

Policy Title:	Narrative Recording – Child Welfare			
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Approved By: *(Authorized Signer Name)*

Date Approved

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I. Description. This policy describes:

- (1) Child Protective Service (CPS) screening and assessment information documentation requirements;
- (2) *Case plan* documentation requirements;
- (3) The content requirements, and timelines for the development, update and distribution of the Child Welfare Case Plan when, after a CPS assessment, a *child* is determined to be unsafe and a case is opened;
- (4) The content requirements and timelines for the development and update and distribution of the Family Support Services Case Plan for services provided by the Department unrelated to an identified safety threat;
- (5) Case Record documentation requirements; and
- (6) The Transfer and Closing Narratives.

II. Definitions.

- (1) "Case plan" means a written, goal oriented, time limited individualized plan for the *child* and the child's family, developed by the Department and the parents or legal guardians, to achieve the child's safety, permanency, and well being.
- (2) "Child" means a person under 18 years of age.
- (3) "Department" means the Department of Human Services, Child Welfare.
- (4) "FACIS" means the Family and Child Information System.
- (5) "Former foster child" means a person under 21 years of age who was in *substitute care* at or after 16 years of age, including *substitute care* provided by federally recognized tribes, and had been in *substitute care* for at least 180 cumulative days after 14 years of age.

- (6) "Substitute care" means the out-of-home placement of a *child* or *young adult* who is in the legal or physical custody of the Department.
- (7) "Substitute caregiver" means a relative caregiver, foster parent, or provider who is authorized to provide care to a *child* or *young adult* who is in the legal or physical custody of the Department.
- (8) "Voluntary Custody Agreement" means a written agreement between the Department and the parent or legal guardian of a *child*, which transfers legal custody of the *child* to the Department; the Department assumes all parental authority and responsibilities that the agreement does not specifically reserve to the parents or legal guardians, as permitted by state law; and the Department provides the *child substitute care* or treatment, or both, if the family falls within a circumstance described in OAR 413-020-0010(3)(c)(A) - (D).
- (9) "Voluntary Placement Agreement" means a binding written agreement between the Department and the parent or legal guardian of a *child* that does not transfer legal custody to the Department, but that specifies, at a minimum, the legal status of the *child* and the rights and obligations of the parent or legal guardian, the *child* and the Department while the *child* is in placement.
- (10) "Young adult" means a person aged 18 through 20 years, who remains in the care and custody of the Department and lives in *substitute care* or lives independently, through the Department's Independent Living Program.

III. Policy.

- (1) Screening and Assessment Documentation Requirements.
 - (a) Child Protective Services screening information received by the Department is documented using the Guided Assessment Process (GAP).
 - (b) Child Protective Services assessment information is documented in the GAP. All CPS assessments are documented as described in Child Welfare Policy I-AB.4, "CPS Assessment" OAR 413-015-0400 to 413-015-0485.
 - (c) When a decision has been made to provide brief services (less than 30 days), the services and outcomes are documented in the Assessment Activities Section of GAP, and no Closing Narrative or other narrative is required.
- (2) The Child Welfare Case Plan (Department intervention is required to assure a child's safety).
 - (a) Contents of the Child Welfare Case Plan:
 - (A) Each *case plan* (CF 0333a, 0333b, or 0333c) document contains mandatory required components of a *case plan* in narrative fields, and FACIS provides related questions designed to prompt relevant documentation in each field. The Child's Health Information (310H) and Child's Education Information (310E) are each a part of the *case plan*. A Child's Visit Information (310V) is a part of the *case plan* when a *child* is in *substitute care*.

- (B) The narrative information documented in the Child Welfare Case Plan (CF 0333a, CF 0333b, or CF 0333c) is the Department's record of:
 - (i) The behaviors, conditions, or circumstances determined to be a safety threat to the *child*;
 - (ii) The parent or legal guardian's protective capacity;
 - (iii) The expected outcomes a parent or legal guardian must achieve to assure *child* safety in the parent or legal guardian's home; and
 - (iv) The Department's documentation of how the *child* or young adult's placement, when the *child* or *young adult* is in *substitute care*, meets the needs and best interests of the *child* or *young adult*; and
 - (v) The Department's written plan to achieve permanency for a *child* or *young adult*.

