DHS Policy
Oregon Department of Human Services

Children, Adults and Families

Prior Version

Policy Title:	Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents – OAR				
Policy Number:	II-B.1.1 413-200-0270 thru 0296			Effective Date:	6/01/07 thru 11/27/07

Approved By: *on file* Date Approved:

Policy | Forms, etc. | Definitions | References | Contact | History

Reference(s):

- ORS 418.005
- ORS 418.640
- I-B.1, Monitoring Child Safety
- I-B.2.2.3, Assessment of Abuse Allegations in Family Foster Care, Family Group Homes and Family Shelter Homes
- I-B.3.4.2, Interstate Compact on the Placement of Children
- I-E.3.3.1, Psychotropic Medication Management
- I-G.1.4, Criminal History
- II-B.1, Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

Form(s) that apply:

- CF 117, Request for Management Approval for Specific Rules
- CF 261, DHS Child Welfare Placement Information Form
- CF 34, Report of Certified Caregiver Training for Credit
- CF 979, Safety Assessment – Home and Surroundings
- CF 1001, Certified Family Certificate Renewal or Change of Status Application
- CF 1002W, Withdrawal of Application for Foster Home/Relative Caregiver Certificate Approval
- CF 1011F, Consent for Criminal Records & Fingerprint Check
- CF 1255, Application Reference
- CF 1257A, Medical Report A
- CF 1257B, Medical Report B
- CF 1258, Mental Health Information
- CF 1260A, Application for Approval to Care for a Child in DHS Custody
- CF 1291, Family Financial Report
- DHS 1011D, Criminal History Exception Request

Rules:

(1) The purpose of these rules (OAR 413-200-0270 to 413-200-0296) is to describe:

(a) The activities of the Department related to the certification of a relative caregiver, foster parent, or pre-adoptive parent;

(b) Monitoring a certified family's compliance to the Certification Standards; and

(c) Recertification of a family.

(2) A certified relative caregiver, foster parent, and pre-adoptive parent will be referred to as a certified family throughout these rules.

(3) Regardless of the nature of the relationship between a family and a child or young adult, a family must be assessed and certified prior to the placement of the child or young adult in the home. No child or young adult in the care or custody of the Department may be placed in an uncertified home.

(4) In these rules, unless otherwise indicated, a child or young adult refers to a child or young adult in the care or custody of the Department.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0272
Definitions

The following definitions apply to OAR 413-200-0270 to 413-200-0296:

(1) "Applicant" means an individual or individuals who apply for a Certificate of Approval to become a certified family.

(2) "Certificate of Approval" means a document that the Department issues to approve the operation of a child-specific relative caregiver home, child-specific foster home, pre-adoptive home, or a regular foster home.

(3) "Certified family" means an individual or individuals who hold a Certificate of Approval from the Department to operate a home to provide care, in the home in which they reside, to a child or young adult in the care or custody of the Department.

(4) "Certifier" means a Child Welfare employee who conducts assessments of applicants interested in providing relative or foster care to a child or young adult in the care or custody of the Department, determines whether or not to recommend approval of the operation of a relative care or foster home, and monitors the compliance of a relative care or foster care home with Child Welfare certification rules.

(5) "Child" means a person under 18 years of age.

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(6) "Child-Specific Certificate of Approval" means a document authorizing an individual or individuals to operate a home to provide care for a specific child or young adult in the care or custody of the Department.

(7) "Criminal records check" means the process for obtaining and reviewing an individual's criminal history information.

(8) "Department" means the Department of Human Services, Child Welfare.

(9) "Denial" means the refusal of the Department to issue an initial or renew a Certificate of Approval to operate a certified home to provide care for a child or young adult in the care or custody of the Department.

(10) "Designee" means a person whom the designator directly and immediately supervises, or a person with equal or greater management responsibility than the designator.

(11) "Discipline" means a training process a certified family uses to help a child or young adult develop the self control and self direction necessary to assume responsibilities, make daily living decisions, and learn to conform to accepted levels of social behavior.

