

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Modoc County DSS and Modoc County Probation Date Completed: June 29, 2016

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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.

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**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:	Each Certified Foster Family Home is required per community Care Licensing to have an emergency plan. Copies of the homes emergency plan are posted in every certified Foster Family Home. Hard copies of the Certified Foster Family Home, contact information and relative/non-relative placement emergency information will be stored both at the County Probation Department and the Modoc County Sheriff's Office, which is staffed 24 hours a day. The location and placement information of juveniles (including relative placement, foster family placements and group home placements) through Modoc County Probation is stored in the Justware System, Child Welfare System/Case Management System (CWS/CMS, which is web-based) and in hard copy files stored within the department. The locations of the children who are placement through Modoc County Child Welfare are stored in CWS/CMS placement sections. The location and placement information (including relative placement, foster family placement and group home placement) through Child Welfare will be stored with the CWS/CMS system that can be accessed remotely and in hard copy stored within the department. Also, court documents with the children's placement information are on file with Modoc Superior Court. We would contact the NMD directly and ICPC Liaison for the state. If the minor or Non Minor Dependent (NMD) cannot be reached both Probation and Child Welfare would contact emergency services in the area of disaster to locate the minor or NMD.
Essential Function:	2. Communication process with child care providers
Process Description:	Both Probation and Child Welfare, emergency contact information for the Certified Foster Family Homes and local group homes will be stored at the departments as well as the Sheriff's Office-accessible to the Office of Emergency Services (OES). Relative/non-relative placement records and contacts will be held at the departments as well as electronically with WS/CMS tokens. Children placed out of state with an ICPC would be contacted through the ICPC Liaison or the NMD directly.
Essential Function:	3. Identification of evacuation procedures- Event known in advance
Process Description:	Comply with OES disaster plan procedures regarding evacuation. Ensure that Certified Foster Family Homes, group homes, and relative/non-relative evacuation procedures are implemented, if applicable.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Comply with OES disaster plan procedures regarding evacuation. Ensure that Certified Foster Family Homes, group homes, and relative/non-relative evacuation procedures are implemented, if applicable.
Essential Function:	5. Identification of shelters
Process Description:	Modoc County OES is the lead agency in the designation of evacuation sites. OES has sites approved for emergency shelter and will designate the shelter sites as appropriate.
Essential Function:	6. Parental notification procedures

Process Description:	<p>Probation staff will attempt to contact or locate biological parents and/or guardians based on the information in the hard copy files, Justware System or CWS/CMS.</p> <p>Child Welfare will attempt to contact the biological parents and/or guardians, using CWS/CMS or the hard copy information stored at Modoc Department of Social Services. Recently the department gained access to the CWS/CMS system remotely with a token. Laptop were also purchased to access CWS/CMS with the token.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>If the Probation Departments Justware system is not supported with back-up power; therefore, all information will be retrieved through hard copy files and the Sheriff's department or through CWS/CMS if there is web access. Probation employees contact information is available to emergency staff as needed. If the Probation office is not safe as deemed by OES, OES will determine a safe site where probation will provide their services.</p> <p>If the site and data system for Child Welfare is equipped with back-up power. Child Welfare employees contact information is available to emergency staff as needed. If the Child Welfare Office is not safe as deemed by OES. OES will determine a safe site where Child Welfare will provide their services. Also, CWS/CMS system can be accessed remotely with a token.</p>
Essential Function:	8. Staff assignment process
Process Description:	available staff will be assigned by the Supervisors of each agency as needed.
Essential Function:	9. Workload planning
Process Description:	<p>Once Probation staff has gathered at the designated worksite, the Officer will be assigned to their regular duties to include case management responsibilities and response to emergency calls and arrests.</p> <p>If to continue regular scheduled work Child Welfare staff will gather at the designated worksite, the Social Worker will be assigned to continue case management duties as well as emergency response situations. Social Workers are on call 24 hrs. a day therefore emergencies will be addressed prior to gathering at a safe location.</p>

