

Maurita Johnson, Deputy Director

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**Number:** CW-IM-12-012

**Issue date:** 09/14/2012

**Topic:** Foster Care

**Subject:** Face to Face Contact Report

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

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County DD Program Managers     |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities       | <input type="checkbox"/> Health Services                |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify):        |

**Message:**

There has been significant interest in the Caseworker Face to Face report, leading management to approve the general release of this report to workers despite known issues in the OR-Kids system and upcoming changes to administrative rules regarding face-to-face contact with children in substitute care. Over the next several weeks, extra messaging will be provided around how to access the face-to-face report, the appropriate use of the Contacts Exception page, the appropriate use of the deactivation feature in OR-Kids, and the differences between the Face to Face Report and the face to face count in your Case Planning documents. Look for these messages to come in your OR-Kids commercials.

This report will be available for workers to access at the time the commercial comes out next week. The participants identified as needing contact in the report are based on the child(ren)'s open foster care placement or service. Workers should NOT create contact exceptions or deactivate participants on their caseload at this time. Please wait until communication is received around the appropriate use of that functionality. Also, be aware that this report is subject to change as there are upcoming changes to the Rules around face to face contact with children in substitute care.

Please keep in mind that the reporting unit has identified that more work is needed in identifying which worker contacts are being included in the report. At this time, please use this report only as a guide to your foster care caseload and related persons who need ongoing contact. The Reporting Unit appreciates all feedback on this report. For

questions or concerns, please contact the CW Reporting Unit at:

[CW.Research-Reporting@dhsosha.state.or.us](mailto:CW.Research-Reporting@dhsosha.state.or.us)

For more information about this report, read the detailed [Face-To-Face Report Documentation](#) found here.

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

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