

## **Inter-Program Placement Agreement**

This Agreement is between Child Welfare Programs (CWP), and Developmental Disability Services (DDS), separate Programs within the Department of Human Services (DHS). This agreement applies only to children placed in the state of Oregon.

### **Term and Conditions**

This Agreement is valid until modified or terminated by mutual consent of the parties, or terminated by either party upon thirty (30) day written notice to the other party, or when OAR or statutory changes affect this agreement.

### **Purpose**

This agreement provides the guidelines and practices for inter-Program use of CWP certified foster homes and DDS certified child foster homes. This agreement does not apply to SPD licensed adult foster homes.

CWP and DDS are each responsible for certifying foster homes for children and agree to share resources to meet the needs of children. On occasion it is in the best interest of a child to be placed in a home certified by the other Program. Such placements require close cooperation and communication between the Programs.

### **Scope of Inter-Program Placement of Children**

CWP and DDS agree to the following guidelines and practice:

1. There is one certificate and one certifying Program for the foster home. The certifying Program continues to certify and monitor the home and approves all placements in the home. The Program requesting use of a home must obtain permission from the certifying Program prior to making a placement in the home. The certifying Program ensures the foster home accepting another Program's child has a current and valid certificate and will not exceed the maximum capacity as established by the certifying Program and indicated on their child foster home certificate.
2. All Inter-Program placements are approved in writing by the certifying Program, the placing Program, and the foster parent or relative caregiver using the Inter-Program Placement Approval (MSC 5031) form. The placing Program initiates the request. In an emergency, if written approval cannot be obtained, the certifying Program must receive verbal approval prior to placement of the child. A signed copy of the Inter-Program Placement Approval must be completed within five working days.
3. The certifying Program notifies the placing Program of:
  - CPS investigations.
  - Certification concerns, violations, or critical issues.
  - Any changes in certification status of the foster home.
  - Changes in address or contact information.
  - Any new persons living in the home.
4. At the time of recertification, the certifying Program will confirm recertification to the placing Program and update any status changes, including dates of certification.

5. If the certifying Program is ending certification of the foster home, notification will be made to the child's service coordinator and caseworker for all children living in the home.
6. During the course of an audit DDS and CWP mutually agree to provide access to the full certification file of the certified family.

**Payment**

The Inter-Program Placement Approval (MSC 5031) form documents the Program responsible for payment at the time of the child's placement.

**Concerns and Conflicts**

Resolution of concerns or conflicts that arise out of this agreement are handled in the following manner:

- The certifying Program and placing Program discuss the problem and seek resolution in a timely and appropriate manner, in consultation with field supervisors as necessary.
- Consult with CWP and/or DDS central office consultants or appropriate management as necessary.

  
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Lois Day, Director, Child Welfare Programs      12/21/11      Date

  
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Mary Lee Fay, Director, Office of  
Developmental Disabilities Services      12/21/11      Date