CW Policy Worksheet – Permanent Rule Filing

The information gathered on this worksheet will 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, Secretary of State’s Office, PARC and Policy Council. Please send the completed worksheet, and rule drafts to [CW.PolicyUnit@odhsoha.oregon.gov](mailto:CW.PolicyUnit@odhsoha.oregon.gov).

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| **Program:** | | **Program Analyst(s):** |
| **Effective Date:** | Click or tap to enter a date. | |
| **Rule Number(s):** | | |

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).

***REMINDER:*** *If you are requesting a Temporary Rule Filing please reach out the Policy Unit and complete the CW Temporary Rule Worksheet.*

1. Please summarize the need for the rule 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 provide a statement on identifying how changes to the rule(s) will affect racial equity in Oregon. (Passage of [HB 2993](https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB2993/Enrolled) requires a statement of racial equity accompany all rule changes. This statement will also be submitted to the Rules Advisory Committee and with Secretary of State upon filing the notice for the rule.)
4. 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.)
5. 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.)
6. Does the change impact or potentially impact any the following: If yes, please explain a.) Other Administrative Rule, Policy, Procedure, Forms or Process Maps:

b.) IV-E State Plan:

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

d.) Workload:

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 training be provided to implement the changes?
   * If yes, please detail the plan:
3. Who will be on the Rules Advisory Committee (RAC)? Please list names and e-mail addresses.
4. Will there be a fiscal impact? (For Rules, please explain fully as the Notice filed with Secretary of State requires more than “N/A” as an answer.)

a.) Identify any state agencies, units of local government, and members of the public likely to be economically affected.

b.) Estimate the number and type of small businesses subject to the rule(s);

c.) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s);

d.) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

e.) Describe how small businesses were involved in the development of these rule(s).