



Helpful Scripts for CRB Reviews

How do I use these scripts?

Below are examples of optional “scripts” you may use and edit to fit any case you are leading. You can do this by copying and pasting these scripts into your notes document (or Case Notes Sheet) for those cases. It is not necessary to have scripts for cases you are not going to lead, so this is not something you will want to use when prepping every case.

- Anything in regular black type is a part of the script which you may read out loud.
- **Highlighted in red** are some areas that you will need to change case-by-case. Pay special attention to things like the number of children (will you say child or children, him/her or they/them, or replace “child” with the child’s name?), reasonable efforts vs. active efforts, etc. depending on the needs of the case.
- *Extra notes, which are not to be read out loud, are in italics.*

Use these scripts as starting points for yourself and edit them freely so they feel natural for you and meet your specific needs. For instance, you may wish to include a phonetic spelling of the child’s name if it is difficult to pronounce or ask for the correct pronunciation at the beginning of the case. You may want to state how long the child has been in care or state your or the child’s pronouns.

Keep the flow of your review moving naturally and comfortably, regardless of your scripts; do not stick to the scripts if they do not fit your situation. For instance, if there are only professional parties at your review who have been to many CRB reviews, you will want to skip the explanations of each finding. You may wish to skip entire scripts or sections of scripts if they just do not fit or are not necessary for your particular case.

The specifics of the script are not as important as the practice of planning ahead to communicate compassionately and effectively with our audience!

CAUTION: With a script in hand, you may notice that you develop a tendency to stick to the script and ask questions that were already answered in documentation or by something someone already said at the review. **AVOID THIS AT ALL COSTS.** When we summarize information that was already provided to everyone in documentation, or we ask questions that were already answered, we are demonstrating that we are not listening or using our review time wisely. Resist this habit by utilizing your own techniques to focus yourself on information that is needed rather than information that is already known.

For instance, you could color-code your notes, putting all the information from documentation in one color, and the questions you need to ask in another color. You might print your list of questions or prior CRB recommendations and physically cross them out as they are addressed by parties at the review, so you do not have to remember what was already asked and answered.

Ask your Field Manager or CRB Trainer for assistance coming up with ways to help you stay on track in reviews. We are happy to help!

Introducing the Case / Background Information:

We are here to review the case of [child's name].

[Child's name] is [child's age] years old. They entered care on [date entered care] and were most recently placed in [relative or non-relative] care.

The date of jurisdiction is [date of jurisdiction].

The permanency plan is [permanency plan]. The board last reviewed this case on [date of last review, or state this is the first review of this case].

Documentation indicates this [is or is not] an ICWA case. Does any person present have any reason to know that [child's name] is an Indian child?

ODHS and/or the attorneys: Anything to correct or add before we begin?

**If youth is present, you can say something along the lines of: We are so glad you are here! Some youth have things they want to share with us during this review and other youth just want to listen. Any time we ask you a question, you can answer, or have an adult answer for you, or you can just remain silent. Do you have any questions, or anything you'd like to tell us before we start?*

Now we will move on to the findings.

Finding 1:

Finding 1 is made only at the first review of the case.

**If this is not the first review of this case, move on to Finding 2. If this is the first review of the case, continue reading:*

Finding 1 asks: “Has ODHS made [reasonable or active] efforts to prevent or eliminate the need for removal of the child from the home?” Here, we are looking at what ODHS did to prevent the need to place [child's name/children] in care.

**Choose one:*

1. ODHS made efforts in this case including:

[Write very brief summary of efforts: child safety assessment; protective action plan, in-home safety plan, service referrals, financial/housing assistance, safety planning, etc.]

OR

2. ODHS was unable to make any efforts in this case because removal occurred during an emergency.

[Write any other questions you have, if any:]

[Write a brief 1-sentence explanation of why ODHS’s efforts to prevent removal were either sufficient or insufficient given the circumstances.] For example: “An in-home plan was considered, but there were not sufficient safety service providers available to make an in-home plan safe given the circumstances, so placement in foster care was necessary.”

