

BRS Placement Checklist

When referring children for BRS placement:

Caseworkers should be discussing BRS placement option need and options prior to making referrals to BRS programs. Once approved to make a referral:

1. Send Referral Packet to Central Office:

(BRS.placementsupport@state.or.us)

- [CF 85B](#) - Authorization for Behavior Rehabilitation Services
 - found on DHS forms drive
- [CF 0090](#) - Placement Cover Letter
 - found on DHS forms drive
- [CF1055](#) – Behavioral Rehabilitation Services (BRS) Referral
 - found on DHS forms drive
- Supporting documentation (**must be redacted**) should include, as available:
 - Most recent psychological evaluation
 - Most recent psychiatric evaluation
 - Most recent mental health assessment
 - Most recent CANS
 - CASII
 - Recommendations from WRAP
 - IEP
 - Case Plan
 - Discharge summary if the youth is currently in a treatment program

2. Send Referral Packet to Providers:

- Caseworker sends referrals to providers
 - Utilize the BRS Grid for contact information or contact your Residential Resource Consultant or Target Coordinator for information
- Send the same referral packet you sent to Central Office (**NOT** including the CF85B) Submit to: BRS.placementsupport@state.or.us

Once a Child is Placed:

- [CF 0091](#) – BRS or PRTS Placement Information
 - If the youth is placed into a BRS program on a Special Contract (one that is authorized and written by one of the 4 RRC's or Target Coordinator) then they will complete the initial CF 0091 and email to BRS.placementsupport@state.or.us.
 - If the youth is being placed into a regular (umbrella) contract or into a Mental Health facility then caseworker will complete the initial CF 0091 and email to BRS.placementsupport@state.or.us. Please write in the subject line “**Placement**”.
 - If this is the youth's initial placement into DHS care - please fill out sections A, B, & D otherwise complete sections A, B, & C.
 - Contact RRC, Target Coordinator, or BRS Placement Support in Central Office if there are questions as to information on the 0091 (i.e. unknown Or-Kids Provider numbers). Send in the form with as much info as you can give. Don't hold onto the form just because you can't locate the appropriate information in Or-Kids.
 - BRS Central Office will input placement into OR-Kids for:
 - BRS Placements
 - Non-BRS Placements
 - Psychiatric Placements (i.e. PRTS, Providence or Emmanuel Psychiatric Hospital, etc)
 - Mental Health Placements (i.e. SCIP/SAIP)
 - Local DHS Branch will input placement into OR-Kids for:
 - Regular foster care placement
 - Hospital (for medical reasons)
 - Detention
 - DD Placements
 - If moves into DD home or regular provider becomes DD provider.

- If a child moves between homes within the same agency, the BRS provider is responsible for notifying the caseworker and Central Office.

*Only exception is when RRC/Target Coordinator complete the initial 0091, followed by the child going to detention (or medical hospital), and then returning to the same BRS program under the **same** contract. In cases such as these, the caseworker would:

- Close BRS placement on correct date
- Open next placement (detention, medical, etc.)
- Sending new CF 0091 on return to the BRS provider.

If a new child-specific contract is written upon the return to the program, the RRC / Target Coordinator would be responsible for the 0091.

Following Placement Entry into OR-Kids

- After Central Office has entered the placement into the OR-Kids system, caseworkers will receive a copy of the CF 0092. Keep a copy of this form for reference. This form was created to help with the placement validation process.
- CF 0092 sent from Central Office to:
 - Caseworker and Supervisor
 - FRS / MAS
 - Office Manager
 - BRS/Non-BRS Provider
 - Central Office Nurse
 - CCO
 - CF 0092 includes the child's prime number, placement date, OR-Kids contract information and service authorization number, name and contact information of the CCO, as well as the ICM (Intensive Care Manager) at each CCO.
 - ICM's can be contacted when unique medical and mental health coverage situations arise. This is who providers should be contacting when there is a problem with service access.

BRS, Non-BRS and CCO's

- When children enter a BRS or PRTS program, the Medical Assistance Resource Coordinators (MARC's) in the Well Being Unit will add a service area exemption to the child's CCO coverage, to retain enrollment of health care coverage into the county of jurisdiction. This action is required, but can only be completed when they are notified of the placement through submission of the CF 0091 form. The branch office Medical Assistance Specialist (MAS) is no longer responsible for this action.
 - **However**, when kids enter Non-BRS care, the medical coverage changes to the local CCO of the child's placement location.
- When the child leaves a BRS contracted placement, AND the child is returned to a foster care placement or returned home, the branch MAS will notify DMAP Client Enrollment Services who will remove the service area exemption.
 - The local child welfare office's entry of the foster care placement (or return to home placement) will change the child's address in OR-Kids. The child's new address will be automatically exchanged between the OR-Kids and MMIS. However, the MAS will still need to notify DMAP of this change.
 - It is important that the address be changed ASAP when a child leaves BRS care.

Contact Information for BRS Placement Entry

DHS, Office of Child Welfare Programs, Well-Being Unit:

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| <i>Katina Kaehler- BRS Program Analyst</i> | 503-947-1185 |
| <i>Heather Staats- BRS Placement Entry Coordinator</i> | 503-945-5602 |
| <i>Kaitlin Gwyn- BRS Placement Entry Coordinator</i> | 503-945-5793 |
| <i>Consuelo Carrasquillo- Well Being Provider Support Specialist</i> | 503-945-6991 |
| <i>Shelly Watts- Medical Assistance Resource Coordinator</i> | 503-945-6613 |
| <i>Tonya Burckhardt- Medical Assistance Resource Coordinator</i> | 503-945-5934 |