

Nancy K Keeling

**Authorized Signature**

**Number:** CW\_AR\_08\_002

**Issue Date:** 08/01/2008

**Topic:** Foster Care

**Due Date:** 09/01/2008

**Subject:** Foster Parent Orientation

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Action Required:**

Oregon administrative rule [OAR 413-200-0379(1)] requires all applicants to have received an orientation prior to the receipt of a Certificate of Approval or within 30 days after the placement of a child in a home that has been issued a Child-Specific Certificate of Approval. Orientation processes vary, and may be presented in a one-to-one meeting with a family or to a scheduled group meeting with many families. While the Department does not have specific requirements for an orientation in administrative rule, subject area requirements are located in the Procedure Manual, Chapter 7, Section 6. C. page 7.

With input and oversight of the former Child Welfare Foster Parent Training Subcommittee, the Department has developed an Orientation Packet (DHS 9800P) which includes information for each required subject area of an orientation. It will be published as a packet on three-hole punched paper, and designed to be stored in a binder. (Within the next 3 months the Department will also publish the Participant Workbook for Foundations training, which is also designed to be included in a binder.)

**[A copy of the Orientation Packet is attached.](#)** Each branch will receive a supply of these packets within a few weeks.

The information contained in the Orientation Packet is designed as the minimum and basic amount of information every applicant must receive as a part of the Department's orientation process. Information contained in the Orientation Packet must be included in foster parent orientation, whether the orientation is completed in a one-on-one setting or a scheduled group meeting.

Each person participating in an orientation must receive a copy of the Orientation Packet.

The Orientation Packet is not designed to serve as an orientation in and of itself nor is it intended to replace your currently scheduled orientation meetings. Many branches already have orientation meetings that address more topics, or address these topics in more depth. When a one-on-one orientation is warranted, Department staff must, at a minimum, discuss and review each subject area with the individual and confirm their understanding of the information.

Department staff are expected to take the following actions.

1. Provide the Orientation packet to every applicant during orientation.
2. At a minimum discuss the subject areas of the packet during either one-on-one or group orientation meetings, answer questions, and confirm understanding of the information,
3. Document in the certification file that the applicant or certified family has completed an orientation which has covered the subject area content in the DHS 9800P.

If you have questions, or need more information, please feel free to contact the Foster Care Coordinator assigned to your District.

**Reason for Action:**

Ensure consistent information given to foster parents during orientation; including information regarding emergency/disaster plan.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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