**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>CPS Worker or Supervisor</td>
<td>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.</td>
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<td>2.</td>
<td>DHS Office of Human Resources or CAF Central Office</td>
<td>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.</td>
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<td>3.</td>
<td>CAF Central Office</td>
<td>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.</td>
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<td>4.</td>
<td>DHS Office of Human Resources</td>
<td>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</td>
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</table>
the point of contact for OYA throughout the process.

**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

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- Version 1.0:
  09/20/2006 Initial Release

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