

Title:	Transferring from a Child Welfare-funded foster care placement to an ODDS-funded foster care placement.				
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Approved By:

Date Approved:

Bruce Baker, ODDS Children’s Services Manger

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Overview:

In all cases where a child in the legal custody of Child Welfare (CW) is determined eligible for Intellectual/Developmental Disability (I/DD) services while in a CW-funded foster care placement, the CW worker and Community Developmental Disability Program (CDDP) Services Coordinator (SC) must work together to determine the least restrictive placement that is in the best interest of the child.

When considering placements for a child in the legal custody of CW who has been determined eligible for I/DD services, it is the procedure of CW to collaborate with the CDDP and explore placements in the following order of priority – Option 1 being the least restrictive setting:

1. Child Welfare certified foster home; Child Welfare-paid placement, child receiving K-Plan In-home services.
2. ODDS certified foster home; Child Welfare-paid placement, child receiving K-Plan In-home services.
3. ODDS or CW certified foster home; ODDS-paid foster care placement.
4. ODDS residential placement.

When the CW worker, CW supervisor, CDDP Services Coordinator, and CDDP supervisor have agreed that an ODDS-paid foster care placement is the least restrictive service option that will best meet the needs of the child, the following procedure must be followed prior to ODDS funding the foster care placement.

Procedure:

- 1) Consult with CW to coordinate the identification of a foster provider who is certified by either ODDS or CW, able to meet the needs of the child, and willing to accept the child for ODDS funded foster care.
- 2) Confirm the identified foster provider has an active Medicaid Provider Enrollment Agreement (PEA).
 - Contact the Children’s Foster Care (CFC) Unit to confirm the provider has an active PEA.
 - If the provider has an active PEA, he/she will have a Medicaid provider number, which is required to receive payment from ODDS for foster care services. The CFC Unit will provide the CDDP with the Medicaid provider number.

- If the provider does not have an active PEA, the CDDP will work with the provider to complete a PEA. Once completed, the PEA must be submitted to the CFC Unit for processing and submission to the Provider Relations Unit (PRU) for assignment of a Medicaid provider number. The CFC Unit will notify the CDDP upon receipt of the Medicaid provider number from PRU.

3) Complete a Functional Needs Assessment.

- A Functional Needs Assessment (FNA) must be completed to identify the child's support needs and establish the foster care service rate.
- A copy of the FNA must be given to the provider. The CDDP Services Coordinator is responsible for ensuring the provider understands the following:
 - The rate established by the FNA is the monthly service rate that will be paid to the provider by ODDS. The first day of service will be the effective date of ODDS taking over payment of the placement.
 - The service payment processes the month following service.
 - The first payment may be delayed, as it may take several weeks or more to process the child's enrollment and set up payment. *

**The first payment cannot be issued until Step 4 of this procedure has been completed and the child's case has been opened.*

4) Complete the ODDS Children's Foster Care Enrollment Process.

- The CDDP must complete the following three actions to enroll a child in ODDS-funded foster care:
 - a) Submit the following required enrollment documents to the Children's Foster Care Unit:
 - ODDS Notification Form (CF 1415);
 - County's Statement of Eligibility; and
 - Court Order confirming the child is in the legal custody of Child Welfare.
 - b) Submit the following required enrollment documents to the Children's Medical Eligibility Unit:
 - Copy of ODDS Notification Form (CF 1415);
 - Children's Medical Eligibility Unit Application (SDS 0539D);
 - Copy of child's Social Security card (if child is not already receiving SSI);
 - Copy of child's birth certificate;
 - Presumptive Medical Disability Approval (SDS 0620CH); and
 - Notification of Other Health Insurance (MSC 0415H) with copy of private insurance card (only required if child has private insurance).
 - c) Submit the following to the Technical Assistance Unit via eXPRS:
 - Level of Care (LOC);
 - DD Eligibility/Enrollment/Update; and
 - Completed and approved Functional Needs Assessment.

Form(s) that apply:

- Children's Medical Eligibility Unit Application (SDS 0539D)
- Foster Home Medicaid Provider Enrollment Agreement (SDS 0738)
- Notification of Other Health Insurance (MSC 0415H)
- ODDS Notification Form for Children Entering Foster Care (CF 1415)
- Presumptive Medical Disability Approval (SDS 0620CH)

NOTE: The above forms can be accessed at: <https://apps.state.or.us/cf1/FORMS/>

Reference(s):

- OAR Chapter 411, Division 346, Foster Homes for Children with Intellectual or Developmental Disabilities
- SPD-IM-11-011, Referrals to Developmental Disabilities for Children (Issue Date 1/24/11)

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