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POLICY TRANSMITTAL NO. 04-22	DATE: MAY 25, 2004
CHILDREN AND FAMILY SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-1, Table of Contents; 340:75-1-150; 75-1-151; 75-1-151.2; 75-1-152; 75-1-152.5 through 75-1-152.9; 75-1-154; 75-1-185; 340:75-6, Table of Contents; 75-6-90; 75-6-110; 75-6-114; 340:75-8, Table of Contents; 75-8-7; 340:75-11, Table of Contents; 75-11-300; 75-11-304; 75-11-320; 75-11-330; 75-11-334; 75-11-360; and 75-11-370.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

The proposed revisions to Subchapters 1, 6, 8, and 11 of Chapter 75 reflect the cessation of Independent Living (IL) Services through Oklahoma Children's Services (OCS). IL services, such as basic life skills assessments, life skills training, and supervised practice living (SPL), are eliminated from the OCS program based on the assessment that youth need a program with more structure and guidance that is provided in a more fiscally responsible manner.

340:75-1-150; 75-1-151.2; 75-1-152; 75-1-152.5 through 75-1-152.9; 75-1-154; 75-6-90; and 75-6-110 are revised to reflect service provisions through OCS, which exclude SPL.

340:75-1-151 is revised to clarify the referral procedure for OCS referrals.

340:75-1-185 is revoked.

340:75-6-114 is revised to clarify the determination for a youth who is not capable of receiving IL services.

340:75-8-7; 75-11-300; 75-11-304; 75-11-320; 75-11-330; 75-11-334; 75-11-360; and 75-11-370 are revised to delete references to SPL, clarify services and contract requirements for therapeutic foster care and community-based placements, and eliminate unnecessary language.

Original signed on 4-14-04

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Linda Smith, Director  
Children and Family Services Division

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Marilynn Knott, Administrator  
Office of Planning, Policy & Research

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WF # 03-39 (dt)

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## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

### **REMOVE**

### **INSERT**

340:75-1, Table of Contents	340:75-1, Table of Contents, pages 1-5, revised 5-27-04
340:75-1-150	340:75-1-150, 1 page only, revised 5-27-04
340:75-1-151	340:75-1-151, pages 1-3, revised 5-27-04
340:75-1-151.2	340:75-1-151.2, 1 page only, revised 5-27-04
340:75-1-152	340:75-1-152, 1 page only, revised 5-27-04
340:75-1-152.5	340:75-1-152.5, pages 1-2, revised 5-27-04
340:75-1-152.6	340:75-1-152.6, 1 page only, revised 5-27-04
340:75-1-152.7	340:75-1-152.7, 1 page only, revised 5-27-04
340:75-1-152.8	340:75-1-152.8, pages 1-2, revised 5-27-04
340:75-1-152.9	340:75-1-152.9, pages 1-2, revised 5-27-04
340:75-1-154	340:75-1-154, 1 page only, revised 5-27-04
340:75-1-185	-----
340:75-6, Table of Contents	340:75-6, Table of Contents, pages 1-3, revised 5-27-04
340:75-6-90	340:75-6-90, pages 1-2, revised 5-27-04
340:75-6-110	340:75-6-110, pages 1-5, revised 5-27-04

**REMOVE**

340:75-6-114

340:75-8, Table of Contents

340:75-8-7

340:75-11, Table of Contents

340:75-11-300

340:75-11-304

340:75-11-320

340:75-11-330

340:75-11-334

340:75-11-360

340:75-11-370

**INSERT**

340:75-6-114, pages 1-4, revised 5-27-04

340:75-8, Table of Contents, 1 page only,  
revised 5-27-04

340:75-8-7, pages 1-4, revised 5-27-04

340:75-11, Table of Contents, pages 1-7,  
revised 5-27-04

340:75-11-300, pages 1-3, revised 5-27-04

340:75-11-304, pages 1-3, revised 5-27-04

340:75-11-320, pages 1-4, revised 5-27-04

340:75-11-330, pages 1-3, revised 5-27-04

340:75-11-334, pages 1-3, revised 5-27-04

340:75-11-360, pages 1-3, revised 5-27-04

340:75-11-370, pages 1-3, revised 5-27-04



**SUBCHAPTER 1. GENERAL PROVISIONS****PART 1. SCOPE AND APPLICABILITY**

## Section

340:75-1-1.	Purpose
340:75-1-2.	History
340:75-1-3.	Philosophy of Child Welfare
340:75-1-4.	Mission of Child Welfare
340:75-1-5.	Goals of Child Welfare
340:75-1-6.	Organization and scope of Child Welfare (CW)
340:75-1-7.	Eligibility for Child Welfare Services
340:75-1-8.	Child Welfare program accreditation
340:75-1-9.	Legal base and authority
340:75-1-10.	Program funding
340:75-1-11.	Confidentiality <b>[REVOKED]</b>
340:75-1-12.	Grievances
340:75-1-12.1.	Client resolution process <b>[REVOKED]</b>
340:75-1-12.2.	<u>Appeal</u> process
340:75-1-12.3.	Grievance resolution process for children in care or for foster care parents <b>[REVOKED]</b>
340:75-1-12.4.	Grievance procedures for children placed in shelters, group homes, residential, and psychiatric facilities <b>[REVOKED]</b>
340:75-1-12.5.	Placement and Mistreatment Grievances <b>[REVOKED]</b>
340:75-1-12.6.	Fair Hearings
340:75-1-12.7.	Foster Parent Hotline
340:75-1-13.	Other Child Welfare (CW) responsibilities
340:75-1-14.	Legal system
340:75-1-15.	Court process
340:75-1-16.	Custody hearing
340:75-1-17.	Adjudicatory hearing
340:75-1-18.	Dispositional hearing
340:75-1-18.1.	Permanency hearings
340:75-1-18.2.	Permanent care and custody transferred to another person
340:75-1-18.3.	Permanent care and custody transferred to a kinship guardian
340:75-1-18.4.	Reasonable efforts not required
340:75-1-19.	Placement plan <b>[REVOKED]</b>
340:75-1-20.	Six month judicial review
340:75-1-21.	Post Adjudication Review Board (PARB)
340:75-1-22.	Administrative review and procedures
340:75-1-23.	Termination of parental rights
340:75-1-24.	Child Welfare - direct service
340:75-1-25.	Child Welfare - indirect services

- 340:75-1-26. Case records and case processes
- 340:75-1-26.1. Safety procedures for Child Welfare (CW) field visits
- 340:75-1-27. Overpayments
- 340:75-1-28. Child Welfare (CW) contingency fund

## **PART 2. EMERGENCY FAMILY SERVICES [REVOKED]**

- 340:75-1-37. Title IV-A/EA Emergency Family Services **[REVOKED]**
- 340:75-1-38. Application **[REVOKED]**
- 340:75-1-39. Eligibility requirements for Emergency Family Service (EFS) **[REVOKED]**
- 340:75-1-40. Service authorization **[REVOKED]**

## **PART 3. CHILD WELFARE CONFIDENTIALITY**

- 340:75-1-42. Maintaining confidentiality of client information
- 340:75-1-43. Scope and authority
- 340:75-1-44. Disclosure of client information and records without a court order
- 340:75-1-45. Records released pursuant to court order
- 340:75-1-46. Transfer and release of confidential information with the standard Consent for Release of Information form

## **PART 5. DCFS PLACEMENT SECTION [REVOKED]**

- 340:75-1-61. Responsibility of the Division of Children and Family Services Placement Section **[REVOKED]**
- 340:75-1-62. DCFS placement philosophy **[REVOKED]**
- 340:75-1-63. Placement Section **[REVOKED]**
- 340:75-1-64. Placement process **[REVOKED]**
- 340:75-1-65. Placement Team **[REVOKED]**
- 340:75-1-66. Placement in an Office of Juvenile Justice resource **[REVOKED]**
- 340:75-1-67. Children in pre-adjudicatory or pre-dispositional emergency custody of DHS **[REVOKED]**
- 340:75-1-68. Placement of children in need of mental health treatment **[REVOKED]**
- 340:75-1-69. Placement of Indian children pursuant to the Indian Child Welfare Act **[REVOKED]**
- 340:75-1-70. Facility liaison role with the Placement Section **[REVOKED]**
- 340:75-1-71. Change of placement **[REVOKED]**

**PART 7. INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**

- 340:75-1-86. Scope and applicability
- 340:75-1-87. Interstate Compact **[REVOKED]**
- 340:75-1-88. Placement regulated by ICPC **[REVOKED]**
- 340:75-1-89. Placement outside of Oklahoma **[REVOKED]**
- 340:75-1-90. Disruption of placement **[REVOKED]**
- 340:75-1-91. Release from Departmental custody **[REVOKED]**
- 340:75-1-92. Placement not regulated by ICPC **[REVOKED]**
- 340:75-1-93. Children who cross state lines without permission **[REVOKED]**
- 340:75-1-94. Visits into or out of Oklahoma **[REVOKED]**

**PART 9. RULES REGARDING HIV**

- 340:75-1-110. Purpose
- 340:75-1-111. Applicability
- 340:75-1-112. Authority
- 340:75-1-113. Definitions
- 340:75-1-114. General policy
- 340:75-1-115. Child Welfare (CW) services and CW worker responsibilities for custody children
- 340:75-1-116. Methods of obtaining consent for testing and consent for the release of the test results
- 340:75-1-117. Release of HIV-related information to Child Welfare (CW) workers from a third party
- 340:75-1-118. Certified AIDS counselor role and coordination with CW worker
- 340:75-1-119. Staff intervention with children who disclose their HIV status and/or engage in risk exposure behaviors
- 340:75-1-120. Placement providers and contractors of residential care

**PART 10. OKLAHOMA CHILDREN'S SERVICES (OCS)**

- 340:75-1-150. Oklahoma Children's Services
- 340:75-1-151. Referral procedure
- 340:75-1-151.1. Contracting agency and the right to decline cases
- 340:75-1-151.2. Emergency service response
- 340:75-1-152. Waiting list
- 340:75-1-152.1. Maximizing service capacity of contracted services **[REVOKED]**
- 340:75-1-152.2. Request for extended services **[REVOKED]**
- 340:75-1-152.3. Notification by contractor of OCS referral status
- 340:75-1-152.4. Transfer of responsibility for voluntary family services
- 340:75-1-152.5. Request for extended OCS services