(12) "Foster parent" means a person who operates a home that has been approved by the Department to provide care for an unrelated child or young adult placed in the home by the Department.

(13) "Home study" means a document containing an analysis of the ability of the applicant to provide safe and appropriate care of a child or young adult in the care or custody of the Department.

(14) "Inactive Referral Status" means a period of time, not to exceed 12 months, during which neither the Department nor any other agency will place an additional child or young adult with a certified family. The certified family or the Department may initiate the Inactive Referral Status.

(15) "Member of the household" means any adult or child living in the home, including any caregiving employees and volunteers who may reside in the home.

(16) "Placement support plan" means a documented set of actions or resources that is developed to assist a relative caregiver or foster parent to maintain conditions that provide safety and well-being for children or young adults in the home.

(17) "Pre-adoptive parent" means an individual with a current Certificate of Approval to operate a home to provide care for a child placed by the Department for purposes of adoption.

(18) "Psychotropic medication" means medication, the prescribed intent of which is to affect or alter thought processes, mood, or behavior, including, but not limited to antipsychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated, intended effect when prescribed because it may have many different effects.

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(19) "Relative caregiver" means a person who operates a home that has been approved by the Department to provide care for a related child or young adult placed in the home by the Department.

(20) "Relief or Respite Care" means:

(a) A formal planned arrangement to relieve a certified family's responsibilities by a person temporarily assuming responsibility for the care and supervision of the child or young adult; or

(b) Assistance provided by a person who comes into the home of the certified family to care for the child or young adult in the care or custody of the Department.

(21) "Revocation" means an administrative act by the Department that rescinds an existing Certificate of Approval.

(22) "Young adult" means a person aged 18 through 20 years who remains in the care and custody of the Department, and lives in substitute care or lives independently through the Department's Independent Living Subsidy Program.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

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413-200-0274
Responsibilities for Certification

(1) Sections (2) to (5) of this rule cover Department responsibilities for an expedited process for certification of an applicant for a Child-Specific Certificate of Approval. Sections (6) and (7) cover Department responsibilities for certification of all other applicants.

(2) To complete the assessment for an applicant for a Child-Specific Certificate of Approval, the certifier must:

(a) Review the completed application.

(b) Have face-to-face contact with the applicant and all members of the household. If a member of the household is unavailable when conducting face-to-face contact for a child-specific certificate of approval, the certifier must:

(A) Obtain the approval of the supervisor to delay face-to-face contact with that member of the household; and

(B) Determine a date and time for the face-to-face contact within one week of the date the member of the household becomes available.

(c) Verify applicant identity by viewing photo identification of each applicant.

(d) Explain the certification process.

(e) Discuss with the applicant the role and responsibility of the Department.

(f) Assess the applicant's motivation for and interest in caring for the child or young adult.

(g) Complete a home visit. Observe and assess the safety of the physical environment and complete a Safety Assessment of the home.

(h) Gather and analyze information, through interview and observation, as it relates to each applicant's personal qualifications and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.

(i) Assure completion of criminal records checks on all members of the household; and, at the Department's discretion, any child under 18 who lives at the applicant's address, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470.

(A) Assess any safety concerns regarding the applicant or member of the household; and

(B) If appropriate, obtain an exception pursuant to OAR 413-120-0450(6) for any criminal history of an applicant or member of the household.

(j) Assure initiation of Child Abuse History Background Checks for each adult member of the household.

(A) A child abuse history background check must be completed in the state of Oregon and requested from any other state where the individual has resided in the last five years;

(B) Assess any safety concerns regarding the applicant or member of the household; and

(C) If appropriate, obtain approval from the District Manager or designee on a form approved by the Department when Child Protective Services has concluded that a member of the household is the perpetrator of a Founded Disposition or has on his or her record an Unable to Determine Child Abuse or Neglect Disposition in Oregon or has a similar disposition from another state to continue certification.

(k) Obtain at least two personal references for the applicant.

