Section 2. The Certification Process

Overview
The certification process is an assessment of a family’s ability to provide for the safety, well-being, health, and permanency needs of children in substitute care. It includes an assessment of the physical environment as well as an assessment of the dynamics of the family system. The assessment includes the applicant’s ability to manage the demands and stressors of a certified family. There are many tools that a certifier uses in the information gathering and assessment process. These include but may not be limited to questionnaires, medical forms, financial forms, the safety assessment home and surroundings, criminal history checks, child welfare checks, references, mental health forms (if applicable), psychosocial inventories, SAFE Desk Guide, and use of clinical supervision with a certification supervisor. This section discusses the steps and assessment necessary to issue a Certificate of Approval. For guidance on the home study process, see section 3.

There are two types of full foster care certificates issued by DHS Child Welfare: Certificate of Approval or Child-Specific Certificate of Approval. Applicants for a Certificate of Approval usually do not know the children prior to placement and may care for children from several caseworkers at a time. Child-specific certificates are issued for certified families who care for a specific child or children for whom the Department determines a placement is needed. Both types of certified families must meet the certification standards. However, in the case of child-specific certificates, there is an expedited process that allows a certificate to be issued prior to a full SAFE home study being completed. This certificate is called a Temporary Certificate and is only issued to applicants applying for a specific child.

- Form series 1091 is one tool to help track specific procedures for assessing and issuing these types of certificates. The 1091 series is broken into different certification types:
  - 1091a Temporary Certificate Checklist
  - 1091b Convert Temporary Certificate to a full Child-specific Certificate of Approval Checklist
  - 1091c General Applicant Checklist
  - 1091d Renewal Checklist
  - 1091e Adoption Only Application Checklist

NOTE:
When a completed application is received, the Department must determine whether to approve or deny the application within 180 days of receipt, unless the application is withdrawn, or the district manager extends the period to assess the application. A completed application is needed prior to starting the assessment process of the applicant(s).
• In both types of full certificates, the same tools are used, and the same level of assessment is required, but a slightly different process is followed. The processes will be described step by step in this section. The tools are:
  1. Application (form 1260A)
  2. Consent for Criminal History Checks (in Oregon and out of state/country, if applicable) including fingerprinting (form 1011F)
  3. Child Welfare Background Checks (in Oregon and out of state/country, if applicable)
  4. SAFE Questionnaires I and II
  5. Financial Form (form 1291)
  6. Medical A Form (form 1257A) and Medical B Form (form 1257B) (Medical B form, if applicable)
  7. Mental Health Form (form 1258) (if applicable)
  8. References
  9. Safety Assessment Home and Surroundings (form 979)
 10. SAFE Desk Guide Ratings
 11. Psychosocial Inventory
 12. Oregon SAFE Home Study
 13. Clinical supervision with certification supervisor

NOTE:
• There are instances in which the Department does not need to assess an applicant:
  1. The applicant has had a previous application for certification denied or if has been revoked during the five years prior to the date on the application;
  2. The applicant is seeking to care for a specific child or young adult who is not in the care or custody of the Department;
  3. The applicant is seeking to care for a specific child or young adult the Department has determined does not require a placement change;
     This is not to be used to circumvent the rules around placement preference with relatives, people with a caregiver relationship, and placement with siblings. The Diligent Relative Search should always be utilized to help determine placement preference and matching with relative connections. The Department can choose to assess another relative even if the Department is not planning on moving the child from his/her current placement.
  4. The applicant is seeking to care for a specific child or young adult for whom the Department has not received a request for a home study under the Interstate Compact for the Placement of Children (ICPC).

NOTE:
Current relative placement does not want to be a permanent placement resource, and the Department has decided to assess another relative who is interested in being a placement resource. If the Department is proceeding to deny the application, talk to the applicant, and provide him/her with the opportunity to voluntarily withdraw the application. If the applicant does not wish to voluntarily withdraw, staff with the AAG to determine ability to proceed to deny the application.
General Applicants
An applicant for the general population of foster children is commonly referred to as a General Applicant, and the certificate is referred to as a Foster/Adopt Regular Certificate in OR-Kids. The type of certificate the family will receive will list Certificate of Approval, listing the number of children who can be placed in the home. A General Applicant family receives a full assessment, and a written SAFE home study is completed and approved by a certification supervisor prior to receiving a certificate or placing children in the home. The process for this assessment and home study normally takes anywhere from 90 to 180 days. The assessment process begins when the Department receives a completed application. It may be mailed to or dropped off at the local branch office, may be received when the family begins to attend training, or may be received when the certifier makes his/her first home visit to the family.

Procedure
• Upon receipt of the application, forms and consent to conduct background checks:
  1. Review the application and any other forms received from the applicant(s), including Questionnaire I. In OR-Kids, begin the process to open a Provider Record via the Home Inquiry.

NOTE:
For opening a Home Inquiry, visit the Business Process Guide: Home Inquiry.

2. Begin checking criminal history of each applicant and adult member of the household, including obtaining fingerprints once the signed application and signed consents for background checks have been received. Fingerprinting should be completed by using the statewide DAS contract with Fieldprint. All regulatory prints per rule should be completed electronically, whether it is done by site-owned electronic fingerprinting, using local law enforcement or preferably by using Fieldprint. In some districts, depending on size and resources, the certifier will fingerprint the applicants themselves and send the fingerprint cards with the consent forms to the Background Check Unit (BCU) in Salem. In other districts, there may be a centralized location to which applicants go in order to turn in their consent forms and get fingerprinted.

NOTE:
When being fingerprinted, subject individuals should follow the instructions provided on a scheduling aid. For more information on fingerprinting and BCU, visit the website.

3. Review information from the Oregon Judicial Information Network (OJIN) or eCourt for all applicants and other adults in the household. Each branch office has access to OJIN/eCourt and should have its own password. Remember to check for all names that the applicant/persons in the household listed. Prior to a certificate being issued,
the certifier must assure completion of the criminal records check and fingerprint-based criminal records check on each adult member of the household, as well as any Management Approvals if needed. See section 3 of this chapter for further information on assessing an applicant/adult member of the household’s criminal history. BCU requests criminal history from any state where an applicant has resided within the past 5 years; BCU does not request criminal history from out of the country.

NOTE:
It is often useful to contact the local police jurisdiction’s records department and request information about any police reports regarding the applicant or others in the household. Consider requesting the local LEA to provide a premise check, which will provide information in regard to any activity at the applicant’s address. Because LEDS, fingerprinting, and OJIN/eCourt only show history of actual arrests, some vital information can be missed. Police reports are generated when a person is investigated for a crime, when a person has police contact, when a person is the complainant in a police report, etc.

• Criminal background checks can also be obtained on any child under 18 at the Department’s discretion. The certifier may consider seeking a background check when in the course of his/her assessment there is reason to believe that a child under age 18 in the home poses a risk for safety.
• The background check must include a child welfare history check. Conduct a search for each applicant, each adult member of the household, and any respite providers in the OR-Kids system. Member of the household includes anybody living in the home.

NOTE:
When reviewing child welfare history, some information may be unavailable due to record retention schedules. Review as much information as is possible as part of the assessment. Talk to the applicants about what information is known and what information would be needed for the assessment.

