

Certification Standards

For foster care, relative
care and pre-adoptive
families

November 2007



Independent. Healthy. Safe.

Foster parent Bill of Rights



A foster parent has the right to:

Be treated with dignity, respect and trust as a member of a team, including respect for the family values and routines of the foster parent.

Be included as a valued member of a team that provides care and planning for a foster child placed in the home of the foster parent.

Receive support services, as resources permit, from the Department of Human Services that are designed to assist in the care of the foster child placed in the home of the foster parent.

Be informed of any condition that relates solely to a foster child placed in the home of the foster parent that may jeopardize the health or safety of the foster parent or other members of the home or alter the manner in which foster care should be provided to the foster child. The information shall include complete access to written reports, psychological evaluations and diagnoses that relate solely to a foster child placed in the home of the foster parent provided that confidential information given to a foster parent must be kept confidential by the foster parent, except as necessary to promote or to protect the health and welfare of the foster child and the community.

Have input into a permanency plan for a foster child placed in the home of the foster parent.

Receive assistance from the department in dealing with family loss and separation when the foster child leaves the home of the foster parent.

Be informed of all policies and procedures of the department that relate to the role of the foster parent.

Be informed of how to receive services and to have access to department personnel or service providers 24 hours a day, seven days a week.

Initiate an inactive referral status for a reasonable period of time, not to exceed 12 months, to allow a foster parent relief from caring for foster children.

Not be discriminated against on the basis of race, color, religion, sex, national origin, age or disability.

Be notified of the foster parent's right to limited participation in proceedings in the juvenile court and provided with an explanation of that right.

ORS 418.648

Enacted on January 2006



Independent. Healthy. Safe.

TABLE OF CONTENTS

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

Purpose of Certification Standards	1
Authorization	1
Definitions	2
Personal Qualifications of Applicants and Certified Families	4
Process to Apply for a Certificate of Approval	6
Certification Standards regarding the Home Environment	7
Sleeping Arrangements	7
Pools	9
Equipment	9
Animals	9
Fire Safety	9
Evacuation Plan	10
Bedrooms	10
Transportation	10
Smoking	11
Number of Children and Young Adults Placed by the Department, Requirements Regarding the	11
Care of Children and Young Adults, Requirements for the.	12
Child or Young Adult’s Education, Requirements Regarding a.	12
Child or Young Adult’s Discipline, Requirements Regarding a.	14
Appropriate Strategies.	14
Time Out.	15
Restraint.	15
Child or Young Adult’s Medical Care and Notification Requirements, Requirements Regarding a.	15
In an Emergency.	16
Medication Management Requirements.	16
Alternate Caregivers, Responsibilities and Notification Requirements for Selection and Use of.	17
Babysitters.	18
Relief or Respite Care.	18
Childhood Activities.	19
Confidentiality.	19

Education and Training for Applicants and Certified Families.	20
Other Required Notifications.	21
Mandatory Reporting, Requirements Regarding.	22
Visits in the Certified Family’s Home, Requirements Regarding.	22
Certificate of Approval, Requirements Regarding the.	22
Inactive Referral Status, Requirements Regarding.	23
Termination of a Certificate of Approval, Requirements Regarding.	23
Denial and Revocation of a Certificate of Approval, Requirements Regarding.	24
Contested Case Hearings, Requirements Regarding.	25
Index.	27

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

Purpose.	30
Definitions	30
Certification, Responsibilities for	33
Expedited process for child specific certificate of approval.	33
Regular process for certificate of approval	37
Maximum Number of Children or Young Adults in a Certified Family Home, Responsibility to Determine the	40
Issuing a Certificate of Approval, Responsibilities for.	41
Alternate Caregivers	43
Monitor Certification Compliance, Responsibilities to.	44
Developing a Placement Support, Responsibilities When.	45
Two-Year Renewal of the Certificate of Approval, Responsibilities regarding.	47
Voluntary Termination of an Application or an Existing Certificate of Approval, Responsibilities Regarding	48
Recertification of a Previously Certified Home, Responsibilities Regarding	49
Certified Family Moves to Another Home within the State	50
Certified Family Moves to a Different County	50
Inactive Referral Status, Responsibilities regarding	51
Denial or Revocation of a Certificate of Approval, Responsibilities regarding	53
Index.	54

Certification standards

For foster parents, relative caregivers
and pre-adoptive parents



Independent. Healthy. Safe.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

413-200-0301

Purpose of Certification Standards

- (1) The purpose of these rules (OAR 413-200-0301 to 413-200-0396) is to describe the criteria for becoming a certified relative caregiver, foster parent, or pre-adoptive parent. A certified relative caregiver, foster parent, or pre-adoptive parent will be referred to as a certified family throughout these rules.
- (2) These rules apply to any person requesting a Certificate of Approval, any person who has a current Certificate of Approval, or any person who is requesting re-certification to provide immediate, temporary, or permanent care for a child or young adult in the care or custody of the Department. The person may be an adult related to the child, an unrelated adult with an existing relationship to the child, or an adult unrelated and unknown to the child.
- (3) In these rules, unless otherwise indicated, a child or young adult refers to a child or young adult in the care or custody of the Department.

413-200-0305

Authorization

- (1) Title IV-E, section 471 (a)(10) Social Security Act, requires the State of Oregon to establish a state authority responsible for establishing and maintaining standards for foster family homes and child care institutions.
- (2) ORS 418.005 - 418.640 give the Department the authority and responsibility to approve homes for children and young adults in the care or custody of the Department. ORS 418.005 - 418.640 further authorize the Department to develop rules to approve homes.

413-200-0306

Definitions

The following definitions apply to OAR 413-200-0301 to 413-200-0396:

- (1) "Applicant" means an individual or individuals who apply for a Certificate of Approval to become a certified family.
- (2) "Certificate of Approval" means a document that the Department issues to approve the operation of a child-specific relative caregiver home, child-specific foster home, pre-adoptive home, or a regular foster home.
- (3) "Certified family" means an individual or individuals who hold a Certificate of Approval from the Department to operate a home to provide care, in the home in which they reside, to a child or young adult in the care or custody of the Department.
- (4) "Certifier" means a Child Welfare employee who conducts assessments of applicants interested in providing relative or foster care to a child or young adult in the care or custody of the Department, determines whether or not to recommend approval of the operation of a relative care or foster home, and monitors the compliance of a relative care or foster care home with Child Welfare certification rules.
- (5) "Child" means a person under 18 years of age.
- (6) "Child-Specific Certificate of Approval" means a document authorizing an individual or individuals to operate a home to provide care for a specific child or young adult in the care or custody of the Department.
- (7) "Criminal records check" means the process for obtaining and reviewing an individual's criminal history information.
- (8) "Department" means the Department of Human Services, Child Welfare.
- (9) "Denial" means the refusal of the Department to issue or renew a Certificate of Approval to operate a home to provide care for a child or young adult in the care or custody of the Department.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (10) "Designee" means a person who the designator directly and immediately supervises, or a person with equal or greater management responsibility than the designator.
- (11) "Discipline" means a training process a certified family uses to help a child or young adult develop the self control and self direction necessary to assume responsibilities, make daily living decisions, and learn to conform to accepted levels of social behavior.
- (12) "Foster parent" means a person who operates a home that has been approved by the Department to provide care for an unrelated child or young adult placed in the home by the Department.
- (13) "Inactive Referral Status" means a period of time, not to exceed 12 months, during which neither the Department nor any other agency will place an additional child or young adult with a certified family. The certified family or the Department may initiate the Inactive Referral Status.
- (14) "Member of the household" means any adult or child living in the home, including any caregiving employees and volunteers who may reside in the home.
- (15) "Physical restraint" means the act of restricting a child or young adult's voluntary movement as an emergency measure in order to manage and protect the child or young adult or others from injury when no alternate actions are sufficient to manage the child or young adult's behavior. "Physical restraint" does not include temporarily holding a child or young adult to assist him or her or assure his or her safety, such as preventing a child from running onto a busy street.
- (16) "Pre-adoptive parent" means an individual with a current Certificate of Approval to operate a home to provide care for a child placed by the Department for purposes of adoption.
- (17) "Psychotropic medication" means medication, the prescribed intent of which is to affect or alter thought processes, mood, or behavior, including but not limited to, antipsychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated, intended effect when prescribed because it may have many different effects.
- (18) "Relative caregiver" means a person who operates a home that has been approved by the Department to provide care for a related child or young adult placed in the home by the Department.

- (19) "Relief or Respite Care" means:
- (a) A formal planned arrangement to relieve a certified family's responsibilities by a person temporarily assuming responsibility for the care and supervision of the child or young adult; or
 - (b) Assistance provided by a person who comes into the home of the certified family to care for the child or young adult in the care or custody of the Department.
- (20) "Revocation" means an administrative act by the Department that rescinds an existing Certificate of Approval.
- (21) "Surrogate" means a person who has been appointed to safeguard a child's rights in the special education decision-making process. The person may be appointed pursuant to OAR 581-015-2320 for school-age children, OAR 581-015-2760 for preschool children, or by the juvenile court under ORS 419B.220.
- (22) "Young adult" means a person aged 18 through 20 years who remains in the care and custody of the Department, and lives in substitute care or lives independently through the Department's Independent Living Subsidy Program.

413-200-0308

Personal Qualifications of Applicants and Certified Families

- (1) An applicant has the burden of proving that he or she possesses the required qualifications to become a certified family.
- (2) To provide care for a child or young adult, an applicant must be at least 21 years of age unless:
 - (a) Otherwise specified in Child Welfare Policy I-E.2.1, "Placement of Indian Children", OAR 413-070-0100 to 413-070-0260; or
 - (b) A Child Welfare program manager or designee has approved an applicant, between the ages of 18 through 20 years, to become a relative caregiver.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (3) An applicant must:
 - (a) Possess an ability to exercise sound judgment and demonstrate responsible, stable, emotionally mature behavior;
 - (b) Possess the ability to manage the applicant's home and personal life;
 - (c) Maintain conditions in the home that provide safety and well-being for the child or young adult;
 - (d) Have supportive relationships with adults and children living in the household and with others in the community;
 - (e) Have a lifestyle and personal habits free of criminal activity, and abuse or misuse of alcohol or drugs;
 - (f) Have adequate financial resources to support the household independent of the monthly foster care payments; and
 - (g) Have the physical and mental capacity to care for a child or young adult. Upon request, an applicant must provide copies of medical reports from a health care professional, or may be required to complete an expert evaluation with a report provided to the Department.