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 OES determines that the site is unsafe, staff will follow the instruction of OES as to where they shall relocate. Child Welfare staff will be required to arrive at the Department of Social Services to ensure ongoing services. If OES determines that the site is unsafe, staff will follow the instruction of OES as to where they shall relocate.
Essential Function:	11. Orientation and ongoing training
Process Description:	Probation and Child Welfare staff shall be aware and have operational knowledge of the disaster plan. They will be aware that OES determines whether or not their departments are safe and whether or not they need to relocate.
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:	Child Welfare Social Workers are on call 24 hrs. a day resulting in their ability to respond in crisis and or emergency.
Essential Function:	2. Determine circumstances surrounding the child's potential entrance
Process Description:	Child Welfare Social Workers are on call 24 hrs. a day therefore if child abuse or neglect is occurring and is reported there is a Social Worker able to access if the child who is in emanate danger and needs to be retained.
Essential Function:	3. Implementation process for providing new services
Process Description:	New services will be available from the current work site or the site determined by OES. Child Welfare can access community partners via OES and on-call lists. Also, CWS/CMS can be accessed remote to gain information on service providers.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	Services provided by Behavioral Health, TEACH Inc. and Public Health will continue based of the safety determined by OES.
CWS Disaster Response Criteria C:	Address and provide care for unaccompanied minors:
Essential Function:	1. Structure – CWS personnel
Process Description:	Once a secure location is established child Welfare Social Workers will continue regular duties including case management of non-minor dependents. Unaccompanied minors will be accessed and determined if the

Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	Child Welfare has a bilingual Social Worker as well as a contract with a translator that is used during
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	Social Workers will determine reunification in the same fashion as prior the disaster. Also, maintaining services to take steps reunification is imperative. IF services are terminated then reunification will fail.
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	Child Welfare is capable of accessing CWS/CMS and Structured Decision Making systems remotely to ensure that the determination of an investigation will be complete within 30 days.
CWS Disaster Response Criteria 0:	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:	If the Modoc County Sheriff's Office dispatch center has current on-call phone numbers of the Probation Officer and Child Welfare Social Worker covering their designated on-call week. In addition, all Probation and Social Worker employee, cell and work numbers will be kept current to ensure that employees can be contacted as needed. The Department of Social Services has a phone answering System that takes calls after hours. These messages are then relayed to the Child Welfare Social Worker or Program Manager.
Essential Function:	2. Communication structure- CWS personnel (phone tree)
Process Description:	OES has contact numbers and a written protocol of who to call and when. The phone tree that is used includes the Interim Director of Social Services.
Essential Function:	3. Communication structure – contracted services
Process Description:	The Modoc County Sheriff's Office dispatch center has on-call numbers for contract providers and other county resource entities. Contracted services are provided by TEACH INC. and emergency contact information for that agency is on file at Social Services.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	If normal channels are down, communication will be through satellite phone available through OES. If satellite phones are unavailable, Probation and Child Welfare staff will be required to physically make contact with other staff and placement providers.
Essential Function:	5. Communication frequency
Process Description:	Communication frequency will be designated by OES
Essential Function:	6. Communication with media
Process Description:	OES has designated a media officer.

Essential Function:	7. Communication with volunteers
Process Description:	Volunteers will be under the direction of OES.
Essential Function:	8. Establishment of a toll-free number prior to disaster including Telecommunication Device for the Deaf (TDD)
Process Description:	Modoc County OES uses the Modoc County Sheriff's Dispatch Center number (888)-233-4416. It does not include TTY Social Services also have an afterhours answering system that reports to the Child Welfare Supervisor or Program Manager.
CWS Disaster Response Criteria E:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	All information for the Probation Department will be recorded in the Justware system and in CWS/CMS and in hard copy files. All information for the Child Welfare Department will be recorded in CWS/CMS or in hard copy maintained in the office. If CWS/CMS is unavailable for both agencies an emergency laptop can be used for access information if hard copies are not available.
Essential Function:	2. Use of off-site back-up system
Process Description:	Both Probation and Child Welfare Departments can access CWS/CMS remotely with a token. Child Welfare recently purchased laptops that can be used offsite.
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:	The ICPC Office is responsible for serving as the communication liaison between California and other states as California's delinquent and dependent children relocate to another state, or other states delinquent or dependent children are placed in California. Child Welfare has a designated ICPC liaison who will ensure communication with emergency contacts.

Essential Function:	2. Mental health providers
Process Description:	The Probation and/or Child Welfare staff will contact the Behavioral Health Department for crisis situations either directly or via the Modoc County Sheriffs dispatch center for the current on-call Behavioral Health Clinician. Behavioral Health has an after-hours number that can be used in an emergency to reach the on call clinician (530)233-6312.
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 Welfare children.
Essential Function:	7. Volunteers
Process Description:	Volunteers will be coordinated by OES. Modoc County Social Services is in charge of Shelters and utilizes Red Cross volunteers.