

Nancy K. Keeling
Authorized Signature

Number: CW_IM_08_004
Issue Date: 02/12/2008

Topic: Foster Care

Subject: Procedure for placing a child in the legal care of custody of DHS-CAF in a home in which an adult with Developmental Disabilities lives

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 checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: DHS-CAF is required to comply with federal ASFA regulations, ORS 418.016, and Child Welfare policy [I-G.1.4](#), Criminal History, OAR 413-120-0400 through 0470, to ensure all adults living in the home of a foster parent or relative caregiver have appropriate criminal history background checks.

Attached to this transmittal is a document titled "[Required CHC Decisions/Actions for Child Welfare Children Placed with Adult Residents in Foster Care](#)." This document describes the process for ensuring that required criminal history background checks are completed whenever a child in the legal care or custody of DHS-CAF will be placed in a foster home in which an adult resident served by a Community Developmental Disabilities Program (CCDP) also resides. This document describes the responsibilities of both the County DD Program Certifiers/Licensers and the DHS-CAF certifiers.

Please refer to the following **flowcharts** for guidance:

[CHC Decision Tree for CW Children Placed with Adults](#)
[Step 5 Decision Tree – Decisions Made by CDDP Service Coordinator](#)

Caseworkers, Licensers, Certifiers and Supervisors employed by a Community DD Program or by DHS-CAF must be aware of and comply with the process and actions described in the attached document whenever there is a plan to place a child (birth through 17 years) or young adult (18, 19, or 20 years) in the legal care or custody of DHS-CAF in a home in which an adult client of a Community DD Program also resides. Adult resident includes adult foster care recipients. This process does not apply to a

child under age 18 who has been placed by their family or legal guardian under a Voluntary Placement Agreement. The process must be repeated at the time the foster home's license or certificate is renewed. The CDDP Foster Care Certifier/Licenser has primary responsibility for assuring that all SPD foster homes comply with this process.

A criminal history background check is not required for a young adult (18, 19 or 20 years of age) who is in the custody of DHS, Child Welfare.

This process is effective on 2/12/08 and is implemented:

- a) prior to a child's placement in a home in which an adult resident served by a County Developmental Disabilities Program also resides; or
- b) at the time a home in which an adult resident served by a Community Developmental Disabilities Program also resides is re-licensed or re-certified.

If you have any questions about this information, contact:

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