

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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Name/Title: Michelle Callejas, Deputy Director Telephone #: (916) 875-0123
 Person Managing/Overseeing Emergency Plan Implementation

E-mail Address: callejasm@saccounty.net

Interstate Compact on the Placement of Children
 (ICPC) Liaison Warene McGhee Telephone #: (916) 875-0113

E-mail Address: mcghew@saccounty.net

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans regarding children and non-minor dependents. Children and non-minor dependents in the probation system must also be included in the plan. County plans must be amended annually to include Child Welfare Services (CWS) Disaster Response Plans.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law [PL] 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under section 6(a)-(16) and Welfare and Institutions Code Section 16500.1(c)(1). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for CWS children, Probation children, non-minor dependents, including non-minor dependents residing in foster care, out-of-county placements, children placed in or out of California through the Interstate Compact on the Placement of Children (ICPC), out-of-state non-minor dependents under county care or supervision who are displaced or adversely affected by a disaster:
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Essential Function:	1. Identification and location process of CWS children, Probation children, non-minor dependents, including those in probation residing in foster care, out-of-county placements, ICPC children, and out-of-state non-minor dependents who may be displaced.
Process Description:	<p>CPS Child Protective Services (CPS) shall identify foster children, probation children and non-minor dependents (NMDs) living in the disaster area(s) or impacted area by zip code using the following tools and methods:</p> <ul style="list-style-type: none"> • SafeMeasures – reports and emergency mapping function • Social workers and probation officers identify medically fragile children on their individual caseloads • Geographic Information System (GIS) may also be used to map the residences of foster children, probation children and NMD youth <p>There are four CPS Division Managers who are designated as liaisons to the CPS Department Operations Center (DOC) Responder in the event of a disaster and each assumes a primary role as a Dependent Children Liaison, Emergency Resources Liaison or Communications Operations Liaison. Each liaison has specific pre-designated areas of responsibility to ensure continued operations and child safety.</p> <p>The CPS Dependent Children Liaison to the CPS DOC Responder is primarily responsible for overseeing the identification of dependent children, probation children and NMD youth in the impacted area(s), identifying children with critical needs, and creating and maintaining a list of evacuated children and NMD youth and their locations. The CPS Emergency Resources Liaison to the CPS Emergency Operations Center (EOC) Responder Representative is primarily responsible to fulfill these roles as they relate to non-dependent children receiving CPS services.</p> <p>Probation For children placed in out of home care, Probation uses an electronically generated report from Probation’s case management system (PIP) which provides the minor’s name, date of birth, placement location with address and telephone information. The report will also provide the minor’s legal guardian and their contact information. This report also includes NMD’s. In the event identification and location is needed after hours/weekends, the duty supervisor at the Youth Detention Facility/Juvenile Hall has access to reports generated through PIP.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>CPS The CPS toll-free line [866-410-6164] will be activated to provide emergency information. The number is available as a direct line of communication between CPS and foster parents, non-relative extended family members, relative caregivers, birth parents, group homes, foster family agencies, contract providers and the children and NMDs living in out of home care. Additionally, the Sacramento County Office of Emergency Services has a duty officer available 24 hours a day, 7 days a week and can be reached at (916) 874-4670 and info@SacOES.org.</p> <p>After an emergency strikes, CPS shall contact all out of home care providers in the impacted zip code(s) to ensure the safety and well-being of the foster children and NMD’s within their care. Prioritized contact will be given to foster homes with medically at-risk foster children or NMD’s located in the most heavily impacted zip code(s). If telecommunication is unavailable and/or the care provider remains unreachable, then workers will make home visits (as soon as it is deemed safe to do so) to verify the safety and wellbeing of each child or NMD.</p> <p>The CPS Operations/Communications Liaison to the CPS DEOC Responder Representative is the person within CPS with primary responsibility to establish communication links with external partners during a disaster. The CPS Dependent Children Liaison to the</p>