- (4) To maintain a Certificate of Approval, in addition to continuing to meet the personal qualifications in sections (1) to (3) of this rule, a certified family must:
 - (a) Learn and apply effective childrearing and behavior intervention practices focused on helping a child or young adult grow, develop, and build positive personal relationships and self-esteem;
 - (b) Incorporate into the family's care-giving practices positive non-punitive discipline and ways of helping a child or young adult build positive personal relationships, self-control, and self-esteem;
 - (c) Respect and support the child or young adult's relationships with the birth family and other significant persons in the child or young adult's life;
 - (d) Respect each child or young adult's spiritual beliefs, lifestyles, sexual orientation, disabilities, national origin, cultural identities, and provide opportunities to enhance the child or young adult's heritage;

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (e) Work in partnership with the Department to identify the strengths and needs of each child or young adult;
- (f) Follow through and comply with prescribed services, activities, and restrictions of each child or young adult in the care or custody of the Department placed in the certified home; and
- (g) Use reasonable efforts to prevent anyone from influencing the child or young adult regarding allegations in a judicial or administrative proceeding in which the child or young adult's family or legal guardian, the child or young adult, or other persons may be involved.

413-200-0314

Process to Apply for a Certificate of Approval

- (1) To become a certified family, the applicant must:
 - (a) Apply for certification in the county of the applicant's residence, except as provided in OAR 413-200-0274(2)(o)(A) and 413-200-0274(4)(o)(A);
 - (b) Complete a Department application;
 - (c) Provide the names and contact information of four references, two of whom may be relatives of the applicant, who can attest to the applicant's character and ability to provide safe and protective care for a child or young adult, and the names and contact information of at least two persons with whom the certified family is likely to remain in contact if displaced due to a natural disaster;
 - (d) Complete all required paperwork requested by the Department;
 - (e) Allow Department staff to conduct an in home safety assessment of conditions that appear to exist in the home that provide safety and well-being for the child or young adult;
 - (f) Allow Department staff to have face-to-face contact with all members of the applicant's household;
 - (g) Provide social and family history information to the Department; and

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (h) Provide information about any current or previous licenses, certifications, or applications for relative care, foster care, day care, adoption, or any other types of services for vulnerable individuals including adult care giving. Information must include the organization's name, any denials, suspensions, revocations, or terminations.
- (2) All adult members of the applicant's household must have face-to-face contact with a Department certifier and must provide:
 - (a) Information regarding criminal involvement, including arrests and convictions regarding any member of the household; and
 - (b) Consent to a criminal records check.
- (3) The applicant must allow the Department, at its discretion, to gather information regarding the criminal records of any child under 18 who lives in the household.
- (4) All adult members of the applicant's household must provide:
 - (a) Information regarding any previous allegations of child abuse and neglect; and
 - (b) Consent to a child abuse and neglect background check.
- (5) Withdrawal of Application. Applicants who have applied or are applying for a Certificate of Approval may voluntarily withdraw their application to provide care for a child or young adult. The family must provide their voluntary withdrawal notice --
 - (a) On a form provided by the Department;
 - (b) In a written format of their choice; or
 - (c) Verbally to a certifier or certifier's supervisor.

413-200-0335

Certification Standards Regarding the Home Environment

- (1) The home and surrounding environment of a certified family must comply with all of the following requirements:

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (a) Be the primary residence of the certified family and the residence where the child or young adult resides with the certified family.
 - (b) Have adequate space for each member of the household, including space for safe and appropriate sleeping arrangements.
 - (A) A certified family and Department staff must consider a child or young adult's age, gender, special needs, behavior, and history of abuse or neglect in determining appropriate sleeping arrangements.
 - (B) Unrelated foster children may not share a bed.
 - (c) Have safe and adequate drinking water and an adequate source of safe water to be used for personal hygiene.
 - (d) Have access to a working telephone to make and receive phone calls.
 - (e) Have the necessary equipment for the safe preparation, storage, serving, and clean-up of food.
 - (f) Provide safe storage of all medications in the household, and store psychotropic medications for any member of the household in locked storage.
 - (g) Have easily accessible first aid supplies, and a reasonable understanding of how to use such supplies.
 - (h) Have a safe, properly maintained, and operational heating system. Space heaters must be plugged directly into a wall outlet and must be equipped with tip-over protection.
- (2) In order to maintain a safe environment for a child or young adult, a certified family must:
- (a) Comply with state and local ordinances and consider a child or young adult's age, special needs and capabilities, to establish the necessary safeguards around potential water hazards, outdoor play equipment, or other outdoor tools, chemicals, or potentially dangerous hazards.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (b) Assure that:
 - (A) Swimming pools, wading pools, ponds, hot tubs and other water hazards are inaccessible to a child or young adult unless responsibly supervised;
 - (B) Outdoor tools and equipment, machinery, chemicals, flammables, and combustibles are stored in a safe manner;
 - (C) Animals are properly cared for and kept in compliance with local ordinances; and
 - (D) A child or young adult's access to potentially dangerous animals is restricted.
- (c) Consider the child or young adult's age, special needs and capabilities when determining if an animal is a safe and appropriate pet.
- (d) Notify and receive authorization from a child or young adult's caseworker or the caseworker's supervisor prior to a child or young adult's beginning hunting or target practice.
- (3) In order to protect the safety of a child or young adult in care, a certified family must store hunting and sporting equipment, such as knives, spears, arrows, hunting sling shots, bows, and martial art weapons, in a safe and secure manner, and inaccessible to a child or young adult.
- (4) The certified family must comply with all of the following fire safety requirements.
 - (a) The home of a certified family must:
 - (A) Have at least one working smoke alarm on each floor and one in each bedroom where a child or young adult sleeps;
 - (B) Have at least one operable fire extinguisher rated 2-A:10-B-C or higher;
 - (C) Have at least one means of emergency exit and one means of rescue from the home;

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (D) Have a barrier around fireplaces, wood stoves, or other heating systems which may cause burns to a child or young adult developmentally unable to reasonably follow safety rules regarding such devices; and
 - (E) Have operable, quick-release mechanisms on barred windows. No bedroom occupied by a child or young adult, who is unable to use the quick-release mechanism, may have a barred window.
- (b) Provide to the Department and display in the home a written comprehensive home evacuation plan, share the plan with each child or young adult at the time of placement, and practice the evacuation plan at least every six months. A certified family must include in the written comprehensive home evacuation plan a provision for the safe exit of a child or young adult who is not capable of understanding or participating in the evacuation plan.
- (c) Assure that a bedroom used by a child or young adult has:
- (A) One unrestricted exit;
 - (B) At least one secondary means of exit or rescue;
 - (C) A working smoke alarm; and
 - (D) Unrestricted, direct access, at all times, to hallways, corridors, living rooms or other such common areas.
- (5) Any door that locks on the inside must be operable from the outside of the room, and any door that locks on the outside must be operable from the inside of the room.
- (6) Transportation requirements.
- (a) A certified family must have available, and be willing to use, a safe and reliable method of transportation.
 - (b) Any member of the household transporting a child or young adult must provide proof of a valid driver's license and current insurance, as required by law, on any family-owned motorized vehicle by which a child or young adult might be transported when a family has applied for certification and at each re-certification.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (c) As required by current state law, a certified family must assure that:
 - (A) Only a licensed and insured driver transports a child or young adult in motorized vehicles; and
 - (B) A child or young adult uses a seat belt or age and size appropriate safety seat when transported in motorized vehicles.
- (d) A certified family must obtain written authorization from the Department prior to transporting a child or young adult out of the State of Oregon.
- (7) Smoking limitations. A certified family must assure that:
 - (a) A child or young adult is not exposed to any type of second-hand smoke in the certified family's home or vehicle; and
 - (b) No member of the household provides any form of tobacco products to a child or young adult.

413-200-0348

Requirements Regarding the Number of Children and Young Adults Placed by the Department

- (1) Except as provided in section (3) of this rule, a certified family may not exceed the following maximum number of children and young adults in the home:
 - (a) A total of --
 - (A) Four children or young adults when one certified adult lives in the home; or
 - (B) Seven children or young adults when two certified adults live in the home.
 - (b) Two children under the age of three.
- (2) The limits in section (1) of this rule include all children or young adults residing in the home.

- (3) Under extraordinary circumstances, a Child Welfare program manager may approve placement of a child or young adult in a certified family that exceeds the maximum number of children and young adults in section (1) of this rule.

413-200-0352

Requirements for the Care of Children and Young Adults

A certified family must:

- (1) Work cooperatively with the Department, the child or young adult, and his or her family to meet the child or young adult's needs for educational, physical, recreational, social, intellectual, and emotional development;
- (2) Include the child or young adult as part of the family household;
- (3) Assure that when a child or young adult leaves the certified home, the child or young adult's belongings, both those brought with him or her and those obtained while living in the home, remain with the child or young adult;
- (4) Not subject any child to abuse, as described in ORS 419B.005;
- (5) Not accept a child or young adult for placement from another agency without prior approval of the Child Welfare program manager or designee; and
- (6) Not provide formal or informal adult foster care or child day care without prior approval of the Child Welfare program manager or designee.

