



Concurrent Planning Activities to Confirm at Citizen Review Board (CRB) Reviews

At the first CRB review, confirm:

1. Legal parents/putative fathers identified

The Oregon Department of Human Services (ODHS) must complete a Father(s) Questionnaire with the mother within 30 days of placement. A putative father is a biological father who never legally established paternity, but who has demonstrated a direct and significant commitment to the child by assuming or attempting to assume responsibilities normally associated with parenthood. OAR 413-015-0455(6)(d); CW Procedure Manual, Ch. 3, Sec. 16: Identifying Legal Parents.

2. ICWA inquiry completed (all parents)

Each parent must fill out a Verification of Indian Child Welfare Act (ICWA) Eligibility form. If a parent's whereabouts are unknown, ODHS should have an extended family member, on that parent's side of the family, complete the form. OAR 413-115-0040; CW Procedure Manual, Ch. 3, Sec. 21: Special Considerations and Requirements for CPS Assessment.

3. First relative search completed

ODHS must make diligent efforts to contact relatives as soon as reasonably possible and no later than 30 days after the child enters foster care. Typically, when a board asks about the relative search, ODHS will say letters were sent to relatives, indicate whether any responses were received, detail the follow-up to those responses, and state that the relative search is ongoing. ODHS rules and procedures emphasize the benefits of contacting relatives in person or by phone. If relatives do not respond to initial inquiries, caseworkers are to contact those relatives again at the next critical juncture (a placement change is generally considered a critical juncture) and/or at the periodic review of the case plan and the substitute care placement (this is the 90-day staffing between the caseworker and supervisor). If children are not already with a long-term relative resource, the board should inquire whether these more active relative search techniques were utilized. OAR 413-070-0069, 413-070-0072; CW Procedure Manual, Ch. 5, Sec. 3: Working With Relatives.

4. Birth certificate obtained

ODHS must obtain the child's birth certificate within 30 days after placement. CW Procedure Manual, Ch. 3, Sec. 16: Identifying Legal Parents.

5. Collection of medical and genetic info started

While not required by rule or procedure, it's common to start collecting this information right from the beginning because ODHS is supposed to review the child's medical information and services when developing the case plan. It's also good to have the information on file in the event a parent discontinues communicating with ODHS as the case progresses. CW Procedure Manual, Ch. 5, Sec. 21: Medical Care Services.

6. Concurrent plan identified

Identification of a concurrent plan is part of developing the case plan, which must be done 60 days after entering foster care. Parents (and children when appropriate) should be included in development of the plan. OAR 413-070-0512(1)(a); CW Procedure Manual, Ch. 4, Sec. 7: Document the Child Welfare Case Plan.

7. ASFA timelines discussed with parents

With some exceptions, the Adoption and Safe Families Act (ASFA) gives parents about a year to correct the circumstances that brought their child into care before ODHS and the Court start considering moving to the concurrent plan. These timelines are supposed to be discussed with parents at the Family Engagement Meeting held 30 to 60 days after the child enters care. CW Procedure Manual, Ch. 4, Sec. 6: Conduct family meetings & Ch. 9, Sec. 3: Court Hearings, Legal Documentation, and Legal Requirements.

8. Relatives engaged (if applicable)

Common ways to engage relatives include using them as safety service providers, placement resources, or respite care. Relatives should be

invited to Family Engagement Meetings; can provide regular extended family contact for the child through visits, phone calls, and/or email; and can provide transportation to visits, services, or extracurricular activities. OAR 413-070-0075 to 0087; CW Procedure Manual, Ch. 5, Sec. 3: Working With Relatives.

9. Absent parent search completed (if applicable)

An absent parent search includes specific steps. Boards do not need to verify that each step occurred, just that a thorough absent parent search was completed per ODHS procedure. CW Procedure Manual, Ch. 3, Sec. 16: Identifying Legal Parents.

10. Request ICPC home study (if applicable)

The Interstate Compact on the Placement of Children (ICPC) is an agreement among states to provide reciprocal services such as home studies and supervision of placements. An ICPC home study should be requested upon identification of a prospective out-of-state caregiver. They can take months to complete; therefore, requesting them should not be delayed. There is no prohibition against submitting more than one ICPC referral at a time, but it is advisable to limit the number of referrals by screening potential caregivers. OAR 413-040-0228; CW Procedure Manual, Ch. 5, Sec. 13: Placement In Another State.

At subsequent CRB reviews, confirm:

1. LAS/AAG staffing held (adoption only)

Before ODHS can request the Court change the permanency plan to adoption, the case must be staffed and approved by the legal assistance attorney (AAG) and legal assistance specialist (LAS) in Central Office. OAR 413-110-0230, 413-110-0330; CW Procedure Manual, Ch. 6, Sec. 1: Adoption Planning.

2. Adoption referral packet sent to Central Office (adoption only)

Within 30 days after receiving approval to pursue termination of parental rights at the LAS/AAG staffing, the adoption referral packet (Part B of the CF 0439 Legal Assistance Checklist) must be submitted to Central Office. Thirty days after that, the Adoption Child Summary (CF 0421) and Genetic and Medical History of Child and Biological Family (CF 0246) are also due to Central Office. CW Procedure Manual, Ch. 6, Sec. 2: Freeing a Child for Adoption.

3. Permanent resource identified (be careful to not put FP on the spot)

Potential permanent resources can be *relatives, current caretakers, and general applicants* as defined by OAR 413-120-0000(26), (33), & (64). Indian and refugee children have special placement preferences and rules around identification of permanent resources. Board members should be careful not to put the foster parent (FP) on the spot when making inquires about permanent resources. OAR 413-070-0320; 413-115-0090; 413-120-0730; CW Procedure Manual, Ch. 6, Sec. 5A: Section 5A: Identifying and assessing families for adoptive placement: General information for the caseworker.

4. Permanency Committee requested or held (if applicable)

A Permanency Committee is required before a caseworker can request the Court change a permanency plan to guardianship, placement with a fit and willing relative, or APPLA. When ODHS is considering a relative for the guardianship who is not the current substitute caregiver (rare), ODHS will hold a Guardianship Committee instead of a Permanency Committee. A Permanency Committee is also required if a caseworker is considering separating siblings in an adoption. The Permanency Committee is usually held between 12 and 18 months after the child enters foster care. OAR 413-070-0514 (generally); 413-070-0550(1) (APPLA); 413-070-0665(3) (guardianship); 413-070-0668 (guardianship); 413-070-1020(2) (fit and willing relative); 413-110-0130(3) (adoption); 413-110-0132 (adoption); CW Procedure Manual, Ch. 6, Sec. 3: Sibling Adoption Planning; Ch. 6, Sec. 14A: Approving and Implementing Guardianship as a Permanency Plan; Ch. 6, Sec. 15: Placement with a Fit and Willing Relative; Ch. 6, Sec. 16: Another Planning Permanent Living Arrangement.

Helpful links:

[Oregon Administrative Rules \(OARs\)](#)
[Child Welfare \(CW\) Procedure Manual](#)

Developed by the Statewide Child Abuse Prevention and Treatment Act (CAPTA) Citizen Review Panel in December 2020.