

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

County & Agency Name: Kern County Department of Human Services

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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 and be operational by September 28, 2007.

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). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN

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:
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>A. The Kern County Department of Human Services (KCDHS) will ensure the safety and well-being of children in its care, and children otherwise known as “unaccompanied minors”, who may be left unsupervised as the result of a disaster. Prior to, during, or after a disaster, the status of children in the Department’s care will be determined via telephone, Face Time, Skype (or similar), home visit, and/or in-person contact at emergency shelters.</p> <p>B. The Kern County Probation Department has children placed in out of home care, and KCDHS will collaborate as necessary to assure that Probation has access to information from Safe Measures and Business Objects as necessary to locate youth placed in out of home care.</p> <p>C. With regard to Probation wards who are not placed in out of home care, Kern County Probation Department has their own Disaster Plan (see attachment).</p> <p>D. In a major disaster, Kern County Child Protective Services (CPS), and Kern County Probation will identify, locate, and provide services to minors with open service plans in their jurisdiction. CPS will also provide services to unaccompanied minors within the mandated shelter and care duties as they relate to the care and supervision of children, including children placed/located in other states. Those services include (but are not limited to):</p> <ul style="list-style-type: none"> • Use of the Safe Measures database (https://safemeasures.org/ca/) and/or the Business Objects Database (https://soccadweb2/InfoViewApp/logon.isp) to obtain a geographical listing of all children served by CPS and Probation wards placed in out of home care. Both databases provide information on children, siblings, birth parents, and other collateral/providers for additional emergency contact information, including non-minor dependents and children located in other states. Coordination of disaster response, location, and services will be initiated in other state jurisdictions as needed. • Assign staff to emergency shelters or relief programs, and implement an information and location assistance program via the CPS Emergency Hot-Line Number (661) 631-6011. • Identify, interview, and provide immediate care for “unaccompanied minors.” • Process requests from caregivers, non-minor dependents and parents of minors with open service plans for disaster assistance (shelter and relief programs). • CPS Social Service Workers (SSW)s and KCPD Probation Officers will attempt to contact caregivers, non-minor dependents and parents by telephone to determine the safety status of child/children in their care and damage sustained, if any to the home or

	<p>facility. For those children placed in group homes or in Foster Family Agency (FFA) Certified Homes, contact will include not only the home itself, but also contact with/to the group home staff/administrator and/or the FFA social worker and/or other FFA staff. CPS SSWs will report status (including serious injuries) of children contacted to their supervisor or designee.</p> <ul style="list-style-type: none"> • The CPS Emergency Hotline (661) 631-6011 will also serve as the Disaster Informational Line. A pre-recorded message will provide emergency information in case of a major disaster. • Depending upon the severity and scope of the disaster, the County Emergency Operations Center (EOC) will be activated. Upon activation, a DHS Human Resources representative will be appointed to the County Emergency Operations Center, and serve as a point of contact. Designated staff for this duty include Dianne Rosso, Sheri Redding, Debbie Spears and Mike Nisser, or a rotating basis. The Kern County Emergency Operations Plan can be found on the web at http://www.kerncountyfire.org/index.php/operations/emergency-plans/emergency-operations-plan. • SSW and PO staff will continue trying to locate children served by CPS and Probation, respectively, until they are all found and accounted for. This will include coordinating efforts via the Department’s County Emergency Operations Center (EOC) liaison. <p>SSW and PO staff will be directed to check the American Red Cross “Safe and Well” registry prior to requesting more direct efforts through the American Red Cross Shelter and Care Operations (via the EOC liaison) or Law Enforcement. The American Red Cross “Safe and Well” website is located at https://safeandwell.communityos.org</p>
Essential Function:	2. Communication process with child care providers (aka substitute care providers)
Process Description:	<p>A. Kern County CPS/Probationstaff will follow the criteria outlined in #1 (above), and will continue to assess the current situation, potential dangers and needs of the children in county care. SSWs/POs will :</p> <ul style="list-style-type: none"> • Establish contact with providers without duplicating efforts by coordinating with other agencies or providers, (i.e. mental health, public health, probation, etc.). • Maintain an ongoing log of contacts completed versus families and children/youth whose status is unknown.