(l) Assure the applicant possesses a valid driver license and auto insurance if the applicant will transport a child or young adult in the care or custody of the Department.

(m) Determine, with input from the applicant, the gender, ages, and maximum number of children and young adults that may be placed in the home by the Department.

(n) If appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department when:

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(A) The applicant or a member of the household is an in-home day care provider or foster care provider licensed by another child-caring agency, unless placement is authorized under an Interagency Agreement;

(B) The applicant or a member of the household is an adult foster care or in-home adult day care provider; or

(C) The applicant applying to become a relative caregiver is 18, 19, or 20 years of age.

(o) If appropriate, obtain approval from the District Manager on a form approved by the Department, when the applicant applies for a child specific Certificate of Approval through an office other than the office in the county in which the family resides.

(p) If appropriate, obtain the approval of the Child Welfare program manager when the children or young adults placed in the home will exceed the maximum number of children or young adults as described in OAR 413-200-0276.

(q) After completing the activities in section (2)(a) - (p) of this rule, the Department may issue a child-specific Certificate of Approval for up to 90 days.

(3) Within 90 days of the date the Child-Specific Certificate of Approval is issued, the certifier must:

(a) Obtain at least two additional references.

(b) Contact the caseworker of the child or young adult placed in the home regarding the child or young adult's adjustment in placement and the certified family's ability to meet the child or young adult's needs.

(c) Conduct another home visit to gather social history information regarding personal qualifications of the certified family and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.

(d) Complete the Child Abuse History Background Checks for each member of the household.

(e) Verify that the certified family will have completed:

(A) Orientation within 30 days after the Child-Specific Certificate of Approval was issued; and

(B) Foundations of Relative Care, Foster Care, and Pre-Adoptive Care (Foundations) training before or within 12 months after the date on which the Certificate of Approval was issued, or have written documentation of completion of equivalent training content from another licensed child-caring agency within two years of an applicant's dated application for a Certificate of Approval from the Department.

(f) Discuss and develop a training plan with the certified family.

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(g) Document the assessment of the certified family's ability to provide safety and well-being for the child or young adult in a home study.

(4) After completing the activities in section (3) of this rule, the Department may extend the Child-Specific Certificate of Approval to a two-year period, beginning the date the initial Child-Specific Certificate of Approval was issued.

(5) When the activities described in subsections (3)(a) to (3)(g) of this rule have not been completed within 90 days, the District Manager or designee may extend the Child-Specific Certificate of Approval for --

(a) No longer than 60 days; or

(b) Longer than 60 days if an activity has not been completed due to circumstances beyond the control of the Department.

(6) To complete the assessment for the certification of all other applicants, the certifier must:

(a) Review the completed application.

(b) Have face-to-face contact with the applicant and all members of the household.

(c) Verify applicant identity by viewing the photo identification of each applicant.

(d) Explain the certification process.

(e) Discuss with the applicant the role and responsibility of the Department.

(f) Assess the applicant's motivation for and interest in caring for the child or young adult.

(g) Complete a minimum of two home visits. Observe and assess the safety of the physical environment and complete a Safety Assessment of the home.

(h) Gather social history information through interview and observation. Analyze information as it relates to each applicant's personal qualifications and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.

(i) Assure completion of criminal records checks on all members of the household; and, at the Department's discretion, any child under 18 who lives at the applicant's address, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470.

(A) Assess any safety concerns regarding the applicant or member of the household; and

(B) If appropriate, obtain an exception pursuant to OAR 413-120-0450(6) for any criminal history of an applicant or member of the household.

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(j) Assure completion of Child Abuse History Background Checks for each adult member of the household.

(A) If the applicant or an adult member of the household has lived outside the state of Oregon in the previous five years, a child abuse history background check must be obtained from each state where the individual resided in the last five years;

(B) Assess any safety concerns regarding the applicant or member of the household; and

(C) If appropriate, obtain approval from the District Manager or designee on a form approved by the Department when Child Protective Services has concluded that a member of the household is the perpetrator of a Founded Disposition, has on his or her record an Unable to Determine Child Abuse or Neglect Disposition in Oregon, or has a similar disposition from another state to continue certification.

