

Nancy K. Keeling
Authorized Signature

Number: CW_IM_08_020
Issue Date: 10/15/2008

Topic: Other

Subject: Final Changes to Relative Search Information Packet

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 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:

Due to helpful insights and suggestions made by Child Welfare staff throughout the state over the last six months to the draft versions of the Relative Contact Letter (CF446), the Relative Response Form (CF 448), and the Relative Search Information form (CF 449) final changes have now been made. Changes include; 1) asking relatives not only for their willingness to provide placement for a child in substitute care but also for their willingness to provide connection and support to the child; 2) the documents are now much more engaging and reflective of the value which DHS places on relative placement and connection; 3) even though the letter may be mailed by a DHS staff person other than the caseworker for the children, the letter is sent under the name of the caseworker and the relative is directed to call the caseworker if they have questions about the process or the children and their needs; and 4) since the above-referenced letter and forms are meant to be sent in one mailing, the documents have been combined into the "Relative Search Information Packet;" resulting in staff no longer having to pull each form individually from the DHS Forms Directory. Please ensure that all future mailings to relatives include these final versions. The final versions can be found by clicking on the following link:

http://dhsresources.hr.state.or.us/WORD_DOCS/CE0446.doc

If you have any questions about this information, contact:

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