	<ul style="list-style-type: none"> • Provide services in alternative locations such as shelters, KCDHS offices, and Family Resource Centers when relocation is required by the scale of the disaster or to move closer to the location of families and children/youth. <p>B. The list from Safe Measures and/or the Business Objects Database will be used to contact all foster families, non-minor dependents and minors with an open service plan assuring that every effort is made to contact all identified care providers.</p> <ul style="list-style-type: none"> • Each social worker/probation officer will contact the caregivers and birth parents (including out of county/state facilities) to share case status updates and information on court hearings, evacuation needs, etc. concerning each child on their caseload. <p>C. If the internet is not available to access Safe Measures or Business Objects data, designated staff will be contacted to download information from their site/USB. Designated staff are as follows:</p> <ul style="list-style-type: none"> • Wes Stidham, CWS/CMS Help Desk • Mike Nisser, DHS Safety • Mike Pilley, GIS Technician • April Adams, HS Program Specialist • Lillian Davis, SSS Ridgecrest <p>In the event the above designated staff are not available, or are incapacitated, the Director or designee will appoint alternate staff depending on staff availability.</p> <p>The CPS Emergency Hotline number (661) 631-6011 and Probation’s Juvenile Hall number (661) 868-4300 are manned 24/7 and will be available to provide emergency information in case of a major disaster. Further, the County Emergency Operations Plan (Part 3 – Annex D – 3.2) indicates that the “Communications & Information Technology Services Unit will Provide alternate communications as needed and activate and supervise Amateur Radio Operators if necessary.” <i>These services apply only to the County Emergency Operations Center.</i></p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	A. Once the KCDHS Department Operations Center (DOC) determines evacuation is necessary, personnel with emergency assignments will respond accordingly to their pre-

	<p>established assignment. As rehearsed in quarterly drills conducted at each business site, staff will follow evacuation procedures defined in the building evacuation plan, including gathering at pre-determined staging areas away from the site, as necessary.</p> <p>B. Kern County CPS will adhere to the DHS Standard Operating Procedures (located in hardcopy binders assigned to managerial staff), KCDHS Emergency Evacuation Plans and Child Welfare Services Department Response Plan http://www.childsworld.ca.gov/PG1854.htm as they relate to the disaster for our facilities and community, respectively. Probation staff will follow the Safety and Emergency Guidelines per Chapter 6, section 1505.1 of the Juvenile Hall Administrative Manual, (attached to this plan). SSW staff will contact families, as outlined in Sections #1 and #2 above, in affected cities and zip codes to gather and document information as to the families' conditions and contingency plans they have made.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>A. Depending on the nature of the disaster, Kern County CPS and Probation will evacuate in accordance with their respective Emergency Evacuation procedures and in the event of a major disaster, the Kern County Emergency Operations Center (EOC) procedures. Child Protective Services will work with emergency responder agencies to establish data sharing in order to identify and respond to displaced children in out of home care, as outlined in Sections #1 and #2 above.</p>
Essential Function:	5. Identification of shelters
Process Description:	<p>A. Shelters approved by the American Red Cross and/or the County Emergency Operations Center will be utilized. The American Red Cross (ARC) has placed identified local shelters on the National Shelter System Database https://nss.communityos.org/zf/auth/index. This system requires the user to register for a username and password.</p> <p>B. The ARC will assess on an ongoing basis shelter capacity in the local community.</p>
Essential Function:	6. Parental notification procedures