(k) Obtain at least four personal references for the applicant.

(l) Assure the applicant possesses a valid driver license and auto insurance if the applicant will transport a child or young adult in the care or custody of the Department.

(m) Determine, with input from the applicant, the gender, ages, and maximum number of children and young adults that may be placed in the home by the Department.

(n) If appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department when:

(A) The applicant or a member of the household is an in-home day care provider or foster care provider licensed by another child-caring agency, unless placement is authorized under an Interagency Agreement;

(B) The applicant or a member of the household is an adult foster care or in-home adult day care provider; or

(C) The applicant applying to become a relative caregiver is 18, 19, or 20 years of age.

(o) If appropriate, obtain approval from the District Manager on a form approved by the Department when the applicant applies for certification through an office other than the office in the county in which the family resides.

(p) If appropriate, obtain the approval of the Child Welfare program manager when the children or young adults placed in the home will exceed the maximum number of children or young adults as described in OAR 413-200-0276.

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(q) Verify that the applicant has completed Orientation and Foundations of Relative Care, Foster Care, and Pre-Adoptive Care (Foundations) or has written documentation of completion of equivalent training content from another licensed child-caring agency within two years of an applicant's dated application for a Certificate of Approval from the Department.

(r) Discuss and develop a training plan with the applicant.

(s) Document the assessment of the applicant's ability to provide safety and well-being for the child or young adult in a home study.

(7) After completing the activities in section (6) of this rule, the Department may issue a Certificate of Approval for a two-year period.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

Prior Version

413-200-0276
Responsibility to Determine the Maximum Number of Children or Young Adults in a Certified Family Home

(1) Unless extraordinary circumstances exist, a supervisor may not issue a Certificate of Approval that, when the home is fully occupied, exceeds the following maximum number of children or young adults living in the home:

(a) A total of four children or young adults to one certified adult living in the home;

(b) A total of seven children or young adults to two certified adults living in the home; or

(c) A total of two children under the age of three.

(2) When making the determination of the maximum number of children or young adults in the home as described in section (1) of this rule, the supervisor includes all children and young adults residing in the home.

(3) The Child Welfare program manager may approve placing additional children or young adults in the home in extraordinary circumstances.

(a) Extraordinary circumstances include, but are not limited to:

(A) Placing siblings together; or

(B) Placing a special needs child or young adult with a family that has demonstrated extraordinary ability in meeting the special needs of a child or young adult.

(b) In these extraordinary circumstances, the certifier must assess:

(A) The skills, abilities, and training of the certified family related to the quantity of services that are required by the child or young adult;

(B) The skills, abilities, and special needs of the child or young adult;

(C) The amount of Departmental supervision the certified family requires and the certified family's network of support to the child or young adult related to the child or young adult's needs;

(D) The maximum safe physical capacity of the home, including sleeping arrangements; and

(E) The plan for each individual to escape from the home in case of fire or other emergency.

(4) The certifier must document the assessment described in subsection (3)(b) of this rule on a form approved by the Department and obtain Child Welfare program manager approval prior to permitting the home to exceed the maximum number of children or young adults specified in section (1) of this rule.

(5) When a Child Welfare program manager approves placing additional children or young adults in a certified home, the certifier must;

(a) Visit the home every 90 days;

(b) Assess the certified family's compliance with certification standards; and

(c) Document the family's compliance with certification standards after each visit.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0278
Responsibilities for Issuing a Certificate of Approval

(1) The Department must complete the assessment activities described in OAR 413-200-0274 and issue a Certificate of Approval or provide notice of intent to deny a Certificate of Approval within 180 days of receipt of the application, unless the application is withdrawn or the assessment period is extended by the District Manager or designee.

