

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Modoc County Probation Department

Date Completed: 2/16/2011

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Date Completed: 2/16/2011

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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. Minors in the probation system must also be included in the plan. County plans must be amended 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.

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CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
<p>Essential Function:</p>	<p>1. Identification and location process of children who may be displaced</p>
<p>Process Description:</p>	<p>Each foster family agency is required to have their own disaster plan and have each foster family's relocation site. Hard copies of the foster family agency plans/contact information and relative/non-relative placement emergency information will be stored at both the Probation Department and the Modoc Sheriff's Office, as the Sheriff's Office is staffed 24 hours a day. The location and placement information of juveniles (including relative placement, foster family placement and group home placement) through Modoc County Probation Department is stored in the Justware system and in hard copy files stored within the department. The locations of children who are in placement through Child Protective Services are stored on CWS/CMS. The location and placement information (including relative placement, foster family placement and group home placement) through Modoc Child Protective Services will be stored in their computer system and in hard copy files stored within the department.</p>
<p>Essential Function:</p>	<p>2. Communication process with child care providers</p>
<p>Process Description:</p>	<p>For both the Probation Department and Child Protective Services, emergency contact information for the foster family agencies, relative/non-relative placements and group homes will be stored within the Departments, as well as at the Sheriff's Office.</p>
<p>Essential Function:</p>	<p>3. Identification of evacuation procedures – Event known in advance</p>
<p>Process Description:</p>	<p>Comply with Modoc County Office of Emergency Services disaster plan procedures regarding evacuation. Ensure that FFA, group homes and relative/non-relative evacuation procedures are implemented, if applicable.</p>
<p>Essential Function:</p>	<p>4. Identification of evacuation procedures – Event not known in advance</p>
<p>Process Description:</p>	<p>Comply with Modoc County Office of Emergency Services disaster plan procedures regarding evacuation. Ensure that FFA, group homes and relative/non-relative evacuation procedures are implemented, if applicable.</p>
<p>Essential Function:</p>	<p>5. Identification of shelters</p>
<p>Process Description:</p>	<p>The Modoc County Office of Emergency Services is the lead agency in designating evacuation sites. The Office of Emergency Services has sites approved for emergency shelter and designated shelters, depending on the location and circumstances of the disaster requiring evacuation.</p>
<p>Essential Function:</p>	<p>6. Parental notification procedures</p>

Process Description:	Probation staff will attempt to contact or locate biological parents and/or guardians based on the information in the hard copy file and/or the Justware system. Contact information will also be in a file at the Sheriff's Office. Child Protective Services staff will attempt to contact or locate biological parents and/or guardians, using the CMS/CWS data. Contact information will also be in a file at the Sheriff's Office.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	The Probation Department's Justware system is not supported with back-up power; therefore, all information will be retrieved through the child's hard copy file, or from the file at the Sheriff's Office. Probation Department employee's home, cell and work numbers will be kept current to ensure employees can be contacted as needed. Staff will be required to arrive at the Probation Department to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instruction of the Office of Emergency Services as to where they shall relocate. The site for Child Protective Services is equipped with back up power. Child Protective Services employee's home, cell and work numbers will be kept current to ensure employees can be contacted as needed. Staff will be required to arrive at the office to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instruction of the Office of Emergency Services as to where they shall relocate.
Essential Function:	8. Staff assignment process
Process Description:	Available staff will be assigned duties by the Probation and Child Protective Services Supervisors, as needed.
Essential Function:	9. Workload planning
Process Description:	Once staff has gathered at the designated worksite, the Probation Officer and/or Supervisor will be assigned to their regular duties to include case management responsibilities, as well as responding to any emergency calls and arrests. Once staff has gathered at the designated worksite, the Social Worker and/or Supervisor will be assigned the respond to reports of child abuse (including 24 hour on call) and handle ongoing case management.
Essential Function:	10. Alternative locations for operations
Process Description:	Probation staff will be required to arrive at the Probation Department to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instructions of the Office of Emergency Services as to where they shall relocate. Child Protective Services staff will be required to arrive at the Social Services Office to ensure ongoing services. If the Office of Emergency Services determines the site is unsafe, staff will follow the instructions of the Office of Emergency Services as to where they shall relocate.
Essential Function:	11. Orientation and ongoing training
Process Description:	All Probation Officers will continue to complete the forty (40) hours of annual training as mandated by the California State Correctional Standards Authority. Any new staff member(s) will be required to complete the orientation, CORE

