

# Be Prepared: CRB Reviews

*A guide created for  
caseworkers,  
by former caseworkers.*



The CRB is a program of the Oregon Judicial Department. CRB review of cases is required by federal and state law. The CRB provides a citizen voice on the safety, stability and supervision of kids in care.

## FAMILY REPORT TIPS

**Ensure that your Family Report is up to date and addresses the questions asked at every CRB**, including documenting face-to-face contact you made with the child. Family Reports must be no older than 60 days from the CRB review date.

**Stay current.** Including old information from outside the 6-month review period could necessitate clarifying questions and waste time.

**Address prior CRB recommendations** (if any) by listing them along with when/how you addressed them. You can do this for court orders as well.

**Plan ahead.** If there is a topic you do not wish to discuss in detail at the review in front of parents or others, cover it thoroughly in your Family Report.

Remember, preemptively answering questions in your Family Report will mean fewer questions must be discussed and answered at the CRB review.

## DOCUMENTATION

**Send in all required documents.** Check and double-check your RCI (Request for Case Information) sheet to ensure you've included all necessary information. Providing the CRB *all* requested documents is required by law (ORS 419A.102).

**Documentation makes your review easier** by answering many of the board's questions beforehand.

**Complete documentation sets you up for success**, making the review much smoother and messaging to the board that you value transparency and are on top of your case.

**Documentation is necessary for "yes" findings.** By law, reasonable efforts must be documented, and CRB board members are trained that verbal confirmation is not sufficient.

## CASEWORKER DUTIES

**Interpreters.** On each RCI, the caseworker marks what party, if any, needs an interpreter, and for what language.

**Invite youth.** The caseworker must invite youth age 14+ to CRB reviews and provide logistical assistance for the youth to attend if they want to.

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## PLANNING FOR THE REVIEW

- **Review the CRB Findings** before your review so you are reminded what questions will be asked and what the board is required to determine. Be prepared to provide an answer to each question.
- **Contact the CRB Field Manager** beforehand if there are circumstances with the case that may make the review challenging, or if there is information (such as a youth's pronouns or a parent's new restraining order) that you'd like to clarify with the CRB before review day. That way, the board is prepared and can make the review as smooth and trauma-informed as possible. You can write a note when sending in your documents, or email the field manager any time.
- **Someone with knowledge of the case must attend the CRB review.** If you just received the case, bring the prior caseworker, a supervisor, or CATS. Invite courtesy workers when they are assigned. Answers like, "I don't know, I just got this case," or, "The courtesy worker is supposed to do that," may lead to unnecessary negative findings.
- **Start with an update.** The CRB does not receive ongoing discovery and only has access to the documents you sent in. You will likely be asked to provide an update of what has been happening in the case in the last 30-60 days since the Family Report was submitted.
- **Disagreeing with the board** periodically is expected, but arguing about a finding or recommendation is not beneficial. The CRB's findings are unreviewable. If you disagree with a recommendation, staff the case with your supervisor who can determine whether the AAG should be consulted. The AAG can address these issues through a court hearing.
- **Negative findings are not always about your work.** CRB has a dual mandate to not just make findings and recommendations about individual cases, but to make recommendations to the Court and ODHS about the state's substitute care services, policies, procedures and laws. Often, a negative finding is pointing out a systemic issue or lack of resources, not your lack of effort.
- **Professionalism is expected.** CRB reviews should be conducted with professionalism and respect for all parties. That means the board members should be professional and respectful, and caseworkers should do the same. If you feel that a board member has been unprofessional, staff this with your supervisor and/or contact the field manager.

Agency Caseworker:

Documents due to Agency Coordinator:



**[County and Board Number]**  
**REQUEST FOR CASE INFORMATION**

DATE OF REVIEW:

DOCUMENTS DUE:

**ODHS Case #**

**Child/ren Name(s):**

DATE OF LAST CRB REVIEW:  
(if no date provided, this is the first  
CRB review)

INTERPRETER: \_\_\_\_\_  
(if interpreter needed, please provide language and name and  
phone number of party for whom the interpreter is needed)

\*\*\* Please list any ADA needs or safety issues (no contact orders, risk of violent outbursts, split review needed, etc.) \*\*\*

**Please submit the following in the order listed:**

Documents for all CRB reviews (when applicable):

1. **Placement History**
2. **Family Report** (written within 60 days prior to the CRB review)
3. Current **Action Agreement** or **Letter of Expectations** for each parent  
(when permanency plan is Reunification)
4. Most recent **CANS** assessment, even if it is older than 6 months
5. **Supervision Plan** (when child has a CANS score of 1 or above)
6. In-home **Safety Plan** (when child is in a trial reunification placement)
7. Current **Youth/Comprehensive Transition Plan** (when child is 14  
years or older)
8. Any **out of home care assessment** or **closed at screening** report  
completed within the last 6 months
9. Spreadsheet tracking diligent relative search (DRS). Some branches  
call it the **DRS Mail Merge and Tracker**. Identifiers such as relative  
names, addresses, etc. can be redacted.
10. Any **Psychological Evaluations** from last 12 months for child and  
parents
11. **Individual Support Plan** (when child is receiving I/DD services)
12. **Adoption Tracking Sheet** (when permanency plan has changed to  
Adoption)
13. **Voluntary Placement/Custody Agreement** (when case is voluntary)
14. **Courtesy/ICPC Supervision Report** (when child is placed out-of-  
county or out-of-state)
15. Any additional material requested by the board, typically requested in a  
recommendation from the last CRB review