- 340:75-1-152.6. OCS maintenance level services
- 340:75-1-152.7. OCS case suspension
- 340:75-1-152.8. Guidelines for the early termination of OCS
- 340:75-1-152.9. Oklahoma Children's Services (OCS) contractor's notification to Child Welfare of increased risk
- 340:75-1-153. Contracting agency and the right to decline cases **[REVOKED]**
- 340:75-1-154. Special funding
- 340:75-1-155. Role of OCS contract liaison

### **PART 11. COMPREHENSIVE HOME-BASED SERVICES (CHBS)**

- 340:75-1-175. Program overview
- 340:75-1-176. Goals
- 340:75-1-177. Target population **[REVOKED]**
- 340:75-1-178. Scope **[REVOKED]**
- 340:75-1-179. Service components
- 340:75-1-180. Determining appropriate child welfare referrals to Comprehensive Home-Based Services **[REVOKED]**
- 340:75-1-181. Eligibility requirements for Comprehensive Home-Based Services **[REVOKED]**
- 340:75-1-182. Guidelines for the early termination of Comprehensive Home-Based Services **[REVOKED]**
- 340:75-1-183. Role of the CW worker **[REVOKED]**
- 340:75-1-184. Role of the CHBS Contract Case Manager (CCM) **[REVOKED]**

### **PART 12. INDEPENDENT LIVING**

- 340:75-1-185. Oklahoma Children's Services (OCS) – Independent Living **[REVOKED]**

### **PART 13. WORKING WITH INDIAN CHILDREN [REVOKED]**

- 340:75-1-200. Legal authority for services to Indian children **[REVOKED]**
- 340:75-1-201. Child Protective Services (CPS) reports on an Indian child **[REVOKED]**
- 340:75-1-202. Placement of an Indian child **[REVOKED]**
- 340:75-1-203. Allegations of abuse or neglect of DHS custody children in tribal foster care **[REVOKED]**
- 340:75-1-204. Roles and responsibilities of the Child Welfare tribal liaison **[REVOKED]**
- 340:75-1-205. Tribal foster care agreements **[REVOKED]**
- 340:75-1-206. Tribal foster care for tribal custody children **[REVOKED]**

- 340:75-1-206.1. Difficulty of care payments for tribal custody children **[REVOKED]**
- 340:75-1-207. Pre-service training for tribal foster parents **[REVOKED]**
- 340:75-1-208. Kinship placements for tribal custody children **[REVOKED]**
- 340:75-1-209. Voluntary foster care for tribal children under age 18 **[REVOKED]**
- 340:75-1-210. Voluntary foster care for tribal children after age 18 **[REVOKED]**
- 340:75-1-211. Tribal foster care of DHS custody children **[REVOKED]**
- 340:75-1-212. Tribal or facility contracts for residential child care **[REVOKED]**
- 340:75-1-213. Tribal residential placements for DHS custody children **[REVOKED]**
- 340:75-1-214. Indian Child Welfare Act requirements in adoptive planning **[REVOKED]**

#### **PART 15. TRAINING FOR CHILD WELFARE WORKERS**

- 340:75-1-230. Child Welfare staff training
- 340:75-1-231. New Child Welfare Worker Development Plan
- 340:75-1-232. Specialized training for experienced CW workers and supervisors and CFSD programs staff
- 340:75-1-233. Support services for CW staff
- 340:75-1-240. Child Welfare Professional Enhancement program
- 340:75-1-241. Educational practicums



**PART 10. OKLAHOMA CHILDREN'S SERVICES (OCS)****340:75-1-150. Oklahoma Children's Services**

Oklahoma Children's Services (OCS) is a contracted services program available throughout Oklahoma. Contracts are awarded to one lead agency in each of the six Oklahoma Department of Human Services (OKDHS) Field Operations Division services areas. OCS offers services designed to help ensure and enhance the safety, well-being, and social functioning of children and their families.

(1) Comprehensive Home-Based Services (CHBS) are provided to a limited number of families and children, birth through 18 years of age, through the OCS contractors in each service area.

(2) CHBS treatment activities are directed toward the outcomes of safety, well-being, and permanence by providing voluntary, reunification, and maintenance placement services.



**340:75-1-151. Referral procedure**

Oklahoma Children's Services (OCS) referrals are made by a primary or secondary Child Welfare worker and authorized by the OCS contract liaison in the OCS service area where the family or child resides. ■ 1 through 3

**INSTRUCTIONS TO STAFF**

1. (a) Referral for CHBS. Form OCS-1, Referral for Service, is accessed via the KIDS Service Log. The referring Child Welfare (CW) worker chooses the focus of service within the Oklahoma Children's Services (OCS) program described in (1).

(1) Comprehensive Home-Based Services (CHBS) include:

(A) voluntary family services to prevent a child's removal from the home due to abuse or neglect;

(B) maintenance of trial adoptive placement;

(C) maintenance of kinship placement;

(D) maintenance of out-of-home permanent placement;

(E) reunification; and

(F) maintenance of post legal adoption.

(b) Identifying information for CHBS referrals. Referrals for CHBS require identifying information on the parent(s) or placement provider, as applicable, and oldest child participating in services.

(c) Reason for CHBS referral.

(1) A request for CHBS must identify the specific reason for the referral, such as prevent the child's removal from the home, the child's behavior, the parent(s)' or placement provider's behavior, or environmental conditions.

(2) CHBS is not an appropriate intervention for all CW cases. Documentation must indicate that CHBS is the most appropriate type of

service for the family. The CW worker documents the:

(A) specific condition(s) that put the child at risk of:

(i) out-of-home placement; or

(ii) potential disruption of the placement;

(B) reason(s) for the child's placement;

(C) area(s) of greatest risk;

(D) outcome(s) expected;

(E) tentative date, for reunification cases, that the child will be returned to the family or the date the child was returned. The CW worker selects a date prior to that of the referral to signify the child resides in the home. Reunification is selected as the focus of service when:

(i) the child will be or has been returned home in OKDHS custody or supervision; or

(ii) services are required when the court grants custody to a parent who was not previously the custodial parent or for a court supervision case; and

(F) concurrence of the CW resource specialist with the OCS referral, in cases of referral for maintenance of kinship placement.

(d) Supporting documentation required for CHBS referrals. The current Form CWS-KIDS 9, Family/Child Strengths and Needs Assessment, and Form CWS-KIDS-10, Treatment Plan, or CWS-KIDS-24, Individualized Service Plan, are attached to Form OCS-1. For voluntary Family-Centered Services cases, Form DCFS-75, Voluntary Family Service Agreement, and Form DCFS-76, Safety Assessment, are attached.

2. Supervisory responsibility for CHBS referrals. Referrals for CHBS are approved via KIDS by the CW supervisor after the CW supervisor ensures that each referral is complete, with supporting documentation as listed in OAC 340:75-1-151 Instructions to Staff 1(d), and appropriate for referral. OCS referrals are transmitted via KIDS to the contractor by means of the

supervisor's approval.

3. **Authorizations** for CHBS. Approved referrals are authorized by means of a gatekeeping process established for each service area. For CHBS referrals, the OCS contract liaison serves as gatekeeper. The **OCS contract liaison** authorizes or rejects referrals approved by the CW supervisor. A rejected referral **is** returned by the **OCS contract liaison** for additional information, suspended, or denied, with reasons cited. Authorized referrals are forwarded to the primary contractor for acceptance. CW supervisors and **OCS contract liaisons** determine the priority of referrals based on greatest need.



**340:75-1-151.2. Emergency service response**

Oklahoma Children's Services (OCS) may be initiated on an emergency basis, if warranted, with verbal authorization from the OCS contract liaison for Comprehensive Home-Based Services. ■ 1 Authorization and provision of OCS emergency services do not waive the referral requirement for completion and approval of a referral in KIDS or the Child Welfare (CW) worker's participation in the intake staffing.

**INSTRUCTIONS TO STAFF**

1. **Emergency service.** When an emergency exists, such as the need for immediate services or resources permit a child to be released from a shelter, the Child Welfare (CW) worker, with CW supervisor approval, contacts the **Oklahoma Children's Services (OCS) contract liaison** by **phone** or **email** to request an emergency service response by **OCS**. **Authorization by the OCS contract liaison** is required for emergency referrals; however, arrangements can be made by **phone**, if necessary, to ensure that the contractor has sufficient information to initiate services.



**340:75-1-152. Waiting list**

When referred cases exceed service capacity, waiting lists are maintained by both the contractor and Oklahoma Children's Services (OCS) contract liaison. The contractor provides weekly updates to the OCS contract liaison on the status of the waiting list.

(1) The OCS contract liaison is responsible for prioritizing referrals for Comprehensive Home-Based Services (CHBS) when the contractor is at maximum service capacity and unable to accommodate the referrals received.

(2) If determined necessary by the Child Welfare (CW) worker, CW supervisor, and OCS contract liaison, a CHBS case nearing completion may be terminated or suspended so that a contractor may accommodate a crisis referral. This is approved only when the family considered for termination or suspension of services has received adequate services to protect the safety of the child in the home.



**340:75-1-152.5. Request for extended OCS services**

Generally, contracted services are concluded before the standard service period expires at nine months for Comprehensive Home-Based Services (CHBS). In rare cases, an extension may be warranted. A request for an extension is considered and discussed at case staffings as the final month of service approaches. If it is determined by the Child Welfare (CW) worker and contract case manager (CCM) that a service extension is warranted, and the decision is supported by the CW supervisor, a request for extension is made to the Oklahoma Children's Services (OCS) contract liaison. ■ 1

**INSTRUCTIONS TO STAFF**

1. (a) Extension requests. A request for extension of Comprehensive Home-Based Services (CHBS) is made in writing no later than 45 calendar days prior to the end of the service by the Child Welfare (CW) worker and must include:

(1) case name and KK number;

(2) beginning and ending dates of services;

(3) specific services received by the family to date;

(4) purpose(s) of the extension request;

(5) expected outcome(s) for the extension that is not possible within the standard service period; and

(6) number of months requested.

