

Title:	Temporary Lodging: Child Welfare Collaboration			
		Version:	2.0	Effective Date: 3/23/2023

Background:

The Oregon Department of Human Services (ODHS) is working to reduce the number of children and young adults experiencing Temporary Lodging in hotels and similar settings due to lack of available, appropriate Child Welfare placements. In 2016, Youth, Rights & Justice and CASA of Multnomah County filed a lawsuit against OHDS on behalf of two children. In February 2018, ODHS entered into a settlement agreement to resolve the lawsuit. The parties, through the settlement agreement, intend to ensure that all foster children and young adults in Oregon are placed appropriately, and limit the number and duration of occasions of Temporary Lodging.

There are strict limits on the use of Temporary Lodging including number of children and young adults, number of Temporary Lodging occasions, and number of nights per occasion. When children with Intellectual and Developmental Disabilities (I/DD) are at risk for Temporary Lodging, collaboration between Child Welfare staff, Community Developmental Disability Programs (CDDP) and the Office of Developmental Disabilities Services (ODDS) is essential to ensure all alternative avenues are exhausted, the use of Temporary Lodging is limited, and children are safe and supported.

Definitions for this guide:

Temporary Lodging: Temporary Lodging is an crisis situation in which appropriate placement is not available for a child in Child Welfare custody.

At risk: A situation in which a child's placement is near disruption and could result in the child being without appropriate placement. This includes situations in which the

provider is reporting struggles and concerns that can be addressed to help prevent the child being asked to leave the placement.

Guideline(s) that apply:

Child Welfare makes decisions related to the use of Temporary Lodging, including determinations of risk for Temporary Lodging and approving the use of Temporary Lodging. CDDPs and ODDS the child and their guardian through ongoing collaboration by searching for appropriate supports and placements within the corresponding systems.

It is likely the Child Welfare caseworker will request a Temporary Lodging Prevention meeting, commonly called a “staffing”. Service Coordinators (including ODDS Residential Specialists) should make every effort to respond to requests and attend these staffings because they are extremely time sensitive, often occurring the same day or within 24 hours. If a Service Coordinator is unable to attend, their supervisor will be asked to attend in their place. The supervisor may delegate to another Service Coordinator as needed. If neither is available, the IDD/CW liaison must be contacted to help support the staffing. Below is a list of the team members that should be included in these meetings. The steps below describe what is expected from Child Welfare caseworkers and Services Coordinators related to preventing Temporary Lodging.

STEP	RESPONSIBLE FOR INITIATING	DESCRIPTON
STEP 1: INITIAL CONTACT	<ul style="list-style-type: none">Child Welfare Caseworker	If a child or young adult enrolled in I/DD services is at risk for Temporary Lodging, the Child Welfare caseworker will contact the child’s Services Coordinator (if known) and CDDP Program Manager immediately. The Services Coordinator or Program Manager will respond as soon as possible and identify who will serve as Child Welfare’s main point of contact related to

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		<p>Temporary Lodging for the child. This is typically the child's Services Coordinator. The ODDS IDD/CW Cross Systems Coordinator is contacted by the Child Welfare Temporary Lodging team.</p>
<p>STEP 2:</p> <p>INITIAL COLLABORATION</p>	<ul style="list-style-type: none"> • Services Coordinator 	<p>The Services Coordinator or another designee ("Designee") will respond to the caseworker as soon as possible and prioritize this situation. The Services Coordinator or Designee will assist Child Welfare by identifying DD placement options and coordinating needed DD services that may be delivered in Temporary Lodging settings or in the child's current placement to prevent Temporary Lodging . This may include additional assessments or meetings related to I/DD placements. The Child Welfare caseworker or supervisor will identify other placement options at the same time.</p>

