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Authorized Signature

Number: CW\_IM\_08\_023  
Issue Date: 12/05/2008

Topic: Foster Care

Subject: Placements  
New Services to track the physical address of children in Residential

**Applies to (check all that apply):**

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|--|---|
| <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 checked="" type="checkbox"/> Other (please specify): Child Welfare |

**Message:** We are introducing two new service codes – the NPHR and NPHF. The purpose of these two new service codes is to enable us to identify and track the physical address of the child when placed either in a Residential Facility or with a Residential BRS Family. This is an AFCARS requirement that we have been out of compliance with for many years and was identified in Child Welfares 2007 Child Services Family Review.

The effective date of this change is October 1, 2008.

Central Office staff will complete the retroactive clean-up by inputting the new service codes for all children that were in an SRES or SEAS placement on or after October 1, 2008 thru December 31, 2008.

**Action:** Effective January 1, 2009 all branch office staff who input paid substitute care services will be responsible for inputting the NPHR or NPHF service every time an SRES or SEAS service is opened for a child.

The NPHR service is to be used when the child is placed at the Residential Facility and the physical address of the child is the same as the payment address. For example: The child is placed at Saint Mary's and resides at the facility. The services that would be opened are:

1. A paid SRES or SEAS to Saint Mary's
2. A non-paid NPHR to Saint Mary's

The same provider would be used for both services with this type of placement.

The NPHF service is to be used when the child is placed in a Family Foster Home which is certified by the Residential Facility. The child's physical address would be the address of the Family Foster Home, and the payment address would be that of the Residential Facility. For example: The child is placed with Maple Star, but resides in a Family Foster Home certified by Maple Star. The child's physical address is the Family Foster Home, but the payment goes to Maple Star. The services that would be opened are:

1. A paid SRES or SEAS to Maple Star
2. A non-paid NPHF to the Family Foster Home
  - The providers for the Family Foster Homes are input into the system as a 'BR' type.
  - The same provider may have other provider numbers with different provider types, such as 'FB' or 'DC', etc. You will need to be sure to choose the provider number associated with the 'BR' type.

Central Office will begin the clean-up process and the retroactive input of these services immediately so you will be seeing the new codes showing up on service history screens. There will be more information and further instructions released as we get closer to the implementation of these new service codes to the field.

The DHS 305 – IIS Code Sheet will be updated to reflect the new service codes and a link will be provided to it as soon as the changes are completed.

*If you have any questions about this information, contact:*

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