(b) Supervisor responsibility in approving extensions. The CW supervisor discusses the extension request with the contract case manager (CCM) supervisor to confirm the contractor's support for the extension. The CW supervisor then transmits the extension request to the Oklahoma Children's Services (OCS) contract liaison with the documented case information in OAC 340:75-1-152.5 Instructions to Staff 1(a) and the contractor's recommendation. If the contractor's recommendation is for no extension, the CW supervisor cites the reason(s).

(c) OCS extension authorizations. For CHBS, the OCS contract liaison is authorized to approve or deny extension requests unless a freeze is placed on

extensions. Under a freeze, approval of Children and Family Services Division (CFSD) OCS program staff is required. In either case, the OCS contract liaison informs the CW supervisor of the outcome of the extension request and forwards information regarding the approved extension to the primary contractor and CFSD OCS program staff.

(d) Updating OCS service dates. The CW worker or CW supervisor re-enters beginning and ending service dates on the KIDS Service screen for all approved extension requests.

**340:75-1-152.6. OCS maintenance level services**

Maintenance level Comprehensive Home-Based Services (CHBS) services are authorized by the Oklahoma Children's Services (OCS) contract liaison when a family has achieved most of their risk-related goals or when they are required to participate in other ongoing services as part of a Child Welfare treatment and service plan or court order. Maintenance services require a minimum of one hour monthly contractor face-to-face contact between the primary caregiver and any child age five or younger. Additional visits may be arranged by the contract case manager (CCM) with a paraprofessional, when appropriate. ■ 1

**INSTRUCTIONS TO STAFF**

- 1. Maintenance service level requests in active Child Welfare (CW) cases. Required monthly staffings include discussion regarding the family's progress, need for any changes to current service levels, and future planning. When a family makes sufficient progress in reducing risk, a step-down in service intensity to maintenance level may be appropriate. Reduced visits both acknowledge the family's achievements and allow time for the completion of any remaining tasks before supportive services are terminated. If the CW worker concurs, an effective date is determined, and notice is given by the contract case manager (CCM) to the service recipient, verbally or in writing, prior to the date maintenance services take effect.**



**340:75-1-152.7. OCS case suspension**

If a family member is unavailable temporarily, such as when a participant is scheduled for inpatient drug and alcohol treatment, surgery, or during planned trips away from home, the Oklahoma Children's Services (OCS) Comprehensive Home-Based Services (CHBS) case may be suspended. ■ 1

**INSTRUCTIONS TO STAFF**

- 1. Oklahoma Children's Service (OCS) suspension. Service suspension is authorized by the CW worker in active cases or the OCS contract liaison in voluntary Family-Centered Services cases when a family member is temporarily unavailable for services or when additional capacity is required by the contractor to accommodate urgent needs of a family on the waiting list.**



**340:75-1-152.8. Guidelines for the early termination of OCS**

(a) In Comprehensive Home-Based Services (CHBS), the contract case manager (CCM) may recommend early termination of services when case goals are met, further progress is unlikely, or services are not effective in controlling risk. The CCM's observations regarding risk are documented in the record as appropriate and reported to the Child Welfare (CW) worker, or, in voluntary Family-Centered Services cases, to the Oklahoma Children's Services (OCS) contract liaison, for possible termination of CHBS when:

- (1) there is lack of cooperation by the family; ■ 1
- (2) the risk to the child remains high and the abusive parent(s) has not developed adequate controls; or
- (3) there is new abuse or injury.

(b) Early termination and suspension decisions are made jointly by CW and CHBS staff.  
■ 2

**INSTRUCTIONS TO STAFF**

**1. Lack of cooperation by the family. Repeated unavailability, significant avoidance, or failure to follow through with the treatment goals indicate a lack of cooperation by the family. The Child Welfare (CW) worker responds promptly to the contract case manager (CCM) or CCM supervisor to review the current circumstances of the case.**

**(1) If the CCM is unable to assess risk due to the family's avoidance, the CW worker ascertains the safety of the child, if possible, and advises the court when unable to determine safety or when a child is at imminent risk of harm.**

**(2) The CW worker consults with the CW supervisor regarding disposition of the Comprehensive Home-Based Services (CHBS) case when the family has not cooperated.**

**(3) For voluntary Family-Centered Services cases, the Oklahoma Children's Services (OCS) contract liaison makes the decision regarding early termination and whether further action is required by CW. Consideration is given to effective use of the program as well as safety needs of the child.**

**2. Termination and suspension.**

**(1) Termination is approved in court-involved cases when:**

**(A) the CW worker determines the case is unsuccessful and substantiates such with the CW supervisor;**

**(B) a staffing consultation with the CW worker, CW supervisor, and the CCM supervisor occurs;**

**(C) the CCM submits the final report on external KIDS (eKIDS), documenting CHBS termination; and**

**(D) permission of the court is granted, in cases where CHBS was court-ordered.**

**(2) In voluntary Family-Centered Services cases, the CCM consults with the OCS contract liaison regarding early termination or suspension of services. If the child's safety is in question, the OCS contract liaison may require the case be re-opened for subsequent action by Child Protective Services.**

**340:75-1-152.9. Oklahoma Children's Services (OCS) contractor's notification to Child Welfare of increased risk**

The contract case manager (CCM) is required to submit a Critical Incident Report (CIR) to Child Welfare (CW) regarding a Comprehensive Home-Based Services (CHBS) case when the safety or well-being of a child in the custody of the Oklahoma Department of Human Services (OKDHS) is in question. ■ 1 The CIR is a risk alert that may require action by CW to protect a child. A determination whether to continue contract services is also considered. ■ 2 The CIR is not used when the CW worker has prior knowledge of the risk circumstances. For example, a CIR is not required when the information is disclosed to the CCM by CW staff or if the CCM and CW worker were both present when the new risk was identified.

**INSTRUCTIONS TO STAFF**

1. **Circumstances warranting a CIR.** The contract case manager (CCM) is required to submit a Critical Incident Report (CIR) when:
  - (1) three face-to-face contacts are missed by a court-involved family within any 90-day period of service;
  - (2) risk to the child is considered by the CCM and CCM supervisor as unacceptable;
  - (3) Oklahoma Children's Services (OCS) contract staff discover that the family has moved without notifying the agency;
  - (4) a family member is hospitalized, sustains serious injury, becomes incapacitated, is charged with a criminal violation, is incarcerated, or otherwise confined;
  - (5) a family member or someone connected with the family harms or threatens to harm the CCM or other agency personnel; or
  - (6) child abuse or neglect is alleged or observed.
2. **Disposition of services.** The CCM notifies the Child Welfare (CW) worker, CW supervisor, or, in voluntary cases, the OCS contract liaison by phone or facsimile within two hours of learning of these circumstances and enters the CIR in external KIDS (eKIDS) within 48 working hours. For disposition of the CHBS case, the CCM or CCM supervisor contacts the CW worker or OCS contract liaison. The case may be continued, suspended, or terminated based

**on agreement between the CW worker, CW supervisor, OCS contract liaison, and CCM.**

**340:75-1-154. Special funding**

Special funding is available for the purchase of concrete goods and services that are necessary for the family. Each contractor has special funds budgeted in the contract for utilization only when assistance from other community resources is not available or cannot be accessed in a timely manner to resolve family crisis situations. ■ 1

**INSTRUCTIONS TO STAFF**

1. **Special funding.** Up to \$600 is provided for families and children receiving Comprehensive Home-Based Services (CHBS). The contract case manager (CCM), in consultation with the CCM supervisor, determines how to best utilize special funding to facilitate successful completion of the family's goals.



**SUBCHAPTER 6. PERMANENCY PLANNING****PART 1. GENERAL PROVISIONS**

## Section

- 340:75-6-1. Purpose and philosophy
- 340:75-6-2. Legal base and authority **[REVOKED]**
- 340:75-6-3. Values and goals **[REVOKED]**
- 340:75-6-4. Definitions

**PART 3. PROGRAM OVERVIEW [REVOKED]**

- 340:75-6-10. Program responsibilities **[REVOKED]**
- 340:75-6-11. Judicial findings and Child Welfare worker role **[REVOKED]**
- 340:75-6-12. Provision of casework treatment services **[REVOKED]**
- 340:75-6-13. Relative placement **[REVOKED]**
- 340:75-6-14. Service delivery system **[REVOKED]**

**PART 5. PERMANENCY PLANNING SERVICES**

- 340:75-6-24. Scope of court involved permanency planning services **[REVOKED]**
- 340:75-6-24.1. Multidisciplinary teams in the permanency planning process **[REVOKED]**
- 340:75-6-25. Purpose of treatment planning **[REVOKED]**
- 340:75-6-26. Development of treatment needs **[REVOKED]**
- 340:75-6-27. Prioritization of treatment needs **[REVOKED]**
- 340:75-6-28. Client involvement in treatment planning **[REVOKED]**
- 340:75-6-29. Consequences **[REVOKED]**
- 340:75-6-30. Child's visitation with parents and siblings
- 340:75-6-31. Permanency planning for custody children
- 340:75-6-31.1. Permanency Planning Review (PPR) System
- 340:75-6-31.2. Reunification services for Temporary Assistance for Needy Families (TANF) recipients
- 340:75-6-31.3. Court supervision of cases after reunification - Aftercare
- 340:75-6-31.4. Supported Permanency

**PART 7. CASE PLANS**

- 340:75-6-40. Case plan
- 340:75-6-40.1. Placement Plan
- 340:75-6-40.2. Placement Provider Information Report
- 340:75-6-40.3. Family/Child Strengths and Needs Assessment, Form CWS-KIDS-9

- 340:75-6-40.4. Treatment Plan and Individualized Service Plan
- 340:75-6-40.5. Court Report or Individualized Service Plan Progress Report
- 340:75-6-40.6. Case contacts
- 340:75-6-40.7. Family visitation screen
- 340:75-6-41. Family Strengths and Needs Assessment, Appendix X **[REVOKED]**
- 340:75-6-42. Treatment plan (Appendix P, Part B) **[REVOKED]**
- 340:75-6-43. Court reports (Appendix P court report, Part C) **[REVOKED]**
- 340:75-6-44. Case planning for heinous and shocking cases or reasonable efforts not required
- 340:75-6-45. Case planning for incarcerated parents
- 340:75-6-46. Services to Child Welfare (CW) youth involved in the juvenile justice system

