

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 01: Director's Policies

Item 015: Registered Sex Offender Match for Placement Homes

Suggested changes send to: [DSS PSO](#) Mailbox

Issued: **June 6, 2014**

References: All County Letter (ACL) [13-64](#)

Revisions in Red

Replaces Issue: July 20, 2012 (Combines PPG 03-01-015 and PPG 03-01-016)

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Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Introduction

In order to ensure the safety and protection of children in out-of-home care, the California Department of Social Services (CDSS) cross references all addresses utilized for the placement of children and youth by Child Welfare (CW) agencies with the reported addresses of Registered Sex Offenders (RSOs). On an ongoing basis CDSS provides a listing of possible matches (RSO Report) along with a RSO response document (excel spreadsheet) to the DSS CW Deputy Director (DD).

Policy

Upon receipt of the RSO Report from CDSS, the Fresno County DSS CW Department shall conduct an investigation in compliance with CDSS [ACL 13-64](#). The investigation and subsequent reporting back to CDSS must be completed no later than 45 days from the date of the electronic transmission of RSO report and Response Document.

Purpose

To provide Fresno County DSS CW Social Worker (SW) staff with guidelines and procedures for investigating suspected RSO address/child placement matches and providing the required feedback to CDSS regarding the following placement types:

- Relative homes
- Non-Relative Extended Family Member (NREFM) homes
- Guardian homes (relative and non-related legal)
- Court specified homes

- Fresno County Licensed Foster Family Homes (FFH)

Note: Suspected RSO/child placement matches regarding Foster Family Agencies (FFAs) and group homes are investigated by Community Care Licensing (CCL).

Procedure

The RSO report and RSO response document (excel spreadsheet), which must be used to report investigation findings back to CDSS are forwarded by the office of the CWDD to Program Manager (PM) assigned to the DSS Home Approval Unit (HAU) and Licensing Unit as the county's single point-of-contact.

Upon receipt of the RSO Report the HAU/Licensing PM's Secretary shall forward the reports to the HAU/Licensing Supervising Office Assistant (SOA) as well as the HAU and Licensing Social Work Supervisors (SWS).

HAU/Licensing SOA/Office Assistant (OA) Responsibilities

Clerical staff shall clear each child identified by CDSS in CWS/CMS to determine if the child is currently a dependent of the Fresno County Juvenile Court (dependent).

For all RSO addresses linked to dependent children placed in a guardian, relative, or NREFM placement, the SOA shall immediately advise the HAU SWS and SW.

For all approved homes linked to a RSO address, clerical staff shall:

- Mark the Placement Home in CWS/CMS as at capacity by checking the "At Capacity" check box and adding the suffix, "DO NOT USE", to the title of the home in CWS/CMS.
- Under the Special Projects tab of the Placement Home in CWS/CMS, enter the Special Project Code of "S-RSO RPRT RCVD-UNDER REVIEW". The start date shall be the date the information was entered into CWS/CMS.

Reported addresses with no placement history, as confirmed in CWS/CMS and DSS investigation, shall be marked for deletion as a match on the RSO response document.

HAU SW/SWS Responsibilities

For all RSO addresses linked to dependent children placed in a County FFH placement, the HAU SW and/or SWS shall immediately notify the Child Protection Hotline (Careline) to initiate a referral/Emergency Response (ER) investigation.

Upon notification that there is a RSO address linked to an approved guardian, relative, or NREFM home, even when CMS/CWS indicates there are no children placed in the home, the HAU SWS shall direct the assigned HAU SW to respond to the home to investigate. The assigned HAU SW shall complete the following:

- Request and review the HAU Relative/NFRM case file.

