

Seniors and People with Disabilities

Cathy Cooper

Authorized Signature

Number: SPD-IM-08-015
Issue Date: 2/14/2008

Topic: Foster Care

Subject: Inter-Division Placement Agreement between Children, Adults and Families Division and Seniors, and People with Disabilities Division

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 checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: DHS, Children, Adults and Families Division and DHS, Seniors and People with Disabilities have entered into an [Inter-Division Placement Agreement](#). The Agreement describes the guidelines and practices for Inter-Division use of homes certified for placement of children under 18 years of age. A copy of the Agreement is attached to this transmittal.

Caseworkers, certifiers and supervisors of both the community DD programs and CAF Child Welfare staff must be aware of and comply with the requirements of the Inter-Division Agreement and use the **Inter-Division Foster Home Placement Approval Form** (http://dhsresources.hr.state.or.us/WORD_DOCS/ME5031.doc) when a child is placed in a home certified by another Division.

If you have any questions about this information, contact:

Contact(s):	Janette C. Williams or Laurie Lindberg at SPD and Kevin George at CAF		
Phone:	Janette Williams: 503-945-9800 Laurie Lindberg: 503-945-9807 Kevin George: 503-945-5987	Fax:	Janette & Laurie: 503 945-7811 Kevin George: 503 945-6969
E-mail:	janette.c.williams@state.or.us laurie.lindberg@state.or.us kevin.george@state.or.us		

Inter-Division Placement Agreement

This Agreement is between Department of Human Services Children, Adults and Families Division, Office of Safety and Permanency for Children, hereinafter referred to as DHS-OSPC and the Department of Human Services Seniors and People with Disabilities Division including their County Developmental Disabilities Programs (CDDP), hereinafter, for the purpose of this agreement referred to as DHS-SPD. The use of the term Division for the purpose of this agreement includes the following: DHS-OSPC and DHS-SPD. This agreement applies only to children placed in the state of Oregon.

Term and Conditions

This Agreement is valid for the period beginning January 28, 2008 through June 30, 2009, or until modified, terminated by mutual consent of either party, terminated by any party upon thirty (30) day written notice to the other party, or when there is any OAR or statutory change affecting this agreement.

Purpose

DHS-OSPC and DHS-SPD are responsible for certifying foster homes for children. We strive to work together, sharing resources to meet the needs of children.

On occasion it is in the best interest of a child to be placed by the Division serving him/her into a home certified by another Division. Such placements require close cooperation and communication between the agencies in order to promote continuity of the case plan and maintain community proximity to the family. This agreement provides the guidelines and practices for inter-Division use of certified homes.

Scope of Services

DHS-OSPC and DHS-SPD agree to the following guidelines and practice:

1. There is to be only one certificate and one certifying Division for the foster home. The certifying Division will continue to certify and monitor the home as well as be the "gatekeeper" for all placements in the home. Another Division wishing to use the home must obtain permission from the certifying Division prior to making a placement in the home. The certifying Division must ensure the foster home accepting another Division's child has a current and valid certificate and will not exceed their maximum safe capacity as established by the certifying Division.
2. All Inter-Division placements will be approved in writing by the certifying Division, the placing Division, and the foster parent or relative caregiver using the Inter-Division Foster Home Placement Approval (MSC 5031). The placing Division will initiate the request. In an emergency, if written approval cannot be obtained, the certifying Division must receive verbal approval prior to placement of the child. The placing Division will assure a copy of the written agreement is sent to the certifying Division and the child's DHS-OSPC and DHS-SPD workers as outlined below.
3. Within two (2) working days of placement of the child, the certifying Division will provide the following documentation to the placing Division:
 - A signed copy of the Inter-Division Foster Home Placement Approval;

- A copy of the certificate of approval or screen-print showing dates of approval of certification;
 - The most recent health and safety checklist; and
 - Verification of Criminal History clearance approvals for all adults living in the home.
4. Within two (2) working days of placement of the child the placing Division will provide the certifying Division with a written release of information signed by the foster parent(s)/provider(s) authorizing the sharing of certification information, including any health and safety concerns.
 5. The certifying Division will provide the following documentation to the placing Division within thirty (30) days of placement:
 - The home study or detailed renewal home study;
 - All training documentation; and
 - Other information as available and requested by the placing Division.
 6. The certifying Division will notify the placing Division of any change in certification status of or critical issue in the foster home.
 7. The certifying Division will be responsible for annual recertification of the home. The certifying Division will be responsible for providing the following information to the placing Division after recertification:
 - A copy of the certificate of approval or screen print showing dates of approval of certification;
 - The most recent health and safety checklist;
 - Verification of Criminal History clearance approvals for all adults living in the home (when necessary follow the process described in "Required CHC Decisions/Actions for Child Welfare Children Placed with Adult Residents in Foster Care"), and when additional criminal background approvals are required, the placing Division is responsible for obtaining the additional criminal background checks or approvals;
 - A release of information signed by the foster parent(s)/provider(s) allowing for inter-Division information sharing;
 - Any renewal home study;
 - The annual training completed; and
 - Other information as available and requested by the placing Division.

In addition, the Inter-Division Foster Home Placement Approval will be reviewed and renewed or extended by the certifying Division and signed by all parties during the annual re-certification of the foster home. The certifying Division will assure a copy of the renewed or extended approval is sent to the placing Division and the child's DHS-OSPC and DHS-SPD workers.

Protective Services

Protective Service assessments of abuse in foster homes will be conducted by either DHS-OSPC and/or a law enforcement agency per ORS 419B.005 – 045. DHS-OSPC will conduct and or be involved in child foster home investigations. The local CDDP and the DHS Office of Investigation and Training (OIT) may be contacted to provide consultation in child foster home investigations involving a child with developmental disabilities. The DHS-OSPC branch that completed the assessment will be responsible for providing findings and recommendations to the certifying Division and CDDP staff.

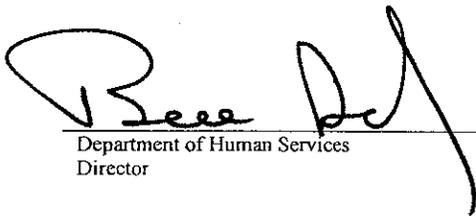
Payment

Payment arrangements for Inter-Division placements will be the responsibility of the placing Division.

Concerns and Conflicts

Resolution of concerns or conflicts that arise out of this agreement will be handled in the following manner:

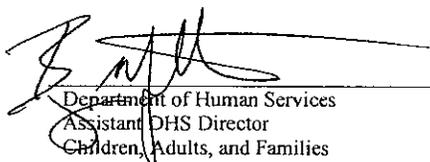
- The certifying Division and placing Division will discuss the problem and seek resolution in a timely and appropriate manner.
- If resolution cannot be achieved at the line staff level, the field supervisors will assist in the resolution of the problem and follow department lines of authority until the problem is resolved.



Department of Human Services
Director

1/20/08

Date



Department of Human Services
Assistant DHS Director
Children, Adults, and Families

1/29/08

Date



Department of Human Services
Assistant DHS Director
Seniors and People with Disabilities

1-30-08

Date