

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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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.

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.

TRINITY COUNTY 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 placement, 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 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 placement, ICPC children, and out-of-state non-minor dependent who may be displaced.
Process Description:	<p>First step will be to determine the geographic area affected by the disaster. A CPS on-call Social Worker will review placement list and verify with CWS/CMS to identify all potentially affected CWS children, probation children, non-minor dependents in the disaster area. Staff is trained to verify placement locations in CWS and receive updated placement roster every month. In the event the emergency occurs after hours, the Social Worker on call can also open SafeMeasures and look at the map function for any youth placed within proximity to the disaster.</p> <p>Probation will obtain similar information from its system.</p> <p>The on-call Social Worker will contact the CPS Program Manager, who will in turn assign available social workers/probation officers to contact caregivers who have not yet called the 24-hour CPS or Juvenile Hall emergency line. All caregivers to be contacted or heard from within 12 hours. Agency will have access to current placement rosters that are updated every several days, or can have immediate access to CWS/CMS for placement information.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>Each caregiver (legal foster parent, relative, non-related extended family member, Foster Family Agency, guardian, or other placement) will be required to keep a current list of emergency Trinity County telephone numbers, discuss emergency situations with children, and have a plan for the child and family/caregiver to get to a safe place.</p> <p>Each caregiver must also provide to CPS/Probation a list of telephone numbers and possible locations they plan to go in the event of a disaster. This list will be provided to the social worker/probation officer to be consolidated and maintained by clerical support staff at the CPS office.</p> <p>Each social worker/probation officer will provide each caregiver with a list of telephone numbers for Trinity County CPS 24-hour emergency number, Juvenile Hall 24-hour number, Health and Human Services, Red Cross and other emergency support agencies, including the emergency phone number and contact information for their social worker/probation officer.</p> <p>In the event of an emergency/disaster, the caregivers are instructed to call the 24-hour emergency number if they are displaced or otherwise affected by the disaster and indicate where they are</p>

	<p>going and an alternate method of contacting them. If contact has not been made with caregivers of identified children within 12 hours, the social worker/probation officer or supervisor will begin contacting the caregiver emergency plan numbers in an attempt to locate the children.</p> <p>Immediately upon contact with a caregiver, an assigned social worker will offer support and crisis intervention, offer appropriate respite services, provide referral and information for support and services, and connect them to emergency agencies.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>A disaster plan/emergency response packet (“Emergency Response Plan”) will be distributed to each caregiver upon licensing/approval/placement. It will include emergency phone numbers for Social Services, CPS, Probation, Juvenile Hall, local law enforcement, emergency shelters, Red Cross, etc. It will also include a form for the caregiver to return to the social worker/probation officer that includes the information referenced in #2 above, including an out-of-area contact. The form will include a section indicating the date the plan was last reviewed with the children in care and last date reviewed jointly with the case social worker. Plans are updated annually, or when families have a change in their plan, and submitted to CPS.</p> <p>Upon a disaster, the plan will indicate that the caregiver must call the CPS or Probation 24-hour line as soon as possible, but no later than 12 hours.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Each caregiver is to maintain an Emergency Response Plan as referenced in #3 above, and call the 24-hour line as soon as possible. Social worker/probation officer to utilize any method required (Emergency Response Plan contact numbers, relatives in Plan, physically drive to the area to find them, etc.) to contact them within 12 hours if they have not reported in. Plans are updated annually, or when families have a change in their plan, and submitted to CPS.
Essential Function:	5. Identification of shelters
Process Description:	Red Cross phone numbers will be included in the Emergency Response Plan distributed to each caregiver. Both caregivers and CPS/Probation staff will be instructed to listen to radio broadcasts over the emergency response channels for information on where to proceed if they are