• If there is any record of abuse or neglect, the certifier must review it, assess whether, and how, the history is relevant to the individual’s ability to care for a child and determine whether to seek management approval in order to certify the family. Management approvals, documented on form 0117, are required when anyone in the household has a Founded, Unable to Determine, substantiated, or inconclusive disposition of a child abuse allegation or a similar disposition in another state. If any applicant, potential respite provider, child care provider, or adult in the household does not have Founded, substantiated, Unable to Determine or inconclusive allegations but does have Unfounded allegations or Closed at Screening referrals, review and consider the information learned in the assessment of the family. This information is discussed with the supervisor, but these results do not require management approval in order to certify.
• If the applicant or adult member of the household has lived outside the state of Oregon in the previous five years, a Child Welfare background check from that state(s) must be received and assessed. If the applicant or adult member of the household who lived out of state has a child welfare history from another state with similar dispositions to a Founded or Unable to Determine, the certifier must review it, assess whether and how the history is relevant to the individual’s ability to care for a child and determine whether to seek management approval in order to certify the family.

NOTE:
BCU requests child welfare history from any state where the applicant reports having resided within the past five years. If the applicant resided in another state more than five years ago, the certifier would have to contact the other state to obtain the child welfare history, if the certifier or their supervisor wishes to obtain this information.

• If the applicant or adult in the household has lived outside of the country in the previous five years (examples: for military purposes, employment, study abroad), a Child Welfare background check from that country must be submitted. It may take time to receive a response from the other country, and this should not delay the assessment process. The certifier should work with his or her supervisor to determine if an appropriate amount of time has passed and whether the attempts made to receive information from that country are adequate, if the certifier is unable to receive a response.

NOTE:
o BCU does not request child welfare history from other countries. The certifier can make a request through the American Embassy offices of that country. The embassy may have information or suggestions of where to seek criminal history and child welfare checks in that country. The applicants or adult member of the household would need to sign a release of information. The certifier can also try to contact the Department of Human Services in those countries, requesting how the agency may be able to assist in information gathering, or if it has any record on these families. Accessing the U.S. Citizenship and Immigration Services site may yield contacts in countries who hold a child abuse registry.
o If an applicant or adult member of the household was in the military, ask the applicant/adult member of the household to sign a release of information, and attempt to contact the government officials in that country and the military branch to see if there was any criminal or child welfare history, to their knowledge, while living abroad.

• If one of the applicants or adult members of the household has criminal history and/or child welfare history, consult with the supervisor to determine whether management approvals should be sought for the purpose of moving forward with the applicant(s). If a management approval is needed for either/both criminal history or child welfare history, refer to Section 3 of this chapter. Management approvals need to be completed prior to issuance of a certificate. Request for management approval for criminal history is
documented on form 1011D; request for management approval for child welfare history is documented on form 0117.

- Prior to the initial home visit, the certifier:
  1. Reviews Questionnaire 1 and any other application packet materials received and completes the Harvesting Sheet.
  2. The Questionnaire I and Harvesting Sheet are shared with the supervisor for clinical supervision.
- Schedule the first home visit with the applicant(s).
- At the initial home visit:
  1. The first home visit includes meeting with all applicants and is predominantly an information-gathering, relationship-building appointment for discussing motivation and for seeing the home environment. If there are two applicants, and one is not available, schedule a second visit to meet the second applicant. The certifier:
    a. Verifies identification of all applicants and adult members of the household.
    b. Provides and assists the applicants with any incomplete paperwork that is required. If not previously provided, provide a copy of the Oregon Foster Children's Bill of Rights (CF 9014a), the Oregon Foster Children's Sibling Bill of Rights (CF 0262), and the Oregon Foster Parent Bill of Rights (CF 1019a).
    c. Informs the applicants of Orientation and Foundations Training, including the schedule, how to register, and what is required.
    d. Provides a copy of Foster Home Certification rules (413-200-0260 to 413-200-0396) to the applicant(s) and discusses the requirements and/or answers any questions.
    e. Conducts a walk-through of the home, using the Safety Assessment: Home and Surroundings form (form 0979), and points out areas that may need some modification in order to meet certification standards. Take the following steps:
      1. Determine whether safe and appropriate sleeping arrangements exist based upon the individual characteristics, behaviors, and needs of a child or children.

NOTE:
Although we do not have any policy requirements about genders and rooms, if a youth identifies as transgender, nonbinary (NB), is gender fluid, or gender nonconforming (GNC), the caseworker/certifier should ask the youth in private conversations about what is most comfortable to them for sleeping arrangements. Asking the youth whether they feel more comfortable sharing a room with male- or female-identified children, occupying their own room, and/or having the opportunity to have privacy when changing, grooming or other activities can be a way to add comfort and safety for transgender, non-binary, GNC, gender fluid, or otherwise gender diverse youth when sharing a room. Accommodate their wishes whenever feasible. Some youth are GNC or gender fluid and may not identify as male or female, so room sharing with the gender the youth identifies with may be more challenging.
2. When a home is connected to a public water supply, assume the drinking water to be safe. When a home has a private well, inquire as to whether the water has been tested and, if so, when and with what results. If it has not been tested within the previous two years, recommend that the applicant have it tested for bacteria, nitrates and arsenic.

3. Confirm that a working telephone is available to the home. A working telephone may be a home phone, a cellphone, or even a neighbor’s phone if that neighbor can confirm that the applicant can use the phone as needed.

NOTE:
If the applicant(s) primary working phone is a cellphone, inquire and plan for how a foster child/young adult would have access to phone, especially in the event the cellphone is not available to the child/young adult in an emergency. Per the Oregon Foster Children’s Bill of Rights, a child/young adult needs to have access to a working phone.

4. Ensure that there is equipment for the safe preparation, storage, serving and cleanup of food by confirming that the refrigerator and cooking appliances work and that the surfaces upon which food will be prepared and served are sanitary.

5. Ensure safe storage and administration of all medications in the household. Consider the age, developmental level, and needs of the child(ren) and young adults who may be placed in the home. Consider privacy information regarding children’s health and medical needs as well as safety from intentional or accidental ingestion.

6. Ensure that basic first aid supplies such as Band-Aids, ointments, tape, tweezers, gauze, scissors, cold packs, and supplies for basic wound care are available.

7. Observe the home’s heating system to ensure it appears operational. Inquire as to whether it has ever been inspected and, if so, when. If it has not been inspected in the previous two years, recommend that the applicant schedule an inspection with a local heating/cooling system company.

8. Walk through the entire home, including all rooms and outbuildings, to ensure that the interior and exterior are free from hazards to a child or young adult’s safety and well-being. If a building is a separate residence that is self-contained and is rented or owned by another person(s), a walk-through of the separate residence is not required.

NOTE:
Sometimes it can be difficult to determine whether another adult living on the property of the applicant is also considered an adult member of the household. The certifier needs to assess all buildings and rooms on the property. If there is a separate and self-contained residence in which an individual is living, ask key questions around that individual’s presence in and around the applicant’s home. These questions may include: where does the individual conduct his or her main living (cooking, food preparation, toileting and bathing)? If it is determined that the individual is coming into the home to conduct main living, the certifier should consider this
person as an adult member of the household and conduct appropriate background checks and assessments.