(2) The supervisor reviews all assessment activities, ensures all safety components of the certification standards are met, ensures any required exception has been obtained for OAR 413-200-0274(2)(i)(B) or 413-200-0274(6)(i)(B), and required approvals have been obtained for OAR 413-200-0274(2)(j)(C), 413-200-0274(2)(n) - (p), 413-200-0274(6)(j)(C), 413-200-0274(6)(n)(A) - (C), or 413-200-0274(6)(o) or (p) prior to the Department issuing a Certificate of Approval.

(a) The Department may issue a Child-Specific Certificate of Approval for up to 90 days when all activities required in OAR 413-200-0274(2) have been completed; or

(b) When all assessment activities are completed and written documentation has been submitted, the Department may issue a two-year Certificate of Approval.

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(3) A Certificate of Approval must include the following information:

(a) The name of each primary adult, including married couples and domestic partners, approved as the certified family;

(b) The address to which the certificate applies;

(c) The age range (birth - 20) and gender of the children or young adults for whom the certified family is approved to provide care;

(d) The maximum number of children or young adults that can be placed in the home;

(e) The provider number that the Department has given the home;

(f) The beginning and expiration dates of the certificate; and

(g) The signature of the Child Welfare program manager or designee.

(4) A Child-Specific Certificate of Approval must state the number, age range, and gender of the specific children or young adults placed in the home.

(5) The Department may at its discretion modify the Certificate of Approval to increase or decrease the maximum number of children or young adults, within the limits prescribed in OAR 413-200-0276(1), the age range, or the gender of the children or young adults for whom the family is certified.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0281
Alternate Caregivers

The certifier must:

(1) Discuss with the certified family the plan for providing care to a child or young adult, when the certified family will be unavailable to provide care.

(2) Assure completion of criminal records checks on any person the certified family has identified to provide relief or respite care for the certified family; review the information, and, if needed and appropriate, obtain an exception as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470 prior to the individual providing relief or respite care.

(3) Conduct Child Abuse history background checks on any person the certified family has identified to provide relief or respite care and review the information to assure the person presents no safety concerns.

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(4) Analyze information under sections (2) and (3) of this rule prior to determining the person is safe and appropriate to provide relief or respite care and authorizing the person to provide relief and respite care.

(5) Document the analysis under section (4) of this rule in the certification record.

(6) Notify the certified family of the authorization for the person identified to provide relief or respite care.

(7) Verify that any certified family identified to provide relief or respite care for another certified family has a current Certificate of Approval.

(8) When the analysis under section (4) of this rule results in a determination that the person is not either a safe or appropriate person to provide relief or respite care, notify the certified family that the person cannot be used to provide relief or respite care.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

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413-200-0283
Responsibilities to Monitor Certification Compliance

(1) The certifier must monitor each certified family's compliance with Child Welfare Policy II-B.1, "Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents", OAR 413-200-0301 to 413-200-0396. To monitor compliance, a certifier must:

(a) Conduct a minimum of one home visit every 180 days to assure compliance with Certification Standards.

(b) When a certified family has been approved to exceed the maximum number of children or young adults as prescribed in OAR 413-200-0276(1), conduct a minimum of one home visit every 90 days as long as the approval is applicable.

(c) Whenever it becomes known that the certified family wishes to become an in-home child care, an adult foster care, or in-home adult day care provider, assess the certified family's ability to maintain conditions in the home that provide safety and well-being for the child or young adult placed in the home by the Department and, when appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department, as described in OAR 413-200-0274(2)(n)(A) - (B) and (4)(n)(A) - (B) when appropriate.

(d) Whenever it becomes known that another agency wishes to place a child or young adult in a certified home, obtain approval from the Child Welfare program manager or designee on a form approved by the Department prior to the placement of the child or young adult.

