

<b>Procedure Title:</b>	Gender-Specific Services for Children and Youth				
<b>Procedure Number:</b>	DHS-010-004-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	01/01/2005

DHS Director or Deputy Director

12/27/2004

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Managers of programs affecting children and youth	<p>Review and amend where appropriate current program policies, administrative rules and program documents to incorporate gender-specific services language.</p> <p>Become familiar with gender-specific services policy and guidelines and able to incorporate principles in their specific work.</p> <p>Ensure appropriate staff attend gender-specific services trainings and then are able to apply concepts presented in the trainings.</p> <p>Summarize the program accomplishments in implementing this policy and the program plan on an annual basis to be incorporated into the required legislative report.</p> <p>Incorporate gender-specific services policy into other appropriate policy documents.</p> <p>Collect data and perform analysis by gender. Design services based on the identified gaps and disparities in gender-specific needs.</p> <p>In the interview process, where appropriate, include gender-specific questions that relate to serving children and youth.</p>
2.	Office of Public Affairs	In educational campaign and communications regarding children and youth, incorporate gender-specific services information, where appropriate.
3.	Office of Human Resources	In the hiring process, where appropriate, provide guidance and sample interview questions to managers regarding gender-specific services.
4.	Finance and Policy	The Department will review the impact of major budget changes to services to children and youth by gender, where applicable.
5.	Contract Requestors	Request that solicitations and contracts for services to children and youth contain gender-specific services

		performance language and measures, where appropriate.
6.	Contracts and Procurement Staff	Review contracts for services to children and youth from Program managers/contract originators for gender-specific services language, where appropriate. Provide sample for gender-specific contract performance language to program managers/contract originators. Ensure gender-specific services language is incorporated into contracts for services to children and youth, where appropriate.
7.	DHS staff serving children and youth	Become familiar with the DHS Gender-Specific Services Policy and apply its intent to relevant aspects of their work.

**Policy that applies:**

[DHS-010-004, Gender-specific Services for Children and Youth Policy](#)

**Form(s) that apply:**

None

**Contact(s):**

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**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)