- Respond to the home to complete a safety check and to determine if the RSO and/or any children are living in the home.
- When it is determined there is no risk to any child, i.e. there are no children living in the home or the RSO is not living in the home, advise the HAU SOA of this determination for reporting purposes to CDSS.
- When it is determined there is a dependent child and a RSO living in the same home, immediately call the Careline to make a suspected child abuse/neglect referral.
- If there are non-dependent children found to be living with a RSO, contact Adult Probation and/or Adult Parole to determine if the RSO has any restrictions regarding children.
 - If it is determined that the RSO has Parole/Probation conditions restricting his/her contact with children, the HAU SW shall immediately call the Careline to make a suspected child abuse/neglect referral.
- In all instances where and a referral has generated, remain at the home until an Emergency Response (ER) SW arrives.
- When an ER SW is not available to respond to the referral, the ER Board SWS shall ask the HAU SW to complete the ER investigation. The Board SWS shall also advise the HAU SWS of the request.
- Complete and email the Incident Report per PPG 03-11-001, *Incident Reporting and Investigation*.
- Complete the CWS 0059, *Safety Check Referral for Registered Sex Offender* form with the findings and status of the home documented in the comments section.
 - Choose the Special Project Codes that apply on the form for clerical staff to enter in the RSO response document.
 - Provide three copies of the form for signature to the HAU SWS.
 - Place one copy of the signed form in the appropriate basket in the clerical support area, one copy in the HAU case file, and submit the third copy to the child's assigned SW and SWS.
- Upon Completion of the investigation end date the Special Project Code of "S-RSO RPRT RCVD-UNDER REVIEW" of the Placement Home in CWS/CMS and start date one of the following Special Project Codes:
 - S-RSO INVESTIGATD-OK TO PLACE
 - S-RSO INVESTIGATD-DO NOT PLACE
 - S-RSO INACTIVE UNTIL REASSESS

NOTE: If the placement home in question is end dated, in order to record the Special Project code, the HAU SW will need to remove the end date, enter the Special Project Code, and then end date the placement home once again.

Careline SW Responsibilities

Upon being notified that there is a possible RSO/child placement address match, the Child Protection Hotline (CPH) SW shall:

- Generate a referral in compliance with PPG [03-03-001](#), *Child Protection Hotline/Intake and Referral Response Determination* to determine if the RSO is residing in the child's placement home and if so whether or not the child(ren) have been abused or neglected.
- Create the referral using the name of the Substitute Care Provider (SCP) as the alleged perpetrator.
- Create the referral using "General Neglect" as the allegation.
- Create the referral as a Crisis referral (using a discretionary override in SDM).
- Submit the completed referral to **the Board SWS and ER** clerical staff without delay.

ER/Standby SW Responsibilities

Investigate the referral **in compliance with** [PPG 03-03-008](#), *Assessment in Investigation of Abuse/Neglect Reports* and/or [PPG 03-03-009](#), *Referrals on Dependent Minors*.

Document the results in the Investigation Narrative in CWS/CMS.

Note: An unannounced joint response by the HAU/Licensing SW and the ER SW is recommended whenever possible.

The following information must be included in the Investigation Narrative:

- Results of RSO determination (e.g., does not live at address, person unknown to resident)
- Action was taken upon confirmation of RSO living in the home (e.g., safety plan, child removed from the home).
- Referral disposition.

Complete/**update** and email the Incident Report per [PPG 03-11-001](#), *Incident Reporting and Investigation*.

NOTE: If there are other children known to be residing in the home a referral must be opened on their behalf. It is the responsibility of the ER SW to ensure that the referral is reported to the Hotline. Standby SWs shall create the additional referral(s) at the time it is confirmed that other children reside at the RSO address.

Completed RSO/Child Placement Address Match Investigations

The ER PM shall provide the HAU/Licensing PM with the generated CWS/CMS referral ID number(s).

The HAU/Licensing PM shall review the investigation results for any potential HAU process improvements identified (i.e. address any system clearances process, deficiencies noted etc.)

The HAU/Licensing PM shall keep a tracking log of all reports in the RSO Review Folder. (Access to this folder is limited to designated staff).