(2) To complete the monitoring responsibilities, the certifier must:

(a) Seek input from the caseworkers of children placed or living in the home during the past 180 days and assess the conditions that appear to exist in the home that provide safety and well-being for the child or young adult;

(b) Assess the information that the certifier learns from these contacts to determine whether conditions appear to exist in the home that provide safety and well-being for the child or young adult placed in the home by the Department;

(c) Review and assess the conditions that appear to exist in the home that provide safety and well-being for the child or young adult when any extraordinary circumstances described in OAR 413-200-0276(3)(a) exist; and

(d) Document the contacts with the certified family and the assessment information obtained under this rule in the certification record.

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Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0285
Responsibilities When Developing a Placement Support Plan

(1) When a certifier determines that a certified family needs additional support to maintain conditions that provide safety and well being in the home, the certifier must develop a Placement Support Plan. A Placement Support Plan is appropriate when one or both of the following circumstances apply:

(a) The certified family needs additional training or instruction to improve the care giving practices to meet the needs of the children or young adults placed in the certified family's home.

(b) The certified family is not in compliance with one or more of the Department's certification standards, and the non-compliance does not result in a safety threat to a child.

(2) When a Placement Support Plan is appropriate to support a certified family, the certifier must gather information regarding current circumstances from --

(a) The certified family;

(b) The children or young adults placed in the certified family's home, when appropriate;

(c) The caseworkers of the children or young adults currently placed in the home; and

(d) Other collateral contacts that may have information regarding the characteristics of substitute care provided in the certified family's home.

(3) The certifier must schedule a meeting with the certified family to discuss the current circumstances and appropriate supports and services to assist the certified family.

(4) The certifier must prepare a Placement Support Plan that specifies:

(a) The actions or services in which the certified family will participate;

(b) The actions or services the Department will provide to support the certified family in maintaining conditions that provide safety and well-being for the children or young adults placed in the home by the Department;

(c) Written agreement that the certified family is willing and able to participate in the actions or services;

(d) Written agreement to review the Placement Support Plan on a specified date, which is within at least 90 days; and

(e) The anticipated end date of the Placement Support Plan.

(5) A supervisor must approve the Placement Support Plan.

(6) When the Placement Support Plan has been approved, the certifier must:

(a) Provide a copy to the certified family;

(b) File a copy in the certification file;

(c) Document a summary of the Placement Support Plan in FACIS, provider notes; and

(d) Provide written notification to the caseworkers of each child or young adult placed in the home of the Placement Support Plan.

(7) The certifier must contact the certified family prior to the anticipated end date of the Placement Support Plan to assure that all activities and services have been completed, or the certified family can meet the needs of the children or young adults placed in the home by the Department and is in compliance with Department certification standards.

(8) The certifier must document the end of a Placement Support Plan in the certification file, in FACIS provider notes, and notify the caseworkers of each child or young adult placed in the certified family's home.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0287
Responsibilities Regarding Recertification

(1) A certified family must be assessed every two years. The Department must complete the assessment and provide written notice of the decision to renew a certificate approval or intent to deny the renewal of the certified family's certificate of approval,

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prior to expiration of the existing certificate. To renew a Certificate of Approval, the certifier must complete all of the following:

(a) Complete a home visit and have face-to-face contact with all members of the household.

(b) Review the completed Certified Family Certificate Renewal or Change of Status Application.

(c) Confirm completion of required hours of training, and develop a training plan for the new certification period.

(d) Assure completion of criminal records checks on all adult members of the household; and, at the Department's discretion, any child under 18 who lives at the applicant's address, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470:

    (A) Assess any safety concerns regarding the applicant or member of the household; and

    (B) Obtain an exception per OAR 413-120-0450(6) Criminal History Checks for any new criminal history conviction for an applicant or member of the household, if appropriate.

(e) Assure completion of Child Abuse History Background Checks for all individuals living at the applicant's address.

    (A) If the applicant or an adult member of the household has lived outside the state of Oregon in the previous five years, and an out-of-state child abuse history background check has not been completed, a child abuse history background check must be requested from each state where the individual resided in the last five years.

    (B) Assess any safety concerns regarding the applicant or adult member of the applicant's household.

