

Laurie Price, Deputy Director of Child Welfare Programs

Authorized Signature

Number: CW-PT-18-002

Issue date: 01/03/2018

Topic: Licensing

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: _____

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <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"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): Personnel in the following central office units: Treatment Services, Foster Care, Federal Policy Planning, Children's Care Licensing, Background Check Unit |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Licensing Foster Care Agencies, Annual Review & Approval		
Policy/rule number(s):	413-215-0331	Release no:	
Effective date:		Expiration:	
References:			
Web address:	http://www.dhs.state.or.us/policy/childwelfare/manual_1/division_215.pdf		

Discussion/interpretation: DHS licenses private child-caring agencies, and private foster care agencies are among the types of child-caring agencies that DHS licenses. Licensed foster care agencies are authorized to recruit and certify foster homes for children. The administrative rules that govern private foster care agencies require the agencies to renew a foster home’s certification every 12 months. A foster home’s certificate cannot be renewed unless and until new background checks have been

completed for every household member, and foster care agencies are required to use the DHS Background Check Unit (BCU) to complete the checks. Sometimes the background checks cannot be completed before a foster home’s certification expires. This rule-change ensures that a foster home certified by a private foster care agency will remain certified when the agency has submitted background check requests in a timely manner to the BCU, but the agency has not received the results of the requested checks back from the BCU before the certification expiration date. This change will bring the rules into alignment with the rules governing certification renewal for DHS certified foster homes.

Implementation/transition instructions: The rule change will not require any specific action on the part of DHS personnel or licensed foster care agencies. The changes simply make it possible for private agency foster homes to remain certified when required background checks are delayed for reasons beyond the control of the private foster care agency.

Training/communication plan: The policy transmittal will ensure interested DHS personnel are informed. The Children’s Care Licensing Program will communicate the change to affected child-caring agencies.

Local/branch action required: none

Central office action required: none

Field/stakeholder review: Yes No

If yes, reviewed by: the proposed changes were shared with licensed foster care agencies

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Harry Gilmore, Tom Vanderveen		
Phone:	HG: 503 373 0217, TV:503 373 2195	Fax:	
Email:	Harry.GILMORE@dhsaha.state.or.us , Tom.VANDERVEEN@dhsaha.state.or.us		