

**CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE**County & Agency Name: Shasta County HHSA/Children's ServicesDate Completed: June 30, 2016Name/Title: Nancy Bolen, CWS Deputy Director  
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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.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

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:	<p>The first step in identification and location of children who may be displaced will be to determine the geographic area affected by the disaster.</p> <p>Safe Measures will be utilized by anyone (Social Worker, Supervisor, Analyst, or Program Manager) who has a Safe Measures logon. Safe Measures can be used from any computer with internet access.</p> <p>From the Safe Measures Main Menu, the worker can scroll to the option of “Emergency Management – All Cases”. This section will provide disaster maps that will display the location of natural disasters in the selected area including: Wildfires, Earthquakes, and Weather alerts including floods and tornado warnings. The Safe Measures maps <b>will display the location of all children (CWS and Probation), in out-of-home placement within the county (regardless of assigned county)</b>, as well as maps showing all currently open cases no matter what county they are placed in.</p> <p>By selecting an area around the displayed disaster or know geographic location, Safe Measures can provide the address and telephone number of all children in the designated area.</p> <p>If Safe Measures is unavailable, a CWS analyst will run a CWS/CMS Business Objects report by zip code, to identify all potentially affected children in the disaster area. This report has been created and is saved in the shared Business Objects drive so that it may be run immediately by any of the CWS analysts. The report will be focused by street within zip code for more localized disaster situations.</p>

	Juvenile Probation will obtain similar information from Safe Measures or from their JALAN system.
Essential Function:	2. Communication process with child care providers
Process Description:	<p>The primary method of communicating with child care providers will be by telephone or cell phone.</p> <p>Weekly, a CWS Analyst generates an updated list of all children in out of home placement including street address and telephone number. These updated placement lists are distributed to all supervisors, program managers, deputy director and the director. Updated placement lists are also included in the “Emergency Bag” located in each of the Children’s Services offices. On-call intake After Hours social workers will carry a copy of the updated list in their “After Hours Kit.”</p> <p>In addition to the out of home placement list, the Foster Care Licensing Unit distributes a list of all care giver addresses and contact information, updated on a monthly basis.</p> <p>During the Foster Care Training and Licensing process, each caregiver receives a list of telephone numbers for the Shasta County HHSA/Children’s Services, American Red Cross Northeastern California Chapter (ARC-NCC) and other emergency support agencies. Each social worker will provide their emergency phone number and contact information to the individual caregivers.</p> <p>Each caregiver (foster parent, relative, non-related extended family member, Foster Family Agency, guardian, or other placement) is required to keep a current list of emergency Shasta 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 Foster Care Licensing Supervisor, Relative Caregiver Home Study Worker with a list of telephone numbers and possible locations they plan to go in the event of a disaster. This list is held in the approved caregiver’s folder/emergency preparedness folder kept in Foster Care Licensing and the Foster Care Licensing Clerks desk folder.</p> <p>In the event of an emergency/disaster, the caregivers are instructed to call the Relative Caregiver Approval Worker, Foster Care Licensing, or their Foster Family Agency if they are displaced or otherwise affected by the disaster and to indicate where they are going and an alternate method of</p>

