is important to provide specific details about the facility, including the resources already at this location vs. the resources that would need to be transported to this location in order to continue operations. Resources might include computers, communication equipment, office furniture, emergency supplies, and any other amenities your organization relies on to operate.*
- *It might be difficult to identify a specific facility that would be immediately available ahead of time. Don't let this deter you from moving forward with your planning efforts. In this case, we recommend you put in a facility named "To Be Determined" or "TBD." With this approach, at least you can begin the discussion about possible locations and the resources you would need.*

Ask Yourself the Following Questions

- *Has our organization identified alternate facility locations to use if our primary facility becomes unavailable? If so, what items are already located at the alternate facility vs. what other things will we need to acquire?*
- *Has our organization coordinated with the owner/manager of the alternate facility regarding our needs?*
- *Do we have an agreement or Memorandum of Understanding (MOU) in place with the Alternate Facility owner/manager?*

Steps to Review and Update the Facilities Database

1. Log-in to the planning system. If you do not have a Username/Password or have trouble logging in, contact BOLDplanning and they will be happy to assist (help@BOLDplanning.com).
2. Go to “Primary Facilities” – Make sure you have added all of your Primary Facilities (the locations where you work during normal operations). If not, add your Primary Facilities by clicking the “Import Facilities” or “Add New Facility” button.
3. For each Primary Facility, verify that the address is correct. If not, click “Edit” and correct.
4. For each Primary Facility, verify the # of your Staff at each is correct – This is the number of staff that works within your organization at that specific facility and NOT the total Staff Capacity for the entire building. If this # is not correct, click “Edit” and correct.
5. Review the comments listed for each facility. If you need to add comments about this facility, click “Edit” and use the “Comments” field to add this information. Examples: description of the physical space, special requirements, warehouse, laboratory, etc.
6. Enter the Resources and their quantities that you currently use to operate in each Primary Facility. (Desks, chairs, computers, phones, fax machines, printers, other equipment, etc.).
7. Alternate Facility – Be sure to have at least one Alternate Facility identified for each Primary Facility within your plan, even if the Alternate Facility is listed as “To Be Determined.”
8. Alternate Facility Resources
 - Identify the resources will you need at your Alternate Facility(s) and their quantities. (Desks, chairs, computers, phones, fax machines, printers, other equipment, etc.)
 - List the resources will need to be transported to your Alternate Facilities.
 - Determine which resources are pre-positioned (already at) your Alternate Facilities.

- Identify how many staff members will be relocating to each Alternate Facility.

9. There are several options you can use to name your Alternate Facilities and to control how this information is organized within your plan. If you have a large operation, you might want to add an Alternate Facility for each “division” within your organization and list the Resources they would need. (Example: To Be Determined (Finance), ABC Building (Admin). Also, you might want to name and organize your Alternate Facilities by estimated length of time of relocation. Example: To Be Determined (Short Term / Less than a week), ABC Building (Long Term / 30 Days or More).
10. If you have Facility information already documented, you can upload any supporting documents within the “File Archive” of your plan. Items to upload might include evacuation procedures and maps of the facility, alternate facility layout, alternate facility agreements, etc.

Additional Resources

- **Webinar Wednesdays** – On the first Wednesday of each month BOLDplanning conducts a 30-minute online webinar training session focusing on the PMC topic of the month. The trainings are used to help planners with the month’s planning section, highlight planning tips, and demonstrate new BOLDplanning system features. Invitations are sent to most BOLDplanning Users automatically via email.
- **Help Files Library** – In the File Archive section of each plan there is a Continuity User Guide as well as a library of training webinars covering all the major elements of the plan for planners to use at their convenience.
- **On-line Helper Tips** – Embedded throughout the planning system, there are detailed helper tips that explain COOP concepts and provide instructions for data entry.
- **Help Desk** – BOLDplanning is always available to assist with your planning efforts. The BOLDplanning Help Desk is available Monday – Friday from 8:30am to 5pm CST. Contact them at help@BOLDplanning.com / (615) 469-5558.