	<p>displaced/evacuated. Red Cross will be identified as the default first line of information regarding disaster specific information.</p> <p>Highest authority available (Director/Deputy Director/Program Manager) will leave any additional information with the 24-hour lines that caregivers will call.</p>
Essential Function:	6. Parental notification procedures
Process Description:	The available Director/Deputy Director/Program Manager /Supervisor onsite will assign available social worker/Probation staff to make reasonable efforts to contact non-custodial parents of children who are displaced due to the disaster.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>Services during a disaster situation will be provided based on identified priorities including medical, mental health, or other special needs.</p> <p>Identify affected children with emergency medical needs or special needs based on their case history. Available staff, including Public Health and Mental Health, will be assigned geographically to physically go to the location of the child and facilitate services.</p> <p>Available Trinity County Emergency Operations Center (TCEOC) representative/Director/Deputy Director/Supervisor chain (“Disaster Team”) will assign available staff to specific emergency shelters to coordinate emergency social services.</p>
Essential Function:	8. Staff assignment process
Process Description:	Disaster Team will assign available staff to begin contacting families and parents, identify special needs and be assigned to specific emergency shelters or remote locations to provide supervision.
Essential Function:	9. Workload planning
Process Description:	Disaster Team will determine critical cases and priorities based on safety, food, shelter, medical and special needs. The TCEOC representative will coordinate with the Red Cross and other emergency response organizations to obtain clearance for the staff that will be assigned at shelters or remote locations.

Essential Function:	10. Alternative locations for operations
Process Description:	Trinity County has several alternate locations where computer systems, email, internet and phones can be used to provide emergency services. Based upon available staff/assignments and affected locations, the Disaster Team will designate which locations staff are to report to for service provisioning. This information will be provided by the Disaster Team to the 24-hour line so that staff may be informed of their assignment when they call.
Essential Function:	11. Orientation and ongoing training
Process Description:	<p>Social workers and probation officers will ensure that each caregiver has a current Emergency Response Plan and will review each Plan upon placement or licensing. <i>Emergency Response Plans and other emergency related information will be reviewed/updated at least once per year thereafter and signed/dated by both the caregiver and the social worker/probation officer reviewing.</i></p> <p>The CPS Training Coordinator will provide information on disaster plans to new staff during orientation to their department. <u>The information used at orientation will be distributed electronically to all staff twice yearly to coincide with fire drills.</u></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>Disaster Team to work with law enforcement and local emergency response teams to receive referrals on unsupervised minors at shelters or within a disaster area, and to get authorization to enter a physical disaster area to provide services.</p> <p>In the event that the main CPS/Probation offices are affected, the Director/Deputy Director will contact the TCEOC representative and leave word with the 24-hour emergency lines as to the alternate site where we will be performing services, the highest level of contact and the assigned site contact.</p>
Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	Disaster Team will work closely with the investigating SW and the SW Program Manager to determine immediate risk and safety concerns and look for an appropriate intervention, if required. Staff will look for the least restrictive placement and take into consideration needs around

	emergency situation, coordinating services with the TCEOC.
Essential Function:	3. Implementation process for providing new services
Process Description:	Disaster Team will cross-report with other agencies to assess service priorities and coordinate to determine which services can be provided and by whom through the Trinity County Emergency Operations Center. Broad scope services to be coordinated by staff physically assigned to a shelter location.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	Disaster Teams will work with SW Investigator and Supervisor to look at any circumstances that would necessitate the return/reunification of children with parents due to disaster. Note, this is subject to the orders of the court and reunification is not at the sole direction of the Department.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure-CWS personnel
Process Description:	<p>Disaster Team to work with law enforcement and local emergency response teams to provide services to any unaccompanied minors during crisis. Teams will be formed as needed to respond to affected areas and youth will be moved to a safe location pending a petition from the court or being able to locate parents or guardians.</p> <p>In the event that the main CPS/Probation offices are affected, the Director/Deputy Director will contact the TCEOC representative and leave word with the 24-hour emergency lines as to the alternate site where we will be performing services, the highest level of contact and the assigned site contact. This will be the site for coordinating services for all unaccompanied minors.</p>
Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	Juvenile Hall and CPS have 24-hour emergency/reporting lines that will accept collect calls. An 800 number for Social Services is also provided. TDD and tele-language service is available.
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	Upon identification of unaccompanied minors, the department will assign staff to help identify the youth and locate their vital information, including immediate parent location services. Partnered with Law enforcement, investigating staff will access the NCIC to find parents or relatives in