	<p>contacting them. If contact has not been made with caregivers of identified children within 12 hours, Foster Care Licensing, Relative Caregiver Home Study Worker, the social worker/probation officer or supervisor will begin contacting the caregiver emergency plan numbers in order to locate the children.</p> <p>Non-Minor Dependents (NMD) affected by an emergency will be contacted by their case-carrying Social Worker/Probation Officer or Supervisor.</p> <p>Immediately upon contact with a caregiver, an assigned social worker, Licensing Worker or Probation Officer will offer support, crisis intervention, appropriate respite services, provide referral information for support and services, and connect them to emergency agencies as available.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>A “Disaster Team” consisting of the HHSA Children’s Branch Director, Deputy Director, Program Managers, and Supervisors will assess the situation and determine the necessary course of action appropriate to the emergency.</p> <p>A disaster plan/emergency response packet (“Emergency Response Plan”) is distributed to each caregiver upon licensing/certification/approval/probation placement. The packet includes emergency phone numbers for HHSA, CWS, Probation, Juvenile Hall, local law enforcement, emergency shelters, ARC-NCC, (Red Cross), etc. It also includes a form for the caregiver to return to the Relative Caregiver Approval Worker, Licensing Worker, FFA certification social worker or probation officer that includes the information referenced in #2 above, including an out-of-area contact. The form includes a section indicating the date the plan was last reviewed with the children in care and last date reviewed jointly with the approval, licensing or certification social worker.</p> <p>The Juvenile Hall has evacuation procedures according to Title 15 of the California Code of Regulations. FFA certification and Foster Care Licensing follow Title 22 California Code of Regulations.</p> <p>In case of disaster, the caregiver must contact the Foster Care Licensing Unit or their Foster Family Agency, as soon as possible, but no later than 12 hours after evacuating children/youth from their</p>

	<p>residence.</p> <p>Non-Minor Dependents (NMD) affected by an emergency will be contacted by their case-carrying social worker/probation officer or supervisor to confirm that the NMD is safe, aware of the emergency, and following any evacuation orders as required.</p> <p>In emergency situations, information on evacuations is broadcast to the public through local radio and television stations. Depending on the location and type of emergency, information and evacuation procedures may be communicated to staff via telephone, cell phone, text message, email, or the California Health Alert Network (CAHAN).</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<p>The Shasta Area Safety Communications Agency (SHASCOM), (located at 3101 South Street, Redding, CA 96001 (530) 225-6505), is identified as the Shasta County Emergency Operations Center (EOC) and will serve as the primary site for the EOC unless the emergency situation dictates use of a different location.</p> <p>Depending on the location and type of emergency, the Shasta County Sheriff and other emergency responders will determine the need for evacuation. Orders for evacuation will be broadcast over the Emergency Alert System. The Emergency Alert System is managed by SHASCOM and can be heard on local radio and television stations. The location of evacuation shelters will be determined by the ARC-NCC (Red Cross).</p> <p>Emergency information and evacuation procedures may be communicated to employees via telephone, cell phone, text message, via the CAHAN system or on local radio and local television.</p> <p>Non-Minor Dependents (NMD) affected by an emergency will be contacted by their case-carrying Social Worker/Probation Officer or Supervisor to confirm that the NMD is safe, aware of the emergency, and following any evacuation orders as required.</p> <p>In accordance with HHSA policy, if an employee is away from their place of work and unable to communicate with their Supervisor or Program Manager, they should listen to local radio or local television stations for information and updates on emergency evacuations and shelter locations.</p>

Essential Function:	5. Identification of shelters
Process Description:	<p>The American Red Cross Northeastern California Chapter (ARC-NCC) is identified as the default first line of information regarding disaster specific shelters. The telephone number for ARC-NCC is (530) 673-1460 or after business hours 1-855-891-7325. During emergency situations and disasters, ARC-NCC will provide updated information on their Twitter and Facebook pages.</p> <p>Once evacuation shelters have been identified, information will be broadcast to the public on local radio and television stations. In accordance with HHSA policy, employees should listen to local radio or local televisions stations for information and updates on emergency evacuations and shelter locations.</p> <p>Depending on the location and type of emergency, information on shelter locations and evacuation procedures may be communicated to staff via telephone, cell phone, local radio, local television, or the CAHAN system.</p> <p>Non-Minor Dependents (NMD) affected by an emergency will be contacted by their case-carrying social worker/probation officer or supervisor to confirm that the NMD is safe, aware of the emergency, aware of identified evacuation shelters, and following any evacuation orders as required.</p>
Essential Function:	6. Parental notification procedures
Process Description:	The available 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. Employees will use the contact information in CWS/CMS to contact non-custodial parents.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>Ongoing services during a disaster situation will be provided based on the HHSA/Children’s Services Continuity of Operations Plan (COOP).</p> <p>Staff will identify affected children and determine priorities of need based on issues including</p>

