

## 5. Managing Certified Homes

The department is responsible for managing substitute care resources. These responsibilities include:

- Ongoing assessment of each certified family to ensure the home and the substitute caregivers are in compliance with certification standards and are providing safe and protective care;
- Support for continued professional development through ongoing training;
- Support for individual families who need additional support in their role as substitute caregivers;
- Providing information and guidance to certified families regarding their role and responsibilities for the child placed in their home, and their rights as a certified family.

### A. Contact Requirements

#### Procedure

- The certifier must conduct a home visit with the certified family at the following points in time:
  1. At least once every 180 days to support the relationship with the certified family, confirm a safe environment is provided, and assure compliance with certification standards.
    - a. The visit occurs whether or not a child is placed in the home at the time.
    - b. Document in the certification file the certified family's compliance with certification standards and confirmation that conditions in the home appear to provide for the safety, health and well-being for the children in the home.
  2. At least once every 90 days whenever an expedited certificate of approval is effective.
  3. At least once every 90 days whenever a certified family has been approved to exceed the maximum number of children in a home.
    - a. The visit occurs to ensure the certified family continues to demonstrate the skill and ability to provide safe and protective care for every child placed in the home.

- b. The visit occurs whether or not the number of children in the home exceeds maximum capacity at the 90 day point in time. In other words, contact is required because of approval, not because of the number of children in the home at the time.
    - c. The 90 day contact requirement ends when the approval to exceed maximum capacity is rescinded.
  4. When assessing a certified family for re-certification
  5. When the composition of the certified family's household changes.
    - a. If the change is due to an addition to the household, not including children placed by DHS or another agency, the certification worker has contact with the new member of the household. When determining whether contact is a home visit consider the age of the new person of the household. For example, if the new member of the household is the result of a birth, it is not necessary to have contact with the new baby.
    - b. When a new adult has moved into the household, interview the new adult in the home to gain information such as where he or she previously lived, anticipated length of stay in the home, experience and ideology regarding children, role in the certified family, and understanding of the role of a certified family within the child welfare system. Obtain authorization to conduct the criminal history and child abuse and neglect history background checks.
    - c. When making contact with the family, assess the ability of the certified family to maintain conditions that provide for the safety, health and well being for children with the new addition to the household.
  6. At the completion of an assessment of child abuse or neglect when it has been determined that a Placement Support Plan is necessary for the certified family to maintain conditions that provide safety and well-being in the home. (Refer to Section 7 of this chapter, Report of Child Abuse or Neglect in a Certified Home).
  7. Subsequent to the completion of a home visit, document in the Department's information system, provider notes, the notes regarding the visit and the certified family's compliance with certification standards and confirmation that conditions in the home appear to provide for the safety, health and well-being for the children in the home.
- The certifier must have contact with a certified family:
  1. When developing a Placement Support Plan (refer to Section 5, D, Placement Support Plans);
  2. At least every 90 days when a Placement Support Plan is in place; and
  3. When concerns raised by one or more caseworkers indicate additional support may be needed in the home.

- Certifier contact with a certified family is advised:
  1. Whenever necessary to support the family in the difficult task of caring for a child or young adult placed in the home.
  2. Whenever a change occurs at the certified family's home that could impact the safety of the environment or the health or wellbeing of the children in the home. This includes, but is not limited to situations such as, remodeling of the home, addition of a pool, or more serious circumstances such as the home experiencing a natural disaster such as an earthquake or flood, or the home sustaining damage due to a fire.
  3. During the assessment of a report of child abuse or neglect (refer to Section 7 of this chapter, Report of Child Abuse or Neglect in a Certified Home, to describe the parameters of support available through the certifier during a CPS assessment).
- A certifier may also have an occasional unscheduled home visit with the certified family to confirm the safety of the environment in the home. When considering an unscheduled home visit, consider the family's and children's schedules.

