

Laurie Price Deputy Director Office of Child Welfare Programs

Authorized Signature

Number: CW-PT-18-008

Issue date: 4/13/2018

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 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 units: Treatment Services, Children's Care Licensing, Director's Office, Deputy Director's Office, DHS Legislative Team |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Required Financial Disclosures for Child-caring Agencies		
Policy/rule number(s):	413-215-0021, 413-215-0026, 413-215-0081	Release no:	
Effective date:		Expiration:	
References:			
Web address:	http://www.dhs.state.or.us/policy/childwelfare/manual_1/division_215.pdf		

Discussion/interpretation: The statutes governing the Department's licensing of child-caring agencies (CCAs) allow the Department broad authority to financial information about CCAs. This authority allows the Department to ensure a CCA is in compliance with laws requiring sound financial management and that the CCA has sufficient funding to provide care and services to children and young adults. With

passage of SB 1515 in 2016, the Department amended its rules to require CCAs to submit audited financial statements annually. These requirements are being decreased in line with ORS 418.255 as amended by SB 1525 (2018). Specifically, instead of requiring audited financial statements every year (which was a burden for many agencies, particularly small agencies), these will only be required upon request and at license renewal except: (1) agencies with under \$1 million in revenue and (2) adoption agencies, regardless of annual revenue, if they do not provide care to children or receive public funds, will not have to provide documents at renewal. Although this lowers the burden on child-caring agencies, the Department's full authority to request documents and require an audit, including a forensic audit, is increased by clearly stating that in the rules. Additionally, CCAs will still have to provide information about tax compliance, budget, expenses, etc.

Implementation/transition instructions: The rule change will not require any specific action on the part of DHS personnel or CCAs.

Training/communication plan: The policy transmittal will ensure CCA licensing staff are informed. Children's Care Licensing will communicate the change to CCAs by: sending a notification to all CCAs; discussing the change at a meeting of CCA representatives; and inviting CCAs to participate on a Rule Advisory Committee.

Local/branch action required: none

Central office action required: none

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Tom van der Veen		
Phone:	503-373-2195	Fax:	
Email:	tom.vandderveen@state.or.us		