413-200-0354

Requirements Regarding a Child or Young Adult's Education

- (1) The certified family must comply with all of the following requirements:
 - (a) Enroll the child or young adult in his or her school or educational placement, after the school or educational placement has been determined by the Department.
 - (b) Support the child or young adult in his or her school or educational placement.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (c) Assure the child or young adult regularly attends the school or educational placement and monitor the child or young adult's educational progress, including keeping records of:
 - (A) The child or young adult's report cards;
 - (B) Any reports received from the teacher or the school or educational placement;
 - (C) Any evaluations received as a result of educational testing or assessment; and
 - (D) Disciplinary reports regarding the child or young adult.
 - (d) Monitor the child or young adult's educational successes, learning style, and potential learning difficulties.
 - (e) Work with the child or young adult's caseworker when referring the child or young adult for assessment of a possible disability.
 - (f) Notify the child or young adult's caseworker of the certified family's interest in or intent to be appointed as the child or young adult's educational surrogate parent.
 - (g) Work with the Department to regularly share information regarding the child or young adult's educational progress.
- (2) The certified family may be appointed to safeguard a child's rights in the special education decision-making process. This appointment may occur pursuant to OAR 581-015-2320 for school-age children, OAR 581-015-2760 for preschool children, or by the juvenile court under ORS 419B.220.
- (3) The certified family may provide consent for a child or young adult placed in the home to participate in routine school-related activities, such as school enrollment, field trips within the state of Oregon, routine social events, sporting events, and cultural events.

413-200-0358

Requirements Regarding a Child or Young Adult's Discipline

- (1) When disciplining a child or young adult, the certified family must not use corporal punishment, verbal abuse, or withholding food or other items essential to a child or young adult's protection, safety, or well-being. Examples of prohibited discipline include, but are not limited to, the following:
 - (a) Use of or threatened use of any form of physical force.
 - (b) Verbal abuse including derogatory remarks about the child or young adult, the child or young adult's family characteristics, physical traits, culture, ethnicity, language, sexual orientation, or traditions.
 - (c) Denying a child or young adult visits, telephone, or other types of contact with persons authorized in a visit and contact plan.
 - (d) Assigning extremely strenuous exercise or work.
 - (e) Use of or threatened use of restraining devices.
 - (f) Punishment for bed-wetting or punishment related to toilet training.
 - (g) Directing a child or young adult or permitting a child or young adult to punish another child or young adult.
 - (h) Threat of removal from the certified family home as punishment.
 - (i) Use of the shower as punishment.
 - (j) Group punishment for the misbehavior of one child or young adult.
 - (k) Extreme isolation as a means of punishment that restricts a child or young adult's ability to talk with or associate with others.
 - (l) Locking a child or young adult in a room.
- (2) The certified family must demonstrate a willingness to understand the meaning of the child or young adult's behaviors and the ability to develop and use appropriate strategies to address challenging behaviors. Appropriate strategies may include:

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (a) Concentrating on changing only the behavior that is causing the most difficulty for the child or young adult and others;
 - (b) Emphasizing ways to help the child or young adult develop self-control;
 - (c) Taking a positive approach to changing challenging behavior;
 - (d) Selecting and implementing strategies that respect and involve the child or young adult in the change process; and
 - (e) Being mindful of the child or young adult's age, developmental level, and past experiences with abuse and neglect.
- (3) The certified family may use a time-out only for the purpose of giving the child or young adult a short break to allow the child or young adult to calm himself or herself and regain control, and not as a punishment. The certified family must take into consideration the child or young adult's age and developmental level in determining the length of a time-out.
- (4) Only an adult in a certified family or Department staff, who has been trained to use a physical restraint, may do so, except in circumstances described in Child Welfare Policy I-B.1.6, "Behavior Intervention", OAR 413-020-0200 to 413-020-0245 when a child, young adult, or others are at imminent risk of danger. Physical restraint (defined in OAR 413-200-0306) must be a safety measure of last resort.
- (5) The certified family must notify and request assistance of the Department when the child or young adult's challenging behavior may be beyond the certified family's ability to discipline in a positive manner.

413-200-0362

Requirements Regarding a Child or Young Adult's Medical Care and Notification Requirements

- (1) In addressing the health care for a child or young adult, the certified family must:
- (a) Work collaboratively with the Department in managing the child or young adult's health care needs;
 - (b) Regularly exchange the child or young adult's medical information with the Department;

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (c) Work collaboratively with medical providers in managing the child or young adult's health care needs; and
- (d) Maintain documentation of each child or young adult's:
 - (A) Medical appointments;
 - (B) Medical information regarding the child or young adult;
 - (C) Medical appointment follow-up reports; and
 - (D) Immunization records.
- (2) A certified family must comply with the Department's direction on obtaining medical care for a child or young adult.
- (3) A certified family may consent to routine medical care for a child or young adult in the Department's custody, including vaccinations, immunizations, routine examinations, and laboratory tests.
- (4) Except as provided in section (5) of this rule, the certified family must contact the child or young adult's caseworker to obtain appropriate prior consent from the Department before a child or young adult receives any medical care or undergoes a procedure, other than routine medical care.
- (5) In an emergency, a certified family must notify the child or young adult's caseworker as soon as possible and no later than 24 hours after an injury requiring medical treatment.
- (6) Medication management requirements.
 - (a) The certified family must comply with all of the following requirements:
 - (A) Administer prescription medications to a child or young adult only in accordance with the written prescription or authorization.
 - (B) Record the dosage, date, and time that all medications are administered to a child or young adult on a form approved by the Department. If medication is given in a location other than the certified home, such as at school or in daycare, the institution or program's medication log must be attached to the Department form.

The medication form, with any attachments, must be submitted to the child or young adult's caseworker monthly.

- (C) Take the medication form to each medical appointment and share with the medical provider.
 - (D) Inform the child or young adult's caseworker or his or her supervisor within one working day when a child or young adult is prescribed a psychotropic medication or the dosage of any existing prescription is changed.
 - (E) Maintain the documentation received from the caseworker when a child is prescribed a psychotropic medication or when the dosage of any existing prescription for a psychotropic medication is changed.
- (b) The certified family must store all medications in such a way that the medications are inaccessible to a child or young adult and must store all psychotropic medications in locked storage.
 - (c) When a child or young adult is learning to manage his or her own medications, the certified family, the child or young adult, and the caseworker may collaborate on an individualized, written plan for the child or young adult to access the medication. The child or young adult must not have access to medication that is not his or her own. The plan must state how the medication will be inaccessible to other children or young adults in the home. The certified family, the child, and the caseworker will keep a copy of the plan.

413-200-0371

Responsibilities and Notification Requirements for Selection and Use of Alternate Caregivers

- (1) Except as provided in section (2) of this rule, the certified family is responsible for identifying and selecting safe and responsible alternate caregivers for a child or young adult placed in their home, and take into consideration:
 - (a) Each child or young adult's age, special needs, attachment, and individual behaviors; and

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (b) The length of time that the child or young adult will be with the alternate caregivers described in this rule.
- (2) The Department may determine that a particular alternate caregiver is inappropriate based upon the needs of the child or young adult.
- (3) Responsibilities when Using a Babysitter.
 - (a) The certified family must use a responsible person 14 years of age or older for short-term intermittent child care, and must:
 - (A) Have an available method through which they may be contacted in an emergency;
 - (B) Assure the babysitter is capable of assuming child care responsibilities required to meet the needs of the children in the certified family's home, and will be present at all times; and
 - (C) Assure the babysitter does not provide overnight care.
 - (b) A babysitter does not need to complete a criminal history background check.
- (4) Responsibilities and notification requirements when using Relief Care or Respite Care.
 - (a) The certified family must select a relief or respite caregiver who is –
 - (A) At least 18 years of age;
 - (B) Capable of assuming child care responsibilities, including meeting any special needs of each child or young adult in the certified family's care; and
 - (C) Present at all times.
 - (b) The certified family must:
 - (A) Have an available method through which they may be contacted in an emergency; and

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (B) Provide to the Department the name, address, and telephone number of the relief or respite caregiver for the purpose of the Department's conducting the criminal records check and child abuse and neglect history check, prior to the person providing relief or respite care.
 - (c) The certified family must receive Department approval prior to using a relief or respite caregiver.
- (5) A certified family may use a licensed, registered, or approved childcare center or day care provider for a child or young adult and must notify the Department in advance of using the licensed childcare center or day care provider.
- (6) Family and childhood activities.
 - (a) The certified family may give consent for a child or young adult in the Department's care or custody to participate in ordinary childhood activities, such as sleepovers with friends and organized activities provided by schools, churches, civic organizations, scouts, or similar groups.
 - (b) The certified family must verify that the event is safe, adequately supervised, and appropriate for the child or young adult based upon his or her needs.
 - (c) When the certified family has any questions regarding the child or young adult participating in the activity, the family must consult with the child or young adult's caseworker.
- (7) The certified family must notify the child or young adult's caseworker prior to the child or young adult being absent from the certified family for more than 24 hours.
- (8) The certified family is responsible for notifying the certifier or the certifier's supervisor in advance when the certified family plans to provide relief or respite care for another certified family and the number of children or young adults in the home will exceed the maximum number of children or young adults on the certified family's Certificate of Approval.

413-200-0377

Confidentiality

- (1) The certified family must exercise good judgment in sharing personal information about the child or young adult and the child or young adult's family. The certified family must store documents regarding the child or young adult or child or young adult's family in a way that protects the privacy of the child or young adult and the child or young adult's family.
- (2) The certified family may not disclose confidential information regarding a child or young adult or the family of a child or young adult, except when necessary to promote or to protect the health and welfare of the child, young adult, or the community.

413-200-0379

Education and Training for Applicants and Certified Families

- (1) All applicants must participate in the Department's Orientation prior to receiving a Certificate of Approval, or within 30 days after the placement of a child or young adult in a home that has been issued a Child-Specific Certificate of Approval.
- (2) Applicants and certified families must complete the Foundations of Relative Care, Foster Care, and Pre-Adoptive Care (Foundations) training before or within 12 months after the date on which the Certificate of Approval was issued, or have written documentation of completion of equivalent training content from another licensed child-caring agency within two years of an applicant's dated application for a Certificate of Approval from the Department.
- (3) Foundations training is required if an applicant previously certified by the Department has not been certified within the last two years unless the supervisor waives the training requirement based on the family's documented knowledge and skills in caring for a child or young adult placed in the home by the Department.
- (4) The certified family and the Department certifier must develop a training plan for each person certified in the family to complete at least 30 hours of training during each two-year certification period.
- (5) Applicants and certified families who have limited English proficiency or a hearing or visual impairment, and cannot meet the training requirements outlined in sections (1) to (3) of this rule may be provided an individualized training plan

prepared by the certifier and approved by the Children, Adults and Families Division, Foster Care Program Office.

