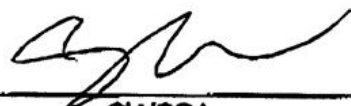


<b>INTERNAL</b>		<b>Suspense</b>	
<b>COMMUNICATION FORM</b>			
DEPARTMENT OF HUMAN SERVICES			
<b>Subject:</b> Clarification on Child Welfare Services Branch (CWSB) Administrative Review Panel (ARP)		<b>Originator:</b>	
To: All CWS Units	From: CWSBA	Date: 01/06/06	Memo No. 1
<b><u>FOR INFORMATION:</u></b>			
<p>This is to clarify the process by which CWSB workers may seek exception to any policy by requesting an Administrative Review Panel (ARP). This review process is designed to respect the worker's opinion and utilize a hierarchy of examination by professionals to reach a final consensus decision that becomes the Department position in a specific case warranting consideration of an exception to policy.</p>			
<p>An ARP may be requested at any time by any CWSB worker to assist staff in decision-making in a specific case warranting consideration of an exception to policy. The Panel is convened by the CWSB Program Development Administrator (PDA) in Honolulu. Panel composition, including but not limited to section administrators, senior policy advisors and assistant program administrators, will be appointed by the PDA depending on the specific issues to be reviewed.</p>			
<p>If any assigned CWSB worker has evidence that any Policy Announcement (PA) may cause harm to a child, the worker should immediately discuss it with the supervisor and request an exception. Please be mindful that CWSB policies are developed based on Federal laws and regulations and what evidence-based research and best practice tell us is in the best interests of children. If the assigned CWSB worker disagrees with the supervisor's decision not to make an exception, the section administrator shall be consulted. If the assigned CWSB worker is still not in agreement with the supervisor and section administrator's decision not to make an exception, a written request for an ARP is to be submitted by the worker directly to the PDA with copies to the worker's supervisor, section administrator and the CWSB Administrator.</p>			
<p>The request for an ARP should include a complete explanation in writing, with supporting documents, including but not limited to psychological evaluations, written reports, convictions records, home studies, and/or CPSS logs and screens, as to why it is harmful to a child to apply a specific PA due to the facts and circumstances relating to that specific case, along with the supervisor and section administrator's findings and recommendations.</p>			
<p>The PDA will convene an ARP within seven (7) working days upon receipt of the written request. The assigned CWSB worker, supervisor and section administrator shall make an oral presentation to the Panel and be available to answer questions or provide clarifications in person or via conference call. The Panel will render the Department's position on the same day if possible, unless additional case information for decision-making is needed.</p>			
 <hr style="width: 30%; margin: auto;"/> CWSBA			
c: DIR/DDIR, SSDA/SSOA			