 - (C) Three versions of the Child Welfare Case Plan have been developed for the types of cases specified below:
 - (i) The CF 0333a is used whenever the Department has opened a case when, as a result of an identified safety threat to a *child*, separation of the *child* from the child's home or the child's parents or legal guardians is necessary to assure the child's safety, the *Department* has been given custody of the *child* by the court and the *child* is in *substitute care* or has returned home during a trial home visit (the *child* remains in the custody of the Department).
 - (ii) The CF 0333b is used whenever the Department has opened a case as a result of an identified safety threat to a *child*, Department intervention is required to assure a child's safety, the court has determined the Department has custody of the *child*, and the *child* remains in the parent or legal guardian's home with an ongoing safety plan or has returned to the home of the parent or guardian with an in-home ongoing safety plan.
 - (iii) The CF 0333c is used whenever the Department has opened a case as a result of an identified safety threat to a *child* that requires the ongoing intervention of the Department to assure a child's safety, and the *child* remains in the home of the parent or guardian with an in-home ongoing safety plan.

 - (D) The Child Welfare Case Plan documents are designed to meet the *case plan* requirements of sections 471(A)16 and 475(1) of the Social Security Act, the Indian Child Welfare Act, administrative rules in Chapter 413, and the Title IV-E requirements for the receipt of federal funds under the stipulations in the Social Security Act.
- (b) Timelines for development and distribution of the Child Welfare Case Plan.

- (A) The caseworker must develop a written Child Welfare Case Plan within 60 days of a child's removal from home or within 60 days of the completion of the CPS assessment, in cases where the *child* remains in the home of a parent or legal guardian and the parent or legal guardian retains legal custody of the *child*.
 - (B) The Child Welfare Case Plan is updated every six months with the current information and a record of progress toward meeting conditions for return, when applicable, and expected outcomes.- The updated plan is sent to those identified in the Distribution section of this policy (paragraphs (c)(A) to (c)(D) of this section).
 - (C) The updated Child Welfare Case Plan is submitted for any court hearing at which a request to cancel a Citizen Review Board (CRB) will be made. Per ORS 419.A.102, each local CRB will have access to the following:
 - (i) Notwithstanding the provisions of ORS 40.225 to 40.275, 418.130, 419B.035, 419B.045, 419B.443, 419B.446, 419B.449, 419B.452 and 419B.460, each local CRB will have access to any records of the court which are pertinent to the case.
 - (ii) Any record of the Department that would be admissible in a permanency hearing conducted under ORS Chapters 419B. 470, 473, and 476 including school records and reports of private service providers contained in the records of the Department or other agency.
 - (c) Distribution Requirements for the Child Welfare Case Plan.- Except when doing so would provide information that violates Child Welfare Policy I-A.3.1, "Procedures for Maintaining Confidentiality" or the Department determines that distribution of the *case plan* may make a *child* or adult unsafe, no later than seven days after the supervisor has approved the Child Welfare Case Plan the caseworker must give a copy of the *case plan*, and each updated version of the *case plan* to those listed below.
 - (A) The parents or legal guardians;
 - (B) Court Appointed Special Advocates;
 - (C) Attorneys of record for the parent, legal guardians, and *child*;
 - (D) The *child*, when appropriate, and any *child* or *young adult* who is leaving *substitute care* because he or she is no longer eligible due to age; and
 - (E) An Indian child's tribe.
- (3) The Family Support Services Case Plan (Department services unrelated to an identified safety threat to a *child*).

- (a) Contents of the Family Support Services Case Plan: Each Family Support Services Case Plan (CF 0333d, and 0333e) contains mandatory topic headings and FACIS provides related questions designed to prompt relevant documentation in each field. The Child's Health Information (310H), Child's Education Information (310E), and Child's Visit Information (310V) is a part of the *case plan* when a *child* is in *substitute care*.
- (A) The narrative information documented in the Family Support Services Case Plan for services unrelated to an identified safety threat to a *child* (CF 0333d, or CF 0333e) is the Department's record of:
- (i) The family or former foster child's request for services;
 - (ii) The Department's determination of need for services;
 - (iii) The service goals and record of progress;
 - (iv) Department's documentation of how the *child* or young adult's placement, when the *child* or *young adult* is in *substitute care*, meets the needs and best interests of the *child* or *young adult*; and
 - (v) The conditions for case closure.
- (B) Two versions of the Family Support Services Case Plan for services when there is no safety threat to a *child* have been developed for the types of cases specified below:
- (i) The CF 0333d is used whenever the Department has opened a case as a result an eligible family's request for services and the *child* remains in the home or an eligible former foster child's request for ILP services.
 - (ii) The CF 0333e is used whenever the Department has opened a case as a result of an eligible family's request for voluntary placement of the *child* or an eligible family's request that the Department take voluntary custody of the *child*.
- (C) The Family Support Services Case Plans for services when there is no safety threat to a *child* are designed to meet the *case plan* requirements of: the Indian Child Welfare Act, Oregon Administrative Rules, and the Title IV-E requirements for the receipt of federal funds under the stipulations in the Social Security Act.
- (b) Timeline for the Development of the Family Support Services Case Plan for services when there is no safety threat to a *child*.
- (A) The caseworker must develop the Family Support Services Case Plan within 60 days of a child's removal from the home of the parent or guardian or within 60 days of the completion of determination of service