## **B. Ongoing Assessment and Confirmation of the Safety of the Environment**

### **Procedure:**

- Use every contact with a certified family as an opportunity for ongoing assessment of the family's ability to provide the conditions in the home that support the ongoing safety, health and well being of children placed in the home, including:
  1. The certified family's adjustment to the children and the adjustment of the children placed in the home;
  2. The amount of care and supervision required for each child in the home;
  3. The physical, emotional, and cognitive skills required for each child in the home;
  4. The certified family's contacts and connection with others in the community;
  5. The certified family's understanding of the child's vulnerability;
  6. The certified family's working relationship with the department;
  7. The certified family's follow through on their ongoing training plan.
  8. When the certified family is a relative, how the other extended family members are understanding the family's role in protecting the child;
  9. Whether the children placed in the home match the preferences and skills of the certified family;

10. The relationships between the certified family (both the adults and the children) and the children placed in the home; and
  11. The level of stress the responsibility of substitute care giving adds to the home.
  12. The certified family's capacity to increase caregiving skills and abilities over time.
  13. When there were final desk guide ratings of 3, 4, or 5 in the initial or update home study (ies), assess whether the factors that lead or didn't lead to a lower mitigation score are still true and consider whether current functioning is impacted.
  14. The certified family's ability and willingness to provide the level of supervision required in a supervision plan, particularly when the child receives a Level of Care payment and therefore must have a supervision plan in place.
  15. The certified family's ability and willingness to provide the Personal Care services needed when a personal care services plan is in place for a child or children in the home.
  16. The certified family's ability to use positive forms of discipline and behavior management that are in compliance with the certification standards listed in OAR413-200-0358(1-5).
- If one or more of the conditions in the home do not support ongoing safety, health and well being of children placed in the home, work with the certified family to identify and implement strategies and resources to improve the conditions in the home.
    1. Share ideas and strategies that have worked with other certified families.
    2. Help the family understand changes that may need to be made in family schedules, routines, parenting or discipline techniques, understanding a child's behavior, etc.
    3. Connect with a child's caseworker if there are challenges with a particular child in the home.
    4. Encourage additional training or resources on a particular topic. Review upcoming training sessions in the local branch or other branches within traveling distance.
    5. Check on resources available through the lending libraries.
    6. Check on training modules available through Foster Parent College.
    7. Encourage attendance at foster parent or relative caregiver support groups.
    8. Encourage the certified family to take some time for themselves, even if it's an evening away from the responsibilities of care giving.

- Document the contact, your assessment and any actions taken including but not limited to support provided to the certified family, training offered, placement changes, or certification actions in the Department's information system as a provider note.
- Schedule a home visit every 180 days.
  1. In your conversations with the certified family, assess the conditions that support ongoing safety, health and well being of children placed in the home.
  2. Contact caseworkers of the children who have been placed in the home during the past six months for input on the care the certified family has provided to the children. Be sure to assess any areas of the certified family's care giving which were raised as a concern.
  3. Review the Safety Assessment of the physical environment and walk through the entire home. Confirm continued compliance with certification standards. Observe and assess the safety of all the children placed in the home.
  4. Review the certified family's follow through on the training plan. Support and reinforce ongoing training and professional development.
  5. Seek input from the certified family on additional supports or resources that would be helpful in their work as caregivers. Encourage involvement with other certified families.
  6. Work with the certified family to identify and implement strategies or resources to improve the conditions in the home when appropriate.
- Schedule a home visit every 90 days when management has approved the certified family to exceed maximum capacity.
  1. In your conversations with the certified family, assess the conditions that support ongoing safety, health and well being of children placed in the home.
  2. Consider contacting the caseworkers of the children who have been placed in the home during the past three months for input on the care the certified family has provided to the children. Be sure to assess any areas of the home or environment or the certified family's care giving practices which were raised as a concern.
  3. Seek input from the certified family on additional support or resources that would be helpful in their work as caregivers.
  4. Assess compliance with certification standards and the safety, health and well being of all children placed in the home.
  5. Document the assessment and any actions taken as a provider note in the Department's information system.

