

Oregon Department of Justice

Child Abuse Multidisciplinary Intervention (CAMI) Program

Grant Management Handbook



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The Child Abuse Multidisciplinary Intervention (CAMI) Grant Management Handbook discusses general program requirements and restrictions relating to the administration of all CAMI Program grant awards funded through the Oregon Department of Justice (ODOJ), Crime Victim and Survivor Services Division (CVSSD) under ORS 418.746 - 418.920, 419B005 - 419B.050, OAR 137-082-0200 – 137-082-0280, and OAR 137-083-0000 – 137-083-0050. This handbook is both a resource for agencies and organizations applying for a CAMI grant and a resource for grant recipients throughout the grant award period.

The CAMI Grant Management Handbook is available in pdf format on the ODOJ CVSSD CAMI Program website.

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TABLE OF CONTENTS

Section I : Overview of CAMI Program	6
History of CAMI Program	6
Purpose.....	7
CAMI Grant Applications	7
Eligibility Requirements for CAMI Grants	8
CAMI MDT Grant Eligibility.....	8
CAMI RCAC Grant Eligibility	10
Common Requirements for All ODOJ CVSSD Subrecipients	11
Board of Directors/Leadership Group Training Requirements	13
Use of Funds – Allowable and Unallowable Costs	14
Application Review.....	20
Allocation Formula	21
Availability and Disbursement of Funds	22
Section II: The MDT Intervention Plan.....	23
Overview.....	23
Budget	24
MDT Protocols	24
Required Protocols.....	24
Keeping Up with Legislative Changes	25
MDT Members and their Roles	25
Training on MDT Protocols	26
Section III: MDT Positive Practices.....	27
Confidentiality.....	27
Sample confidentiality statements:.....	27
New Member Orientation.....	28
Subcommittees	29
Conflict Resolution	29
MDT Meeting Agendas and Minutes.....	30
Expense Tracking.....	30
Section IV: Regional Service Providers.....	31

Overview.....	31
Core Regional Services	31
Peer Review for Forensic Interviews and Medical Assessments	31
Forensic Child Interviewer Training	31
Medical Assessment Training	32
Referral and Information.....	32
Outreach.....	32
Administrative Coordination and Requirements	33
Coordination of Meetings	33
Invoicing Services.....	33
Section V: Grant Management and Operational Guidelines	34
Introduction	34
Guidelines for Employee Management	34
General Staffing Matters	34
Maintaining Records	35
Volunteers.....	37
Criminal History Verification (Background Checks).....	37
Other	38
Guidelines for Contracts.....	39
Independent Contractor Agreements	39
Subrecipient Agreements.....	40
Guidelines for a Memorandum of Understanding.....	41
Guidelines for Training and Travel	42
Travel/Mileage for Direct Services.....	42
Training	42
Section VI: Reporting Requirements	45
Overview.....	45
CAMI MDT Reports	45
Child Fatality Review Reports	45
CAMI RCAC Reports	46
Reporting System	46
Performance Reports	46
CAMI Financial Reports (FRs)	47
Non-Compliance with Reporting.....	51

Other Required Communication	51
Section VII: Financial Requirements	55
Award Requirements	55
Standards for Financial Management Systems	55
Section VIII: Monitoring	60
Overview.....	60
Failure to Comply with the Terms of a CAMI Grant Agreement	60
Appendix A: CVSSD and CAMI Acronym List	63
Appendix B: Glossary of CAMI Terms	65
Appendix C: Helpful Resources and Links	72

SECTION I : OVERVIEW OF CAMI PROGRAM

History of CAMI Program

In 1989, the Oregon Legislature passed legislation mandating that each county use a multidisciplinary approach to child abuse intervention ([ORS 418.746 - 418.920](#)).

This legislation directed each county's District Attorney to **establish a child abuse multidisciplinary team (MDT)**. The MDTs were tasked with developing written protocols and interagency agreements specifying the roles of the agencies and procedures for investigating child abuse. Additionally, the MDTs were required to classify, assess, and review cases under investigation; be trained in risk assessment, dynamics of child abuse, child sexual abuse, rape of children, and legally sound, age-appropriate interview and investigation techniques; establish a fatality review process to identify trends and preventable deaths of children; and promote local implementation of recommendations for prevention resulting from the reviews. The legislature recognized then, as it does today, that identifying and responding to child abuse requires specialized training, complex collaboration, and consistent teamwork.

Oregon Legislature:

1989	MDTs
1991	CACs and RCACs
1993	CAMI Program and Funding for MDTs and CACs

In 1991, the legislature identified a need “for a coordinated multidisciplinary approach to the prevention and investigation of child abuse, for intervention and for the treatment of children who are victims of child abuse in a manner that is sensitive to the needs of children” ([ORS 418.780](#)). They passed a law establishing **Children's Advocacy Centers (CACs)**, as well as **Regional Children's Advocacy Centers (RCACs)** intended to provide “training and technical assistance for MDTs and CACs.”

In 1993, the Oregon Legislature established the **Child Abuse Multidisciplinary Intervention (CAMI) Program**. The CAMI Program provides funding to counties for the development and ongoing support of CACs ([ORS 418.786 - 418.792](#)), and MDTs ([ORS 418.746 - 418.747](#)) and, beginning in 1997, funding for RCACs. Funding comes primarily from the **Criminal Fines Account (CFA)**, which is derived from fines assessed by justice, municipal, circuit, and juvenile courts on persons convicted of a crime, violation, or infraction.

The Department of Human Services (DHS) administered the CAMI Program until 2005, when the program moved to the Crime Victim and Survivor Services Division (CVSSD) of the Oregon Department of Justice. CVSSD administers many federal and state grant programs for victim services providers across Oregon.

In 2007, in response to the death by abuse of 3-year-old Karly Sheehan, the Oregon Legislature enacted **Karly's Law**. Karly's Law mandates that DHS workers and law enforcement officers take specific steps when they encounter children with injuries. The purpose of Karly's Law is to help ensure that children's suspicious physical injuries are thoroughly investigated as soon as they are observed.

Beginning in Fiscal Year 2010, MDTs began receiving General Funds as a portion of their CAMI MDT grants to offset previous reductions to their CFA grants.

Purpose

The purpose of the CAMI Program is to **support a multidisciplinary approach** to child abuse intervention and **promote best practices in assessment, advocacy, and treatment of children who may be victims of child abuse**. Best practices include provision of services in a neutral, child friendly environment by professionals trained in risk assessment, the dynamics of child physical and sexual abuse and neglect, legally sound and age-appropriate interviewing, and age-appropriate investigatory techniques ([ORS 419B.005 - 419B.050](#)).

CAMI Grant Applications

To further the purpose of the CAMI Program, the CAMI Program administers the **CAMI MDT Grant** the **CAMI RCAC Grant** and other child abuse intervention grants as the legislature makes them available.

CAMI grant funding supports child abuse intervention efforts in all of Oregon's 36 counties.

The CAMI MDT Grant is a formula grant. Each of Oregon's 36 counties is eligible to apply for one grant through its MDT. CACs and the Oregon membership organization of CACs are eligible to apply for the RCAC Grant. RCAC subrecipients provide training and technical assistance to MDTs and CACs.

CAMI Program grant funds are allocated on a biennial fund cycle. **Applications must be submitted through CVSSD E-Grants** according to the timeline indicated in the Request for Applications. Each MDT must designate a legally recognized entity to manage CAMI Program grant funds.

What follows is a summary of the application content and process. For details of current CAMI MDT and RCAC Requests for Applications, including funding allocations, see the [Child Abuse Multidisciplinary Intervention \(CAMI\) Fund](#) webpage.

Eligibility Requirements for CAMI Grants

In addition to the CAMI MDT and RCAC grant specific requirements, ODOJ CVSSD has established [common requirements for all ODOJ CVSSD subrecipients](#) (listed below) for any direct applicant for state and federal grant funds administered by ODOJ CVSSD.

CAMI MDT Grant Eligibility

Eligible applicants for CAMI MDT Funds are county MDTs or entities designated by county MDTs. The CAMI Program may only award **one MDT grant per county**.

In determining eligibility for CAMI funds, the CAMI program is required by [ORS 418.746\(4\)\(a\) through \(f\)](#) to consider:

- whether the services offered by an applicant substantially further the goals and purpose of ORS 418.747, 418.790 and 418.792.
- whether the county MDT or entity designated by the team has properly allocated other available funds.
- any evaluations of previously funded services.

- the extent to which the county's coordinated child abuse multidisciplinary intervention plan provides comprehensive services to victims of child abuse.
- whether funds are being used as replacement revenues.
- whether there is a center in or planned for the county.
- the extent to which funding a center is given priority in the intervention plan.

Under [OAR 137-082-0220](#), applicants for CAMI funding must:

- submit a plan for assessment, advocacy, and treatment services for victims of child abuse and children who may have been victims of child abuse with an application for CAMI funds.
- demonstrate the existence of a functioning MDT.
- provide protocols.
- provide goals, objectives, and desired outcomes.
- provide verification of an ongoing child fatality review process.
- provide required fiscal, program and other reports.
- provide a corrective action plan if requested.
- expend CAMI funds in accordance with the plan approved by the CAMI Program.

Eligibility is determined based upon information included in grant applications, financial and progress reports, and site visits.

Each MDT applying for CAMI MDT grant funds must submit a **coordinated child abuse multidisciplinary intervention plan**, referred to hereafter as "the Plan," an allowable budget, and documentation verifying eligibility. The Plan will outline the county's experience with child abuse and child abuse intervention and describe how the MDT will use CAMI Program grant funds to address child abuse in the county. The Plan ties the CAMI Program and the MDT together in a coordinated effort to remain statutorily compliant, while addressing local child abuse efforts comprehensively.

The county's Plan may include the use of CAMI Program grant funds to purchase services from private or public agencies. The **statutorily mandated members of the MDT** [[ORS 418.747 \(1\)](#)] will review applications from those agencies and determine which applications best meet the needs of the county. An agency's

application to the MDT should be included as part of the county's application for CAMI Program grant funding.

MDT members are responsible for maintaining an impartial review process when screening applications from public and private service agencies for CAMI Program grant funds. Team members who have a personal interest in an agency, who have an interest in an entity that will receive financial benefit, or if any member of their household or immediate family will receive financial benefit from the funding of a public or private agency, must declare such interest. Team members receiving financial benefit from CAMI Program grant funds or entities applying for funds should be excused from the decision-making process. MDTs should take such declarations into account when determining whether or not the agency best meets the needs of the county's Plan.

If an entity other than the district attorney's office, or the county doing business through the district attorney's office, is selected by the MDT to manage CAMI funds, the **spending authority remains with the MDT** and strictly tied to the agreed-upon grant budget. CAMI staff will request verification from the MDT through meeting minutes or discussion with the MDT if questions regarding spending or budget amendments arise.

CAMI RCAC Grant Eligibility

An RCAC must be a public or private non-profit agency:

- that has demonstrated the ability to provide quality community assessment services for a period of at least two years, and
- whose mission includes the provision of services to victims of child abuse and neglect, and
- that has sufficient capacity and expertise within its staff to provide education, training, consultation, technical assistance, and referral services for CACs and MDTs in the proposed region.

OR

- that has demonstrated the ability to provide coordination and support to children's advocacy centers and regional children's advocacy centers, and
- is a statewide membership organization for CACs.

Applicants who are members of the [National Children's Alliance](#) are preferred, as membership indicates a level of professional connection with the field that strengthens an RCAC application.

Expertise often resides with individuals, not organizations. For example, an organization may qualify as an RCAC and receive a grant award in part because the RCAC employs a physician with professional training and credentials coupled with several years of experience. The RCAC may, during the grant period, lose that expertise should that physician no longer associate with the RCAC. In such situations, the CAMI Program may put the RCAC's grant in conditional status pending securing replacement of the lost expertise. A prolonged period in which the RCAC is unable to secure new expertise may result in loss of the RCAC grant. It is the duty of the subrecipient to **timely advise the CAMI Program of staff changes** that would affect the subrecipient's basic eligibility as outlined above.

Other statutory and administrative requirements for RCACs can be found in [ORS 418.788 and 418.790](#) and [OAR 137-083-0020](#).