9. Inspect play equipment for loose hardware such as screws, nuts, bolts, etc., and to ensure it is safe for children.

10. If the home has swimming pools, hot tubs, wading pools or other water hazards, observe whether there are physical/environmental safeguards that make the water inaccessible to a child or young adult unless reasonably supervised. Inquire as to how the applicant intends to ensure no children or young adults in care will have access unless reasonably supervised. Consider the age and development of who the family plans to care for. Check with the local ordinances for specific water hazards. Most often, this information can be found on the county website. Document any plan made to ensure the safeguarding of children around potential water hazards in a provider note.

11. When ensuring that poisonous chemicals/cleaning supplies are stored safely, consider paint products, cleaning agents, car/auto-related products, hobby and recreational supplies, pesticides, and medications.

12. In determining whether pets or other animals in/around the home are safe, consider that there are certain pets that are not recommended for children under 5 (reptiles, amphibians, baby chicks, ducklings, hedgehogs, hamsters, ferrets, and iguanas). Inquire as to how the applicant intends to ensure the safety of children under 5 with these types of pets. Consider also that pet behavior and hygiene can be a risk to a child of any age, depending on the circumstances. Always consider the needs, development, and abilities of the child when determining if a pet or other animal in/around the home is safe.

13. When ensuring that hunting/sporting equipment is kept safely and securely, inquire also about firearms. While there isn’t a requirement that firearms be stored in a specific manner, discuss with the applicant who has firearms how the applicant intends to ensure the children/young adult’s safety. Dangerous hunting or sporting equipment is to be kept safely and securely inaccessible to a child or young adult.

14. Ask the applicant to demonstrate smoke alarms are working by pressing the test button on each. There must be a working smoke alarm in each bedroom where a child or young adult sleeps as well as at least one working smoke alarm on each floor of the home. Working smoke alarms must be in place within 24 hours of the applicant becoming certified.

15. When checking for carbon monoxide detectors, be aware that they do not have to be installed on the ceiling unless they are part of a CO2 detector/smoke alarm combination. They may be plugged into an outlet, installed on the wall, or even sit on a table. Ask the applicant to demonstrate that the detectors work by pressing the test button. There must be at least one working carbon monoxide detector within 15 feet of a bedroom where a child/young adult sleeps as well as one carbon monoxide detector on each floor. Working carbon monoxide detectors must be in place within 24 hours of the applicant becoming certified.
16. Fire extinguishers can be stored anywhere in the house, but the kitchen or laundry rooms are the recommended locations. There must be at least one operable fire extinguisher rated 2-A:10-B-C or higher. Fire extinguishers must be in place within 24 hours of the applicant becoming certified.

17. When assuring that there are two means of exit and rescue, check for obstacles that may block either of them. When there are barred windows in a child/young adult’s bedroom or on another window that would be used as a means of exit, observe the child/young adult operating them.

18. Adequate safeguards around operating fireplaces, wood stoves, or other heating systems need be sufficient enough to prevent a child who developmentally cannot keep him/herself safe around them from coming into contact with them. If the fireplace, wood stove, or other heating system does/will not be used, it is not considered to be “operating.”

19. Discuss with the applicant(s) the plan of evacuation in case of an emergency. Ask the applicant to explain his/her plan for practicing it with the child/young adult within 24 hours of placement and every six months and for evacuating children/young adults who cannot get themselves out of the home in a safe manner.

20. Ensure that all bedrooms for children/young adults have free and clear access to other parts of the house. Ensure that there is at least one secondary exit from the room, such as a window or door, and at least one unrestricted exit. If the home has barred windows, quick-release mechanisms need to be operable on all windows that are barred. The Child Welfare program manager may approve the home not having quick release mechanisms on all barred windows if the family has an adequate evacuation plan in place. If approval is granted, it must be documented on form CF 0117.

21. When doors to rooms in the house have locks on them, observe whether they can be opened from both sides. When they cannot be opened from both sides, instruct the applicant to remove or replace the lock with one that can be opened from both sides, and check the home again once this has been completed.

Note: If a certified home will be utilized for a child with intellectual or developmental disabilities, it will be important to ensure that there is ongoing communication between the caseworker, certifier, and the Community Developmental Disabilities Program (CDDP) service manager. Some modifications, such as allowing for locks on doors to allow additional privacy for people with intellectual or developmental disabilities, may be suggested by the CDDP worker to comply with Home and Community Based Services (HCBS) and Settings regulations. However, for any home certified by DHS Child Welfare, such modifications cannot conflict with certification standards.

22. Ensure that the home does not utilize electronic monitoring that is prohibited by Oregon Administrative Rule. Privacy and normalcy for children and young adults in care is important. Video monitoring and listening devices to monitor or record the behavior of a child or young adult is not authorized. The following are not considered electronic monitoring: Door monitors, window alarms, motion
detectors, security systems used for general home security, audio or video baby monitors used to monitor a child placed by the Department who is 5 years of age or under, and monitors approved by a medical provider for medical purposes. When asked about use of electronic monitoring of behavior, inquire about the following:

a. What is the reason somebody is suggesting electronic monitoring of behavior? What behaviors are of concern? By whom? How recently were they occurring?
b. Is there a supervision plan in place for one or more children? If no, does that need to be considered? If yes, but the supervision plan is not adequate, should/could it be reviewed and updated?
c. How many children/young adults are in the home requiring a high level of supervision?
d. Can the certified family continue to care for the number of children/young adults and meet their supervision needs?
e. What other options are there for supervision and monitoring of the children/young adults placed in the home?
f. What other options are there for supports, services, or activities to be provided for the child or young adult to be more successful?
g. In what ways could the certified family alter the daily activities or the agency alter the schedules of the children/young adults to provide the necessary level of supervision?
h. Is the electronic monitoring approved by the child/young adult’s physician? If so, it can only be used if it is for a medical purpose. Physician approval of use of electronic monitoring for monitoring behavior does not meet administrative rule requirements.

23. When the foster family uses a car for safe and reliable transportation, ensure that it is insured by looking at a copy of the insurance paperwork. Check for the coverage dates to ensure they are current. When viewing the driver’s licenses, check the expiration dates. In addition, when the foster family takes placement of children who require child car seats, view the seats to ensure they are the appropriate size and type allowed by current law. For current regulations, refer to the following websites:

- Car Seat Recommendations by Age
- Transportation Safety
- Car Seat Resources

24. When any of the adults in the home smoke, inquire as to how they plan to prevent the children/young adults from being exposed to any secondhand smoke either in the home or in a vehicle. Document this plan.

- Ensure the form [0979](#) is signed by the certifier and all applicants before a certificate is issued.
- Complete the first psychosocial inventory (PSI) using the SAFE Desk Guide. Based on all the information learned to this point in the assessment, from Questionnaire I, the application, other certification forms, and the first home visit, rate each of the PSI categories with a 2, 3, 4, or 5.
NOTE:
Remember the “Rule of Two.” Any area of the PSI without complete information is given a desk guide rating of a 2 until such time that enough information is known to confidently rate that category.

