

## 4. Management Approval for Specific Certification Rules

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### A. Child Abuse Disposition – Founded/Unable to Determine

Certification standards require that Oregon child abuse background checks are conducted for each applicant and each adult living in the home before the Department issues a certificate of approval to provide foster care and prior to renewing the certificate. Child abuse background checks are required for all adults living in the home, and respite care providers. Out-of-state and out-of-country child abuse background checks must be requested regarding all respite providers and all adults living in a foster home. Such requests must be made to each state or country in which the adults and respite providers have resided in the previous five years.

#### **Level of Approval Required: District Manager or designee**

#### **Procedure:**

- When founded or unable to determine dispositions (or the equivalent disposition from another state or country) are identified, review all available documentation related to the disposition.
- Determine whether an approval will be requested.
- In determining whether to request management approval for the child abuse history, consider the following:
  1. The time passed since the abuse/neglect occurred.
  2. Age of the victim.
  3. Who was the perpetrator or alleged perpetrator.
  4. Relationship of the applicant to the victim(s).
  5. The nature of the abuse/neglect and whether serious injury occurred.
  6. Whether a child was removed from the applicant's care as a result of the abuse/neglect.
  7. Whether the applicant was arrested and/or convicted of a crime related to the abuse/neglect.
  8. Steps the applicant took to mitigate the issues that led to the abuse/neglect.
  9. Level of participation in required or voluntary services resulting from the abuse/neglect.

10. How the issues that led to the abuse/neglect either are; no longer present, less present, or still present and impacting applicant's current functioning.
  11. Applicant's reports about the abuse/neglect now and what insights the applicant has about what led to the abuse/neglect.
  12. What changes the applicant has made in his/her life (environmentally, behaviorally, and or cognitively) that inform your assessment.
- Staff with your supervisor details of the abuse history and your assessment and with the information provided discuss whether seeking management approval or proceeding to the denial process is best.
  - Based on the information provided, the supervisor determines if a request for management approval will be made.
  - When the decision has been made to submit a request for management approval, complete form CF 0117 Management Approval for Specific Certification Rules documenting your assessment of the child abuse/neglect history and current family functioning.
  - Submit the completed CF 0117 to the supervisor for signature and forward to the District Manager or designee.
  - When an applicant is not the identified perpetrator, management approval is not required.
  - However, consider the following:
    1. The individual's role as a non-perpetrator in abuse reports.
    2. Whether the applicant had a passive role which may have contributed to the abuse.
    3. Whether the applicant had prior knowledge of risk.
    4. History of Closed at Screening Referrals & Unfounded Dispositions.
    5. The applicant's perspective of the child abuse history.



Administrative rules require out-of-state and out-of-country requests are made when applicable. In the event that responses to these requests have not been received at the time certification and all other requirements for certification have been met, certifiers can proceed with certification. It is mandatory to request child abuse background checks from other states and/or countries, but it is not mandatory to delay certification until a response is received.

**S Supervisor Role:**

- Review the documentation submitted by the certifier.

- Determine if there is sufficient documentation supporting a request for Management Approval or if more information is needed.
- Approve and sign the completed CF 0117 when appropriate and submit the document to the District Manager or designee.
- Ensure certifier takes all appropriate actions.
- Ensure Notice to Deny or Revoke is issued when such a decision is made based, in part on child abuse history.

## **B. Exceeding the Maximum Number of Children Placed in a Certified Home**

- Management approval is required prior to placing an additional child in a certified home when:
  - 1.. The maximum number of children will exceed 4 when placed with a single caregiver;
  2. The maximum number of children will exceed 7 in a home with two caregivers.
  3. When any certified family(s) is caring for 2 children under the age of 3 and another child under the age of 3 will be placed in the home.
- In all cases the total number of children residing with a certified family includes the family's own children and other children under the age of 18 also residing in the home and not in the Department's custody.

### **Level of Approval Required: Child Welfare Program Manager**

#### **Procedure:**

- Speak with caseworkers of children placed in the home and determine the impact of placing additional children in the home on the certified family's overall ability to provide quality care.
- Assess the needs of the children for whom the overfill request is being made.
- When completing the CF 0117, list all children currently placed in the home.
- For children receiving a Level of Care Payment resulting from a CANS screening or a Personal Care payment based on a Personal Care Assessment, document the Level of Care or Personal Care level.

