

5.07 Notification of Child Sexual Abuse, Aggression and Behavioral Problems			
Domain	Referral and Placement, ACH Organizational Service Delivery		
Effective	August 09, 2019	Revision Dates	
Documents	OCOK CSA History Form		
Reference	OCOK Provider Manual, COA NET 2.02, NET 2.04, NET 5, NET 5.02, NET 6, NET 6.03, NET 7.07		

Procedure:

In order to ensure children receive appropriate care and supervision and that caregivers are fully informed of all concerns regarding a child’s history of sexual abuse, sexual aggression or sexual behavior problems the following will take place:

1. If a child has been sexually abused by an adult or another youth, OCOK will ensure all information about sexual abuse is reflected in the child’s OCOK CSA History Form, and common application for placement.
2. All of the child’s caregivers must be apprised of confirmed allegations of sexual abuse of the child at each present and subsequent placement.
3. OCOK will review DFPS’s documentation in each child’s records for all confirmed allegations of sexual abuse in which the child is the victim. OCOK will review all marked DFPS child’s electronic case record documents “child sexual aggression” and “sexual behavior problem” through the profile characteristic option when a youth has sexually abused another child or is at high risk for perpetrating sexual assault.
4. If sexually aggressive behavior or sexual behavior problem is identified for a child, OCOK will also ensure the information is reflected in the child’s OCOK CSA History Form, and common application for placement.
5. OCOK will review DFPS’s documentation in each child’s records all confirmed allegations of sexual abuse involving the child as the aggressor.
6. All of the child’s caregivers must be apprised of confirmed allegations of sexual aggression of the child at each present and subsequent placement.

Upon receiving a referral for a child with a history of confirmed sexual abuse, aggression or behavior problems, OCOK Intake staff will review all child’s history as it pertains to sexual abuse, sexual aggression or sexual behavior problems prior to a placement search. Information will be gathered from the DFPS caseworker that is requesting placement, as well as from the IMPACT system and the OCOK Intake staff will ensure the information is included in the common application.

OCOK Intake staff will ensure the information is also documented in the OCOK CSA History Form and provided to the Provider at the time of the placement search. The Provider will ensure the information is reviewed with the caregiver prior to placement. OCOK Intake staff will send the form to the DFPS caseworker that is requesting placement for verification and accuracy purposes and the signed form will need to be returned with the signed placement paperwork.

At the time of placement, OCOK Intake staff will review the confirmed sexual abuse, aggression and/or behavior problem history with the caregiver and ensure the caregiver acknowledges receipt of the information and opportunity to ask any questions about the history prior to the completion of placement. Caregivers are required to sign off on the OCOK CSA History Form acknowledging receipt of the information.