

Oregon Department of Human Services
Child Welfare Division
Records Retention Schedule 2022-0003
Effective Date: August 2022

Table of Contents

Director’s Office	1
Equity and Workforce Development	3
Operations	4
Program and Practice	6

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services

Division: Child Welfare

Section: Director's Office

Program Description

Child Welfare (CW) Administration provides leadership, guidance and oversight of the Child Welfare Division. Responsibilities include budget development and tracking; purchasing activities; program design, policy and practice enhancements; personnel and payroll administration; and legislation development and monitoring (bill analysis, bill tracking, and legislative testimony). CW Administration directs the operation and practice of CW in its mission to improve family capacity to self-sustain a safe and permanent living environment for children. CW Administration provides leadership to Child Welfare Central Office and Field Offices. CW Administration coordinates CW activities with other divisions within ODHS. Administrative staff participate in a variety of ad-hoc and standing committees and work groups. Additionally, administrative staff monitor client complaints, sensitive issues, child fatalities, litigation, events with media interest as well as legislative tracking, and budget monitoring. Support services are also provided to the Child Welfare Advisory Council that makes recommendations to CW about improvements in services. The council meets quarterly and is comprised of people from the community.

Program Records

001 Child Welfare Advisory Committee Agenda and Minutes

Retain 25 years, destroy

002 Child Welfare Refugee Advisory Committee Agenda and Minutes 224 KB

Retain permanently, transfer to State Archives after 5 years

003 Client Complaint Tracking Records

Retain 10 years, destroy

004 Correspondence Tracking Log

Retain 15 years, destroy

005 Executive Committee Records, 1996 – 2016

Retain permanently, transfer to State Archives after 5 years

006 Program Operations Status Reports (To Administration)

Retain 1 year after agency wide report completed, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Agency Organizational Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Litigation Records

Mailing Lists

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Oregon State Archives Records Retention Schedule

Edition: August 2022

Budget Preparation Records
Information Management Records (OAR 166-300-0030)
Information Management Records
Payroll Records (OAR 166-300-0035)
Payroll Related Records
Personnel Records (OAR 166-300-0040)
Employee Personnel Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Equity and Workforce Development
Unit: Equity, Training and Workforce Development

Program Description

The Child Welfare Equity, Training and Workforce Development Unit (ETWD) is a central office unit within the Child Welfare Division of ODHS and provides equity supports, training, workforce development and capacity-building to all child welfare program areas. The purpose of the ETWD is fourfold: first, to ensure that Child Welfare promotes equity throughout all aspects of program and practice and catalyzes equitable systems change for our service delivery to children, families and in the community, as well as for the workforce; secondly, to provide leadership, direction and support in the development, delivery, and evaluation of comprehensive and coordinated program-specific training and workforce development plans and to provide assessment, leadership and oversight for the delivery of child welfare staff and leadership training needs at all levels; and lastly to oversee the agency's contracts with training partners and contractors such as Portland State University's Child Welfare Training Partnership.

Program Records

007 Chronological Request Records

Retain 1 year, destroy

008 Registration Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Personnel Records (OAR 166-300-0040)

Employee Training Records

Databases

Workday

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Operations
Unit: Business Management Unit

Program Description

The Business Management Unit is comprised of several functions into one unit. Our overall goal is to provide support and guidance around several areas of the business operations for Child Welfare. The unit often acts as a liaison between the districts and various departments at central office.

The first area of focus is Position Management. This team is responsible for managing the positions that the legislature approves for hiring. There is a focus on allocating positions to the districts to ensure the Child Welfare offices have the necessary positions in places to support the work that is necessary in the community.

The second area of focus is the budget, although the unit is not responsible for developing the budget for Child Welfare. The unit is responsible for providing information to Executive Leadership so decisions can be made around spending. Additionally, the unit provides support to the Child Welfare districts in helping them manage their district budgets.

The third area of focus is the business operations. The unit provides support to the districts around their business operations and functions. The units will lead business projects, provide assistance with projects that are led by central office and act as a liaison when necessary.

The fourth area of focus is the Child Welfare specific contracts that the districts manage. The unit provides consultation and support for the Child Welfare districts around developing, implementing and managing large contract budgets and contracts. They can assist in developing and maintaining relationships with community providers.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Operations
Office: Project Management

Program Description

The mission of the Child Welfare Project Management Office (PMO) is to provide consistent, effective, and efficient project and portfolio management for the Child Welfare division of the Oregon Department of Human Services. The PMO identifies, prioritizes, and executes a portfolio of projects that align with the division's goals and strategic plan. It also provides mentorship, training, and guidance to teams as they work on initiatives that seek to improve Oregon's Child Welfare system. The PMO oversees continuous quality improvement efforts for the division.