- Review the Supervision Plans for each child who has a LOC 1, 2, or 3 payment to understand the supervision expectations placed upon the certified family to meet the needs of children currently placed in the home.
  1. Supervision Plans are required for all children placed in certified homes whose CANS screening results indicate enhanced supervision is needed to maintain the safety and support the well-being of the child.
  2. Caseworkers are required to provide a completed copy of the Supervision Plan to the certifier assigned to the identified certified provider.
  3. Supervision Plans are located in the child's OR-Kids case file cabinet under Services>Treatment Plan.
  4. When this information is not found in the child's OR-Kids case file, contact the child's caseworker for the information.
- Review Personal Care Service Plans for each child who has Level 1, 2, 3, or 4 services to understand the medical tasks and responsibilities placed upon the certified family to meet the medical needs of children currently placed in the home. Review the specific tasks required to meet the child's medical needs.
  1. Children with a Personal Care Service Plan each have identified medical needs that require additional tasks to be performed by the certified family.
  2. Personal Care Service Plans are located in the child's OR-Kids case file cabinet under Health Record>Other.
  3. When reviewing this material, consider the additional expectations placed on the certified family in conjunction with their skills, abilities and willingness to meet the special needs of each child currently placed in the home.
- When the majority of children – those in the home and those being considered for placement - have supervision plans or personal care service plans assess whether it is reasonable to expect this certified family will be able to meet each child's individual needs?
- Consider whether the certified family has effectively been able to ensure each child's case plan needs are being met, including education medical, dental, and mental health care. Consider the following questions:
  1. How long has the certified family been certified and how much experience do they have caring for the total number of children being considered? If there have been concerns expressed about the care of children placed in their home, how were those concerns addressed and were they resolved?
  2. How does this provider manage stress?
  3. Will placing additional children in the home reduce the certified family's ability and desire to form individual relationships with each child?

4. Will this certified family need additional supports to meet the needs of these children; if so is the support available and sufficient?
  5. Will the certified family request assistance or seek out additional training when needed?
  6. Is the certified family's home large enough to provide adequate space for each child, including bedroom space?
  7. Is the home emergency or fire escape plan reasonable considering the number and needs of the children?
  8. Is the dining table big enough for everyone to share a meal? If not, what is the plan for meal times?
- If the certified family has caretaking responsibilities for others, such as adult children or other dependent adults, what impact do these responsibilities have on the certified family's ability to provide care to another child in the home?
  - Discuss the assessment of the above-listed factors and dynamics with the certification supervisor.
  - Complete the Management Approval for Specific Certification Rules including a summary of the information known about each child's needs in conjunction with the certified family's skills, energy, personal characteristics and desire to meet the needs of each child.
  - Submit the completed document to the certification supervisor and the program manager for review, approval and signatures.

**Note:** Additional children cannot be placed in certified home until there has been supervisory and Program Manager (or designee) approval.

- When a certified home has been approved to care for additional children the assigned certifier must visit in the certified family's home a minimum of every 90 days.



Best practice suggests frequent contact with the provider by phone, e-mail, and in person provides additional insight in order to assess the provider's continued willingness and ability to meet each child's unique needs. Being alert to any early warning signs, maintaining availability for support and having a non-judgmental attitude is an important factor which can contribute to the certified family's continued success in meeting the individual needs of each child in the home. In many cases maintaining non-judgmental and supportive communication will also allow the provider to acknowledge when they may be struggling.



## Supervisor Role

- The certification supervisor approves when appropriate, and signs the Request for Management Approval prior to submitting the request to the Program Manager.
- Ensure the certifier visits the certified family a minimum of every 90 days and is alert to any signs that the certified family is overly challenged by having this number of children placed in the home.
- When a certified home remains overfilled on the date the Management Approval is slated to end, the supervisor and assigned certifier determine whether or not to extend the approval based on:
  1. Caseworker reports.
  2. The certified family's ability to meet the educational, medical, dental and mental health needs of each child.
  3. Each child's needs for nurturing, family inclusion, individual attention and supervision;
  4. The certified family's ability to properly clothe each child, provide appropriate hygiene and support each school age child's educational needs.
- After considering the above, the supervisor determines the appropriateness of requesting another approval.