### **PART 8. ROLE OF THE CHILD WELFARE WORKER**

- 340:75-6-47. Role of the Child Welfare (CW) worker
- 340:75-6-48. CW worker contacts with child, placement providers, and parents
- 340:75-6-48.1. Role of the child's attorney
- 340:75-6-48.2. Role of the child's court-appointed special advocate or guardian ad litem
- 340:75-6-49. Religious and cultural observation
- 340:75-6-50. Education
- 340:75-6-51. Travel outside the county or state **[REVOKED]**

### **PART 9. MATERNITY SERVICES [REVOKED]**

- 340:75-6-54. Provision of services to expectant parents **[REVOKED]**
- 340:75-6-55. Counseling services **[REVOKED]**
- 340:75-6-56. Protection and confidentiality **[REVOKED]**
- 340:75-6-57. Medical services **[REVOKED]**
- 340:75-6-58. Living arrangements **[REVOKED]**
- 340:75-6-59. Termination of pregnancy **[REVOKED]**
- 340:75-6-60. Planning for the child **[REVOKED]**
- 340:75-6-61. Transfer of case record **[REVOKED]**
- 340:75-6-62. Coordination with Juvenile Services unit **[REVOKED]**
- 340:75-6-63. Coordination with Institutional Services **[REVOKED]**
- 340:75-6-64. Coordination with Family Support Services **[REVOKED]**
- 340:75-6-65. Use of community service providers **[REVOKED]**
- 340:75-6-66. Referrals to service providers **[REVOKED]**
- 340:75-6-67. Community Based Services **[REVOKED]**
- 340:75-6-68. Case evaluation and case closure **[REVOKED]**
- 340:75-6-69. Divorce Home Studies **[REVOKED]**

**PART 11. PERMANENCY PLANNING AND PLACEMENT SERVICES**

- 340:75-6-85. Child Welfare (CW) worker placement decisions and responsibilities
- 340:75-6-85.1. Child Welfare (CW) worker responsibilities to DHS custody children
- 340:75-6-85.2. Diligent search for relatives and kin
- 340:75-6-85.3. Child Welfare (CW) worker placement responsibilities for siblings
- 340:75-6-85.4. Child Welfare (CW) worker placement responsibilities for child with goal of adoption
- 340:75-6-85.5. Child Welfare (CW) worker responsibilities for supervision only cases
- 340:75-6-85.6. Voluntary placement for a child(ren) born to custody youth
- 340:75-6-86. Changes in child's living arrangements
- 340:75-6-87. Placement of an Indian child **[REVOKED]**
- 340:75-6-88. Medical services to custody children
- 340:75-6-89. Travel outside the county or state
- 340:75-6-90. Community-based services
- 340:75-6-91. Child care services for Child Welfare (CW) clients
- 340:75-6-92. Services to DHS custody youth who are pregnant

**PART 13. INDEPENDENT LIVING**

- 340:75-6-110. Independent Living program
- 340:75-6-111. Preparation for adult life/independent living initiative **[REVOKED]**
- 340:75-6-112. Administration **[REVOKED]**
- 340:75-6-113. Eligibility **[REVOKED]**
- 340:75-6-114. Requirements
- 340:75-6-115. Independent Living (IL) support services
- 340:75-6-115.1. Community contracted services
- 340:75-6-115.2. Oklahoma Children's Services (OCS) **[REVOKED]**
- 340:75-6-115.3. Independent Living (IL) contingency funds
- 340:75-6-115.4. Independent Living (IL) incentive payments
- 340:75-6-115.5. Educational and scholarship assistance
- 340:75-6-115.6. Youth Advisory Board
- 340:75-6-115.7. Teen panels
- 340:75-6-115.8. Special Independent Living (IL) funding
- 340:75-6-115.9. Voluntary placement after age 18
- 340:75-6-116. Oklahoma Children's Services (OCS) **[REVOKED]**
- 340:75-6-117. Matrix of independent living services **[REVOKED]**



**340:75-6-90. Community-based services**

(a) **Oklahoma Children's Services.** Oklahoma Children's Services (OCS) provides a continuum of contracted Comprehensive Home-Based Services (CHBS) designed to help ensure the safety, well-being, and social functioning of children and their families, per OAC 340:75-1-175. CHBS are family-focused, child-centered, in-home services where the child, family, and community are part of a dynamic system, per OAC 340:75-1-181. These services are time-limited. Services provided include intake staffing, multi-level assessment, structured intervention, advocacy, information, education, referral, case management, and special funding. The Oklahoma Department of Human Services (OKDHS) is the only source of referral to these services. The child's Child Welfare (CW) worker manages and directs the services and has responsibility for the coordination of the services with the treatment and service plan.

(b) **Specialized support services.** Specialized support services are designed to help families improve their parenting skills, learn and provide for the nutritional, supervision, and developmental needs of the child, and to correct abusive and neglectful patterns. Specialized support services, with the exception of contingency funds, are not available in every county and are dependent on whether a contract is in place with a community provider. Specialized support services are listed in (1) through (4).

(1) **Parent's Assistance program.** Parent's assistance services are provided to families involved with OKDHS and families who request the services or are referred by community resources. The services include group support, parent training, age and situation specific groups for adults, children, and youth, and play therapy for young children.

(2) **Sexual Abuse Treatment program.** Sexual abuse treatment services are available to the sexual abuse victim and family members. Services include assessment and individual, family, and group counseling. The perpetrator is evaluated for receptivity to treatment before acceptance into the program. Group therapy, the primary treatment method, is set up for similar clients, such as mothers of victims, abusers, and child victims. Treatment objectives provide community-based treatment as an alternative to incarceration, to prevent future sexual abuse within the family, and to treat the victim.

(3) **Parent aides.** Parent aide services offer laypersons who provide in-home services and support for the parent(s) and child. These services include parent modeling, housekeeping, transportation to community services, and assistance in accessing community resources. Parent aide services are limited to six months per family.

(4) **Permanency Planning and Aftercare-Permanency Planning contingency fund**. The contingency fund accounts are intended to provide families involved in open Permanency Planning and Aftercare-Permanency Planning cases with the support services necessary for their children and to assist in the reunification process, per OAC 340:75-1-28. Allowable purchases include:

(A) food;

(B) clothing;

(C) rent deposits or monthly payment;

(D) utility deposits or monthly payment;

(E) home repair;

(F) furniture;

(G) car repair;

(H) public transportation vouchers or tokens; and

(I) purchased services.

## PART 13. INDEPENDENT LIVING

### 340:75-6-110. Independent Living program

The Independent Living (IL) program seeks to ensure the successful transition of youth ages 16 to 21 from out-of-home care to adulthood by assisting them in planning for their future and enhancing their individual strengths and abilities. ■ 1 through 3 Laws that guide IL services administered by the Oklahoma Department of Human Services (OKDHS) are described in (1) and (2).

(1) **Federal IL component.** The Foster Care Independence Act of 1999 was enacted as part of Public Law (P.L.) 106-169. P.L. 106-169 supports states, including Oklahoma, in the delivery of IL services to OKDHS and tribal custody youth in out-of-home placement and provides these youth with services after they exit care at age 18. Youth in Office of Juvenile Affairs (OJA) custody up to age 19, who are in foster family care or specialized community homes, are eligible for certain services, per OAC 340:75-6-115.1. IL services focus on education, career planning, emergency housing, and aftercare services. The Foster Care Independence Act requires that IL services complement the youth's own efforts to achieve self-sufficiency and that program participants recognize and accept personal responsibility for the transition from out-of-home care to adulthood.

(2) **State IL component.** Section 7004-2.1 of Title 10 of the Oklahoma Statutes requires OKDHS, to the extent of available funds, to provide or contract for services for children in OKDHS custody. The Independent Living Act, Section 7004-1.6 of Title 10 of the Oklahoma Statutes, ensures that youth who are currently in foster care, or who were in foster care nine months between 16 to 18 years of age, receive the protection, support, and education necessary to become self-reliant and productive citizens.

### INSTRUCTIONS TO STAFF

1. Independent Living (IL) program goals. The goals of preparing a youth for adult life are to:

- (1) **acknowledge the youth's need to resolve past emotional issues;**
- (2) **increase the youth's awareness of self identity, including wants, values, strengths, abilities, interests, and history;**
- (3) **ensure that each youth who leaves custody has access to or is given his or her birth certificate, form of identification (ID), such as driver license,**

school and medical records, Social Security card, and any other documents necessary for independent living;

(4) increase the youth's decision-making skills and sense of personal control;

(5) assess the youth's level of functioning relative to basic life skills by completing a life skills assessment with the youth at age 16, and provide opportunities for the youth to practice and increase knowledge of daily living skills including, but not limited to, budgeting and financial management;

(6) complete an educational screening to assess academic skills and needed remediation;

(7) expose youth to educational and vocational options, such as obtaining a high school diploma, vocational training, and preparation for post-secondary training and education;

(8) explore career opportunities, obtain employment, job placement, and job retention;

(9) address health issues such as substance abuse prevention and preventive health activities;

(10) use teamwork to develop an emotional and community-based support system through mentors and interactions with dedicated adults;

(11) prepare youth for adult living using a written plan with individual objectives and goals, per OAC 340:75-6-114(2); and

(12) provide financial assistance, housing, counseling, employment, and education that complements the efforts of former Oklahoma Department of Human Services (OKDHS) or tribal custody youth between the ages of 18 and 21 to achieve independence.