• Prior to completion of assessment:
  1. Interview applicants regarding their motivation for becoming a certified family. Interviews throughout the assessment process utilize the applicant responses to Questionnaire I and Questionnaire 2. The number of home visits and interviews to cover the information in the questionnaires vary depending on each individual applicant. Consult with supervisor regarding sequencing and need for additional follow-up.

NOTE: Questionnaire II is given to the applicant(s) and completed in the certifier’s presence. Do not leave Questionnaire II with the applicant to complete on his/her own. When there are two applicants, instruct each applicant to complete Questionnaire II individually, without sharing answers with each other or discussing with each other during completion. Explain that Questionnaire II asks about sensitive family matters. Meet with each applicant individually to discuss the responses, on the same day the Questionnaire II is administered, paying attention to questions for which the applicants each provided different responses.

• Complete the PSI desk guide ratings for each psychosocial factor of the PSI after each visit. Depending on the complexity of the family, this could mean three to five or more visits and episodes of recording desk guide ratings.
• Continue gathering information and interviewing applicants and others until all the information needed to confidently score each psychosocial factor on the PSI is obtained.
• The Final Desk Guide rating is the rating that the certifier needs to consider when determining mitigation and writing the home study.
• Between home visits, ensure all four references are gathered and reviewed, all background checks are completed (including fingerprinting results) and assessed, all outstanding paperwork is returned and reviewed, and the applicants are completing or have a plan to complete Foundations Training within the first 12 months of being certified. Use all of the information to gain a fuller understanding of the functioning of the family, and assess the knowledge, skills, and abilities of the applicant family.
• After home visits and interviews are completed:
  1. Once all of the assessment activities are complete, determine mitigation ratings on the PSI. Mitigation is the certifier’s assessment of those issues that received a final desk guide rating of a 3, 4, or 5. Mitigation will be discussed in more detail in section 3 of this chapter, titled Assessment of an Applicant.
• After mitigation is complete, consult with the supervisor before writing the home study. Seek input on any psychosocial factors, and get guidance on whether any factors will need further assessment.
NOTE:
The SAFE Consortium for Children has numerous skill building articles to assist in the assessment process. Foster Care Coordinators can also assist in providing guidance.

- After the home study is written, the certification supervisor reviews the study, determines whether more information is needed, if information needs to be edited, and makes the decision to approve or deny the application.

NOTE:
For further information on writing the home study, please review section 3.

- When the supervisor approves and has signed the study, provide a copy of the study to the applicants for review and signature. Explain that any inaccurate factual information can be corrected but the assessment will not change, unless factual information indicates that a change in the assessment is warranted.
  1. The supervisor signature on the home study must be on the same day as or before a certificate is issued.
- If necessary, conduct a final safety walk-through of the home, using form 0979.
- In OR-Kids:
  1. Upload all documents related to the certification of the applicant into the provider record of the OR-Kids system. The home study is signed by both the certifier and their supervisor prior to approving the certificate in OR-Kids.
  2. In order to issue the certificate, the certifier must open and launch a certificate from OR-Kids by entering all the information for the home in the home provider record. This includes basic information, characteristics of children the family will accept, and the certification information such as certified services.
  3. After entering all of the information, the certifier completes the certification checklist and launches the certificate.
  4. Submit the request to approve the applicant(s) for a Certificate of Approval to the certification supervisor. The supervisor approves the request in the electronic system. The approval of the certificate is based on the approval date by the supervisor in the electronic system. Once approved, the certifier prints the certificate and sends it to the certified family.
- The instructions for issuing a certificate in OR-Kids can be found in OR-Kids Online.

NOTE:
To enter the certification, visit the Quick Reference Guide: Certification.

**Supervisor Role**
- Review the application, Questionnaire I and Harvesting Sheet from the certifier. Meet with the certifier to identify any potential concerns or issues.
Review the Psychosocial Inventory and Desk Guide Ratings after each home study interview. Meet with the certifier to review Final Desk Guide Ratings and discuss mitigation.

Review all assessment-related activities and make a determination regarding the application. If approving the final home study, sign and date the home study prior to approving the certificate in OR-Kids.

Child Specific Certificates: Temporary Certificate
Child Specific Certificates are issued to applicants who wish to provide a placement to a specific child or children. There is an expedited process for issuing a Child Specific Certificate that allows these applicants to be certified prior to issuance of a full SAFE home study or training. The expedited certification process is referred to as a Temporary Certification. The Temporary Certificate issuance can be completed by the caseworker or the certifier, but whenever possible, it is best for a certifier to do it. The procedures that outline the process refer to the certifier, but if a caseworker is completing the expedited process, the same procedure is followed.

Procedure
• Upon receipt of request for child specific certification:
  1. The expedited assessment process typically begins when a certifier receives a request from a caseworker to certify a relative or other person known to a child. The assessment process usually begins on the same day or within a few days. Gather as much information from the caseworker as possible about the prospective applicant.
  2. Contact the applicant as soon as possible to arrange a time to meet at the home and to explain the certification process. Inform the applicant(s) of certain requirements:
     a. Physical requirements of the home so that the applicant(s) can begin to prepare his/her home right away.
     b. The background checks required (including criminal history and child welfare checks for all adult members of the household).
     c. The Department checks conducted through OJIN/eCourt and OR-Kids. Consents are not needed from the applicants for these database checks, but notify the applicant these checks will be completed.
• Prior to going to the home, conduct background checks in OJIN/eCourt and OR-Kids regarding the applicants and adult members of the household. Ensure all required paperwork necessary for a Temporary Certificate is available and ready. This includes:
  1. Application (form 1260A)
  2. Consents for background checks for all adults in the household (form 1011F)
  3. Safety Assessment: Home and Surroundings (form 0979)
  4. Copy of the Oregon Foster Children’s Bill of Rights (form 9016) and Oregon Foster Children’s Sibling Bill of Rights (form 0262)
  5. Copy of the Oregon Foster Parent Bill of Rights
NOTE:
There is additional paperwork that is not required to complete a Temporary Certificate but is required for the full Certificate of Approval and can be left with the applicant(s). If time permits, some of this paperwork can be completed during the first home visit. The additional forms include:
1. Financial Form (1291)
2. Medical Form A (1257A)
3. Medical Form B (1257B) (if applicable)
4. Mental Health Form (1258) (if applicable)
5. SAFE Questionnaire I

- At the initial home visit:
  1. Provide the applicant(s) with a copy of the Foster Home Certification rules (OAR 413-200), and explain the importance of the applicant familiarizing him/herself with them.
  2. Have all applicants and adult members of the household complete and sign form 1011F to consent to background checks.
  3. The certifier assists the applicants in completing the required paperwork by answering questions.

- The Safety Assessment: Home and Surroundings, form 0979, must be complete except for those items that can be completed within 24 hours. The items that can be delayed by one day include smoke alarms, carbon monoxide detectors, and fire extinguishers. For further information regarding form 0979, review section A, General Applicants.

- If the certifier is working in a district that provides orientation training as part of Foundations, inform the applicants of the requirement to complete orientation within 30 days of being certified and provide them with the schedule. If the certifier is responsible for providing orientation, using form 9800, this first home visit may be a good time to provide the orientation. If not, schedule a time to meet with the applicants within the first 30 days of certification to do so.

