

Nancy K. Keeling
Authorized Signature

Number: CW_IM_08_013
Issue Date: 06/09/2008

Topic: Foster Care

Subject: IIS Code Data Entry Changes

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 has implemented the following changes to IIS codes.

1. **SERC** has been added as a new service code.

Action: Please use **SERC** when a certified relative family is providing care in family setting to a child in the Department's legal custody and in need of emergency protection or pending the investigation and disposition of juvenile court jurisdiction. The certified relative family is paid the established relative family shelter care payment rate. The maximum length of stay at this rate shall not exceed 14 days.

2. Clarifying language has been added to **SREL**. The code description now reads, "Provided to a child in the Department's legal custody by a certified relative family, who is not the child's parent."

Action: No action is required.

3. **STRS** has been added as a new close/disposition code to assist in accuracy with AFCARS reporting when a child's care and custody is transferred to another state. The code description reads: "Child's care/custody transferred to another state." This is used when a child from another state comes into child welfare custody and is then returned to the biological family's home state. This is not to be confused with placement in another state through the ICPC process.

Action: Use the **STRS** code when closing the case after the child's custody is

transferred to another state.

4. The code description for **SIND** has changed. The code description reads: “Youth age 16 or older participating in the Department’s Independent Living Subsidy Program. Youth remains under the legal care and custody of Children, Adults and Families. (Use only with plan goal **SCHI**.) Youth transferred to unpaid **SIND** service when in non-compliance for subsidy payment.”

Action: When a youth is not in compliance with subsidy housing services, close the paid service using **SOSC**, and re-open the **SIND** service as unpaid. When the youth is once again in compliance with the subsidy housing service, close the unpaid **SIND** service using **SOSC**, and reopen the **SIND** service with a paid **SOSC**. The unpaid **SIND** service is only to be used immediately following a prior paid **SIND** service.

5. Several new open reasons have been implemented to use with the **YTRA** service to help track the physical location of children.

Action: Choose the appropriate reason as you open **YTRA** services. Close the **YTRA** services using **EATS** or **SSUB**. The IIS 305 Code Sheet has been updated to reflect this change.

CDDS Child in DD System

A child with a disability or special needs is in foster care under the care of the **DD system** and in the legal custody of the Department. Child must also have **NDDR** or **NDDF** services open.

CRUN Child on runaway

Enter this open reason to track a child as if the child were in substitute care. Must be entered when a child has run away from substitute care and the adoption or substitute care service is no longer open; Keep open until child re-enters substitute care or court dismisses Department’s custody.

CTHV Child on trial home visit

Enter this open reason to track a child who has an open **TRHV** service code, Keep open for the same amount of time as the **TRHV** service.

CABS Child absconded

Enter this open reason to track a child who has been absconded. Keep open until child re-enters substitute care or court dismisses Department’s custody.

CMHS Child in mental health system

A child with a disability or special needs is in foster care under the care of the **mental health system** and in the legal custody of the Department;

CALT Child in alternate program

Child in an alternate program/institution (i.e. Job Corps, National Guard) and Department has custody.

The following link to the IIS 305 Code sheet reflects new codes and code changes recently implemented in FACIS/IIS.

<http://dhsforms.hr.state.or.us/Forms/Served/DE0305.pdf>

If you have any questions about this information, contact:

Contact(s):	Kevin George		
Phone:	503-945-5987	Fax:	503-945-6969
E-mail:	Kevin.George@state.or.us		