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Office of Safety & Permanency for Children

Authorized Signature

Number: CW-IM-11-006
Issue Date: 03/15/2011

Topic: Foster Care

Subject: Updates to the Procedure Manual and Web Based Training

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 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:

Procedure Manual Updates

The Foster Care Program has revised the following sections and appendices of the Procedure Manual. These will be available online on **March 23, 2011**. Please replace your current copy of these materials with the revised procedures and appendices once these documents are available on line.

These will be available on line on March 23rd at:

http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html

Chapter Revisions

Chapter 4, Section 29, Youth Transitions

(NEW) Chapter 4, Section 33, Obtaining a Driver's Permit and A Driver's License for youth in care under age 18.

Chapter 5, Section 16, Another Planned Permanent Living Arrangement

Appendices Revised or Added

Appendix 4.26: Requirements at Independence – Transitions Toolkit Checklist

Appendix 4.27: Chafee Medical Referral Form

Appendix 4.28: The Road to Getting your License

Appendix 4.29: Obtaining a Driver's License Meeting Template
Appendix 4.30: Driver's Education Course Payments

Chapter 4, Section 29 revisions include minor updates on use of the Ansell-Casey Life Skills Assessment, use of the Foster Club Permanency Pact, providing information about a Health Care Representative as a Youth exits care, resources available through the ILP Desk, housing payments, and obtaining medical coverage as a youth ages out of substitute care.

Chapter 4, Section 33 is a new section of the manual outlining the procedures to assist a youth in obtaining a driver's license and funding available for Driver's Education training courses.

Chapter 5, Section 16 updates the procedures regarding the use of APPLA.

Updated Web Based Training Update

In addition, the Department has updated the web-based training course on the use of APPLA as a permanency plan. This course is currently available through the Learning Center and can be accessed using the following information.

Course Name: Understanding the Use of APPLA
The course number is: C02380
Keyword: APPLA

Supervisors are encouraged to review this information with staff at regular unit meetings.

If you have any questions about this information, contact:

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