

**Information Memorandum Transmittal
Office of Child Welfare Programs**



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Program Manager

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Number: CW-IM-19-003
Issue date: 08/15/2019

Topic: Permanency

Subject: Changes to the Child Welfare Procedure Manual, Chapter 4, Developing and Managing the Case Plan

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Message:

Changes have been made to the Child Welfare Procedure Manual to more accurately reflect the flow of Permanency work and to reduce outdated information and redundancy. The changes were to the appendix in Chapter 4: Developing and Managing the Case Plan, and are:

1. The new Face-to-Face Guides for parents and children were added.
2. The new 90-day Staffing Guide was added.
3. Out-of-date and duplicate tools were removed.
4. Multiple, redundant documents related to the same topic were removed.
5. The order of the items in the appendix was adjusted to more accurately reflect the flow of the work we do in Permanency to make it easier to quickly locate tools/documents.

If you have any questions about this information, contact:

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