	<p>medical, mental health, or other special needs.</p> <p>As needed, available staff, including Probation, Public Health and Mental Health co-located staff, will be assigned geographically to physically go to the location of the child and facilitate services.</p>
Essential Function:	8. Staff assignment process
Process Description:	<p>The 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.</p> <p>Depending on the location and type of emergency, information on staff assignment procedures will be communicated to staff via all available communications channels including: telephone, cell phone, text message, or the CAHAN system.</p>
Essential Function:	9. Workload planning
Process Description:	<p>The Disaster Team will determine critical cases and priorities based on safety, food, shelter, medical and special needs.</p> <p>Safety of children in care, care givers, and County staff will be top priority followed by:</p> <ul style="list-style-type: none"> <li>• Delivery of emergency services to the extent possible,</li> <li>• Requirements of the Juvenile Court System, and</li> <li>• Requirements of the state CWS.</li> </ul> <p>Children’s Services staff may be reassigned to work as Disaster Service Workers (DSW) in accordance with the Shasta County HHSA DSW policy.</p>
Essential Function:	10. Alternative locations for operations
Process Description:	<p>Ongoing services from alternative locations will be provided as outlined in the HHSA/Children’s Services Continuity of Operations Plan (COOP).</p> <p>Shasta County has alternative locations where computer systems, email, internet, and phones can be used to provide limited services (Burney CWS, Breslauer HHSA/Social Services, California Street, Yuba Street, Market Street, Juvenile Hall, Public Health in Anderson and Shasta Lake City, etc.).</p>

	Based upon available staff/assignments and affected locations, the Disaster Team will designate the locations staff are to report to for service provisioning. This information will be provided by the Disaster Team via all available communication channels.
Essential Function:	11. Orientation and ongoing training
Process Description:	<p>Foster Care Licensing/Options/Adoptions (Resource Family Approval effective 1/1/2017) Workers, Probation Officers, and FFA Social Workers will ensure that each caregiver has a current Emergency Response Plan and will review each Plan upon approval, licensing, or certification. Emergency Response Plans and other emergency related information will be reviewed/updated at least once per year thereafter and signed/dated by the caregiver and the Approving Worker, Probation Officer, or FFA Social Worker reviewing it.</p> <p>The CWS Training Coordinator and Analysts will provide information on disaster plans to new staff during orientation to their new department. The information used at orientation is distributed electronically to all staff twice yearly to coincide with fire/emergency drills.</p>
<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new CWS cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. Investigation process
Process Description:	<p>Depending on the type of emergency and the functional status of Children’s Services facilities, Emergency Response, Intake and Ongoing CWS services will continue to be provided from the current facilities or from alternative locations as outlined in the HHSA/Children’s Services Continuity of Operations Plan (COOP).</p> <p>Based upon available staff and affected locations, the Disaster Team will designate staff to respond to emergency child abuse calls and to conduct investigations in accordance with state regulations.</p> <p>The Disaster Team will work with law enforcement and local emergency response teams to get authorization to enter a physical disaster area (if required) to provide services and conduct investigations.</p>