## C. Extending the Response to an Application Decision beyond 180 Days

**Level of Approval Required: Child Welfare District Manager or designee**

### **Procedure:**

- Request approval from the District Manager or designee when circumstances have occurred preventing completion of assessment activities within 180 days of the receipt of an application to become a certified family.
- District Manager or designee may approve a 30-day extension based on information contained in the request:

1. Completed requests for a 30 day extension include information of the circumstances which prevented the completion of certification assessment and activities not completed as well as a plan to ensure completion within the next 30 days. Circumstances justifying an extension include, but are not limited to the following:
  - a. An influx of assessments which hindered the completion of this assessment
  - b. Illness – include the period of time the certifier is absent from work contributing to the need for additional time
  - c. Information received during the assessment process requiring additional time to assess
  - d. Circumstances beyond the control of the certifier, such as: one or both applicants' unavailability
  - e. Requested additional information was not received in time to complete the assessment
- Supervisory approval is required prior to submitting the request to the District manager or designee.
- A completed Request for Management Approval for Specific Certification Rules is submitted to the Foster Care Program Manager when activities required to issue a two year certificate have not been completed within the approved 30 day extension and additional time is needed.
- Prior to submitting a request to the Foster Care Program Manager document the following information:
  1. Circumstances justifying an extension beyond 30 days which are beyond the control of the certifier.
  2. The certifier's plan to complete the assessment within the requested period of time.



### **Supervisor's Role:**

- Ensure certifiers are managing their time and workload appropriately;
- Ensure certifiers keep you informed in advance when it may not be possible to complete an assessment within 180 days;
- Provide mentorship and coaching when workers need additional support or training;
- Review all management approvals for additional time and assess the appropriateness of the request;

- Review and approve all appropriate requests for Management Approval for Specific Certification Rules prior to submission to the next approval level.
- Submit the request to the Foster Care Coordinator for your local office who will review and seek the approval of the Foster Care Program Manager.

## **D. Applicants who Provide Adult Foster or Adult Day Care**

### **Level of Approval Required: Child Welfare Program Manager or designee**

#### **Procedure:**

- When an applicant is also an adult foster care or adult day care provider there are several steps required prior to certification. Most of the complications for these applicants are due to the administrative rules for conducting criminal records checks on adult foster care or adult day care clients in the home. Assess the need for certification of this specific home prior to proceeding with certification and consult with your Foster Care Coordinator when necessary. These certifications are rare and usually occur when the applicant is a relative to the child needing substitute care.
- The certifier contacts Community Developmental Disability Program (CDDP) Foster Care Certifier/Licenser to request obtaining criminal history for the adult day care or foster care clients in the applicant's home and forwards the CHC form to the adult's CDDP Services Coordinator to fill out and obtain consent for the CHC.
  1. If the adult is their own guardian and is capable and willing to give consent; the CDDP Services Coordinator obtains consent from the adult and proceeds;
    - a. If the adult is their own guardian and declines to give consent, the CDDP Services Coordinator stops the process and the certification process ends;
  2. When an adult has a legal guardian who provides consent the CDDP Services Coordinator follows the described process for securing a criminal history background check;
    - a. If the adult's legal guardian declines to give consent the CDDP Services Coordinator stops the process and the certification process ends;
  3. When an adult is their own guardian but is unable to give consent, and a family member provides consent; the CDDP Services Coordinator follows the described process for securing a criminal history background check;
    - a. If the family member declines to give consent, the CDDP Services Coordinator stops the process and the certification process ends