- Provide a copy of the Oregon Foster Children’s Bill of Rights to be posted and provide a copy of the Oregon Foster Children's Sibling Bill of Rights (the Sibling Bill of Rights must be made available to foster youth but is not mandated to be posted).

- Provide a copy of the Oregon Foster Parent Bill of Rights.

- Explain to the applicant(s) that the certification will not be approved until the results of the background checks are obtained and assessed and a certification supervisor approves the Temporary Certificate. Inform the applicants that they will be notified later that day as to whether they will receive a Temporary Certificate or will require further assessment prior to approval.

- Upon returning to the branch/local office after the initial home visit:
  1. When the certifier returns to the branch office, complete the background checks. This can be completed in a number of ways, depending upon urgency and resources. If the branch office has a LEDS operator, complete the background checks in the local office in lieu of using the Background Check Unit (BCU). If the applicant has lived out of state in the previous five years, the certifier must fax the 1011F forms to the BCU at 503-378-2589 or email the form to
The preferred way to have an expedited background check completed is to email the signed 1011F forms to the BCU, which will normally return them within the hour.

NOTE:
If any known criminal history exists that requires a fitness determination (aka, manager decision), the approval for criminal history must be completed prior to issuance of the certificate and placement of children in the home.

2. If one of the applicants has criminal history, child welfare history, or presents any other concern that could prevent certification, consult with the supervisor to determine whether management approvals should be sought for the purpose of moving forward with the Temporary Certificate that day. In some cases, further assessment is needed prior to making a certification decision. In these cases, notify the caseworker immediately so that other placement resources can be sought for the child(ren). Notify the applicants that further assessment will be conducted before a decision can be made.

3. If management approval is needed for either/both criminal history or child welfare history, refer to section 3 of this chapter. Management approvals need to be completed prior to issuance of a certificate. Request for management approval for criminal history (and analysis which may lead to disapproval based on criminal history) is documented on form 1011D; request for management approval for child welfare history (and analysis of information which may lead to disapproval based on child welfare history) is documented on form 0117.

- When the applicant has a criminal history that cannot be approved, notify the applicant and provide him/her the opportunity to voluntarily withdraw the application. If the family chooses not to voluntarily withdraw the application, contact the supervisor and request to staff with the AAG regarding denial of the application.

NOTE:
Every time an application is received, a Home Inquiry should be created in OR-Kids. If the family voluntarily withdraws their application or the Department moves to deny an application, this information can be documented in the record along with any materials used during the assessment scanned into the OR-Kids File Cabinet. This is important if the applicant(s) contacts the Department in the future, as there will be a record of what occurred at the time of withdrawal or denial.

- Complete the child abuse history background checks. If child welfare background checks were not already checked for each applicant and other adults in the home prior to making the home visit, they are completed at this time.
NOTE:
If it is known that management approvals would be needed for child welfare history, due to an applicant or other adult member of the household having any CPS assessment dispositions that resulted in Founded, Unable to Determine, or a similar disposition, the management approval must be completed prior to issuing the certificate and the information is documented on form 0117.

- Obtain two references and document on the SAFE Reference form. In the event that two references cannot be reached in a timely manner, make contact and conduct reference checks within 24 hours of receiving the completed application. The 24-hour period is allowed when:
  1. All four possible references have been called, but no one could be reached.
  2. The expedited certification process occurs late in the evening when references would likely be asleep.
- When all of these actions have been completed, staff the assessment of this home with the certification supervisor. If the assessment indicates it is appropriate to certify, complete the Oregon Temporary Certificate SAFE form, following the prompts, and request approval from the certification supervisor.

NOTE:
Following the prompts on the Temporary Certificate SAFE form, write why the applicant(s) are being approved for a Temporary Certificate, including information regarding their relationship to the child(ren) and ability to maintain safety, health and well-being.

- Once the certificate is approved, contact the family and inform them they have been temporarily certified and that further assessment activities will be conducted to consider whether a full Child-Specific Certificate of Approval will be issued. Contact the caseworker, and inform the caseworker he/she can place the child/children in the home. Open the home provider record in the OR-Kids system and activate the appropriate certified services.

NOTE:
For assistance in completing a Temporary Certificate in OR-Kids, use the Quick Reference Guide: Temporary Certificate.

- After the applicants are issued an up to a 180-day child specific Temporary Certificate, complete all the remaining activities and assessment required during the certification process to move toward a full (up to two year) Child Specific Certificate of Approval. These activities are completed as soon as possible within the 180-day period. All of the certification assessment activities must be completed prior to issuing a biennial certificate. See part C for further details.
NOTE:
There are instances beyond the certifier’s control in which completing the assessment within the 180-day period is unattainable. If this occurs, the certifier and his/her supervisor may seek approval from their District Manager or designee for a 30-day extension of the Temporary Certificate on form 0117.

- For Child Specific certificates, once the child for whom the Department certified the specific placement leaves the home, the certification terminates within 60 calendar days. When a Temporary Certificate was issued, and the specific child leaves the home, the family’s application is still “live” and must either proceed to continue to be assessed for a full Certificate of Approval, be denied, or the family may withdraw the application. If the certified family has been issued a full Child Specific Certificate of Approval and would like to become a general applicant family, the family can provide a request to the Department in writing prior to the 60th calendar day after the specific child has left their home. The certifier will provide the family with an Application for Renewal or Change of Status (form CW 1001). The certifier will assess the family’s ability to meet the needs of the general foster population rather than a specific child.

**Supervisor Role**
- Review the application, and meet with the certifier to identify any potential concerns or issues.
- Assure all completed criminal background and child welfare checks are completed, and any necessary management approvals have been obtained.
- Review all assessment related activities, and make a determination regarding issuance of the Temporary Certificate. If approving the Temporary Certificate, sign the Oregon Temporary Certificate template.

**Child Specific Certificates: Assessment to Move From a Temporary Certificate to a Full Certificate of Approval**
For applicants who are issued a Temporary Certificate and will continue to be providing care for the specific child(ren), the certifier must complete the assessment of the applicant(s) no later than 180 days from the date the Temporary Certificate was issued to determine if a full (up to two year) Child Specific Certificate of Approval should be issued.
In addition to the assessment activities completed to issue the Temporary Certificate, the certifier will take the following actions prior to issuing a Child Specific Certificate of Approval:

**Procedure**
- Home Visits:
  1. Conduct home visits with the certified family every 90 days. Additional home visits may be completed as necessary. Document each home visit in the Provider Record, under Provider Notes.
NOTE:
During each visit, review and assess the family’s ability to meet the specific child’s safety, health and well-being needs as well as compliance with certification standards. Consider utilizing the Confirming Safe Environments checklist in your assessment.

- Gather personal, family, and social information using SAFE Questionnaires, interviews with the certified family and members of the household (adult and minor), adult children not living in the home, and others.

NOTE:
Consider using the SAFE Questionnaire for Adult Children of Applicants as part of the interview and information gathering process.