2. Time frames for IL services. Services are initiated and overseen by the Child Welfare (CW) worker responsible for the youth. If this CW worker is not the primary worker, the CW workers coordinate their responsibilities. The IL activities and services are initiated by the CW worker according to the age of the youth:

**(1) 15 1/2 years:**

**(A) identify any youth on the caseload who becomes eligible for IL services at age 16; and**

**(B) introduce identified youth to IL services offered by OKDHS and contractors;**

**(2) 16 to 16 1/2 years:**

**(A) complete basic life skills assessment;**

**(B) develop youth's individualized IL plan;**

**(C) introduce youth to appropriate IL services offered by OKDHS and contractors;**

**(D) enroll youth with current IL contractor;**

**(E) identify available resources in youth's community, such as living skills groups, Welfare to Work, vo-tech services, and similar resources;**

**(F) assess IL Preparation contingency fund needs and obtain funds, as identified;**

**(G) discuss incentive funds, the activities required, and provide youth with *Passport to the Future*;**

**(H) enroll youth in an IL seminar and teen conference; and**

**(I) at every court hearing, report to the court the IL services the youth receives;**

**(3) 16 1/2 to 17 years:**

**(A) meet with youth to review and update individualized IL plan;**

**(B) continue to provide resources that promote skills building and support;**

**(C) request volunteer or mentor for youth where available;**

- (D) assess IL Preparation contingency fund needs and obtain funds, as identified;
- (E) provide *A Future Near Me* workbook; and
- (F) at every court hearing, report to the court the IL services the youth receives;
- (4) 17 to 17 1/2 years:
- (A) meet with youth to review and update individualized IL plan;
- (B) discuss with youth the option of voluntary care. Youth may remain in care up to age 21 if he or she has not completed high school or a General Educational Development (GED);
- (C) provide youth with *Medical Lifeline*;
- (D) enroll youth in IL seminar, second seminar for youth who has been in out-of-home care since age 16;
- (E) assess IL Preparation contingency fund needs and obtain funds, as identified; and
- (F) at every court hearing, report to the court the IL services the youth receives;
- (5) 17 1/2 to 18 years:
- (A) formalize individualized IL plan to focus on leaving care;
- (B) review options after reaching age 18, including education services, military, job corps, return to biological family, and apartment living;
- (C) finalize all paperwork if youth chooses voluntary care after age 18;
- (D) assess IL Preparation contingency fund needs and obtain funds as identified;
- (E) at every court hearing, report to the court the IL services the youth receives;

- (F) assist youth in applying for Lou Hartpence Scholarship, if applicable;
  - (G) complete exit interview with youth two months prior to exiting care in order for youth to receive IL incentive payment; and
  - (H) discuss the youth in care alumni network (YESICAN) partnership;
- (6) 18 to 21 years:
- (A) discuss services available to youth in voluntary placement;
  - (B) advise youth regarding eligibility to receive IL services, such as IL Supportive Services and Housing contingency funds, and attend the teen conferences designated for this group if the youth was in out-of-home placement for nine months between the ages of 16 and 18; and
  - (C) apply for tuition waiver if youth plans to attend college or receive vocational training at an Oklahoma vocational school, college, or university.
3. IL services for youth placed in Oklahoma through ICPC. The sending state is responsible for the provision of IL services for youth residing in Oklahoma through the Interstate Compact on the Placement of Children (ICPC). Approval for the provision of IL services by Oklahoma is made on a case-by-case basis and requires Children and Family Services Division (CFSD) IL approval.



**340:75-6-114. Requirements**

Federal regulations and state statutes require that eligible youth are provided each of the items listed in (1) through (3).

(1) **Assessment of basic life skills.** An evaluation of the youth's readiness for independent living (IL) is completed unless the youth is not considered capable of receiving IL services. The determination that a youth is not capable of receiving IL services is made only when a youth is so physically or mentally impaired that the youth is not able to live on his or her own. ■ 1 Areas of skill needed for the youth to transition to independence and community life are identified in the assessment. ■ 2

(2) **Independent living plan.** The IL plan documents the services and goals the Child Welfare (CW) worker and youth have identified as necessary for the youth to transition to independence. ■ 3 through 6 Consideration of the youth's capabilities is necessary to provide the appropriate services.

(3) **Dispositional and review orders.** All dispositional and review orders that involve a youth age 16 or older must contain a determination by the judge that the IL services needed to assist the youth in making the transition from custody to self-sufficiency are provided. ■ 7

**INSTRUCTIONS TO STAFF**

1. **Determining a youth is not capable of receiving IL services.** The reason for determining the youth cannot live independently must include medical, psychiatric, or psychological documentation from medical or mental health professionals, as applicable. This documentation is filed in the Child Welfare (CW) paper case. The CW worker staffs this determination with the CW supervisor prior to checking Client not Capable of Receiving Independent Living (IL) Services on the KIDS IL screen.

**(1)** There are youth who, though they do not meet the criteria for not capable of receiving IL services, are limited in their capacity to live independently. In those instances, the CW worker ensures that services with Development Disabilities Services Division (DDSD) are explored and, if appropriate, makes application for Supplemental Security Income (SSI).

**(2)** IL Housing and Supportive Services contingency funds are for the use of youth who can live independently. A youth who receives DDSD services is not eligible for these funds unless he or she can live unassisted.

2. **Types of basic life skills assessments.** Basic life skills assessments are initiated with youth in Oklahoma Department of Human Services (OKDHS) or tribal custody at 16 years of age. The CW or tribal worker is responsible for ensuring that the assessment is completed. The original assessment is filed in the primary case with copies to the youth, placement provider, and all duplicate cases. Results of the assessment are documented in the KIDS IL screen. The worker and youth utilize any or all of the assessment tools outlined in (1) through (3).

(1) Daniel Memorial Institute Assessment. The Daniel Memorial Institute Assessment is a computerized basic life skills assessment completed by the youth with supervision and assistance from OKDHS or a contract provider.

(2) IL Strengths and Needs Assessment. This assessment tool requires a face-to-face contact with the youth. The assessment is completed by the youth with supervision from OKDHS or a contract provider. The placement provider is included in this process, if appropriate. This tool is available through the Children and Family Services Division (CFSD) IL coordinator.

(3) Ansell-Casey Life Skills Assessment. The Ansell-Casey Life Skills Assessment is divided into two sections. The youth completes a set of questions that measures the youth's skill competency. The placement provider simultaneously completes a similar set of questions designed to demonstrate the provider's evaluation of the youth's skills. This assessment is accessed at [www.caseylifeskills.org](http://www.caseylifeskills.org) or [www.nrcys.ou.edu](http://www.nrcys.ou.edu).

3. **IL plans.** IL plans are required for youth 16 years or older in OKDHS or tribal custody who are in out-of-home placement and who are capable of receiving IL services. The CW or tribal worker is responsible for ensuring that the IL plan is completed.

(1) The original IL plan is maintained in the primary case with copies provided to the youth and all duplicate cases.

(2) Completion of the IL plan is documented on the KIDS IL screen. IL services are continually updated in the KIDS IL screen as the services are provided to the youth.

- (3) The IL plan is updated every six months, and is attached to Form CWS-KIDS-11, Court Report, or Form CWS-KIDS-25, Individualized Service Plan Progress Report, for all dispositional or review hearings involving the youth.**
- 4. Determining type of plan. For youth in emergency or temporary custody of OKDHS whose parents' rights are intact, the IL plan is separate from the family treatment and service plan. If a youth is in permanent custody the CW worker completes a Child Only - IL plan that addresses both permanence and IL for the youth.**
- 5. Developing the IL plan. To develop the IL plan, the CW worker holds a meeting with the youth and the placement provider, biological parent(s), or relative, if the youth has an ongoing relationship and chooses to include them in this process, and:**
- (1) reviews the IL assessment;**
  - (2) identifies the necessary skills for the youth to live independently;**
  - (3) discusses the youth's occupational and educational interests, including options for college or university education or vocational programs;**
  - (4) determines the need for tutoring and mentoring; and**
  - (5) establishes a plan for IL living arrangements and a supportive network of adults.**
- 6. What to include in the IL plan. The CW worker addresses:**
- (1) personal and interpersonal skills, including responsible decision-making;**
  - (2) career planning, job skills, and employment opportunities;**
  - (3) access to community resources;**
  - (4) budgeting and financial management;**
  - (5) assistance in obtaining a high school diploma, vocational training, or post secondary education;**

(6) preventive health activities, including smoking avoidance, nutrition education, and pregnancy prevention;

(7) access to counseling and substance abuse prevention; and

(8) establishment and maintenance of a support system of responsible adults in the community that will serve as the youth's safety net.

7. Obtaining the appropriate IL finding in court. If the youth is:

(1) capable of receiving IL services, the CW worker attaches a copy of the youth's updated IL plan to and documents on Form CWS-KIDS-11 or Form CWS-KIDS-25 all IL services provided since the last court hearing in order for the court to make the finding of "Independent living services appropriate"; or

(2) not capable of receiving IL services, the CW worker documents the basis for this determination on Form CWS-KIDS-11 or Form CWS-KIDS-25 in order for the court to make the finding of "Independent living services not appropriate."

**SUBCHAPTER 8. THERAPEUTIC FOSTER CARE AND DEVELOPMENTAL  
DISABILITIES SERVICES DIVISION SERVICES****PART 1. THERAPEUTIC FOSTER CARE**

## Section

- 340:75-8-1. Purpose of therapeutic foster care
- 340:75-8-2. Legal base and authority
- 340:75-8-3. Definitions
- 340:75-8-4. Contract procedures for therapeutic foster care (TFC) and therapeutic community homes (TCH)
- 340:75-8-5. Definition of therapeutic foster care
- 340:75-8-6. General requirements for all contracted therapeutic foster care (TFC) and therapeutic community home (TCH) placement providers
- 340:75-8-7. Contracted therapeutic foster care services
- 340:75-8-8. TFC contractor requirements for TFC parents
- 340:75-8-9. Placement procedures for custody children in TFC homes
- 340:75-8-10. TFC placement in close proximity to child's home community
- 340:75-8-11. TFC placement stability
- 340:75-8-12. Responsibilities of the Area Resource Coordinators
- 340:75-8-13. Additional responsibilities of the CW workers for custody children in TFC placements
- 340:75-8-14. Responsibilities of the contract liaison

**PART 3. DDSD SERVICES FOR CUSTODY CHILDREN**

- 340:75-8-35. Purpose
- 340:75-8-36. Identification and application for DDSD services for children in DHS custody with a developmental disability
- 340:75-8-37. Role and responsibilities of the Child Welfare worker for a custody child with a developmental disability
- 340:75-8-38. Role and responsibilities of DDSD case manager for a custody child with a developmental disability
- 340:75-8-39. Shared roles and responsibilities of Child Welfare workers and DDSD case management staff for a custody child with a developmental disability
- 340:75-8-40. Accessing DDSD services for a custody child with a developmental disability



**340:75-8-7. Contracted therapeutic foster care services**

(a) **Contractor rules.** Therapeutic Foster Care (TFC) contractors meet Oklahoma Health Care Authority (OHCA) rules as described in OAC 317:30-3-1 through 317:30-3-88 and 317:30-5-740 through 317:30-5-746. ■ 1