Essential Function:	2. Determine circumstances surrounding the child’s potential entrance
Process Description:	Children’s Services Telephone Screeners will gather information from incoming calls to help the Disaster Team evaluate which calls require an immediate response or a 10-day response. The Disaster Team will designate staff to respond to reports of abuse or neglect that are determined to require an immediate response and to conduct investigations in accordance with state regulations.
Essential Function:	3. Implementation process for providing new services
Process Description:	Depending on the type and location of the emergency, new cases will be assessed and services will be provided in accordance with Children’s Services policies/procedures, court requirements, and state and federal regulations to the fullest extent possible.
Essential Function:	4. Services emphasizing reunification due to disaster
Process Description:	Depending on the type and location of the emergency, new reunification cases will be assessed and services will be provided in accordance with Children’s Services policies/procedures, court requirements, and state and federal regulations. Children’s Services staff will work to reunify the family when it is safe to do so.
<b>CWS Disaster Response Criteria C:</b>	<b>Address and provide care for unaccompanied minors:</b>
Essential Function:	1. Structure – CWS personnel
Process Description:	When unaccompanied minors are reported at emergency shelters or other locations during a disaster, available Children’s Services staff will respond to the location. Children’s Services staff will work with the American Red Cross Northeastern California Chapter (ARC-NCC), and other disaster workers to try to identify the minor, to gather information about where the minor lives, and the names and locations of relatives. Every effort will be made to contact relatives in the local area, safe from the disaster, where the minor can be placed. The telephone number for ARC-NCC is (530) 673-1460 or after business hours 1-855-891-7325. During emergency situations and disasters, ARC-NCC will provide updated information on their Twitter and Facebook pages.

Essential Function:	2. Address language barriers to communicate quickly and effectively
Process Description:	<p>If an unaccompanied minor is found who does not speak English, the responding worker can access language interpreting services over the telephone using Language Link and following these steps:</p> <p>Step 1: Call 1 888-338-7394</p> <p>Step 2: Enter Account Number 18581, followed by # sign</p> <p>Step 3: Select 1 to be connected directly to your Spanish interpreter, or  Select 2 to be connected directly to your Russian Interpreter, or  Select 3 to be connected directly to your Vietnamese interpreter, or  Select 4 to be connected directly to your Somali Interpreter, or  Select 9 for all other languages</p> <p>*If you require a 3rd party call, press 9 to reach a Customer Service Representative</p> <p>Step 4: Enter Cost Center 50100, followed by # sign</p> <p>Step 5: Enter Employee ID, followed by # sign</p> <p>If the responding worker is unable to access Language Link, they will notify their Supervisor as soon as possible to request another staff member who speaks the same language as the minor.</p> <p>Sign language interpreter services may be accessed by contacting a CWS Supervisor or a CWS Analyst</p>
Essential Function:	3. Determine likelihood of reunification and steps toward reunification
Process Description:	<p>Children’s Services staff will respond to notification of unaccompanied minors to try to identify the minor and to gather information about where the minor lives and the names and locations of relatives. Every effort will be made to locate parents/relatives in the local area, safe from the disaster in order to reunify the unaccompanied minor</p> <p>Children’s Services staff will work with the American Red Cross Northeastern California Chapter and other disaster responders to locate parents/relatives of the unaccompanied minor. If necessary, CWS/CMS and other family finding services will be utilized to locate parents/relatives.</p> <p>Unaccompanied minors will be placed into foster care only if no parent, relative, or non-related extended family member (NREFM) can be found to provide a safe placement for the minor. All Relative/NREFM placements will be screened and approved in accordance with Children’s Services policies and state regulations.</p>

	<p>If unaccompanied minors from other countries are found during a disaster, Children’s Services will utilize all available resources including International Social Services (<a href="http://www.iss-usa.org/">http://www.iss-usa.org/</a>) in attempts to reunify unaccompanied minors with family.</p>
Essential Description:	4. Assess and make a determination within 30 days
Process Description:	<p>If no parent, relative, or NREFM placement can be found and an unaccompanied minor is placed into foster care, the minor will be assessed and services will be provided in accordance with Children’s Services policies and state regulations.</p> <p>Children’s Services staff will continue to utilize all available family finding resources to locate parents or relatives until the unaccompanied minor can be reunified with relatives.</p>
<b>CWS Disaster Response Criteria D:</b>	<b>Remain in communication with caseworkers and other essential CWS personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	<p>Master Contact Lists containing contact information for all staff including home phone, cell phone, and emergency contact have been created, are maintained by clerical staff, and are consolidated at each location. One copy of the Master Contact List is provided to each member of the Disaster Team and a copy is maintained in the intake “After Hours Kits.” This list will be used to contact displaced staff and other essential child welfare personnel.</p> <p>It is the responsibility of every HHSA employee to prepare themselves for disaster service duties by ensuring that they and their families are ready for an emergency. If an employee is at home, they may be called in to work.</p> <p>If a disaster happens while employees are at work they should report immediately to their supervisor or designated staging area.</p> <p>If a disaster happens while an employee is driving during their work day, the employee should call their supervisor and let them know where they are. Their supervisor may tell them to stay where they</p>

