

Lois A. Day, Administrator
 Office of Safety & Permanency for Children

Authorized Signature
Number: CW-PT-10-007

Issue Date: 07/01/2010

Topic: Foster Care

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):

- | | |
|---|---|
| <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): |

Policy/Rule Title:	I-A.4.5 Rights of Relatives I-AB.7 Safety Service Providers I-E.1.1 Search for and Engagement of Relatives		
Policy/Rule Number(s):	OAR 413-010-0300 thru 0340 OAR 413-015-1200 thru 1230 OAR 413-070-0060 thru 0087	Release No:	
Effective Date:	July 1, 2010	Expiration:	
References:			
Web Address:	http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-a45.pdf http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-ab7.pdf http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e11.pdf		

Discussion/Interpretation:

The revisions in these administrative rules implement the 2007 statutory changes in ORS 419B.192 and the 2008 provisions of Fostering Connections regarding preference for placement with relatives and the requirements for notification of a child's adult relatives when a child is placed in substitute care.

The revisions also describe the requirements for searching for relatives and engaging relatives in all aspects of the case plan, including their interest in and appropriateness

as a substitute or permanent placement resource, involvement as a safety service provider, a visiting resource, or some other type of resource that keeps the child/young adult connected to family and/or culture.

Implementation/Transition Instructions:

Staff should read and review these administrative rule changes. The expectation is that Department staff will comply with these revised rules.

Training/Communication Plan:

The proposed rules have been discussed in local child welfare offices and at managers and supervisors meetings. The Department will provide several training sessions for Department staff on Engaging Relatives through the Child Welfare Partnership. Web-based training specific to I-E.1.1 Search for and Engagement of Relatives, will be available to all Department staff through the Learning Center effective July 1.

Local/Branch Action Required:

Review and comply with the revised administrative rules.

Review and utilize the revised procedures in Chapter 4, Section 3 of the Procedure Manual which became effective and were posted July 1, 2010.

http://www.dhs.state.or.us/caf/safety_model/procedure_manual/ch04/ch4-section3.pdf

When branches elect to use the Relative Search Tool Kit, ensure staff who are coordinating the relative search are familiar with the resources available in the kit.

Review and use, as appropriate, the standardized letters for relative contact.

Form Number	Letter is sent to:	Letter solicits the following information
CF 264	Current relative caregiver	<ul style="list-style-type: none"> Names and contact information of other relatives
CF 265	Relatives of child with an APPLA plan	<ul style="list-style-type: none"> Interest in placement or contact Names and contact information of other relatives
CF 266	Other relatives when child currently placed with a relative	<ul style="list-style-type: none"> Interest in contact or potential placement in future Names and contact information of other relatives
CF 267	Relatives when child in foster care	<ul style="list-style-type: none"> Interest in placement or contact Names and contact information of other relatives
CF 268	Relative to solicit information for contact/support but not placement	<ul style="list-style-type: none"> Interest in contact Names and contact information of other relatives

Use the DHS 9360 Options for Relatives publication to give a child's relative the information required under federal law.

Refer a child's relatives to the Department's website for more information at the following link: <http://www.oregon.gov/DHS/children/relative/>

Central Office Action Required:

The Foster Care Program Manager, Assistant Manager, and Foster Care Coordinators are available for consultation.

Field/Stakeholder review: Yes No

If yes, reviewed by: These policies have been reviewed by a Rule Advisory Committee, the CAF Policy Council and field offices.

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Kevin George Aj Goins David Cummings Donna Haney Sarah Cobos Janet Williams		
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