    (C) If appropriate, obtain approval from the District Manager or designee, on a form approved by the Department, when Child Protective Services has concluded that a member of the applicant's household is the perpetrator of a Founded Disposition or has on his or her record an Unable to Determine Child Abuse or Neglect Disposition or similar disposition from another state to continue certification.

(f) Review and assess whether conditions appear to exist in the home that provide safety and well-being for the child or young adult.

(g) Review and analyze the certified family's skills and abilities in maintaining conditions in the home that provide safety and well-being for the child or young adult, maintaining relationships with the community and the Department, and supporting the child or young adult's case plan.

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(h) Update the home study including results of the assessment completed in subsections (a) to (g) of this section and submit to the supervisor for approval.

(2) The supervisor reviews and may approve or deny the home study and, if he or she approves, the Department issues a two-year certificate of approval.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

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413-200-0289
Responsibilities Regarding Voluntary Termination of an Application or an Existing Certificate of Approval

(1) When an applicant requests to withdraw his or her application for a Certificate of Approval, the certifier must document his or her communication regarding the applicant's request.

(2) When a certified family requests to close their home or does not wish to renew a Certificate of Approval, the certifier must document his or her communication regarding the certified family's request.

(3) A Child-Specific Certificate of Approval terminates when the specific child or young adult leaves the certified home. The certifier must confirm the certified family understands that the Child-Specific Certificate of Approval is void when the child or young adult is no longer placed in the home. When a child-specific certified family requests to become certified as a foster parent, the certifier must:

(a) Provide the family with a Certified Family Certificate Renewal or Change of Status Application; and

(b) Assess the family as a general applicant.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0292
Responsibilities when Re-Opening a Certified Home

(1) When a certified family has been closed less than six months, the previous Certificate of Approval would not have expired during the months the home was closed (if the Certificate of Approval was not revoked), the certified family continues to live in the same residence, and the certified family requests that the Department reopen the Certificate of Approval, the certifier must:

(a) Provide the family with a Certified Family Certificate Renewal or Change of Status Application;

(b) Conduct a home visit to identify and assess any changes in the environment or family;

(c) Observe and assess the safety of the physical environment and complete a Safety Assessment of the home; and

(d) Document in the certification file the circumstances that the Department reopened the Certificate of Approval.

(2) When a certified family has been closed for six months or more or the previous Certificate of Approval would have expired during the months the home was closed, and the previously certified family contacts the Department to become certified again, the certifier must:

(a) Provide the necessary documents for an initial application for a Certificate of Approval to provide care to the certified family for completion;

(b) Complete the assessment process as described in OAR 413-020-0274(6);

(c) Update the family's home study and document any changes in the family's circumstances since the most recent closure of the Certificate of Approval; and

(d) Submit the updated home study to the supervisor for approval.

(3) The supervisor reviews and may approve or deny the home study and, if he or she approves, issue a two-year Certificate of Approval.

(4) Foundations training is required if a family previously certified by the Department has not been certified within the last two years.

(5) When the certified family moves to another residence in the State of Oregon, the Certificate of Approval automatically terminates. The Department may issue a new Certificate of Approval for the new residence after the activities described in this section have been completed. Within 14 working days, the certifier must:

(a) Provide the certified family a Certified Family Certificate Renewal or Change of Status Application;

(b) Review the completed Certified Family Certificate Renewal or Change of Status Application;

(c) Conduct a home visit and Safety Assessment prior to recommending a Certificate of Approval for the family to the supervisor; and

(d) Document in the certification file the circumstances of the family's relocation.

(6) When a certified family has been initially certified by the local Child Welfare office in the county in which the family resides and the family moves to another county, all of the following actions are required:

(a) The issuing Child Welfare office's certification supervisor must notify the certification supervisor in a Child Welfare office in the county to which the certified family is moving;

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(b) The certification file and ongoing Department responsibilities are transferred to a Child Welfare office in the county to which the certified family is moving, unless the District Manager in the county to which the certified family is moving has approved that Department certification responsibilities remain in the Child Welfare office in the county from which the certified family is moving.