	<p>CPS DOC Responder works with the CPS Operations/Communication Liaison to disseminate information to childcare providers during a disaster.</p> <p>Probation All care providers will be contacted by landline, cell phone, faxes, face-to-face, mail, and/or law enforcement will be used. When probation children are placed in out of home care, the care providers are instructed to contact the Youth Detention Facility/Juvenile Hall (916) 876-9304 as it is a 24-hour facility who will in turn contact the Chief Deputy Probation Officer of the Placement Unit.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>CPS The Evacuation Movement Unit (EMU) within the Sacramento County EOC establishes evacuation routes and directs all evacuation activities. Law enforcement and other safety personnel are responsible for evacuating individuals.</p> <p>Due to their participation in the DHHS Emergency Operations Center, CPS management will receive evacuation information immediately and will relay information about dependent children and NMDs, who require special assistance to the EMU.</p> <p>Foster care providers are responsible for assuring the safety of children and NMDs in their care and are required to maintain a current disaster response plan on file with their licensing agency.</p> <p>The CPS Dependent Children Liaison to the CPS DOC Responder has primary responsibility to coordinate with other agencies relating to evacuation of dependent children and NMD and to maintain a list of evacuated dependent children and NMD's and their locations.</p> <p>The CPS Operations/Communications Liaison to the CPS DOC Responder is responsible to prepare and disseminate initial and ongoing Emergency Communication to CPS staff.</p> <p>Probation Probation will contact care providers and identify needs. Probation will collaborate with care providers to ensure that the youths' needs are met or that there is a plan to ensure that all needs will be met. Probation youth and care providers are advised to contact the Youth Detention Facility/Juvenile Hall. Copies of emergency plans are maintained at the Youth Detention Facility / Juvenile Hall.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>CPS The Evacuation Movement Unit (EMU) within the Sacramento County Emergency Operations Center establishes evacuation routes and directs all evacuation activities. Law enforcement and other safety personnel are responsible for evacuating individuals.</p> <p>Due to their participation in the DHHS Emergency Operations Center, CPS management will receive evacuation information immediately and will relay information about dependent children who require special assistance to the EMU.</p> <p>Foster care providers are responsible for assuring the safety of children and NMDs in their care and are required to maintain a current disaster response plan on file with their licensing agency.</p> <p>The CPS Dependent Children Liaison to the CPS DOC Responder has primary responsibility to coordinate with other agencies relating to evacuation of dependent children and NMD's, and to maintain a list of evacuated dependent children and NMD's and their locations.</p>

	<p>The CPS Operations/Communications Liaison to the CPS DOC Responder is responsible to prepare and disseminate initial and ongoing Emergency Communication to CPS staff.</p> <p>Probation Probation will contact care providers and identify needs. Care providers are required to have an emergency plan that includes alternative sites in case their facility has to be evacuated. Probation will collaborate with care providers to ensure needs are met. Probation youth and care providers are also advised to contact the Youth Detention Facility/Juvenile Hall. Copies of emergency plans are maintained at the Youth Detention Facility / Juvenile Hall.</p>
Essential Function:	5. Identification of shelters
Process Description:	<p>CPS The Care and Shelter Branch of the County of Sacramento Emergency Operations Center identifies shelter locations, conducts mass care needs assessments and develops a strategy for extended shelter and care operations. The Department of Human Assistance (DHA) is the lead agency for the Care and Shelter Branch. Due to participation in the DHHS Emergency Operations Center, CPS management will receive this information immediately.</p> <p>Probation The Department of Human Assistance is responsible for identifying and setting up emergency or disaster shelters in collaboration with the Disaster Service Section of the California Department of Social Services. A contact person will be established in DHA. The Youth Detention Facility/Juvenile Hall will be available to provide shelter as needed for minors.</p>
Essential Function:	6. Parental notification procedures
Process Description:	<p>CPS As soon as possible after ensuring the safety of the children and Non-minor Dependents in foster care, CPS will make reasonable efforts to notify parents and/or legal guardians of the safety and status of their child(ren), unless parental rights have been terminated.</p> <p>Probation Probation will notify parents by landline, cell phone, fax, face-to-face or by law enforcement if it is unsafe for Probation staff. Probation staff will advise parents of the whereabouts and welfare of their children.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>CPS The Deputy Director or her designee will assess the need for alternative processes for continuing services based on the scope and nature of the emergency.</p> <p>CPS essential operations include:</p> <ul style="list-style-type: none"> • Screening calls at the hotline • Responding to new allegations of abuse or neglect • Investigation activities • Follow-up with services and processes for protective custody holds • All other legal mandates

