



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES**

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**Manual Transmission Letter (MTL)
Family Programs Office: Statewide Child Welfare Policy Manual**

MTL # 1501-040110

04/01/2010

TO: Amber Howell, Deputy Administrator - Division of Child and Family Services – Central Office
Tom Morton, Director - Clark County Department of Family Services
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POLICY DISTRIBUTION:

Enclosed find the following policy for distribution to all applicable staff within your organization:

- 1501 Disaster Response and Recovery

This policy is/was effective: 05/16/2008

This policy is new. Please review the policy in its entirety

This policy replaces the following policy(s): MTL # 1106-051608 Policy Name: Disaster Response and Recovery

This policy has been revised. Please see below for the type of revision:

This is a significant policy revision. Please review this policy in its entirety.

This is a minor policy revision: (List page number & summary of change):

- This has been placed in the new policy format and has been renumbered. There have been minor updates to language and formatting.

A policy form has been revised: (List form, page number and summary of change):

- FPO 1501A has had the Disaster Response template removed and placed in a separate file.
- FPO 1501B has been placed in a separate file and has been made into an interactive word form.

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: http://www.dcf.state.nv.us/DCFS_Policies_CW.htm. Please check the table of contents on this page for the link to the chapter you are interested in.

1501.0 Disaster Response and Recovery

1501.1 Policy Approval Clearance Record

Check one only: <input checked="" type="checkbox"/> State Policy <input type="checkbox"/> Collaborative Policy	This policy supersedes: n/a	Number of pages in Policy: 3 Date Policy Effective: 05/16/08
PART Recommendation Date:	n/a	Policy Lead: D. Edwards, CPPI
DMG Approval Date:	05/16/08	Policy Lead: D. Edwards, CPPI
Review by Representative from the Office of the Attorney General:	n/a	Signature: n/a
DCFS Administrator Approval:	05/16/08	Signature: ON FILE

1501.2 Statement of Purpose

1501.2.1 Policy Statement: This policy reviews recent changes in Federal Title IV-B State Plan requirements. The Federal Child and Family Services Improvement Act of 2006, P.L. 109-288, added section 422(b)(16) of the Social Security Act (SSA) [42 U.S.C. 622(b)(16)]. Section 422(b) (16) of the SSA sets forth the requirement that each state must have in place written procedures describing how it would respond to a disaster in accordance with specific criteria, for programs funded under Title IV-B, subparts 1 and 2, or Title IV-E of the SSA.

1501.2.2 Purpose:

- A. The Child and Family Services Improvement Act of 2006 amended the requirements for a state to have a compliant Title IV-B State Plan by adding section 422 (b)(16) to require that all states have in place procedures for responding to a disaster, including how the state will:
 1. Identify, locate, and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster;
 2. Respond to new child welfare cases in areas adversely affected by a disaster; and provide services in those cases;
 3. Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a natural disaster;
 4. Preserve essential program records; and
 5. Coordinate services and share information with other states.
- B. Federal statute requires all states to develop a State Disaster Plan that accounts for the continuation of all child welfare services funded under Title IV-B, subparts 1 and 2, or Title IV-E of the SSA. This includes foster care, adoption and child protection services (CPS).

1501.3 Authority

Section 422. [42 U.S.C. 622] b.
 NRS 414.020

1501.4 Definitions

1501.4.1 Disaster: The impact of a natural or man-made hazard that negatively affects society or environment and disrupts or compromises essential child welfare services normally provided by the Division of Child and Family Services (DCFS) to children, youth and families.

1501.4.2 State: An alternate word for the Division of Child and Family Services (DCFS); Family Programs Office (FPO); or the Bureau of Services for Child Care (BSCC).

1501.5 Procedures

1501.5.1 To meet the federal requirement for disaster planning, DCFS requires each child welfare agency to develop and maintain a written child welfare disaster plan and submit it to DCFS 90 days after Decision Making Group (DMG) dispersal. Such plans must focus on local district planning and procedures for the continued care and supervision of all child welfare agencies in the event of a disaster. All disaster plans must be developed in accordance with the criteria set forth by the federal government and the additional guidelines provided in this release. In addition, each jurisdiction is to provide a process by which disaster plans will be regularly tested and revised as necessary. Results of each test and/or exercise will be submitted to DCFS 30 days after the completion of each event.

1501.5.2 Timelines:

Table 1501.1: Timelines for 1501 Disaster Response Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Written Disaster Plan	90 days after policy dispersal	Upon receipt of policy	Each jurisdiction	Written Disaster Plan using template.
Exercise Results	30 days after completion of each exercise	Upon completion of exercise	Each jurisdiction	Results of each test/exercise

1501.5.3 Forms:

- A. **FPO 1501A: Child Welfare Services Disaster Response Plan.**
- B. **FPO 1501B: Disaster Plan Template.** The template provided can be used as a guide to ensure compliance with addressing federally required elements.

1501.6 Child Welfare Agency Policy Compliance Requirements

1501.6.1 Development of Internal Policies:

- C. All three child welfare agencies will develop an individual disaster response plan that complies with federal statute and this policy.

1501.6.2 Forms and Report Requirements: See Section 1501.5.3 above.

1501.6.2 Compliance Timelines: See Table 1501.1 above.

- A. Reviews will occur in all three child welfare agencies to ensure that disaster plans are being exercised and revised as necessary.
- B. A joint exercise between the Family Programs Office and one or more child welfare agencies will take place, at a minimum, annually.

1501.7 State Responsibilities

1501.7.1 Participants in Policy Development

- A. **FPO Staff:**
 - 1. D. Edwards, Clinical Program Planner I; C. Lovass-Nagy, Clinical Program Planner II
- B. **Child Welfare Agency Representatives:** None
- C. **External Stakeholders:** None

1501.7.2 Technical Assistance

- A. Technical Assistance Received: N/A
- B. Resources: N/A

1501.7.3 Clearance Record

Policy Name & MTL Number	Workgroup Name & Review Dates	DAG Recommendation Date	PART Final Recommendation Date	DMG Final Approval Date	DCFS Admin. Approval Date	Effective Date
1501-040110	n/a	n/a	n/a	05/16/08	05/16/08	05/16/08

1501.7.4 Policy Impacts

- A. Child and Family Services State Plan 2009-2014: Section II

1501.8 Policy Cross Reference

None

1501.9 Attachments

- FPO 1501A: Child Welfare Services Disaster Response Plan
- FPO 1501B: Disaster Plan Template