4. When an adult is their own guardian, is unable to give consent, and does not have a family member or legal guardian from whom consent can be obtained; the adult's CDDP Services Coordinator requests consent from the adult's Individual Service Plan team;
  - a. If the ISP team declines consent the CDDP Services Coordinator stops the process and the certification process ends.
- When an adult resident's background check is approved by Background Check Unit (BCU) the assessment of the applicant continues;
- When BCU does not approve an adult resident's criminal history the child welfare certifier and supervisor will determine whether to pursue local office and administrative exception as outlined in policy I.G.1-4, OAR 413-120-0400 thru 0470.
  1. When a request for exception has been approved:
    - a. A copy of the completed, approved exception will be sent to the CDDP Services Coordinator
    - b. The approved exception will be maintained in the provider's certification record at the Child Welfare local office and at the CDDP
    - c. The CDDP will send a copy of the approved exception to the Developmental Disability Services (DDS) Certification/Licensing Coordinator to be included in the provider's certification record.
    - d. The CDDP will send a copy to the DDS Certification/Licensing Coordinator to be included in the provider's certification record



## **Supervisor Role**

- Provide support and direction to the assigned certifier;
- Actively participate with the Community Developmental Disability Program, ISP teams and DDS Services Coordinator assigned to adults in this home to provide and receive additional information which will contribute to decision making;
- Assist in the assessment of the functioning of adults living in the home;
- Provide the approval to proceed with Management Approval when it is deemed appropriate.

## **E. Certified by Local Office in Another County**

### **Level of Approval Required: Child Welfare Program Manager or designee**

#### **Procedure:**

Approval is required from the local office in which an applicant family resides when the applicant family is certified in another county or local office within a District.

Approval to proceed is required prior to beginning the expedited certification process. Commonly an applicant family is applying for certification for the placement of a relative child or sibling group.

- The certification supervisor from the county having custody of the child, for whom the child specific certification is needed, contacts the local office certification supervisor in the applicant's county of residence to determine local staff ability to conduct an expedited certification within the requested timeframe;
- When completion of an expedited certification is needed before staff in the applicant's county of residence obtain written approval, request verbal approval from the supervisor to proceed with requesting Management approval from the Child Welfare Program Manager or designee.
- Complete the Management Request using CF 0117 form, documenting the justification for the request.
- The Child Welfare Program Manager or designee reviews the request and notifies the worker or certification supervisor of the decision.
- Expedited certification can begin once management approval has been given.



#### **Supervisor Role:**

- Certification supervisors in both the county in which the applicant resides and the county having custody of the children confer and determine how to proceed based on certifier availability.

## **F. Individualized Training Plan Exempting Attendance at Scheduled Foundations Training**

### **Level of Approval: Certification Supervisor**

#### **Procedure:**

- Exceptions to the required Foundations training is rare and almost always granted when the family is a relative of the child coming into care with extensive experience in child rearing or a relative who has provided care to the child prior to Department and court involvement with the family.
- Determine, with the assigned caseworker, the strength of the relationship between the child and relative;
- Meet with the family and assess the ability and desire to work with the Department, the relationship with the child placed in the home, and understanding and willingness to meet the child's needs.
- Consider whether the family previously been responsible to provide primary care of the child and if known, was the care provided appropriate and without concerns.
- Assess the family's history and current functioning with consideration given to:
  1. Having no prior child abuse history;
  2. Being intellectually and socially aware of community caregiving standards;
  3. Motivation and understanding of the specific child's needs and has demonstrated he or she is fully capable of meeting those needs.
- Assess the family's parenting and caretaking skills related to the Foundations curriculum content; does this family already have sufficient mastery of skills covered?
- Prepare and submit to the certification supervisor the request for Management Approval for Specific Certification Rules exempting this child-specific family from taking Foundations training and the proposed training plan.
- Complete the development of an individualized training plan, including subject areas required by administrative rule, when approval has been obtained.



### **Supervisor Role:**

- Determine if there is sufficient information based on the family's skills and prior experience caring for this child to approve the request to exempt the family from taking Foundations training.
- Review the proposed individual training plan; determine if the plan is sufficient to meet the special needs of the child placed in this family's home.

## **G. Approval of Individualized Training Plans for Providers who Hold a Child Specific Certificate and Require Specialized Training in Lieu of Foundations**

These individualized training plans are developed with families holding a child specific certification and having placement of a child with few specialized needs, a consistent relationship, the skills and knowledge to generally parent the child adequately without attending foundations training, and in situations where attending foundations training would cause a hardship for the family.