**This finding is about agency efforts, not the circumstances warranting removal. Details of removal are traumatizing and should be avoided. If agency efforts are already clear from documentation, you may wish to provide as short summary and make the finding without asking any additional questions. Depending on the circumstances of the case, you may ask parents’ attorneys and/or child’s attorney for their position on the agency’s efforts; however, it’s common for parents/their attorneys to dispute reasonable efforts. If you want to ask additional questions, some are suggested below:*

ODHS: Is there anything you would like to add?

**If efforts were not clear, ask ODHS:* Can you describe what efforts were made during the assessment to avoid placement?

Thank you. The Court [has or has not] previously found that the agency made reasonable efforts to prevent removal in this case.

Fellow board members, do you have any additional questions?

I recommend a [YES or NO] finding. Board members, do you agree?

Finding 2:

Finding 2 asks: “Has ODHS made diligent efforts to place the child with a relative or a person who has a caregiver relationship?” Here, we are looking at the agency’s efforts to place [child’s name] with a relative or someone already known to them.

The child is currently placed in [current type of placement: Relative or non-relative, noting whether the person had a previous caregiver relationship with the child and whether child is placed with or without siblings. Add how long the child has been placed there if known.]

**If the child is placed with a relative or person who has a caregiver relationship, make a “yes” finding here and move on. Check on relative search efforts under Finding 7 instead.*

**If not placed with a relative:*

ODHS made the following efforts to place the child with a relative:

[List efforts ODHS made to place the child with a relative, such as: Diligent relative search, Family Find or similar program, ICPC home studies for relatives in other states, consultation with the Tribe, if applicable, etc.]

ODHS, are there any other efforts you’d like to add to this list or updates to the relative search?

[Write other questions, if any, to ODHS regarding the relative search efforts and timeliness of those efforts.]

[Write any other questions, if any, to the child’s family about other relatives they believe ODHS should consider for placement of their child.]

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 3A:

Finding 3A asks: “Has ODHS ensured appropriate services are in place to safeguard the child’s safety, health and well-being?” Here, we are looking at what services ODHS is providing to [child’s name].

**If youth is present:* In this finding, we are going to be talking all about how you are doing and what is being done to make sure you are safe, healthy, and happy. If you want to share anything with us at any time, please just raise your hand or speak up! We would love to hear from you about what you want and need.

**If youth is not present:* Biological parent: Can you describe [child’s name] for us? Tell us about their personality and interests.

ODHS, then Resource Parent: Can you please give us an update on how [child’s name] is doing and what services they are currently receiving?

CASA: Can you tell us how you think [child’s name] is doing and whether there are any additional services or supports you’d recommend?

[**If youth is present:* [Youth’s name], do you have any questions or anything you would like to share?]

Child’s attorney: Are there any services or supports your client needs that they are not currently receiving, or any additional input on behalf of your client?

Questions to ask the child if they are present:

Important issues for this child:

Write out any additional questions that were not answered in documentation, if any. Cross off/delete/do not ask questions that were addressed during the above questioning.

- Safety
 - Appropriateness of Placement:
 - Face-to-Face Contact between ODHS and Child:
 - Foster Child’s Bill of Rights Provided to Child?
 - Supervision Plan in place, if needed?
- Health:
 - Physical Health:
 - Mental Health:
 - Developmental/Behavioral Health:
- Well-Being:
 - Education:
 - Activities:
 - Cultural and Religious Well-Being:
 - Family Connections:
 - Transition Planning (age 14+):
- Other:

Thank you. Fellow board members, do you have any additional questions? I recommend a [YES or NO] finding. Board members, do you agree?

Finding 3B:

**If the child is age 16+ under a permanency plan of APPLA, keep reading. Otherwise skip to Finding 4.*

Finding 3B asks: “Has ODHS taken appropriate steps to ensure that the substitute care provider is following the reasonable and prudent parent standard, and that the youth has regular, ongoing opportunities to engage in age appropriate or developmentally appropriate activities?”