MDT and RCAC grants are awarded every 2 years.

Both MDT and RCAC grants are awarded every two (2) years. Applicants must submit their applications through the ODOJ CVSSD E-Grants system each biennial cycle. ODOJ CVSSD announces the release of these applications on their [Child Abuse Multidisciplinary Intervention \(CAMI\) Fund web page](#).

Common Requirements for All ODOJ CVSSD Subrecipients

ODOJ CVSSD has established six (6) universal requirements for any application for state and federal grant funds administered by ODOJ CVSSD. Requirements 1 through 3 do not apply to an applicant who only applies to administer funds on behalf of the MDT and does not otherwise receive CVSSD funds.

These requirements include:

1. **Advancing equity and meaningful community engagement** (applicable only to organizations/agencies representative of the dominant culture).
 - All applicants must have a written plan of action in place to ensure they are advancing the values and practices of diversity, equity, and

inclusion in the work of the organization/agency. All staff and designated leadership should be involved in the development and implementation of the plan.

- All applicants must have a written plan of action in place for outreach to and community coordination with culturally specific programs in their service area serving Tribal Nations, as well as communities of color, 2S+LGBTQIA, people with disabilities, and other populations impacted by inequity. All staff and designated leadership should be involved in the development and implementation of the plan.

2. Meaningful access to effective services supported with ODOJ CVSSD funds

All applicants must have written plans or other materials to describe how they provide meaningful access to effective services. At minimum, plans must describe how:

- victims/survivors are provided with timely information to make informed choices; services are voluntary and provided at no cost to victims/survivors.
- victims/survivors are provided information on how to apply for Crime Victim Compensation.
- services are victim/survivor-centered and encourage self-determination and informed decision making.
- there is planning and coordination of services when more than one provider is involved (co-advocacy).
- referral processes are designed to care for and serve the best interest of victims/survivors. Referrals must ensure that victims/survivors feel supported while being connected to other services. Referrals are "warm handoffs," not "drop-offs."

3. Confidentiality and Advocate-Victim Privilege (for victim service providers only)

- Such requirements are mandated by state and federal law and required by ODOJ CVSSD. The laws are considered best practice to protect victim privacy and are consistent with other confidentiality provisions.
- For more specific requirements, see grant fund specific pages and [Guidelines for Confidentiality Policies](#).

4. Effective Services and Sound Administrative and Financial Management

- Risk assessments are completed and submitted every two years.
- Financial and progress reports are true, accurate, timely, and complete.
- ODOJ CVSSD conducts regular monitoring (Financial Report Verifications, Administrative & Financial Desk Reviews, and Site Visits).
- True and accurate financial records kept in accordance with Generally Accepted Accounting Principles (GAAP) and federal Uniform Guidance.

5. Training

- All grant-funded staff, volunteers/interns, and board/governing body members are trained as appropriate as outlined in the grant agreement.

6. Compliance with Relevant State and Federal Laws

- Applicants must comply with relevant federal and state laws. These include civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities (i.e., Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, Americans with Disabilities Act of 1990, Limited English Proficiency guidelines), state insurance requirements, and Uniform Guidance 2 CFR Part 200.

Board of Directors/Leadership Group Training Requirements

Each non-profit organization or Tribal Nation will identify the individual or group designated to provide oversight of the program. Leadership may include:

- a non-profit organization's Board of Directors; or
- specific members of the governing body or other groups designated to provide oversight of the program if the program is within a larger organization or Tribal Nation.

Each individual in this group must have a minimum of **12 hours of training** during their first year in this role. The training should include:

- definitions and dynamics of victimization types specific to the victims served by the organization (e.g. domestic violence, sexual assault, child abuse, human trafficking, homicide).
- the purpose, goals, services, and philosophy of the organization.
- anti-racism and anti-oppression training.
- the confidentiality requirements of the CVSSD grant funds.
- state and federal program requirements in the grant agreement, including but not limited to civil rights, whistleblower protections, etc.
- board roles and oversight responsibilities specifically dealing with governance of the organization.
- for DV/SA programs, information regarding advocate privilege per [ORS 40.264](#).

Leadership is also encouraged to attend additional training, which may include:

- the [40-hour initial training](#) required of staff and volunteers.
- State Victim Assistance Academy.
- OCADSV Core Training.
- Collaborative Child Abuse Response.
- OVC TTAC.

Training can be presented over several months, through annual meetings, self-study with debriefing, online, etc. **Training must be documented.** CVSSD Fund Coordinators will request to view the documentation of training at the time of their in-person visit to the program.

Use of Funds – Allowable and Unallowable Costs

For all subrecipients, the use of grant funds is limited to the budget submitted to the CAMI Program through the application, or through an amendment, and approved by the CAMI Program prior to the expenditure. Subrecipients may transfer grant moneys between or among budget line items if within specified limits or with the prior written approval of CVSSD. Such modifications may not change the scope of the original grant application or grant agreement.

If the county manages the county's CAMI MDT grant funds, per [OAR 137-082-0210\(10\)](#) may, with the MDT's approval, include in the budget administrative costs up to 5% of the county's CAMI MDT grant. CAC and RCAC applicants may request up to 15% of the grant for administrative, de minimis and/or indirect costs.

CAMI subrecipients shall **use federal per diem rates when using CAMI Program grant funds for travel expenses**. Federal per diem rate information can be found at [Per diem rates – GSA](#). Information regarding limitations and restrictions on travel and other expenses applicable to Oregon state funds can be found in the [DAS Manual](#).

CAMI MDT Funds – Allowable Costs

CAMI Program grants are intended to fund **assessment, advocacy, and treatment** related to child abuse intervention. Pursuant to [OAR 137-082-0220](#), the grant moneys are awarded solely for activities and projects falling within the following Service Areas:

Assessment Services – medical assessments of, intervention services to, or psycho-social assessments of children in Oregon suspected of being victims of abuse or neglect. For the purposes of this description, the phrases medical assessment, intervention service and psycho-social assessment have the following meanings:

Medical Assessments include:

- *Medical history*
- *Physical exam*
- *Interview (for medical diagnosis)*
- *Determination of abuse or neglect*
- *Treatment recommendations and/or referral*

• **Medical Assessment** – an assessment by or under the direction of a physician who is licensed to practice medicine in Oregon and trained in the evaluation, diagnosis and treatment of child abuse and includes, but is not limited to, the taking of a thorough medical history, a complete physical examination, an interview for the purpose of making a medical diagnosis, a determination of whether or not the child has been abused or neglected, and identification of appropriate treatment or referral for follow-up for the child.

• **Intervention Service** – a service provided by criminal justice or child protective services staff to intervene effectively in a case of

suspected child abuse.

- **Psycho-Social Assessment** – an evaluation of the child and his or her family to determine the need for services to reduce the adverse reaction to victimization and the availability of resources to meet those needs.

Advocacy Services – services that reduce additional trauma to children (and their families) in Oregon suspected of being victims of abuse or neglect or that support the identification and development of therapeutic services to such children (and their families). Advocacy services include, but are not limited to:

- **Protective Services** – activities required to protect the child, prevent future abuse, and support the healing process associated with the abuse or neglect related trauma.
- **Intervention Advocacy** – activities identified at the local and state level to provide more effective intervention for victims of child abuse or neglect.
- **Prevention Advocacy** – activities associated with local and state fatality reviews or subsequent prevention strategies to reduce abuse or neglect related fatalities.
- **Professional Training and Education** – support for professional training and education or for educational resources such as a clearinghouse, speakers bureau, or library, for professionals involved in child abuse and neglect intervention.

Treatment Services – information, referral, or treatment for child abuse or neglect victims and their families. For the purposes of this description, the words “information”, “referral,” and “treatment” have the following meanings:

- **Information** – providing information regarding treatment resources.
- **Referral** – referral to therapeutic services.
- **Treatment** – providing and coordinating therapeutic treatment intervention.

In addition to the three areas above, the Budget section of the CAMI MDT grant application includes an “Other” category to use when classifying expenses. This is in reference to OAR 137-082-0220(2)(c)(D), which states: *“Eligible Expenses” includes personnel costs for staff, interviewers, interpreters, and expert witnesses;*

services and supplies, rent, capital purchases, and other operational expenses related to providing assessment, advocacy, or treatment services.

The MDT may propose to use CAMI Program grant funds directly for MDT purposes, or the team may assign funds to a qualified public or private agency that meets the needs of the county intervention plan. In any case, statute requires that local **funding decisions are made by the MDT** and that regardless of who accounts for or receives the funding, local funding decisions ultimately must be managed by the MDT.

Funds from adjoining counties may be combined to design multi-county child abuse intervention services for the area.

[ORS 418.746\(5\)\(a\)\(D\)](#) requires that each MDT's intervention plan give **priority to funding a CAC**. [ORS 418.746\(4\)\(g\)](#) requires that the CAMI Program consider the extent to which funding a CAC is given priority in the intervention plan when determining the eligibility of an MDT for funding.

*MDTs must
prioritize the CAC
in their CAMI
funding decisions.*

After CAC and intervention expenses have been prioritized, CAMI funds may be used for expenses that are direct functions of prosecution, including the cost of District Attorney staff, witness fees, and expert witness fees.

*Using CAMI
funding to support
MDT training is
strongly
encouraged.*

Some CAMI funds should be used to strengthen the functioning of the county's MDT through training and/or consultation. The CAMI Program **particularly encourages cross training** that involves team members from different agencies within the team, or among neighboring MDTs. However, funds dedicated to training should not exceed funds dedicated to supporting a CAC.

Expenses may be shared with local MDT partners.

If staff time or supplies purchased with CAMI Program grant funds are to be used for any reason other than child abuse intervention, the costs **must be prorated** based on the amount of time designated for child abuse. For example, if a copy machine is purchased by a District Attorney with CAMI Program grant funds and is

used for property crimes purposes 50% of the time and child abuse purposes 50% of the time, then CAMI program grant funds can cover 50% of the cost of that copy machine.

FTE funded with CAMI dollars must be tracked so that ODOJ can ensure staff funded by CAMI are performing MDT services to the extent funded by CAMI. In other words, if 1.0 FTE is funded by CAMI, then that person may do only work related to child abuse intervention.

Use of the CAMI MDT grant moneys is:

- limited to expenditures necessary to conduct an activity or complete a project falling within one or more Service Areas (Assessment, Advocacy, Treatment, or Other), as described below, and
- further limited to eligible expenses.

Eligible CAMI MDT grant expenses include:

- staff to the extent they perform MDT related work
- interviewers
- medical providers
- interpreters
- prosecutor costs, including prosecutor FTE, so long as the expenses are not prioritized over funds needed for “Assessment, Advocacy and Treatment Services”
- expert witness fees and costs
- services
- supplies
- rent
- communications
- capital expenditures
- equipment rental
- contracts
- start-up or on-going maintenance of a program
- purchase of services from public or private agencies
- training and/or consultation to strengthen the functioning of the county’s MDT, particularly cross training for team members from different agencies
- administrative, de minimis and indirect costs
- support of county fatality review

- prevention activities ONLY when the prevention activities are connected to, or the result of, a child fatality review
- other operational expenses necessarily incurred in connection with a particular project or activity falling within a Service Area

CAMI MDT Funds – Unallowable Costs

Pursuant to the Grant Agreement, CAMI MDT grant moneys cannot be used for:

- retiring any debt
- reimbursing any person or entity for expenditures made or expenses incurred prior to the date of the Agreement
- replacing funds previously allocated by the subrecipient for child abuse intervention
- any other purpose not authorized
- non-child abuse expenses
- purchasing equipment for non-MDT purposes
- training for purposes other than child abuse or fatality review and related prevention activities
- replacement revenues for currently available funds previously allocated by the county or other funding source for child abuse intervention, in accordance with [ORS 418.746 \(2\)](#). The MDT Approval and Assurances signature page provides verification that CAMI funds will not be used as replacement funds.
- expenditures that are not in accordance with the MDT intervention plan
- expenditures that do not fall into one of the four categories listed in [OAR 137-082-0220 \(2\)](#): “Assessment Services,” “Advocacy Services,” “Treatment Services,” and “Other Eligible Expenses”
- long-term treatment of individual victims. The focus of the CAMI Program is to provide services during the initial investigation and assessment of child abuse allegations, including crisis intervention services. It is not intended to support long-term treatment of individual victims. When the MDT arranges to allocate CAMI money to a local provider such as a CAC, the MDT and the CAC must establish a contract before funds can be dispersed.