needs when a *child* remains in the home of the parent or guardian.

- (B) The Family Support Services Case Plan is updated every six months with the current information and a record of progress toward achieving the case goals.- The updated *case plan* is sent to those identified in the Distribution section of this policy (subsection (c) of this section).
 - (C) The updated Family Support Services Case Plan for voluntary services is submitted for court review whenever a *child* is in *substitute care* due to a *Voluntary Placement Agreement* or *Voluntary Custody Agreement* at which a request to cancel a CRB will be made.- Per ORS 419.A.102 each local CRB will have access to the following:
 - (i) Notwithstanding the provisions of ORS 40.225 to 40.275, 418.130, 419B.035, 419B.045, 419B.443, 419B.446, 419B.449, 419B.452 and 419B.460, each local CRB will have access to any records of the court which are pertinent to the case.
 - (ii) Any record of the Department that would be admissible in a permanency hearing conducted under ORS 419B. 470, 473, and 476 including school records and reports of private service providers contained in the records of the Department or other agency.
 - (c) Distribution Requirements for the Family Support Services Case Plan. After the supervisor has approved the Family Support Services Case Plan, the caseworker must give a copy to the parents or legal guardians or *former foster child* as soon as possible but no later than seven days after the Family Support Services Case Plan is approved by the supervisor, except when doing so would provide information that Child Welfare Policy I-A.3.1, "Procedures for Maintaining Confidentiality" or would make a child or adult unsafe.
- (4) Case Record Documents. The following documents are considered a part of the case record.- They are not considered as a part of the *case plan*. However, at the discretion of the court, they may be subpoenaed and made a part of discovery:
- (a) A log of recorded information attached to cases with an assigned case number that does not contain a report of *child* abuse.
 - (b) Case Notes, including:
 - (A) Required documentation on FACIS of phone calls and home or office visits or visits in other locations with a parent or legal guardian, *child*, *former foster child*, or *young adult*.
 - (B) Records of contacts with the *substitute caregiver*.
 - (C) Records of contacts with attorneys, relatives, services providers, attorneys, or other contacts that may have a potential impact on the

child's permanency.

- (D) Records of the caseworker's observations of behaviors, conditions, or circumstances of what is seen or heard. Case notes may include an analysis of the observations.
- (E) A *child* or *young adult's* printed educational records from the school or educational placement.
- (F) A *child* or *young adult's* printed medical, dental, or mental health records and medical, dental or mental health care records from the medical, dental, or mental health provider.

(5) Transfer and Closing Narratives.

- (a) A Transfer Narrative (CF 0333f) is required when a case is transferred from one caseworker to another or from one local office to another unless a *case plan* has been written or updated within the last 30 days.
- (b) A Closing Narrative (CF 0333g) is required within 30 days after all services have discontinued.

Procedure(s) that apply:

Procedure Manual, Chapters 3 and 6

http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html

Form(s) that apply:

All of the below forms are available in FACIS

CF 0333A, Child Welfare Case Plan (Child in Substitute Care, DHS has Custody)

CF 0333B, Child Welfare Case Plan (Child in the Home, DHS has Custody)

CF 0333C, Child Welfare Case Plan (Child in Home Care, Parent Has Custody)

CF 0333D, Family Support Services Case Plan (Child in Home)

CF 0333E, Family Support Services Case Plan (Child in Substitute Care)

CF 0333F, Case Transfer Narrative

CF 0333G, Case Closure Narrative

Reference(s):

Sections 471 and 475 of the Social Security Act

Adoption and Safe Families Act (ASFA), Public Law 105-89

45 Code of Federal Regulations (CFR) 1356

Title IV-E State Plan Protections to be in Place per Federal Provisions and Regulations

ORS 419A.106, 419B.343, 419B.443, 419B.449

Oregon Laws 1997, Ch. 873 (SB 689)

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