

STATE OF OREGON
MEMORANDUM OF UNDERSTANDING

BETWEEN
The Oregon Department of Human Services
And
The Citizen Review Board

This Memorandum of Understanding, hereinafter referred to as MOU, between the State of Oregon Department of Human Services, Child Welfare Division, hereinafter referred to as ODHS, and the State of Oregon Judicial Department, Citizen Review Board, hereinafter referred to as CRB, begins upon execution of this MOU by both parties and ends July 31, 2030.

By the signatures below of their authorized representatives, ODHS and CRB hereby jointly acknowledge the importance of effective and efficient review of service delivery to the children and families of Oregon in promoting improved outcomes. This MOU describes protocols that CRB and ODHS believe will further that goal.

1. DEFINITIONS

- 1.1 **Case Review (CRB review, Review):** A process by which local citizen review boards use the Family Report, and other supporting documents, and a scheduled meeting with legal and interested parties to make the findings and recommendations required by ORS 419A.116 that are reported to the Court, ODHS, and legal parties to the case. Case review by CRB meets the requirements of “administrative review” under 42 U.S.C § 675 of Title IV-E of the Social Security Act and is part of the “case review system” described under the Act.
- 1.2 **Continuance:** A circumstance in which the case review is not concluded at the end of its regularly scheduled meeting. No written findings or recommendations are issued until after the conclusion of the case review, which is typically the following month. Subsequent review due dates will be generated from the date that the review began.
- 1.3 **CRB:** Citizen review boards are established by the Judicial Department pursuant to ORS 419A.090 and comprise part of Oregon’s case review system under Title IV-E of the Social Security Act.
- 1.4 **ODHS:** For the purpose of this memorandum, reference to ODHS means the Oregon Department of Human Services, Child Welfare Division, specifically.
- 1.5 **Early Review:** A case review set prior to the next review due date to assess an aspect of the case that has a material effect on the case plan in the Family Report.
- 1.6 **Family Report:** A written report (ODHS form 2873) that contains, among other things, the case plan: a, goal-oriented, time-limited individualized case plan for

the child(ren) and the child(ren)'s family, developed by ODHS and the parent(s), guardian(s), or Indian Custodian(s), to achieve the child(ren)'s safety, permanency and well-being.

- 1.7 **Findings and Recommendations:** A written report, authored by CRB, that addresses each of the required considerations outlined in ORS 419A.116(1)-(3).
- 1.8 **Interpreter:** A person, not employed by ODHS or CRB, who meets the criteria of a "Qualified interpreter" in ORS 45.275(8) or ORS 45.285(1), who is appointed to assist a legal party who is a "Non-English speaker person," as defined in ORS 45.275(8), or a "Person with a disability," as defined in ORS 45.285(1), so that the legal party may meaningfully participate in a CRB Case Review.
- 1.9 **Interested Party:** A person, other than legal parties, who has some connection with or knowledge of the child and family situation.
- 1.10 **Legal Party:** Those persons with legal standing before the juvenile court pursuant to ORS 419B.875(1).
- 1.11 **Mature child:** A child who is able to understand and participate in the CRB review based on their age and developmental stage. A mature child is entitled to notice of CRB reviews, and there is a rebuttable presumption that a child 14 years or older is a mature child.
- 1.12 **Next Review Due Date:** The date by which the next periodic review (Court or CRB) is required by federal and state law.
- 1.13 **No Paper:** When ODHS does not submit to CRB the required case material to conduct or cancel a review.
- 1.14 **Request for Case Information:** A notice from CRB to ODHS indicating CRB has preliminarily scheduled a dependency case for review and requesting that ODHS respond with supporting documents or an explanation, with supporting documentation if needed, that the review is not required by federal and state law.
- 1.15 **Trial Reunification Placement:** When a child is returned home without the court dismissing legal custody. A trial reunification placement lasts a maximum of six months, unless a court orders it to be extended for a specified period.

2 ISSUES OF GENERAL APPLICATION

- 2.1 CRB and ODHS program leadership will meet no less than twice per year to address issues of mutual interest, such as successes, concerns, training needs, trends in child welfare, and advocacy opportunities.
- 2.2 CRB and ODHS will address any future concerns or needs that may arise regarding the subject matter of this MOU on an as-needed basis and at local levels, when appropriate. However, recommended or desired changes to protocols, even at local levels, must receive the necessary approval(s) required

by the policies and practices of CRB and ODHS before such changes are implemented. At the local level, CRB and ODHS may agree to opt out of or modify protocols outlined herein, when any required CRB and ODHS approvals are obtained.