CAMI RCAC Funds – Allowable Costs

RCAC grant funds are for expenditures necessary to support training and technical assistance to MDTs and CACs within a region or regions of the state.

Allowable costs include:

- FTE for forensic interviewers, medical professionals, and other professionals and support staff dedicated to providing regional services or support administration of the grant
- services
- supplies
- travel expenses
- professional association membership costs
- communications
- capital expenditures
- equipment rental
- contracts

CAMI RCAC Funds -- Unallowable Costs

RCAC grant funds may not be used for:

- direct CAC services -- RCAC funds are intended to support training and technical assistance to MDTs and CACs provision of direct CAC services. As such, RCAC funds cannot be used to provide direct CAC services such as medical assessments not associated with/resulting from a complex case consultation.
- general CAC support -- RCAC funds are not intended to support basic operation of the CAC. RCAC subrecipients must have sufficient capacity to maintain the CAC without RCAC funding.
- training or technical assistance unrelated to child abuse intervention.

Application Review

Applications are reviewed by CAMI Program staff and members of the Advisory Council on Child Abuse Assessment to determine whether the application:

- complies with eligibility requirements.
- responds to the county's needs as identified in their coordinated child abuse intervention plan for comprehensive services to the victims of child abuse.
- substantially furthers the goals and purposes of [ORS 418.747, 418.780, 418.790, and 418.792](#).

- reflects team participation in the development of the application.
- reflects team ownership of child abuse intervention efforts locally (note: do not simply copy statutory language and call it the protocol. Protocols can include statutory language, but protocols must explain how, specifically, the county will carry out statute in light of local needs and capacity).
- sufficiently demonstrates how the use of CAMI Program grant funds benefits children who are alleged victims of abuse and their non-offending family members.
- indicates that the MDT has properly allocated previously awarded CAMI Program grant funds.

Documentation including responses to questions in CVSSD E-Grants and previously submitted reports will be reviewed to determine:

- how funds were utilized.
- the objectives of the program.
- the extent to which the program met anticipated outcomes, especially in terms of benefits to children and families.

Allocation Formula

In accordance with [ORS 418.746 \(2\)](#), CAMI Program grant funds “shall be allocated by the same formula as, or a formula similar to, the formula used by the Attorney General for equitable distribution of the fund for victim’s assistance programs under [ORS 147.227 \(1\)](#).” ODOJ determines MDT allocations using a “base plus” allocation formula. Each county receives a base amount of CAMI Program grant funds, and the remainder of the allocation is calculated using each county’s population under the age 18. Overall, allocations are dependent on the amount of CFA money available to ODOJ for CAMI Program grant funding.

The amount awarded to each MDT for an upcoming grant cycle cannot be determined until ODOJ receives the final CFA allocation from the state, usually in the late summer. In planning for the next grant cycle's budget, the MDT may refer to their last grant award as a point of reference. Budgets submitted with the grant application may need to be revised after actual allocations for the biennium are known. CAMI Program staff will work with MDT coordinators and provide as much information as possible to prepare for budget revisions when the final numbers are available.

Pursuant to [OAR 137-082-0220 \(5\)-\(7\)](#), CVSSD will address carryover funding situationally. According to subsection (5), the Account Administrator may in their discretion permit an Applicant to retain unexpended funds provided to subrecipient under a contractual agreement entered into pursuant to OAR 137-082-0200 et seq. Such retention of funds must be implemented through a subsequent contractual agreement with the subrecipient. If a significant carryover of funds continues for more than one grant cycle, the county may be asked to reevaluate its Plan and make necessary adjustments to utilize the funds. If there continues to be significant carryover of funds without reasonable plans approved by the CAMI Administrator for their use, the county's allocation for future funding may be reduced by the amount of excess funds or the carryover may be applied to the county's next allocation if approved by the Oregon Department of Justice.

Availability and Disbursement of Funds

Upon successful review of the MDT application and final budget (after the allocation is made by the State), ODOJ will issue grant award documents that provide for the transfer of funds from ODOJ to a designated entity authorized to carry out the local fiscal and administrative functions for the MDT's comprehensive plan. Regardless of who is designated to administer the funds at the local level, the MDT retains the authority for allocation and final accountability for implementation of the CAMI funded portion of the Intervention Plan.

With a formal grant agreement in place, four payments will be made in each of the two fiscal years, which run from July 1 to June 30, per the state fiscal year. Payments will be issued after the required reports for the quarter are submitted and approved. Refer to **Section VI, Reporting Requirements**, for more information on financial reports.

All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required grant award documents have been signed by an applicant and by the Oregon Department of Justice designee.

SECTION II: THE MDT INTERVENTION PLAN

Overview

The Intervention Plan (IP) created by each MDT is the most important aspect of the CAMI MDT application. [ORS 418.746](#) states:

(5)(a) At least once a biennium, the county multidisciplinary child abuse team shall submit to the Child Abuse Multidisciplinary Intervention Program a coordinated child abuse multidisciplinary intervention plan. The intervention plan must:

(A) Describe all sources of funding, other than moneys that may be allocated from the Child Abuse Multidisciplinary Intervention Account, including in-kind contributions that are available for the intervention plan;

(B) Describe the critical needs of victims of child abuse in the county, including but not limited to assessment, advocacy and treatment, and how the intervention plan addresses those needs in a comprehensive manner;

(C) Include the county's written protocol and agreements required by ORS 418.747 (2) and 418.785; and

(D) Describe how the intervention plan gives priority to funding a community assessment center and how the funding supports the center.

The IP is the cornerstone of the MDT. It functions as a strategic plan and is the central focus for the activities and protocols developed in each county. The IP should address specific child abuse needs in the county and encourage coordinated, comprehensive services to victims of child abuse and their families. The MDT should consider the child abuse response process in the county from the perspective of a child and family.

The IP connects the CAMI Program grant to the MDT. This is the mechanism for prioritizing MDT needs. Likewise, the goals, objectives, performance measures, and measurable outcomes included in the CAMI Program grant application should reflect the MDT's priorities.

In the IP, the MDT may propose utilization of funds for MDT purposes, such as team training, assessments, or an MDT Coordinator. The MDT may assign these funds to a qualified public or private agency that meets the needs of the county, such as a CAC. The MDT may allocate funds to other identified, prioritized needs as well, so long as those needs are otherwise allowable under the grant.

The IP may include the use of CAMI Program grant funds to purchase contracted services from private or public agencies.

Budget

After the MDT has identified the child abuse intervention needs within the county and the activities required to comprehensively meet those needs, the MDT should create a budget to support the activities. Grant applicants should refer to the allowable and unallowable use of funds section of this handbook for more information on specific uses of funds.

MDT Protocols

Required Protocols

The CAMI Program requires that MDT Child Abuse Intervention Protocols be divided into five specific components:

1. Child Abuse Investigation Protocols, including policies for review of investigation procedures of sensitive cases, per [ORS 418.747\(8\)](#)
2. Karly's Law Protocol
3. Drug Endangered Children Protocol
4. Child Fatality Review Protocol
5. Compliance Mechanism

The MDT must be involved in protocol development. Protocols should address specific system and stakeholder processes in the community that affect the way child abuse cases are handled.

Protocols should be living documents that teams review regularly – at least every two years in advance of grant application submission. MDT performance should be evaluated in accordance with the process outlined in the compliance protocol by the MDT or a subgroup of the MDT. If necessary, protocols should be updated, training provided, and practices examined based on the results of the compliance evaluation. Most importantly, protocols should reflect the MDT's understanding of and investment in the child abuse response that best serves the children of the county.

When developing a protocol, do not just restate statute. Instead, use statutory language to frame the protocol, but fill the frame with local plans and expectations.

Each protocol section should clearly show the date of most current update.

Sample protocol templates are available should the MDT wish to use them.

Keeping Up with Legislative Changes

Any change in a statute regarding child abuse investigation may require a change in MDT protocols. The MDT compliance mechanism, cross reporting, and Karly's Law are all examples of how changes in Oregon statute altered the way the MDT conducts child abuse investigations and impacted the protocols.

MDT Members and their Roles

The Oregon legislature, per [ORS 418.783 \(1\) \(a\)](#), mandates that communities "Establish and maintain a coordinated multidisciplinary community-based system for responding to allegations of child abuse that is sensitive to the needs of children". The legislature recognizes that the multidisciplinary approach to child abuse investigations reduces duplication of efforts by agencies and community partners, ensures good professional working relationships over time through collaboration, and, most importantly, reduces trauma to the child victim and their family.

Collaboration is the key to developing successful protocols and ensuring that they are followed. Effective protocols are clear, concise, and easy to follow. Defining MDT members' roles ensures that each member knows what their responsibilities and duties are, and that the other MDT members understand one another's roles.

According to ORS 418.747 (1), the MDT shall include, but is not limited to, representatives from the following agencies:

- District Attorney
- Law Enforcement
- DHS Child protective Service Workers
- School Officials
- County Health Department

- County Mental Health Department
- CAC
- Juvenile Department

Other discretionary representatives sometimes included on the MDT are:

- Court Appointed Special Advocates (CASA)
- Assistant Attorneys General
- Hospital or Medical Personnel
- District Attorney's Office Victim Assistance Programs
- Parole and Probation

Each MDT is responsible for identifying an MDT Chair and Coordinator. Their roles and responsibilities should be clearly defined. The CAMI Program will look to the Chair of the MDT, or the District Attorney, to ensure that local support is maintained, and conflicts are resolved appropriately. The Chair is responsible for ensuring that protocols are in place and MDT partner agencies adhere to the protocols to the greatest extent possible. The MDT Chair may need to work with local department heads and administrators to maintain local commitment to the MDT process.

Training on MDT Protocols

The CAMI Program encourages the MDT to conduct annual protocol trainings to ensure that all members understand and follow MDT protocols. This type of training allows new members to understand the protocols and keep more experienced members up to date regarding any changes in protocol. If the MDT has a protocol revision subcommittee, this should be one of their responsibilities.

SECTION III: MDT POSITIVE PRACTICES

The MDT should be well informed of child abuse cases in the county. This includes criminal neglect, drug endangered children, commercial exploitation, physical abuse, and sexual abuse. The MDT should use this information and their expertise to lead county efforts to address deficiencies in child abuse intervention. Coordination among local DHS, LEA, prosecution, CACs and other MDT members puts the MDT in the best position to identify and address needs and gaps in the county's response to child maltreatment.

The MDT statute requires school, mental health, and medical provider participation in the MDT so that immediate needs of child abuse victims and their non-offending family members can be addressed. This may include referrals for ongoing care beyond the scope of the MDT, as well as consultation or insight offered during case reviews so that LEA or DA partners have more information regarding mental health needs or behaviors of victims during the investigation. It may include a school counselor offering insight into behaviors observed or information learned at school.

Full MDT collaboration is designed to address the complexity of child abuse in a collaborative manner. It is the collective expertise of the MDT that helps children and families deal with child abuse while simultaneously assisting successful prosecution of the offender.

Confidentiality

[ORS 418.795 \(1\)](#) states: "All information and records acquired by a county multidisciplinary child abuse team established under ORS 418.747 or a child fatality review team established under ORS 418.785 in the exercise of its duties are confidential and may be disclosed only when necessary to carry out the purposes of the child abuse investigation or the child fatality review process."

The MDT confidentiality statement should be included on the MDT attendance sheet so that it is signed by every member at every meeting.

Sample confidentiality statements:

Sample 1:

Confidentiality Statement: MDT meetings are confidential and not subject to public meetings laws per ORS 418.747 and ORS 192.690. To assure a coordinated response that fully addresses all systemic concerns surrounding child abuse, MDT members and guests may need to share confidential information about children and families. With this purpose in mind, I agree, in signing this attendance sheet and confidentiality statement, that all information disclosed and received during the MDT review will remain confidential and will only be disclosed when necessary to carry out the purposes of the child abuse investigation.