(b) **TFC services.** Contracted TFC services include:

(1) individual therapy, a minimum of four 30-minute sessions per month for each child;

(2) family therapy, a minimum of four 30-minute sessions per month for each child. The TFC contractor;

(A) works with the parent(s) or placement provider to whom a child in TFC will be discharged;

(B) seeks to support and enhance the child's relationship with family members;

(C) arranges for and encourages regular contact and visitation between the child and parent(s) and other family members; and

(D) engages the child's parent(s) in visitation and family therapy with the child, when the case plan is reunification. The TFC contractor provides consultation, support, and technical assistance to the TFC parent(s) in the implementation of the child's treatment plan;

(3) group rehabilitative treatment in accordance with OAC 317:30-5-740.2, a minimum of two 30-minute sessions per month for each child. Group rehabilitative treatment services include education and supportive services, such as basic living skills, social skills redevelopment, interdependent living, self-care, lifestyle change, and recovery principles. Thirty minutes of individual therapy, family therapy, or both may be provided in lieu of one hour of group rehabilitative treatment;

(4) substance abuse or chemical dependency therapy, as needed, by a child with behavioral or emotional problems directly related to substance abuse, a minimum of two one-hour sessions per month. A minimum of two hours of education and prevention therapy per 90-day period is required for a child who does not have behavioral or emotional problems directly related to substance abuse;

(5) basic living skills redevelopment, a minimum of 30 minutes per day per child;

(6) social skills redevelopment, a minimum of two 30-minute sessions per day per child;

(7) crisis behavior management and redirection services to ensure contract staff availability 24 hours a day, seven days a week for response to the residential placement provider during a placement crisis to stabilize the child's behavior and prevent placement disruption. Crisis behavior management and redirection services are consistent with the goals and objectives of the child's treatment plan;

(8) Independent living (IL) services consistent with the IL program administered by the Oklahoma Department of Human services (OKDHS), per Part 13 of OAC 340:75-6; and

(9) TFC agency developed policy and operating procedures that support collaboration with Child Welfare (CW) workers in the completion of the child's basic life skills assessment and the development of the child's IL plan. ■ 2 & 3

**(c) Contractor requirements.** TFC contractors are required to provide services and meet requirements as identified in OAC 340:75 and the TFC contract. The contractor:

(1) seeks to ensure that services provided to the youth age 16 to 21 assist in planning for the youth's future and enhancing individual strengths and abilities;

(2) ensures that the youth in OKDHS custody applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education;

(3) ensures that all TFC staff comply with the qualifications in OHCA rules, per OAC 317:30-5-740 and 317:30-5-740.1;

(4) after initial placement of a child, provides clothing. Emergency funds for clothing may be accessed per OAC 340:75-13-45;

(5) ensures that recreation, other than school and church attendance, is available through a wide range of activities to provide the child opportunities to pursue his or her talents, hobbies, or interests;

(6) supports all permanency planning efforts as identified in the child's Form CWS-KIDS-10, Treatment Plan, or Form CWS-KIDS-24, Individualized Service Plan;

(7) advocates for educational services in the community that best meet the needs of each child in compliance with Section 1-113 of Title 70 of the Oklahoma Statutes.

(A) The contractor ensures timely school enrollment and provides the child's school with the information defined in the TFC contract at the time of enrollment.

(B) The contractor provides or arranges tutoring services in conjunction with the CW county of jurisdiction or county of placement worker.

(C) A child in TFC may attend a private school accredited by Oklahoma. OKDHS does not pay the cost or related cost of private school education.

(D) A child in TFC may be home schooled consistent with OAC 340:75-6-50. The TFC contractor consults with the Children and Family Services Division (CFSD) TFC programs manager and the involved CW field liaison in the decision to home school;

(8) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response. The contractor provides a copy to the child's CW county of jurisdiction and placement workers and contract liaison, and files in the TFC record per contract specifications;

(9) complies with children's rights per OAC 340:75-11-237;

(10) complies with all general requirements per OAC 340:75-8-6;

(11) complies with all other requirements specified in the OKDHS contract;

(12) maintains documentation of the child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care; and

(13) submits Form DCYS-S-2 for reimbursement to the CFSD Administrative Services Unit. TFC contractors are reimbursed by OHCA at a fixed daily rate for the provision of Medicaid services per OAC 317:30-5-743 and 317:30-5-744. TFC contractors are reimbursed by OKDHS at a fixed daily rate. The fixed daily rate is a blend of Title IV-E federal funds, per eligibility of each child served, and state funds.

## **INSTRUCTIONS TO STAFF**

- 1. Additional services available to children in TFC. Specialized treatment services to augment the required services provided by the therapeutic foster care (TFC) contractor may be obtained when a child experiences severe functional impairment, exhibiting the need for additional treatment beyond the**

required TFC services. The specialized treatment services are provided by a Medicaid behavioral health contractor other than the TFC contractor and require prior authorization by the Oklahoma Foundation for Medical Quality (OFMQ) for Medicaid reimbursement.

**(1) Services provided to a child in TFC by a psychiatrist or licensed PhD psychologist in private practice require prior authorization by OFMQ for Medicaid reimbursement.**

**(2) The Child Welfare (CW) county of jurisdiction and county of placement workers coordinate all requests for additional treatment services for a child in a TFC placement with the TFC contractor. In requesting additional services from a licensed PhD psychologist in private practice, the CW county of jurisdiction and county of placement workers consider the:**

**(A) duration, intensity, and frequency of the child's behaviors;**

**(B) child's specialized treatment needs including, but not limited to, sexual perpetration, long-term substance abuse, and highly sexualized behaviors;**

**(C) number of crises requiring on-site response; and**

**(D) child's progress on his or her TFC treatment plan.**

**2. Independent living (IL) assessment. The CW county of placement worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.**

**3. IL seminar. The CW county of placement worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.**

**SUBCHAPTER 11. CHILD WELFARE COMMUNITY-BASED RESIDENTIAL CARE****PART 1. GENERAL PROVISIONS [REVOKED]**

## Section

340:75-11-1. Scope and applicability **[REVOKED]**

**PART 2. RESIDENTIAL DIAGNOSTIC AND EVALUATION FACILITY [REVOKED]**

340:75-11-10. Residential diagnostic and evaluation center **[REVOKED]**

**PART 3. SPECIALIZED COMMUNITY HOMES [REVOKED]**

340:75-11-15. Legal base **[REVOKED]**

340:75-11-16. Definition of specialized community home **[REVOKED]**

340:75-11-17. Implementing a specialized community home **[REVOKED]**

340:75-11-18. Specialized community home/foster home study **[REVOKED]**

340:75-11-19. Application to provide specialized community home/foster home care **[REVOKED]**

340:75-11-20. Contracting **[REVOKED]**

340:75-11-21. Role expectation of the specialized community home contractor **[REVOKED]**

340:75-11-22. Responsibilities of the specialized community home contractor **[REVOKED]**

340:75-11-23. Additional requirements for the specialized community home contractor **[REVOKED]**

340:75-11-24. Behavior management of residents **[REVOKED]**

340:75-11-25. Protected communication **[REVOKED]**

340:75-11-25.1. Placement into specialized community homes **[REVOKED]**

340:75-11-26. Role of the county worker **[REVOKED]**

340:75-11-27. Role of the specialized community home liaison **[REVOKED]**

340:75-11-28. Remaining in the specialized community home placement after age 18 **[REVOKED]**

340:75-11-29. Investigation of alleged abuse or neglect of youth in specialized community home care **[REVOKED]**

**PART 5. COMMUNITY-BASED CONTRACT RESIDENTIAL CARE [REVOKED]**

340:75-11-45. Legal base **[REVOKED]**

340:75-11-46. Contract facilities **[REVOKED]**

340:75-11-47. Levels of care **[REVOKED]**

340:75-11-48. Contracting **[REVOKED]**

- 340:75-11-49. Placement into community based residential contract care – non-guaranteed contracts **[REVOKED]**
- 340:75-11-49.1. Placement into community based residential contract care - guaranteed contracts **[REVOKED]**
- 340:75-11-50. Role of the county worker **[REVOKED]**
- 340:75-11-50.1. Role of the liaison **[REVOKED]**
- 340:75-11-51. Transfer of case record **[REVOKED]**
- 340:75-11-52. Educational information **[REVOKED]**
- 340:75-11-53. Grievance procedure **[REVOKED]**
- 340:75-11-54. Remaining in residential care after age 18 **[REVOKED]**
- 340:75-11-55. Investigations of alleged abuse or neglect **[REVOKED]**

#### **PART 7. CHILD WELFARE OPERATED GROUP HOMES [REVOKED]**

- 340:75-11-70. Abbreviations **[REVOKED]**
- 340:75-11-71. Scope and applicability; general description **[REVOKED]**
- 340:75-11-72. Legal base and authority **[REVOKED]**
- 340:75-11-73. Personnel **[REVOKED]**
- 340:75-11-74. Physical plant **[REVOKED]**
- 340:75-11-75. Reporting requirements **[REVOKED]**
- 340:75-11-76. Staff medical responsibilities **[REVOKED]**
- 340:75-11-90. Supervision **[REVOKED]**
- 340:75-11-91. Restriction of privileges **[REVOKED]**
- 340:75-11-92. Room restriction **[REVOKED]**
- 340:75-11-93. Physical force **[REVOKED]**
- 340:75-11-94. Searches **[REVOKED]**
- 340:75-11-95. Restitution **[REVOKED]**
- 340:75-11-110. Admission **[REVOKED]**
- 340:75-11-111. Resident rights **[REVOKED]**
- 340:75-11-112. Resident grievance procedures **[REVOKED]**
- 340:75-11-113. Treatment planning **[REVOKED]**
- 340:75-11-114. Staffing **[REVOKED]**
- 340:75-11-115. Counseling **[REVOKED]**
- 340:75-11-116. Preparation for adult life **[REVOKED]**
- 340:75-11-117. Other services **[REVOKED]**
- 340:75-11-135. Absent Without Leave (AWOL) **[REVOKED]**
- 340:75-11-136. Discharge **[REVOKED]**