STEP	RESPONSIBLE FOR INITIATING	DESCRIPTION
<p>STEP 3:</p> <p>STAFFING</p>	<ul style="list-style-type: none"> • Child Welfare Caseworker 	<p>If placement is not found and the child continues to be at risk for Temporary Lodging, the Child Welfare caseworker or supervisor will invite the Services Coordinator or Designee to all Temporary Lodging staffing phone calls. These calls are intended to bring partners together to ensure all possibilities for placement have been exhausted. Child Welfare staff make the final determinations on whether a child is approved for Temporary Lodging. These calls often happen on short notice. The Services Coordinator or Designee is expected to prioritize these calls and attend whenever possible.</p>
<p>STEP 4:</p> <p>TEMPORARY LODGING AND ONGOING COMMUNICATION</p>	<ul style="list-style-type: none"> • Child Welfare Caseworker 	<p>When a child is approved for Temporary Lodging, daily communication via email is required between key Child Welfare staff and partners. These emails outline status updates from all involved parties related to identifying</p>

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		<p>a placement for the child and moving them out of Temporary Lodging. The Services Coordinator or Designee will respond to these emails each working day. The Services Coordinator or Designee will indicate the following on each email:</p> <ul style="list-style-type: none"> • A list of placement referrals sent on behalf of the child • Any follow-up and any responses to the referrals • Any changes or other pertinent information <p>When there is no change in status, the Services Coordinator or Designee will reply to the daily email and state that there are no changes to report.</p>

STEP	RESPONSIBLE FOR INITIATING	DESCRIPTON
STEP 5: CONNECTING SERVICES	Services Coordinator	When a child or young adult enrolled in I/DD services is in a Temporary Lodging setting, they can receive what are typically considered “in-home services” per their Individual Support Plan (ISP). The child or young adult’s Services Coordinator will assist in bringing in formal services such as attendant care, behavior supports, and relief care when a child is in Temporary Lodging. See the resources list for the Service Guidance When Collaborating with Child Welfare document that outlines different scenarios in which services may apply.

Staffings

Staffings are meetings specifically scheduled for Child Welfare and relevant community partners to discuss Temporary Lodging situations and collaborate to help a child transition out of temporary lodging. Child Welfare will schedule staffings and invite Service Coordinators and other partners.

Who is invited:

Please note that not everyone listed will be in attendance as the specific needs of each child are different and will require different people.

Child Welfare

- Caseworker
- Supervisor
- Certifier
- Residential Resource Consultant (RRC)

Other Child Welfare staff to consider

- Program Manager

- Medical Liaison
- Independent Living Program (ILP) Liaison
- Addiction Recovery Team (ART)
- Domestic Violence Advocates
- Regional ICWA Specialist (Indian Child Welfare Act)
- Case Aids
- Consulting and Training (CATs)

CDDP

- Service Coordinator
- Supervisor
- DRC/Certifier
- Program Manager

ODDS

- CW/IDD Cross Systems Coordinator

Community Partners

- Coordinated Care Organization (CCO), Point of Contact: Intensive Care Coordinator
- Mental Health
- Juvenile Delinquency
- Wrap Around Services

Others to Consider

- The child
- Parents
- Parent partners
- Relatives/Kith
- Skills Trainers
- Tribe
- Attorney
- Court Appointed Special Advocates (CASAs)

Be prepared to discuss the following topics:

- What funded supports are in place currently? (In-home, DD funded foster care, etc.)
- What hours are the total monthly attendant care hours approved?

- Are there attendant care supports currently or does the provider need help accessing them?
 - Has the Support Needs Assessment Profile (SNAP) been reviewed recently? What is the current Support Needs Assessment Profile (SNAP)?
 - Has the Oregon Needs Assessment (ONA) been reviewed recently? What is the current service level?
 - Is there a current Functional Behavior Assessment (FBA) or Positive Behavior Support Plan (PBSP)? If so be prepared to share this with the group.
 - Are there exceptions needed?
 - What are options for relief care?
 - What referrals have been made (foster, group home, host homes) and are they statewide?
 - How can we sustain the current placement?
 - What is the status of discharge (if any)? Has an exit notice been sent?
 - Do you know of relatives, natural supports or potential options for placement/support?
 - What are the community-based services? (Mental health or others)
 - If you cannot participate, please find a designee to attend on your behalf.
- **After the initial Temporary Lodging Staffing has occurred:** Meet with IDD/CW Liaison to discuss possible resources and supports.