Sample 2:

Confidentiality is essential to the Multidisciplinary Team review process. During MDT business, information about the child victim, the child victim's family, the alleged perpetrator, and others will be shared. All of this information is provided with the legal requirement that MDT business is confidential. Each and every participant in the MDT process agrees not to disclose any information provided at an MDT proceeding unless otherwise required or appropriate under the law or by court order.

My signature below certifies that I have read and understand the information above as well as confidentiality information contained in the MDT Protocol. I further understand and agree that I have a duty to abide by the laws and policies governing the preservation of confidential information and that I will abide by those laws and policies. I understand that it is my responsibility, if in doubt, to ask for clarification of the applicable laws, rules, and policies.

New Member Orientation

The CAMI Program encourages every MDT to develop a new member orientation manual or handbook to provide new members with the information they need to be an active and effective participant on the MDT

At a minimum, a new member orientation handbook should contain:

- a list of MDT member agencies with contact information.

- MDT member role definitions.
- training requirements.
- MDT Protocols.
- meeting dates and times.
- a list of acronyms.
- the statutes and rules that apply to MDT and child abuse investigations.
- a summary of what types of cases are reviewed at MDT meetings.
- meeting guidelines and etiquette.

Subcommittees

In addition to the challenge of child abuse investigation, the MDT is responsible for managing the CAMI Program grant funds and conducting MDT financial and administrative business. Since MDT caseloads are large and there may not be time to sufficiently review finances and other business at regular meetings, the CAMI Program encourages the development of subcommittees to deal with these issues.

Subcommittees may include (but are not limited to):

Budget Subcommittee -- ensures there is a specific set of checks and balances in place to track CAMI Program grant funds. This may include verifying and approving that expenditures have been spent in accordance with the intervention plan or reviewing and awarding MDT member requests for training funds.

Protocol Revision Subcommittee -- reviews and updates protocols. A protocol revision subcommittee can ensure that protocols are always current; this is especially helpful during the CAMI Program biennial MDT grant application.

Conflict Resolution

The CAMI Program encourages the MDT to develop a conflict resolution policy to provide the framework for members to effectively discuss issues and reach resolution. The MDT that is able to resolve conflict effectively is stronger and more collaborative, and better able to handle the challenges of MDT case work.

MDT Meeting Agendas and Minutes

MDT meeting agendas and minutes must be retained for review by the CAMI Program. All meetings should have a complete agenda distributed which includes discussion topics and types of cases to review. Oregon law intends for the MDT to review Karly's Law cases. Therefore, MDT meeting agenda items must include regular review of Karly's Law cases.

Meeting minutes detailing discussion of MDT business and any resulting decisions should be maintained by the MDT Coordinator or person assigned by the MDT. The MDT Coordinator should combine the attendance record with the agenda and minutes. Not only will this become part of the written history of the MDT, but these records are invaluable for any business discussions or decisions between the MDT and ODOJ. CVSSD may request MDT minutes to verify that the MDT approves any changes in budget, intervention plan, or protocol.

Note: CAMI Program staff recommends the MDT schedule regular time for general business discussions. Consider scheduling time quarterly to review MDT business requirements such as upcoming report deadlines, budget redirects, protocol compliance discussions, and training needs.

Expense Tracking

CAMI funds may be expended according to the approved budget. CAMI staff will review expenses through the quarterly financial reporting process. MDTs should maintain detailed records for all CAMI funds expended. Such records should include time tracking for staff funded by CAMI, receipts for items purchased, and an ability to track items purchased for allowable use. CAMI funds should always be easily connected to time records or invoices so every expense reported on the financial reports is supported by back up documentation and it is clear the expense is an allowable cost. Any change in the budget which requires an amendment should be discussed with and approved by the MDT prior to submitting the budget amendment request. MDT business minutes should document the approval of the change.

SECTION IV: REGIONAL SERVICE PROVIDERS

Overview

The Regional Children’s Advocacy Center Grant is intended to provide funding for support services (e.g. training, technical assistance and coordination for delivery of training and technical assistance) to MDTs and CACs in Oregon. A Regional Children’s Advocacy Center (RCAC) is defined in [ORS 418.782 \(6\)](#) as a facility operated by a children’s advocacy center that meets the facility standards described in ORS 418.788 (grant application) and is selected by the CAMI Program to provide training and complex case assistance. These facilities are located within CACs and/or the Oregon membership organization of CACs, but the RCAC services are distinct from CAC services. RCACs do not provide direct assessments to the region they serve with this funding. Each MDT must execute a contract with a CAC to receive direct child abuse assessment services from that CAC.

Core Regional Services

Per [ORS 418.782\(7\)](#) “Training and complex case assistance” includes one or more of the following:

- Consultation
- Education
- Referral
- Technical assistance
- If authorized by the Department of Justice, other services as needed.

Peer Review for Forensic Interviews and Medical Assessments

Peer review is a forum for professionals to come together to review forensic interviews and medical assessments and provide constructive feedback to the persons conducting the interview or assessment. Peer reviews may be conducted in person, via teleconference or online.

Forensic Child Interviewer Training

The RCAC will provide training regarding the forensic interviewing of children, largely based upon the [Oregon Interviewing Guidelines](#) (available from the [ODOJ CVSSD CAMI website](#)) through participation in the development and delivery of

the Oregon Child Forensic Interviewer Training. The training may be conducted by an interviewer from the RCAC, or by an interviewer the RCAC contracts with to provide the training. Since forensic interviewing of children is a broad topic, specialized topics (such as interviewing children with disabilities) may be requested by constituents. The RCAC may use their own expert to provide training, provide a referral to a qualified instructor or training, provide scholarships or contract with an interviewer or agency to provide the training.

Medical Assessment Training

The RCAC will provide training regarding the medical assessment of children. Such training may be conducted by a medical practitioner within the RCAC or by a practitioner the RCAC contracts with to provide the training within the proposed service region. For more specialized medical assessment training, the RCAC may use their own medical expert, provide a referral to a qualified instructor or training, or contract with a practitioner or agency to provide this specialized training.

Referral and Information

As the needs of MDTs and CACs vary, and RCAC resources are limited, there will be service requests that the RCAC is unable to meet. In some cases, the RCAC may not have the expertise to fulfill the service request, in other cases the service request may fall outside of the core regional services and the responsibility of the center providing those services. In these cases, the RCAC must provide the constituent with assistance and information to facilitate the constituent's access to the services they seek.

Outreach

The RCAC is responsible for conducting outreach to MDTs and CACs within their service region. Through outreach, the RCAC must:

- establish a point of contact within each MDT and CAC in the region.
- convey what services they have to offer MDTs and CACs in the region.
- gather information about what services MDTs and CACs in the region need.
- maintain regular contact with the MDTs and CACs in the region.

Administrative Coordination and Requirements

Coordination of Meetings

Directors of each RCAC and the statewide membership organization providing coordination and support of grant funded activities are required to attend meetings with the CAMI Program Coordinator at least quarterly for the purpose of planning and coordinating RCAC funded work. RCACs take turns facilitating the meetings and preparing summaries of their collective work for the CAMI Advisory Council.

Invoicing Services

Each RCAC shall provide a process detailing how to invoice one another for services provided to constituents outside of their respective service regions, and how they will coordinate with other regional services providers to ensure a clear, fair, and efficient invoicing process and procedure.

SECTION V: GRANT MANAGEMENT AND OPERATIONAL GUIDELINES

Introduction

These guidelines have been established to provide clarification for CVSSD subrecipients, as well as to supplement information received from Fund Coordinators and other sources.

Guidelines for Employee Management

General Staffing Matters

Funded staff -- CAMI grants may fund staff as outlined above under allowable/unallowable CAMI expenses.

Staffing changes -- subrecipients must report any change in personnel in a CAMI-funded position to ODOJ CVSSD within 30 days of the departure of that staff person. This should be accomplished by emailing the CAMI Program coordinator and updating the Staff Roster page for the subrecipient organization within the E-Grants system.

If a new person is hired to replace staff leaving, it is important to enter the new staff person as a new, independent entry indicating their start date and relevant information.

The entry for the former staff person should be completed by entering the date that person vacated the position, effectively ending their access to E-Grants.

Leadership changes -- it is the responsibility of the District Attorney, or the Board of Directors, of a CAMI-funded agency, to notify ODOJ CVSSD within thirty (30) days of any change in leadership within the program (i.e., Director). In addition, organizations must update the Staff Roster within the E-Grants system.

If a new person is hired to replace the outgoing director, it is important to enter the newly hired director as a new, independent entry indicating their start date and relevant information. The entry for the outgoing director should be

completed by entering the date that person vacated the position, effectively ending their access to E-Grants.

Separation of powers -- the Executive Director of the organization receiving CAMI grant funds may not serve as a member of the Board of Directors of that same organization.

Maintaining Records

Accurate time/attendance records -- must be maintained for all positions budgeted under the grant. CVSSD requires subrecipients to engage in direct timekeeping. This includes salaried positions and any personnel (including volunteers) written into the budget. Adequate documentation and policies must be maintained within the CAMI file. Special care should be taken if a position is funded from more than one source. The Organization Details in the E-Grants system provides a framework for capturing this information and ODOJ CVSSD urges subrecipients to update this information as necessary. For more information on direct timekeeping, please see [CVSSD Guidance on Timekeeping](#) at the [ODOJ CVSSD Grant Guidance Documents website](#).

How does direct timekeeping work?

Subrecipients may not simply bill employee time according to their approved CAMI budget. That would be “budgeted time,” not direct timekeeping. Subrecipients must correlate the hours worked with CAMI eligible services/activities.

ODOJ CVSSD recommends CAMI funded positions note what services/activities they engage in on their time sheets when charging their work hours to CAMI. In the alternative, staff could maintain separate, back up documentation showing their time and the associated services for that time.

The time sheet must provide a breakdown of the total time for which the employee is compensated. If a position is funded by multiple sources, the time sheet should have a separate breakdown for each program/funding source. The employee should indicate on the time sheet how much time was spent each day on each of the different programs.

Personnel Policies and Procedures -- subrecipients should maintain written personnel policies and procedures to include:

- Work hours
- On-call hours
- Holidays
- Vacation
- Sick leave
- Overtime pay
- Compensatory time
- Termination
- Job descriptions
- Job qualifications

These policies must be available at the agency for review by Fund Coordinator.

On Call Policy -- the Fair Labor Standards Act determines whether or not an employee must be compensated for “on-call” time. Employees who are required to be on the premises of the agency while they wait to be called to duty must be compensated. Their time is subject to the laws and rules governing minimum wage and overtime.

If an employee is required to carry a pager, work cell phone or leave a number when they can be reached during specific hours, but otherwise is not restricted to a location, then they typically do not need to be compensated for their time waiting.

Even if employees who carry pagers, etc. are not required to be compensated, there is nothing that prevents an agency from establishing a policy that compensates employees for that time.

Contracts, such as collective bargaining agreements, may grant employees additional rights to compensation. For example, if a collective bargaining agreement applies, employees may be entitled to “call back pay” or to a monetary increase in hourly pay for hours when they are on-call, even if they are not on the premises.

An agency should have a policy regarding who works on-call shifts and the expectations of on-call shifts. That policy should apply equally to employees and volunteers alike.

Volunteers

Volunteers are an essential part of CAMI funded programs. If using volunteer services to meet CAMI requirements, it is important for programs to have well-defined practices to accurately document volunteer time and services.

It's not uncommon for employees to offer to volunteer their time to complete projects, however, paid agency employees may not perform their duties as volunteers. Unpaid overtime, on-call duties, or un-reimbursed staff expenses may not be considered "volunteer" time, especially if these duties are explicitly stated in the employee's job description.

In order for an employee to qualify as a volunteer, the following four (4) criteria must be met:

1. The work must be at the employee's initiative.
2. The work must be outside normal or regular work hours.
3. The employee must be performing a task for which they do not expect payment.
4. The employee must be performing a task outside of their regular job functions.