- (6) The Department may require a certified family to obtain more than the 30 hours of training for a two-year certification period depending on the needs of the child or young adult placed in their home or the knowledge, skills, and abilities of the certified family.

413-200-0383

Other Required Notifications

A certified family must notify the certifier or certifier's supervisor of all of the following:

- (1) Any person joining or leaving the household.
- (2) Any anticipated change in address.
- (3) Any physical or structural changes in the home in which they live.
- (4) Any arrests or court convictions for any member of the household. This notification must occur within one working day.
- (5) Any known allegation of child abuse or neglect perpetrated by any member of the household, or an individual who regularly visits the home. Such notification must occur on the day that the certified family learns of the allegation.
- (6) The suspension of a driver's license of any adult on the Certificate of Approval or any member of the household.
- (7) Any change in the physical or mental health of a member of the household that reasonably could affect the member's or the family's ability to meet the needs of safety, health, and well-being of a child or young adult.
- (8) Any time any member of the household applies to become an in-home child care provider, an adult foster care, or in-home adult day care provider, in order to obtain the approval of the Department prior to providing such care.
- (9) Any time another agency wishes to place a child or young adult in the certified home, in order to obtain the approval of the Department prior to providing such care.

- (10) Any time the certified family agrees to provide relief or respite care for another certified family.
- (11) Any other circumstance that could reasonably affect the safety or well-being of a child or young adult in the certified family's home.

413-200-0386

Requirements Regarding Mandatory Reporting

Any member of the household and any certified family's employee, independent contractor, or volunteer who works in the certified family's home, must report the pertinent information to the Department upon reasonable cause to believe that any child with whom the person comes in contact has suffered abuse or neglect or that any adult with whom the person comes in contact has abused or neglected a child.

413-200-0388

Requirements Regarding Visits in the Certified Family's Home

For purposes of assessing the conditions in the home that provide safety and well-being for the child or young adult, a certified family must:

- (1) Allow on-going in-home visits, both scheduled and unscheduled, by Department staff; and
- (2) Allow Department staff unsupervised contact with a child or young adult.

413-200-0390

Requirements Regarding the Certificate of Approval

- (1) An applicant may receive a Child-Specific Certificate of Approval for up to 90 days when assessment activities described in Child Welfare Policy II-B.1.1, "Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents, and Pre-Adoptive Parents", OAR 413-200-0274(2)(a) – (p) have been completed; and, when all assessment activities have been completed, may receive a Certificate of Approval for up to two years.

- (2) A certified family must apply every two years to be re-certified as a foster parent, or relative caregiver.

413-200-0393

Requirements Regarding Inactive Referral Status

- (1) A certified family may request that the Department place their home on Inactive Referral Status for any reason for up to 12 months. The inactive referral status begins immediately and while it is in effect:
 - (a) The Department will place no additional child or young adult in the home; and
 - (b) The certified family may not accept placement of any child or young adult from another agency.
- (2) Inactive Referral Status, when requested by the certified family, ends:
 - (a) At the request of the certified family; or
 - (b) When the certificate expires and --
 - (A) The family has not timely applied for renewal of the certificate; or
 - (B) The Department has not renewed the certificate.
- (3) The Department may initiate a certified family's inactive referral status under the conditions described in Child Welfare Policy II-B.1.1, "Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents", OAR 413-200-0294(5) or (6). When the Department initiates inactive referral status, the Department must:
 - (a) Provide written notification to the certified family of the inactive referral status within fourteen working days; and
 - (b) Provide written notification to the certified family when inactive referral status ends.

413-200-0394

Requirements Regarding Termination of a Certificate of Approval

- (1) A certified family may voluntarily request that the Department terminate the Certificate of Approval and close the home. The certified family must give the Department ten-days notice before the Certificate of Approval is terminated. The Department must remove any child or young adult in the care or custody of the Department from the home before closing the home.
- (2) When a child or young adult leaves a home that has a Child-Specific Certificate of Approval, the Department terminates the Child-Specific Certificate of Approval and closes the home.
- (3) When a certified family moves to a different residence, the Department terminates the Certificate of Approval and closes the home. The Department may issue a new Certificate of Approval when the activities described in OAR 413-200-0292(5) have been completed.

413-200-0395

Requirements Regarding Denial and Revocation of a Certificate of Approval

- (1) The Department may deny an application for a Certificate of Approval if an applicant fails to provide requested information within 90 days of a written request from the Department.
- (2) The Department may deny an application or revoke a Certificate of Approval when:
 - (a) The applicant or certified family does not meet one or more of these rules (OAR 413-200-0301 to 413-200-0396);
 - (b) The Department discovers an applicant or a certified family has falsified information (by act of commission or omission) before or after the Certificate of Approval has been issued; or
 - (c) An applicant or certified family fails to provide information to or inform the Department of any disqualifying condition that arises after the Certificate of Approval has been issued.

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (3) The Department must provide the certified family a written notice of revocation or denial, which must state the reason or reasons for the revocation or the denial.
- (4) The Department must revoke a Certificate of Approval when a certified family violates one or more of these rules (OAR 413-200-0301 to 413-200-0396) and, at the conclusion of a CPS assessment, the Department determines that a child or young adult is unsafe and the certified family cannot or will not protect the child or young adult.
- (5) Upon deciding to revoke a certified family's Certificate of Approval, the Department must remove from the home any child or young adult in the Department's care or custody.
- (6) When the Department revokes a certified family's Certificate of Approval or denies an application, the Department has the discretion to require up to a five-year waiting period before the individual or family can reapply as a relative caregiver or foster parent.

413-200-0396

Requirements Regarding Contested Case Hearings

- (1) Except as provided in section (4) of this rule, an applicant may request a contested case hearing to contest the Department's decision to deny the approval of the application for a Certificate of Approval.
- (2) A certified family may request a contested case hearing to contest the Department's decision to revoke the Certificate of Approval.
- (3) The applicant or family requests a contested case hearing, as provided in ORS Chapter 183, by providing a Child Welfare program manager a written request for a hearing within 30 days of the date that the Department mailed the notice of denial or revocation.
- (4) ORS Chapter 183 does not provide a contested case process for adoptive applicants who are denied approval as an adoptive resource.
- (5) If the Department does not receive a request for a contested case hearing within 30 days of the date that the Department mailed the notice of denial or revocation, the certified family or applicant has waived the right to a hearing, except as provided in OAR 137-003-0003(1).

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

- (6) When a contested case hearing is timely requested but such request is subsequently withdrawn, the Department will document in the certification file the circumstance of the withdrawal.

- (7) Child Welfare Policy I-A.5.2.1, "Contested Case Hearings", outlines the procedures for handling a request for a contested case hearing due to the denial or revocation of a Certificate of Approval.

INDEX

I

12 months · 3, 20, 23

2

21 years · 4
24 hours · 16, 19

3

30 days · 20, 25
30 hours · 20

9

90 days · 22, 24

A

accept placement · 23
adoption · 3, 7
adoptive applicants · 25
adult foster care · 12, 21
alcohol · 5
allegations · 6, 7, 21
alternate caregivers · 17, 18
Animals · 9
another agency · 12, 21, 23
applicant's residence · 6
application · 6, 7, 20, 25
arrests · 7, 21
assessment · 13, 22
authority · 1

B

Babysitter · 18
barred windows · 10
bed · 8
bedroom · 9, 10
bed-wetting · 14
behavior intervention · 5
behavior medications · 3
belongings · 12
birth family · 5
burden · 4

C

care-giving practices · 5
Certificate of Approval · 1, 2, 3, 4,
5, 6, 7, 19, 20, 21, 22, 23, 24,
25, 26
certifier · 7, 19, 20, 21
challenging behaviors · 14
change in address · 21
chemicals · 8, 9
child abuse · 7, 19, 21
child care · 1, 18, 19, 21
childhood activities · 19
childrearing · 5
churches · 19
confidential information · 20
consent · 13, 16, 19
consult · 19
contested case hearing · 25, 26
convictions · 7, 21
corporal punishment · 14
corridors · 10
CPS assessment · 24
criminal activity · 5
criminal history · 2, 18
criminal involvement · 7
criminal records check · 7, 19
cultural · 5, 13

D

dangerous · 8, 9
day care · 7, 12, 16, 19, 21
day care provider · 19
deny · 25
deny an application · 24
Department must · 23, 24, 25
designee · 4, 12
disabilities · 5
Disciplinary reports · 13
discipline · 5, 14, 15
disciplining · 14
drinking water · 8
driver's license · 10, 21
drugs · 5

E

Education · 12
educational placement · 12, 13

educational testing · 13
emergency · 16, 18
emergency exit · 9
employee · 2, 22
English proficiency · 20
environment · 7, 8
ethnicity · 14
evacuation plan · 10
expert evaluation · 5
expires · 23
extraordinary circumstances · 12

F

face-to-face · 6, 7
falsified · 24
family history · 6
family must · 5, 7, 8, 9, 10, 11, 12,
14, 15, 16, 17, 18, 19, 21, 22, 23
field trips · 13
financial resources · 5
fire extinguisher · 9
fire safety · 9
fireplaces · 10
first aid · 8
flammables · 9
food · 8, 14
foster parent · 1, 22, 25
Foundations · 20

G

gender · 8
Group punishment · 14

H

hallways · 10
health care · 5, 15, 16
heating system · 8, 10
heritage · 5
home assessment · 6
hot tubs · 9
hunting · 9
hygiene · 8

I

imminent risk · 15
immunizations · 16

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

Inactive · 3, 23
Inactive Referral Status · 3, 23
independent contractor · 22
Indian Children · 4
insurance · 10
insured driver · 11
isolation · 14

