

**Excerpt from Oregon Administrative Rules (OAR) for *Monthly Contact and Monitoring Child and Young Adult Safety* (OAR 413-080-0040 to 413-080-0067)**

**413-080-0054**

**Monthly Face-to-Face Contact Requirements**

*(Amended 01/01/16)*

(1) A child or young adult in a child welfare case.

- (a) Except as provided in section (2) of this rule, *monthly face-to-face contact* with a *child or young adult* in a child welfare case must be made by one of the following Department staff to ensure the safety, permanency, and well-being of the *child or young adult*:
  - (A) The primary caseworker;
  - (B) The caseworker's supervisor; or
  - (C) When designated by the caseworker's supervisor as described in OAR 413-080-0067 –
    - (i) Another caseworker or supervisor; or
    - (ii) A *social service assistant*.
- (b) During the *face-to-face contact* required in section (1) of this rule, Department staff must:
  - (A) Ensure the safety, permanency, and well-being of the *child or young adult*;
  - (B) Address issues pertinent to case planning and service delivery during the *contact*;
  - (C) Notify a supervisor when he or she determines that the *ongoing safety plan* or the living environment is insufficient to ensure the safety of *the child or young adult* to determine if a *protective action plan* is necessary to ensure safety; and
  - (D) Notify a certifier when the well-being needs of a *child or young adult* are not being met by a *certified family*, or notify the Well Being Program when the well-being needs of a *child or young adult* are not being met by a *provider*.
- (c) Department staff making *face-to-face contact* must document in the Department's electronic information system:
  - (A) The date, type, and location of each *contact with the child, young adult, parent, or guardian*; and
  - (B) The issues addressed during the *contact*.
- (d) A *face-to-face contact* with a *child or young adult* made by a social service assistant –
  - (A) May be reported as the required *face-to-face contact* no more than one time in any three-month period and no more than four times within a year; and
  - (B) May not be reported as the required *face-to-face contact* for consecutive months.
- (e) *Face-to-face contact* with a *child or young adult* in *substitute care* must occur in the *substitute care* placement every other month.
- (f) When *face-to-face contact* with a *child or young adult* in *substitute care* is not possible because the *child or young adult* is missing, the caseworker must comply with OAR 413-080-0053.

- (2) A parent or guardian on a child welfare case.
- (a) When there is an in-home *ongoing safety plan*, Department staff must *have monthly face-to-face contact* in the home with the parents or guardians living in the home with the *child*.
  - (b) A caseworker must have *face-to-face contact* with the *child* and the child's parent or guardians within five working days of learning any of the following:
    - (A) A condition of the *ongoing safety plan* has been violated.
    - (B) A change in the *protective capacity*, the family circumstances, or the composition of the household or a *parent or guardian* may negatively impact the *ongoing safety plan*.
    - (C) The caseworker is assigned a case that had been assigned to another caseworker (case transfer).
  - (c) Department staff must have *monthly face-to-face contact* with the parents or guardians, unless a supervisor approves an exception to *contact* with the non-custodial *parent* who has an in-home *ongoing safety plan* or, when there is an out-of-home *ongoing safety plan*, the *parent or guardian* is unavailable or the *contact* could compromise the caseworker's safety. The supervisor's exception must be documented in the Department's electronic information system and must document:
    - (A) The reason for the exception; and
    - (B) The length of time the exception is in effect, which is not longer than 90 days unless a longer period is approved by a Child Welfare Program Manager.
- (3) The substitute caregiver.
- (a) Department staff described in subsection (1)(a) of this rule must have monthly *contact* with the *certified family or provider*.
  - (b) The *face-to-face contact* with the *child or young adult* required in subsection (1)(e) of this rule must include at least one of the certified adults or providers who provide direct care for the *child or young adult*.
- (4) A child or young adult placed through ICPC or placed internationally.
- (a) When a *child or young adult* is placed in another state through the *ICPC* or placed internationally, the caseworker must request the officials from the receiving state or country have monthly *face-to-face contact* to monitor child safety, permanency, and well-being.
  - (b) When the receiving state or country's child welfare office is unwilling or unable to have monthly *face-to-face contact* with the *child or young adult*, a plan must be developed to meet this requirement.
  - (c) The caseworker must document in the case file the type and level of *contact* the receiving state or country will provide and how the *contact* is sufficient to confirm the safety and well-being of the *child or young adult*.
  - (d) The documentation received from the receiving state or country must be filed in the Department's electronic information system.

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