- 2.3 CRB and ODHS acknowledge that it is important to provide local courts with a balanced perspective regarding the processes by which CRB reviews are conducted. Therefore, CRB and ODHS will each include the other as a participant in meetings with the local courts in which CRB policies and/or procedures are anticipated to be discussed.
- 2.4 CRB and ODHS will share training they provide to staff and volunteers of their respective programs to promote understanding of practice and improve the review system.
- 2.5 CRB and ODHS will explore the desirability and viability of piloting a project of holding some CRB reviews outside of standard business hours and days.

3. BEFORE THE REVIEW

- 3.1 Notice of cases preliminarily scheduled for CRB review will be provided to ODHS by CRB at least 59 days prior to the review date by sending Requests for Case Information to local ODHS offices. These cases are determined by data provided to CRB by ODHS through a nightly data transfer.
- 3.2 ODHS will submit all required case material to CRB no later than 5 p.m., 35 days prior to a scheduled review.
- 3.3 For children to be reviewed by CRB, ODHS will complete the CRB Request for Case Information (RCI) and will provide the RCI and supporting documents requested by CRB. ODHS may redact confidential information consistent with rule, law, and policy.
 - 3.3.1 For all CRB reviews, requests for supporting documents include:
 - 3.3.1.1 Comprehensive Placement History
 - 3.3.1.2 Family Report (ODHS form 2873) written within 60 days prior to the CRB review
 - 3.3.1.3 Current Action Agreement (CF 1147) or Letter of Expectations for each parent, guardian, or Indian Custodian (when the permanency plan is Reunification)
 - 3.3.1.4 Most recent CANS assessment, even if it is older than 6 months
 - 3.3.1.5 A Supervision Plan is required for any item on the CANS with a score of 2 or 3.))
 - 3.3.1.6 In-home Safety Plan (CF 1149) (when child is in a trial

reunification placement)

- 3.3.1.7 Current Youth Transition Plan (CE69A) or Comprehensive Transition Plan (CF 0069a) (when child is 14 years or older)
- 3.3.1.8 Any Out of Home Care Assessment (CF 307B) or Closed at Screening Report (CF 307A) completed within the last 6 months
- 3.3.1.9 Spreadsheet tracking diligent relative search (DRS) (e.g., “DRS Mail Merge and Tracker”). Identifiers such as relative names, addresses, etc. may be removed.
- 3.3.1.10 Any Psychological Evaluations from last 6 months for child and parent(s), guardian(s), or Indian Custodian(s)
- 3.3.1.11 Individual Support Plan (when child is receiving Intellectual/Developmental Disability services)
- 3.3.1.12 Adoption Tracking Sheet (when permanency plan has changed to Adoption)
- 3.3.1.13 Voluntary Placement Agreement (CF0499 or CF0499a) or Voluntary Custody Agreement (CF 1005) (when parent(s), guardian(s), Indian Custodian(s), or young adult have entered into such agreements)
- 3.3.1.14 Courtesy/ICPC Supervision Report (when child is placed out-of-county or out-of-state)
- 3.3.1.15 Any additional material requested by the board, typically listed in the Findings and Recommendations document produced by CRB following the last Review
- 3.3.2 For initial CRB reviews, requests for supporting documents also include:
 - 3.3.2.1 Verification of American Indian/Alaska Native Membership or Enrollment for each parent, guardian, or Indian Custodian (CF 1270)
 - 3.3.2.2 The ICWA Applicability OR-Kids Cover Sheet and any local office tracking documentation of ICWA search inquiries and responses from Tribes if parent(s), guardian(s), or Indian Custodian(s) indicated American Indian/Alaska Native ancestry.
 - 3.3.2.3 Parentage Questionnaire (CF 0418)
 - 3.3.2.4 Intake Nursing Assessment (CF 0174)
 - 3.3.2.5 Early Intervention Screening (for children 0-2) or Mental Health Assessment (for children 3+)