K

knives · 9

L

laboratory tests · 16
learning difficulties · 13
learning style · 13
legal guardian · 6
licenses · 7
lifestyles · 5
living rooms · 10
locked storage · 8, 17
locks · 10

M

maximum number of children · 11, 12, 19
medical appointment · 16, 17
medical care · 15, 16
medical information · 15, 16
medical provider · 16, 17
medical reports · 5
medical treatment · 16
medication log · 17
Medication management · 16
member of the household · 3, 7, 8, 10, 11, 21, 22
mental capacity · 5
mental health · 21
motorized vehicle · 10, 11

N

national origin · 5
natural disaster · 6
neglect · 7, 8, 15, 19, 21, 22
notification · 18, 21, 23

O

Orientation · 20
outdoor tools · 8

P

partnership · 6
payments · 5
Personal Qualifications · 4
pet · 9
physical restraint · 15
ponds · 9
pre-adoptive parents · 1, 22, 23
prescribed · 3, 6, 17
prescription · 17
prescription medications · 16
primary residence · 8
privacy · 20
program manager · 4, 12, 25
Psychotropic medication · 3, 8, 17
punish · 14

R

reapply · 25
reasonable efforts · 6
re-certified · 22
recreational · 12
references · 6
relative caregiver · 1, 2, 4, 22, 25
relatives · 6
relief · 19, 21
renewal · 23
report cards · 13
rescue · 9, 10
residence · 8, 24
respite care · 4, 18, 19, 21
respite caregiver · 18, 19
restraining devices · 14
restrictions · 6
revoke · 24, 25

S

school · 12, 13, 16
school enrollment · 13
scouts · 19
seat belt · 11
self-control · 5, 15
self-esteem · 5
services · 6, 7
sexual orientation · 5, 14
shower · 14
significant persons · 5
six months · 10
sleeping arrangements · 8
sleepovers · 19
sling shots · 9
smoke alarm · 9, 10

Smoking · 11
sound judgment · 5
Space heaters · 8
special education · 4, 13
special needs · 8, 9, 17, 18
spiritual beliefs · 5
sporting events · 13
strenuous exercise · 14
supervisor · 7, 9, 17, 19, 20, 21
supportive relationships · 5
Surrogate · 4
surrogate parent · 13
Swimming pools · 9

T

target practice · 9
telephone · 8, 14, 19
Termination of a Certificate of Approval · 23
Threat of removal · 14
time-out · 15
Title IV-E · 1
tobacco · 11
toilet training · 14
traditions · 14
Training for Applicants and Certified Families · 20
training plan · 20
transportation · 10

U

unrelated adult · 1
unrelated child · 3
Unrelated foster children · 8
unsafe · 25
unscheduled · 22
unsupervised contact · 22

V

vaccinations · 16
verbal abuse · 14
visit and contact plan · 14
visits · 14, 21, 22
Visits in the Certified Family's · 22
visual impairment · 20
voluntarily · 7, 23
volunteer · 22

Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents

W

wading pools · 9
water hazards · 8, 9

weapons · 9
withdraw · 7
wood stoves · 10
written authorization · 11

Y

young adult · 1, 4

Department responsibilities

For certification and supervision of
relative caregivers, foster parents and
pre-adoptive parents



Independent. Healthy. Safe.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

413-200-0270

Purpose

- (1) The purpose of these rules (OAR 413-200-0270 to 413-200-0296) is to describe the activities of the Department related to:
 - (a) The certification of a relative caregiver or foster parent, and the assessment of a pre-adoptive applicant;
 - (b) Monitoring a certified family's compliance to the Certification Standards; and
 - (c) Recertification of a family.
- (2) A certified relative caregiver, foster parent, and pre-adoptive parent will be referred to as a certified family throughout these rules.
- (3) Regardless of the nature of the relationship between a family and a child or young adult, a family must be assessed and certified prior to the placement of the child or young adult in the home. No child or young adult in the care or custody of the Department may be placed in an uncertified home.
- (4) In these rules, unless otherwise indicated, a child or young adult refers to a child or young adult in the care or custody of the Department.

413-200-0272

Definitions

The following definitions apply to OAR 413-200-0270 to 413-200-0296:

- (1) "Applicant" means an individual or individuals who apply for a Certificate of Approval to become a certified family.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (2) "Certificate of Approval" means a document that the Department issues to approve the operation of a child-specific relative caregiver home, child-specific foster home, pre-adoptive home, or a regular foster home.
- (3) "Certified family" means an individual or individuals who hold a Certificate of Approval from the Department to operate a home to provide care, in the home in which they reside, to a child or young adult in the care or custody of the Department.
- (4) "Certifier" means a Child Welfare employee who conducts assessments of applicants interested in providing relative or foster care to a child or young adult in the care or custody of the Department, determines whether or not to recommend approval of the operation of a relative care or foster home, and monitors the compliance of a relative care or foster care home with Child Welfare certification rules.
- (5) "Child" means a person under 18 years of age.
- (6) "Child-Specific Certificate of Approval" means a document authorizing an individual or individuals to operate a home to provide care for a specific child or young adult in the care or custody of the Department.
- (7) "Criminal records check" means the process for obtaining and reviewing an individual's criminal history information.
- (8) "Department" means the Department of Human Services, Child Welfare.
- (9) "Denial" means the refusal of the Department to issue an initial or renew a Certificate of Approval to operate a certified home to provide care for a child or young adult in the care or custody of the Department.
- (10) "Designee" means a person whom the designator directly and immediately supervises, or a person with equal or greater management responsibility than the designator.
- (11) "Discipline" means a training process a certified family uses to help a child or young adult develop the self control and self direction necessary to assume responsibilities, make daily living decisions, and learn to conform to accepted levels of social behavior.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (12) "Foster parent" means a person who operates a home that has been approved by the Department to provide care for an unrelated child or young adult placed in the home by the Department.
- (13) "Home study" means a document containing an analysis of the ability of the applicant to provide safe and appropriate care of a child or young adult in the care or custody of the Department.
- (14) "Inactive Referral Status" means a period of time, not to exceed 12 months, during which neither the Department nor any other agency will place an additional child or young adult with a certified family. The certified family or the Department may initiate the Inactive Referral Status.
- (15) "Member of the household" means any adult or child living in the home, including any caregiving employees and volunteers who may reside in the home.
- (16) "Placement support plan" means a documented set of actions or resources that is developed to assist a relative caregiver or foster parent to maintain conditions that provide safety and well-being for children or young adults in the home.
- (17) "Pre-adoptive parent" means an individual with a current Certificate of Approval to operate a home to provide care for a child placed by the Department for purposes of adoption.
- (18) "Psychotropic medication" means medication, the prescribed intent of which is to affect or alter thought processes, mood, or behavior, including, but not limited to antipsychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated, intended effect when prescribed because it may have many different effects.
- (19) "Relative caregiver" means a person who operates a home that has been approved by the Department to provide care for a related child or young adult placed in the home by the Department.
- (20) "Relief or Respite Care" means:
 - (a) A formal planned arrangement to relieve a certified family's responsibilities by a person temporarily assuming responsibility for the care and supervision of the child or young adult; or

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (b) Assistance provided by a person who comes into the home of the certified family to care for the child or young adult in the care or custody of the Department.
- (21) "Revocation" means an administrative act by the Department that rescinds an existing Certificate of Approval.
- (22) "Young adult" means a person aged 18 through 20 years who remains in the care and custody of the Department, and lives in substitute care or lives independently through the Department's Independent Living Subsidy Program.

413-200-0274

Responsibilities for Certification

- (1) Sections (2) to (5) of this rule cover Department responsibilities for an expedited process for certification of an applicant for a Child-Specific Certificate of Approval. Sections (6) and (7) cover Department responsibilities for certification of all other applicants.
- (2) To complete the expedited process for assessment of an applicant for a Child-Specific Certificate of Approval, the certifier must :
 - (a) Review the completed application.
 - (b) Have face-to-face contact with the applicant and all members of the household. If a member of the household is unavailable when conducting face-to-face contact for a child-specific certificate of approval, the certifier must:
 - (A) Obtain the approval of the supervisor to delay face-to-face contact with that member of the household; and
 - (B) Determine a date and time for the face-to-face contact within one week of the date the member of the household becomes available.
 - (c) Verify applicant identity by viewing photo identification of each applicant.
 - (d) Explain the certification process.
 - (e) Discuss with the applicant the role and responsibility of the Department.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (f) Assess the applicant's motivation for and interest in caring for the child or young adult.
- (g) Complete a home visit. Observe and assess the safety of the physical environment and complete a Safety Assessment of the home.
- (h) Gather and analyze information, through interview and observation, as it relates to each applicant's personal qualifications and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.
- (i) Assure completion of a criminal records check on each adult member of the household; and, at the Department's discretion, on any child under 18, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470.
 - (A) Assess any safety concerns regarding the applicant or member of the household; and
 - (B) If appropriate, obtain an exception pursuant to OAR 413-120-0450(6) for any criminal history of an applicant or member of the household.
- (j) Assure initiation of Child Abuse History Background Checks for each adult member of the household.
 - (A) A child abuse history background check must be completed in the state of Oregon and requested from any other state where the individual has resided in the last five years;
 - (B) Assess any safety concerns regarding the applicant or member of the household; and
 - (C) If appropriate, obtain approval from the District Manager, Assistant District Manager, or designee on a form approved by the Department when Child Protective Services has concluded that a member of the household is the perpetrator of a Founded Disposition or has on his or her record an Unable to Determine Child Abuse or Neglect Disposition in Oregon or has a similar disposition from another state to continue certification.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (k) Obtain at least two personal references for the applicant.
 - (l) Assure the applicant possesses a valid driver license and auto insurance if the applicant will transport a child or young adult in the care or custody of the Department.
 - (m) Determine, with input from the applicant, the gender, ages, and maximum number of children and young adults that may be placed in the home by the Department.
 - (n) If appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department when:
 - (A) The applicant or a member of the household is an in-home day care provider or foster care provider licensed by another child-caring agency, unless placement is authorized under an Interagency Agreement;
 - (B) The applicant or a member of the household is an adult foster care or in-home adult day care provider; or
 - (C) The applicant applying to become a relative caregiver is 18, 19, or 20 years of age.
 - (o) If appropriate, obtain approval from the District Manager on a form approved by the Department, when the applicant applies for a child specific Certificate of Approval through an office other than the office in the county in which the family resides.
 - (p) If appropriate, obtain the approval of the Child Welfare program manager when the children or young adults placed in the home will exceed the maximum number of children or young adults as described in OAR 413-200-0276.
 - (q) After completing the activities in section (2)(a) - (p) of this rule, the Department may issue a child-specific Certificate of Approval for up to 90 days.
- (3) Within 90 days of the date the Child-Specific Certificate of Approval is issued, the certifier must:

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (a) Obtain at least two additional references. Two of the four required references may be provided by the applicant's relatives.
 - (b) Contact the caseworker of the child or young adult placed in the home regarding the child or young adult's adjustment in placement and the certified family's ability to meet the child or young adult's needs.
 - (c) Conduct another home visit to gather social history information regarding personal qualifications of the certified family and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.
 - (d) Complete the Child Abuse History Background Checks for each adult member of the household as required in paragraph (2)(j)(A) of this rule and request a Child Abuse History Background Check for each adult member of the household who has lived in another country in the last five years.
 - (e) Verify that the certified family will have completed:
 - (A) Orientation within 30 days after the Child-Specific Certificate of Approval was issued; and
 - (B) Foundations of Relative Care, Foster Care, and Pre-Adoptive Care (Foundations) training before or within 12 months after the date on which the Certificate of Approval was issued, or have written documentation of completion of equivalent training content from another licensed child-caring agency within two years of an applicant's dated application for a Certificate of Approval from the Department.
 - (f) Discuss and develop a training plan for each certified adult in the family.
 - (g) Document the assessment of the certified family's ability to provide safety and well-being for the child or young adult in a home study.
- (4) After completing the activities in section (3) of this rule, the Department may approve the certified family for the two-year certification period and issue a Child-Specific Certificate of Approval with an effective date on the day which the activities in section (3) of this rule were completed and an end date two years from the effective date on the initial Child-Specific Certificate of Approval.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (5) When the activities described in subsections (3)(a) to (3)(g) of this rule have not been completed within 90 days, the District Manager, Assistant District Manager, or designee may extend the Child-Specific Certificate of Approval for --
 - (a) No longer than 60 days; or
 - (b) Longer than 60 days if an activity has not been completed due to circumstances beyond the control of the Department.
- (6) To complete the assessment for the certification of all other applicants, the certifier must:
 - (a) Review the completed application.
 - (b) Have face-to-face contact with the applicant and all members of the household.
 - (c) Verify applicant identity by viewing the photo identification of each applicant.
 - (d) Explain the certification process.
 - (e) Discuss with the applicant the role and responsibility of the Department.
 - (f) Assess the applicant's motivation for and interest in caring for the child or young adult.
 - (g) Complete a minimum of two home visits. Observe and assess the safety of the physical environment and complete a safety assessment of the home.
 - (h) Gather social history information through interview and observation. Analyze information as it relates to each applicant's personal qualifications and assess the conditions that appear to exist in the home that provide safety and well-being for a child or young adult.
 - (i) Assure completion of a criminal records check on each adult member of the household; and, at the Department's discretion, on any child under 18, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (A) Assess any safety concerns regarding the applicant or member of the household; and
 - (B) If appropriate, obtain an exception pursuant to OAR 413-120-0450(6) for any criminal history of an applicant or member of the household.
- (j) Assure completion of Child Abuse History Background Checks for each adult member of the household.
- (A) If the applicant or an adult member of the household has lived outside the state of Oregon and within the United States in the previous five years, a child abuse history background check must be obtained from each state where the individual resided in the last five years;
 - (B) If the applicant or an adult member of the household has lived outside of the United States in the previous five years, a child abuse history background check must be requested from each country where the individual lived within the past five years;
 - (C) Assess any safety concerns regarding the applicant or member of the household; and
 - (D) If appropriate, obtain approval from the District Manager, Assistant District Manager, or designee on a form approved by the Department when Child Protective Services has concluded that a member of the household is the perpetrator of a Founded Disposition, has on his or her record an Unable to Determine Child Abuse or Neglect Disposition in Oregon, or has a similar disposition from another state to continue certification.
- (k) Obtain at least four personal references for the applicant, only two of which may be provided by the applicant's relatives.
- (l) Assure the applicant possesses a valid driver license and auto insurance if the applicant will transport a child or young adult in the care or custody of the Department.
- (m) Determine, with input from the applicant, the gender, ages, and maximum number of children and young adults that may be placed in the home by the Department.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (n) If appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department when:
 - (A) The applicant or a member of the household is an in-home day care provider or foster care provider licensed by another child-caring agency, unless placement is authorized under an Interagency Agreement;
 - (B) The applicant or a member of the household is an adult foster care or in-home adult day care provider; or
 - (C) The applicant applying to become a relative caregiver is 18, 19, or 20 years of age.
 - (o) If appropriate, obtain approval from the District Manager on a form approved by the Department when the applicant applies for a Certificate of Approval through an office other than the office in the county in which the family resides.
 - (p) If appropriate, obtain the approval of the Child Welfare program manager when the children or young adults placed in the home will exceed the maximum number of children or young adults as described in OAR 413-200-0276.
 - (q) Verify that the applicant has completed Orientation and Foundations of Relative Care, Foster Care, and Pre-Adoptive Care (Foundations) before or within 12 months after the date on which the Certificate of Approval was issued, or has written documentation of completion of equivalent training content from another licensed child-caring agency within two years of an applicant's dated application for a Certificate of Approval from the Department.
 - (r) Discuss and develop a training plan with each applicant.
 - (s) Document the assessment of the applicant's ability to provide safety and well-being for the child or young adult in a home study.
- (7) After completing the activities in section (6) of this rule, the Department may issue a Certificate of Approval for a two-year period.

413-200-0276

Responsibility to Determine the Maximum Number of Children or Young Adults in a Certified Family Home

- (1) Unless extraordinary circumstances exist, a supervisor may not issue a Certificate of Approval that, when the home is fully occupied, exceeds the following maximum number of children or young adults living in the home:
 - (a) A total of four children or young adults to one certified adult living in the home;
 - (b) A total of seven children or young adults to two certified adults living in the home; or
 - (c) A total of two children under the age of three.
- (2) When making the determination of the maximum number of children or young adults in the home as described in section (1) of this rule, the supervisor includes all children and young adults residing in the home.
- (3) The Child Welfare program manager may approve placing additional children or young adults in the home in extraordinary circumstances.
 - (a) Extraordinary circumstances include, but are not limited to:
 - (A) Placing siblings together; or
 - (B) Placing a special needs child or young adult with a family that has demonstrated extraordinary ability in meeting the special needs of a child or young adult.
 - (b) In these extraordinary circumstances, the certifier must assess:
 - (A) The skills, abilities, and training of the certified family related to the quantity of services that are required by the child or young adult;
 - (B) The skills, abilities, and special needs of the child or young adult;

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (C) The amount of Departmental supervision the certified family requires and the certified family's network of support to the child or young adult related to the child or young adult's needs;
 - (D) The maximum safe physical capacity of the home, including sleeping arrangements; and
 - (E) The plan for each individual to escape from the home in case of fire or other emergency.
- (4) The certifier must document the assessment described in subsection (3)(b) of this rule on a form approved by the Department and obtain Child Welfare program manager approval prior to permitting the home to exceed the maximum number of children or young adults specified in section (1) of this rule.
- (5) When a Child Welfare program manager approves placing additional children or young adults in a certified home, the certifier must;
- (a) Visit the home every 90 days;
 - (b) Assess the certified family's compliance with certification standards; and
 - (c) Document the family's compliance with certification standards after each visit.

413-200-0278

Responsibilities for Issuing a Certificate of Approval

- (1) The Department must complete the assessment activities described in OAR 413-200-0274 and issue a Certificate of Approval or provide notice of intent to deny a Certificate of Approval within 180 days of receipt of an application to become a foster parent or relative caregiver, unless the application is withdrawn or the assessment period is extended by the District Manager, Assistant District Manager, or designee. Approval and notice of adoptive homes is described in Child Welfare Policy I-G.1.3, "Adoption Applications", OAR 413-120-0230 and 413-120-0240.
- (2) The supervisor reviews all assessment activities, ensures all safety components of the certification standards are met, ensures any required exception has been obtained for OAR 413-200-0274(2)(i)(B) or 413-200-0274(6)(i)(B), and required approvals have been obtained for OAR 413-200-0274(2)(j)(C), 413-200-

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

0274(2)(n) - (p), 413-200-0274(6)(j)(C), 413-200-0274(6)(n)(A) - (C), or 413-200-0274(6)(o) or (p) prior to the Department issuing a Certificate of Approval.

- (a) The Department may issue a Child-Specific Certificate of Approval for up to 90 days when all activities required in OAR 413-200-0274(2) have been completed; or
 - (b) When all assessment activities are completed and written documentation has been submitted, the Department may issue a two-year Certificate of Approval to provide relative or foster care.
- (3) A Certificate of Approval must include the following information:
- (a) The name of each primary adult, including married couples and domestic partners, approved as the certified family;
 - (b) The address to which the certificate applies;
 - (c) The age range (birth - 20) and gender of the children or young adults for whom the certified family is approved to provide care;
 - (d) The maximum number of children or young adults that can be placed in the home;
 - (e) The provider number that the Department has given the home;
 - (f) The beginning and expiration dates of the certificate; and
 - (g) The signature of the Child Welfare program manager or designee.
- (4) A Child-Specific Certificate of Approval must state the number, age range, and gender of the specific children or young adults placed in the home.
- (5) The Department may at its discretion modify the Certificate of Approval to increase or decrease the maximum number of children or young adults, within the limits prescribed in OAR 413-200-0276(1), the age range, or the gender of the children or young adults for whom the family is certified.