Event Title: Upload of Plans
Event Date: 3/09/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:
Upload to Bold complete - Michelle Patton

Event Title: Plan update
Event Date: 12/11/2020
Event Type: Plan Maintenance
Event Status: Completed

Description:
Update plan after 2020 Wildfires - by Heather Collee

Event Title: Plan Update
Event Date: 3/09/2020
Event Type: Plan Maintenance
Event Status: Completed

Description:
Update by Heather Collee - Begin COVID 19 response

Event Title: COVID 19 Response
Event Date: 2/20/2020
Event Type: Continuity Event/Activation
Event Status: Completed

Description:
Agency Response to COVID 19. Each division/agency has specific responses that should be added to overall plans

Event Title: Plan Update
Event Date: 12/18/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:
Update by Heather Collee

Event Title: Plan update
Event Date: 12/27/2018
Event Type: Plan Maintenance
Event Status: Completed

Description:
Updated by Lee Lower/Kim Lorz

Event Title: Initial plan
Event Date: 12/13/2018
Event Type: Plan Maintenance
Event Status: Completed

Description:
Initial Plan created by Lee Lower

ODHS - CHILD WELFARE MAIN CONTACTS BY ORGANIZATION

The following is a list of Main Contacts for continuity planning initiatives for each of the organizations within ODHS - Child Welfare. This list is arranged alphabetically by organization.

District 1 Child Welfare

Leadership: Unassigned Person

District 10 Child Welfare

Leadership: April Munks District Manager april.munks@dhsosha.state.or.us

District 11 Child Welfare

Leadership: Maurita Johnson Interim District Manager maurita.JOHNSON@dhsosha.state.or.us

District 12 Child Welfare

Leadership: Unassigned Person

District 13 Child Welfare

Leadership: Unassigned Person

District 14 Child Welfare

Leadership: Unassigned Person

District 15 Child Welfare

Leadership: Unassigned Person

Leadership: Unassigned Person

District 16 Child Welfare

Leadership: Rolanda Garcia District Manager rolanda.garcia@dhsosha.state.or.us

District 2 Child Welfare

Leadership: Unassigned Person

District 3 Child Welfare

Leadership: Sandra Weddle Business Expert Sandra.weddle@odhs.oregon.gov

District 4 Child Welfare

Leadership: Belit Burke District Manager Belit.BURKE@dhsosha.state.or.us 503-947-5389

District 5 Child Welfare

Leadership: Sheila Wegener District Manager Sheila.Wegener@dhsosha.state.or.us

District 6 Child Welfare

Leadership: Desta Walsh District Manager desta.m.walsh@dhsosha.state.or.us 541-778-8702

District 7 Child Welfare

Leadership: Mike Marchant District Manager Michael.M.Marchant@dhsosha.state.or.us

District 8 Child Welfare

Leadership: Kim Whitney District Manager KimberLee.Whitney@dhsosha.state.or.us

District 9 Child Welfare

Leadership: Stacey Ayers District Manager Stacey.Ayers@dhsosha.state.or.us

ODHS - CW - Administration

Leadership: Rebecca Jones Gaston Director Rebecca.jonesgaston@dhsosha.state.or.us

ODHS - CW - Oregon Child Abuse Hotline (ORCAH)

Leadership: Michael Lemke Business Operations Manager
michael.y.lemke@odhsosha.oregon.gov

PRIMARY FACILITIES AND ALTERNATE FACILITIES

The following is a list of Primary Facilities and their corresponding Alternate Facilities for each of the organizations within ODHS - Child Welfare. This list is arranged alphabetically by organization.

District 1 Child Welfare

Astoria - No Alternate Specified
St. Helens|Suite 220 - No Alternate Specified
Tillamook - No Alternate Specified

District 10 Child Welfare

12th Street Building - No Alternate Specified
Bend|Wall - No Alternate Specified
La Pine - No Alternate Specified
Madras - No Alternate Specified
Prineville - No Alternate Specified
Redmond - No Alternate Specified

District 16 Child Welfare

Beaverton|Greenbrier Parkway - No Alternate Specified
Hillsboro|Elam Young 5350 - No Alternate Specified

District 3 Child Welfare

Dallas - No Alternate Specified
McMinnville|368 Norton - No Alternate Specified
Salem|CCBC - No Alternate Specified
Salem|Cherry 3420 - No Alternate Specified

District 4 Child Welfare

Albany|2nd Avenue - No Alternate Specified
Corvallis|Research - Suite 140 - No Alternate Specified
Corvallis|Research Way - Suite 100 - No Alternate Specified
Corvallis|Research Way - Suite 120 - No Alternate Specified
Corvallis|Research Way - Suite 130 - No Alternate Specified
Newport|4th St - No Alternate Specified

