

Select originating cluster

Nancy K. Keeling
Authorized Signature

Number: CW_IM_08_003
Issue Date: 02/22/08

Topic: Foster Care

Subject: Use of Case Plan Forms, Update and What to Use when a Child has been placed in a Designated adoptive home.

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): |

Message:

The Department implemented a revised set of case plan forms in March, 2007 when the Oregon Safety Model was implemented. The revised case plans were developed with a workgroup and built to ensure the federal and state requirements for a child's case plan were included in the case plan, as well as the documentation required in the Oregon Safety Model. The 147 series of case plan documents have been discontinued.

The request from a recent Child Welfare Program Manager meeting, was a Central Office guidance on the appropriate Case Plan (333) form to use when a child has been placed in a designated adoptive home.

The Adoption Program advises field staff to use the Case Plan (CF 333e) when: The parental rights have been terminated (TPR achieved), child has been placed in an adoptive home AND adoption assistance has been approved. Caseworkers should document the following information in the case plan narrative sections:

- a. **Referral Information:** The caseworker can indicate that this narrative field is not applicable. However, when the adoptive child has special needs and is transitioning into the adoptive home, the worker can document the special and unique needs related to the transition.
- b. **Determination of Need:** The caseworker can document the process used in the adoptive family to determine the specific needs of the family in the transition to an adoptive home. Document the unique strengths of the adoptive family and their

ability to meet the needs of the child. Document the unique needs of the child and the services the child needs to meet those needs.

- c. **Service Goals:** The caseworker documents the behaviors, conditions or circumstances expected in the home to finalize the adoption. Describe the process used with the family and the child to select the services needed to achieve adoption. Document information from treatment or other service providers that was used to determine the child's and family's needs to achieve adoption.
- d. **Services:** Document services provided to the adoptive parent. Describe the child and any services provided to meet the child's needs. Describe any support received from the biological family if there is a degree of openness in the adoption. Describe any continued contact with siblings. Document any specific services the Department will provide.
- e. **Progress to Date:** Document the progress made to date to achieve adoption. Select Adoption as the primary permanency plan. Do not select a concurrent permanency plan.
- f. **Substitute Care Services:** Type of Placement - List the dates of placement in the adoptive home. Anticipated Return Home – leave blank. Current Placement – attach the 310 E and H forms and any additional information on the child's adjustment to the adoptive home not described in Progress to Date. Substitute Caregiver – leave blank unless there is specific additional information on the adoptive home that needs to be included in the case plan review.
- g. **Visitation Plan:** Document any continued visitation or contact with the child's biological family, including parent, grandparents, siblings, and other relatives.
- h. **Conditions for Case Closure:** Document the behaviors, conditions, or circumstances that will be achieved to finalize adoption of the child.
- i. **Face to Face Contact:** Use Forms Advisor to guide narrative in this section.

If you have any questions about this information, contact:

Contact(s):	Angela Cause		
Phone:	503 947-5358	Fax:	503 945-6633
E-mail:	angela.cause@state.or.us		