

# Policy Transmittal

## Office of Child Welfare Programs



Lacey Andresen Program Manager

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**Number:** CW-PT-20-001

**Issue date:** 01/02/2019

**Topic:** Permanency Statewide Family Transition Protocol (Case Transfer Process)

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

<b>Policy/rule title:</b>	Updated Case Transfer Process		
<b>Policy/rule number(s):</b>	413-040-0000, 413-040-0005, 413-040-0006, 413-040-0008	<b>Release number:</b>	N/A
<b>Effective date:</b>	11/15/2019	<b>Expiration date:</b>	N/A
<b>References:</b>	N/A		
<b>Web address:</b>	N/A		

**Discussion/Interpretation:** Rule and procedure have been updated to support the Statewide Family Transition Protocol (case transfer process).

The definition and requirements for the Family Engagement Meeting have been added to rule. The definition incorporates the requirements of the Oregon Family Decision Meeting (OFDM) into the Family Engagement Meeting. The separate definition of OFDM has been removed from rule.

The Family Transition Process is now described in the procedure manual (Chapter 4, sections 3, 5, 6 and Chapter 9, section 3). The procedure outlines roles, timelines and processes for co-case management between CPS and permanency and when the case transitions from co-case management to permanency holding the work with the family.

The practice values related to the Family Engagement Meeting (and, indeed, all family meetings and casework) are defined. The process for scheduling and facilitating a Family Engagement Meeting are outlined as well as how to engage, prepare and partner with families during the meetings. Consistent processes and expectations for all types of family meetings are described in this chapter.

**Implementation/Transition Instructions:** The Statewide Family Transition Protocol was piloted in three districts (5, 6 & 11) and is now rolling out statewide. All branches/districts will be using the protocol by the end of January 2020.

**Training/Communication Plan:** Permanency and Safety Consultants will train management teams and staff in the protocol and the processes with assistance from MAPS. Follow-up support is provided by MAPS and consultants in each branch throughout the process.

Training for meeting facilitators is provided by the Leveraging Intensive Family Engagement (LIFE) teams on an ongoing basis. Meeting facilitation quarterlies will occur 4 times per year for all facilitators statewide.

**Local/Branch Action Required:** Please review the rule and procedure manual updates around this protocol. Local branches will work with their Permanency and Safety Consultants to work through local protocols, schedule trainings, and utilize consultant and MAPS support to implement this protocol.

**Central Office Action Required:** Provide training, tools and support throughout the implementation process.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Field/stakeholder committees

*If you have any questions about this policy, contact:*

Contact(s): Jennifer Holman	
Phone: 503-931-3616	Fax: 503-945-6969
Email: jennifer.holman@dhsosha.state.or.us	