	<p>are, or direct them to another location.</p> <p>Employees that are at home, or otherwise away from work should secure their family first; then contact their Supervisor or Program Manager to notify them of the employee’s status and to be ready for instructions for reporting to their normal work location or to a designated alternate staging area.</p> <p>Depending on the location and type of emergency, information on staff assignments and alternate work locations may be communicated to staff via telephone, cell phone, text messages, email, portable radio or the CAHAN system. If no other communication system is available, employees should listen to local radio, local television stations or the Shasta County website for reporting instructions.</p> <p>If the electrical power supply is not compromised, information will also be posted on the Shasta County Internet website: <a href="http://www.co.shasta.ca.us/index.aspx">http://www.co.shasta.ca.us/index.aspx</a></p>
Essential Function:	2. Communication structure – CWS personnel (phone tree)
Process Description:	<p>Staff phone lists are updated as necessary, (at least monthly); copies are distributed to all staff and maintained in the intake “After Hours Kits.”</p> <p>The Children’s Services Master Contact List contains the names and 24-hour contact information for all staff from the Branch Director through the Deputy Director, Program Managers to all Unit Supervisors. The Supervisors are responsible to maintain a current list of 24-hour contact information of all members in their unit.</p>
Essential Function:	3. Communication structure – contracted services
Process Description:	CWS 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:	During an emergency, communication with employees in the field would be accomplished via cell phones or land-line telephones. If telephone services are unavailable, employees in the field may utilize portable radios from law enforcement or other emergency responder if available.

	<p>Depending on the location and type of emergency, information on staff assignments and alternate work locations may be communicated to staff via local radio and television stations.</p> <p>In accordance with HHSA policy, employees should listen to local radio or local televisions stations for information and updates on the emergency, evacuation routes, evacuation shelters and alternative work locations.</p>
Essential Function:	5. Communication frequency
Process Description:	Employees in the field should communicate with their Supervisor and/or the Disaster Team as frequently as practical and anytime they are experiencing an emergency situation.
Essential Function:	6. Communication with media
Process Description:	During an emergency situation or disaster, questions from the media will be referred to the Shasta County Public Information Officer or the HHSA Community Relations/Education Office.

Essential Function:	7. Communication with volunteers
Process Description:	Program managers, Supervisors, or designated personnel will contact volunteers 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:	<p>Shasta County Children’s Services 24-hour emergency/reporting: (530) 225-5144          Juvenile Hall: (530) 225-5841          Mental Health 24-hr: 530-225-5252 or 888-385-5201</p> <p>California Relay Service is available for teletype (TTY) clients by calling:  <b>TTY Users</b> 1-877-735-2929          1-888-877-5378</p>

	<p><b>Spanish 1-888-877-5381</b></p> <p><b>For Voice Users or hearing person 1-888-877-5379</b>  Standard telephone users can easily initiate calls to TTY users. The Communication Assistant (CA) types the hearing person’s spoken words to the TTY user and reads back the typed replies. Simply use the following steps:</p> <ol style="list-style-type: none"> <li>1. Dial the Sprint – California Relay Service Voice number, 1-888-877-5379</li> <li>2. A Communications Assistant (CA) will be right with you to complete your call.</li> <li>3. Give the CA the area code and telephone number you wish to call and any further instructions.</li> <li>4. The CA will process your call, relaying exactly what the TTY user is typing. The CA will relay what you say back to the TTY user.</li> <li>5. Talk to the CA as though you are speaking directly to the person you called. (Avoid saying “tell him” or “tell her”)</li> <li>6. So that the conversation flows smoothly, say “Go Ahead” each time you have finished speaking. This lets the CA know that you are ready for the TTY user’s reply.</li> <li>7. Confidentiality is the law. The CA is required to keep all conversations private.</li> </ol>
<b>CWS Disaster Response Criteria E:</b>	<b>Preserve essential program records:</b>
Essential Function:	1. Record preservation process
Process Description:	Physical records are retained in a secure location in accordance with the Record Retention Schedule for the Department of Social Services. Backup records of all case information in CWS/CMS and JALAN and additional information are stored on the county/state LANs that are backed up offsite.
Essential Function:	2. Use of off-site back-up system
Process Description:	If necessary, Analysts can contact the IBM Global Help Desk (800) 428-8268 to run reports if County personnel are unable to access the applicable computer network.