	training and POST Certified P. C. 832. Arrest, Search and Seizure (the firearm portion is optional). In addition, any training involving Disaster Response will be attended if deemed applicable. All Social Workers will complete core phases 1 and 2 as required by the state, and ongoing as needed.
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. New child welfare investigation process
Process Description:	Probation Officers will be assigned to respond to any law violations pertaining to juveniles as deemed applicable and will be required to participate in the 24 hour on-call rotation. Social Workers will be assigned to respond to reports of child abuse, including the 24 hour on-call rotation.
Essential Function:	2. Implementation process for providing new services
Process Description:	New services will be conducted from the current work site or an Office of Emergency Services designated site. Probation Officers and Social Workers can access community partners via the Modoc County Sheriff's Office dispatch center on-call list.
CWS Disaster Response Criteria C:	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:	The Modoc County Sheriff's Office dispatch center has the current on-call phone number and name of the Probation Officer and Social Worker currently covering their designated on-call week. In addition, all Probation and Social Work employees' home, cell and work numbers will be kept current to ensure employees can be contacted as needed.
Essential Function:	2. Communication structure – child welfare personnel
Process Description:	Probation staff and Child Protective Services staff will be contacted by the Sheriff's Office, as the on-call phone numbers are kept updated. Also home and cellular phones numbers for staff members are kept current.
Essential Function:	3. Communication structure – contracted services
Process Description:	The Modoc County Sheriff's Office dispatch center has the on-call numbers for contract providers and other county resource entities.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	If normal channels are down, communication will be through satellite phones of Public Health or the Alturas City Police

Department. If other agency's satellite phones are not available, Probation and Child Protective Services staff will be required to physically make contact with other staff members or placement providers. The Probation Department will also utilize services provided by the Office of Emergency Services.

Essential Function: 5. Communication frequency

Process Description: The frequency will be designated by the Modoc County Office of Emergency Services.

Essential Function: 6. Communication with media

Process Description: The Modoc County Office of Emergency Services has a designated media officer.

Essential Function: 7. Communication with volunteers

Process Description: Volunteers will be under the Office of Emergency Services.

Essential Function: 8. Establishment of a toll-free number prior to disaster (include TTY)

Process Description: The Modoc County Office of Emergency Services uses the Modoc County Sheriff's Office dispatch center number (888) 233-4416. It does not include TTY.

CWS Disaster Response Criteria D: **Preserve essential program records:**

Essential Function: 1. Record preservation process

All information will be recorded in the Justware system at the Probation Department and in hard copy files. Records for Child Protective Services will be entered into CMS/CWS via an emergency laptop. If CMS/CWS is unavailable, hard copies of the records will be maintained at the Social Services Office.

Essential Function: 2. Use of off-site back-up system

The Probation Department does not have laptops for documentation and if they did would not have an electronic system to access as that system is in-house. Child Protective Services may have access to CWS/CMS through an emergency laptop.

CWS Disaster Response Criteria E: **Coordinate services and share information with other states:**

Essential Function: 1. Interstate Compact on the Placement of Children reporting process

Process Description:	The ICPC Office is responsible for serving as the communications liaison between California and other states as California's delinquent children relocate to another state, or other state's delinquents relocate to California. ICPC services and information will be handled by the assigned Probation Department's emergency staff or on call staff in conjunction with the California ICPC Office in Sacramento. ICPC services and information, obtained from CMS/CWS will be used by assigned Child Protective Services emergency staff to locate courtesy supervised children. The locations will be reported to the California ICPC office in Sacramento.
Essential Function:	2. Mental health providers
Process Description:	The Probation Department and/or Child Protective Services staff will contact the Mental Health Department for crisis situations either directly or via the Modoc County Sheriff's Office dispatch center for the current on-call Mental Health worker.
Essential Function:	3. Courts
Process Description:	The Modoc County Superior Court is planning for any necessary adjustments in order to conduct Juvenile Court business in the event of an emergency.
Essential Function:	4. Federal partners
Process Description:	Communication with Title IV-E and other Federal partners will be handled by assigned emergency staff in conjunction with CDSS.
Essential Function:	5. CDSS
Process Description:	Communication with CDSS will be conducted by assigned emergency staff.
Essential Function:	6. Tribes
Process Description:	The tribes and state Indian Child Welfare Act consultants will be advised in a timely manner of the whereabouts of Probation and Child Protective Services children.
Essential Function:	7. Volunteers
Process Description:	Volunteers may be coordinated either through the California State or the Modoc County Office of Emergency Services.