

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-19-036

Issue date: 10/18/2019

Topic: Developmental Disabilities

Due date: 10/28/2019

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 checked="" 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 checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): CDDP Service Coordinators |
| <input type="checkbox"/> Child Welfare Programs | |

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|-------------------------------|---|-------------------------|--|
| Policy/rule title: | Reporting child foster care placement changes | | |
| Policy/rule number(s): | | Release number: | |
| Effective date: | 10/28/19 | Expiration date: | |
| References: | | | |
| Web address: | | | |

Discussion/interpretation:

IMPORTANT: This supersedes APD-PT-18-016 and takes effect October 28, 2019.

Due to eXPRS system changes (refer to APD-AR-19-043), the Children's Foster Care Unit, Children's Medical Eligibility Unit, and Federal Resource/SSI Unit will no longer receive the DDEE (0337) for notification of changes to child foster care placements. As a result, changes must now be reported using the ODDS Child Foster Care Update Reporting Form (DHS 2755).

Implementation/transition instructions:

Effective October 28, 2019, changes to child foster care placements must be reported to the Children’s Foster Care Unit, Children’s Medical Eligibility Unit, and Federal Resource/SSI Unit using the ODDS Child Foster Care Update Reporting Form (DHS 2755) and submitting the form to a new centralized email box created specifically for this reporting process. DHS 2755 may be accessed via the [DHS Publications and Forms page](#).

The Community Developmental Disabilities Program (CDDP) providing case management services must report the following types of changes by completing the appropriate sections of DHS 2755 and submitting the completed form via secure email to: odds.cfc.update@dhsosha.state.or.us

- Current foster provider address change
- Move from one DD-funded foster home setting to another DD-funded foster home setting
- Service rate change
- Temporary absence beyond 30 consecutive days
- Termination of DD-funded children’s foster care services

For further guidance on the types of changes to report, when and how they must be reported, please refer to Page 3 of DHS 2755.

Please note that DHS 2755 is not required for reporting initial enrollment into DD-funded foster care services. Initial enrollments will be reported upon the CDDP’s submission of the required child foster care enrollment documents outlined on Page 1 of the Children’s Foster Care Placement Required Actions document, which may be accessed on the [DHS Staff Tools page](#) under Case Management Reference.

Training/communication plan:

- County DD Program Managers to review the transmittal with Service Coordinators and CDDP staff responsible for submitting the DDEE (0337) in eXPRS.
- Next scheduled ODDS monthly transmittal call: Phone number 1-877-848-7030; access code 458900.

Local/branch action required: N/A

Central office action required: N/A

Field/stakeholder review: Yes No

If yes, reviewed by: ODDS Engagement and Innovation review of DDEE
Worker Guide

Filing instructions: N/A

If you have any questions about this policy, contact:

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|---|------|
| Contact(s): Julie Van Nette, Children's Foster Care Coordinator | |
| Phone: 503-378-5001 | Fax: |
| Email: julie.l.vannette@dhsosha.state.or.us | |