	<p>Probation The Probation Department, as a branch of law enforcement, must have the ability to assess our youth in the event of a natural disaster.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p>CPS The law designates all County employees as “Disaster Service Workers”. When the Sacramento County EOC declares a disaster, all public employees may be re-assigned to perform activities outside of their normal duties to promote the protection of public health and safety or the preservation of lives and property.</p> <p>CPS staff responsibilities may change as reasonable and necessary to help fulfill mandated response roles.</p> <p>The CPS Emergency Resources and Dependent Children Liaisons to the CPS Representative to the DHHS DEOP are responsible to organize and oversee staff assignments as outlined in the Sacramento County DHHS Disaster Response Plan.</p> <p>Probation An updated list of Probation personnel will be kept in the office of the Placement Chief Deputy Probation Officer. The Placement Chief Deputy Probation Officer, in consultation with Assistant Chief Probation Officer, will make, as necessary, assignments to continue mandated services. Probation employees are to report to their normal place of employment unless informed otherwise.</p>
Essential Function:	9. Workload planning
Process Description:	<p>CPS Immediately following a disaster, ensuring the safety and well-being of CPS current foster children and NMD’s will be the highest priority. Otherwise, CPS Management will assign available staff to fulfill all mandated operations.</p> <p>The CPS Emergency Resources and Dependent Children Liaisons to the CPS Representative to the DHHS DEOP are responsible to organize and oversee staff assignments as outlined in the Sacramento County DHHS Disaster Response Plan.</p> <p>Probation Regular business practice will be carried out as much as possible. To handle critical functions, the Assistant Chief Probation Officer will direct work to the Placement Chief Deputy Probation Officer. The Placement Chief Deputy Probation Officer will direct work to Supervising Probation Officers who will relay the plan to line staff.</p>

Essential Function:	10. Alternative locations for operations
Process Description:	<p>CPS CPS has multiple facilities located over a wide area of Sacramento County. Following a disaster, CPS employees are expected to report to their normal worksite unless instructed to do otherwise via telephone or e-mail. If a facility is inaccessible, CPS will instruct workers to report to alternative work locations, instruct workers to telecommute, or will dismiss them for the day. If an alternate location is not available, then the DHHS EOC is available to find other locations.</p> <p>Available facilities are as follows:</p> <ul style="list-style-type: none"> • 7001-A East Parkway, Sacramento CA 95823 • 925 Del Paso Blvd. #500, Sacramento CA 95815 • 3701 Branch Center Rd, Sacramento CA 95827 • 3331 Power Inn Rd, Sacramento CA 95826 • 3555 Auburn Blvd., Sacramento CA 95821 • 3700 Business Dr, Sacramento CA 95820 • 6015 Watt Av, North Highlands CA 95660 • 6045 Watt Av, North Highlands CA 95660 <p>Probation Primary location – 4100 Branch Center Road, Sacramento, CA 96827. The Probation Department has other program locations within Sacramento County. Office relocation will be determined by the Assistant Chief Probation Officer as needed.</p>
Essential Function:	11. Orientation and ongoing training
Process Description:	<p>CPS Key DHHS and CPS Division staff attends periodic training and exercises provided by the Sacramento County Office of Emergency Services. The Emergency Operations Unit within the DHHS Office of Finance, Contracts, and Administration periodically provides training for key staff on the Sacramento County emergency operations infrastructure.</p> <p>All employees are required to complete Disaster Service Worker Training video available at http://www.dhhs.saccounty.net/PUB/Emergency-Preparedness/Pages/GI-Disaster-Service-Worker-Training-Video.aspx</p> <p>Probation Orientation and ongoing training will take place at any of the outlying Probation offices as directed by the Assistant Chief Probation Officer.</p>
CWS Disaster Response Criteria B:	Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. Investigation process
Process Description:	<p>CPS CPS shall respond to new child welfare referrals using existing protocol whenever possible. Response to new referrals and provision of services will be accomplished via the continued operation of the emergency hotline and via in-person responses when safe and</p>