- When a caseworker or a screener reports a concern regarding the conditions in the home (a concern that is not a safety threat to a child).
  1. In your contact with the caseworker, gather specific information regarding the caseworker's concerns.
  2. Review the certification file and the Department information provider notes to assess if this is a reoccurring concern and whether previous strategies have been implemented, have been successful and if the family has followed through.
  3. Visit the certified family when necessary or appropriate, to assess the conditions in the home.
  4. Determine whether additional supports or resources are needed to maintain conditions that provide safety, health and well being in the home.
  5. Work with the certified family to identify and implement strategies or resources to improve the conditions in the home when appropriate.
  6. Inform the caseworker of any actions taken.
  7. Document the contacts with the caseworker, the family, and any actions taken in provider notes in the Department's information system. .
- **Unscheduled Visits**
  1. There may be times when you are in a neighborhood, or, for other reasons, you may want to visit the family at a time that has not been previously scheduled with the certified family.
  2. When making an unscheduled visit, respectfully acknowledge your interruption of the certified family's schedule and routine, be specific on the reason for your visit, and ask if you can take a bit of the certified family's time for the visit.
  3. Following the visit, document the contact and any observations or actions taken in the Department's information system as a provider note.
- **Assessment of new members of the household**
  1. Ensure completion of criminal background checks and child welfare checks for new adult members of the home. When history is found, the certifier conducts an assessment of the history as described in the Assessment section of this chapter. If appropriate and after the assessment is complete, the certifier requests the required management approvals for the background history.
  2. Consider whether there is reason to request a juvenile back ground check when the new member of the household is a minor.
  3. Assess the current functioning of the new member of the household via interviews with the new adult and the providers

4. Assess whether the provider can ensure that the new member of the household meets certification standards listed in OAR413-200-0308(3)(i)(A-D).
  5. Update the SAFE Home Study to include the assessment of the new member of the household.
- Assessment of visitors to the household
    1. When the providers have guests staying in the home for a short period of time, no background checks are required or authorized.
    2. Ask the provider how long the visitors will be staying, what the sleeping arrangements will be, and whether the visitors will be providing any babysitting or respite care. Complete the required background checks for respite care providers if the visitors will be providing respite care.
    3. When the visitors are staying for more than a few weeks or stay beyond the planned amount of time, consider them as additional members of the home and follow the procedure for assessing new members of the household. Examples might include but not be limited to:
      - a. A college student coming home for the summer; or
      - b. A friend or family member staying beyond a few weeks while looking for housing.
    4. When the providers have family or friends who frequently visit the home, no background checks are required or authorized. If the frequent visitors are staying the night on occasion, ask about sleeping arrangements and whether the visitors will be providing any care to the children in the home.
    5. It is the responsibility of the foster care providers to ensure that all visitors to the home are safe and appropriate persons to be around foster children. When the provider's ability to exercise sound judgment in this area comes into question:
      - a. Consult with your supervisor.
      - b. Consider convening a Foster Home Review Committee to discuss concerns and form a plan to ensure the safety of the children placed in the home, which may include removal of the children in extreme situations.
      - c. Consider consulting with the Foster Care Coordinator.



## The Supervisor's Role

- Ensure the certifier is conducting the required contacts, ongoing assessment of the safety of the environment, assessment of the safety, health and well being of the children, and completing required documentation.
- Staff cases with the certifier during regular supervision and when concerns arise.

- Advise the certifier on actions and resources for a certified family that needs support.



