

14. Services for, and placement of, a child with an Intellectual or Developmental Disability (I/DD), whose needs can be met in a foster family setting.

A child who is placed in foster care and has been diagnosed with an I/DD, or becomes I/DD eligible while in substitute care, may be eligible for services through the Office of Developmental Disability Services (ODDS). For these children in foster care, it is essential to collaborate with the Community Developmental Disability Program (CDDP) and/or ODDS, to determine how to best meet the child's safety, well-being and permanency needs. Children with an I/DD should not automatically be transferred to an ODDS-paid placement.

Children who are I/DD eligible and meet the 'Level of Care', which is determined by the I/DD system, are eligible to receive supports from the I/DD system while in a Child Welfare-paid foster placement. This option supports continuing efforts to achieve legal permanency. The considerations for how to best meet the child's need for safety, well-being, and legal permanency should take into account what is the least restrictive placement in which a child's needs can be met. Whenever possible, the first placement consideration should be to maintain the child in a Child Welfare-paid placement. Because it becomes more difficult to achieve legal permanency after children are placed in an ODDS-paid foster home, it will generally be the expectation that caseworkers utilize Child Welfare-paid placements, instead of ODDS-paid placements. Prior to placement in an ODDS-paid foster home, caseworkers need to consider and fully explore the least restrictive placement that promotes safety, well-being, and legal permanency for that child with an I/DD.

Services to children who have an I/DD can be offered in a variety of ways. Typically for a child in the legal custody of Child Welfare, services will be offered in one of two ways:

- K Plan- "in-home" supports while in CW funded foster care
- ODDS subsidized foster care

What is the K Plan?

The K Plan became an option in July of 2013, to offer more comprehensive services and increase "in-home" supports. The K Plan, also known as Community First Choice, allows the state to provide supports to an I/DD individual through the Oregon Medicaid State Plan in home and community settings. Living in the following settings would be considered "in-home" for the purposes of Oregon K Plan:

- Biological parent
- Child Welfare-paid foster care
- Guardian
- Adoptive family

In order to receive K Plan services, a child must be determined I/DD eligible, meet 'Level of Care'



For children currently in the legal custody of child welfare, and placed in foster care, K Plan services may be a resource to help caseworkers explore ways to help achieve reunification (for children who will maintain Medicaid), contact and placement with relatives, and achieve a higher level of permanency for children with APPLA case plans.

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criteria (most of the children served by the developmental disability service system meet this level of care), be Title-19 Medicaid eligible, receive an assessment for activities of daily living (ADLs) and other support needs, and have an Individual Support Plan (ISP) based on those identified needs. The ISP that is developed will allow access to support services in the child's home and community and will set forth an amount of hours allotted for these services.



Regarding sibling placement, it may be in the best interest of a child who does not meet I/DD eligibility to be placed in an ODDS certified home, in an effort to place siblings together. Speak with your CDDP and supervisor for further consultation in these situations. Refer to chapter IV section 2 of the procedure manual for more information regarding sibling placement.

Procedure

In all cases where the child is in the legal custody of Child Welfare and receiving I/DD services, the Child Welfare worker and the CDDP worker must work together to determine the least restrictive placement that is in the best interest of the child.

First determine if the child's needs can be met using a Child Welfare-paid foster care placement with K Plan supports. After consultation between the Child Welfare worker, supervisor, and CDDP occurs, if it is agreed that the child needs a higher level of care, only then will consideration be made to move the child into an ODDS-paid placement.

In order to determine the least restrictive placement required to best meet the child's needs, DHS must consider which agency certifies the foster home and which agency pays for the placement.

Consider placements for a child with an I/DD who is in the legal custody of Child Welfare in the following order (progress to the next option only after ruling out the preceding option):

1. Child Welfare certified foster home; Child Welfare-paid placement, child receiving K Plan 'in-home' services.
 2. ODDS certified foster home; Child Welfare-paid placement, child receiving K Plan 'in-home' services.
 3. ODDS certified foster home; ODDS-paid foster care placement, no K Plan 'in-home' services.
 4. ODDS residential placement
- To complete placement of a child with an I/DD who is in the legal custody of Child Welfare placed in a Child Welfare certified home, Child Welfare-paid placement;
 1. Follow steps in Procedure Manual, Chapter 4 Section 2. (http://www.dhs.state.or.us/caf/safety_model/procedure_manual/ch04/ch4-section2.pdf)
 - To complete placement of a child with an I/DD who is in the legal custody of Child Welfare placed in an ODDS certified, Child Welfare-paid placement;
 1. Consult with your supervisor regarding placement in ODDS-certified home.
 2. Contact the local CDDP to coordinate the identification of a foster parent able to meet the child's particular special needs, and willing to accept the Child Welfare payment. Both Child Welfare and ODDS honor each other's certification of a home.
 3. When a foster parent has been identified, initiate the request for approval from the

CDDP to place the child. This request is approved in writing on the Inter-Program Foster Home Placement Approval form (MSC 5031).