Temporary Lodging Roles and Responsibilities:

Child Welfare Caseworker

Child Welfare caseworkers are employed through the Child Welfare program under ODHS. Caseworkers are stationed in local DHS field offices across the state. They are the legal custodian of children in care and are responsible for managing the safety, wellness, permanency and legal needs of children in their custody.

Child Welfare Resource Management Team

The Child Welfare Resource Management Team is a program under DHS Child Welfare Central Office. They serve as a liaison between the local field branches and central office

resources and leadership. Resource Management team analysts assist caseworkers with situations involving temporary lodging.

Child Welfare Residential Resource Coordinator

Residential Resource Coordinators (RRCs) work with caseworkers to identify residential services and placements for children who rise to the level of care. They coordinate with Behavioral Resource Services (BRS), non-BRS, shelters and alternative placements for children in custody. RRCs will work closely with the caseworker and supervisor for children who are in need of residential services and placements.

CDDP/ODDS Children's Residential/Children's Intensive In-Home Services Program Manager

Responsible for designating Child Welfare's main point of contact at the CDDP, ODDS Children's Residential Services, or CIIS to a child at risk for Temporary Lodging. Responsible for supporting the Services Coordinator or Designee and filling in to provide updates to Child Welfare as needed. Contact information for each Program Manager can be found [here](#).

CDDP/Children's Residential/CIIS Services Coordinator

The child's case manager and most often, the main point of contact (Designee) for the Child Welfare caseworker.

CDDP Designated Referral Contact

Responsible for coordinating DD foster care and residential referrals.

ODDS Intellectual and Developmental Disabilities/Child Welfare Cross System Coordinator

Responsible for supporting CDDPs when complex situations arise, or additional help is needed. Available to assist Child Welfare if Services Coordinators and Program Managers are unavailable.

[Reference\(s\):](#)

Appendix A : Service Guidance When Collaborating with Child Welfare (see below)

Contact(s):

For policy questions contact: Jessica Hernandez, IDD/CW Cross Systems Coordinator

ODDS Policy Unit

JESSICA.HERNANDEZ@dhsosha.state.or.us

For staffing support contact: Sue Hartinger, IDD/CW Cross Systems Coordinator

ODDS Case Management Support Services Unit

Sue.M.Hartinger@dhsosha.state.or.us

SERVICE GUIDANCE WHEN COLLABORATING WITH CHILD WELFARE

This guide provides example of what service options can be explored when youth are at risk of, or already placed in, Temporary Lodging.

Living Situation	DD Options	DD Can	DD Cannot	Reason
TL Hotel, CW Resource home, family home	Attendant care - agency	Authorize an in-home agency to support a youth while in a hotel, Child Welfare Resource Home	Comingle DD and CW funding to pay for attendant care.	If the youth is DD eligible, they are eligible for an in-home plan even if temporarily staying in a hotel or in a CW home
CW Resource home with CW foster payment	Attendant Care	Authorize an in-home agency to supply a staff to support an individual in a CW Resource Home (foster home) with a 151 plan	DD cannot pay a CW Resource Provider as a DSP if they are receiving a Foster Payment from CW- this would comingle DD and CW funding	A resource parent cannot receive payment as a resource parent from CW and also as a DSP as this is considered duplication of service.
CW Resource	Attendant care -	Authorize a PSW if there is an	Have a child welfare staff	Employers require an EIN