## References and Forms

### OAR

- Child Welfare Policy II-B.1.1 Department Responsibilities for Certification and Supervision of Foster Parents, Relative Caregivers, , and Approval of Potential Adoptive Resources  
[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)
- Child Welfare Policy I-B.2.2.3 Assessment of Abuse Allegations in Family Foster Care, Family Group Homes, and Family Shelter Homes  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b223.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b223.pdf)

### Forms

- CF 1267 Placement Support Plan  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE1267.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE1267.doc)

## C. Respite Providers and Babysitters

### Overview

The Department supports foster parents' use of respite care and babysitters. Respite care is a formal planned arrangement to relieve a certified family's responsibilities by an individual temporarily assuming responsibility for the care and supervision of the child or young adult and can range anywhere from part of a day up to 14 days. Respite care can never last more than 14 days. Babysitting is the provision of temporary, occasional care for a child or young adult that is never no longer than 10 consecutive hours and never overnight. If the temporary care is longer than the 10 consecutive hours, is overnight, or is shorter but is a planned formal arrangement, it falls under the definition of respite care. The importance in this distinction lies in the difference in the level of assessment required by the Department for each of these types of care.

## Procedure for Assessing Potential Respite Care Providers

- When the foster family intends to use an individual known to them for the purpose of respite care, the assessment of potential respite care provider is the responsibility of both the foster family and their certifier. The foster parent must assure that respite providers have the ability to meet the needs of the children they will be caring for. The certifier must conduct background checks and assess information from those checks.
  1. Check for criminal history using the signed consent for background check (1011F). Fingerprint results must be obtained if:
    - a. The individual has ever been arrested, charged, or convicted of a crime.
    - b. The individual has lived outside of Oregon in the previous 5 years.
  2. Check for child welfare history, including checking other states in which the individual has lived in the previous 5 years. The Background Check Unit will initiate these requests upon receiving the 1011F and fingerprint cards.
  3. Assess any criminal history or child welfare history and determine whether to seek management approval for the individual to provide respite care.
  4. If criminal or child welfare history is found, the certifier, in consultation with the certification supervisor, determines whether to continue the assessment or deny the request to use the individual for respite care.
  5. If the decision is made to continue the assessment of the individual, interview the potential respite care provider to assess the criminal or child welfare history and follow the procedures outlined in Section 3, subsection C, subsections 8 – 10 of this chapter.
- When the foster family intends to use an individual who is a certified foster parent for the purpose of respite care, the certifier for the foster family who intends to provide the respite care is responsible for the assessment.
  1. Determine whether the foster parent who is going to provide respite has the skills to meet the children's needs
  2. Determine whether providing respite care to additional children would impact the foster parent's ability to provide for the safety, health, and well-being of the children already placed in his/her home.
- When the foster family intends to use a licensed, registered, or approved childcare center, no assessment is required by the certifier. However, ensure that the caseworker is aware of the plan and supports the plan.

- The assessment of potential babysitters is the responsibility of the foster parent. The foster parent must be reasonably sure that persons he/she chooses for babysitting do not have any child welfare or criminal history or any other behavior or circumstance that would pose a risk to the safety, health, or well being of the child/children being babysat.
- When it becomes known to the certifier that a potential or current babysitter for a foster parent may have some child welfare or criminal history or some other behavior/circumstance that could pose a risk to the safety, health, and well-being of the child/children being babysat, the certifier has the discretion to require a background check be completed by the Department prior to further use of the babysitter. When unsure of what circumstances under which to exercise this discretion, consult with the certification supervisor who may also decide to consult with the Foster Care Coordinator.
- When alternative care is going to be used in a foster home in which the only access to a working telephone is the foster parent's cell phone, the certifier ensures that there is a plan for the alternative care provider to have access to a working telephone while providing respite care or babysitting.

## **D. Placement Support Plans**

Placement support plans are designed as a process for child welfare to partner with a certified family in maintaining conditions that provide safety, health, and well being for children placed in the home by the department. A placement support plan is developed when a certifier becomes aware that a certified family needs additional training or instruction to improve their care giving practices or the certified family is not in compliance with certification standards and the non-compliance does not compromise child safety.

### **Procedure**

- When the certifier learns that a certified family needs additional support, either through routine contact with the certified family during visits, during training or support groups, when the certified family is transporting a child to a family visit, or other contact with the certified family, consult with the certification supervisor regarding the certified family's circumstances and need for support to develop ideas to support the certified family.
- Gather additional information from the certified family, from children placed in the home (when appropriate), from caseworkers of children placed in the home, and from other collateral contacts that may have information regarding the conditions in the home or the care provided for the children placed in the home.