	<p>emergency situations. If no parent if located or child safety is at risk, the Department will seek a protective custody warrant (PCW) within 6 hours of taking the child into custody from Law enforcement. For details, see the Departments policy on the PCW process.</p> <p>From there, the steps of reunification will be determined in coordination with the courts and W&I 300.</p>
Essential Function:	4. Assess and make a determination within 30 days
Process Description:	For youth who are taken into care and placed, department eligibility staff will ensure that an application for AFDC-FC is competed, as per department policy an eligibility determination is made within the first 30 days in care. In the event of services being disrupted by the disaster, alternative process will be developed and run through the Disaster Team to facilitate communication. This will include Child Welfare, Probation, the Court, Law Enforcement, care providers, attorneys, etc.
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>Master lists of contact information for all staff including home phone, cell phone, personal email addresses, home address, and emergency contact will be created and maintained by clerical staff, consolidated at each location. One copy to be stored at each CPS office a copy maintained in the intake unit on-call folder. Lists to include director, deputy directors, supervisors, analysts, clerical staff, county counsel, probation officers, parent leadership teams, interns, volunteers, co-located public health and mental health staff, etc. This list will be used to identify displaced staff and other essential child welfare personnel.</p> <p>Displaced staff to call in to 24-hour line as soon as possible with their location/situation.</p>
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	TCEOC Representative—Director—Deputy Director—Program Manager— Social Worker Supervisor—Social Worker/Probation Officer/Analyst
Essential Function:	3. Communication structure – contracted services
Process Description:	Program analysts will maintain contact lists for all contracted service providers and will be responsible for contacting them when applicable.

Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	The TCEOC representative to arrange for messages to be broadcast on emergency communications systems (radio, TV). Red Cross will also be contacted and involved as instructed. If power supply is not compromised, also post on the County Internet.
Essential Function:	5. Communication frequency
Process Description:	To be determined by the TCEOC representative.
Essential Function:	6. Communication with media
Process Description:	Media requests will be referred to the TCEOC representative. Additional communication may be made to the public by updates on the County website.
Essential Function:	7. Communication with volunteers
Process Description:	Supervisors to contact them via the master contact list as appropriate.
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication device for the Deaf (TDD)
Process Description:	Juvenile Hall and CPS have 24-hour emergency/reporting lines that will accept collect calls. An 800 number for Social Services is also provided. TDD service is available.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	Physical records are retained in a secure location. Backup is all case information in CWS/CMS and the “PKC” Probation case management system.
Essential Function:	2. Use of off-site back-up system

Process Description:	CWS/CMS is maintained in Denver. PKC is backed up on a separate server.
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:	Trinity County ICPC Disaster Preparedness Plan will mirror the plan in place for all of its placements. Those placed in Trinity County will be located and contact as per our protocol and then the information will be passed along to the contact in the sending state. Currently, a spreadsheet of all current applications of incoming and outgoing ICPC's is on file and is available to the supervisor at all times. A current listing of ICPC contacts is also maintained by the ICPC coordinator and is available online as a backup.
Essential Function:	2. Mental health providers
Process Description:	CPS has contracts with Mental Health staff who can be contacted via the master contact list. Mental Health staff will then coordinate all disaster/emergency mental health services.
Essential Function:	3. Courts
Process Description:	CPS has a Child Welfare Attorney under contract via county counsel who can be contacted via the master contact list and communicate with the courts.
Essential Function:	4. Federal partners
Process Description:	Continue normal CLETS procedure through local law enforcement or via telephone. Livescan sites are available for DOJ clearance at the Sheriff's Office.
Essential Function:	5. CDSS
Process Description:	Director/Deputy Director and appropriate department staff to contact specific CDSS liaisons, i.e., CCL to be contacted by licensing liaison, adoptions by liaison, etc.

Essential Function:	6. Tribes
Process Description:	Court records or CWS/CMS will be reviewed for identified children and social worker/probation officer to contact the appropriate tribe.
Essential Function:	7. Volunteers
Process Description:	Specific individuals as determined by the nature of the disaster, via media, website, etc.