- Administer Questionnaire II to each applicant in person. Remember, Questionnaire II is given to the applicant(s) and completed in the certifier’s presence. Do not leave Questionnaire II with the applicant to complete on his/her own. When there are two applicants, instruct each applicant to complete Questionnaire II individually, without sharing answers with each other or discussing with each other during completion. Explain that Questionnaire II asks about very sensitive family matters. Meet with each applicant individually to discuss the responses, on the same day the Questionnaire II is administered, paying particular attention to questions for which the applicants provided different responses.
- Complete desk guide ratings for each psychosocial factor of the PSI after each home visit.
- Continue gathering information and interviewing applicants and others until all the information needed to confidently score each psychosocial factor on the PSI has been obtained. Depending on the complexity of the family, this could mean three or more desk guide ratings.
- The Final Desk Guide rating is the rating that the certifier needs to consider when determining mitigation and writing the home study.
- Ensure the certified family has completed Orientation training within the first 30 days of issuance of the Temporary Certificate. Discuss the certified family’s training plan to complete Foundations training within the first 12 months of issuance of the Temporary Certificate.
- Ensure completion of the following forms filled out by the certified family:
  1. Medical Report A (1257A)
  2. Medical Report B (1257B) (if applicable)
  3. Mental Health Form (1258) (if applicable)
- While completing the assessment of the certified family during the 180-day period, the certifier will:
1. Obtain two additional references (for a total of at least four references) and document on the SAFE Reference form.

2. Connect with the caseworker(s) of the specific children in the home to discuss the child(ren)’s adjustment and appropriateness of placement.

3. Assure completion of criminal records and fingerprint-based criminal records checks on each applicant and adult member of the household. This includes that any out-of-state criminal and child welfare records have been received, reviewed and assessed. If having trouble receiving notice from out-of-state records, continue to attempt to contact that state and receive a statement from it. If the other state does not have records due to record retention, request a statement from that state indicating such. If out-of-country criminal and/or child welfare checks have not been received, the certifier will staff with his/her supervisor to determine if sufficient efforts have been made to obtain those records.

- If any additional management approvals are needed, they need to be completed prior to issuance of the Certificate of Approval. Section 3 of this chapter describes further details on these approvals. Management approvals need to be completed prior to issuance of a certificate. Information about any criminal history that requires fitness determination and management decision is documented on form 1011D. Analysis of any child welfare founded or unable to determine or similar dispositions and management decision is documented on form 0117.

- Once all information is sufficiently gathered to have high confidence ratings/Final Desk Guide rating, determine mitigation ratings, and document them on the PSI. Mitigation is the certifier’s assessment of those issues that received a final desk guide rating of a 3, 4, or 5. Mitigation will be discussed in more detail in section 3, Assessment of an Applicant, of this chapter.

- After mitigation is complete, consult with the supervisor before writing the home study. Seek input on any psychosocial factors, and get guidance on whether any factors will need further assessment.

- If assessment indicates (and supervisor agrees) that it is appropriate to certify, write the home study using the SAFE Oregon Home Study template, following SAFE narrative prompts and instructions.

- Submit home study draft and supporting materials to the certification supervisor for review. The certification supervisor reviews the study, determines whether more information is needed, or information needs to be edited, and makes the decision to approve or deny the application. If approving, the supervisor signs the written home study. *The certification supervisor signature needs to be on the same day as or before the date the Certificate of Approval is issued.*

**NOTE:**
The Consortium for Children has numerous skill building articles to assist in the assessment process. Foster Care Coordinators can also assist in providing guidance.

**NOTE:**
For further information on writing the home study, please review section 3.

- When the supervisor approves and has signed the study, provide a copy of the study to the applicants for review and signature. Explain that any inaccurate factual information can be corrected, but the assessment will not change, unless factual information indicates that a change in the assessment is warranted.
- In OR-Kids:
  1. Upload all documents related to the certification of the applicant into the provider record of the OR-Kids system. *Remember: The home study is signed by both the certifier and his/her supervisor prior to approving the certificate in OR-Kids.*
  2. In order to issue the certificate, the certifier must open and launch a certificate from OR-Kids by going into Additional Certification Actions and selecting Convert to Certificate of Approval.
  3. After entering all of the information, the certifier completes the certification checklist and launches the certificate.
  4. Submit the request to approve the applicant(s) for a Certificate of Approval to the certification supervisor. The supervisor approves the request in the electronic system. The approval of the certificate is based on the approval date by the supervisor in the electronic system. Once approved, the certifier prints the certificate and sends it to the certified family.

**Supervisor Role**
- Review the application, Questionnaire I and Harvesting Sheet, Questionnaire II from the certifier. Meet with the certifier to identify any potential concerns or issues.
- Review the Psychosocial Inventory and Desk Guide Ratings after each home study interview. Meet with the certifier to review Final Desk Guide Ratings and discuss Mitigation.
- Review all assessment related activities and materials, and make a determination regarding the application. If approving the final home study, sign the home study on the same day as or prior to the date the Certificate of Approval is approved and issued.

**Renewal of a Certificate of Approval**
When a certified family is nearing the end of its Certificate of Approval period, the family may decide to renew the certificate for an additional up to two-year period. This process is called renewal and is used for both general applicants and Child Specific certified families.

**Procedure**
At the certified family’s request, provide the certified family with an Application for Renewal or Change of Status (form 1001).
NOTE: Once an application for renewal is received, the Department must assess the certified family, whether to renew the Certificate of Approval or the Child Specific Certificate of Approval for two additional years. The Department may terminate the assessment process at any time if the certified family is no longer meeting Certification Standards and/or if a renewal application cannot be approved. The certified family would need to either voluntarily withdraw the renewal application, or a decision would need to be made to deny the application.

NOTE:
The Application for Renewal and consent for background checks (1011F) may be sent to the certified family prior to the certifier’s home visit.

- The Certifier must complete the following to assess the certified family prior to renewing a Certificate of Approval or Child Specific Certificate of Approval:
  - Conduct at least one home visit with the certified family, which includes:
    1. Face-to-face contact with each member of the household (including all adults and minor children).
    2. Complete SAFE Update Questionnaires with the certified members.

NOTE:
Facilitate the SAFE Update Questionnaires just as one would in administering Questionnaire II: *Never let the Update Questionnaire leave the sight or control of the certifier.* If there are two applicants, they do not share information or talk during the process of completing the questionnaires; they are interviewed separately by the certifier immediately following completion of the Update Questionnaire.

3. Interview certified members to determine if anything has changed in the last certification period that impacts the Psychosocial Evaluation.
   - Assess the family’s ability to maintain conditions in the home that provide safety and well-being for the children placed in the home and the attributes that confirm a safe environment.
   - Review with the certified family the changes that have occurred in the family during the most recent two-year period in the following domains:
     1. Life Experiences and Challenges
        a. How has the experience of providing substitute care changed the life of this family? What have the certified caregivers learned about themselves? What have they learned about each other?
     2. Marriages and Significant Relationships
        a. Have any significant relationships changed during the past two-year period? How has the experience of providing substitute care impacted the marriage or significant relationships?
     3. Children Living in and Out of the Home
a. How has providing care for other children impacted the biological or adopted children in the family? What have the children learned? How has the family changed? What was gained/lost?