### **Level of Approval Required: Certification Supervisor**

#### **Procedure:**

- Meet with the supervisor and determine if the case meets the criteria for this type of specialized training plan. If the decision is no, work with the family to schedule attendance at Foundations training.
- If the decision is yes, prepare an individualized training plan for the family. In preparing the individualized plan the certifier can meet with the family to gain additional information on subject matters of importance to the family in terms of caring for the specific child, and can incorporate some of the Foundations classes when they may be appropriate.
- Provide the CF 117 (management approval form), documenting the justification for this plan, along with a copy of the completed training plan developed with the family to the supervisor.



Some relatives may interpret training requirements to mean the Department does not understand, accept or respect the nature of their relationship with this child, feel they know the child well and feel insulted by the requirement to attend classes. Sharing with the family what is known about the unique challenges relatives face when a related child has experienced abuse and neglect can be helpful to the family. The relatives may not have seen some behaviors before or recognized these behaviors as trauma related. Try replacing the word ‘training’ with support and encourage their participation.



### **Supervisor Role:**

- Review individualized training plans for the following:
  1. Does an individualized plan sufficiently address the certified family’s need for support and education?
  2. Is the plan realistic and is the certified family in agreement?
- Encourage creativity when certifiers develop individual training plans.

## **H. Individualized Training for a Foster Parent due to Level of English Proficiency or Receptive Language Impairment**

### **Level of Approval Required: Certification Supervisor**

#### **Procedure:**

- Several resources are available to assist certified families receiving required training are available for non-English speaking certified families and those who are receptive language impaired. For example:
  1. Translated materials
  2. Interpreters and interpretation services
  3. Interpretation equipment
  4. Internet resources

5. Smart phone language translation technology
  6. Local community resources
- For additional information about translation resources, see Section 6 of this Chapter regarding training.
  - Meet with the supervisor to staff the case and determine if the family needs some type of translation or interpretation services to attend training.
  - If translated training is needed, complete the management approval form describing the need for the specialized translation or interpretation services.
  - Provide the CF 117 (management approval form) along with a copy of the completed training plan developed with the family to the supervisor.



### **Supervisor Role:**

- Review all plans; provide feedback and additional resources.
- When training plans do not include a variety of appropriate topics review with the certifier and determine what should be added.
- Approve completed training plans.

## **I. Request for an Alternate Training Program for a Potential Adoptive Resource.**

### **Level of Approval Required: Adoption Program Manager**

#### **Procedure:**

- A family selected to adopt a child in the custody of the Department who has a home study approved by the Department or an Oregon private adoption agency must have completed Foundations training or have approval from the adoption program manager for an alternate training program.
- The Adoption Program accepts certification and training standards for out of state and out of country applicants and does not require Adoption Program Manager approval.



**Supervisor Role:**

- Maintain a current list of Oregon private adoption agencies whose training programs have been approved by the Department Adoption Program Manager.
- Assist the certifier in obtaining adequate training information from private agencies whose training programs do not have prior Department approval.
- Review and assess the private adoption agency's training curriculum material prior to requesting Approval from the Adoption Program Manager.

## **J. 180 Day Provisional Certificate Extension**

### **Level of Approval Required:**

- 30 day approval – District Manager or designee
- More than 30 days – Foster Care Program Manager or designee

### **Procedure:**

- Document detailed information regarding the circumstances preventing the completion of a provisional assessment within 180 days
- Document activities not completed as well as a plan to ensure completion within the next 30 days.
- Complete the Request for Management Approval for Specific Certification Rules and meet with the supervisor to review the request.
- When a request is approved, submit to the Foster Care Program Manager, through your foster care coordinator.



### **Supervisor's Role:**

- Ensure the following:
  1. Certifiers are managing their time and workload appropriately.
  2. Certifiers keep you informed when it may not be possible to complete an assessment within 180 days.

3. Provide mentorship and coaching when a certifier needs additional support or training in completing timely work.
4. Review all requests for additional time and assess the appropriateness of each request.
5. Review requests for Management Approval for Specific Certification Rules and approve each request prior to submission.