413-200-0281

Alternate Caregivers

The certifier must:

- (1) Discuss with the certified family the plan for providing care to a child or young adult, when the certified family will be unavailable to provide care.
- (2) Assure completion of criminal records checks on any person the certified family has identified to provide relief or respite care for the certified family; review the information, and, if needed and appropriate, obtain an exception as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470 and in OAR 413-200-0274(6)(j)(A) - (D) prior to the individual providing relief or respite care.
- (3) Conduct Child Abuse history background checks on any person the certified family has identified to provide relief or respite care as described in OAR 413-200-0274(6)(j)(A) - (D) and review the information to assure the person presents no safety concerns.
- (4) Analyze information under sections (2) and (3) of this rule prior to determining the person is safe and appropriate to provide relief or respite care and authorizing the person to provide relief and respite care.
- (5) Document the analysis under section (4) of this rule in the certification record.
- (6) Notify the certified family of the authorization for the person identified to provide relief or respite care.
- (7) Verify that any certified family identified to provide relief or respite care for another certified family has a current Certificate of Approval.
- (8) When the analysis under section (4) of this rule results in a determination that the person is not either a safe or appropriate person to provide relief or respite care, notify the certified family that the person cannot be used to provide relief or respite care.

413-200-0283

Responsibilities to Monitor Certification Compliance

- (1) The certifier must monitor each certified family's compliance with Child Welfare Policy II-B.1, "Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents", OAR 413-200-0301 to 413-200-0396. To monitor compliance, a certifier must:
 - (a) Conduct a minimum of one home visit every 180 days to assure compliance with Certification Standards.
 - (b) When a certified family has been approved to exceed the maximum number of children or young adults as prescribed in OAR 413-200-0276(1), conduct a minimum of one home visit every 90 days as long as the approval is applicable.
 - (c) Whenever it becomes known that the certified family wishes to become an in-home child care, an adult foster care, or in-home adult day care provider, assess the certified family's ability to maintain conditions in the home that provide safety and well-being for the child or young adult placed in the home by the Department and, when appropriate, obtain approval from the Child Welfare program manager or designee on a form approved by the Department, as described in OAR 413-200-0274(2)(n)(A) - (B) and (4)(n)(A) - (B) when appropriate.
 - (d) Whenever it becomes known that another agency wishes to place a child or young adult in a certified home, obtain approval from the Child Welfare program manager or designee on a form approved by the Department prior to the placement of the child or young adult.
- (2) To complete the monitoring responsibilities, the certifier must:
 - (a) Seek input from the caseworkers of children placed or living in the home during the past 180 days and assess the conditions that appear to exist in the home that provide safety and well-being for the child or young adult;
 - (b) Assess the information that the certifier learns from these contacts to determine whether conditions appear to exist in the home that provide safety

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

and well-being for the child or young adult placed in the home by the Department;

- (c) Review and assess the conditions that appear to exist in the home that provide safety and well-being for the child or young adult when any extraordinary circumstances described in OAR 413-200-0276(3)(a) exist; and
- (d) Document the contacts with the certified family and the assessment information obtained under this rule in the certification record.

413-200-0285

Responsibilities When Developing a Placement Support Plan

- (1) When a certifier determines that a certified family needs additional support to maintain conditions that provide safety and well being in the home, the certifier must develop a Placement Support Plan. A Placement Support Plan is appropriate when one or both of the following circumstances apply:
 - (a) The certified family needs additional training or instruction to improve the care giving practices to meet the needs of the children or young adults placed in the certified family's home.
 - (b) The certified family is not in compliance with one or more of the Department's certification standards, and the non-compliance does not result in a safety threat to a child.
- (2) When a Placement Support Plan is appropriate to support a certified family, the certifier must gather information regarding current circumstances from --
 - (a) The certified family;
 - (b) The children or young adults placed in the certified family's home, when appropriate;
 - (c) The caseworkers of the children or young adults currently placed in the home; and
 - (d) Other collateral contacts that may have information regarding the characteristics of substitute care provided in the certified family's home.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (3) The certifier must schedule a meeting with the certified family to discuss the current circumstances and appropriate supports and services to assist the certified family.
- (4) The certifier must prepare a Placement Support Plan that specifies:
 - (a) The actions or services in which the certified family will participate;
 - (b) The actions or services the Department will provide to support the certified family in maintaining conditions that provide safety and well-being for the children or young adults placed in the home by the Department;
 - (c) Written agreement that the certified family is willing and able to participate in the actions or services;
 - (d) Written agreement to review the Placement Support Plan on a specified date, which is within at least 90 days; and
 - (e) The anticipated end date of the Placement Support Plan.
- (5) A supervisor must approve the Placement Support Plan.
- (6) When the Placement Support Plan has been approved, the certifier must:
 - (a) Provide a copy to the certified family;
 - (b) File a copy in the certification file;
 - (c) Document a summary of the Placement Support Plan in FACIS, provider notes; and
 - (d) Provide written notification to the caseworkers of each child or young adult placed in the home of the Placement Support Plan.
- (7) The certifier must contact the certified family prior to the anticipated end date of the Placement Support Plan to assure that all activities and services have been completed, or the certified family can meet the needs of the children or young adults placed in the home by the Department and is in compliance with Department certification standards.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (8) The certifier must document the end of a Placement Support Plan in the certification file, in FACIS provider notes, and notify the caseworkers of each child or young adult placed in the certified family's home.

413-200-0287

Responsibilities Regarding Two-Year Renewal of the Certificate of Approval

- (1) A certified family must be assessed every two years. The Department must complete the assessment and provide written notice of the decision to renew a certificate approval or intent to deny the renewal of the certified family's certificate of approval, prior to expiration of the existing certificate. To renew a Certificate of Approval, the certifier must complete all of the following:
 - (a) Complete a home visit and have face-to-face contact with all members of the household.
 - (b) Review the completed Certified Family Certificate Renewal or Change of Status Application.
 - (c) Confirm completion of required hours of training, and develop a training plan for the new certification period.
 - (d) Assure completion of criminal records checks on each adult member of the household; and, at the Department's discretion, any child under 18, as described in Child Welfare Policy I-G.1.4, "Criminal History", OAR 413-120-0400 to 413-120-0470:
 - (A) Assess any safety concerns regarding the applicant or member of the household; and
 - (B) Obtain an exception per OAR 413-120-0450(6) Criminal History Checks for any new criminal history conviction for an applicant or member of the household, if appropriate.
 - (e) Assure completion of Child Abuse History Background Checks for each adult member of the household.
 - (A) If the applicant or an adult member of the household has lived outside the state of Oregon in the previous five years, and an out-of-state child abuse history background check has not been completed, a child abuse

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

history background check must be requested from each state or country where the individual resided in the last five years.

- (B) Assess any safety concerns regarding the applicant or adult member of the applicant's household.
 - (C) If appropriate, obtain approval from the District Manager or designee, on a form approved by the Department, when Child Protective Services has concluded that a member of the applicant's household is the perpetrator of a Founded Disposition or has on his or her record an Unable to Determine Child Abuse or Neglect Disposition or similar disposition from another state to continue certification.
 - (f) Review and assess whether conditions appear to exist in the home that provide safety and well-being for the child or young adult.
 - (g) Review and analyze the certified family's skills and abilities in maintaining conditions in the home that provide safety and well-being for the child or young adult, maintaining relationships with the community and the Department, and supporting the child or young adult's case plan.
 - (h) Update the home study including results of the assessment completed in subsections (a) to (g) of this section and submit to the supervisor for approval.
- (2) The supervisor reviews and may approve or deny the home study and, if he or she approves, the Department issues a two-year certificate of approval.

413-200-0289

Responsibilities Regarding Voluntary Termination of an Application or an Existing Certificate of Approval

- (1) When an applicant requests to withdraw his or her application for a Certificate of Approval, the certifier must document his or her communication regarding the applicant's request.
- (2) When a certified family requests to close their home or does not wish to renew a Certificate of Approval, the certifier must document his or her communication regarding the certified family's request.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (3) A Child-Specific Certificate of Approval terminates when the specific child or young adult leaves the certified home. The certifier must confirm the certified family understands that the Child-Specific Certificate of Approval is void when the child or young adult is no longer placed in the home. When a child-specific certified family requests to become certified as a foster parent, the certifier must:
 - (a) Provide the family with a Certified Family Certificate Renewal or Change of Status Application; and
 - (b) Assess the family as a general applicant.

413-200-0292

Responsibilities Regarding Recertification of a Previously Certified Home

- (1) When a certified family has been closed less than six months, the previous Certificate of Approval would not have expired during the months the home was closed (if the Certificate of Approval was not revoked), the certified family continues to live in the same residence, and the certified family requests that the Department reopen the Certificate of Approval, the certifier must:
 - (a) Provide the family with a Certified Family Certificate Renewal or Change of Status Application;
 - (b) Complete criminal records and child abuse history background checks on any new adult member living in the household as described in OAR 413-200-0272(2)(i) - (j).
 - (c) Conduct a home visit to identify and assess any changes in the environment or family;
 - (d) Observe and assess the safety of the physical environment and complete a safety assessment of the home; and
 - (e) Document in the certification file the circumstances that the Department reopened the Certificate of Approval.
- (2) When a certified family has been closed for six months or more or the previous Certificate of Approval would have expired during the months the home was closed, and the previously certified family contacts the Department to become certified again, the certifier must:

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (a) Provide the necessary documents for an initial application for a Certificate of Approval to provide care to the certified family for completion;
 - (b) Complete the assessment process as described in OAR 413-200-0274;
 - (c) Update the family's home study and document any changes in the family's circumstances since the most recent closure of the Certificate of Approval; and
 - (d) Submit the updated home study to the supervisor for approval.
- (3) The supervisor reviews and may approve or deny the home study and, if he or she approves, issue a two-year Certificate of Approval.
- (4) Foundations training is required if a family previously certified by the Department has not been certified within the last two years unless the supervisor waives the training requirement based on the family's documented knowledge and skills in caring for a child or young adult placed in the home by the Department.
- (5) When the certified family moves to another residence in the State of Oregon, the Certificate of Approval automatically terminates. The Department may issue a new Certificate of Approval for the new residence after the activities described in this section have been completed. Within 14 working days, the certifier must:
 - (a) Provide the certified family a Certified Family Certificate Renewal or Change of Status Application;
 - (b) Review the completed Certified Family Certificate Renewal or Change of Status Application;
 - (c) Conduct a home visit and Safety Assessment prior to recommending a Certificate of Approval for the family to the supervisor; and
 - (d) Document in the certification file the circumstances of the family's relocation.
- (6) When a certified family has been initially certified by the local Child Welfare office in the county in which the family resides and the family moves to another county, all of the following actions are required:

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (a) The issuing Child Welfare office's certification supervisor must notify the certification supervisor in a Child Welfare office in the county to which the certified family is moving;
 - (b) The certification file and ongoing Department responsibilities are transferred to a Child Welfare office in the county to which the certified family is moving, unless the District Manager in the county to which the certified family is moving has approved that Department certification responsibilities remain in the Child Welfare office in the county from which the certified family is moving.
 - (c) Complete the actions described in section (5) of this rule.
- (7) When a certified family wishes to move outside the State of Oregon with a child or young adult, refer to Child Welfare Policy I-B.3.4.2, "Interstate Compact on the Placement of Children", OAR 413-040-0200 to 413-040-0330.

