

Kathy Prouty, Child Permanency
Program Manager

Authorized Signature

Number: CW-PT-16-003

Issue date: 08/09/2016

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 type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Guardianship as a Permanency Plan		
Policy/rule number(s):	413-070-0655 thru 0670	Release no:	
Effective date:	August 1, 2016	Expiration:	
References:			
Web address:	http://www.dhs.state.or.us/policy/childwelfare/cross_index.htm		

Discussion/interpretation:

An amendment has been added to the Guardianship as a Permanency Plan rule (see OAR [413-070-0670\(6\)](#)) to require that prior to the court hearing to request the final order of guardianship, the Department must document in the case record that the caseworker, supervising worker, if any, and the certifier for the potential guardian recommend the finalization of the guardianship.

Please refer to the procedure manual under [Chapter 5, Section 14A](#), letter I. “Finalizing the Plan” for full details of how to comply with this rule change. In summary, a finalization memo or email must document that the caseworker, supervising worker, if

any, and certification worker all agree that the guardianship should be finalized. This memo or email will be uploaded into the filing cabinet of OR-Kids and viewed by the Central Office Guardianship Assistance staff before approval is given to seek the final order of guardianship. This rule change is being made to assure that all workers involved in the case are in agreement that the guardian resource(s) have been meeting the safety, well-being, and permanency needs of the child before recommending to the court the guardianship be finalized.

Implementation/transition instructions: All permanency caseworkers, permanency supervisors, certifiers and certification supervisors should be familiar with the rule and procedure changes.

Training/communication plan: The procedure manual has been updated to include directions on how to comply with this rule. All program managers have been made aware of this rule change. Further training will occur at supervisor quarterlies, certification quarterlies, and permanency quarterlies.

Local/branch action required: The local branches should become familiar with these new requirements. If branches have questions, these can be directed to their permanency consultants.

Central office action required: Central Office has written new procedures that have been posted in the procedure manual. Central Office has trained all permanency consultants on the new rule and procedure.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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