

**Policy Transmittal
Office of Child Welfare Programs**



Gail Schelle, Assistant Permanency Program Manager

Number: CW-PT-20-014

Authorized Signature

Issue Date: 7/15/2020

Topic: Adoptions

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: Forms Update

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

Rule Number/Title:	413-120-0735 Current Caretaker or Relative Caregiver Request for an Adoption Home Study
Procedure Manual:	Chapter 6 Section 5c
Form Number/Title:	ce0270 “Permanency Committee Form” ce0437 “Mediation Referral”
Effective Date:	8/1/2020

Discussion/Interpretation:

Oregon Administrative Rule (OAR) 413-120-0735 has been updated to no longer require a certification supervisor to be a mandatory participant in the Permanency Staffing for Current Caretaker and Relative Caregiver Adoption Home Study Requests. Chapter 6 Section 5c “Foster Parent Considerations and Procedures for Adoption” of the Child Welfare procedure manual and forms ce0270 “Permanency Committee Form” and ce0437 “Mediation Referral” have been updated to reflect the prior rule changes regarding permanency staffings and no longer requiring a permanency

committee to initiate adoption homestudies for current caretakers and relative caregivers.

Implementation/Transition Instructions:

Staff and supervisors should read and review the rule change in OAR 413-120-0735, Chapter 6 Section 5c and forms. Staff should begin using the updated ce0270 and ce0473 forms.

Training/Communication Plan:

Notification of rule/procedure/forms amendment through this policy transmittal. Additional reminders will be communicated through training at quarterlies, consulting with permanency consultants, and legal staffings.

Local/Branch Action Required: Read and implement the administrative rule, procedure and form changes.

Central Office Action Required: Read and implement the administrative rule, procedure and form changes. Provide consultation as needed.

Field/Stakeholder Review: Yes No

If Yes, Reviewed By: Has been read and reviewed by Rule Advisory Committee (RAC), Peer Advisory Review Committee (PARC) and Policy Council.

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

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