- Contact the certified family and arrange a meeting to talk about the circumstances existing or occurring in the home and the need for additional support or services for the certified family.
- Work with the certified family and others to identify actions and/or services that will assist the certified family in skill development, caretaking ability, and/or compliance with certification standards or other administrative rules.
- Work collaboratively with the certified family either in person or phone conversation to plan the services or activities in which the certified family will participate and what the department will do to support the certified family.
- Develop the written placement support plan that specifies:
  1. The actions or services in which the certified family will participate;
  2. Any actions or services the department will provide to support the family in maintaining conditions that provide safety and well being for children placed in the home;
  3. The agreement that the certified family will participate in the actions or services;
  4. An agreement that the placement support plan will be reviewed within 90 days; and
  5. An anticipated end date for the placement support plan.
- Obtain the supervisor's approval of the placement support plan.
- Provide a copy of the placement support plan to the certified family, file a copy the Department's information system, file cabinet, and document a summary of the placement support plan as a provider note.
- Send an email notice to caseworkers of each child placed in the home of the placement support plan in the certified family's home.
- Maintain regular contact with the certified family to monitor effectiveness of the placement support plan and ensure the actions and activities outlined in the placement support plan are achieving the desired result.
- Review the placement support plan on the designated review date. Ensure that the certified family can meet the needs of the children placed in the home and is in compliance with certification standards before ending the placement support plan.
- When the placement support plan has ended, document the end of the placement support plan in the Department's information system provider notes and notify the caseworkers of each child placed in the home that the placement support plan has ended.



## The Supervisor's Role

- Consult with the certifier in the preparation of the Placement Support Plan.
- Review and approve the Placement Support Plan.



## References and Form

### OAR

Child Welfare Policy II-B.1.1 Department Responsibilities for Certification and Supervision of Foster Parents, Relative Caregivers, , and Approval of Potential Adoptive Resources  
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## E. Sharing Information

### About a child

- Department staff must notify the certified family of information about a child to manage child safety, to keep the members of the certified family safe, and to provide services to the child.
  1. Child placement information is given to the certified family by the child's caseworker on the "Child Placement Information For Foster Care and Residential Placements" form CF6713 for, DHS child welfare placement information. This is accessed through the Department's information systems in Create Case Work > Placement Services > Child Placement information.
  2. The caseworker can also share information from evaluations completed on the child. This may include evaluations such as:
    - a. Psychological evaluation,
    - b. Mental health evaluation
    - c. Educational testing results, IEPs or 504 plans, and
    - d. Written reports from other professionals.

3. The child's family may also wish to share information regarding the child.

## A Child's Social Security Number

- If requested, a certified family may have a child's social security number.



## About a Certified Family

- A certifier can disclose a foster parent's name, address, and phone number to the Oregon Foster Parent Association.
- A certifier can disclose foster parent identifying information to a law enforcement agency for the purpose of a criminal investigation.
- A certifier can disclose information about a foster parent when ordered by a court of competent jurisdiction.
- Other disclosures regarding a certified family's information cannot be disclosed without the certified family's permission or by court order.
- A certified family is given a copy of their SAFE home study and their SAFE Home Study Update. They can also have Medical Reports, and other documents they have completed and submitted to the department. The SAFE home study specifically states the sole purpose of the home study is for the assessment of the family for the purposes of certification to provide foster care in the State of Oregon.
- A certified individual can have a copy of the Medical Report B (CF 1257B) or Mental Health Information (CF 1258), because this information is related to an individual's right to his or her own medical information under HIPAA unless information must be withheld from the individual if the information could cause harm to the individual or someone else.
- A certifier cannot disclose any other third party information in the family's certification file to the certified family.

