

Office of Child Welfare Programs

 Maurita Johnson, Deputy Director of Child
Welfare Programs

Authorized signature
Number: CW-IM-14-005

Issue date: 4/01/14

Topic: Foster Care

Subject: Clarification on Certification Dates

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 type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input checked="" type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Message:

Effective April 1, 2014, all child welfare certification staff and respective supervisors should take the following actions to clarify where to document certification dates which will be considered the certification date of record, and where to document criminal and child abuse background checks of foster parents and relative caregivers certified by the Department.

1. When you are creating the printed foster home certificate (F1008), ensure the certification dates (*effective from* and *effective to* dates) entered and approved in OR-Kids are the same *effective from* and *effective to* dates as those on the printed Certificate. Print, sign, and scan the certificate into the OR-Kids file cabinet. (F 1008 Certificate of Approval filed as Certification>Approval Document)
2. When you are changing the certification status of a foster parent or relative caregiver from the expedited certificate to the fully-certified certificate, ensure, when you are calculating the *effective to* date of the fully certified home, the end date of the certificate is two years from the *effective from* date of the expedited certificate. In other words, if a foster parent has an expedited certificate from 1/1/14 to 6/30/14 (6 months), and if the certifier completed the assessment and home study process in 90 days, the full certificate would be effective from 4/1/14 to 12/31/15 (21 months). When you print the new certificate, ensure the

certificate effective from and effective to dates are the same as those in OR-Kids. Print, sign, and scan the certificate into the OR-Kids file cabinet.

Please also remember that after you have completed an expedited certificate, although you have a maximum of 180 days from the start date of the certificate to fully certify the home, it is best practice to complete the full certification process as soon as possible. Oregon is not allowed to claim any federal reimbursement until the home is fully certified.

3. When changing the certificate for a Capacity, Gender and Age Change or Extending the Provisional Certification Period, remember to print, sign and scan the certificate with the updated information into the OR-Kids file cabinet.
4. Ensure that the following fields are *a/ways* completed in the SAFE Home Study Report template:
 - a. During an expedited certification, on page 1 in the **Expedited Certification** section, enter the date(s) the LEADS Check and Child Abuse Check were completed. When there are two applicants and/or others in the household, identify each person by their initials and include the date of each applicant's/other's record check. Include your narrative summary and recommendations for the expedited certification. Have supervisor initial and date the first page of the SAFE Home Study Report template.
 - b. Prior to fully certifying the home, ensure that you have completed and documented the dates of completion of the applicant's criminal and child abuse background checks in the section **Applicant's/Other's Criminal/CPS Records Check** of the SAFE Home Study Report.

It is critical that you document the date each background check was completed, not the date information was requested. If someone's background check needs management approval, the background check is not complete until the date of the management decision whether or not to approve continuing with the certification process after analysis of the individual's history. Management approval is documented by signature and date on the [1011D](#).

5. The OR-Kids Online Business Process Guides **Changing Provisional to Regular Certificate** and **Extend Provisional Certification Period** have also been updated to reflect these processes. <https://inside.dhsoha.state.or.us/dhs/or-kids/provider/home-providers.html>

If you have any questions about this information, contact:

Contact(s):	Billy Cordero, 503-945-6620 Janna Owens, 503-945-5722 Melanie Parent, 503-945-6635 Rose Cokeley, 503-945-6637 Foster Care Coordinators		
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