

Developmental Disabilities Services**Number: DD-PT-26-039****Authorized by:** Caitlin Shockley**Issue date:** 9/10/2026**Subject:** Child Foster Home Vacancy Reporting**Transmitting (check the box that best applies)**

☐ New policy ☐ Policy change ☐ Policy clarification ☐ Executive letter
☐ Administrative Rule ☐ Manual update ☒ Other: Procedures for
optional reporting of Child Foster Home vacancies.

Applies to (check all that apply):

- | | |
|--|---|
| ☐ All ODHS employees | ☒ County DD Program Managers |
| ☐ Aging and People with Disabilities | ☒ Developmental Disabilities Services |
| ☐ Area Agencies on Aging: Select | ☐ Self-Sufficiency Programs |
| ☐ Child Welfare Division | ☐ Support Service Brokerage Directors |
| ☐ Children's Intensive In Home Services | ☐ Stabilization and Crisis Unit |
| ☐ Children's Residential Services | ☒ Other (please specify): ODDS-certified
Child Foster Home Providers, CDDP Designated
Referral Contacts and Services Coordinators |

Discussion/interpretation

The Office of Developmental Disabilities Services (ODDS) is developing a searchable report of Child Foster Home vacancies. The vacancy report will assist Community Developmental Disabilities Programs (CDDPs) with the following service planning activities: (1) Identifying Child Foster Home placement options for parents/guardians who choose a foster care setting for their child through choice advising, and (2) Initiating referrals to Child Foster Homes with available vacancies.

The initial CFH vacancy report will be released by ODDS in early September 2026. Following the initial release, ODDS will update the CFH vacancy report twice per month. The CFH vacancy report will be posted in the vacancy reports section of the ODDS Residential and Child Foster

Home Provider Profiles and Vacancies public-facing resource page found here: [ODDS Residential and Child Foster Homes Provider Profiles and Vacancies](#)

Implementation/transition instructions

Community Developmental Disabilities Programs (CDDPs): CDDPs will be responsible for assisting ODDS with the vacancy reporting process. CDDPs must follow the procedures in the [Child Foster Home Vacancy Report Worker Guide](#) for reviewing completed Child Foster Home Provider Vacancy Reporting forms, following up with CFH providers when necessary, and submitting the forms to ODDS.

CDDPs may reference the CFH vacancy report to assist parents and guardians seeking a child foster care placement for their child. CDDPs may initiate referrals by directly contacting foster providers with available vacancies as outlined in the [Child Foster Home Provider Vacancy Report Worker Guide](#).

CDDPs may sign up to receive notifications when the CFH vacancy report is updated. To sign up for notifications, use the following link to access the Residential and Child Foster Home Provider Profiles and Vacancies webpage, and select the “sign up for updates” button: <https://www.oregon.gov/odhs/providers-partners/idd/Pages/residential-services-providers.aspx>

Child Foster Home (CFH) Providers: CFH providers may participate in the CFH vacancy report by completing the Child Foster Home Provider Vacancy Reporting Form found here: [Child Foster Home Provider Vacancy Reporting Form](#). After opening the form, follow the instructions by selecting the “CFH Smartsheet Form Instructions” link located on the left side of the form. The instructions will guide you through the process of completing the form.

Participation in the CFH vacancy report is not mandatory. However, CFH providers are encouraged to participate, as the CFH vacancy report will improve the referral process by promoting transparency of available foster care placement options.

While some personal identifying information (such as name and contact information) will be collected on the Child Foster Home Provider Vacancy Reporting Form, such information will not be included in the CFH vacancy report. It will only be used internally by CDDPs for identification and referral purposes.

Communication/training

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to odds.questions@odhsoha.oregon.gov

The Monthly Transmittal Reviews are held on the second Wednesday of every month at 2 p.m. using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJIsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to odds.questions@odhsoha.oregon.gov at least three business days prior to the meeting.

Reviewed by impacted parties? ☒ **Yes** ☐ **No**

If yes, reviewed by: ODDS Engagement and Innovation webpage

Filing instructions: N/A

If you have any questions, please contact:

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