

Select originating cluster

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Authorized Signature

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Topic: Foster Care

Subject: FACIS functionality changes subsequent to SB 414

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: This message is intended to provide staff additional information pertaining to FACIS changes regarding a child's placement history, educational history, and visits with parents and siblings. Beginning January, 2008 the Department is required to provide the court several additional records for court review.

Child's Placement History

One of the records required is the child's placement history since the most recent date of DHS guardianship or legal custody. FACIS functionality changed on January 7, 2008 to capture this data and prefill the information into the child's case plan (333a, 333b or 333e).

1. For the Child Welfare Custody Cases which use the case plan form 333A or 333B:

To identify the start date of DHS guardianship or legal custody, FACIS has been programmed to search backwards to find the date of the earliest, non-dismissed/closed commitment/custody petition recorded in the ICMF screen of IIS with the CCUS, SLTR AND/OR CPAR disposition code, subsequent to the most recent case opened date. The CCUS disposition is displayed as 'DHS Commitment/Custody for care' on the ICDF screen in IIS and the 'Legal' tab in FACIS. The SLTR and CPAR disposition codes are listed as 'Shelter Ordered' and 'Committed to SCF for placement in home of parent or relative' respectively on the ICDF screen in IIS and the 'Legal' tab in FACIS (please see the CF890 Form for more information). The system will capture any of the commitment/custody dates recorded as the starting point for counting placement history, unless there is an earlier shelter (SLTR) date after the most recent case opened date. The child's

placement history will display only those substitute care placements since the earliest date of legal custody after the most recent case open date. A view of this information is also in the FACIS Legal tab.

If the legal custody information (date) is inaccurate, it will need to be corrected in the IIS system.

FACIS will track a child's placement history since the identified start date for DHS guardianship or legal custody by capturing the start and end dates of the following IIS substitute care services codes (currently in use or used in the past):

SAOC	Assess, Evaluate, and Stabilize (historical only)
SEAS	Professional Shelter Care
SEFC	Family Shelter Care
SFAM	Regular Family Shelter Care
SGRP	Family Group Home Care
SHOS	Psychiatric Hospitalization
SIND	Independent Living
SMED	Medical Coverage Only
SREL	Relative Family Foster Home
SRES	Purchase of Care – Resident Treatment
SSMC	Shelter Care/Mothers with their child
STRM	Training Center for the Mentally Retarded (historical only)
NDDR	Tracking Non paid DD Residential Care (new code 11/07, entered by SPD)
NDDF	Tracking Non paid DD Foster Care (new code 11/07, entered by SPD)

YTRA will also be tracked, but will not be counted as a placement.

To account for placements that occur over weekends, holidays and/or after normal business hours, FACIS has been enhanced to count the above services if they have a start date that is no more than 10 days prior to the shelter or custody date.

The caseworker can review a child's placement history in the FACIS case notebook by viewing the Services tab, identifying the family member, and selecting "Placement" as the type of service. FACIS will list the child's placement history in the screen on the Services tab. **If the information is inaccurate, it will need to be corrected in the IIS system. If there is no current/open custody information, no placements will be displayed until the custody information is input into the IIS system.**

When the caseworker creates a new 333a or 333b and adds a child or children to the form, the placement history will prefill into the form. The total number of placements is counted using the provider number. For example if a substitute caregiver is paid a shelter rate for the first 14 days, then changes to regular foster care, the two service codes of SEFC and SFAM will count **as one placement**.

Due to the limitations of FACIS there may be occasions where the system counts an additional placement move when the child has not actually moved to another placement. For example, if a child is moved into a BRS bed under a shelter contract, then remains in the same home as a BRS placement, the provider numbers will change. FACIS cannot be programmed to account for these situations at this time. The caseworker will need to narrate the reason for the miscount in the placement narrative section.

There are other occasions when FACIS does not have the capacity to count a placement move when a child has, indeed moved to another placement. When a child moves from one DD home to another, for example, or a child moves from one home to another within a BRS agency (within the MapleStar system, for example).

Again, due to the current limitations of the FACIS system, the caseworker may need to narrate additional placement moves, or an inaccurate total placement count.

There are efforts underway to remedy these situations, however program development is not yet completed in these areas.

The caseworker is able to provide additional placement history information in the narrative text box below the placement history. The case plan form will advise the worker on types of additional information to include in the explanation of the placement history.

