

Select originating cluster

Nancy K. Keeling
Authorized Signature

Number: CW_IM_06_001
Issue Date: 01/25/06

Topic: Adoptions

Subject: Sharing information with the Citizen's Review Board

Ref: http://www.dhs.state.or.us/policy/childwelfare/im/2005/cw_im_05_012.pdf

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 checked="" type="checkbox"/> Other (please specify): CRB Field Managers |

Message: The CAF Informational Memo regarding the CRB gave direction for providing certain ARMS (Adoption Resource Management System) screens to the CRB. The IM stated "Any direct information regarding the adoptive family MUST be redacted out of all print screens using a BOLD BLACK PEN. This information is not to be released." That statement refers to the ARMS screens only so that if those screens are shared with others at the CRB reviews, no confidential information regarding the adoptive parents will be given. This does not apply to the "blue sheet" listing of who requires notice of CRB review dates. You are still required to list the adoptive placement information on that "blue sheet" just as you would any other placement provider.

The Legal Assistance Specialists for your area are providing training on accessing and reading the ARMS screens. Child welfare program managers or a designee can contact Bonnie Klohs at 503 945-5728 if they do not have the computer read only access or if they are experiencing technical difficulties with accessing ARMS.

The previous IM sent out on 10/14/05 is attached.

If you have any questions about this information, contact:

Contact(s):	Gail Schelle, Assistant Program Manager, Adoption Unit		
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E-mail:	Gail.A.Schelle@state.or.us		