

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: County of San Luis Obispo Date Completed: 7/1/2016

Name/Title: Kevin Lucado, Division Manager
 Person Managing/Overseeing Emergency Plan Implementation

Telephone #: 805-781-1831

E-mail Address: klucado@co.slo.ca.us

Interstate Compact on the Placement of Children
 (ICPC) Liaison: Sandra Krijakin

Telephone #: 805-781-1760

E-mail Address: skrijakin@co.slo.ca.us

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:

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>DSS: Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities. SafeMeasures emergency management/fire map will also be utilized to identify children who may be displaced.</p> <p>Probation: The Placement Supervising Deputy Probation Officer SDPO will contact the CWS Program Review Specialist (PRS) assigned to SafeMeasures to obtain a list of wards in out of home placement who are potentially displaced or adversely affected by a disaster. The Placement SDPO will also generate a "Placement Unit Emergency Contact Information" report from the Probation case management system to confirm the locations of potentially affected youth. In the event that computer systems are not functioning, the Placement SDPO will review the hard copy of the "Placement Unit Emergency Contact Information" report maintained by the Placement Unit Probation Assistant (PA) with an additional copy kept at the Juvenile Hall.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>DSS: Regionalized Child Care Resource Specialists who are co-located with DSS staff will initiate contact with child care providers. If regionalized Child Care Resource Specialists are not available, Initiate contact per Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "CWS Social Workers" section.</p> <p>Probation: The Placement SDPO will coordinate with the Placement unit Deputy Probation Officers (DPOs) and/or additional DPOs as necessary in order to contact each affected placement to seek confirmation of the safety and well-being of each San Luis Obispo (SLO) County ward and to determine if the placement can safely house wards in their residence(s). The DPO will ascertain whether there were any injuries or other trauma to a SLO ward that requires medical or psychological treatment.</p> <p>In the event that a placement provider cannot be contacted, the DPO shall contact the local law</p>

Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>DSS: Initiate contact per Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "CWS Social Workers" section.</p> <p>Probation: Placement DPOs shall coordinate the safe evacuation of a ward in placement if the placement can no longer safely house the ward. Evacuation shall be to another approved placement, a Juvenile Hall, or in some cases to the ward's parent(s), legal guardian(s), or other responsible relative(s) pursuant to a court order (circumstances permitting).</p> <p>For an event known in advance, evacuation shall occur as soon as reasonably possible after Probation becomes aware of the expected event.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>DSS: Initiate contact per Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "CWS Social Workers" section.</p> <p>Probation: Placement DPOs shall coordinate the safe evacuation of a ward in placement either to another approved placement, the Juvenile Hall, or in some cases to their parent(s), legal guardian(s), or other responsible relative(s) pursuant to a court order (circumstances permitting).</p> <p>For an event not known in advance, evacuation shall occur as soon as possible and no later than 48 hours from the event becoming known.</p>
Essential Function:	5. Identification of shelters
Process Description:	Reference listing on DSSNet of children who are placed in shelter. This listing is updated daily.
Essential Function:	6. Parental notification procedures

Process Description:	<p>DSS: Initiate contact per Administrative Desk Guide 02-200 "Emergency Preparedness Plan," item B. 2. under "CWS Social Workers" section.</p> <p>Probation: Placement DPOs shall notify parent(s), legal guardian(s), or responsible relative(s) as soon as possible upon receiving confirmation as to the safety or well-being of wards in placement and provide them with information regarding any injuries to wards and if medical treatment or hospitalization was required. The DPO shall also notify the court and the minor's attorney as soon as reasonably possible.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>DSS: Reference CWS Desk Guide "After Hours Practice," coordinate with law enforcement, community based organizations and Public Health. Visits and FC payments continue.</p> <p>Probation: The assigned Placement DPO (or designee as determined by the Placement SDPO) will be responsible for providing continuing case management services for youth in alternative placement as the result of an evacuation from placement. This case management shall include provisions for any necessary educational, treatment and medical services.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p>Specific assignments are determined at Command Center described in Administrative Desk Guide 02-20 "Emergency Preparedness Plan," item B. 1. under "Emergency Services" section. All Department employees are identified as Emergency Workers. On each employee's photo identification, it is stated that "The person identified on the front of this card is an Emergency Worker for the County of San Luis Obispo during times of disaster or local emergency. The identified person should be granted access to place of assignment in order to carry out his/her prescribed duties. This card should be worn or displayed at all times of a disaster or local emergency."</p> <p>Probation: The Placement SDPO will be responsible for assigning staff from the Placement unit to respond to emergencies related to wards in foster care placement as needed. If additional staffing resources are necessary, the Placement SDPO will coordinate assignment of these staffing resources in consultation with, and with the approval of, the Chief Deputy of the Juvenile Services Division.</p>

