

Lois A. Day, Administrator

**Authorized Signature**

**Number:** CW-IM-10-008

**Issue Date:** 02/12/2010

**Topic:** Agency-wide Policy

**Subject:** Procedure Manual Revisions

**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 webpage index to the Child Welfare Procedure Manual and several sections of the Manual are being updated and redesigned. This Informational Memorandum is provided in advance of the upcoming changes and revisions.

**Changes and revisions are scheduled to be available online no later than February 19, 2009.**

The index page will have a new look and the reader can scroll down through each Chapter heading and find or review the topics that are included in each chapter. [http://www.dhs.state.or.us/caf/safety\\_model/procedure\\_manual/index.html](http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html)

When a section of one of the chapters is updated, the online version will note the version number of each revised section and the effective date of the change in the index. The actual sections with the text will have the version number noted in the footer of that section.

Original versions of the Procedure Manual (version 1) do not have a version number noted in the footer, but all revised sections will have the version number noted in the footer of the section.

There are several revisions and/or new sections of the Procedure Manual being released this month. These changes will be available no later than February 19, 2009

and update the Procedure Manual to align with the following administrative rule changes:

Rules Effective 11/03/09

I-E.3.6.3, Another Planned Permanent Living Arrangement

I-B.2.3.5, Youth Transitions

I-A.4.1, Rights of a Child

Rules Effective 12/29/09

I-B.1, Monitoring Child Safety

I-B.1.6, Enhanced Supervision

I-B.3.1 Developing and Managing the Case Plan

I-E.3.1 Placement Matching

I-E.5.1 Payment for Family Foster Care, base Rate, Shelter Care, Enhanced Shelter Care, Level of Care, Chafee Housing, and Independent Living Housing Subsidy

I-E.5.1.2 Personal Care Services

I-E.5.1.1 Payment Procedures (effective 7/1/09)

I-A.5.2 Contested Case Hearings

**Look for these changes after February 19, 2009.**

### **New Sections:**

The following are **new** Sections added to the Procedure Manual.

#### **Chapter 4**

**NEW:** Section 5, Personal Care Services (*Replaces Use of personal care and special rate payments for a child's unique needs*)

**NEW:** Section 6, Child and Adolescent Needs and Strengths (CANS) (*Replaces Placement in a family group home*)

#### **Chapter 5**

**NEW:** Section 16: Another Planned Permanent Living Arrangement

### **Revised Sections:**

The following Chapter Sections and appendices have been **revised**:

#### **Chapter 3**

Section 7, Document the Child Welfare Case

Section 9, Monitor the Child Welfare Case Plan Through Required Contacts

Section 10, Conduct a Child Welfare Case Plan Review  
Section 14, Reunification\*

Appendices 3.9\*, 3.10a, 3.10b, 3.10c, and 3.11

#### **Chapter 4**

Section 2, Placement Services Generally  
Section 9, Placement in Another County  
Section 13, Placement in Another State  
Section 20, Change of Placement  
Section 21, Medical Care Services  
Section 28, Travel\*  
Section 29, Youth Transitions

\*\*Appendices 4.3a, 4.3b, 4.9, 4.10, 4.11a, 4.11b, 4.14, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26

\* The revised versions of the following Chapters and Appendix contain, among other revisions, the revised procedures to follow for international travel.

Chapter 3, Section 14,  
Chapter 4, Section 28, and  
Appendix 3.9

\*\*Please note, some of these appendices have revised **and** renumbered, so please refer to the updated version for accurate, current information.

#### **Chapter 6**

Section, 3, Determine the Family or Former Foster Child's Service Needs  
Section 4, Develop an Individualized Family Support Services Case Plan  
Section 6, Monitor the Family Support Services Case Plan Through Required Contacts  
Section 7, Measuring Progress  
Section 8, Conduct a Family Support Services Case Plan Review

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

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