

Nancy Keeling, Administrator for Child Welfare Programs

**Authorized Signature**

**Number:** CW\_PT\_04\_017

**Issue Date:** 08/25/2004

**Topic:** Other

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: Permanent rules replace temporary 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): Child Welfare Staff |

Policy/Rule Title:	Caseworker Contact with Parents, Children & Caregivers		
Policy/Rule Number(s):	I-B.2	Release No:	CW_PT_04_017
Effective Date:	8/25/04 (replaces temporary rules dated 3/1/04)	Expiration:	NA
References:	Child Welfare Policies: <a href="#">I-B.1.1 Authority for Providing Services;</a> <a href="#">I-B.2.3.3 Substitute Care Eligibility;</a> <a href="#">I-B.3.1 Service Plans: Service Agreement or Letter of Expectations;</a> <a href="#">I-E.2.1 Placement of Indian Children;</a> <a href="#">I-E.3.1 Placement Matching;</a> <a href="#">I-E.3.6.1 Permanent Foster/Kinship Care</a>		
Web Address:	<a href="http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b1.pdf">http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b1.pdf</a>		

**Discussion/Interpretation:** Child Welfare policy cluster is issuing permanent rules regarding the type and frequency of caseworker contact with children, parents and caregivers (foster parents, relative care givers, and residential treatment providers)

while caseworkers perform child welfare services. Previously, child welfare policy identified the type and frequency of contact for workers only with children placed in substitute care.

These new rules also incorporate standards of contact for children who are being served by the department and who are not in a substitute care settings, and standards for caseworker contact with parents or caregivers.

During the federal Child and Family Service Review (CFSR) in Oregon during 2001, the department was found not to be in compliance with the federal requirements for the type and frequency of caseworker contact. A Program Improvement Plan (PIP) was developed which included the state's agreement to adopt these rules regarding caseworker contact with children, parents and caregivers.

**Implementation/Transition Instructions:** One change has been made to the exception process that had been in effect under the temporary rules. This is a clarification to the exception process. There may be exceptions granted for Permanent Foster Care and Residential Care cases, however an exception to the 30 day rule may be made only in specific cases which are documented in the case record and these exceptions are limited up to a 60 or 90 day requirement.

Ongoing dialogue has been occurring for the past 2 years regarding the access, limitations, and possible supports to FACIS. In addition, the CAF Program Performance and Reporting office has developed an additional tracking tool ORBITS to monitor these rules.

**Training/Communication Plan:** Training was provided in February and March 2004. Ongoing training has been incorporated into the Child Welfare Partnership Caseworker training.

**Local/Branch Action Required:**

**Central Office Action Required:**

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** Child Welfare staff were asked to provide comments during the Draft Review phase for these permanent rules.

These rules were developed with CAF Administration and through consultation with the Attorney General's office, several advocate group, the Citizen Review Board, Court Appointed Special Advocates, the Juvenile Rights Project and foster parent associations.

**Filing Instructions:** Available at the Child Welfare Policy Website

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

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