4. Parenting Skills and Values
   a. What new parenting skills have the certified caregivers learned/re-learned during the past two years? What is important to the caregivers in their relationship to the children placed in their home?

5. Support System
   a. Who does the certified family use for support? How has the family’s support system changed during the past two years? Is it sufficient to meet the need for the difficult task of parenting another person’s child? Has the family participated in local support groups? How has that been helpful? Have they used mentor foster parents? Have they used respite providers? Child care providers?

6. Ability to Work as Part of a Child’s Team
   a. How does the certified family perceive the working relationship between them and the Department? What worked well? What areas need more attention?

7. Ability to Support Child and Birth Family Relationships
   a. How has the certified family worked with the child’s family, including any siblings not also in their care? What has been the level of involvement with the family? How would they like to be involved in the child’s family? What worked well? What could be more effective?

8. Education and Training
   a. What education and training were most helpful? What are areas the family would like to have more information/further develop caregiving skills or areas of expertise?

9. Home and Community
   a. What community resources have been most useful in addressing children’s needs? How has the certified family connected with local schools, mental health providers, medical providers, other recreational or social activities for the children in their home? Who has the certified family used for support and respite?

10. Employment and Finances
    a. Has the family’s employment or financial situation changed? Have household or other family expenses changed?

11. Health
    a. What is the general health status of the certified family? Have there been any significant changes in the health status - physical or emotional - of anyone in the family over the past two-year period?

12. Religion and Spiritual Beliefs
    a. Has the family’s religion or spiritual beliefs changed significantly during the past two years? How has the family addressed meeting the religious and spiritual needs of the children placed in the family’s home? Has substitute caregiving impacted the family’s religious activities?
• Assure each certified caregiver possesses a valid driver’s license and auto insurance if the certified caregiver will be transporting a child the Department has placed in their home.

• Observe and assess the safety of the physical environment, including walking through each room in the primary residence and each surrounding building and structure on the property. Document on the Safety Assessment, Home and Surroundings (form 979). The assessment of the physical environment of the home determines whether the applicants can safely care for a child. View and assess every room in the home, and the yard or other surrounding outdoor areas, and give special attention to anything in the home that appears to pose a safety concern, even if it is not listed specifically on the CF 0979.

• Discuss and confirm completion of required hours of training. Develop a training plan for the next certification period. Update the Training Tab in OR-Kids in the Home Provider with completed training requirements.
  1. Explore with the certified family the areas in which they would like to develop a stronger knowledge base or increase their skill level.
  2. Explore how the family learns best and discuss the variety of training venues available to them for gaining additional skills.

• If not previously received, ensure receipt of signed 1011F forms by all adult members of the household.

NOTE:
A fingerprint-based criminal records check is not required unless an applicant or member of the household has lived outside of Oregon for more than 60 consecutive days during the two-year certification period. If an applicant or adult member of the household has lived out of Oregon state for more than 60 consecutive days, criminal and child welfare history must be obtained from these states prior to issuing the renewal Certificate of Approval. Out-of-country checks must be requested and efforts made to obtain information.

• Assure completion of criminal records checks and child abuse background checks on each applicant and on each adult member of the household, age 18 and older (excluding a young adult in the care or custody of the Department) and any previously approved respite providers or child care providers. Criminal records checks are completed by sending in the signed 1011F of the Subject Individual into BCU. Child Abuse History checks are compiled in OR-Kids, or if the subject individual disclosed that he or she lived outside of Oregon for more than 60 consecutive days, BCU will request out-of-state checks. Out-of-country checks are not requested by BCU and are the certifier’s responsibility to attempt to obtain.

• If new criminal history or child abuse history is received that was not previously assessed, staff with the certification supervisor. If moving forward with renewal for this provider, despite the new information, management approvals are required prior to proceeding with the renewal. Criminal history management approvals are documented on form CF 1011D, while child abuse histories are documented on form CF 0117. If there is a CPS investigation in the certified foster home, wait until the conclusion of the assessment to determine renewal.
• If any assessment activity required for renewal is not yet completed, including, for example, if a renewal 1011F for each applicant and adult member of the household was sent in a timely manner (one day prior to certificate expiration) to BCU, but results have not yet been received, and the current certificate is about to expire in OR-Kids, please do not run LEDS locally to rush the completion of the renewal or otherwise sacrifice the quality of assessment. OAR 413-200-0287(7) “Pursuant to ORS 183.430, if the certified family has submitted a timely Renewal Application and the Department does not complete the activities in sections (3) to (5) of this rule before the stated expiration date on the certified family's Certificate of Approval, the certified family's Certificate of Approval may not be deemed to expire until the Department has issued a new Certificate of Approval or there is a final order denying renewal.” If this situation occurs, the certifier/certification technician is able to extend the certificate in OR-Kids until a thoughtful determination can be completed during renewal. A renewal Certificate of Approval should not be issued until all safety related checks and other activities described in 413-200-0287 are completed.

• Connect with caseworkers who have had children placed in this home to discuss any strengths or concerns of the certified family. It is best to try and connect with caseworkers prior to the home visit with the certified family to ensure if there are any issues/concerns they may be addressed at that time. If it is not possible to gather that information prior to the home visit, make efforts to gather that information as soon as possible after that visit. Consider reviewing OR-Kids case notes of those children to gather an idea about the needs of those children formally/currently placed in the home.

• If moving forward to renew the Certificate of Approval:
  1. If applicable: Obtain management approval from program manager or designee on the CF 0117. Request for Management Approval for Specific Rules when, during the assessment, you learn any of the following:
    a. When any member of the household is an in-home day care provider.
    b. When any member of the household is an adult foster care or in-home adult day care provider.
    c. When any member of the household is an adult foster care or in-home adult day care provider, the certified family must also request and receive a variance from DD licensing to become a certified family.
    d. The certified person re-applying to become a relative caregiver is under 21 years of age.
  1. In making the decision to request this approval, assess:
    a. The adequacy of space in the home;
    b. The skills of the certified caregiver;
    c. The relationship of the certified caregiver to the child, if any; and
    d. The importance of keeping siblings together.

• Complete a SAFE Update Home Study. If any new criminal or child welfare history since the last home study, document the new information and what impacts this has to the
caregiving. The certification supervisor must review the home study prior to renewing the Certificate of Approval.

- If the supervisor approves the SAFE Update Home Study, the renewal Certificate of Approval may be issued on or after the supervisory signature on the Update Home Study.
- In OR-Kids:
  2. If the current certificate was extended in OR-Kids, and all renewal assessment activities are completed, issue the renewal Certificate of Approval for two years following the date from when the certificate expired (example: Certificate of Approval was due to expire 7/1/17, but LEDS checks were not returned until 7/15/17. If all assessment related activities were completed 7/15/17, issue a new renewal Certificate of Approval that ends 6/30/19.)

NOTE:
If all documentation required for Renewal is not completed on or before the expiration date of the Certificate of approval, and:
- A Renewal Application is signed and dated prior to expiration of the Certificate of Approval, the Certificate of Approval is deemed not to have expired and must be extended through the Additional Certification Actions page in OR-Kids. This provides a clear record and meets IV-E regulations for continued reimbursement.
- A Renewal Application is not signed prior to expiration of the Certificate of Approval, but at least one document required for renewal is received prior to expiration: The Renewal Application will be considered timely, and the Certificate of Approval may be extended if management approval is documented on the CF 0117.