<p>Process Description:</p>	<p>A. Managers and supervisors, at KCDHS and Probation, have access to the “Safe Measures” database; which shall be used to obtain a geographical list of all children placed in out of home care by CPS and Probation. This list provides staff with the information to contact caregivers including parents, via telephone, electronically such as Face Time, Skype, social media or face-to-face contact.</p> <ul style="list-style-type: none"> • Safe Measures provides information on all children placed in out of home care by Kern County Departments of CPS and Probation. This includes information on birth parents. Information can be obtained and provided regarding the well-being of birth parents, family members and children, who may have been affected by the disaster. Providing information about and to children and parents will make safety an easier task to accomplish. <p>B. The Business Objects Database can also be used to obtain information on youth, telephone, contact information, siblings, birth parents, and other collaterals/providers for additional emergency contact methods.</p> <p>C. Other notification venues, which will be utilized as necessary, includes, but is not limited to:</p> <ul style="list-style-type: none"> • Staff assigned to emergency shelters that identify, interview, and provide immediate care for displaced minors. • The Child Abuse Hotline and Probation Juvenile Hall phone numbers which can be used as a means to disseminate important information on disasters and disaster assistance. • Coordinating services with other agencies (i.e. mental health, public health, probation, etc.) when providing information, referral, and support services. • Providing services in alternative locations such as shelter, district offices, and/or Family Resource Centers.
<p>Essential Function:</p>	<p>7. Alternative processes for providing continued services</p>
<p>Process Description:</p>	<p>A. Depending on the extent and outcome of the disaster, Kern County CPS will continue to respond to immediate need referrals through Intake and Assessment; attending to children in the order of emergency.</p>

	<p>B. Ongoing non-emergency services may be delayed as needed until business as usual can be achieved. CPS SSW staff will assess the needs as they arise during an active disaster.</p> <ul style="list-style-type: none"> • Qualified staff will offer critical incident stress management (CISM) counseling to care providers and children/youth. These services are coordinated by Mike Nisser 633-7383. • As available, requests for respite care may be offered. <p>C. The 211 information line began operation on October 1, 2007 by the Kern Community Action Partnership, for providing information and referral to community services within Kern County. The 211 information line will be operation seven days a week, 24-hours a day, and is toll-free. The service is also available on-line at www.211KernCounty.org . During and after a disaster, the 211 information line and website, will share disaster relief information regarding housing, food, counseling and numerous other community resources, and staff will refer (as appropriate) affected caregivers and parents to the 211 information line for disaster relief information and other community resources.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p>A. According to the KCDHS Standard Operating Procedures, designated staff are assigned as site managers, program points of contact, and other points of authority to perform as a leadership/management team in the event of an emergency or disaster. This emergency team identifies essential functions, mission critical activities, and temporarily suspended activities; delegates temporary authority in the absence of senior leadership; and assigns staff to assure the continuation of mandated services and the provision of emergency services.</p> <p>B. In the event of a disaster or emergency, Kern County CPS will assign duties in accordance with the KCDHS Standard Operating Procedures. According to the nature and scope of the disaster, staff may be deployed to confirm the safety and location of children/youth and families and provide services as necessary.</p> <p>C. Management will obtain a list of all children/youth with open service plans via Safe Measures or The Business Objects Database, and designate CPS/Probation staff to contact caregivers and non-minor dependents via telephone, electronically such as Face Time, Skype, social</p>

	<p>media or face-to-face contact.</p> <p>D. Staff will be rotated through the most demanding disaster related positions to ensure the health and safety of employees. A shift is normally 8 hours. If multiple shelters are involved, each manager will be assigned a specific shelter to staff.</p> <p>E. KCDHS may deploy staff to assist at other non-ARC, community-based shelters as requested, with the prior approval of Director or designee, which is necessary to ensure proper allocation of resources.</p>
Essential Function:	9. Workload planning
Process Description:	<p>A. Management, in conjunction with the KCDHS Department Operations Center, will determine cumulative action to be taken and assigned, and deploy available staff to the appropriate geographic location until resolution occurs. The process to determine action to be taken, will include the following:</p> <ul style="list-style-type: none"> • Assess availability of child welfare staff; identify those affected by the disaster and their locations. • Prioritize work functions; focus on more essential/critical and limit/discontinue the less critical/non-essential/routine activities. • Explore available waivers, i.e. ICPC, non-essential activities, etc.; communicate to front line staff. • Rotate local staff with non-local staff and volunteers for the most demanding disaster related positions. • Managers will log situations they address to create a simple guide and avoid duplication of effort when other managers/volunteers face the same situations, which will be instrumental for fiscal reimbursement and after-action plan discussions. <p>B. If CPS/Probation staff are unable to access children at risk, cross reports will be made to the DHS County Emergency Operations Center liaison who can coordinate with Law Enforcement, or other agencies as needed.</p>
Essential Function:	10. Alternative locations for operations