#### **PART 9. THERAPEUTIC FOSTER CARE SERVICES [REVOKED]**

- 340:75-11-151. Legal base **[REVOKED]**
- 340:75-11-152. Definition **[REVOKED]**
- 340:75-11-153. Contract programs **[REVOKED]**
- 340:75-11-153.1. Day care services for custody youth in therapeutic foster care **[REVOKED]**
- 340:75-11-154. Contracting **[REVOKED]**
- 340:75-11-154.1. DCYFS employees as therapeutic foster homes **[REVOKED]**
- 340:75-11-155. Placement into therapeutic foster care programs **[REVOKED]**
- 340:75-11-156. Role of the primary worker **[REVOKED]**
- 340:75-11-157. Role of the county of placement CW Worker **[REVOKED]**
- 340:75-11-158. Role of the liaison **[REVOKED]**
- 340:75-11-159. Transfer of case record **[REVOKED]**
- 340:75-11-160. Grievance procedure **[REVOKED]**
- 340:75-11-161. Remaining in therapeutic foster care after 18 **[REVOKED]**
- 340:75-11-162. Investigations of alleged abuse or neglect **[REVOKED]**

#### **PART 11. FAMILY REUNIFICATION/COMMUNITY REINTEGRATION SERVICES [REVOKED]**

- 340:75-11-177. Scope and applicability **[REVOKED]**
- 340:75-11-178. Services/providers **[REVOKED]**
- 340:75-11-179. Documentation/referral **[REVOKED]**

#### **PART 13. SPECIALIZED COMMUNITY HOME STANDARDS AND HOME STUDY GUIDELINES [REVOKED]**

- 340:75-11-194. Scope **[REVOKED]**
- 340:75-11-195. Specialized community home standards **[REVOKED]**
- 340:75-11-196. Uninhabitable facility and contractor incapacitation **[REVOKED]**
- 340:75-11-197. Home study guidelines **[REVOKED]**
- 340:75-11-198. Recommendation, evaluation and annual re-evaluation **[REVOKED]**

#### **PART 15. COMMUNITY-BASED RESIDENTIAL CARE CONTRACT PROGRAM DESCRIPTIONS [REVOKED]**

- 340:75-11-218. Purpose **[REVOKED]**
- 340:75-11-219. Level A - basic congregate residential care **[REVOKED]**
- 340:75-11-220. Level B - enriched congregate residential care **[REVOKED]**
- 340:75-11-221. Level C - specialized residential care **[REVOKED]**
- 340:75-11-222. Level D - moderate intensity specialized residential care

- [REVOKED]**  
340:75-11-223. Level E - specialized residential high intensity treatment program  
**[REVOKED]**  
340:75-11-224. Therapeutic foster care **[REVOKED]**  
340:75-11-225. Residential maternity services **[REVOKED]**  
340:75-11-226. Residential diagnostic and evaluation programs **[REVOKED]**

#### **PART 17. CONTRACTED COMMUNITY-BASED RESIDENTIAL CARE PROVIDERS**

- 340:75-11-230. Purpose  
340:75-11-231. Legal base and authority  
340:75-11-232. Definitions  
340:75-11-233. Placement of custody children into more restrictive community-based residential care placements  
340:75-11-233.1. Placement Services  
340:75-11-234. Contracting for community-based residential care placements  
340:75-11-235. Monitoring of contracts  
340:75-11-236. Contract liaisons  
340:75-11-237. Rights of custody children in community-based residential care placements  
340:75-11-238. Child Welfare (CW) county of jurisdiction worker's general responsibilities for custody children placed in community-based residential care (CBRC) placements  
340:75-11-239. Contract liaison's general responsibilities for all custody children placed in community-based residential care (CBRC) placements and for all CBRC placement providers  
340:75-11-240. General requirements for all contracted community-based residential care (CBRC) placement providers

#### **PART 19. RESIDENTIAL DIAGNOSTIC AND EVALUATION SERVICES**

- 340:75-11-250. Contracted residential diagnostic and evaluation services  
340:75-11-251. Custody children served in contracted residential diagnostic and evaluation services  
340:75-11-252. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted residential diagnostic and evaluation services  
340:75-11-253. Responsibilities of the liaison to contracted residential diagnostic and evaluation services

#### **PART 21. RESIDENTIAL INTENSIVE TREATMENT SERVICES**

- 340:75-11-265. Contracted residential intensive treatment services (ITS)  
340:75-11-266. Custody children served in contracted residential intensive treatment services (ITS)  
340:75-11-267. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted residential intensive treatment services (ITS)  
340:75-11-268. Responsibilities of the liaison to contracted residential intensive treatment services (ITS)

### **PART 23. SPECIALIZED COMMUNITY HOMES**

- 340:75-11-285. Definition  
340:75-11-286. Requirements for specialized community home (SCH) contractors  
340:75-11-287. Responsibilities of the specialized community home (SCH) contractor  
340:75-11-288. Rights of the specialized community home (SCH) contractor  
340:75-11-289. Specialized community home (SCH) contract reimbursement  
340:75-11-290. Custody children served in contracted specialized community homes (SCH)  
340:75-11-291. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted specialized community homes (SCH)  
340:75-11-292. Responsibilities of the liaison to contracted specialized community homes (SCH)

### **PART 25. NON-FUNDED AND FUNDED CONTRACTED LEVEL B PLACEMENTS**

- 340:75-11-300. Non-funded contracted Level B placements  
340:75-11-301. Custody children served in non-funded contracted Level B placements  
340:75-11-302. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in non-funded contracted Level B placements  
340:75-11-303. Responsibilities of the liaison to non-funded contracted Level B placement providers  
340:75-11-304. Funded contracted Level B placements  
340:75-11-305. Custody children served in funded contracted Level B placements  
340:75-11-306. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in funded contracted Level B placements  
340:75-11-307. Responsibilities of the liaison to funded contracted Level B

placement providers

### **PART 27. RESIDENTIAL MATERNITY SERVICES**

- 340:75-11-320. Funded contracted residential maternity services placements
- 340:75-11-321. Placements for infants of custody pregnant females in contracted residential maternity services
- 340:75-11-322. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted residential maternity services placements
- 340:75-11-323. Responsibilities of the liaison to contracted residential maternity services placement providers

### **PART 29. NON-FUNDED AND FUNDED LEVEL C PLACEMENTS**

- 340:75-11-330. Non-funded Level C placements
- 340:75-11-331. Custody children served in non-funded Level C placements
- 340:75-11-332. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in non-funded contracted Level C placements
- 340:75-11-333. Responsibilities of the liaison to non-funded contracted Level C placement providers
- 340:75-11-334. Funded Level C placements
- 340:75-11-335. Custody children served in funded Level C placements
- 340:75-11-336. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in funded contracted Level C placements
- 340:75-11-337. Responsibilities of the liaison to funded contracted Level C placement providers

### **PART 31. CONTRACTED LEVEL D PLACEMENTS**

- 340:75-11-350. Contracted Level D placements
- 340:75-11-351. Custody children served in contracted Level D placements
- 340:75-11-352. Responsibilities of Child Welfare (CW) county of jurisdiction workers for custody children placed in contracted Level D placements
- 340:75-11-353. Responsibilities of the liaison to contracted Level D placement providers

### **PART 33. CONTRACTED LEVEL D PLUS PLACEMENTS**

- 340:75-11-360. Contracted Level D plus (+) placements
- 340:75-11-361. Custody children served in contracted Level D+ placements
- 340:75-11-362. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted Level D+ placements
- 340:75-11-363. Responsibilities of the liaison to contracted Level D+ placement providers

### **PART 35. CONTRACTED LEVEL E PLACEMENTS**

- 340:75-11-370. Contracted Level E placements
- 340:75-11-371. Custody children served in contracted Level E placements
- 340:75-11-372. Responsibilities of Child Welfare (CW) county of jurisdiction worker for custody children placed in contracted Level E placements
- 340:75-11-373. Responsibilities of the liaison to contracted Level E placement providers



**PART 25. NON-FUNDED AND FUNDED CONTRACTED LEVEL B PLACEMENTS****340:75-11-300. Non-funded contracted Level B placements**

(a) Non-funded Level B placements are provided by faith-based residential agencies that provide the equivalent to foster home placements for children requiring a large, home-like environment with a full-time house parent couple.

(b) Non-funded contracted Level B services include:

(1) group treatment for each child, as needed, that focuses on maintenance issues and daily living matters;

(2) individual treatment for each child, as needed;

(3) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:

(A) personal health and hygiene;

(B) maintenance of the living environment, including food preparation;

(C) money management;

(D) job skills readiness, acquisition, and retention;

(E) community awareness and mobility, including the use of community resources; and

(F) socialization skills and techniques, including communication;

(4) developing and implementing policy and procedures for delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;

(5) assisting in the provision of federally mandated IL services that include:

(A) coordinating with the Child Welfare (CW) county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1

(B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 2

(6) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9; and

(7) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed.

(c) Contracted Level B placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(d) The contractor:

(1) does not provide 24-hour awake supervision of children;

(2) may provide clothing for the child in Oklahoma Department of Human Services (OKDHS) custody. Emergency clothing authorizations may be accessed per OAC 340:75-13-45; ■ 3

(3) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(4) meets the staffing guidelines defined in the OKDHS contract;

(5) complies with children's rights per OAC 340:75-11-237;

(6) complies with all general requirements per OAC 340:75-11-238; and

(7) provides placements of children at no cost to OKDHS.

## **INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.

2. **IL seminar.** The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.
3. **Clothing.** The CW county of jurisdiction worker provides emergency clothing authorizations.



**340:75-11-304. Funded contracted Level B placements**

(a) Funded contracted Level B placements are provided by the Murrow Indian Children's Home and meet the placement preferences required by the Indian Child Welfare Act.

(b) Funded contracted Level B services include:

(1) group treatment for each child, as needed, that focuses on maintenance issues and daily living matters;

(2) individual treatment for each child, as needed;

(3) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:

(A) personal health and hygiene;

(B) maintenance of the living environment, including food preparation;

(C) money management;

(D) job skills readiness, acquisition, and retention;

(E) community awareness and mobility, including the use of community resources; and

(F) socialization skills and techniques, including communication;

(4) developing and implementing policy and procedure for the delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;

(5) assisting in the provision of federally mandated IL services that include:

(A) coordinating with the Child Welfare (CW) county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1

(B) coordinating with the CW county of jurisdiction worker to ensure each youth,

age 15.5 or older, attends one community contractor IL seminar each year; ■ 2

(6) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9; and

(7) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed.