Criminal History Verification (Background Checks)

A subrecipient shall obtain a criminal history record check on any employee, potential employee or volunteer working with victims of crime or having access to individual client information. This could be accomplished in the following ways:

- Have the applicant, as a condition of employment or volunteer service, apply for and receive a criminal history check from a local Oregon State Police (OSP) Office and furnish a copy to the organization; or
- As the employer, contact a local OSP office for an "Oregon only" criminal history check on the application/employee/volunteer.
- Use another method of criminal history verification that is at least as comprehensive as the OSP methods described in the two paragraphs above.

A criminal record check will indicate arrests or convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer intended to work with victims of crime.

The subrecipient shall develop a policy or procedure(s) to review criminal arrests or convictions of employees/potential employees/volunteers. The review should examine the:

- severity and nature of the crime.
- number of criminal offenses.
- time elapsed since commission of the crime.
- circumstances surrounding the crime.
- individual's participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior.
- police or arrest report confirming the individual's explanation of the crime.

After receiving the criminal history check, the subrecipient shall determine whether the employee/potential employee/volunteer has been convicted of one of the crimes described in this section. If so, they must determine whether, based upon the conviction, the person poses a risk to working safely with victims of crime. If the subrecipient intends to hire or retain the employee/potential employee/volunteer, the subrecipient shall document in writing the reasons for hiring or retaining the individual. These reasons shall address how the employee/potential employee/volunteer is presently suitable or able to work with victims of crime in a safe and trustworthy manner, based on the agency's policy. The subrecipient will place this explanation, along with the employee/potential employee/volunteer's criminal history check, in the employee/potential employee/volunteer's personnel file for permanent retention.

Other

State Guidelines (rules, restrictions and reporting requirements) apply to paid and volunteer staff only to the extent such positions are included in the CAMI grant budget. The following are illustrations:

- The salary and benefits for a full-time position are fully funded with CAMI funds. The entire position is subject to all CAMI requirements.

- Half of the salary and benefits for a full-time position are paid with CAMI funds. Only the hours charged to the CAMI subaward are subject to CAMI requirements and only clients served and services provided for that portion may be included in CAMI subaward reports.
- Volunteers provide an agency with a total of 5,000 hours of services but only 1,000 hours of those volunteer hours are tied to CAMI funded activities. Only clients served and services provided for that portion may be included in CAMI subaward reports.

Guidelines for Contracts

All formal non-financial and financial arrangements with other entities or individuals to collaborate, purchase goods or services, or accomplish a portion of a grant-funded activity, **must be formalized in written and signed agreements between the parties involved.**

For federal grants, financial arrangements are formalized using either a **Contractor** or a **Subrecipient** depending on the type of purchase. However, state grants do not distinguish between contracts and subawards.

A **procurement transaction (subcontract)** is needed when subaward funds will be used to obtain goods or services from an outside entity (contractor) for the applicant's own use or for project participants at the direction of the applicant.

Independent Contractor Agreements

An Independent Contractor Agreement should include, at a minimum, the following sections:

- Parties to the Agreement
- Term of the Agreement
- Scope of Work and Deliverables
- Contractor Compensation
- Independent Contractor Relationship
- Representations and Warranties
- Indemnification
- Confidentiality
- Insurance Requirements

- Amendments
- Signature of Authorized Representatives

Note that compensation for consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Compensation in excess of \$650 per 8-hour day, or \$81.25 per hour, requires prior approval from ODOJ CVSSD.

The written agreement does not affect the subrecipient's overall responsibility for the duration of the grant and accountability to ODOJ CVSSD. The subrecipient is responsible for monitoring the subcontractor and determining that all fiscal and programmatic responsibilities are fulfilled.

Subrecipient Agreements

Personal Service Contracts are contracts for service provision such as Mental Health, Forensic Interviewing, or Medical Services, or for Trainers or Consultants.

Subrecipients must submit all Personal Service Contracts to DOJ CVSSD through E-Grants when finalized.

No payments will be issued if a subcontractor agreement has not been received by DOJ CVSSD.

Business Contracts are contracts for services such as shredding, office equipment, records management, IT services, rent, or accounting/bookkeeping. Although contracts are required and may be requested by the CAMI Program, those expenses should be included in the line item where the service best fits such as office supplies, capital outlay, admin or indirect. If the expense doesn't fit in any of the other expense line items, include the expense in the "other" line item. Subrecipients do not need to upload those contracts to E-Grants unless directed by the Fund Coordinator.

CVSSD does not require that subrecipients use contracts for business expenses under \$10,000, however, Subrecipients must follow their own procurement policies if they are more restrictive than [CVSSD's Procurement Guidance](#).

Capital Contracts: If you plan to use grant funds for a Capital Contract, reach out to your Fund Coordinator to discuss before including the expense in the grant.

What is Procurement?

“Procurement” is the process of choosing vendors, establishing payment terms, negotiating contracts, and purchasing goods and services.

For information on the procurement process, including rules for procurement related to use of grant funds, see the [Guidance on Procurement Process](#) document located on the [CVSSD Grant Guidance Documents web page](#).

Guidelines for a Memorandum of Understanding

Non-financial arrangements are formalized using a Memorandum of Understanding (MOU).

An MOU is a written plan between two or more parties for carrying out their separate activities in a coordinated and mutually beneficial manner. An MOU is used when there will not be an exchange of funding or resources but there is a need to formally document the relationship(s). The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their subaward activities. A [template for an MOU](#) can be found here on the [CVSSD Grant Guidance Documents web page](#).

MOUs should include:

- a description of each partner agency.
- the purpose of the MOU.
- a description of agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs.
- identification of staff responsible for completing the specific responsibilities, this should include meeting ODOJ CVSSD reporting requirements.
- a description of how the collaboration/partnership benefits the project.

- a description of the resources each partner would contribute to the project. This can be a time commitment, in-kind contributions, or grant funds (e.g., office space, staff, training, etc.).
- a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.
- signatures by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

Guidelines for Training and Travel

Travel/Mileage for Direct Services

Travel costs for staff and MDT members must be for the purpose of providing or supporting child abuse intervention. This may include reasonable costs for transporting victims in connection with the provision of direct services and for training. The travel must take place within the subaward period (i.e., between the subaward's beginning and ending dates). All travel expenses must be documented and retained in the appropriate CAMI file.

Training

CAMI funds can be dedicated to strengthening the functioning of the county's MDT through training and/or consultation. The CAMI Program particularly encourages cross training that involves team members from different agencies within the team, or among neighboring MDTs. However, funds dedicated to training should not exceed funds dedicated to supporting a center.



If an individual attends a training conference that has a mix of child abuse and other training topics not allowed under CAMI, the cost of the training must be appropriately prorated between CAMI and other funding sources.

Training within Oregon:

Training within Oregon need not be approved in advance. It is the subrecipient's responsibility to ensure that training costs comply with CAMI restrictions. Subrecipients should not assume a specific training event identified in a budget proposal is necessarily appropriate for CAMI funding. It is suggested that agencies

confer with ODOJ CVSSD regarding the appropriateness of specific training events to avoid having reimbursement for these costs rejected.

Training Outside of Oregon

When needed training is not available within the subrecipient's immediate geographical area, CAMI funds may support training outside of the geographical area. For example, grant recipients may benefit by attending national conferences that offer specialized training for MDT members. Training outside of Oregon must receive prior approval by ODOJ CVSSD.

When requesting out of state training in advance, subrecipients must provide the following:

- Agenda
- Reason for attending
- Itemized costs
- Reasons why comparable training within the state is unavailable

Unallowable Costs Related to Training

Training that is unrelated to child abuse or fatality review (and related prevention activities), such as grant writing, fundraising, lobbying or general administration/management.

Training-Related Travel

Allowable training-related travel costs include, but are not limited to, mileage, parking, airfare, meals, and lodging to attend child abuse related training. Programs should first look for available training within their immediate geographical area to minimize travel costs. Subrecipients must use the most economical means of travel when using CAMI funds. Any training outside of Oregon must be pre-approved by your CAMI Fund Coordinator and budgeted in your grant award.

Subrecipients must reimburse travel expenses based on the agency travel policy, but at rates that do not exceed the federal per diem rates (found at [Per Diem Rates - GSA](#)). CAMI funds cannot be used to cover lodging if the Government rate is not available.

NOTE: State of Oregon per diem rules apply to meals (see box below).

- **State of Oregon per diem rules for meals:**

- **Non-overnight trips:**

- lunch NOT reimbursed;
 - Dinner and breakfast are reimbursed as long as on travel status a **minimum of 2 hours before** beginning of normal work shift **or 2 hours after** the end of normal work shift.

- **Overnight trips:**

- days of travel between initial and final day receive 100% per diem **unless meals are included as part of the registration fee for a conference. Those must be subtracted.**
 - first and last day meal allowances are prorated. The maximum meal percentage rate is determined by the “time of day” you depart and “time of day” you return.

- **First day of travel - Leave:**

5:59 AM or before	6:00 AM to 12:00 Noon	12:01 PM to 6:00 PM	6:01 PM or later
100%	75%	50%	25%

- **Final day of travel - Return:**

5:59 AM or before	6:00 AM to 12:00 Noon	12:01 PM to 6:00 PM	6:01 PM or later
25%	50%	75%	100%

SECTION VI: REPORTING REQUIREMENTS

Overview

A list of all current ODOJ CVSSD required reports (except child fatality review reports) along with each report's due date is on the CVSSD website at [Important Grant Reporting Dates](#).

Grant eligibility conditions and payment are contingent on successful adherence to current grant reporting requirements.

CAMI MDT Reports

The CAMI Program requires MDT Progress Reports (PR) and Financial Reports (FR). The PRs help ensure MDTs are meeting the requirements to receive funding and the FRs capture quarterly expenses and ensure that MDT spending remains consistent with the agreed CAMI Program grant funds budget.

Child Fatality Review Reports

Every MDT is required by [ORS 418.785](#) to establish a child fatality review process. The CAMI Program will obtain documentation from Oregon Health Authority (OHA) regarding whether the required child fatality reviews have been completed and properly documented. Best practice is to complete fatality reviews including completing reporting through the National Child Death Reporting System administered by OHA within 60 days of the death. Information on fatality review including the reporting system can be found on the OHA website, under [Oregon Child Death Review and Prevention](#).

If the MDT fails to submit the required child fatality review documentation through the National Child Death Reporting System, the MDT will not be eligible to receive CAMI Program grant funds. CAMI Program staff will contact teams periodically to check status of cases OHA indicates should be reviewed by local teams. Grant agreements may be delayed, special grant conditions imposed or funds may be withheld until the child fatality reports have been completed and the MDT is in compliance with [ORS 418.785 \(5\)](#).

CAMI RCAC Reports

The CAMI Program requires RCAC Statistical Reports and Financial Reports (FR). The statistical reports ensure the RCACs are providing services as required by the grant and the FRs captures quarterly expenses and ensures that RCAC spending remains consistent with the agreed CAMI Program grant funds budget.

Reporting System

All reports, except Child Fatality Review reports, must be submitted electronically through the CVSSD E-Grants system.

Performance Reports

CAMI MDT Progress Reports (PRs)

The CAMI MDT Progress Report requires information from MDTs including MDT member agencies and organizations. Assessment information must be collected by the MDT Coordinator from the CAC and other MDT partners. This is especially important for tracking cases of suspicious physical injury.

The CAMI MDT Progress Report is intended to gather statistics regarding the work of the MDT and show how children are being served in the county. The report asks a series of questions about intervention activities and expenditures in the IP and includes a section requesting information on barriers to providing an adequate and appropriate response to child abuse in the county. Input from all MDT members is necessary to provide a comprehensive answer to this question.

The CAMI MDT Progress Report also captures information such as the number of children served by the CAC, the number of medical assessments, the number of interviews, and other victim and suspect data as well as information on compliance with Karly's law.

The MDT must decide locally the best practice for report compilation and submission. For instance:

- When a District Attorney's office is the subrecipient, the DA may authorize personnel from the CAC as an Agency Administrator to input report data.

- When the CAC is the subrecipient, the Executive Director may authorize personnel from the DA's office as an Agency Administrator to input report data.
- Alternatively, the MDT may create a communication flow that assigns one person as an Agency Administrator and report coordinator, gathering all required information and inputting the data into CVSSD E-grants.

