

**Select originating cluster**

**Policy Transmittal**

Nancy K. Keeling  


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**Authorized Signature**

**Number:** CW\_PT\_06\_029  
**Issue Date:** 10/13/2006

**Topic:** Agency-wide Policy

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

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

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

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging               
  Health Services  
 Children, Adults and Families       
  Seniors and People with Disabilities  
 County DD Program Managers       
  Other (please specify):

Policy/Rule Title:	Narrative Recording		
Policy/Rule Number(s):	I-I.2	Release No:	
Effective Date:	January 3, 2007	Expiration:	N/A
References:			
Web Address:	<a href="http://www.dhs.state.or.us/policy/childwelfare/drafts/2006/i-i2.pdf">http://www.dhs.state.or.us/policy/childwelfare/drafts/2006/i-i2.pdf</a>		

**Discussion/Interpretation:** This policy is being revised due to recommendations that followed the Governor’s request for a review of Oregon’s child welfare system by the National Resource Center for Child Protective Services (NRCCPS). The policy revisions incorporate a change in the framework that guides child welfare practice and are consistent with the recommendations of the National Resource Center for Child Protective Services.

The revisions to rule distinguish those cases in which the Department provides services to eligible families when there is no safety threat to a child and those in which child safety is the primary focus. The revisions refine existing processes to focus on child safety in case planning and case management, provide clarity on managing child safety and well being when a child is in substitute care, and focus the case plan to achieve permanency for a child in a timely manner through regular review of progress toward achieving expected outcomes of the case plan.

Several policy sets are reorganized to include the reorganization of the case plan narratives. The reorganization results in the repeal of some existing policies.

**Implementation/Transition Instructions:** This policy is being filed with ample time to provide feedback. All feedback will be reviewed and considered. After final changes are made, the final version of the policy will be posted for review with ample time to become familiar with the policy before effective dates.

**Training/Communication Plan:** Initial training on this policy will be offered through video conferencing in December, 2006. Ongoing training strategies are being developed.

**Local/Branch Action Required:** Review and become familiar with this policy. Provide **Loc** feedback through written documentation to the contact person listed below.

**Central Office Action Required:** Review and become familiar with these rules. Provide feedback through written documentation to the contact person listed below.

**Field/Stakeholder review:**      Yes      No

**If yes, reviewed by:** Policy Council. This policy is provided in draft for review at this time.

**Filing Instructions:**

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

<b>Contact(s):</b>	Randy Blackburn		
<b>Phone:</b>	(503) 945-5972	<b>Fax:</b>	(503) 581-6198
<b>E-mail:</b>	<a href="mailto:Randy.Blackburn@state.or.us">Randy.Blackburn@state.or.us</a>		