

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Mono County DSS

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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:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	Children in foster care and are identified via C-IV, CWS/CMS, and JustWare. Location information is accessible in all systems. A monthly list of foster children, both CWS and Probation, is generated by C-IV and kept at a management level. Hard case files are kept by CWS, Probation, and foster care eligibility. Case files contain all location information.
Essential Function:	2. Communication process with child care providers

Process Description:	A written notice is given to all child care providers outlining emergency contact procedures.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<ol style="list-style-type: none"> a. Identify children located in affected area. b. Contact the local county OES office. c. Contact the foster parent/child care provider. d. Provide assistance or services as needed including finding alternative placement for the child (ren).
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<ol style="list-style-type: none"> a. Identify children located in affected area. b. Contact foster parent/child care provider to determine status. c. Contact local county OES or State OES office. d. Provide assistance or services as needed including finding alternative placement for the child (ren).
Essential Function:	5. Identification of shelters
Process Description:	Mono County DSS is a mandated shelter manager for all emergency shelters located in the county. A list of all shelter locations is located at DSS in addition to the County OES.
Essential Function:	6. Parental notification procedures
Process Description:	Parents will be notified within 24 hours of county's first knowledge of incident. Parents will be updated frequently and as needed.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>Continuing services will be provided as follows depending on circumstances:</p> <ul style="list-style-type: none"> • Utilization of management and supervisory staff • Utilization of staff from neighboring counties • Utilization of FFA staff
Essential Function:	8. Staff assignment process

Process Description:	Case holding social worker will be first responder. Supervisory and management staff will be utilized as needed.
Essential Function:	9. Workload planning
Process Description:	<ul style="list-style-type: none"> a. Utilization of support staff with potential transporting needs b. Utilization of management staff for potential assistance with emergency response and hotline coverage c. Utilization of other social workers for visitations and court reports and appearances
Essential Function:	10. Alternative locations for operations
Process Description:	<ul style="list-style-type: none"> a. Alternative DSS locations. Mono County has three office sites that are located in the North, Central, and South sections of the county. b. Other county facilities located throughout the county.
Essential Function:	11. Orientation and ongoing training
Process Description:	County wide emergency and disaster training is provided to all county employees. All CWS and Probation employees will receive induction training. Updated training will be given.
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:	<ul style="list-style-type: none"> a. Contact sheriff or OES to determine accessibility to the area where the child is located. b. Coordinate with local law enforcement to gain accessibility or to assist in investigation
Essential Function:	2. Implementation process for providing new services
Process Description:	<ul style="list-style-type: none"> a. Determine transportation needs and road conditions b. Determine availability of resources (closure/opening dates)

	c. Determine availability of staff and reassign as needed
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:	<ul style="list-style-type: none"> a. Director b. Emergency Services Coordinator c. Program Manager d. Line Staff
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	<ul style="list-style-type: none"> a. Program Manager b. CWS social workers
Essential Function:	3. Communication structure – contracted services
Process Description:	<ul style="list-style-type: none"> a. Director b. Program Manager c. Contracted agency administrator
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	<ul style="list-style-type: none"> a. Sheriff dispatch b. local HAM operators
Essential Function:	5. Communication frequency
Process Description:	Twice daily - check in morning and check in afternoon or as frequently as needed.
Essential Function:	6. Communication with media
Process Description:	Media requests will be referred to county OES or Department Director.

Essential Function:	7. Communication with volunteers
Process Description:	<ul style="list-style-type: none"> a. Utilization of shelter managers (managers are responsible for volunteer staff) and staff b. Utilization county OES c. Local law enforcement d. Local media
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	Mono County DSS maintains a toll-free number.
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	Manual case files are maintained in CWS, Foster Care Eligibility, and Probation.
Essential Function:	2. Use of off-site back-up system
Process Description:	Mono County DSS maintains C-IV in 4 different county locations and CWS/CMS in 2 county locations that are 50 miles or more apart. Probation maintains JustWare system in 2 office locations located 50 miles or more apart. State back-up systems are maintained in Sacramento.
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 county will communicate with and forward all reports to the California State ICPC office for children placed out of state and those children placed within county from other states.
Essential Function:	2. Mental health providers

Process Description:	CWS, Probation, and Mental Health will work in a collaborative effort in coordinating services and needs of children. CWS and Probation staff will initiate contact with Mental Health.
Essential Function:	3. Courts
Process Description:	<ul style="list-style-type: none"> a. Collaborate with courts to achieve outcome for children and coordinate efforts. b. Share information on the status of court processes. c. Assign staff as a liaison to the court during and after the disaster.
Essential Function:	4. Federal partners
Process Description:	Designated staff will initiate contact with appropriate federal agencies that oversee programs. Contact will remain during the recovery period.
Essential Function:	5. CDSS
Process Description:	Designated staff will initiate contact with appropriate state agencies that oversee programs. Contact will remain during the recovery period.
Essential Function:	6. Tribes
Process Description:	Designated staff will initiate contact will local tribal leaders to coordinate services and volunteers. Contact will remain through recovery period.
Essential Function:	7. Volunteers
Process Description:	Designated staff will contact local community organizations (service organizations, faith-based organizations), non-profit groups, or national volunteer organizations. Contact will be on-going during disaster and during recovery period.