Each year, about tax time, certified families inquire whether or not foster children can be claimed on their personal income tax returns. Advise the certified family the department does not provide tax advice on income tax laws. You may also refer them to the IRS website at <http://www.irs.gov/> or the national foster parent association which often provides reference materials.

## **F. When a Certified Family Moves**

From time to time, certified families move to a new residence. Certification of a family is tied both to their family assessment, as well as to their physical residence. When a foster family moves to a new residence, the certifier completes the following actions.

### **When a certified family moves to a new home in the same county.**

#### **Procedure**

In each situation where a certified family moves, it is required to change the family's address in the Department's information system. Each time the certified family's address is changed the certificate of approval is closed and a pending certificate is created. A new address is created through the, Provider Work option and going to the Maintenance drop down to create physical address. When this screen appears, it is also possible to change the designated branch. Only change the designated when the certified family moves to the service area of a different local office. For more information about changing or maintaining an address or changing the designated branch – refer to OR-Kids online.

When the certified family moves to another residence in the State of Oregon, the Certificate of Approval automatically terminates. The department may issue a new Certificate of Approval for the new residence after the activities described in this section have been completed.

- The certifier must:
  1. Provide the certified family a CF 1001 form, Application for Renewal or Change of Status.
  2. Communicate the move to all caseworkers involved in case planning for children in the home.
  3. Complete a home visit and Safety Assessment within 14 days of the certified family's move, prior to recommending a Certificate of Approval for the family to the supervisor.
  4. Document in the department's information system, as a provider note, the circumstances of the family's relocation.
    - a. Issue a new certificate once all certification items have been completed.
  5. Transfer the certification file to applicable child welfare branch according to District procedure, when there are multiple branches within a District.



## **Role of Supervisor**

- Review the certification file to confirm all steps of certification have been completed.
- Contact the supervisor of the certification unit of applicable child welfare office, if the file will be transferred.
- Issue a new certificate with new address, once certification is complete.

## **When a certified family moves to a new home in another county**

### **Procedure**

When the certified family moves to a residence in another county in the State of Oregon, the Certificate of Approval automatically terminates. The department may issue a new Certificate of Approval for the new residence after the activities described in this section have been completed.

- After a certification file has been transferred to the receiving county, the sending certifier must:
  1. Communicate the move to all caseworkers involved in case planning for children in the home.
  2. Notify the local office responsible for certification in the area where the family has (or is) relocated.
  3. Arrange with the new local office the logistics of completing the requirements to certify the family. When the receiving office is going to complete the actions required in 6, after the transfer of provider record to the receiving local office, the sending office makes the appropriate assignment and designated branch changes in the department's information system.
- The receiving certifier must:
  1. Provide the certified family a CF 1001 form, Foster Home Certificate Renewal or Change of Status Request;
  2. Complete a home visit and Safety Assessment within 14 days of the move, and assess the home to ensure it provides an environment that provides safety and well being for a child in the home, prior to recommending a Certificate of Approval for the family to the supervisor.
  3. Document in Department's information system the circumstances of the family's relocation in provider notes.

4. When the sending office (the area from which the family is moving) accepts the responsibility to complete the actions required in 6. the home provider record is not transferred until the required actions are complete.
5. The receiving child welfare office issues a new certificate once certification is completed.



## **Role of the Supervisor**

- The issuing Child Welfare office's certification supervisor must notify the certification supervisor in the Child Welfare office in the county to which the certified family is moving of a family's move.
- Note: The certification file and ongoing Department responsibilities are transferred to the Child Welfare office in the county to which the certified family is moving, unless the district manager or designee in the county to which the certified family is moving has approved department certification responsibilities remaining in the Child Welfare office in the county from which the certified family is moving.
- Notify the certification supervisor in the receiving county to discuss the certification transfer.
- Review certification file, before transfer, to ensure file contains all necessary certification documents.

