

Policy Transmittal

Office of Child Welfare Programs



Aprille Flint-Gerner Deputy Director, Child Welfare

Authorized Signature

Number: CW-PT-20-015

Issue Date: 7/21/2020

Topic: Screening and CPS Rules, Procedures and Forms

Transmitting (check the box that best applies):

- Training
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Procedure
 Forms

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 | |

Procedure Manual Chapter/Sections:	Chapter 8 “Certification and Management of Applicants and Certified Families” Section 2 “The Certification Process” Section 3 “Applicant Assessment” and Section 5 “Managing Certified Homes”
Form Number/Title Up	CF 979 “Safety, Home Environment and Privacy Acknowledgement”
Effective Date:	Upon completion of Safe Sleep for Oregon’s Infants Self-Study training and no later than October 1, 2020.

Who:

These changes primarily impact Foster Home Certification and Adoption Staff, and Certification Supervisors. Additional training is being planned specifically for DHS CW Certified Foster Parents and Adoptive Parents.

When:

Certification and Adoption workers are required to complete the Safe Sleep for Oregon’s Infants self-study training in iLearn by 10/01/2020.

Once the training is completed and no later than 10/01/2020. Administrative rule for safe sleep for infants in foster care has already been implemented into Foster Home Certification Rules effective in January 2020; however, accompanying procedure and staff training had not been developed until this

date. Certification and Adoption workers must follow the safe sleep requirements outlined in the safe sleep training and in the Child Welfare Procedure Manual.

Why:

Too many of Oregon’s infants die in sleep related deaths, some of which are preventable. Although sleep related death in foster care is very limited, it is still crucial for Certification and Adoption workers to be aware and knowledgeable about safe sleep practices for infants. Educating and engaging foster parents and relative caregivers who care for infants in foster care effectively requires a community response. Child Welfare is a critical part of the child safety community and the safe sleep training, procedures and 979 “Safety, Home Environment and Privacy Acknowledgement” are intended to prepare Child Welfare professionals for this role.

What:

Training

Safe Sleep training is in iLearn!

Certification and Adoption workers are required to complete Safe Sleep for Oregon’s Infants self-study training in iLearn. The training takes approximately an hour to complete and can be done independently.

Procedure

The safe sleep practice changes for Certification and Adoption Workers include the following requirements:

1. Observe the home and assess the sleep environment of any infant in foster care in the home.
 - Document on form 979. Upload form 979 to the OR-Kids Provider File Cabinet.
 - If there is not currently an infant in foster care placed in the home but there is planned to be one in the future, the sleep environment still must be observed and documented.
 - If an infant is placed after initial certification but before renewal, document the sleep environment in a provider note.

2. Inform and reiterate safe sleep practices for infants in foster care to the prospective or currently certified family - Administrative Rule: 413-200-0335(1b)
 - Sharing the same sleep surface with a child under the age of 12 months is prohibited.
 - A child under the age of 12 months must be placed on their back for sleep.
 - Use of crib bumpers, pillows or other soft materials in the sleeping area of a child under the age of 12 months is prohibited.

3. At any time information is gathered or observed that supports the infant is unsafe, intervene. The level of intervention is dependent on the specific circumstances.

Forms

Safety, Home Environment and Privacy Acknowledgement, DHS 979 is now available on the DHS forms server.

Refer to #1 to which an additional bullet is added “For a child under 12 months of age, the sleep surface and area meet the requirements infants in care, and the applicant or certified family understands the infant safe sleep requirements.”

Implementation:

The implementation of safe sleep training, procedures, rules and forms will have multiple parts/phases.

- An opportunity to practice having safe sleep conversations with foster parents and relative caregivers will be coming. This opportunity will include those community partners who can support Child Welfare in educating and engaging families on safe sleep.
- Foster Care Coordinators are available to facilitate conversations about the training content to further your learning.
- Procedures implemented today are basic and will be more robust over time.

Feedback/Questions:

Direct questions and provide feedback to the foster care coordinator/adoption decision specialist assigned to your local office. Your feedback is appreciated and necessary for improvement.

Transmittal Contacts: Rose Cokeley and Francine Florendo
Phone: 503.930.8903; 503-945-6877
Email: Rose.COKELEY@dhsosha.state.or.us ; Francine.FLORENDO@dhsosha.state.or.us