2. For the Voluntary Placement and Voluntary Custody Cases which use the case plan form 333E:

To identify the start date of voluntary custody or voluntary placement, after January 7, 2008 FACIS will use the date entered on the Personal Detail Tab when a voluntary placement date has been entered. The child's placement history will be tracked using the same data codes as those listed above. Again, in instances where placements have occurred prior to the voluntary custody date, FACIS will include qualifying substitute care services in the placement count for services that have a start date up to 10 days prior to the voluntary custody date. **If the start date of a voluntary custody agreement or voluntary placement agreement is inaccurate, it will need to be corrected in FACIS. If the placement history is inaccurate, it will need to be corrected in the IIS system.**

If there is a legal custody date entered into IIS on any of these cases since the case open date, the 333e will not capture placement history. Once a child is in the legal custody of the Department, the placement history will record on the 333a or 333b, which is the appropriate case planning form to use when the Department has been given the legal custody and has placed the child in substitute care.

Child's Educational History

Statutory changes effective January 1, 2008 require the Department to report to the court the schools the child has attended since the most recent date the Department was given legal custody of the child as well as the child's progress in school and the number of high school credits earned.

The Department has developed a standardized form to send to the school, if the caseworker is unable to determine the number of schools the child has attended since the date of legal custody. This form, and the related cover letter (CF 338 and CF 339), can be located on the Department's forms directory. Each school district in Oregon has been notified of the Department's requirement to report this information, and has received information and a sample copy of the request form. There have been some requests to link to the education district's databases to capture this information, however, FACIS does not have the functional capacity at this time to implement this function. The Department is engaged in conversations with the Department of Education to link databases at a time when the Department of Education has a statewide database.

The FACIS database has added an education tab in the FACIS Case Notebook. The Education tab was developed to capture the history of school enrollment since the most recent date of custody. A user is able to create, retrieve, update and delete school data.

For any child 14 or older, or a child who has earned high school credits, this tab allows the user to input the credits earned on a .5 incremental basis. Record high school credits earned to the highest .5 credit earned. (For example, if a student has earned 2.25 credits in Math, the user would record 2.0 credits, until the additional .25 is earned and the user would record the new total of 2.5 credits.) FACIS is currently being enhanced to allow a maximum of 15.0 high school credit hours for each subject area.

The user also records the child's grade, grade level skills in reading and math, whether a child has a special education plan and what type of plan, and additional information about graduation and post-secondary education.

The information input on the Education Tab remains in the FACIS database and creates a record of educational services for the child.

The caseworker creates a 310E (Education Information) form for a child in preparing a report to the court. The 310E is a part of the case plan and should be created (after the Education Tab information is updated) prior to each court/CRB hearing. On the Education Information form (310E), the caseworker also has several narrative sections to complete. The Forms Advisor directs the caseworker on the specific information to narrate in each section. An Education Information form (310E) should be prepared for each child receiving educational services with current information each time the child's case is presented to the court or CRB.

Child's Visits with Parents and Siblings

The Department is also required to report to the court the record of a child's visits with his or her parents and siblings. This requirement became effective January 1, 2008 and it is the Department's expectation that the dates, times, and locations of these visits are made available to the court any time they occurred after January 1, 2008.

The database did not have the functionality to capture, nor was a caseworker required to record, these visits prior to January 1, 2008.

To record a child's visit with a parent or siblings, the caseworker identifies the contact as a 'child visit' in the case notes. The visiting persons are identified by person letter. FACIS mandates that for any 'child visit' that at least one of the family members must be listed as a 'child' and there must be more than one family member involved in a 'child visit.' Additionally, in instances that a case note is being created to capture a child visit with a sibling, at least 2 members must be listed as a child and one of those children must be in 'Substitute Care.'

The Visit Information form (310V) was developed to capture the record of these visits for the report to the court. The form has been revised to capture the information and to include the total number of visits under the listing of dates/times/locations, as this number has been requested in some of our court systems.

The form also includes a narrative section to allow the caseworker to report to the court any additional information relevant to a child's visits as well as a place to document visits the child may be having with other family members who are not members of the actual case.

FACIS functional problems for any of these FACIS changes should be directed to the Service Desk. Questions regarding the statutory changes and the practice requirements should be directed to the program consultants or coordinators, or to the central office program managers.

If you have any questions about this information, contact:

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