

Processing Z Referrals: Suggested Guidelines

When Z status is placed on a referral for the first time, the CAR SSW:

- Completes CFS CWS/CMS Sensitive Case Privilege Case Request form (F063-28-390)
- Emails the completed form to the CAR SSSS OD
- Prints a copy of the form and includes with the Z referral

Note: CAR SSSS OD emails the completed form to the CAR PM.

CAR staff may provide referral or case information contained in CWS/CMS to CFS staff without Z-Access for referral or case related purposes.

Z Referral Packet	
CAR SSW	<p>Completes the following documents in the Z referral packet:</p> <ul style="list-style-type: none"> • Orange County Social Services Agency Child Abuse Report Face Sheet (F063-04-49A) • Screener Narrative completed in a Word document • Pre-printed CWS/CMS “Determine Response Dialog Box” • Pre-printed SDM Screening and Response Priority decision tools • Copy of CFS CWS/CMS Sensitive Case Privilege Case Request form (F063-28-390) (if applicable)

10-Day, Evaluate Out (E/O) and Information Only (I/O) Reports	
CAR SSW	<ul style="list-style-type: none"> • Places Z referral packet in unmarked locked Z referral box • Emails Screener Narrative to CAR ZCase Inbox
CAR IPT	<ul style="list-style-type: none"> • Checks Z referral box throughout the day • Clears Z referral • Hand delivers Z referral to CAR SSSS OD
CAR SSSS	<ul style="list-style-type: none"> • Approves referral • Places referral in a sealed envelope marked “sensitive” • Hand delivers referral to ER Assignment Desk SSS or back-up ER SSSS OD • Returns approved E/O and I/O Z reports to CAR IPT for filing

“Immediate (I)”, Overnight Delay Immediate (ODI), “See-By” and “Priority” Clearance	
CAR SSW	<ul style="list-style-type: none"> • Hand delivers Z referral packet to CAR IPT with Z-Access • Emails Screener Narrative to CAR ZCase Inbox
CAR IPT	<ul style="list-style-type: none"> • Clears Z referral • Hand delivers Z referral to CAR SSSS OD
CAR SSSS	<ul style="list-style-type: none"> • Approves referral • Places referral in a sealed envelope marked “sensitive” • Hand delivers referral to ER Assignment Desk SSS or back-up ER SSSS OD

Highly Sensitive Z Referrals	
CAR SSW	<ul style="list-style-type: none"> • Hand delivers Z referral packet to CAR clerical OSC • Emails Screener Narrative to the same CAR OSC
CAR OSC	<ul style="list-style-type: none"> • Inputs referral into CWS/CMS • Hand delivers referral to CAR SSSS OD for approval
CAR SSSS	<ul style="list-style-type: none"> • Approves referral • Hand delivers approved referral to CAR OSC • Hand delivers approved E/O and I/O highly sensitive Z reports to CAR OSC for filing
CAR OSC	<ul style="list-style-type: none"> • Hand delivers referral to ER PM for investigation assignment