## **When a certified family moves out of state**

### **Procedure**

- When a certified family wishes to move out of the State of Oregon with a child in the department's custody, refer to Child Welfare Policy I-B.3.4.2, "Interstate Compact on the Placement of Children," OAR 413-040-0200 to 413-040-0330, and to Chapter IV, Section 13, Placement in another state.
  1. The caseworker and certifier must work together to:
    - a. Assess whether or not it is in the best interest of the child or young adult to move out of state with the certified family.
    - b. Inform the court of the plan for the child or young adult to move out of state.
  2. The certifier:

- a. Reviews the certified family's certification to determine whether or not there are exceptions for criminal history records or management approval for any founded child abuse history, which could prevent the certified family being certified in another state. If so, contact central office ICPC staff or a Foster Care Coordinator and request additional information on whether or not the state to which the certified family will be moving has administrative rules that would prevent the family from being certified.
  - b. Notify the certified family regarding foster care reimbursement. Certified families who receive department approval to move out of state with a child in their home, may continue to receive foster care reimbursement for that child for up to 180 days or until licensed or certified in the receiving state, whichever is earlier per child welfare policy, I-E.5.1, Maintenance and Treatment Payments. In addition, if a family is receiving a level of care payment, the caseworker will need to work with the department for the annual CANS screening that determines the level of care payment. The annual CANS screening can be completed by phone.
  - c. Notify the family their reimbursement rate will continue to be based on Oregon's rates.
- Note: Personal Care Services do not transfer to another state. The caseworker and the family will need to work with that state's Medicaid providers to determine how personal care services are offered in that state.



## **Role of the Supervisor**

- Ensure the certification file contains all necessary ICPC approvals and applicable paperwork.

### **When a certified family moves out of state with a child in DHS custody with developmental disabilities child whose placement is paid through Seniors and People with Disabilities.**

- The Developmental Disabilities (SPD) program does not have an ICPC process. The best way to ensure a smooth transition is to have child welfare take responsibility for the family's certification, as soon as approval has been given for the certified family to move out to another state.

- Notify the certified family they will have to enroll the child in the receiving state's Developmental Disabilities program, as soon as possible after moving to the other state. The certified family will need to explore whether they need to become certified by the receiving state's Developmental Disabilities Program or through the state's Foster Care Program, as this differs from state to state.
- Contact central office ICPC staff or a Foster Care Coordinator and request additional information on administrative rules and the most appropriate program for the certified family in the state to which the certified family is moving.

### **When a certified family moves out of state with a young adult, ages 18 through 20.**

- The caseworker and the certifier:
  1. Work with ICPC to determine whether or not the receiving state's child welfare program provides services to a child 18 years or older. Some states will issue a foster home license or certificate, but will not offer services such as face to face contacts or 90 day reports.
  2. Report this information to the court, to assist in determining whether or not it is in the child's best interest to move to another state.



### **Legal References**

#### **OAR**

- Division 14, Privacy of Protected Information, including Uses and Disclosures of Client or Participant Information, Client Privacy Rights, and Minimum Necessary Standards  
[http://arcweb.sos.state.or.us/rules/OARS\\_400/OAR\\_410/410\\_014.html](http://arcweb.sos.state.or.us/rules/OARS_400/OAR_410/410_014.html)
- DHS Privacy Policies and Procedures  
<http://www.dhs.state.or.us/policy/admin/privacylist.htm>
- I-B.3.4.2 Interstate Compact on the Placement of Children  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b342.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b342.pdf)
- I-E.5.1 Maintenance and Treatment Payments  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-e51.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e51.pdf)

- II-B.1 Certification Standards for Foster Parents, Relative Caregivers, and 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)

## Forms

- CF 117 Request for Management Approval of Specific Rules  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE0117.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE0117.doc)
- CF 100A Interstate Compact Placement Request  
<http://dhsforms.hr.state.or.us/Forms/Served/CE0100A.pdf>
- CF 100B Report on Child's Placement Status  
<http://dhsforms.hr.state.or.us/Forms/Served/CE0100B.pdf>
- CF 1044 Interstate Compact Financial/Medical Plan  
<http://dhsforms.hr.state.or.us/Forms/Served/CE1044.pdf>
- CF 93 ICPC Foster Care Statement (California placement only)

## G. When a Certified Family Divorces

A certified family who goes through the process of divorce cannot continue to have both adults certified for the care of the same child, unless they continue to live in the same residence.