Essential Function:	9. Workload planning
Process Description:	<p>DSS: Reference CWS Desk Guide "After Hours Practice," and Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Emergency Services" section; coordinate with law enforcement, community based organizations and Public Health. Visits and FC payments continue.</p> <p>Probation: The Placement SDPO is responsible for any workload planning modifications necessitated by wards in foster care placement being displaced or adversely affected by a disaster.</p>
Essential Function:	10. Alternative locations for operations
Process Description:	Respond to non-affected regional office(s) or another county as directed by Command Center.
Essential Function:	11. Orientation and ongoing training
Process Description:	<p>DSS: New staff attend "Safety in the Workplace" presented by Department's Safety Officer, Safety Committee meets monthly and is attended by office representatives from every Region; evacuation drills are conducted annually in all offices. OES drills are held on a regular basis.</p> <p>Probation: Placement SDPO is responsible for training staff on Placement Unit Emergency Response Protocol within the first 90 days of their assignment to the Placement Unit.</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:	Check for staff safety to respond; coordinate with emergency lead agency. As usual, respond immediately and assess for needed services.
Essential Function:	2. Determine circumstances surrounding the child's potential entrance

Process Description:	CWS will respond to all immediate referrals received via the CWS Hotline or the command center. Other referrals will be responded to within 10 days. All efforts will be made to continue current investigations and meet statutory investigative timelines.
Essential Function:	3. Implementation process for providing new services
Process Description:	Assess area and specific needs; coordinate with governmental and private agencies and local services providing aid to affected area.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	CWS will assist in locating parents/relatives, providing assistance as needed. Als assistance as needed with mitigating any safety concerns upon location and reunify children whenever it is safe and appropriate to do so.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	During a disaster, CWS will coordinate with County Office of Emergency Services (OES) regarding services needed for unaccompanied children.
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	CWS, in coordination with the County OES will ensure that adequate bilingual staff are deployed and resources for translation services are available as necessary.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	CWS, in coordination with the County OES will provide services needed to process intake and documentation of unaccompanied minors and assist in reunification efforts.
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	CWS, in coordination with the County OES will determine the status of all unaccompanied minors and the reunification efforts.
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:	Utilize cell phones and/or implement human phone tree; reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section.
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	Reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section.
Essential Function:	3. Communication structure – contracted services
Process Description:	Maintain contract for after-hours calls; maintain one 800 number for County-wide use; maintain 1-800-KIDS line.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Utilize cell phones and/or implement human phone tree; reference Administrative Desk Guide 02-200 "Emergency Preparedness Plan," "Communications" section.
Essential Function:	5. Communication frequency
Process Description:	Report to Supervisor or the County OES hourly.
Essential Function:	6. Communication with media
Process Description:	Coordinated at the County OES.
Essential Function:	7. Communication with volunteers
Process Description:	Volunteers will be encouraged to contact the County OES.
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	Currently in place

CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<p>The Case Management System for CWS is a computer application where all data is entered by county social workers into a central location in Sacramento, CA. No specific data resides within the county of San Luis Obispo. The contact person San Luis Obispo County in Sacramento in the event of a disaster is Harry Terrell, telephone 916-891-3136.</p> <p>In the event of a simultaneous disaster in both San Luis Obispo and Sacramento, there are two back-up copies of the CMS/CWS Placement file, which contain the most up-to-date critical information on child placements. One copy is stored off-site with the IT Department at the Government Center in San Luis Obispo on a SANS remote storage system. The other is stored by the DSS CWS/CMS Program Manager on a flash drive.</p>
Essential Function:	2. Use of off-site back-up system
Process Description:	In the event of a disaster where the San Luis Obispo Department of Social Services building is unusable, the CMS/CWS system can be accessed via CMS computers in DSS regional offices in Paso Robles, Atascadero, Arroyo Grande, and Nipomo. If none of these offices were functional, access to CMS could still take place via laptop, or via VPN to the CMS site in Sacramento.
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:	Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities. Local ICPC liaison contacts ICPC liaison in state who had child placed in San Luis Obispo County and update on child's status.

Essential Function:	2. Mental health providers
Process Description:	Provide local services to child as needed
Essential Function:	3. Courts
Process Description:	Reference "Physical Location of Active CWS Children" report accessible to Director, Assistant Director, Sr. Division Manager, Division Managers and Regional Managers on DSSNet and available on the Management laptop designated for emergency response activities; contact Juvenile Court/Attorney; provide written notification on status of child.
Essential Function:	4. Federal partners
Process Description:	Respond to any federal mandate regarding children across state lines.
Essential Function:	5. CDSS
Process Description:	Respond to any request for information. Seek funding.
Essential Function:	6. Tribes
Process Description:	SLO has no federally recognized tribe but for any child who has Native American status, contact will be maintained with tribe representatives.
Essential Function:	7. Volunteers
Process Description:	Refer to the County OES.