The office maintains a list of projects Child Welfare is working on, called the Comprehensive Portfolio. The portfolio includes statewide projects that originated inside Child Welfare as well as those that originated outside the division. It does not include routine or daily work, just specific efforts aimed at improving the Child Welfare system. Separately, the project management office maintains a list of local initiatives at the district and branch levels.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Child Fatality Prevention & Review

Program Description

The Child Fatality Prevention and Review Program (CFPRP) is an independent program under the Child Welfare Director's office. The program leads the Critical Incident Review Team (CIRT) process in accordance with ORS.418.806 to 418.816. The CIRT team leads the in-depth case file review, meeting facilitation and public reporting after a child fatality has been assigned as a CIRT. This program also leads innovative efforts toward the prevention of child abuse and fatalities using data and a safe systems analysis to support system improvement opportunities.

CFPRP manages the CAPTA grant funds which provide resources for child abuse prevention and child protective services. Funds are received through the US Department of Health and Human Services, Administration for Children and Families. Funds are to be used to improve the investigation and prosecution of cases of child abuse and neglect. The Child Abuse Prevention and Treatment Act (CAPTA) funds are used to improve prevention and treatment of child abuse and neglect and are used for innovative approaches to services, training, or intervention services that improve child protective services for ODHS clients.

Program Records

009 Child Abuse Prevention and Treatment Act (CAPTA) Panels Records

Retain 5 years, destroy

010 Child Abuse Prevention and Treatment Act (CAPTA) State Plan Development Records

Retain until incorporated into state plan or obsolete, destroy

011 Critical Incident Review Teams (CIRT) Records 125 MB

Retain permanently, transfer to State Archives after 5 years

012 Sensitive Issues Records

(a) Retain Sensitive Issues Tracking Log 10 years, destroy

(b) Retain all other records 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Child Safety

Schedule Number: 2022-0003

Program Description

The Child Protective Services program responds to reports of child abuse made to the Oregon Child Abuse Hotline within assigned timelines. Protective Service workers conduct comprehensive assessments of family functioning, circumstances, and extent of alleged abuse, working with families and community members to determine if children are safe and to establish safety for children if they are not. If children are found to be unsafe, PS workers may develop an in-home safety plan with the family that includes safety service providers and services for the parents and child if specific criteria are met. A child may be placed in substitute care if those criteria are not met. When there is immediate danger to a child, law enforcement or program staff may take a child into protective custody without a court order. The program cooperates with law enforcement agencies, juvenile courts, medical providers, district attorneys, mental health professionals, schools, tribes, and other social service agencies.

Program Records

013 Central Office Founded Disposition Review Records

Retain 30 years, destroy

014 Child Abuse Alerts

Retain until youngest referenced child reaches age 18 or until cancellation, destroy

015 Client Case Files

- (a) Retain case records where child fatality occurred as a result of abuse 30 years after case closed, destroy
- (b) Retain case records where the case has one or more “founded” protective service referrals 30 years after case closed, destroy
- (c) Retain case records where the case has one or more “unfounded” protective service referrals 7 years after case closed, destroy
- (d) Retain case records where case has one or more “unable to determine” protective service referrals 30 years after case closed, destroy
- (e) Retain case records where ODHS has legal custody of one or more children in the family for reasons other than protective services (including Voluntary Custody and Voluntary Placement) 30 years after case closed, destroy
- (f) Retain case records where ODHS provided services to the family on a voluntary basis for non-protective service reasons, and ODHS did not have legal custody of any child 7 years after case closed, destroy
- (g) Retain case records with assessments that did not result in a disposition 30 years after case closed, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Oregon State Archives
Records Retention Schedule

Edition: August 2022

Databases

Oregon's Child Welfare electronic information system

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Unit: Children's Benefits

Program Description

The primary purpose of CBU is to manage and coordinate the Title II/SSB and Title XVI/SSI benefits for Child Welfare. The CBU assists in the development of long-range plans, goals and objectives and provides policy direction in dealing with the quality and quantity of Social Security benefits and services the agency receives and provides for the families.