- a. When immediate placement is required, and the written document cannot be obtained prior to placement, verbal approval must be obtained from CDDP and documented in OR-Kids case notes, with the name, position and contact number of the person authorizing use of the home.
4. When the child is placed in the home:
 - a. Follow the procedures for placement in Procedure Manual, Chapter 4 Section 2.
 - b. Ensure that the substitute caregiver receives a Child Placement Information Form, from the Department's electronic information system (CF6713) and is given information about the child's special needs.
 - c. Coordinate a visit with the foster parent and child as early as possible to ensure the needs of the child are being met in the home.
 - The foster parent may not be familiar with the child welfare system and policies. Work with the substitute caregiver and the local office certification staff to ensure information is shared.
 5. Work with the certification staff in the local office to coordinate the following actions:
 - a. Within two working days of the substitute care placement of the child, obtain from the CDDP the following documentation:
 - A signed copy of the Inter-Program Foster Home Placement Approval (MSC 5031)
 - A copy of the foster parent's Certificate of Approval or screen-print showing the dates of approval
 - A written and signed release of information from the foster parent authorizing release of any information related to certification of the home, including any prior health and safety concerns in the certification files.
 6. While the child remains in the legal custody of Child Welfare, the responsibility for the child's case plan and the services and activities described in the case plan is retained by Child Welfare caseworker. ODDS will have the lead on managing developmental disability services and planning, which includes the service plan, daily care, supports and funding directly related to the child's disability needs. Connect with I/DD Service Coordinator to ensure there is no duplication of supports. For example, if Child Welfare has 'Personal Care' services in place, ensure there is no overlap with 'Activities of Daily Living' supports through I/DD. Refer to appendices 4.6 and 4.7 for additional reference tools regarding the specific case management responsibilities between CW and ODDS.
- To complete placement of a child with an I/DD in the legal custody of Child Welfare in an ODDS certified and ODDS-paid home, complete the following actions:
 1. Consult with your supervisor regarding placement of the child in an ODDS-certified home.
 2. Contact the local CDDP to coordinate the identification of a foster parent able to meet the child's particular special needs. Both Child Welfare and ODDS honor each

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- other's certification of a home.
3. When a foster parent has been identified, coordinate with the CDDP and foster parent to place the child.
 - a. Child Welfare worker provides the CDDP with a copy of the court order placing the child in the legal custody of Child Welfare, a copy of the child's birth certificate and social security card. The social security card is not needed if the child is already receiving Supplemental Security Income (SSI).
 4. When the child is placed in the home:
 - a. Follow the procedures for placement in Procedure Manual, Chapter 4 Section 2.
 - b. Ensure that the foster parent receives a Child Placement Information Form, from the Department's electronic information system (CF6713) and is given information on the child's special needs.
 - c. Coordinate a visit with the foster parent and child as early as possible to ensure the needs of the child are being met in the home.
 - The foster parent may not be familiar with the child welfare system and policies. Work with the substitute caregiver and the local office certification staff to ensure information is shared.
 5. Work with the Child Welfare certification staff in the local office to coordinate the following actions:
 - a. Obtain a copy of the DD license
 - b. Create a provider record and certification in the Department's electronic information system that matches the DD license
 - c. Activate the DD-paid placement service
 - d. Upload the license in the Department's electronic information system
 6. While the child remains in the legal custody of Child Welfare, the responsibility for the child's case plan and the services and activities described in the case plan is retained by Child Welfare caseworker. ODDS will have the lead on managing developmental disability services and planning, which includes the service plan, daily care, supports and funding directly related to the child's disability needs. Coordination between Child Welfare and the I/DD caseworker is needed to ensure there are not duplicate supports in place. For example, if Child Welfare has 'Personal Care' services in place, ensure there is no overlap with 'Activities of Daily Living' supports through I/DD. Refer to appendices 4.6 and 4.7 for additional reference tools regarding the specific case management responsibilities between CW and ODDS.

- To complete placement of an child with an I/DD in the legal custody of Child Welfare in an ODDS residential placement, complete the following actions:
 1. Consult with your Residential Resource Consultant.



S The Supervisor's Role

- Consult with the caseworker regarding children with an I/DD to determine the least restrictive placement which is able to meet the child's safety, well-being, and legal permanency needs. This consultation must occur prior to considering the use of an ODDS-paid foster home.
- Consult with Child Welfare staff regarding the potential use of a Child Welfare certified foster home for a placement being sought by ODDS, to be paid by ODDS. Also consult with Child Welfare staff regarding the potential use of an ODDS certified home for a placement being sought by Child Welfare, to be paid by Child Welfare, as governed through the Inter-Program Placement Agreement (Procedure Manual Chapter 9, Section 4). Help determine if the certified family has the skills, knowledge and supports to allow for child safety and well-being. Also consult regarding appropriate placement matching, given the needs of the individuals who would be residing in that same home. If appropriate, sign the Inter-Program Foster Home Placement Approval (MSC 5031) as Representative of Certifying Division or Representative of Placing Division, depending on the circumstance.
- Consult with the caseworker on the ongoing case management of the child with an I/DD.

Refer to the OR-Kids online Business Process Guide: Selecting Placement Services, for information on entering the placement in OR-Kids. (Link: https://inside.dhsoha.state.or.us/images/stories/dhs/orkids/docs/BusinessProcessGuides/Selecting_Placement_Service_Categories_and_Types_Guide_Updated_9-3-14x.pdf)