

<b>Procedure Title:</b>	Use of Information about OYA and DHS Employees who are Subjects of a CPS Assessment				
<b>Procedure Number:</b>	DHS-060-033-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	09/20/2006

DHS Chief Administrative Officer

09/20/2006

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

This procedure outlines the responsibilities and actions associated with DHS Policy DHS-060-033 regarding the sharing and use of information related to Department of Human Services (DHS) and Oregon Youth Authority (OYA) employees who are alleged perpetrators in a Child Protective Services (CPS) assessment.

Every effort will be made to safeguard the confidentiality of the information and DHS and OYA will make every effort to restrict access to the information to only the people who truly need access to the information

Step	Responsible Party	Action
	CPS Workers	General Responsibilities of CPS workers are outlined in <u>OAR 413-015-0400 and 413-015-0700.</u>
	CPS Supervisors	General Responsibilities of CPS workers are outlined in <u>OAR 413-015-0400 and 413-015-0700.</u>
1.	CPS Worker or Supervisor	When a CPS worker or CPS supervisor becomes aware that DHS or OYA employee is subject to a CPS investigation, they should immediately notify the DHS Human Resource office (HRG or Senior HR Manager) and/or CAF Central Office.
2.	DHS Office of Human Resources or CAF Central Office	DHS Office of Human Resources or CAF Central Office will confirm that the individual is a DHS or OYA employee by consulting the state personnel system database.
3.	CAF Central Office	If CAF Central Office staff confirms that the alleged perpetrator is a DHS or OYA employee they will immediately notify the CPS supervisor and the DHS Human Services CAF Senior HR Manager.
4.	DHS Office of Human Resources	Having confirmed or received notice that an alleged perpetrator is an OYA employee; the DHS Human Resources CAF Senior HR Manager will notify OYA Human Resources.  When the alleged perpetrator is an OYA employee, the DHS Human Resources CAF Senior HR Manager will be

		the point of contact for OYA throughout the process.
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**Policy that applies:**

DHS-060-033, Use of Information about OYA and DHS Employees Who are Subjects of a CPS Assessment policy

**Form(s) that apply:**

None

**Contact(s):**

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**Procedure History:**

- **Version 1.0:**  
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**Keywords:**

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