## **K. Child Day Care Provider**

When a family currently providing child day care applies to become a certified provider a thorough assessment should be completed to ensure the safety and well-being needs of both the foster children and the children being cared for in daycare. This also applies when a certified family informs the certifier of their intent to apply for a family day care license.

Child Care Division licenses and regulates child care facilities. Child care regulations contain basic health and safety standards for child care facilities and family day care, including the number and ages of children. When a child day care provider also provides child foster care the individual is responsible for including the number of foster children and the number of day care children– that total cannot exceed the number of children they have been licensed to care for by Child Care Division. Child Welfare cannot give permission to waive the child care regulations or approve or deny anyone from providing day care.

### **Level of Approval Required: Child Welfare Program Manager or designee**

#### **Procedure:**

- When a certified day care provider applies to become a relative or regular foster care provider, secure a release of information from the applicant to the Oregon Child Care Division allowing contact for the purpose of learning the history and status of this child care provider relating to safety and wellbeing of children;
- Consider child specific applicant's relationship to the child or children for whom they are seek certification;
- Assess the applicant's or certified family's skills and abilities, along with the specific needs of the child or children being considered for placement, or currently placed in the home.
- Does the applicant currently provide child care for the child entering foster care?
- Consider the potential number and ages of children in the home when an applicant or certified family plans to provide both foster and day care.

- Assess the applicant's or certified family's plan for supervision of the children in the home.
- Consider the known behavioral or medical issues of the child or children placed in the home or those being considered for placement.
- Consider any prior child safety concerns, assessments or other caregiving concerns during the period of time the family has been certified.
- Complete assessment of information gathered and, based on the assessment, determine if the applicant or certified family is able to meet the needs of both foster and children in the home receiving child care.
- Maintain contact with the Child Care Division for updates, including concerns and total number of children in the home.
- Meet with the certification supervisor, review the assessment and recommendation.



### **Supervisor Role:**

- Determine if the assessment and recommendation to approve this individual providing both day care and foster care is thorough and the certifier sought input from caseworkers and other appropriate parties.
- Approve or deny the request, and if approved, submit to the Child Welfare Program Manager for approval.
- Direct the certifier to monitor this home closely.
- Ensure the certifier maintains contact with the Child Care Division and reciprocal sharing of concerns or changes in the certified family's home;
- Ensure the certifier has informed the certified family report any changes in circumstances or plans to increase or decrease the number of children in day care.
- Exercise caution when additional children will place this home over capacity.

## **L. Relative caregiver 18 thru 20 years of age**

When a relative applicant is 18 to 20 years in age, approval must be granted prior to issuing a 180 day Child Specific Certificate of Approval and placing children in the home.

### **Level of approval required: Child Welfare Program Manager or designee**

#### **Procedure:**

- Conduct criminal history and a child abuse background check.
- Conduct a preliminary assessment by considering the following:
  - a. Relationship with the child or sibling group being considered for placement
  - b. The individual's regular contact with the child or children
  - c. History of unsupervised and overnight visits
  - d. Level of commitment to the child or children
  - e. Willingness to proceed with a home study and work cooperatively with the Department
  - f. Established ability to exercise sound judgment and demonstrate responsible, stable, emotionally mature behavior
  - g. Possess the ability to manage his or her home and personal life
  - h. Sufficient maturity to provide appropriate structure, supervision, safe environment, willing and able to support the child's educational, medical, mental health needs and work cooperatively with the department
  - i. The ability to meet any special medical, mental health, educational needs of the child or children
  - j. The difference in age and maturity between the relative and the child or children
- Determine, based on this preliminary assessment, if the individual appears to possess the qualities necessary to provide care for the children being considered for placement.
- Staff with assigned supervisor and together assess the individual's abilities.
- When supervisor approval has been given complete the Management Approval for Specific Certification Rules, submit to supervisor for signature, and, at the supervisor's request, route to the Child Welfare Program Manager or designee for approval.