Additional documents for first CRB reviews (when applicable):

16. **Verification of American Indian/Alaska Native Membership or  
Enrollment** for each parent
17. First two pages of **ICWA search packet** (when a parent indicated  
American Indian/Alaska Native ancestry)  
Page 1 is the ICWA Applicability OR-Kids Cover Sheet  
Page 2 is the ICWA Progress Sheet
18. **Father's Questionnaire**
19. **Intake Nursing Assessment**
20. **Early Intervention Screening** (for children 0-2) or **Mental Health  
Assessment** (for children 3+)
21. **Early Intervention Evaluation** (when conducted)
22. **Family Engagement/Decision Meeting Notes** (when meeting held)
23. **Initial CPS Assessment** (307B) that brought child into care

**If a review is not needed, indicate why:**

Reason	Date
Permanency Hearing	_____
Full Judicial Review	_____
Child Home & Wardship Terminated	_____
Adoption Final	_____
Guardianship Final	_____
Aged Out/Emancipated	_____
Transfer of Custody to Another Agency	_____
Other	

Please use the space below for special  
instructions about names and/or pronouns  
the board should use during the review.

**SAMPLE**

**PARTY CONTACT INFORMATION**

Please verify with a checkmark (and add if needed) contact information for persons to be invited to the review. Children age 14 and older will be sent a notice unless the caseworker indicates below that the child is unable to understand and participate in the decision-making process without excessive anxiety or fear. If a party is incarcerated, please provide the party's state offender ID (SID) number, facility name, and mailing address.

Role	Age	Name	Email (preferred) or mailing address	Phone Number	Verified
Juvenile					
Parent					
Parent					
CASA					
Resource Parent					
Tribe					
Department of Human Services					

**ATTORNEYS**

Representing (write in)	Attorney Name	Email (preferred) or mailing address	Phone Number	Verified

**OTHER INTERESTED PERSONS**

When involved in a case, contact information for the adoption worker, DD case manager, grandparent, ICPC or other courtesy worker, ILP worker, child's probation officer, Tribe, and Wraparound facilitator are required. Contact information for other significant relatives, services providers, counselors, teachers, etc. are optional.

Role (write in)	Name	Email (preferred) or mailing address	Phone Number	Verified



## DOCUMENTS CHECKLIST



**Instructions:** The below checklist is provided for your convenience. If you fill it out, please include it with the Request for Case Information returned to CRB. Thank you!

Provided	Not Applicable	Unavailable	Please provide the following in the order listed:
			Documents for <u>all CRB reviews</u> (when applicable):
			1. <b>Placement History</b>
			2. <b>Family Report</b> (written within 60 days prior to the CRB review)
			3. Current <b>Action Agreement</b> or <b>Letter of Expectations</b> for each parent (when permanency plan is Reunification)
			4. Most recent <b>CANS</b> assessment, even if it is older than 6 months
			5. <b>Supervision Plan</b> (when child has a CANS score of 1 or above)
			6. In-home <b>Safety Plan</b> (when child is in a trial reunification placement)
			7. Current <b>Youth/Comprehensive Transition Plan</b> (when child is 14 years or older)
			8. Any <b>out of home care assessment</b> or <b>closed at screening</b> report completed within the last 6 months
			9. Spreadsheet tracking diligent relative search (DRS). Some branches call it the <b>DRS Mail Merge and Tracker</b> . Identifiers such as relative names, addresses, etc. can be redacted.
			10. Any <b>Psychological Evaluations</b> from last 12 months for child and parents
			11. <b>Individual Support Plan</b> (when child is receiving I/DD services)
			12. <b>Adoption Tracking Sheet</b> (when permanency plan has changed to Adoption)
			13. <b>Voluntary Placement/Custody Agreement</b> (when case is voluntary)
			14. <b>Courtesy/ICPC Supervision Report</b> (when child is placed out-of-state or out-of-county)
			15. Any additional material requested by the board, typically requested in a recommendation from the last CRB review
			Additional documents for <u>first CRB reviews</u> (when applicable):
			16. <b>Verification of American Indian/Alaska Native Membership or Enrollment</b> for each parent
			17. First two pages of <b>ICWA search packet</b> (when a parent indicated American Indian/Alaska Native ancestry) Page 1 is the ICWA Applicability OR-Kids Cover Sheet Page 2 is the ICWA Progress Sheet
			18. <b>Father's Questionnaire</b>
			19. <b>Intake Nursing Assessment</b>
			20. <b>Early Intervention Screening</b> (for children 0-2) or <b>Mental Health Assessment</b> (for children 3+)
			21. <b>Early Intervention Evaluation</b> (when conducted)
			22. <b>Family Engagement/Decision Meeting Notes</b> (when meeting held)
			23. <b>Initial CPS Assessment</b> (307B) that brought child into care