	<p>appropriate. Management has identified essential resources to continue these services in the event of an emergency. Decisions to modify existing protocols due to conditions present during a disaster shall be made jointly by the CPS Emergency Resources Liaison and the CPS Representative to the DHHS DEOP, or her designee.</p> <p>Probation Probation will designate trained staff to respond to any new child welfare investigation needs. Staff will be designated and directed by the Assistant Chief Probation Officer or designee. Responses and reporting will comply with state mandates.</p>
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	<p>CPS Existing protocols will continue as circumstances allow including, but not limited to, 24 hour hotline access, child abuse investigations, use of Structured Decision Making tools, and Team Decision Making. Placement will be considered based on information available at the time. Decisions to modify existing protocols due to conditions present during a disaster shall be made jointly by the CPS Emergency Response Resources Liaison and the CPS Representative to the DHHS DEOP, or her designee.</p> <p>Probation The process of all new referrals is generated by Court order from Delinquency Court.</p>
Essential Function:	3. Implementation process for providing new services
Process Description:	<p>CPS The Sacramento County EOC will direct CPS as to services needed for unaccompanied minors located at shelters. CPS workers may be deployed to shelters for 12-hour shifts to process the initial intake and registration of unaccompanied children, including follow-up to reunite those children with parents/guardians or to arrange appropriate temporary placement.</p> <p>The need to implement alternative means to deliver new child welfare services will be assessed by the CPS Emergency Resources Liaison and the CPS Representative to the DHHS DEOP, or her designee. Assessments will consider the scope of disaster, impact of disaster on service providers, and the locations of families in need of new services.</p> <p>The Operations/Communications Liaison to the CPS DOC Responder has primary responsibility to establish communication with the Juvenile Court to ensure access for emergency court orders. .</p> <p>Probation To the extent possible, Probation will, at the direction of the Chief Probation Officer or designee, support other agencies with the implementation of new services.</p>
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	<p>CPS To the extent possible, all services and assessments will continue according to existing protocols. This includes reunifying children with their families whenever the family environment is assessed to be safe.</p> <p>Concerning unescorted children separated from their parents/guardians due to the disaster, every effort will be made to facilitate reunification as soon as possible. The Sacramento County EOC will direct CPS as to services needed for unaccompanied children located at shelters.</p>

	<p>CPS shall provide instructions to all staff regardless of assignment that if they receive calls from parents, guardians, or relatives trying to locate family members and/or making services inquiries that they will log the contact information and route that information to the assigned social workers and supervisors.</p> <p>Probation Temporary housing at the Youth Detention Facility will be arranged pending re-placement or evaluation of reunification.</p>
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	<p>CPS The Sacramento County EOC will direct CPS regarding services needed for unaccompanied children located at shelters. CPS staff may be deployed to shelters for 12-hour shifts to process initial intake and registration of unaccompanied children and to assist in reunification efforts. CPS staff may coordinate the relocation of clients for whom CPS has responsibility for due to in-home or out-of-home care. The CPS Emergency Resources Liaison to the CPS DOC Responder is responsible to coordinate and oversee CPS response regarding any non-dependent children.</p> <p>Probation Probation personnel structure is the Assistant Chief Probation Officer, Placement Division Chief Deputy Probation Officer, Placement Division Assistant Chief Deputy Probation Officer, Supervising Probation Officer, Senior Deputy Probation Officer, to Deputy Probation Officer.</p>
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<p>CPS CPS Administration maintains a list of certified bi-lingual staff. Short-term staff reassignments may be prioritized to minimize language barriers. In addition interpretation/translation services are available to staff through contracted vendors including Language Line [866-874-3927], Telelanguage [844-820-2384], Interpreters Unlimited [866-477-1329] and Voiance Languages [866-998-0338] and are located on CPS' intranet.</p> <p>Probation Probation personnel will utilize all staff receiving bi-lingual benefits to address language barriers to communicate quickly and effectively.</p>
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	<p>CPS All efforts will focus on locating absent parents, caregivers, and guardians while maintaining the health and safety of the unaccompanied children.</p> <p>For dependent children who arrive at the shelter unaccompanied by an adult, CPS will be responsible to locate the children's</p>