<p>Process Description:</p>	<p>A. In the event that the KCDHS Department Operations Center (DOC) is unable to remain in operation, the DOC will work with the County Emergency Operations Center and the Kern County Administrative Office (CAO) to move to a safe, viable location, which may include other KCDHS District Offices.</p> <p>The DHS Continuity of Operations Plan outlines alternate sites available for lower-level and short-term operations or larger higher-level use in higher-level emergencies.</p> <p>B. Several alternate sites include (but are not limited to):</p> <ul style="list-style-type: none"> • Shafter District Office – 115 Central Valley Hwy, Shafter, CA 93263 • Miriam A. Jamison Children’s Center – 1010 Shalimar Dr, Bakersfield, CA 93306 • Kinship Center – 3041 Wilson Rd., Bakersfield, CA 93304 • S Street Training Facility – 1400 S Street, Bakersfield, CA 93301 • Baker Street Training Facility – 1108 Baker St., Bakersfield, CA 93305 • Commerce – 4901 Commerce Drive, Bakersfield, CA 93309
<p>Essential Function:</p>	<p>11.Orientation and ongoing training</p>
<p>Process Description:</p>	<p>A. New employees will be trained during agency orientation and integration training. Each employee will be encouraged to develop a personal disaster plan, including where they would go in the event of a disaster and contact information at these locations. Staff will be encouraged to register as “Safe and Well” in the event of an emergency. https://safeandwell.communityos.org</p> <p>B. Each Department office keeps an emergency supply kit.</p> <p>C. All managers and supervisors are to have available a copy of the KCDHS Standard Operating Procedures and updates, in the form of interagency memorandums. When assigned to a work site, all employees are provided a copy of their facility’s Building Emergency Evacuation Plan. Emergency Evacuation Maps are posted in all buildings.</p>

	<p>E. All managers, supervisors, and designated critical support staff, when away from work, are to have a confidential, 24-hour phone listing/duty roster readily available of home/emergency contact information for all (staff) direct reports. Per the KCDHS Standard Operating Procedures, designated staff is assigned as site managers, program points of contact, and other points of authority to serve as a leadership/ management team in the event of an emergency or disaster. Designees will carry on their persons at all times, when away from the business site, a USB or hard copy of the confidential, 24-hour phone listing/duty roster of staff in the event of a disaster, evacuation, or other emergency.</p>
CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. Investigation process
Process Description:	<p>A. During usual (non-disaster) operations of the CPS Emergency Response Division, referrals are evaluated for risk and safety issues 24 hrs per day, seven days per week. During or after a disaster, CPS is not absolved from any of its state mandated tasks, (i.e., child abuse investigation responsibilities) or activities essential to drawing Title IV-E funding. However, Government Code 8567 does allow the Governor to make, amend, and rescind state regulations and corresponding activities/functions in the event of a disaster. If necessary, KCDHS can submit a request to the Governor through the Board of Supervisors, to suspend KCDHS state mandated child welfare responsibilities. If they concur, the request would be signed and forwarded to the Governor.</p> <p>B. During or after a disaster, the CPS Assistant Director or designee and/or the Emergency Response Program Director or designee shall ensure that all Emergency Response Child Abuse Referrals are investigated. In some situations, it may be necessary to retain a skeleton crew or to shift staff to another facility in order to respond to emergency referrals. All actions regarding staff movement must first be reported to and approved by the KCDHS Department Operations Center (DOC). If an Assistant Director or Program Director, or designee cannot be reached, all staff movements are to be determined by the DOC. If assigned SSW staff are unable to physically reach a child in need, cross reports will be made to Law Enforcement, the Red Cross via the DHS County Emergency Operations Center liaison, and other agencies as needed.</p>
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	