- 3.3.2.6 Early Intervention Evaluation (if conducted)
 - 3.3.2.7 Family Engagement/Decision Meeting notes (if meeting held)
 - 3.3.2.8 Initial CPS Assessment (307B) that brought child into care
- 3.4 ODHS will submit required case material in the order listed in 3.3.
- 3.5 ODHS will limit supporting documents to those listed in 3.3 unless a board specifically requests additional supporting documents.
- 3.6 For children who do not require review, ODHS will submit the CRB Request for Case Information with explanation, with supporting documentation if needed, that the review is not required by federal and state law.
- 3.7 Except for reviews scheduled pursuant to Section 4.9, CRB will not preliminarily schedule a CRB review if it is clear in Odyssey, the court case management system, a permanency hearing or full judicial review is scheduled to occur prior to the next review due date or in the 30-day grace period following the next review due date. If the scheduled hearing is cancelled, setover, or otherwise changed, CRB may schedule a review and request expedited case material from ODHS.
- 3.8 CRB and ODHS agree that a hearing held earlier than five months after placement should not take the place of the first six-month CRB review.
- 3.9 For all cases that will be reviewed by CRB, ODHS will include on or with the CRB Request for Case Information names, current email addresses (preferred) or mailing addresses, and phone numbers of the following:
 - 3.9.1 Legal parties,
 - 3.9.2 Resource parent(s), and
 - 3.9.3 Applicable interested parties listed in 3.10.
- NOTE: Resource parent names, email or mailing addresses, and phone number will not be disclosed by CRB to participants and parties and will be used for the discrete purpose of providing notice to resource parents.
- 3.10 If any of the following interested parties are assigned to or involved with a child, ODHS will ensure their name and current address are included on or with the CRB Request for Case Information:
 - 3.10.1 Adoption worker
 - 3.10.2 Developmental Disability Services case manager
 - 3.10.3 Grandparent
 - 3.10.4 ICPC or other courtesy worker

- 3.10.5 Independent Living Program (ILP) coordinator
- 3.10.6 Probation Officer for the child
- 3.10.7 Tribe, if the Indian Child Welfare Act (ICWA) applies
- 3.10.8 Wraparound Initiative facilitator
- 3.11 ODHS may include names and contact information of other interested parties (e.g., significant relatives, service providers, counselors, teachers, etc.) on or with the Request for Case Information.
- 3.12 ODHS will notify the CRB if an interpreter is needed on the Request for Case Information. CRB will arrange for an interpreter to be present at the review.
- 3.13 A review may not be scheduled and may be set over to the following month by CRB if the required case material is not received by the due date and time.
 - 3.13.1 CRB may proceed with scheduling a review if there is a Family Report written within 90 days prior to the review and no more than two other required documents in Section 3.3 are missing without an explanation.
 - 3.13.2 If CRB does not receive any case material or the material does not meet the standard described in 3.13.1, it is called a “No Paper” or “Incomplete Paper” and CRB will send a memo notifying ODHS that the required case material was not received. The memo will also provide a new CRB review date as well as a new due date for the case material.
- 3.14 If, after its receipt of a completed Request for Case Information, the CRB learns of an interested party requesting to be heard and who is not listed on the Request for Case Information, CRB will notify ODHS of the interested party’s request. CRB will consider hearing from interested parties not listed on the Request for Case Information as allowed by the Supreme Court Operating Rules for the Administration of the Citizen Review Board.
- 3.15 If ODHS is aware of special circumstances at the time it transmits a completed Request for Case Information in a particular matter, ODHS will include the information related to those circumstances at that time. If either CRB or ODHS becomes aware of special circumstances with respect to a particular matter within 35 days prior to a scheduled CRB review, each will alert the other of those circumstances by emailing the appropriate person within CRB or ODHS.
- 3.16 CRB schedules initial reviews for a minimum of 40 minutes and subsequent reviews for a minimum of 25 minutes. If ODHS believes a matter requires additional time for a review, it will indicate that belief on the Request for Case Information completed by ODHS for that matter.
- 3.17 CRB will provide written notice to legal and interested parties listed on each completed Request for Case Information at least 29 days prior to the scheduled

review.

- 3.18 CRB and ODHS acknowledge that legal parties may more fully and meaningfully participate in case reviews when they are provided the opportunity to review relevant materials prior to attending reviews in which they have an interest. To achieve that level of participation, ODHS will send copies of the Family Report to parent(s), guardian(s), or Indian Custodian(s); parents', guardians', or Indian Custodians' attorneys; child's attorney; CASA; and the Tribe, if ICWA applies, for receipt prior to the CRB review. The members of the CRB agree to review the materials that were sent ahead of the review.