	<p>caregiver or, as appropriate, to facilitate a new placement.</p> <p>Probation The Probation Department will utilize housing at the Youth Detention Facility while determining likelihood of reunification.</p>
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	<p>CPS All efforts to reunify children with their families, other caregivers, or guardians will be made as soon as possible. If it appears that the children cannot return timely, a decision regarding the need for protective custody will be made within 30 days utilizing existing protocols to ensure the child’s safety and well being.</p> <p>Probation Assessments will be made on the next business day and appropriate plans made.</p>
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	<p>CPS Staff will report to work in-person, unless instructed to do otherwise via telephone or e-mail by their supervisor/manager. A phone tree may be activated to contact staff and provide work instructions.</p> <p>In the absence of phone service, staff may receive instructions through the following sources:</p> <ul style="list-style-type: none"> • Broadcast emergency messages via KFBK 1530 AM, 93.1FM, television station announcements, on-line media or any other reliable social media • By reporting to an evacuation shelter • 2-1-1 Sacramento is a resource for all Sacramento County residents that works with the Sacramento County Office of Emergency Operations regarding available resources <p>The Operations/Communications Liaison to the CPS DOC Responder is responsible to determine the status of telephone operations at all locations, to prepare and disseminate initial and ongoing emergency communication to all staff, and to act as a clearinghouse for information within CPS.</p> <p>Probation Staff will be directed to report to their normal workstations and contact their supervisor for direction. If their regular workstation is unavailable, staff is directed to contact their Supervising Probation Officer via cell phone for direction. The Supervising Probation Officer is to report to Placement Chief Deputy Probation Officer and the Placement Chief Deputy is to report to the Probation Assistant Chief Probation Officer.</p>
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	<p>CPS CPS Position Control (worker code FQ30) maintains an up-to-date Critical Management List that may be resourced. Additionally, a list is maintained in the Critical Incident Binder.</p>

	<p>Probation Probation communication structure will be from the Assistant Chief Probation Officer to the Placement Division Chief Deputy Probation Officer to the Placement Division Assistant Chief Deputy Probation Officer to the Supervising Probation Officer to the Senior Deputy Probation Officers to the Deputy Probation Officers.</p>
Essential Function:	3. Communication structure – contracted services
Process Description:	<p>CPS CPS contract information is available in a shared network drive, is accessible by multiple staff, and is backed-up regularly on the County server, according to County Information Technology Services policy.</p> <p>Contractors providing direct service to CPS clients must call the CPS toll free-line [866-410-6164], which is activated in the event of a disaster, to report any issues that could have a negative impact on clients.</p> <p>The Operations/Communications Liaison to the CPS DOC Responder is responsible to ensure that communication links with necessary external partners are established. Additionally, the Dependent Children Liaison works with the Operations/Communications Liaison to disseminate information to necessary external partners.</p> <p>Probation The Placement Division does not utilize contracted staff.</p>
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	<p>CPS Communication resources are available when all normal channels are unavailable:</p> <ul style="list-style-type: none"> • Emergency broadcast messages are available via radio (KFBK 1530 AM) and television stations (KCRA Channel 3) • 2-1-1 Sacramento is a resource for all Sacramento County residents that works with the Sacramento County Office of Emergency Operations regarding available resources • In-person at an evacuation shelter. <p>Probation Probation will attempt face-to-face communication as workforce availability permits. Probation will also seek assistance from the County Office of Emergency Operations Center (EOC) for other modes of communication.</p>
Essential Function:	5. Communication frequency
Process Description:	<p>CPS Communication frequency is contingent on the scope and nature of the event and as determined necessary by the CPS Operations Center. However, the expectation is that communication will occur as often as needed to inquire about the health and safety of families in the disaster area.</p> <p>Probation Communication frequency will occur daily or as often as necessary to carry on Probation mandated services.</p>

Essential Function:	6. Communication with media
Process Description:	<p>CPS Communication with the media is the responsibility of the Department Public Information Officer, who will be located at the DHHS DOC.</p> <p>Probation Probation communication structure will be from the Assistant Chief Probation Officer to the Placement Division Chief Deputy Probation Officer to the Placement Division Assistant Chief Deputy Probation Officer to the Supervising Probation Officer to the Senior Deputy Probation Officers to the Deputy Probation Officers.</p>
Essential Function:	7. Communication with volunteers
Process Description:	<p>CPS The DHHS DOC will handle communication with any volunteers.</p> <p>Probation Probation will communicate with volunteers/student interns by landlines, cell phones, faxes, mail, and/or face-to-face contacts.</p>
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	<p>CPS The CPS toll-free line [866-410-6164] will be activated.</p> <p>Probation The Youth Detention Facility/Juvenile Hall is a 24-hour staffed facility; all youth, family and care providers are provided with the telephone number for the facility.</p>
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<p>CPS Essential records are primarily stored in the statewide database CWS/CMS. IBM Global Services manages the CWS/CMS server maintenance. IBM is contractually bound to the State to provide extensive disaster recovery services. Services include, but are not limited to, providing access to Sacramento County data, if necessary, from another county's welfare office.</p> <p>The following CPS information is stored on secure off-site servers and back-ups are conducted according to policy.</p> <ul style="list-style-type: none"> • Electronic documents from all staff computers • CWS/CMS • SafeMeasures • Voice Over Internet Protocol (VOIP call management application)