Refer to the CVSSD E-Grants manual for more information on assigning users in CVSSD E-Grants or contact the CAMI Program Grant Assistant for technical assistance.

It is important to remember that the information submitted through the progress reports may be requested by the legislature or others. Striving to provide accurate and complete CAMI reports is important.

CAMI Financial Reports (FRs)

CAMI Program MDT grant payments are equal quarterly **prospective** (not reimbursement) payments. Payment is contingent on successful submission of the FR for the preceding reporting period through CVSSD E-Grants and compliance with all other grant requirements. The first payment of the new grant period is made, if due, upon execution of the new grant agreement.

FRs gather information about expenditures of CAMI Program grant funds. CVSSD E-Grants automatically populates the balance of funds expended and remaining based on the amounts entered on the FR and from the totals submitted in the CAMI grant application budget.

Authorized individuals can track spending in each budget line at any time. Subrecipients/MDTs can use this information to plan future spending. CVSSD E-Grants will prohibit entering spending into line items of the CAMI Program financial report that exceed allowable limits. For example, in a FR, if a \$10,000 expense is entered into personnel, but the approved budget does not include expenditures for personnel, CVSSD E-Grants will reject the entry.

If the MDT (or RCAC subrecipient) determines that the budget needs to be adjusted, the subrecipient must submit a budget amendment request through E-

Grants. That request must be approved by the CAMI Program Coordinator in E-Grants before the subrecipient can commit or expend the CAMI Funds for that purpose, otherwise, the subrecipient risks the expenditure not being reimbursed by CAMI. Like the budget submitted with the CAMI MDT grant application, any CAMI MDT budget amendment must be approved by the MDT prior to submitting the amendment request. The CAMI Program Coordinator will assume that every budget amendment request submitted through E-Grants for an MDT grant was shared with and approved by the MDT prior to submission.

Each fiscal year, the combined individual FRs submitted by the MDT constitute the Annual Fiscal Report. CVSSD E-Grants financial reporting requirements eliminated the need for a separate annual fiscal report.

After ODOJ makes initial payment in the first quarter, all FRs must be submitted before payments can be issued. FRs reflect spending for the quarter previous to submission. The FR must be received within 30 days of the end of the quarter.

Important Information Regarding Payments

1. FRs submitted without the accompanying required progress reports ***will not be processed for payment until all reports have been submitted and reviewed.***
2. It is the responsibility of the subrecipient to respond to all requests for modifications or information made by ODOJ CVSSD staff in a timely manner. Failure to comply will delay payment.
3. Subrecipients may not obligate funds, order goods, enter into contracts, or request purchase orders prior to the start of the subaward period.
4. FRs may be submitted in E-Grants by organization members with the role of Authorized Official, Agency Administrator, or Financial Officer. It is the responsibility of the subrecipient agency to ensure that only those organization members authorized to submit a FR do so.
5. Subrecipients must maintain supporting documentation for each FR submitted.

Other Important Notes about FR Expenditures

1. Expenditures should be reported for **actual approved and incurred expenses**, as opposed to dividing the total amount of the subaward into equal requests for reimbursement for the length of the subaward. While

this is a convenient method of requesting payment it may not necessarily accurately represent the expenditures charged to a subaward.

2. All expenditures must coincide with the current approved budget submitted, which will be one of the following:
 - a. the original budget submitted with the subaward application through E-Grants; or
 - b. an amended budget submitted through E-Grants.
3. ODOJ CVSSD CAMI Payments are 8 equal prospective payments and not reimbursements for expenses reported on the financial report unless ODOJ CVSSD subrecipient changes the conditions of the payment for the subrecipient.
4. Expenditures must be reported in the quarter in which the expenses were incurred.
5. ODOJ CVSSD reimburses only **actual and allowable** expenditures for goods and services purchased during the subaward period.
6. ODOJ CVSSD does not reimburse items that are not in the approved budget.
7. ODOJ CVSSD may withhold funds for any expenditure not budgeted or in excess of approved budget amounts.
8. Failure of the subrecipient to operate the program in accordance with the approved budget may result in suspension and/or termination of the subaward agreement.
9. ODOJ CVSSD will hold a subrecipient accountable for any overpayment, audit disallowances, or any other breach of subaward agreement that results in a debt owed to the government.

ODOJ CVSSD E-Grants: FR

The E-Grants FR will show error messages if any of the movement of funds described in Section IV.A.1. Budget Amendments (below) exceed the amounts allowed.

Subrecipients are responsible to adhere to the approved budget as referenced in the subaward agreement, or to request a budget amendment. **At no time may a budget modification change the scope of the original subaward agreement.**

Attachments

Copies of check stubs, timesheets, accounts, ledgers, or other supporting documentation should NOT be submitted with the FRs. This documentation must

be maintained at the program and be separated by each budget category with the amounts clearly identified. These records will be verified during a programmatic and financial site visit and must be available upon request.

Advances

In special circumstances, checks may be issued in advance, but not for more than ten percent (10%) of the funds awarded in the subaward. Advanced funds must be spent within ten (10) days of receipt. Please contact your Fund Coordinator if you believe this may be needed and be prepared to provide an explanation for requesting an advance.

Unliquidated Obligations (Cash or Accrual Basis)

Agencies may complete FRs based on either accrual or cash principles. Cash basis is the method of reporting revenues and expenses when cash is actually received or paid out. Accrual basis is the method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when the charges are incurred, regardless of when payment is made.

On occasion, agencies may incur obligations or encumber funds toward the end of a subaward period for which payment cannot be made until after the subaward period has ended. In such cases, agencies should only report the actual expenditures paid during the reporting period. Obligations made prior to the end of the subaward period, but not yet paid, must be reported on a separate statement which details the encumbered, but unpaid, obligations charged to that subaward. Agencies will then have an additional 30 days to pay those obligations and report the expenditure on a final FR. ODOJ CVSSD E-Grants allows subrecipients to submit an additional final FR to accommodate for this should it occur.

In most instances, these types of unliquidated obligations will be due to accrued payroll expenses or, on rare occasions, an approved operating expense item, which had been ordered by the end of the subaward period but not yet paid. *This procedure may not be used to retroactively charge off previously unreported expenses in order to fully expend the subaward.*

Final (Closeout) FR

Agencies have 30 days after the end of the last or final reporting period for any subaward to report expenses, request reimbursement and reconcile any discrepancies.

Non-Compliance with Reporting

All ODOJ CVSSD grant agreements provide that subrecipients who fail to meet any of the reporting requirements included in this section (financial and progress) shall be considered to be in default under the agreement. In such a case, ODOJ CVSSD has the right to terminate the grant. ODOJ CVSSD may also reduce the award proportionately to the period for which reports were not submitted in a timely manner.

Other Required Communication

Request for Amendments

Subrecipients must request an amendment for programmatic and/or financial changes associated with a grant as they occur during the grant cycle. Consider the following when requesting an amendment:

- At no time may a program or budget modification change the scope of the original grant agreement.
- Funds may only be moved and spent within the scope of the approved services.
- Budget revisions do not change the total amount of funding available for the grant.
- If a subrecipient determines that any modification of the approved budget of a grant period is necessary, a request should be made in E-Grants using the “Amendment Request” page.
- **The subrecipient should obtain approval from ODOJ CVSSD for any amendment requests prior to the change being implemented.**

Subrecipients who obligate and expend funds outside of the approved budget assume the risk that the expenditure may not be approved and cannot be paid or reimbursed with grant funds. All amendment requests must be submitted at least 45 days prior to the end of the award period to be considered during the final quarter of a grant.

- Requests submitted after the project end date or those that would require retroactive approval may be denied.
- ODOJ CVSSD will review each amendment request and will approve on a case-by-case basis.

Budget Amendments

A budget amendment request is required for any of the following circumstances:

- Movement of funds:
 - For grants totaling \$500,000 or less -- movement of funds that total more than \$3,000 in the Personnel, Services and Supplies, and/or Other Services categories.
 - For grants totaling more than \$500,000 -- movement of funds that total more than \$5,000 in the Personnel, Services and Supplies, and/or Other Services categories.
- Adding a budget category* or line item that did not exist in the original budget.
- Deleting an existing budget category*.

*Budget category is defined as either Personnel or Other Services and the individual budget line items contained within.

Budget Amendment Documentation:

The following information must be submitted when completing a formal budget amendment request:

- A completed Amendment Request page in E-Grants, and
- A Personnel budget amendment request form, and/or
- A Services and Supplies and Other Costs Budget Amendment Request form.

Amendment forms can be downloaded from the Amendment Request form in E-Grants and must be uploaded back on to the Amendment Request form once completed.

If approved, ODOJ CVSSD staff will make the requested changes to the subrecipient's budget in the E-Grants system and the subrecipient will be notified of the approval via a system notification in E-Grants.

Once approved, all FRs initiated after the amendment is approved will contain the amended subaward budget. Subrecipients will not be able to submit FRs while an amendment request is in process, so ODOJ CVSSD encourages subrecipients to pay attention to the timing of submission in relation to upcoming reporting deadlines.

Program Amendments

While not an all-inclusive list, the following changes require a program amendment:

- Modifying the approach, or scope of any component of the program.
- Making any change in collaborative partnerships.
- Adding, deleting, increasing, or decreasing an activity or goal, objective or performance measure.

When requesting a **program amendment**, subrecipients must provide a detailed explanation and justification on the Amendment Request form in E-Grants. The explanation must include a complete description of the requested change and the effect the change will have on the project.

Upon receipt of written ODOJ CVSSD approval for a program amendment, a subrecipient must reflect any revised goals, activities, and/or performance measures in all future progress reports submitted.

Carryover for MDT Subawards

ODOJ CVSSD may allow subrecipients to carryover unexpended funds remaining at the end of the grant award period. Carryover may be treated as “***in addition***,” “***in offset***,” or ***a combination of the two***.

- **Carryover in addition** means the funds will be added to the next grant cycle’s allocation amount. Carryover in addition amounts must be included in the next grant cycle’s budget so that the subrecipient reports for how they expended the funds. As the subrecipient has already received the funds, the carryover in addition increases the budget but not the payments.
- **Carryover in offset** means the amount of the payments will be lower because the subrecipient has already received that portion of the funds. The budgeted amount will not be changed.

- Carryover may also be treated as a **combination** of carryover in addition and carryover in offset. In these cases, the amount allowed as carryover in addition will be capped at an amount determined by CVSSD (typically 5% of the allocation), and any funds exceeding the 5% will be treated as carryover in offset.

Achievement of Operational Status/Grant Award Commencement

All subrecipients are required to implement their project within sixty (60) days of the beginning date of their grant. Any subrecipient not meeting this deadline must submit a letter to ODOJ CVSSD describing the steps taken to initiate the grant; reasons for the delay; and the projected operational date.

If the project is not operational within ninety (90) days of the beginning of the grant period, the subrecipient must submit a second letter explaining the additional delay in implementation. The ODOJ CVSSD may, after reviewing the circumstances, elect to terminate the grant and redistribute the funds.

The subrecipient must establish and maintain program records that document that grant activities are in compliance with the approved budget narrative. These records must be readily available for review at the time of a site visit. This requirement is included in the CAMI grant agreement(s).

Termination of a Grant

A subrecipient must immediately notify ODOJ CVSSD if they need to terminate their grant agreement (i.e., program closure). Subrecipients can review more information on termination by subrecipient or CVSSD in Section 6 of their grant agreement.

SECTION VII: FINANCIAL REQUIREMENTS

The Oregon Department of Justice, as State Administrative Agency of CAMI, and the CAMI subrecipient, have an ongoing responsibility throughout the subaward period to faithfully uphold the public trust which accompanies the authority to expend public funds. Subrecipients will therefore establish and maintain fiscal control and accounting procedures which assure that funds available for subawards are properly disbursed, adequately controlled and accounted for separately.

Award Requirements

Standards for Financial Management Systems

All subrecipients are required to establish and maintain subaward accounting systems and financial records to accurately account for awarded funds. Subrecipients shall expend and account for subaward funds in accordance with state laws and procedures for expending and accounting for their own funds.