## **Supervisor Role**

- Assess the information provided and the basis for the certifier's recommendation;
- Determine if the information provided is sufficient to make an informed decision.
- Determine if the request should be submitted to the Child Welfare Program Manager.
- Identify the level of certification supervision and support the relative will need to be successful and whether this is it a realistic plan.
- Regularly staff the relative caregiver with the assigned certifier to be alert to any issues.

## **M. Placement from Other Agencies or Sources**

Certified families are required to notify their assigned certifier any time another agency has contacted them for the purpose of placing a child in their certified home.

### **Level of Approval Required: Child Welfare Program Manager or designee**

#### **Procedure:**

- When an inter-division agreement is in place, follow the procedures of the inter-division agreement.
- When such an agreement has not been negotiated, notify the agency or program requesting placement that placement must not occur prior to Child Welfare Program Manager's approval.
- Contact the agency or source and learn the basis upon which this request is being made. Some of the more common reasons, though not limited to those below, may be:
  1. The child was previously placed with the certified family and the relationship maintained;
  2. The certified family is committed to the wellbeing of the youth;
  3. The child is related to the certified family;
  4. The child has siblings placed in the certified family's home;
- Determine if there will be a supervision plan in place documenting agency responsibilities, supervision and payment.

- Determine the current functioning and service needs of the child in relationship to the certified family's skills to meet those needs.
- Assess the certified family's motivation and interest in having the child placed in the home.
- Determine if the child is likely to pose a risk to any child currently placed in the certified home.
- Is the certified family optimistic and do the family members believe the child's transition into their home will be positive?
- Assess the functioning of children currently placed in the home; consult with caseworkers who have children placed in the home and together determine how this child is likely to fit considering current dynamics in the certified home.
- At the conclusion of this assessment review the placement request with the certification supervisor and together determine if there is sufficient information and justification to request approval.
- When the certification supervisor approves this placement, complete a Management Approval for Specific Certification Rules providing detailed information supporting this placement and submit the completed request to the certification supervisor for signature.
- Submit request to the Child Welfare Program Manager or designee; notify the private agency and the certified family when a decision has been made.



### **Supervisor Role:**

- Assess the thoroughness of the certifier's assessment and resulting recommendation.
- Direct the certifier to secure additional information prior to supervisory approval when needed to make an informed decision.
- Sign and process the management request when in support of the plan.
- Submit to the Child Welfare Program Manager when appropriate.



## Forms:

- CF34 Report of Certified Caregiver Training for Credit  
<https://apps.state.or.us/Forms/Served/ce0034.pdf>
- CF 0117 Management Approval for Specific Certification Rules  
<http://dhsforms.hr.state.or.us/Forms/Served/CE0117.pdf>
- CF 0994 Supervision Plan  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE0994.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE0994.doc)
- CF 172 Personal Care Services Assessment  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE0172PCSA.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE0172PCSA.doc)
- CF 172 Personal Care Services Plan  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE0172PCSP.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE0172PCSP.doc)
- DHS 1011D Criminal History Exception Request  
<http://dhsforms.hr.state.or.us/Forms/Served/DE1011D.pdf>
- FD 258 Fingerprint Card
- CF 1011F Consent for Criminal Records and Fingerprint Check

## Child Welfare Policy:

- I-A.5.2 Contested Case Hearings  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-a52.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-a52.pdf)
- II.B.1 Standards for Certification of Foster Parents and Relative Caregivers and Approval of Potential Adoptive Resources  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_2/ii-b1.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_2/ii-b1.pdf)
- II.B.1.1 Responsibilities for Certification and Supervision of Foster parents, Resources Relative Caregivers and Approval of Potential Adoptive  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_2/ii-b11.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_2/ii-b11.pdf)
- I-B.1.6, CANS Screening and Enhanced Supervision  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b16.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b16.pdf)

- I-E.5.1.2 Personal Care Services  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-e512.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e512.pdf)
- I-G.1.3 Adoption Applications, Adoption Home Studies, and Standards for Adoption  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g13.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g13.pdf)
- I-G.1.4 Criminal Background Check Requirements for Relative Caregivers, Foster parents, Adoptive Parents, and other Persons in Household  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g14.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g14.pdf)