	<p>Probation Probation's Case Management system (PIP) is automatically backed up by County Information Technology (IT) on a regular basis.</p>
Essential Function:	2. Use of off-site back-up system
Process Description:	<p>CPS The following CPS information is stored on secure off-site servers and back-ups are conducted according to policy:</p> <ul style="list-style-type: none"> • Electronic documents from all staff computers • CWS/CMS • SafeMeasures • Voice Over Internet Protocol (VOIP call management application) <p>Probation Probation's case management system (PIP) is backed-up off site. Information taken during a disaster would be entered using Hot Spots or air card lap tops and/or hard copies kept for later input into PIP.</p>
CWS Disaster Response Criteria F:	Coordinate services and share information with other states and counties; include a description of the process utilized by the county to ensure that information regarding children placed pursuant to the ICPC occurs with both the sending state and CDSS:
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<p>CPS CWS/CMS staff is available to identify those Sacramento County children and NMDs placed out of state and those children and NMDs from another state placed within Sacramento County. SafeMeasures also provides mapping to track children and NMDs from other jurisdictions placed within Sacramento County. The Sacramento County ICPC Coordinator's telephone number is 916-875-0113.</p> <p>Probation A Business Objects report will be used to identify ICPC courtesy supervised children in the County. County will notify the State ICPC Administrator of the status of ICPC children. The ICPC coordinator will continue to process mandated forms (100 A & B) and assist with the return of children to other states if needed for their safety. Telephones, e-mail, or faxes will be used.</p>
Essential Function:	2. Mental health providers
Process Description:	<p>CPS CPS will coordinate with the Behavioral Health ACCESS team to assist in authorization of mental health services as necessary. Both CPS and Behavioral Health are divisions within Sacramento County DHHS.</p> <p>Probation Probation will contact local mental health providers that provide services to Probation families and children. Coordination will pass through Department of Health and Human Services Behavioral Health Services Division.</p>

Essential Function:	3. Courts
Process Description:	<p>CPS CPS shall coordinate services with the Dependency Court through telephone, e-mail, fax, and/or face-to-face communication. The Operations/Communications Liaison to the CPS DOC Responder is responsible to establish communication with the Court to ensure access for any necessary emergency court orders regarding dependent children.</p> <p>Probation Probation will communicate with the court using landlines, cell phones, faxes, mail, special delivery, or face-to-face communication.</p>
Essential Function:	4. Federal partners
Process Description:	<p>CPS The Sacramento County EOC and the CDSS are responsible to coordinate services and share information with federal partners.</p> <p>Probation Probation will communicate using landlines, cell phones, faxes, mail, special delivery, or face-to-face communication.</p>
Essential Function:	5. CDSS
Process Description:	<p>CPS The Sacramento County EOC will coordinate all necessary services and information sharing with CDSS during a disaster.</p> <p>Probation Probation will communicate directly by use of landlines, cell phones, faxes, mail or special delivery with the CDSS.</p>
Essential Function:	6. Tribes
Process Description:	<p>CPS CPS will contact tribes of impacted children in as timely a manner as possible to exchange information concerning the status and location of children served.</p> <p>Probation The tribes and state ICWA representative will be advised in as timely a manner as possible of the location and wellbeing of children served. Currently N/A.</p>
Essential Function:	7. Volunteers
Process Description:	<p>CPS The DHHS EOC will communicate with volunteers.</p> <p>Probation Probation will communicate with volunteers/student interns by landlines, cell phones, faxes, mail, and /or face-to-face contacts.</p>