

Lois A Day, Administrator

Authorized Signature

Number: CW-IM-10-004

Issue Date: 01/15/2010

Topic: Foster Care

Subject: Tracking Procedure for Developmental Disabled Children in Seniors and People with Disabilities (SPD) homes.

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: TO: Office Managers, Supervisors and Child Welfare Support Staff
FROM: Jan Touran, FCU – Compliance Specialist
Date: January 13, 2010
Subject: **Notification of Tracking Procedure for Children in Child Welfare (CW) custody who transfer to Developmental Disabled (DD) in Seniors and People with Disabilities (SPD) homes.**

Effective immediately, Central office staff (Shelly Watts) will be the direct contact to receive notification from the Developmental Disability Program (DD) Foster Care Coordinator and Residential Care Coordinator when a child in the custody of DHS is entering and exiting DD or moving placements within the DD system. Central office staff will review the information for completion and then electronically transmit via a “CW/DD Transfer Memo” to one of the Field Point People (FPP) that have been identified around the State by local Office Managers and Supervisors. The FPP will follow data entry process and procedure and input information regarding the whereabouts of the child, medical status, provider information, effective dates and other pertinent data as required.

Procedures will be made available to the FPP and their supervisor who will work corroboratively with their local branch staff and central office contact. The FPP will enter the required data and electronically report back to their central office contact for quality assurance. This practice will ensure compliance of Federal requirements for AFCARS and ASFA tracking.

Special Note: Central office staff (Shelly Watts) will make contact with the FPP when the information sent by DD is verified for completion. If the FPP receives contrary information or receives the information prior to hearing from central office, please contact Shelly Watts by e-mail for verification. Do not close or open these services until you have clearance from central office CW/DD memo.

If you have any questions about this information, contact:

Contact(s):	Shelly Watts or Jan Touran		
Phone:	503-945-6613	503-947-5079	Fax: 503-581-6198
E-mail:			

Please share with staff:

A previous IM distributed on June 5, 2008 describing this DD tracking procedure reported that the branch offices would not need to be involved in this process and that all non-paid placement services would have a branch 74 Worker ID. It was discovered that this hindered the local branch's ability to quickly change, close or transfer services. In this new process, the current caseworker ID will be entered (rather than 74DD) which will eventually eliminate all 74 DD worker ID's in the system.

Central Office, Shelly Watts has designed an internal memo that will contain the information needed by the FPP to input the transfer data for children moving into DD foster care, residential care or transferring out of DD or transferring from one DD placement to another. This should help alleviate some of the confusion for a child who is placed in a county diversion bed or "crisis" placement by the county for a limited period of time prior to fully transferring the child with medical coverage into a DD placement. The FPP will be given the current case worker ID to use and the information required to enter services. Once completed, the FPP must report back to the central office contact.