We just discussed activities under Finding #3A above and found that the agency [was or was not] providing [teenager’s name] with regular, ongoing opportunities to engage in appropriate activities.

**The second part of this finding about the substitute care provider might be N/A if the youth is living independently and does not have a substitute care provider.*

ODHS: What have you done to ensure that the current substitute care provider is acting as a reasonable and prudent parent?

[Write out any additional questions you may have.]

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 4:

Finding 4 is made in cases where the permanency plan is reunification. **If this is a reunification case, keep reading. If not, skip to Finding 5.*

Finding 4 asks: “Has ODHS made [reasonable or active] efforts to provide services to make it possible for the child to safely return home?” Here, we are looking at what services and assistance ODHS has offered to the parents to help make reunification safe and possible given their jurisdictional issues.

[Optional review of jurisdiction, if necessary/helpful in your case: Jurisdiction in this case is based upon: Substance abuse and mental health for the mother, and residential instability and mental health for the father.]

To the father, ODHS has offered: [Brief summary listing services, assistance, referrals, and whether there is a current, signed Action Agreement, or a Letter of Expectation when an Action Agreement is not possible.]

ODHS: Is there anything else you’d like to add to that list?

Father/father’s attorney: Do you have any concerns about what ODHS has offered? Is there any help that you need that you’re not yet receiving?

To the mother, ODHS has offered: [Brief summary listing services, assistance, referrals, and whether there is a current, signed Action Agreement, or a Letter of Expectation when an Action Agreement is not possible.]

ODHS: Is there anything else you’d like to add to that list?

Mother/mother’s attorney: Do you have any concerns about what ODHS has offered? Is there any help that you need that you’re not yet receiving?

ODHS: Was a Family Engagement Meeting or Oregon Family Decision Meeting held? If not, why not?

[Write out any additional questions / recommendations you may have.]

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 5:

Finding 5 is made in cases where the permanency plan is not reunification. **If the permanency plan is not reunification, keep reading. If not, skip to Finding 6.*

Finding 5 asks: “Has ODHS made [reasonable or active] efforts in accordance with the case plan to place the child in a timely manner and complete the steps necessary to finalize the permanent placement?” The current case plan is [permanency plan]. [Child’s name] [is or is not] in their prospective permanent placement.

[Write list of steps taken within review period towards placement finalization, noting any potential delays.]

ODHS: Can you give us an update on the status of finalization in this case? What steps are left to finalize this placement? What is the estimated date that this plan will finalize?

Child’s attorney: Do you have any concerns about ODHS’s reasonable efforts to finalize [Child’s name]’s placement in a timely manner?

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 6:

Finding 6 is made in cases where the permanency plan is reunification. **If this is a reunification case, keep reading. If not, skip to Finding 7.*

Finding 6 asks: “Have the parents have made sufficient progress to make it possible for the child to safely return home?” Here, we are looking at the rate of progress that each parent has made to address the bases of jurisdiction.

[*Optional additional explanation for parents: We will make a “yes” finding here if the parents have made sufficient progress by this point in the case such that if they continue doing exactly what they are doing, reunification is likely to occur within a reasonable amount of time. We will make a “no” finding here if the parents must do more than what they are currently doing for the child to be safely returned home.]

Father: Can you give us an update on how you are doing and your progress so far? [After a general, open-ended question, write out specific questions here to ask father about his progress in services, what he has learned so far, what has changed in his life since his children came into care, plans for when his child comes home, etc.]

Father’s attorney: What else would you like to add about your client’s progress?

Mother: Can you give us an update on how you are doing and your progress so far? [After a general, open-ended question, write out specific questions here to ask father about his progress in services, what he has learned so far, what has changed in his life since his children came into care, plans for when her child comes home, etc.]

Mother’s attorney: What else would you like to add about your client’s progress?

ODHS: Can you please give us an update on the progress you have seen so far for both parents?

ODHS: What else do the parents need to do before reunification can occur safely?

Thank you. Fellow board members, do you have any additional questions?