4. AT THE REVIEW

- 4.1 ODHS will attend scheduled CRB reviews. The case-carrying worker is expected to attend; if they cannot attend, a knowledgeable substitute worker or supervisor will attend. Caseworkers will prioritize attending CRB reviews in person. When caseworkers attend remotely, they will appear by video if they have the technology to do so. Supervisors may attend any review. If the case has another worker, such as an adoption worker, ICPC worker or courtesy worker, that worker should also participate in the review.
- 4.2 The attending ODHS worker(s) or supervisor will bring to the CRB review the current volume of the case file or a device with access to OR-Kids.
- 4.3 CRB will encourage an open forum while discussing and reviewing a case. If a legal party wishes to speak privately with the board, or provides written information to the board, or the board wishes to speak privately with the legal party, CRB may consider that information in making a decision. In making a finding or recommendation, CRB will disclose the information upon which it relied as required by CRB policy and procedure.
- 4.4 CRB will make the Findings and Recommendations verbally during the review unless CRB, in its sole discretion, finds it impracticable.
- 4.5 CRB and ODHS acknowledge that the children and families whose cases are undergoing review will be best served by a joint effort by CRB and ODHS to maintain the focus of the proceedings on issues germane to the achievement of the safety, well-being, and permanent plan for the children under review.
- 4.6 If any of the below circumstances occur before the review begins, CRB will reschedule the review:
- 4.6.1 No ODHS representative attends, and the board decides a representative's attendance is necessary to hold the review.
- 4.6.2 There is a need for an interpreter and one is not available.
- 4.6.3 A legal party whose whereabouts are known and who is entitled to notice did not receive notice.

- 4.6.4 No one appears for the review.
- 4.7 If any of the below circumstances occur after the review begins, CRB will grant a continuance:
 - 4.7.1 There is a need for an interpreter and one is not available.
 - 4.7.2 The board is unable to make its required findings.
- 4.8 CRB and ODHS will make every effort to avoid the necessity for rescheduled CRB reviews and continuances.
- 4.9 The time of the legal and interested parties to the case is valuable. As such, the CRB will attempt to schedule early or additional reviews only in the following circumstances:
 - 4.9.1 By order or request of the Juvenile Court.
 - 4.9.2 Upon request of a legal party.
 - 4.9.3 Upon recommendation by the CRB, at a regularly scheduled review, when there is a material concern regarding the permanency outcome and there is cause to believe that an early review will advance the permanency plan. Such a request will be documented in the Findings and Recommendations document.
 - 4.9.4 By rule of a local CRB unless relieved by the court.
- 4.10 CRB and local ODHS offices will continue to work together to coordinate CRB reviews and court hearings to meet federal and state review requirements. .
- 4.11 CRB will not schedule early reviews to address the following:
 - 4.11.1 Issues pertaining to criminal charges pending or decided. These issues are to be resolved in the court.
 - 4.11.2 Issues pertaining to caseworker supervision issues. Boards are encouraged to resolve these issues by direct contact with the worker's supervisor.

5. AFTER THE REVIEW

- 5.1 ODHS will provide CRB a written response within 17 days of receipt of the CRB Findings and Recommendations report if ODHS does not intend to implement a recommendation. ODHS will send a copy of the response to legal parties.
- 5.2 When the CRB receives a written response from ODHS to a CRB recommendation, the board will discuss the response and decide whether they feel action is needed. If the board would like the court to review the matter, CRB will file a recommendation with the court that a hearing be scheduled and include

the ODHS response to the CRB recommendation. CRB will forward the ODHS response and recommendation for a court hearing to ODHS; attorneys for the parent(s), guardian(s), or Indian Custodian(s), and child(ren); and CASA, if appointed to the case.

- 5.3 ODHS will provide CRB courtesy notification if they request a judicial review to challenge or reverse a CRB finding or recommendation.

6. JOINT DEVELOPMENT OF ELECTRONIC INFORMATION SHARING SYSTEMS

- 6.1 Collaboration in data sharing is paramount in improving permanency outcomes.

- 6.2 CRB and ODHS will work collaboratively on planning and implementing changes in case management systems and electronic content management within their respective organizations and will work to ensure compatibility for sharing information.

The parties understand that this MOU is not legally binding on them. Rather, it is designed to reflect an understanding of the way in which they may successfully cooperate to provide effective and efficient case review of foster care in Oregon. Nothing in the MOU restricts any party from exercising independent judgment or discretion consistent with applicable statutes, regulations, policy, and court procedures.

Reviewed by ODHS Contract Officer: _____ Date: _____

Citizen Review Board

By: Nanci Thaemert

Date: 8/10/26

Name: Nanci Thaemert

Title: Juvenile and Family Court Programs
Division Director

Oregon Department of Human Services

By: Rolanda Garcia

Date: 8/12/2026

Name: Rolanda Garcia

Title: Child Welfare Director