CW Policy Worksheet – (Policy, Procedure or Form)

The information gathered on this worksheet should serve as a guide through the process and help the Policy Unit communicate the upcoming changes to the Child Welfare Director’s Office, ODHS’ Director’s Office, PARC and Policy Council. Please send the completed worksheet and drafts to CW.PolicyUnit@dhsoha.state.or.us.

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| --- | --- |
| **Program:** | **Program Analyst(s):** |
| **Anticipated Effective Date:** | Click or tap to enter a date. |
| **Policy Number:****Procedure Manual Chapter & Section: Form Number:** |

Please download a copy and use the [Child Welfare Racial Equity and Social Justice tool (RESJ Tool)](https://www.oregon.gov/odhs/rules-policy/Documents/cw-resj-tool-workbook.pdf) to work on through the duration and development of your project. If there are any questions on how to use the tool or general concerns please reach out to the Equity team by following the link here: [RESJ SharePoint page](https://dhsoha.sharepoint.com/teams/Hub-ODHS-CW-Training/SitePages/RELT.aspx). Child Welfare encourages use of this tool for new rule projects and the review to assess impacts within communities of color and overrepresented and traditionally excluded populations. As well, ensuring reflection and alignment to the guiding principles of the [Vision for Transformation](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/de2445.pdf).

***Please answer all questions.***

1. Please summarize the need for the policy, procedure or form change. What problem currently exists that the change seeks to solve and how does the change fix that problem?
2. Does this change require ensuring Nine Tribes of Oregon, Tribes, or Tribal Governments have been engaged with for the development of this rule? If yes (or if you are unsure), contact Tribal Consultation Liaisons Emily Hawkins, Christine Kamps, the Office of Tribal Affairs or Ashley Wortman for further guidance. See [Tribal Consultation Policy](https://dhsoha.sharepoint.com/teams/Hub-ODHS-Tribal-Affairs/SiteAssets/Forms/AllItems.aspx?id=%2Fteams%2FHub%2DODHS%2DTribal%2DAffairs%2FSiteAssets%2FSitePages%2FTribal%2DConsultation%2DPolicy%2FOHA%2DODHS%2DTribal%2DConsultation%2Dand%2DUrban%2DIndian%2DHealth%2DProgram%2DConfer%2DPolicy%2Epdf&parent=%2Fteams%2FHub%2DODHS%2DTribal%2DAffairs%2FSiteAssets%2FSitePages%2FTribal%2DConsultation%2DPolicy).
3. Please identify what part of the requested change is required by law. (Include in House/Senate Bill, Legislation Session, Oregon Revised Statute (ORS) changes, etc.)
4. Please list any specific documents you have used in preparing these changes and where they can be located. (Note: This could include letters of approval or communication from federal agencies, state plans, rules from other states, federal manuals, federal transmittals, correspondence, email, etc.)
5. Does the change impact or potentially impact any the following: If yes, please explain. a.) Administrative Rule, Policy, Procedure, Forms or Process Maps:

 b.) IV-E State Plan:

 c.) Electronic Data System impact (OR-Kids):

 d.) Workload/Training:

 e.) Child Welfare website, OWL, or any other website:

 f.) Other Programs or Departments (inside or outside Office of Child Welfare Programs):

1. Will your program be seeking Department of Justice (DOJ) attorney review? If so, include the feedback received from DOJ.
2. Will there be a fiscal impact? If yes, please explain.