

Lois A. Day, Administrator

**Authorized Signature**

**Number:** CW-IM-10-011

**Issue Date:** 04/15/2010

**Topic:** Other

**Subject:** Implementation of Relative Rules

**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:**

In anticipation of the upcoming revisions to administrative rules regarding the Department's work with and involvement of relatives in child welfare cases, several staff tools are in development and will be distributed to field offices. Please look for the following resources which will be available for staff:

1. Administrative Rules will be finalized and become effective on June 1, 2010. Once effective, they will be located on the Child Welfare Policy website. The Department will receive public comments through the close of business on April 28, 2010. The proposed rules are currently available at:  
<http://www.dhs.state.or.us/policy/childwelfare/drafts/drafts.htm>
2. Revised procedures regarding the Search for and Engagement of Relatives will be posted June 1, 2010 on the Child Welfare Procedure Manual website in Chapter 4, Section 3. The Procedure Manual can be accessed at:  
[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)
3. The Department will be posting additional information for relatives on the Relative Engagement page of our website. This will be a good resource for relatives who want additional information about child welfare services and relative involvement. This page can be accessed at:  
<http://www.oregon.gov/DHS/children/relative/>
4. The Department is preparing a Relative Search Toolkit for each local office. This

will include spreadsheets to track relative search efforts, as well as several letters and enclosures that can be sent to identified relatives given various case scenarios. The Toolkit will include mail merge functionality for sending letters. Toolkits will be provided to District Managers and Child Welfare Program Managers at the May, 2010 meeting.

5. The Department is developing a standardized pamphlet for relatives, to be distributed both in letters referenced above and in person. This pamphlet contains the information required to be provided to a child's relatives by both state and federal law. The pamphlet will be available to all branch offices by June 1, 2010.
6. The Department will file temporary rules in conjunction with the June 1 effective date of the proposed relative rule sets regarding adoption placement selection, current caretaker, and adoption committee requirements.
7. The Department will provide FAQ process during the implementation of these rules, similar to the FAQ process implemented during OSM implementation. Once the webpage has been developed, we will provide you the http location via email.
8. The Department is developing a training schedule for all child welfare supervisors, and will have Web-Based Training curriculum on the search for and engagement of relatives available for all staff by June 1, 2010. Once available, please access these training opportunities through the Learning Center.

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

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