Accounting Systems

Each subrecipient is responsible for establishing and maintaining an adequate system of accounting and internal controls. Each subrecipient is also responsible for ensuring that an adequate system exists for any subcontractors, when applicable. The subrecipient is free to use any accounting system that they have established if the system meets the following minimum criteria:

- **Each subaward should be accounted for separately.** Each subaward is regarded as coming from a separate fund source and should be accounted for as such. All subaward records should reflect the subaward number listed on the award documents.
- **Entries in the accounting records should refer to manual documentation** that supports the entry and which can be readily located.
- **Receipts should be classified by source of funding** (i.e., the name and number of the subaward to which the associated costs have been charged). As a matter of convenience, subrecipients are encouraged to use the subaward number assigned by ODOJ CVSSD, unless currently existing

agency coding structures prevents this practice. If costs attributable to the subaward program include those from sources other than the CAMI subaward, such as donations, income earned by the subaward, or funds from other sources, this should be clearly noted on receipts.

- **Expenditures should be classified by the budget categories** included in the subaward application. All expenditure documents, regardless of type, must include the assigned subaward number.
- **The accounting system must provide adequate information** for the prompt and accurate submission of FRs.
- The accounting system should be integrated with an **adequate system of internal controls** to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies. **The internal controls should be documented in written procedures** and be followed consistently.
- The accounting system should include a **system of property records** for all equipment. At a minimum, this should include information on the acquisition date, serial numbers, equipment value and funding source(s) used to obtain the items. For more information please see [Property and Equipment Requirements](#) on the ODOJ CVSSD website.
- **All required financial records shall be maintained for six (6) years** from the date of the end of the CAMI subaward period. If questions from audits cannot be resolved within six years, records shall be maintained until all questions arising from audits have been resolved.
- **A file shall be kept on each CAMI subaward.** The file should reflect the subaward number and should at least contain any items not contained in E-grants. These items should include:
 - supporting documentation of any expenditures pertaining to this subaward (i.e., original receipts, invoices, etc.).
 - documentation of employee and volunteer timesheets as pertains to the subaward.

- signed copies of any contract supported by the subaward
- documentation of received CAMI reimbursement checks.
- property records of equipment purchased with CAMI subaward funds, including serial numbers.
- other pertinent information (i.e., correspondence with Fund Coordinator, memos from ODOJ CVSSD, training information, etc.).

Additionally, subrecipients might consider retaining the following items in addition to those listed above (these can be found in E-Grants): program application submitted for CAMI funds, CAMI subaward amendments or any changes to the subaward, reporting requirements, monthly revenue and expenditure reports, correspondence, ODOJ CVSSD reports such as site visits and ODOJ CVSSD Request for Application (RFA). **All subaward documentation must be retained for six (6) years past the end of the subaward. Subrecipients are also responsible for knowing the content of the current version of the CAMI Handbook which is available on the ODOJ web page.**

Commingling of Funds

All subrecipients must maintain accounting systems that ensure CAMI funds are not commingled with funds from any other source. Funds specifically budgeted and/or received for one subaward project may not be used to support another. Revenues and expenditures for each subaward should be separately identified and tracked within the subrecipient's accounting system or records. Where a subrecipient's accounting system cannot comply with this requirement, the subrecipient shall establish a system to provide adequate fund accountability for each subaward.



- Funds **should not be commingled** on a program-by-program or project-by-project basis.
- **Individual accounts or cost centers** should be established to control the funds for each subaward.

Proof of this will be requested as part of a site visit or desk audit.

Reporting of Irregularities

Subrecipients are responsible for **promptly notifying ODOJ CVSSD of any illegal acts or irregularities** and of proposed and actual actions, if any. Illegal acts and

irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

If the subrecipient is subject to an independent audit, a copy of the audit report will be made available to the CAMI Program Coordinator upon request.

Property and Equipment

Inventory information on equipment purchased with CAMI funds must be kept in the subrecipient's CAMI file. Subrecipients shall establish a control system to ensure adequate safeguards to prevent loss, damage or theft to nonexpendable personal equipment. Any loss, damage or theft of nonexpendable personal equipment shall be investigated, fully documented and made part of the subaward file. ODOJ CVSSD uses the federal definition of equipment: *Tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater.*

At a minimum, property records must include:

- a description of the property.
- a serial number or other identifying number.
- the source of the property, including the CAMI award identification number,
- identification of title holder.
- the acquisition date; the cost and the percentage of CAMI funds supporting the purchase.
- the location, use, and condition of the property.
- any disposition data, including the date of disposal and sale price.

In the event the subaward recipient no longer receives a CAMI subaward, federal policies and procedures on the acquisition and disbursement of the equipment will apply. Please refer to the [Property and Equipment Requirements](#) document on the ODOJ CVSSD website for more information.

Procurement Standards

Federal requirements state that "all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition." These requirements apply to all procurements, including, but not limited to, procurements for goods, services, and equipment. Subrecipients shall

follow their own established procurement procedures and regulations, provided they minimally adhere to applicable federal and state guidelines and standards. If a subrecipient's established procurement procedures are less competitive than the federal requirements, the subrecipient must adhere to the following more competitive procurement requirements:

1. For small procurements of **\$10,000 or less**, subrecipients may **solicit goods or services in any manner deemed practical or convenient**. A procurement may not be artificially divided or "split" so as to constitute a small procurement.
2. For procurements exceeding **\$10,000 but not exceeding \$250,000**, subrecipients should solicit **quotes or bids from at least three (3) sources**.
3. For procurements **over \$250,000**, subrecipients must **formally advertise** the proposed procurement through an Invitation for Bids (IFB) or a Request for Proposals (RFP) process.

Subrecipients must follow the threshold limitations established in their own procurement procedures if their internal procedures are more restrictive than the federal threshold.

Subrecipients must submit all IFBs and RFPs over \$250,000 that involve the use of federal or matching funds to ODOJ CVSSD for review and approval prior to their issuance. Interagency agreements between units of government are excluded from this provision.

Subrecipients must have written procurement procedures and these procedures must be made available to ODOJ CVSSD for review during monitoring to assure adherence to applicable federal guidelines.

For more detailed information about federal procurement requirements refer to the [Guidance on the Procurement Process](#) document on the ODOJ CVSSD website.

SECTION VIII: MONITORING

Overview

ODOJ CVSSD monitors each subaward to ensure the subrecipient is operating the project as agreed, that the subrecipient is working toward its objectives, and that the subrecipient is following appropriate fiscal procedures. Fund Coordinators also provide technical assistance, offer program development guidance, and observe program activities while visiting programs. ODOJ CVSSD monitoring includes financial and administrative risk assessments, one or more financial report verifications, verification of compliance with state regulations and guidelines, policy and procedure reviews, and on-site visits.

Monitoring may be conducted on-site and may include review of program and fiscal records, policies and procedures, meetings with subrecipients, program stakeholders, and/or any staff directly or indirectly involved in the performance of the award program. On-site visits may be prompted by one or more of the following:

- routine time for a visit based on the risk assessment score (even though no programmatic concerns).
- concerns within the agency.
- a request for a site visit by the subrecipient.

For more information, please see the documents listed under “**Monitoring**” on the [CVSSD Grant Guidance Documents](#) web page, including the [CVSSD Grant Monitoring Policy](#), the [Financial Report Verification Check List](#), and the [Desk Review Required Documentation](#).

In addition to subrecipient monitoring the CAMI Program Coordinator may also attend an MDT meeting or meet with the MDT Chair. This will allow the CAMI Program and ODOJ to observe what is happening in the field and determine if there are any child abuse intervention needs that are not being met, or specific MDT functions that should be addressed.

Failure to Comply with the Terms of a CAMI Grant Agreement

If a subrecipient significantly fails to comply with the terms and conditions of a grant agreement, including civil rights requirements, whether stated in statute,

regulation, assurance application or notice of award, ODOJ CVSSD may take one or more of the following actions:

- temporarily withhold cash payments pending correction of the deficiency by the subrecipient.
- disallow (that is, deny both use of funds and any applicable matching credit) for all or part of the cost of the activity or action not in compliance.
- completely or partially suspend or terminate the current subaward.
- withhold further subawards for the agency or program.
- take other remedies that may be legally available.

ODOJ CVSSD may, after reasonable notice, terminate or suspend funding for a subrecipient organization that fails to conform to the requirements or objectives of CAMI funds, and/or that fails to comply substantially with the ODOJ CVSSD subaward agreement. In that event, the subrecipient is entitled to receive equitable compensation for satisfactory, authorized services completed as of the termination date.

If the subrecipient fails to fulfill its CAMI subaward obligation in a timely manner, ODOJ CVSSD shall have the right to immediately terminate or suspend the subaward and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the subrecipient shall not be relieved of liability to ODOJ CVSSD for damages sustained by virtue of any breach of the subaward agreement by the subrecipient.

While termination of funding will not be exercised without prior written notice to the subrecipient, any consideration of future subaward requests may be influenced by the gravity and extent of the irregularities causing the termination, as determined by ODOJ CVSSD. Failure by a subrecipient to comply with the terms of the subaward agreement or of the requirement described in this Handbook may be considered grounds for termination of subrecipient funding.

**we can
help**

ODOJ CVSSD is committed to assisting subrecipients to realize the success of any given subaward and will utilize all reasonable means to resolve problems or address potentially critical issues.

Whenever possible, and when it is in the best interest of victims, ODOJ CVSSD will provide assistance to subrecipient agencies to prevent termination.

APPENDIX A: CVSSD AND CAMI ACRONYM LIST

Acronym	Definition
ACP	Address Confidentiality Program
AG	Attorney General
APSAC	American Professional Society on the Abuse of Children
BIP	Batterer Intervention Program
CAC	Children's Advocacy Center
CAIC	Child Abuse Intervention Center
CAMI	Child Abuse Multidisciplinary Intervention
CRT	Crisis Response Team
CFA	Criminal Fines Account
CAPD	Child Advocacy And Protection Division
CICA	Criminal Injuries Compensation Account
CJA	Children's Justice Act
CVAN	Crime Victims Assistance Network
CVCP	Crime Victims' Compensation Program
CVRW	Crime Victims' Rights Week
CVSSD	Crime Victim and Survivor Services Division
CWAC	Child Welfare Advisory Committee
CWP	Child Welfare Personnel
DA	District Attorney
DEC	Drug Endangered Children
DHS	Department of Human Services
DMP	Designated Medical Professional
DPSST	Department of Public Safety Standards Training
DV/SA	Domestic Violence/Sexual Assault
EFI	Extended Forensic Interview
GMS	Grant Management Section (A section within CVSSD)
IP	Intervention Plan
LEA	Law Enforcement Agency
LEDS	Law Enforcement Data System
MA	Medical Assessment
MDT	Child Abuse Multi-Disciplinary Intervention Team (CAMI Program)
NCA	National Children's Alliance
NCAC	National Children's Advocacy Center

NCVLI	National Crime Victim Law Institute
NICHD	National Institute of Child Health and Human Development
NOVA	National Organization for Victim Assistance
OCADSV	Oregon Coalition Against Domestic & Sexual Violence
OCFIT	Oregon Child Forensic Interviewer Training
ODAA	Oregon District Attorneys' Association
ODOJ	Oregon Department of Justice
ODSVS	Oregon Domestic and Sexual Violence Services
OIG	Oregon Child Forensic Interviewing Guidelines
OJD	Oregon Judicial Department
OCAS	Oregon Child Abuse Solutions
ONCAIC	Oregon Network of Child Abuse Intervention Centers (now OCAS)
OSP	Oregon State Police
OVC	Office for Victims of Crime
OVW	Office on Violence Against Women
OYA	Oregon Youth Authority
PA	Physical Abuse
FR	Financial Report
RCAC	Regional Children's Advocacy Center
RSP	Regional Service Provider
SA	Sexual Abuse
SANE	Sexual Assault Nurse Examiner
SASP	Sexual Assault Services Program
SATF	Sexual Assault Task Force
SAVE	Sexual Assault Victims' Emergency Medical Response Fund
SVAA	State Victim Assistance Academy
VAP	Victim Assistance Program
VAWA	Violence Against Women Act
VINES	Victim Information & Notification Everyday System
VOCA	Victim of Crime Act
WRCAC	Western Region Children's Advocacy Center