(c) Complete the actions described in section (5) of this rule.

(7) When a certified family wishes to move outside the State of Oregon with a child or young adult, refer to Child Welfare Policy I-B.3.4.2, "Interstate Compact on the Placement of Children", OAR 413-040-0200 to 413-040-0330.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

Prior Version

413-200-0294
Responsibilities Regarding Inactive Referral Status

(1) The certified family or the Department may initiate an Inactive Referral Status. When a certified family is on inactive referral status, no additional child or young adult may be placed in the home.

(2) A certified family may ask the Department to place their home on Inactive Referral Status for any reason for up to 12 months. The inactive referral status begins immediately upon the request of the family.

(3) The certifier must immediately notify Department staff responsible for placement that the home is unavailable for placement of a child or young adult.

(4) Within 30 days of a certified family requesting inactive referral status, the certifier must send a letter to the certified family that documents the inactive status, the reasons for the status, and the requested length of the inactive referral status.

(5) The Department may place a certified family on Inactive Referral Status for one or more of the following reasons:

(a) The special needs of a child or young adult, who is currently in the home, require so much of the certified family's care and attention that no agency should place an additional child or young adult in the home.

(b) The family or members of the household are experiencing significant family or life stress.

(c) The certified family does not currently meet one or more of the certification standards.

(6) The Department must place a certified family on Inactive Referral Status when the Department is assessing an allegation of child abuse or neglect in the home.

(7) Within 14 days of the Department's initiating inactive referral status, the certifier must send a letter to the certified family that documents the beginning date of inactive referral status, the reason for the inactive referral status, and any specific certification standards that have been violated, if any.

(a) The certifier and the certified family may collaborate to develop a Placement Support Plan to address the concerns precipitating the inactive referral status; and

(b) The certification supervisor reviews and approves the Placement Support Plan.

(8) The Department may revoke a Certificate of Approval if a certified family is unable to remedy a violation of a certification rule within the time frame of the Inactive Referral Status.

(9) When the certified family initiates Inactive Referral Status, the inactive status ends at the request of the certified family.

(10) When the Department initiates Inactive Referral Status, the Department determines, within the time frame of the Inactive Referral Status, when the conditions that warranted the Inactive Referral Status have been resolved.

(11) When the Inactive Referral Status ends, the certifier must:

(a) Document removal of the Inactive Referral Status in the certification file;

(b) Send written notification to the family within 30 days; and

(c) Notify Department staff responsible for placement that the home is available for placement of a child or young adult.

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

413-200-0296
Responsibilities Regarding Denial or Revocation of a Certificate of Approval

(1) The Department may deny an application for a Certificate of Approval or revoke a Certificate of Approval when the applicant or certified family does not meet one or more of the certification rules. The certifier must provide the applicant a written notice of the intent to deny a Certificate of Approval, which must state the reason or reasons for the denial.

(2) The Department must revoke a Certificate of Approval when a certified family violates one or more of the rules in Child Welfare Policy II-B.1, "Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents", OAR 413-200-0301 to 413-200-0396, and at the conclusion of a CPS assessment, the Department determines that a child is unsafe and the certified family cannot or will not protect the child.

Prior Version

(3) The Department may deny an application or revoke a Certificate of Approval if the Department discovers an Applicant or certified family has falsified information (by act of commission or omission) before or after the Certificate of Approval has been issued or if a certified family fails to provide information or inform the Department of any disqualifying condition that arises after the Certificate of Approval has been issued.

(4) The certifier must provide the certified family a written notice of revocation, which must state each reason for the revocation.

(5) The Department must remove from the home all the children or young adults in the care or custody of the Department upon making the decision to revoke the certified family's Certificate of Approval.

(6) When the Department has revoked a family's Certificate of Approval or denied an application for a Certificate of Approval, the Department has the discretion to require a waiting period of up to five years before the Department will accept a new application.

Prior Version

Stat. Auth.: ORS 418.005
Stats. Implemented: ORS 418.005 - 418.640

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