home, in-home or temporary lodging	PSW	individual able to meet employer of record responsibilities. CW Resource (foster) Provider, a family member or other person can apply to be Employer of Record. This would be with a 151 plan	be the employer of record	number. This is not appropriate for a state guardian
CW Resource home, in-home or temporary lodging	Attendant Care Agency Provider/Agency Rate exceptions	Request an agency rate exception if no other agency is willing or qualified or able to support a youth in a hotel.	Comingled DD and CW funding to pay for attendant care.	Medicaid payment is payment in full.
CW Resource home with CW payment	Relief Care	Client can access DD funded Relief Care identified in their ISP- up to 14 days per plan year (or more with an exception) with a 151 plan	CW cannot pay additional monies on top of the approved Relief care rate to a provider	This support can be provided by an approved to work individual- DSP, PSW, Child Foster Provider (DD)
Not a CW Resource home	Emergency Relief Care	Authorize relief care with qualified Agency providers when the youth stays in person's home. A service Agreement is required prior to this	Authorize relief care with a non-certified provider if the youth is staying in their home	These are situations when a DSP may provide Relief Care via the person's 151 plan in their home. This is a short-term support and an Agency must be connected to the 151 plan

CW Resource home, in- home or temporary lodging	Ancillary services behavior services	Authorize ancillary services/behavior services while a youth is temporarily staying in a hotel		If the youth is DD eligible, they are eligible for an in-home plan even if temporarily staying in a hotel. It is beneficial to begin an ISP and begin authorizing services as needed. ISP may need to be amended when the youth enters foster care or other setting
CW Resource home	DD funded Foster Care- a 258 plan	DD can authorize a 258 DD foster care plan in a CW certified home – SNAP assessment, ONA, ISP are required as well as Foster Entry Documentation prior to payment approval	DD cannot authorize a 258 DD funded Foster Care if the CW Resource provider is a family member	DD cannot fund relative/ family foster care
DD funded foster care home	Relief care – 258 plan	The foster provider may pay for relief care out of their SNAP rate with a 258 foster care plan. Exceptions may be considered if necessary to prevent temporary	Pay for relief care with additional funding separate from SNAP Rate. Comingle DD and CW funds	Medicaid payment is payment in full.

		lodging		
DD funded foster care home	Foster care rate exception	Request a rate exception for a youth in a certified child foster home with a 258 plan	Fund rate exceptions for children residing in AFH.	
DD Funded foster care home	Foster care 2:1 rate exception	Request a rate exception for the 2:1 staff	Child welfare cannot pay a portion of the 1:1 or 2:1 rate	Medicaid is payment in full.
DD funded foster care	Youth into an adult foster home	Request an ODDS variance for a minor to live in an adult home	Child cannot share a room with an adult.	Consider risks of minor and adults and whether either may be a risk to the other.
DD funded AFH home	Rate exception for youth in an AFH	Request a SNAP rate exception for the AFH with 258 plan.	CW cannot add funding	Even though a child under age 18 residing in an AFH has a child SNAP, which does not include a COLA and is not bargained, the AFH provider will get a rate increase that is bargained because it automatically gets updated in eXPRS based on provider type
DD Funded Adult Home	Youth into an adult group home	Provider may request an age-change on the license	Child cannot share a room with an adult.	Consider risks of minor and adults and whether either

				may be a risk to the other
DD Funded Foster Care	Room and board in DD-funded foster care setting	DD will pay room and board if the child has SSI.	Pay room and board if the child does not have SSI	If the child does not have SSI, DD can request that CW pays the room and board
DD certified Foster home	Increase certification capacity of foster homes	Ask if a foster care provider has space to add capacity to a home	Authorize foster care or relief care if there is no capacity	
DD-Funded Foster Care	CW Funded respite	DD paid Provider can access CW funded respite – Provider can not bill for the time Respite is being paid by CW- individual must in Child Welfare guardianship	DD can not pay Provider at same time CW is paying a provider for Respite	It would be a Medicaid conflict to have both payments occur at same time
New family home – not certified yet to provide care	Emergency Certification	DD can ask CW to consider Emergency certification of a home/provider	DD can do an Emergency certification (see conditions required to do this) but the length of time to complete may be longer than the CW process.	Talk to your programs Foster Home Certifier about this. Must meet several conditions and requirement A DD Emergency Certification is only good for 30 days