APPENDIX B: GLOSSARY OF CAMI TERMS

Term	Definition
Advisory Council on Child Abuse Assessment	Required by statute, the CAMI Advisory Council includes an employee of the Department of Human Services with duties related to child protective services; a physician licensed to practice medicine in Oregon who specializes in children and families; a person having experience dealing with child abuse; a district attorney or the designee of a district attorney; an employee of a law enforcement agency, in addition to the member who is a district attorney or the designee of a district attorney; one member shall be from an operating regional assessment center; and at least three members shall be citizens with appropriate interest in advocating for the medical interest of abused children.
Authorized Official	An “Authorized Official” is defined as the person(s) within the agency who is legally responsible for obligating the organization to receive funding, to incur indebtedness and to comply with the requirements of the CAMI grant.
CFA	<p>Criminal Fine Account – the primary source of funding support for CAMI MDT and RCAC programs. CFA revenues are collected through the Oregon Judicial Department for the circuit courts and the local Municipal (city) and Justice (county) Courts. Generally, revenues are collected as part of a single integrated judgment which includes most monetary obligations imposed on a convicted person. This single judgment includes four categories of payments:</p> <ul style="list-style-type: none"> • Category 1 – Compensatory fines (ORS 137.101) are payments to victims injured as a result of the crime. • Category 2 – Restitution payments to victims (ORS 137.106 and 419C.450) are for pecuniary

	<p>or specific damages, including stolen or damaged property and medical costs resulting from the crime.</p> <ul style="list-style-type: none"> • Category 3 – CFA-related revenue (ORS 137.300), as well as selected non-CFA revenues. • Category 4 – Fines and assessments due to local governments, state intoxicated driver fund fees, specific agencies, and certain rewards. <p>ORS 137.146 sets out the priority order of how payments of the single judgment are divided among the categories listed above. As payments are received, they first are used to fulfill the compensatory fines under Category 1. After obligations under this category are satisfied, payments are evenly split between categories 2 and 3 (including CFA-related revenues). Finally, obligations under category 4 are paid only after all other categories have been satisfied.</p>
Child	Per ORS 419B.005 an unmarried person under 18 years of age or under 21 years of age and residing in or receives care or services from a child-caring agency as defined in ORS 418.205 .
Child Abuse	<p>Per 419B.005(1)(a), abuse means:</p> <p>(A) Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.</p> <p>(B) Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.</p>

	<p>(C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are defined in ORS chapter 163.</p> <p>(D) Sexual abuse, as defined in ORS chapter 163.</p> <p>(E) Sexual exploitation, including but not limited to:</p> <ul style="list-style-type: none"> (i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and (ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution, as defined in ORS chapter 167 (Prostitution) or a commercial sex act as defined in ORS 163.266 (Trafficking in persons), to purchase sex with a minor as described in ORS 163.413 (Purchasing sex with a minor) or to engage in commercial sexual solicitation as described in ORS 167.008 (Commercial sexual solicitation). <p>(F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.</p> <p>(G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.</p>
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	<p>(H) Buying or selling a person under 18 years of age as described in ORS 163.537.</p> <p>(I) Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.</p> <p>(J) Unlawful exposure to a controlled substance, as defined in ORS 475.005, or to the unlawful manufacturing of a cannabinoid extract, as defined in ORS 475.015 that subjects a child to a substantial risk of harm to the child's health or safety.</p>
Commingling of Funds	When a fiscal agent mixes funds making it difficult to determine which funds belong to a particular grant or fund. Accounting system of all subrecipients must ensure CAMI funds are not commingled with funds from any other source. Funds specifically budgeted and/or received for one grant project may not be used to support another.
Conditional Award / Conditional Eligibility	When an application is incomplete, or if required activities such as child fatality reviews are not up to date, CVSSD will determine an award to be conditional based on timely repair of the insufficiency. By statute, CVSSD can withhold grants entirely if a subrecipient remains out of compliance with statutory guidelines. CAMI staff will work with the subrecipient or MDT officials to ensure that insufficiencies are addressed adequately.
Crime Victim or Survivor	For the purposes of this program, a crime victim or survivor is "a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime."
Equipment	Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit.
Grant Agreement	The legal document between a grantor and a subrecipient that describes in detail the obligations under the terms of the grant. A grant agreement

	must be approved and signed by an authorized signatory before a program can receive funds.
Grant Monitoring	<p>Monitoring Components -- CVSSD will conduct four (4) levels of program and fiscal monitoring. The timing of the monitoring may be dependent on the subrecipient's Risk Assessment scores and ranking, or may be prompted by concerns within the agency, either as reported to the grant monitor by the agency or other parties. Pre-award and ongoing post-award monitoring includes the following components:</p> <ol style="list-style-type: none"> 1. Risk Assessment: All subrecipients will complete an Administrative Risk Assessment and a Financial Risk Assessment. Assessments must be completed with an application every two (2) years for the subrecipient's assigned primary CVSSD funding stream (see the ODOJ CVSSD Grantee Guidance Documents, Monitoring, for more information), and prior to finalizing grant agreements. 2. Policies & Procedures Review: All subrecipients will receive an Administrative Policies & Procedures Review and a Financial Policies & Procedures Review at least every four (4) years. Subrecipients who are categorized as High Risk will be prioritized for Policies & Procedures Reviews ahead of those identified as low risk. 3. Financial Report Verification: All subrecipients will receive a Financial Report Verification at least once every grant cycle. Subrecipients who are categorized as High Risk will be prioritized for a Financial Report Verification ahead of those identified as low risk. 4. On-Site Programmatic Review: All subrecipients will receive an On-Site Programmatic Review. All non-competitive subrecipients will have a minimum of one on-site review every four (4) years. Competitive-only or one-time subrecipients will have an on-site review as necessitated by their risk

	assessment score or as designated by the Fund Coordinator. Additional information on Grant Monitoring can be found in the Grant Monitoring Policy on the CVSSD Grant Guidance Documents web page.
Technical Assistance	Technical assistance is provided to a subrecipient at their request. The CAMI Coordinator will meet with the grant project director and any grant funded staff. The purpose of this visit is to help ensure the subrecipient understands the grant requirements and to offer assistance and respond to questions.
Karly's Law	2007 statutory provision for the specific investigation of suspicious physical injuries on children.
Memorandum of Understanding (MOU)	An MOU is required of an agency when they have applied for funds with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.
The Network	Common name for Oregon Child Abuse Solutions (formerly Oregon Network of Child Abuse Intervention Centers), the organization accredited by the National Children's Alliance to support and enhance the work that the CACs do across the state.
OAR	Oregon Administrative Rules, the state's rules for administering statutes.
Outcome Measures	Changes in participants' lives as a result of the grant funded activities.
ORS	Oregon Revised Statutes, the state's enacted laws.
Performance Measures	Markers that indicate whether the program has met its objectives. Performance measures consist of target outputs and short-term outcome measures.
Supplanting	Typically, a term associated with Federal grant funds to prevent Federal funds from replacing existing local funds for the same service. In CAMI, ORS 418.746 (2) states that moneys used under this subsection may not be used as replacement

	revenues for currently available funds previously allocated by the county for child abuse intervention. Funds must be used to supplement, not replace, existing funds.
Target Outputs	These are proposed results of staff activities. Target outputs should show the: number of clients served, types of clients served, length of time that it will take to serve the clients and number and type of services delivered.

APPENDIX C: HELPFUL RESOURCES AND LINKS

[CAMI OARs 137-082-0200 to 137-082-0280](#)

These rules outline the implementation of the CAMI Account, and set forth eligibility criteria for county MDTs, and public and private agencies applying for funding under ORS 418.746 et seq., to qualify for CAMI Account funds.

[CAMI Statutes 418-746 to 418-796](#)

These laws pertain to the CAMI Account and CAMI Grant Program, and include references to MDTs, CACs, RCACs, Child Fatality Review Teams, and confidentiality of information and records (including video recordings) as they relate to Oregon's response to child abuse.

[CAMI Fund \(main website\)](#)

The ODOJ CVSSD CAMI Fund web page is the best source of information about CAMI funding, CAMI grants, and other information related to the intervention, assessment, and treatment of child abuse in Oregon. The site includes links to:

- Requests for Applications (RFA) for CAMI MDT and RCAC funding
- [Important Grant Reporting Dates](#)
- [CAMI MDT Allowable and Unallowable Costs](#)
- [How to Use E-Grants System](#)
- [Karly's Law](#)
- Child Fatality Reviews
- ORSs and OARs pertaining to CAMI
- [Oregon Interviewing Guidelines Fifth Edition, 2024](#)

[CVSSD E-Grants Information](#)

What is E-Grants? How do I register a new organization in E-Grants? How do I initiate a CAMI grant application, or submit a CAMI Financial Report? Find training and answers to all things E-Grants on this page.

[CVSSD E-Grants Login Page](#)

This is where you log into E-Grants to make updates to your Organization Information page and initiate and work on grant applications and grant reports.

- CVSSD E-Grants Help Desk
 - Hours: Monday thru Friday 8am to 8pm EST
 - Phone: 1-866-449-1425

- Email: azhelpdesk@agatesoftware.com

[CVSSD Grant Guidance Documents](#)

If your organization has a grant with CVSSD, be sure to add this page to your bookmarks. It includes links to topics such as Budget, Contracts/Subawards, Monitoring, Risk Assessment, and Training Requirements.

[CVSSD Online Training](#)

All staff funded by a CVSSD grant must complete required training, and this site lists what's required, and how to access training.

[CVSSD Website](#)

This is the main website for ODOJ CVSSD, with information to support the work of Oregon's crime victim service programs, including the Crime Victims' Compensation (CVC) Program, Victims of Crime Act (VOCA) Assistance Fund, and CAMI.

[Oregon Child Abuse Solutions \(OCAS\)](#)

OCAS is an accredited chapter of the National Children's Alliance working to convene and support the work of Oregon's 24 Children's Advocacy Centers, and provide training to members of child abuse multi-disciplinary teams across Oregon. As a 501(c)(3) non-profit, OCAS partners with professionals and communities across Oregon in advocating for child abuse intervention, prevention, and treatment.

[OCAS Training & Technical Assistance Guide \(July 2023\)](#)

Released by OCAS in 2023, these protocols were designed to help MDTs in revising and updating their protocols. Where are these held? The link provided in the document OCAS sent does to the NCA standards, and I couldn't find a link to the model protocols on the CAMI MDT Fund webpage.

[Oregon Child Forensic Interview Training \(OCFIT\)](#)

In 2013, the CAMI Program and Oregon Child Abuse Solutions, with funding from the Children's Justice Act and assistance from Oregon's five Regional Children's Advocacy Centers, created standardized training for Oregon's child forensic interviewers. The training, based on the Oregon Interviewing Guidelines (OIGs), is called the Oregon Child Forensic Interviewer Training (OCFIT). OCFIT is approved

by the National Children’s Alliance (NCA). Successful completion of OCFIT is considered best practice for all professionals who conduct forensic interviews in Oregon (including interviewers employed by CACs as well as law enforcement officers and DHS child welfare workers). It is required of all forensic interviewers conducting child forensic interviews in CACs in Oregon as part of center accreditation by the NCA. See ODOJ CVSSD’s [Oregon Guidelines for Onboarding a New Child Forensic Interviewer](#) for helpful information on training requirements and recommendations for new child forensic interviewers.

This intensive 5-day training will help you understand forensic interviewing in Oregon and guide you in engaging with the Oregon Interviewing Guidelines. The Oregon Child Forensic Interview Training (OCFIT) is evidence-based, supported by up-to-date research, and approved by the National Children’s Alliance to meet all Forensic Interview Training Standards.

[Oregon Interviewing Guidelines Fifth Edition, 2024 \(OIGs\)](#)

The OIGs were developed to inform and guide Oregon professionals conducting forensic interviews with children.

[Training Resources for Victim Service Professionals](#)

This CVSSD web page includes links to various trainings related to crime victim services, as well as the [CVSSD Online Training Library](#). See also the [Grantee Training Requirements](#) document, created in January 2025, for a list of all training requirements associated with each CVSSD grant.