District 5 Child Welfare

Cottage Grove - No Alternate Specified
Eugene|11th Avenue - No Alternate Specified
Eugene|Chad Drive - No Alternate Specified
Eugene|Willamette Street - No Alternate Specified
Florence - No Alternate Specified
Springfield|30th - No Alternate Specified
Springfield|A St - No Alternate Specified
Springfield|Harlow - No Alternate Specified

District 6 Child Welfare

Myrtle Creek - No Alternate Specified
Reedsport Child Welfare office - No Alternate Specified
Roseburg|Harvard - No Alternate Specified

District 7 Child Welfare

Brookings Office - No Alternate Specified

Gold Beach - No Alternate Specified
North Bend|Airport Lane - No Alternate Specified

District 8 Child Welfare

Grants Pass|Hawthorne - No Alternate Specified
Medford|Main St - No Alternate Specified
Medford|Royal - No Alternate Specified
Medford|Town Centre - No Alternate Specified

District 9 Child Welfare

Condon - No Alternate Specified
Hood River - No Alternate Specified
The Dalles|Union - No Alternate Specified

ODHS - CW - Administration

Holiday Inn Salem - No Alternate Specified
Oregon State Fairgrounds - No Alternate Specified
Salem Convention Center - No Alternate Specified
Salem|Cherry 3420 - No Alternate Specified
Salem|Summer - Salem|Cherry 3420 (1st Choice)

ODHS - CW - Oregon Child Abuse Hotline (ORCAH)

Oregon Child Abuse Hotline - No Alternate Specified

ORDERS OF SUCCESSION – ODHS - CHILD WELFARE

The following is a list of Orders of Succession identified for each of leadership positions for ODHS - Child Welfare organizations. This list is arranged alphabetically by organization.

Orders of Succession for District 10 Child Welfare

Leadership Succession for District Manager, Child Welfare, April Munks

- CW Program manager, Child Welfare, Megan Riffle
- CW Program manager, Child Welfare, Jennifer Berg

Orders of Succession for District 11 Child Welfare

Leadership Succession for Interim District Manager, Child Welfare, Maurita Johnson

Orders of Succession for District 16 Child Welfare

Leadership Succession for District Manager, Child Welfare, Rolanda Garcia

Orders of Succession for District 3 Child Welfare

Leadership Succession for Business Expert, Child Welfare, Sandra Weddle

- Chief Operations Officer, Child Welfare and Self Sufficiency, Ormond Fredericks

Orders of Succession for District 4 Child Welfare

Leadership Succession for District Manager, Child Welfare, Belit Burke

- CW Program Manger, Child Welfare, Alex Jackson
- CW Program Manger, Child Welfare, Julie Harper

Orders of Succession for District 5 Child Welfare

Leadership Succession for District Manager, Child Welfare, Sheila Wegener

- CW Program manager, Child Welfare, Julie Spencer

Orders of Succession for District 6 Child Welfare

Leadership Succession for District Manager, Child Welfare, Desta Walsh

Orders of Succession for District 7 Child Welfare

Leadership Succession for District Manager, Child Welfare, Mike Marchant

Orders of Succession for District 8 Child Welfare

Leadership Succession for District Manager, Child Welfare, Kim Whitney

Orders of Succession for District 9 Child Welfare

Leadership Succession for District Manager, Child Welfare, Stacey Ayers

Orders of Succession for ODHS - CW - Administration

Leadership Succession for Director, ODHS - Oregon Department of Human Services, Rebecca Jones Gaston

Orders of Succession for ODHS - CW - Oregon Child Abuse Hotline (ORCAH)

Leadership Succession for Business Operations Manager, ODHS - Oregon Department of Human Services, Michael Lemke

- Business Operations Manager, ODHS - Oregon Department of Human Services, Michael Lemke