<b>CWS Disaster Response Criteria F:</b>	<b>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:</b>
Essential Function:	1. ICPC reporting process must include a process that disseminates information to both the sending state and CDSS
Process Description:	<p>The Children’s Services ICPC liaison will maintain regular contact with the program managers/ supervisors and will provide disaster updates accordingly. ICPC placements are identified in CWS/CMS and on the monthly updates of ICPC placement log. The ICPC “courtesy supervision” social workers will check on the safety of the children assigned to them in the affected area by:</p> <ul style="list-style-type: none"> <li>• Immediately contacting the caretakers (which could include parents, relatives, and non-relative extended family) by telephone or in person if they cannot be reached by telephone and if it is safe to travel in the area of where the child is placed.</li> <li>• Following-up with a face to face visit with the family as soon as travel conditions are safe.</li> <li>• Social workers will identify, locate, and continue availability of services for children under their supervision who are displaced or adversely affected by a disaster.</li> </ul> <p>The ICPC liaison or designee, will communicate the status of all children who have been placed in Shasta County under ICPC guidelines that have been affected by the disaster to the California State ICPC Deputy Compact Administrator and the ICPC administrators from the sending states.</p> <p>The California County ICPC Liaison can be reached at: (916) 651-8100.</p> <p>The Foster Care Licensing Supervisor, or other assigned staff will provide information via telephone or other available means, to the case workers in placing counties if out-of-county/out-of-state children placed in Shasta County are affected by a disaster.</p>
Essential Function:	2. Mental health providers
Process Description:	<p>Children’s Services has co-located Shasta County Health and Human Services Agency (HHS) Children’s Services Clinicians who coordinate and track mental health services authorized and delivered to youth placed out of county and those placed state under ICPC.</p> <p>The Clinical Division Chief, Mental Health Program Coordinators and Children’s Services Analyst maintain lists of children receiving mental health services and contact information for mental health service providers. In case of disaster, these county staff will communicate with mental health service</p>

	providers, caregivers and, when appropriate, youth receiving services to ensure their safety and needs are being met.
Essential Function:	3. Courts
Process Description:	Director/Deputy Director or Program Managers will contact the County Administrative Office: (530) 245-6600 and County Counsel staff: (530)225-5711 in order to communicate with the Shasta County courts.
Essential Function:	4. Federal partners
Process Description:	<p>Children’s Services will continue to follow written policies for obtaining CLETS through local law enforcement. If necessary during the emergency, Livescan sites are available for DOJ clearance at the Shasta County Sheriff’s Office, Shasta County Juvenile Hall and the Redding Police Department.</p> <p>The Director, Deputy or other staff, as assigned, will communicate with federal partners on an as needed basis.</p> <p>Children’s Services will respond to and coordinate with federal law enforcement agencies as requested.</p>
Essential Function:	5. CDSS
Process Description:	Director/Deputy Director and appropriate department staff will 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. Social worker/probation officer to contact the appropriate tribe.
Essential Function:	7. Volunteers

Process Description:	Depending on the nature and extent of the emergency, the Director/Deputy Director or appropriate staff will contact volunteers via available communication networks including telephone and the county website.
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