

8. Involvement in Case Planning Decisions

Certified families are an integral part of successful case planning. As a participating and valued member of the child's team, the certified family needs to understand its role and responsibilities in the case planning process and in meeting a child's needs while the child is in substitute care in the home.

Procedure

- During Foundations training and in regular contact with the certified family, the certifier informs the family members of their right to involvement in the case planning process for a child in the certified family's home.
- Inform the certified family it is likely there will be some contact with the child's family. Explain that a child's caseworker establishes the appropriate parameters for this contact and will monitor the child's contact with his or her family. Assist the certified family in establishing positive relationships with a child's birth family and understanding these positive relationships contribute to successful case plan outcomes.
- Establish early in the certification process the expectation that the certified family will work cooperatively with the Department, with caseworkers, supervisors, and others who may be a part of the child's case plan.
- Assist the certified family in establishing good communication processes with a child's caseworker and others involved in the case. Offer options for communication processes, such as routine phone updates, weekly emails, or other forms of ongoing input to the caseworker.
- Encourage the certified family's participation in planning meetings for the child, if not in person, then through providing information about the child that can inform good decision-making.
- When there are challenges or circumstances that impede good communication between the certified family and the caseworker, seek input from the child's worker on ways to assist in improving this process.

Relative caregiver involvement in initial case planning

- Because relatives frequently enter the role as a certified family through an expedited certification process, it is important to assist the provider in understanding the child welfare program. Inform the relative caregiver what to expect during the entire certification process, financial support they will receive, the role of the case worker, the development of a case plan, court involvement and court functions, and the certification rules that apply to their household and the care of their relative children. Let them know some of the unique specifics of relative involvement:
 1. Possible invitation to participate in meetings regarding the safety of the children;
 2. May be interviewed about the history of their own children (the parents involved in the case, and their protective capacities); and
 3. Invitation to court hearings and the opportunity to limited participation in the court process.

4. Let them know 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](#)).

Inform caregivers of involvement in case planning

- Inform the certified family of the most common types of involvement in the child's case plan, beyond the day-to-day care of the child, which includes:
 1. School involvement.
 - a. Registration after the caseworker or the court has approved the school or educational placement.
 - b. Respond to inquiries from the school, monitor children's educational progress.
 - c. Ensure regular school attendance.
 - d. Keep records of report cards, school reports, educational testing and assessment results, disciplinary actions.
 - e. Keep samples of the child's school work.
 - f. Keep the caseworker informed of progress toward graduation by age 19.
 - g. Consult with the caseworker when considering becoming the educational surrogate for the child.
 - h. Encourage the child's participation in school activities, social and sporting events, cultural events, and field trips.
 - i. Participate as appropriate during assessment of a child's possible disability or impairment.
 2. Health care
 - a. Ensure the child receives regular medical and dental care.
 - b. Seek approval prior to any medical procedure other than regular medical care.
 - c. Mental health appointments.
 - d. Remind the certified family that it must allow vaccinations and immunizations unless specifically directed otherwise by the caseworker.
 - e. Notify the Department as soon as possible when a child needs emergency medical treatment.
 - f. Maintain accurate documentation of all medical, mental health and dental appointments.
 - g. Ensure the certified family's understanding of medication management rules.
 - h. Ensure the certified family knows how to use and submit medication logs and takes these to medical appointments.
 - i. Ensure the certified family understands the specific rules around psychotropic medication.
 3. Transportation to the child's visits with parents, other family members, and others important to the child as approved by the caseworker
 4. Notice of the child's court hearings
 5. Right to limited participation in court hearings
 6. Right to involvement in the child's case planning process
- The certified family may be invited to the Child Safety Meeting, Oregon Family Decision-making Meeting, Youth Decision Meeting or other family meeting. Informing the certified

family, in advance, of the purpose of the meeting and the types of decisions made helps the family prepare for the meeting.

- Advise the certified family to report any concerns about the child or any identified needs the child has that are not being addressed to the child's caseworker during monthly contacts with the caseworker.
- Advise the certified family when there are concerns to work with the child's caseworker to resolve the conflict or better understand the decision.
 1. Support the certified family by contacting the child's caseworker if a certified family has contacted the certifier with concerns or questions regarding a child's case plan or if the certified family has not received information about a child placed in the home.
 2. Contact the caseworker's supervisor if concerns or questions continue to be unresolved or unanswered.
- Advise the certified family that case plans are reviewed every 90 days, and that there may be occasions when the certified family is asked to participate in the case review.

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