**ANNEX:
CONTACTS ROSTER**

ODHS - Child Welfare Contacts

KEY STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Randy Balckburn Chief of Staff ODHS - Oregon Department of Human Services Directors Office (DO)	500 Summer St NE Salem, OR 97301 USA	Work: 503-881-2191 Work Email: Randy.blackburn@dhsosha.state.or.us	
Glen Bason Administrator Shared Service - (ODHS OHA) Office of Facilities Management (OFM)	1351 Tandem Avenue Salem, OR 97301 USA	Work: 503-932-7583 Work Email: Glen.E.Bason@dhsosha.state.or.us	
Jenn Bosch ODHS - Oregon Department of Human Services Office of Resilience and Emergency Management	500 Summer St NE Salem, OR 97301 USA	Work: (503) 798-1856 Work Email: Jenn.A.Bosch@dhsosha.state.or.us	
Brenda Brown Shared Service - (ODHS OHA) Office of Contracts & Procurement (OC&P)	635 Capitol St Salem, OR 97301 USA	Work: 503-947-5284 Work Email: Brenda.j.brown@dhsosha.state.or.us	
Matthew Buechner Facility Oper Spc 2 Shared Service - (ODHS OHA) Office of Facilities Management (OFM)	1410 Tandem Ave NE Salem, OR 97301 USA	Work: 971-718-7331 Personal Email: matthew.c.buechner@dhsosha.state.or.us	District 4, 8
Brandon Cates Facility Oper Spc 2 Shared Service - (ODHS OHA) Office of Facilities Management (OFM)	1410 Tandem Ave NE Salem, OR 97301 USA	Work: 503-932-7414 Work Email: brandon.cates@dhsosha.state.or.us	District 1, 9, 11, 12
Kirby Crawford ODHS - Oregon Department of Human Services Child Welfare (CW) ORCAH	6035 NE 78th Court Portland, OR 97218 USA	Work: 503-754-2869 Work Email: kirby.l.crawford@dhsosha.state.or.us	
Becky Daniels ODHS - Oregon Department of Human Services Aging and People with Disabilities (APD) Administration	500 Summer St NE Salem, OR 97301 USA	Work: 503-945-6470 Work Email: Becky.daniels@dhsosha.state.or.us	

KEY STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Marsha M Ellis APD Safety Manager ODHS - Oregon Department of Human Services Aging and People with Disabilities (APD) Safety, Oversight & Quality	3406 Cherry Ave Salem, OR 97303 USA	Work: 503-945-6415 Cell: 503 569-6691	
Don Erickson Chief Administrative Officer ODHS - Oregon Department of Human Services Directors Office (DO)	500 Summer St NE Salem, OR 97301 USA	Cell: 503-884-8774 Work Email: donald.erickson@state.or.us Personal Email: EricksonD74@gmail.com	
Ed Flick Director ODHS - Oregon Department of Human Services Office of Resilience and Emergency Management	500 Summer St NE Salem, OR 97301 USA	Work: 503-945-5600 Work Email: Edwin.flick@dhsosha.state.or.us	
Aprille Flint-Gerner Deputy Director ODHS - Oregon Department of Human Services Child Welfare (CW) Administration	500 Summer St NE Salem, OR 97301 USA	Work: 503-707-0853 Work Email: Aprille.Flint-Gerner@dhsosha.state.or.us	
Kim Fredlund Director ODHS - Oregon Department of Human Services Eligibility Transformation	500 Summer St NE Salem, OR 97301 USA	Work: 503-932-7394 Home: 503-390-7058 Work Email: kim.fredlund@dhsosha.state.or.us Personal Email: fredlund2@comcast.net	
Mark Freed Shared Service - (ODHS OHA) Office of Information Services (OIS) Customer Service and Support	3990 Fairview Industrial Dr Salem, OR 97302 USA	Work: 971-600-4820 Work Email: mark.a.freed@state.or.us	
Mary Geelan Policy Manager ODHS - Oregon Department of Human Services Child Welfare (CW) Administration	500 Summer St NE Salem, OR 97301 USA	Work Email: mary.geelan@dhsosha.state.or.us Personal Email: mary.geelan@dhsosha.state.or.us	

KEY STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Kevin George Grants ODHS - Oregon Department of Human Services Child Welfare (CW) Administration	500 Summer St NE Salem, OR 97301 USA	Work: 503-510-3233 Work Email: Kevin.GEORGE@dhsosha.state.or.us Personal Email: Kevin.GEORGE@dhsosha.state.or.us	
Timothy Gillette SSP and CW Chief Operations Manager ODHS - Oregon Department of Human Services Self-Sufficiency Programs (SSP) Business Unit	500 Summer St NE Salem, OR 97301 USA	Work: 503-449-2641 Home: 503-936-0275 Cell: 503-449-2641 Work Email: Timothy.GILLETTE@dhsosha.state.or.us	
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