	A. The CPS Assistant Director or designee and/or the Emergency Response Program Director or designee shall ensure that all Emergency Response Child Abuse Referrals are investigated. In some situations, it may be necessary to retain a skeleton crew or to shift staff to another facility in order to respond to emergency referrals. All actions regarding staff movement must first be reported to and approved by the KCDHS Department Operations Center.. If assigned SSW staff are unable to physically reach a child in need, cross reports will be made via the EOC liaison to the Red Cross, Law Enforcement and other agencies as needed.
Essential Function:	3. Implementation process for providing new services
Process Description:	Implementation process will follow steps outlined in Section A: 1 through A: 11.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	CPS staff will evaluate each referral and case assigned to provide emergency and ongoing services as needed. As all existing mandates and court orders for service provision not specifically amended by the Governor will remain in effect, KCDHS will seek direction from and make requests to the court as necessary to request additional timeframes, standing orders, etc. as applicable, based on the severity of the situation and need resulting from the disaster.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors and unaccompanied non-minor dependents:
Essential Function:	1. Structure – child welfare personnel
Process Description:	A. Following the Department’s Standard Operating Procedure, designated qualified staff are assigned as site managers, program points of contact, and other points of authority to perform as a leadership/management team in the event of an emergency or disaster. B. The emergency staff identifies essential functions, mission critical activities, and assigns staff to assure the continuation of mandated services and the provision of emergency services.

Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<p>A. All managers, key support staff, and other designated managers with assigned roles during a disaster or emergency have the staff phone list that identifies staff that are proficient in other languages; as a resource.</p> <p>D. Staff can utilize Language Line telephone interpretive services when no other interpreter is available. The service is immediate.</p> <p>E. Translation applications such as “I Translate” and “I Speak” may be used as necessary for non-essential communication or in the event that Language Line is unavailable.</p>
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	[See Section A:1B]
Essential Description:	4. Assess and make a determination within 30 days
	<p>A. Unaccompanied minors, who are left unsupervised, and for whom attempts at reunification are unsuccessful, will be placed in our custody.</p> <p>B. Continued reunification attempts are required until reunification is successful.</p> <p>C. Contact and services provided to unaccompanied non-minor dependents will be implemented in accordance with procedures outlined in A:1</p>
CWS Disaster Response Criteria D:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	<p>A. In the event of an emergency or disaster, maintaining communication is top priority. Existing procedure requires all staff to call designated pre-established emergency numbers in the event of a disaster:</p> <ul style="list-style-type: none"> • Kern County Employee Emergency Call-In Line (661) 868-2300

	<ul style="list-style-type: none"> • CPS Emergency Hotline (661) 631-6011 or their Supervisor or Program Director Probation Juvenile Hall (661) 868-4300 • KCDHS Department Operation Center (DOC) (661) 631-6309 <p>B. In the event of a disaster or emergency, supervisory and management personnel shall attempt to contact staff utilizing staff phone lists. These lists are routinely updated and distributed to all CPS staff, and contain current information. Updated staff phone lists are sent to the same designated staff that receives the Safe Measures database information. If staff cannot be reached or located, managers will leave a message and call the next person on the list.</p> <p>C. All managers, key support staff, and other designated managers with assigned roles during a disaster or emergency, have the staff phone list and Duty Rooster readily available.</p> <p>D. The Assistant Director and/or Program Directors will program their telephone audix message with information for employees and the general public, and the (661) 631-6309 DOC line will be staffed to provide information and respond to disaster/emergency inquiries. Signage placed at all entrances/exits will display the emergency phone numbers and operation status for that site. Employees can call the “Employee Emergency Call-In” line telephone number of (661) 868-2300 for a pre-recorded transmission of emergency information.</p> <p>E. Management encourages staff to take care of their family, and then report to work to assist with disaster tasks. All county employees are designated “Disaster Workers” and have been trained on disaster response communication.</p> <p>F. Management will document the work hours of staff in relation to the disaster for federal reimbursement.</p>
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	Kern County Child Protective Services will follow the criteria listed in #1 (above).
Essential Function:	3. Communication structure – contracted services
Process Description:	All the contractors will be notified through e-mail notification in the event of a disaster or emergency.

