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Authorized Signature

Number: APD-PT-14-038
Issue Date: 11/13/2014

Topic: Developmental Disabilities

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 checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Services Coordinators, ODDS Program Specialists, DD Regional Programs, Child Welfare |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	Services for children under 18 years old, with intellectual or developmental disabilities (I/DD) and residing in a child welfare-funded foster family setting		
Policy/rule number(s):	OAR 411-320 OAR 411-308	Release no:	
Effective date:		Expiration:	
References:			
Web Address:			

Discussion/interpretation:

The Office of Developmental Disability Services (ODDS) now has the ability to offer in-home supports to **children with Intellectual/Developmental Disabilities (I/DD) who are in the legal custody of Child Welfare (CW) and in a CW-paid relative caregiver or foster care (CW-FC) placement.**

In-home supports to these children living in a family home are available through K-Plan and/or Waiver services, as defined in [OAR 411-308-0120](#). A **family home** may include a foster home funded by Child Welfare, as defined in [OAR 411-308-0020](#).

This is a significant change in practice for both CW and DD systems.

Effective immediately, for all cases where the child is in legal custody of CW and determined eligible for I/DD services, the CW worker and the Community Developmental Disability Program (CDDP) services coordinator (SC) must work together to determine the least restrictive placement setting that is in the best interest of the child.

When considering placements for a child who may be eligible for I/DD services, it is the procedure of CW to collaborate with the CDDP and explore placements in the following order of options – Option 1 being the least restrictive setting:

1. **CW-certified** relative caregiver or foster home: **CW-paid** placement, child receiving in-home services through K-Plan and/or Waiver.
2. **ODDS-certified** foster home: **CW-paid** placement, child receiving in-home services through K-Plan and/or Waiver.
3. **ODDS or CW certified** foster home: **ODDS-paid** foster care placement.
4. **ODDS** residential placement.

The Office of Developmental Disability Services has developed and posted the following **Technical Guides** and **Glossary of Terms** on the [DD Case Management Tools](#) website to provide additional information and guidance in implementing the above change in practice:

- In-Home Support for Children Under Age 18 and Residing in a Child Welfare-Funded Foster Home
- Transferring from a Child Welfare-Funded Foster Care Placement to an ODDS-Funded Foster Care Placement
- Glossary of Terms

Implementation/transition instructions: Procedure changes should be implemented immediately for all children with I/DD who are in the legal custody of CW and CW-paid foster care placement.

For those children who are already in an ODDS-paid foster care home, transitioning to CW-paid foster care placement with in-home supports through K-Plan and/or Waiver services should only occur where it is in the best interest of the child, and CW is pursuing options of finding a permanent home for the child such as parental

reunification, achieving guardianship or adoption.

Training/communication plan: Provide technical support as needed.

Local/branch action required: Ensure CDDP staff are following new requirements related to supports and services for a child with I/DD residing in a Child Welfare-funded relative caregiver or foster home.

Central office action required: Provide technical support as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: CW and ODDS internal and external partners, including APD Waiver and OHA Medicaid policy staff.

Filing Instructions:

If you have any questions about this policy, contact:

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Who is Responsible for What

(Co-Managed cases between Child Welfare and ODDS)

Who's Responsible for	CW Paid With K Plan Services				CW Custody DD Paid Placement			
	C	O	F	C	C	O	F	C
Obtaining/Providing/Assuring/Authorizing:	W	D	A	D	W	D	A	D
		D	M	D		D	M	D
		S		P		S		P
Financial								
SSI Filing (if required)	X					X		
Maintain SSA Trust Account	X					X		
Payee for Child	X					X		
Social Security Card (if not currently receiving SSI)					X			
Birth Certificate	X		+		X		+	
Payment for Short Term Crisis/Respite Services	X							X
Payment for Placement as a result of CPS Assessment	X				X			
DCS Child Support Orders (if applicable)	X				X			
IV-E Eligibility Determination	X				X			
IV-E adjustment for room and board						X		
Clothing (beyond usual needs)	X				X			
Adoption Payment/Subsidy negotiation	X				X			
Notification of AA/GA Opening	X				X			
Medical/Eligibility								
Application for DD Eligibility Determination	X				X			
Processing of DD Eligibility Determination				X				X
Filing for Medical Card	X					X		
Obtain/Provide Medical Record	X		+		X		+	
Maintain Medical/Dental Treatment Record	X				X			+
Supply Med./Dental Update to CW/Guardian	X							X
Immunization Record	X		+		X		+	
Tracking of Medical/Dental Visits	X		+		X		+	X
Tracking of Medications	X				X			X
Mental Health treatment referrals & monitoring	X			+	X			+
Psychological Testing	X			+	X			+
Medical/Surgical Authorization	X				X			
Arranging for transportation to Medical/Dental	X		+		+		+	X
Placement and Services								
Identify Placement Resource	X	◆		+	+	◆		X
Arrange Transport to Placement	X				X			+
Cert./Lic. Of Placement	X	X		X	X	X		X

CW= Child Welfare

FAM =Family

* CPS = Child Protective Services

ODDS= Office of Developmental Disability Services

CDDP=Community Developmental Disability Program

X= Primary Responsibility + = Attend/Participate/Give input

◆ = Region will assume/participate if CDDP declines or requires support

Revised 5/20/14

Who's Responsible for	CW Paid w/ K Plan Services				CW Custody DD Paid Placement			
	C	O	F	C	C	O	F	C
Obtaining/Providing/Assuring/Authorizing:	W	D	A	D	W	D	A	D
		D	M	D		D	M	D
		S		P		S		P
Placement and Services Continued								
ODDS Level of Care				X				X
Individual Support Plan	+		+	X	+		+	X
Identify Visit Guidelines/Plan	X		+	+	X		+	+
Maintain Incident Reports	+		+	X	+		+	X
Out-of-State Travel Authorization	X				X			
Interstate Compact Placement	X				X			
I.E.P. Participation	X		+	X	X		+	X
Skill Training (related to the disability) for increased independence	+			X	+			X
Independent Living Program (ILP) – for eligible child if ILP services are appropriate	X			+	X			+
Child D & A Treatment	X				X			+
Transportation for parent/child visits	X		+	+	X		+	+
Legal								
Case Plan	X		+	+	X		+	+
Court Hearings and CRB's	X		+	+	X		+	+
Abuse Investigations	X		+	+	X		+	+
Adoption/Guardianship Planning	X			+	X			+
Referral for Adult Guardianships	X			+	X			+
Identify Adult Transition Plan –Age 16	X		+	X	X		+	X

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