CBU is Child Welfare's point of contact with the Social Security Administration. We communicate with SSA to provide timely notification of children with benefits coming into care, changing placements or transitioning to the adult system, as well as Court proceedings such as finalized adoptions and legal guardianships, emancipations, and dismissal of ODHS custody/guardianship.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services

Division: Child Welfare

Section: Program and Practice

Program: Contracts Services Office

Program Description

The Contracts Services Office provides support to both field and Child Welfare programs to ensure they can meet their goals and objectives through the accurate and timely provision of rules, policies and contract processes. Services include the coordination and accurate implementation for new rules and policies in alignment with state and federal regulations, and the administration of short-term service contracts.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Federal Policy and Resources

Program Description

This program is responsible for all the large federal funding sources that help fund Child Welfare. This program's mission is to maximize the use of federal funds to support Child Welfare's overall budget. Federal dollars for child welfare services come from a variety of sources, some dedicated exclusively to child welfare activities, including Titles IV-B and IV-E of the Social Security Act. Child Welfare uses other federal programs on child welfare activities that are designed for broader purposes or populations. These include the Temporary Assistance for Needy Families (TANF) program, the Social Services Block Grant (SSBG), and Medicaid. TANF-Emergency Assistance and SSBG are "dedicated" sources of child welfare funding. In addition, Child Welfare use federal "child income"-related funding streams for child welfare purposes, including Supplemental Security Income (SSI) and Social Security benefits, as well as U.S. Department of Veterans Affairs funds and child support dollars. Program focus includes:

- Maximize federal funding.
- Provide timely, accurate and detailed federal reports annually.
- Ensure accurate eligibility determinations.
- Manage and provide support to federal pass through contracts.
- Submit Child Welfare Federal Program Improvement Plan quarterly.
- Connect the PIP, 5-year plan and overall Quality Assurance plan for improving program and performance.

Program Records

016 Combined Audits of Federal Programs Records (Internal Reviews)

- (a) Retain Site Visit Worksheets until Final Summary completed, destroy
- (b) Retain Final Summary and all other records for current plus previous review, destroy

017 prog-E Waiver/Social Service Change Plans (Branch Offices)

Retain 3 years after final disposition of case, destroy

018 State Plans for Title IV-E, Title IV-B and Title XX, 1974 – [ongoing] 48.5 MB

Retain permanently, transfer to State Archives after 25 years

019 Title IV-E, Title IV-B, and Title XIX Eligibility Records

Retain 3 years after date of last claim, destroy

020 Title IV-E Tribal Claim Information

Retain 3 years after date of last claim, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Personnel Records (OAR 166-300-0040)

Oregon State Archives Records Retention Schedule

Edition: August 2022

Employee Training Records

Databases

ADOPTION AND FOSTER CARE REPORTING SYSTEM (AFCARS)

Oregon's Child Welfare electronic information system

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Foster Care & Youth Transitions
Unit: Foster Care

Program Description

The Foster Care program coordinates placement services when children are in need of out-of-home placement. Foster Care pays for and manages several programs. These include paid resource family care (payments for resource family placements to support individualized plans for children, including temporary shelter care), special rates (additional payments to resource parents to reimburse actual expenses or special services for children with special medical, emotional, or developmental needs), and one-time payments (payments for non-recurring special needs of foster children).

Special foster care programs with purchased care include family group homes (small group foster homes which prepare older youth to live independently or successfully reintegrate into their primary family home), and independent living (subsidy payments to allow some older youth to live independently as they leave the child welfare system).

The Foster Care program also recruits potential resource care parents, studies their homes to determine that they meet building standards and assesses the prospective resource parents to determine if they can provide suitable care for children. Resource home certifiers help select appropriate homes for children needing placement and provide training programs and other assistance to resource parents.

Program Records

021 Field Consultation Records

Retain 10 years, destroy

022 Policy Development Records

Retain 10 years after policy implemented or rejected, destroy

023 Resource Parent Advisory Committee Records

Retain 10 years, destroy

024 Substitute Care Provider/Resource Parent Records (Resource Home Family Records)

Retain 30 years after certification denied, withdrawn, or closed, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Conference, Seminar, and Training Program Records
Correspondence

Databases

Oregon's Child Welfare electronic information system

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Foster Care & Youth Transitions
Unit: Youth Transition Program

Program Description

The Youth Transitions Program administers programs designed to help current and former foster children ages 14 to 21 achieve independence (up to 26 for post-secondary education supports). These programs include the ILP life skills training (contractors), which provides training and classes to prepare youth to live independently; the Independent Living Subsidy Program, which provides funds to assist eligible youth with room and board expenses; the Chafee Foster Care Independence Program, which also assists with housing costs but for youth over the age of 18; the Education and Training Voucher Program, which provides up to \$5,000 per academic year for the cost of attendance in post-secondary education or training; Driver's Education Course fees; ILP Discretionary Funds to aid with items or services youth may need to achieve their transition goals; and Transitional Living Programs and the National Youth in Transition Database. The above programs are funded in part through an annual federal grant through Title IV-E of the Social Security Act.

