

Policy Transmittal Office of Child Welfare Programs



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Number: CW-PT-18-017

Issue date: 5/21/2018

Topic: Foster Care

Due date:

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: {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"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Including OHCA and CAS in Citizen Review Board packets		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:			
Web address:			

Discussion/interpretation: Senate Bill 243 and related legislation now requires that DHS include Out of Home Care Assessments (OHCA) and Closed at Screening (CAS) reports pertaining to the child(ren) under review in CRB packets.

Implementation/transition instructions: In collaboration with the CRB, DHS has created the following documents to support the agency being in compliance with SB 243:

- A business process map for putting the CRB packets together and getting the completed packets to the CRB.

- Guidance/FAQ sheet regarding the addition of the OHCA and CAS documents in the CRB packets and what discussions regarding these documents to expect at CRB reviews.

Although this legislation includes information pertaining to assessments conducted by OAAPI, there is no current mechanism for DHS employees outside of OAAPI to access those assessments. The field will be updated when a resolution is reached.

OHCA and CASs are an important part of the case file. The CRB's job is to make findings about the agency meeting the child's needs. They, therefore, need to know about all experiences the child has during the review period, including whether anyone has alleged the child has been abused, and how the agency responded to assess safety.

The FAQ and Business Process flowchart will be included in the Child Welfare Procedure Manual. Once the manual is updated, another transmittal will be sent.

Training/communication plan: Permanency consultants available to support branch staff; communication with office managers during their monthly call

Local/branch action required: Branch staff who compile and submit CRB packets will include OHCA and CAS related to the child(ren) under review in the packets.

Central office action required: Support for field staff as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: Field/Stakeholder Workgroup

If you have any questions about this policy, contact:

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