413-200-0294

Responsibilities Regarding Inactive Referral Status

- (1) The certified family or the Department may initiate an Inactive Referral Status. When a certified family is on inactive referral status, no additional child or young adult may be placed in the home.
- (2) A certified family may ask the Department to place their home on Inactive Referral Status for any reason for up to 12 months. The inactive referral status begins immediately upon the request of the family.
- (3) The certifier must immediately notify Department staff responsible for placement that the home is unavailable for placement of a child or young adult.
- (4) Within 30 days of a certified family requesting inactive referral status, the certifier must send a letter to the certified family that documents the inactive status, the reasons for the status, and the requested length of the inactive referral status.
- (5) The Department may place a certified family on Inactive Referral Status for one or more of the following reasons:

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (a) The special needs of a child or young adult, who is currently in the home, require so much of the certified family's care and attention that no agency should place an additional child or young adult in the home.
 - (b) The family or members of the household are experiencing significant family or life stress.
 - (c) The certified family does not currently meet one or more of the certification standards.
- (6) The Department must place a certified family on Inactive Referral Status when the Department is assessing an allegation of child abuse or neglect in the home.
- (7) Within 14 days of the Department's initiating inactive referral status, the certifier must send a letter to the certified family that documents the beginning date of inactive referral status, the reason for the inactive referral status, and any specific certification standards that have been violated, if any.
- (a) The certifier and the certified family may collaborate to develop a Placement Support Plan to address the concerns precipitating the inactive referral status; and
 - (b) The certification supervisor reviews and approves the Placement Support Plan.
- (8) The Department may revoke a Certificate of Approval if a certified family is unable to remedy a violation of a certification rule within the time frame of the Inactive Referral Status.
- (9) When the certified family initiates Inactive Referral Status, the inactive status ends at the request of the certified family.
- (10) When the Department initiates Inactive Referral Status, the Department determines, within the time frame of the Inactive Referral Status, when the conditions that warranted the Inactive Referral Status have been resolved.
- (11) When the Inactive Referral Status ends, the certifier must:
- (a) Document removal of the Inactive Referral Status in the certification file;
 - (b) Send written notification to the family within 30 days; and

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

- (c) Notify Department staff responsible for placement that the home is available for placement of a child or young adult.

413-200-0296

Responsibilities Regarding Denial or Revocation of a Certificate of Approval

- (1) The Department may deny an application for a Certificate of Approval or revoke a Certificate of Approval when the applicant or certified family does not meet one or more of the certification rules.
- (2) The certifier must provide the applicant a written notice of the intent to deny a Certificate of Approval, which must state the reason or reasons for the denial.
- (3) The Department must revoke a Certificate of Approval when a certified family violates one or more of the rules in Child Welfare Policy II-B.1, "Certification Standards for Foster Parents, Relative Caregivers, and Pre-Adoptive Parents", OAR 413-200-0301 to 413-200-0396, and at the conclusion of a CPS assessment, the Department determines that a child is unsafe and the certified family cannot or will not protect the child.
- (4) The Department may deny an application or revoke a Certificate of Approval if the Department discovers an Applicant or certified family has falsified information (by act of commission or omission) before or after the Certificate of Approval has been issued or if a certified family fails to provide information or inform the Department of any disqualifying condition that arises after the Certificate of Approval has been issued.
- (5) The certifier must provide the certified family a written notice of intent to revoke, which must state each reason for the revocation.
- (6) The Department must remove from the home all the children or young adults in the care or custody of the Department upon making the decision to revoke the certified family's Certificate of Approval.
- (7) When the Department has revoked a family's Certificate of Approval or denied an application for a Certificate of Approval, the Department has the discretion to require a waiting period of up to five years before the Department will accept a new application.

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

INDEX

I

12 months · 32, 37, 41, 55
14 days · 55
14 working days · 53
180 days · 43, 46, 47

J

30 days · 37, 55, 56

K

60 days · 37, 38

L

90 days · 36, 37, 43, 46, 48

A

address · 38, 44
adoptive homes · 43
adult day care · 36, 40, 46
adult foster care · 36, 40, 46
age range · 44
allegation of child abuse or neglect · 55
Alternate Caregivers · 45
analyze · 34, 51
Applicant · 30
applicant's address · 50
Assure · 34, 35, 38, 39, 40, 45, 50
auto insurance · 35, 40
automatically terminates · 53

B

behavior medications · 32

C

case plan · 51
caseworkers · 36, 47, 48, 49
certified family · 30, 31
certifier · 47, 56
certifier must · 33, 36, 38, 42, 43, 45, 46, 47, 48, 49, 50, 51, 52, 53, 55, 56, 57
child · 30, 31
child abuse history background check · 35, 39, 50
Child Protective Services · 35, 39, 51
child under 18 · 38
Child Welfare program manager · 35, 36, 40, 42, 43, 44, 46
child-caring agency · 35, 37, 40, 41
child-specific Certificate of Approval · 36
collateral contacts · 48
compliance · 30, 31, 43, 46, 48, 49
conviction · 50
country · 39, 50
CPS assessment · 57
criminal history · 31, 34, 39, 50
Criminal History Checks · 50
criminal records · 38, 45, 50, 52
criminal records checks · 38, 45, 50

D

Definitions · 30
Denial · 31, 56
deny · 51, 53, 57
Department must · 43, 49, 55, 57
designee · 31, 35, 37, 39, 40, 43, 44, 46, 47, 51
Discipline · 31
District Manager · 35, 36, 37, 39, 40, 43, 51, 54
domestic partners · 44
driver license · 35, 40

E

employees · 32
equivalent training · 37, 41
escape · 42
exception · 34, 39, 43, 45, 50
expedited process · 33
expiration dates · 44
expired · 52, 53
extend · 37
extraordinary ability · 42
extraordinary circumstances · 41, 42, 47

F

face-to-face · 33, 34, 38, 50
FACIS · 49
family moves · 53
family must · 30, 49
fire · 42
five years · 35, 39, 50, 57
Foster parent · 32
Foundations · 37, 40, 53
Founded Disposition · 35, 39, 51
four children · 41
fully occupied · 41

H

home study · 32, 37, 41, 51, 53
home visit · 34, 36, 38, 46, 50, 52, 54

I

identity · 34, 38
Inactive Referral Status · 32, 54, 55, 56
in-home child care · 46
in-home day care · 35, 40
initial · 31, 37

Department Responsibilities for Certification and Supervision of Relative Caregivers, Foster Parents and Pre-Adoptive Parents

initial application · 53
intent to deny · 43, 49, 57
Interagency Agreement · 35, 40
interview · 34, 38

M

married couples · 44
maximum number of children · 35, 36, 40, 41, 42, 44, 46
member of the household · 32, 33, 34, 35, 36, 38, 39, 40, 50, 55
modify · 44
monitor · 46
motivation · 34, 38
moves to another county · 54

N

network of support · 42
new residence · 53

O

observation · 34, 38
obtain approval · 35, 36, 39, 40, 46, 51
one week · 34
Orientation · 37, 40
outside the state · 39, 50, 54
outside the US · 39

P

perpetrator · 35, 39, 51
personal qualifications · 34, 36, 38

photo identification · 34, 38
physical capacity · 42
Placement Support Plan · 47, 48, 49, 56
Pre-Adoptive Parents · 30, 46, 57
primary adult · 44
provider number · 44
Psychotropic medication · 32

R

Recertification · 30, 52
references · 35, 36, 39
relative caregiver · 36, 40
relief · 45
re-opening a home · 52
requests to close · 52
resides · 36, 40, 54
respite care · 45, 46
Revocation · 33, 56, 57
revoke · 56, 57

S

safety assessment · 34, 38, 52, 54
seven children · 41
siblings · 42
sleeping arrangements · 42
social history · 36, 38
special cert. to regular cert. · 52
special needs child · 42
supervisor · 33, 41, 42, 43, 51, 53, 54, 56
supervisor must · 49, 54

T

terminates when child leaves · 52
training plan · 37, 41, 50
transport · 35, 40
two children · 41
two-year certification · 37

U

Unable to Determine · 35, 39, 51
unavailable · 33, 45, 55
uncertified · 30
under 18 · 31, 50
Update · 51, 53

V

violates · 57
volunteers · 32

W

waives · 53
withdraw · 51
withdrawn · 43
Written agreement · 48
written documentation · 37, 41, 44
written notice · 49, 57
written notification · 49, 56

Y

young adult · 30, 33

This document can be obtained in an alternate format for individuals with disabilities upon request by contacting: the DHS Foster Care Unit at 503-945-6653 or FAX 503-945-6969. Available formats are: large print, Braille, audio tape recording, electronic format and oral presentation.



Oregon Department of
Human Services
500 Summer Street NE
Salem, Oregon 97301