	If internet access is not available, Child Protective Services will work with The Contracts Unit to contact essential contractors by telephone or in person as indicated.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	In the event of a disaster or emergency situation, the Department will prepare information announcements for release over the Emergency Alert System (EAS) and the television. Child welfare workers, care givers, parents and contract service providers, including those outside the county/state, will be given instructions for maintaining contact with the KCDHS Department Operations Center, until such time as normal channels of communication are available.
Essential Function:	5. Communication frequency
Process Description:	Staff will be updated at least daily and more frequently as circumstances indicate.
Essential Function:	6. Communication with media
Process Description:	The Department's Public Information Officer (PIO), Director, or designee, will provide information to the public and the media.
Essential Function:	7. Communication with volunteers
Process Description:	Individuals who make themselves available for assignment during an emergency are registered as Disaster Service Workers by the Kern County Personnel Department. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group. Communications with volunteers assigned to DHS Care & Shelter will be coordinated by the American Red Cross (ARC). The ARC opens and operates Evacuation Centers and Mass Care Shelters to feed and shelter disaster victims.

Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	The CPS Emergency Hotline is used; (661) 631-6011 and TTY (661) 631-6200, to provide emergency information to clients and the community in case of a disaster or emergency, and employees can use the Kern County Employee Emergency Line, (661) 868-2300 or the KCDHS Department Operations Center (661) 631-6309.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<p>A. Many CPS records are preserved in an automated statewide database, CWS/CMS. These records can be accessed remotely, from multiple locations, which may include home desktops and ipads. However, for those records and forms necessary to carry out business functions, not contained within CWS/CMS, each department site shall have a hard copy supply on hand of high priority documents/forms for manual completion if necessary.</p> <p>B. For those referrals under investigation or for those cases with an open service plan, paper files are currently secured within each work site as assigned to staff. In the event of the need to move those files to continue to provide services, alternative secure locations will be utilized as designated by KCDHS/CPS management.</p>
Essential Function:	2. Use of off-site back-up system
Process Description:	Departmental business site office sites throughout Kern County have CWS/CMS computers. Laptops and ipads are downloaded with the CWS/CMS application with remote access capability. Additionally, an identified number of CPS staff may gain access to the CWS/CMS system from any computer with internet access.

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 Interstate Compact on the Placement of Children (ICPC) occurs with both the sending state and CDSS:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<p>A. For non-local disasters involving children who are served by Kern County but placed in another state, the case carrying social worker is responsible for contacting the receiving state agency by telephone, fax, or email. If unable to do so, the local Interstate Compact for Placement of Children (ICPC) liaison will contact the receiving state's ICPC liaison or designee. The case carrying social worker will also attempt to contact caregivers of those children placed out of the state to determine children's safety and well-being.</p> <p>B. For local disasters, the assigned social worker or other staff member will contact the sending state's assigned social worker to inform them of the disaster or emergency and to communicate our plan to keep the child(ren) safe. In the event that the sending agency's social worker is unavailable, the local ICPC liaison will contact the sending state's ICPC liaison or designee to provide the above information.</p> <p>C. Response time for both scenarios above will depend on the availability of communication but contact will be made as soon as feasible. The ICPC liaison shall report information to CDSS on all ICPC contacts.</p>
Essential Function:	2. Mental health providers
Process Description:	Contact with and services to be provided by local Mental Health providers will be coordinated through CPS management and the Kern County Mental Health System of Care.
Essential Function:	3. Courts
Process Description:	

	Communication with Kern County Juvenile Court will be coordinated by CPS Management/County Counsel and Court Officers. The Juvenile Court will be advised of the status of children under its jurisdiction if they are affected by a disaster. CPS will ensure that SSWs are available for court cases that require legal processes as time allows following a disaster.
Essential Function:	4. Federal partners
Process Description:	Coordination with Federal Partners will be managed by the Department Director or designee.
Essential Function:	5. CDSS
Process Description:	Coordination with State Partners will be managed by the Department Director or designee.
Essential Function:	6. Tribes
Process Description:	Information regarding a child served by CPS who falls under the jurisdiction of the Indian Child Welfare Act and is affected by a disaster shall be provided to the applicable Tribe as soon as reasonably possible by the assigned social worker or other CPS staff.
Essential Function:	7. Volunteers
Process Description:	In the event of a disaster, the Emergency Operations Center in coordination with Department Operations Centers (DOC), and the Kern County Personnel Department would oversee requests for, and deployment of, volunteers from outside the county/state.