Fresno County Licensing Responsibilities

When it is determined that there is an address match for an active Fresno County licensed FFH and an RSO, licensing staff shall assess the home even when there are no dependent children currently placed in the home. The Licensing SW shall complete the following:

- Initiate a complaint utilizing the LIC 802, *Complaint Report*.
- Identify the complainant as “Anonymous-B”.
- Code the complaint as number 19 for “other”.
- Make the allegation statement “RSO is allegedly associated to or present at the FFH”.
- Identify the RSO on page two of the LIC 802 in the “*Details of Allegations(s)/Description of Incidents(s)*” section.
- Create the LIC 9099, *Complaint Investigation Report*, with the allegation “RSO is allegedly associated or present at the FFH”.
- Issue the LIC 9099 in accordance with the findings.
- Issue any citations that are warranted as a result of the complaint investigation.
- If the RSO is illegally found in the facility, immediately consult with the Licensing SWS or the Licensing PM, assigned Community Care Licensing Division (CCLD) Liaison, and the CDSS Legal Consultant for a possible Temporary Suspension Order (TSO) and/or other legal remedies.
- If an immediate TSO letter has been served complete the Statement of Facts immediately to request legal action to expedite revocation of the license and for an immediate exclusion, whether or not the RSO has filed an appeal of the TSO.
- Upon Completion of the investigation end date the Special Project Code of “S-RSO RPRT RCVD-UNDER REVIEW” of the Placement Home in CWS/CMS and start date one of the following Special Project Codes:
 - S-RSO INVESTIGATD-OK TO PLACE

- S-RSO INVESTIGATD-DO NOT PLACE
- S-RSO INACTIVE UNTIL REASSESS

NOTE: If the placement home in question is end dated, in order to record the Special Project code, the Licensing SW will need to remove the end date, enter the Special Project Code, and then end date the placement home once again.

The Licensing SWS shall provide results of the Licensing investigation to the CCLD Liaison within 30 days of the date the RSO Report was received by DSS from CDSS.

Response to CDSS

The RSO response document with the DSS investigation findings shall be updated by the HAU SOA and provided to the HAU/Licensing PM for final review and submission to CDSS.

The HAU PM shall submit the completed encrypted electronic spreadsheet for relatives, NREFM, legal guardians and court-specified homes to: CDSSRSOResponse@dss.ca.gov.

The Licensing PM shall submit the completed encrypted electronic spreadsheet for Fresno County Licensed FFH to:

Juanita Arroyo
Community Care Licensing -Fresno County Liaison
770 E. Shaw Avenue, Suite 330, MS-29-02
Fresno, California 93710
(559) 243-8333

CDSS Special Project Code Definitions and Instructions

RSO Special Project Codes

Operational Definitions and Instructions

S-RSO RPRT RCVD-UNDER REVIEW Choose this code and designate the home as “At Capacity” when creating a referral for RSO investigation or initiating a NMD safety assessment or SCP home reassessment. Insert a brief explanation in the “Placement Home Notebook” comment box that the home is under RSO investigation/assessment or reassessment. Maintain this designation until the investigation/assessment or SCP home reassessment has been completed, including the completion of any safety action or corrective action plan that is identified.

S-RSO INVESTIGATD-OK TO PLACE Choose this code when the in-person investigation, NMD safety assessment or SCP home reassessment has been completed and no approval concerns at the SCP home were identified. The SCP home remains available for placement.
Remove the “At Capacity” designation.

OR

Choose this code when the in-person investigation/assessment or SCP home reassessment has been completed and SCP home concerns were identified and resolved (safety intervention and/or corrective action plan has been completed). The SCP home remains available for placement. Remove the “At Capacity” designation.

S-RSO INVESTIGATD-DO
NOT PLACE

Choose this code when the in-person investigation, NMD safety assessment or SCP home reassessment has been completed, SCP home concerns were identified and the county **no** longer wishes to use the SCP as an approved home; the county should rescind the approval. Maintain the “At Capacity” designation and update the comment box with the reason for no placements. **(Note no child under county jurisdiction should reside in this SCP home under this Special Project Code).**

S-RSO INACTIVE UNTIL REASSESS

Choose this code and designate the SCP home as “At Capacity” when **no** children under county jurisdiction reside in the SCP home and the county does not wish to maintain the SCP home for potential placement or respite. Insert a brief explanation in the “Placement Home Notebook” comment box that the home is associated with a RSO and requires reassessment prior to placement. Maintain the designation until at such time the SCP approval is updated expires or is rescinded.