### Procedure

When one parent leaves the home, the certified family will need to make a decision about which of the certified adults will continue to be the certified provider for the child.

- The certifier:
  1. Asks the adult who will continue to be certified to complete a Application for Renewal or Change of Status (CF 1001). Updates the provider record in the department's information system to reflect the new composition of the household, including deactivating the certified person who will no longer be on the Certificate of Approval.
  2. Reassess the individual's household and assess the individual's capacity to provide safe and protective care in a safe environment.
  3. Informs each child's caseworker of the divorce and the conclusions of the assessment in order that the caseworker can determine if continued contact with the previously certified divorced parent is in the best interest of the child.
  4. Updates the home study or completes an addendum to the current study.

5. If all certification standards can be met, recommends a new Certificate of Approval to the person who will continue to provide care to the child.
6. Closes the current certification of the two provider family and creates a new certification and Certificate of Approval.



## Role of the Supervisor

- Review the certification information to ensure completion of the updated certification process.
- Approve the new certification.



## Legal References

### OAR

- Child Welfare Policy II-B.1 Standards for Certification of Foster Parents, 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)
- Child Welfare Policy, II-B.1.1 Responsibilities for Certification and Supervision of Foster Parents, Relative Caregivers, and Approval of Potential Adoptive Resources  
[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)



## Forms

- CF 1255 Applicant Reference  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE1255.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE1255.doc)
- CF 1291 Family Financial Report  
[http://dhsresources.hr.state.or.us/WORD\\_DOCS/CE1291.doc](http://dhsresources.hr.state.or.us/WORD_DOCS/CE1291.doc)

## **H. Risk Management Claims**

The State of Oregon provides property and liability insurance for foster children through Risk Management Division. Claims should be made as soon after the loss or incident as possible, but generally must be made within 90 days of the incident. Payments do not exceed actual cash value for property losses or 'economic' losses for injury. Many factors determine payment reimbursement limits, such as the damage or injury being intentional or unintentional,. A certified family's own medical or disability insurance pays first for the injury claims. Risk management generally pays first for property claims. More information can be obtained from calling 503-373-7475 and from the foster parent orientation booklet.

### **Procedure**

#### **Role of the Certifier**

- The certifier:
  1. Educates and informs certified families of the risk management procedure during the certification process.
  2. Ensures risk management forms are available to certified families.
  3. Ensures the child's caseworker is aware of the claim and process to ensure completion in a timely manner, when a family calls a certifier about a possible risk management claim,
  4. Promptly shares information in order for the claim to be processed within the reimbursement time frames when risk management calls the certifier to verify claim information.
  5. Staffs the case with the supervisor and risk management, if there are concerns about fraudulent claims.

#### **Role of the Caseworker**

- The caseworker:
  1. Makes the risk management form, CF 3, available to the certified family upon request.
  2. Explains the process of risk management claims to the certified family.
  3. Notifies the certified family's certifier of potential of a risk management claim.
  4. Promptly shares information in order for the claim to be processed within the reimbursement time frames when risk management calls the caseworker to verify claim information.

5. Staffs the case with the supervisor and risk management, if there are concerns about fraudulent claims.



## Legal References

### OAR

- Child Welfare Policy III – A.2.2 Tort and Foster Parent Liability  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_3/iii-a22.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_3/iii-a22.pdf)

### ORS

- 30.297 and 30.298  
<http://www.leg.state.or.us/ors/030.html>



## Forms

- CF 3 Foster Parents/Relative Caregivers Notice of Claim  
<http://dhsforms.hr.state.or.us/Forms/Served/CS0003.pdf>