Additionally, the Youth Transitions program staff administers contracts with an average of 20 statewide organizations that provide independent living services. ILP conducts on-site case audit and program reviews of providers every three years to determine compliance to contract requirements, laws, and regulations; tracks the budget and monitors, validates and approves provider invoices, and trains providers and interested parties regarding ILP services and supports.

Program staff also creates a variety of program reports and statistics; provide technical assistance to branch and regional offices, and other internal or external organizations and individuals; coordinate contractor meetings to facilitate communications; and coordinate with the DHS Accounting unit for federal fiscal reporting. The program also provides support for the Oregon Foster Youth Connection (OFYC) youth advisory and advocacy group. This OFYC is comprised of current and former foster youth between the ages of 14 – 25. The OFYC is a program under the Our Child Oregon, a non-profit organization. OFYC members assist with Child Welfare rules/policies and makes recommendations to Child Welfare regarding improving the foster care system.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Health & Wellness

Program Description

The Health and Wellness program provides medical and nursing support to the Child Welfare program through general and case consultation for field and central office staff, psychotropic medication authorization and review, Behavioral Residential Services (BRS) placement review and approval, Minimum Adequate Rates for Children (MARC) program and statewide nursing services in the field. Additionally, the program provides support to children and resource families through the personal care, in-home services, and CANS level of care program which provide support and supplemental payments to resource parent for children with increased health and supervision needs. Health and Wellness Services also includes the Child Welfare Education Coordinator who provides subject matter expertise to central office, field and resource families related to education as it intersects with resource family care.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Interstate Compact on the Placement of Children (ICPC)

Program Description

The Interstate Compact on the Placement of Children is an agreement between all 50 states, Washington DC, and the US Virgin Islands to ensure that when children are placed outside of their home state, those children receive the same protections and services that would have been provided if they had remained in their home state. The CW ICPC Unit carries out this agreement for the State of Oregon. The staff includes Central Office administrators who communicate with the ICPC offices in the other states and field certifiers who conduct the home studies of relatives of children out of state. We manage placement requests and determinations, placements, supervision and closures.

Program Records

025 Case Tracking Records

Retain 5 years after final disposition of case, destroy

026 Interstate Compact Case Working Records

Retain 6 months after final disposition of case, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Mailing Lists

Databases

Oregon's Child Welfare electronic information system

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Oregon Child Abuse Hotline (ORCAH)

Program Description

The Oregon Child Abuse Hotline, also known as ORCAH, serves as one of the first points of contact for children in Oregon at risk for or experiencing abuse and neglect. The 24-hour hotline receives, and screens reports of child abuse and neglect statewide, and provides guidance and subject matter expertise to callers and partners to ensure child safety. The hotline also assigns reports for Child Protective Services (CPS) assessments when allegations of abuse meet criteria for assignment and to ensure child safety. The hotline provides LEDS checks for Child Welfare offices statewide and responds to records requests that are time sensitive. Additionally, the hotline serves Oregonians through cross-reporting to local law enforcement, completes required notifications with multiple community partners and coordinates emergency services when appropriate.

The screening program within the Office of Child Welfare programs develops and delivers initial and advanced training and ongoing coaching utilizing decision-making and data-informed tools. A formalized Continuous Quality Improvement program, based on National research and models, has been implemented to inform internal and external stakeholders of ORCAH's performance, ensure quality improvement and create a workplace culture that encourages ongoing learning and development with a goal of increased consistency and reduced bias in screening decisions.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Permanency

Schedule Number: 2022-0003

Program Description

The Permanency Program develops policy and procedures to support permanency planning for children, many of whom have special needs, per ORS 109. Program staff provide consultation and/or direct services regarding reunification, permanency and concurrent planning, adoption assistance financial support, assisted guardianships, and develop and maintain contracts for adoption home studies and placement supervision.

In coordination with ODHS branch offices and case workers, the program also purchases services including: Permanent planning evaluations (psychological evaluations for adults, mainly parents, to help with planning for the permanent placement of children); contracted services with private licensed adoption agencies in other states, the Special Needs Adoption Coalition of licensed private adoption agencies in Oregon and the Northwest Adoption Exchange in order to find homes and provide placement services for special needs children.

