



## Citizen Review Board Protocol for Responding to a Closed at Screening Report, Out of Home Care Assessment, or Office of Training, Investigations and Safety Assessment

Pursuant to ORS [418.259\(4\)\(g\)](#) and [419B.035\(1\)\(d\)](#), if the Department of Human Services (DHS) receives a report (during the six month period under review) alleging abuse in a foster home certified by Child Welfare, DHS will begin including the resulting Closed at Screening (CAS) Report or Out of Home Care Assessment (OHCA) in the case material submitted for a Citizen Review Board (CRB) review (see [DHS Child Welfare Procedure Manual](#), Chpt. 9, Sec. 4, Pgs. 1802 – 1804). A CAS Report is created when a DHS screener determines the hotline report does not constitute abuse or neglect of a child or young adult per Oregon law and administrative rule. An OHCA is an investigation into a report of abuse in a foster home certified by Child Welfare. On a future date to be determined, DHS will also start including Office of Training, Investigations and Safety (OTIS) Assessments. An OTIS Assessment is an investigation into a report of abuse or neglect in a proctor foster home, young adults in transition program, county-operated agency, or Office of Developmental Disabilities Services licensed group home.

**TIP** - Board members should not attempt to gather information during a CRB review to assess the quality of a screening, OHCA, or OTIS Assessment. There is simply not enough time to do this effectively or responsibly.

### CRB Protocol

#### **STEP 1**

As board members read the CAS Report, OHCA, or OTIS Assessment, they should ask themselves:

- Does the child need any additional supports?
- Do previous reports/assessments raise any red flags?

#### **STEP 2**

During board business time, board members should discuss with the board and Field Manager the specific questions they want to ask, if any, about the OHCA or OTIS Assessment during the review. CAS Reports should **not** be discussed during the review. If a board has concerns about a CAS Report, the board may request the Field Manager discuss the concerns with DHS and report back to the board.

#### **STEP 3**

During the CRB review, the board should ask the following **if not already answered in the case material**:

- Ask the child's attorney, court appointed special advocate (CASA), and parent(s) if they were notified of the OHCA or OTIS Assessment.
  - If not, recommend DHS notify these parties **FOLLOWING THE REVIEW**.
- Ask the DHS worker if DHS is providing any additional services as a result of the OHCA or OTIS Assessment.
  - If yes, ask the DHS worker to provide a summary of those services.
  - If not, skip to next bullet point.
- Ask review attendees if there are any additional supports needed for the child.