**Supervisor’s Role**
- Review all assessment activities.
- Assure the applicant meets the certification standards.
- Assure any required exception has been made for any criminal history, and any required Management Approvals have been obtained.
- Review the home study update to determine the update documents the family’s ability to meet the safety and well-being needs of a child placed in their home. If approving, sign the Update Home Study on the same day or prior to approving the certification.
- Assure the Certificate of Approval includes all applicable information.

**Reopening of a Previous Certificate of Approval**
In addition to assessment for the foster care certificates, there are also instances when a family that was previously certified in the past six months requests a certificate to be reopened. There is certain criteria in which a previous certificate may be reopened. All of these conditions must exist in order to reopen the certificate:
- The certification has been closed less than six months;
A decision has not been made to pursue revocation;
The certificate would not have expired during the months the certification has been closed nor was it revoked;
There have been no additions to adult members of the household, and the applicants are the same as those who were previously certified;

NOTE:
If a minor birth child in the home turns 18 years old in between time of certification and reopen, he/she is still considered a member of the household and not as an “adult who has joined the home.” Fingerprint checks would not be required for the newly adult child until renewal.

The former certified family continues to live in the same residence;
For all adult members of the household, no Child Welfare history exists, other than history which was previously assessed; and
For all adult members of the household, no arrests or convictions exist, other than history which was previously assessed.

Procedure
- When a former certified family requests certification to be reopened, and the above criterion is met, the certifier will complete the following steps prior to reopening a certificate:
  1. Provide the former certified family with an Application for Renewal or Change of Status (form 1001) to be completed.
  2. Assure completion of new criminal records checks, including a new fingerprint-based criminal records check on each adult member of the household.
  3. If management approvals were obtained during the previously issued certificate, new management approvals would need to be obtained for reopening the certificate.
  4. If new criminal history is found to exist that was not previously assessed during the last certification period, staff with the certification supervisor. The Department may discontinue its assessment for reopening the certificate.
- Assure completion of a new child abuse history background check for each adult member of the household.
  1. If management approvals were obtained during the previously issued certificate, new management approvals would need to be obtained for reopening the certificate.
  2. If new child abuse history is found to exist that was not previously assessed, staff with the certification supervisor and district manager. The Department may discontinue the assessment for reopening the certificate.
- Conduct a home visit that includes the following:
  1. Face-to-face contact with the applicant(s) and each member of the household.
  2. Observe and assess the safety of the home; walk through each primary residence and each surrounding building and structure on the property.
4. Confirm that the Oregon Foster Children's Bill of Rights (CF 9014a) is posted in the home; provide an Oregon Foster Children's Bill of Rights poster if one is not posted. Confirm that the Oregon Foster Children's Sibling Bill of Rights (CF 0262) is accessible in the home. Provide the Oregon Foster Parent Bill of Rights (CF 1019a).

- Staff the assessment of reopening the former certified family’s certificate with the certification supervisor. The supervisor will decide to approve or deny the family’s request to have their certificate reopened.

NOTE:
- If the supervisor decides not to approve the reopen, speak with the family regarding its willingness to voluntarily withdraw the application; if the family will not voluntarily withdraw the application, discuss next steps with the certification supervisor.
- If a certificate of approval only has a few months left to expiration, the certification supervisor may decide to not complete the reopen and instead move to assess for a Temporary Certificate due to the amount of work and time involved for a certificate that would only last a few months.

- If the certification supervisor approves the request to reopen the certificate, reopen the certificate in OR-Kids. The certificate of approval can only be reopened for the time remaining on the certification period.

NOTE:
If the former certified family has an Additional Certification Action of “Closed” that was approved within the past 180 days, and the “Certification To” date has not exceeded today’s date, OR-Kids allows the user to enter a new Certification Action of “Reopen.” This will reopen the certification, and original services need to reviewed/reselected and saved to make them available on the new certification. The certification dates will only be restored to the time that would have been remaining on the former Certificate of Approval.

- To conduct a reopen, select the Additional Certification Actions in the certification page and select the action of “reopen.” Please review the Additional Certification Action Quick Reference Guide for assistance.
- Once the Provider Record is opened, and the Certificate of Approval has been reopened, the certifier will document in a Provider Note that the provider has been reopened, the circumstances that led the certification to be reopened, the certified family’s skills and abilities to meet the safety, health and well-being needs of the child(ren) placed in this home. Scan the application, form 0979, new 1011Fs, and any other supporting documentation. Ensure that an individualized training plan is developed, or the family has a plan to complete Foundations training, if necessary.
- Print a copy of the certificate and provide it to the certified family.

**Supervisor Role**
• Discuss with the certifier whether proceeding with the reopen process makes the most sense, given the time that would be left on the certificate if reopened. It may be that proceeding with a new application and possible issuance of Temporary Certificate, if placement of a child into the home is an imminent need, is a preferable course of action.
• If proceeding to reopen, review that the certifier received an Application for Renewal or Change of Status from the former certified family, and completed all required background checks and (if applicable) management approvals.
• Discuss the certifier’s assessment of the home with the certifier.
• Approve or deny the request to reopen the Certificate of Approval of the former certified family.

When a Certified Family Moves
• When a certified family moves to another residence in the state of Oregon, the certifier must terminate the Certificate of Approval. The certifier may issue a new Certificate of Approval for the residence after the certifier has done the following within 10 business days of the family moving:

NOTE:
 o If the family moves within the same county or district, the same certifier already assigned may complete the actions. If a family moves outside of the district, the Child Welfare program managers or designees from both districts must coordinate how the transfer of record and certification assessment will occur.
 o When a certified family intends to move outside the state of Oregon, ICPC applies. See 413-040-0270. Payment may continue for up to 180 days or until the family is licensed by the other state, whichever is earlier.

1. Provide the certified family with form CF 1001, Application for Renewal or Change of Status Application;
2. Schedule a home visit with the family to assess any changes in the home or any family configurations;
3. Observe and assess the physical environment and complete a form CF 0979;
4. Walk through each room in the home and each surrounding building;
5. Provide the results of the assessment to the supervisor, and recommend the opening of the Certificate of Approval at the new residence.

• If the supervisor approves opening the certificate, the certifier will:
  1. Write a Provider Note in OR-Kids documenting that the family moved residences and the family’s ability to meet safety, health, and well-being needs of a child or young adult.
  2. If needed, obtain any management approvals prior to issuing the certificate.
  3. Upload the CF 1001 and CF 0979 into the OR-Kids File Cabinet of the Provider Record.
4. Change the physical address in the Provider Record; see OR-Kids Guide: Change Physical Address. A pending certificate will be created.
5. Open the pending certificate, and complete the actions.

**Supervisor Role**
- Review all assessment activities.
- Assure the applicant, in the new environment, continues to meet the certification standards.
- Assure any required exception has been made for any criminal history, and any required management approvals have been obtained, if applicable.
- Approve the Certificate of Approval when that is the decision being made.