When adoption is determined to be the plan for the child, the program provides consultation, training and support regarding the freeing and placing of children and the recruitment and assessment of adoptive placements. The program also provides supervision and support services after a child is placed and until the adoption is finalized.

Permanency provides collaborative planning for post-adoption communication through contracted mediators, as well as purchasing private investigative services to locate parents of children needing adoption services and serving them with legal documents.

The program administers the Voluntary Adoption/Mutual Consent Registry (per ORS 109.425 - 109.507). Through the registry, an adoptee may have access to nonidentifying information (such as existing health, genetic, and social information) about birth parents or family members. An adult adoptee, birth parents, and other qualified persons may also register their consent to the release of identifying information.

Program Records

- 027 Adoption and Independent Adoption Index Records, 1920 – [ongoing]**
Retain permanently in agency
- 028 Adoption Assistance Case Records**
Retain 30 years after case closed, destroy
- 029 Adoption (Closed with Petition) Case Records, 1920 – [ongoing]**
Retain permanently in agency
- 030 Adoption (Closed without Petition) Case Records, 1920 – [ongoing]**

Oregon State Archives

Records Retention Schedule

Edition: August 2022

Retain Adoption Case Records and Case Records where child was available but not adopted (child turned 18, resource family care or guardianship) 30 years after case closed, destroy

031 Adoptive Home Tracking Records

(a) Retain Home Studies created by ODHS 7 years, destroy

(b) Retain Home Studies referred to ODHS Adoptions Committee 7 years, destroy

(b) Retain Home Studies received by ODHS but not referred until no longer needed, destroy

032 Assisted Search Records

Retain 30 years, destroy

033 Client Record: Voluntary Case Files

Retain 30 years after case closed, destroy

034 Guardianship Assistance Case Records

Retain 30 years after case closed, destroy

035 Home Studies (No Child Adopted) Records

Retain 7 years after case closed, destroy

036 Home Study Records in Branch Offices

Retain 30 years after case closed, destroy

037 Permanency Case Records in Branch Offices

Retain 30 years after case closed, destroy

038 Title IV-E Waiver Federal Correspondence

Retain 5 years after demonstration project ends, destroy

039 Title IV-E Waiver Records

Retain 5 years after demonstration project ends, destroy

040 Voluntary Adoptions/Mutual Consent Registry, 1984 – [ongoing]

Retain permanently in agency

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Mailing Lists

Databases

Oregon's Child Welfare electronic information system

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Unit: Program System Support

Program Description

The Program System Support Unit (commonly called OR-Kids) is responsible for managing, maintaining, and evolving the agency's Child Welfare Information System(s). The team acts as liaison between Child Welfare Program and internal and external technical partners for the purpose of translating child welfare business practice into actionable software applications which facilitate that practice and collect all relevant data points necessary to support data-informed decision making.

OCWP-PSS works with the business to define consistent business processes, design workflow, manage the software development life-cycle, provide ad hoc and business-specified reporting services, manage the implementation and maintenance of third-party data exchanges, and oversee CW-specific data quality efforts and data governance.

Program Records

None determined as of authorization date

State Agency General Records Retention Schedule Records

Databases

None determined as of authorization date

Oregon State Archives Records Retention Schedule

Edition: August 2022

Organizational Placement

Schedule Number: 2022-0003

Agency: Oregon Department of Human Services
Division: Child Welfare
Section: Program and Practice
Program: Treatment Services

Program Description

The Treatment Services Program provides supportive services and placement opportunities for children and youth with specialized needs. Services administered through the program include Proctor Foster Care or residential treatment through Behavioral Rehabilitation Services (BRS), community-level shelter care and placement preservation services through Focused Opportunities for Children Utilizing Services (FOCUS) program.

Program Records

- 041 Borderline Intellectual Functioning Children Case Files**
Retain 30 years after case closed, destroy
- 042 FOCUS Children Case Files**
Retain 30 years after case closed, destroy
- 043 FOCUS Planning and Consultation Committee Minutes**
Retain 75 years, destroy
- 044 Program Review and Survey Records**
Retain 8 years, destroy
- 045 Provider Records**
Retain current and previous biennium, destroy
- 046 Regional Consultant Monthly Activity Reports**
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Financial Records (OAR 166-300-0025)
Purchasing Records
Travel Expense Records

Databases

Oregon's Child Welfare electronic information system