I recommend a [YES or NO] finding for mother. Board members, do you agree?

I recommend a [YES or NO] finding for father. Board members, do you agree?

Finding 7:

Finding 7 is made in cases where the permanency plan is reunification. **If this is a reunification case, keep reading. If not, skip to Finding 8.*

Finding 7 asks: “Has ODHS made sufficient efforts in developing the concurrent permanency plan?” Here, we look at what ODHS has done to develop the “backup” plan in case [child’s name] cannot safely return home within a reasonable amount of time.

The concurrent plan is [concurrent plan].

Parent(s): If your child ever could not return home to you for some reason, where is the next best place for them to stay?

ODHS: What efforts have been made to develop the concurrent plan?

[Write any questions here about things that are not answered in documentation, such as: Diligent relative search efforts (if not already covered under Finding 2), whether a permanent placement resource has been identified, whether ICPC home studies for interested out-of-state relatives have begun, whether ICWA documentation/Father’s Questionnaire/birth certificates/medical records are on file for each child, to what extent ODHS has discussed concurrent planning with relatives/parents/resource parents, whether the agency has staffed the case for a change of plan, etc.]

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 8:

Finding 8 asks: “Is ODHS in compliance with the case plan and court orders?” The case plan is [permanency plan].

[Only note any “no” findings made earlier in this review, court orders or prior CRB recommendations that ODHS has *not* complied with, and any *missing* face-to-face contact between ODHS and the child.]

**Often, there are no additional questions needed on this finding. If the agency has complied with all court orders, received all “yes” findings, made appropriate face-to-face contacts, and implemented all prior CRB recommendations, you can say:*

It appears that ODHS is in compliance with the case plan and court orders.

If not, you can say: It appears that ODHS is not in compliance with [the case plan, due to a prior “no” finding or face-to-face contacts / court orders / prior CRB recommendations].

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

Finding 9:

Finding 9 asks: “Is the permanency plan the most appropriate plan for the child?” The permanency plan in this case is [permanency plan].

**If youth is present:* Do you have any questions about your permanency plan, or anything you would like to share?”

Child’s attorney: What is the child’s preferred permanency plan?

CASA: What do you feel is the most appropriate permanency plan for this child?

[Write out any additional specific questions.]

**It’s important to consider if the current permanency plan is still achievable and, in the child’s best interest. You may also choose to address the parents and their attorneys if their stance on the permanency plan is not already clear. If Finding 6 was not made because the permanency plan is no longer reunification, Finding 9 is the place in which parental progress can be discussed. If one or both parents are doing well and are advocating for a change of plan back to reunification, it is important to ask for their input.*

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

**If you make a “no” finding, then decide whether you want to add a recommendation that the Court implement a different plan at the next hearing.*

Finding 10:

Finding 10 asks: “Is there a continuing need for placement?” Here, we are looking at whether the parents have met conditions for return and whether the child could go home today.

**Sometimes the issues addressed in this finding have been discussed at length already in your review, and no additional questions are needed.*

ODHS: Has any parent met Conditions for Return? What are the remaining safety threats, and can they be managed safely with an in-home plan now?

[Write out any additional questions, if any.]

Thank you. Fellow board members, do you have any additional questions?
I recommend a [YES or NO] finding. Board members, do you agree?

At the end of every review:

Does anyone have any comments or information to add to this review before we close?

Thank you.

The board would like to commend [add any commendations/encouragement for parents, CASA, attorneys, ODHS, the youth, etc. here, to be added as an Additional Finding].

**If youth is present:* We are so glad that you attended the review today. If you have any questions or feedback about this review, please contact the CRB Field Manager. Their email address is on the notice that you received for this review, but if you don't have it, please let us or your attorney know and we can get you that email address.

Field manager, would you please read back our recommendations?

This document represents the work of many individuals. Thank you to the Benton County board, Yamhill board member Jeff White, and the CRB field staff and volunteers who have over the years provided the experience, inspiration and collaboration necessary to make this resource possible.