(c) Contracted Level B placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(d) The contractor:

(1) does not provide 24-hour awake supervision of children in placement;

(2) provides clothing, after initial placement of a child in Oklahoma Department of Human Services (OKDHS) custody. Emergency funds for clothing may be accessed per OAC 340:75-13-45;

(3) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(4) meets the staffing guidelines defined in the OKDHS contract;

(5) complies with children's rights per OAC 340:75-11-237;

(6) complies with all general requirements per OAC 340:75-11-238;

(7) maintains documentation of each child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care; and

(8) is reimbursed by OKDHS at a fixed daily rate. The fixed daily rate is a blend of Title IV-E funds, per eligibility of each child served, and state funds. The contractor submits Form DCYS-S-2 for reimbursement to CFSD Administrative Services Unit.

**INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The **Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.**
  
2. **IL seminar.** The CW county of jurisdiction worker **arranges** for the **youth** to attend the annual **IL seminar, per Part 13 of OAC 340:75-6.**



**PART 27. RESIDENTIAL MATERNITY SERVICES****340:75-11-320. Funded contracted residential maternity services placements**

(a) Contracted residential maternity services placements provide residential care and treatment for pregnant youth in Oklahoma Department of Human Services (OKDHS) custody, regardless of age. The youth may return to the residential maternity services placement postpartum not to exceed 45 days, except with the approval of the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager. ■ 1

(b) Children served are pregnant youth in OKDHS custody, regardless of age, who require a supportive living environment with direction and guidance but are not appropriate for foster family care due to difficulty in sustaining relationships with parental figures.

(c) Youth not appropriate for placement are violent, aggressive, destructive to self, others, or property, engage in criminal or delinquent behaviors, or require intensive supervision and services.

(d) Funded contracted residential maternity services for pregnant youth include:

(1) group therapy, as needed, that focuses on maintenance issues and daily living matters;

(2) individual treatment, as needed;

(3) parenting skills training to enhance the youth's capability to function as a parent. A specific plan for the delivery of those services is delineated in the contractor's written policy;

(4) active teaching and redevelopment of the youth's basic living and social skills. At minimum, the focus is on the restoration of skills for:

(A) personal health and hygiene;

(B) maintenance of the living environment, including food preparation;

(C) money management;

(D) job skills readiness, acquisition, and retention;

- (E) community awareness and mobility, including the use of community resources; and
- (F) socialization skills and techniques, including communication;
- (5) developing and implementing policy and procedure for the delivery of independent living (IL) skills training, using an approved curriculum for teaching IL skills;
- (6) assisting in the provision of federally mandated IL services that include:
- (A) coordinating with the Child Welfare (CW) county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 2
- (B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 3
- (7) ensuring the youth applies for Medicaid upon her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete her secondary education per OAC 340:75-6-115.9;
- (8) providing 24-hour on-call and on-site crisis intervention and behavior management services, as needed;
- (9) arranging prenatal, delivery, and postpartum care for the youth by a local physician or clinic; and
- (10) ensuring a licensed dietitian or nutritionist is on staff or available as a consultant in menu planning that meets the United States Department of Agriculture (USDA) or Oklahoma State Department of Health standards for pregnant teenagers or adult women.
- (e) The youth is eligible for an emergency authorization for maternity clothing after initial placement, per OAC 340:75-13-45. ■ 4
- (f) When the youth is in the Home Bound educational program, the contractor provides additional educational services at a minimum of two hours per day during the school term.
- (g) Contracted residential maternity services placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is

not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(h) The contractor:

(1) does not provide 24-hour awake supervision of children in placement;

(2) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(3) meets the staffing guidelines defined in the OKDHS contract;

(4) complies with children's rights per OAC 340:75-11-237;

(5) complies with all general requirements per OAC 340:75-11-238;

(6) maintains documentation of each child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care;

(7) is reimbursed by OKDHS at a fixed daily rate, based upon actual utilization. The fixed daily rate is a blend of Title IV-E funds, per eligibility of each child served, and state funds. The contractor submits Form DCYS-S-2 for reimbursement to CFSD Administrative Services Unit; and

(8) receives referrals for the placement of youth from the contract liaison.

### **INSTRUCTIONS TO STAFF**

- 1. Contracts. Children and Family Services Division contracts with Catholic Charities Holy Family Home for maternity services placements. This resource is found in the KIDS Resource Directory, Residential-Locally Authorized resource category, Residential Maternity Services resource type.**
- 2. Independent living (IL) assessment. The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.**
- 3. IL seminar. The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.**

- 4. The CW county of jurisdiction worker provides emergency clothing authorizations.**

**PART 29. NON-FUNDED AND FUNDED LEVEL C PLACEMENTS****340:75-11-330. Non-funded Level C placements**

(a) Non-funded Level C placements are provided by faith-based residential agencies that provide the equivalent to foster home placements for children requiring a large, home-like environment with a full-time house parent couple.

(b) Non-funded contracted Level C services include:

(1) structured group treatment, a minimum of one hour per week for each child;

(2) individual treatment for each child, as needed;

(3) family visitation, when the case plan is reunification;

(4) family treatment, when deemed appropriate by the contractor and the Child Welfare (CW) county of jurisdiction worker;

(5) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:

(A) personal health and hygiene;

(B) maintenance of the living environment, including food preparation;

(C) money management;

(D) job skills readiness, acquisition, and retention;

(E) community awareness and mobility, including the use of community resources; and

(F) socialization skills and techniques, including communication;

(6) developing and implementing policy and procedures for delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;

(7) assisting in the provision of federally mandated IL services that include:

(A) coordinating with the CW county of jurisdiction worker to ensure the Daniel

Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1

(B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 2

(8) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9; and

(9) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed.

(c) Non-funded contracted Level C placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(d) The contractor;

(1) does not provide 24-hour awake supervision of children;

(2) is not required to provide clothing for the child in Oklahoma Department of Human Services (OKDHS) custody. Emergency clothing authorizations may be accessed per OAC 340:75-13-45; ■ 3

(3) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division, Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(4) meets the staffing guidelines defined in the OKDHS contract;

(5) complies with children's rights per OAC 340:75-11-237;

(6) complies with all general requirements per OAC 340:75-11-238; and

(7) provides placements of children at no cost to OKDHS.

**INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.
2. **IL seminar.** The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.
3. **Clothing.** The CW county of jurisdiction worker provides emergency clothing authorizations.



**340:75-11-334. Funded Level C placements**

(a) Funded contracted Level C services include:

- (1) structured group therapy, a minimum of one hour per week for each child;
- (2) individual therapy for each child, as needed;
- (3) family visitation, when the case plan is reunification;
- (4) family therapy, when deemed appropriate by the Child Welfare (CW) county of jurisdiction worker;
- (5) substance abuse or chemical dependency therapy within a group or individual counseling or therapy session for each child, as needed;
- (6) behavior redirection 24 hours a day, seven days a week to meet the goals and objectives of the treatment plan and respond to any behavioral crisis that may arise with the child. The contractor ensures staff are available to respond in a crisis to stabilize the child's behavior and prevent placement disruption;
- (7) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:
  - (A) personal health and hygiene;
  - (B) maintenance of the living environment, including food preparation;
  - (C) money management;
  - (D) job skills readiness, acquisition, and retention;
  - (E) community awareness and mobility, including the use of community resources; and
  - (F) socialization skills and techniques, including communication;
- (8) developing and implementing policy and procedures for delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;
- (9) assisting in the provision of federally mandated IL services that include:

(A) coordinating with the CW county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1

(B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 2

(10) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9; and

(11) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed. Emergency or crisis intervention services include face-to-face encounters with the child to resolve acute emotional dysfunction by providing intervention resolution and stabilizing functions through triage screening, planning, and documentation.

(b) Contracted Level C placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(c) The contractor:

(1) does not provide 24-hour awake supervision of children;

(2) complies with the Oklahoma Health Care Authority rules for residential behavior management services in group settings and non-secure diagnostic and evaluation centers per OAC 317:30-5-1040 through 317:30-5-1047;

(3) provides clothing, after initial placement of a child. Emergency funds for clothing may be accessed per OAC 340:75-13-45;

(4) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(5) meets the staffing guidelines defined in the Oklahoma Department of Human Services (OKDHS) contract;

(6) complies with children's rights per OAC 340:75-11-237;

(7) complies with all general requirements per OAC 340:75-11-238;

(8) maintains documentation of each child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care; and

(9) is reimbursed by OKDHS at a fixed daily rate. The fixed daily rate is a blend of Title IV-E and Title XIX federal funds, per eligibility of each child served, and state funds. The contractor submits Form DCYS-S-2 for reimbursement to CFSD Administrative Services Unit.

### **INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.
2. **IL seminar.** The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.



**PART 33. CONTRACTED LEVEL D PLUS PLACEMENTS****340:75-11-360. Contracted Level D plus (+) placements**

(a) Contracted Level D+ services include:

- (1) structured group therapy, a minimum of two hours per week for each child;
- (2) individual therapy, a minimum of one hour per week for each child;
- (3) family visitation, when the case plan is reunification;
- (4) family therapy, when deemed appropriate by the Child Welfare (CW) county of jurisdiction worker;
- (5) substance abuse or chemical dependency therapy within a group or individual counseling or therapy session for each child, as needed;
- (6) psychological or psychiatric intervention for each child through direct contact with a psychologist or psychiatric consultant or the contractor's designated therapy counseling staff;
- (7) behavior redirection 24 hours a day, seven days a week to meet the goals and objectives of the treatment plan and to respond to any behavioral crisis that may arise with the child. The contractor ensures staff are available to respond in a crisis to stabilize the child's behavior and prevent placement disruption;
- (8) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:
  - (A) personal health and hygiene;
  - (B) maintenance of the living environment, including food preparation;
  - (C) money management;
  - (D) job skills readiness, acquisition, and retention;
  - (E) community awareness and mobility, including the use of community resources; and

- (F) socialization skills and techniques, including communication;
- (9) developing and implementing policy and procedures for delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;
- (10) assisting in the provision of federally mandated IL services that include:
- (A) coordinating with the CW county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1
- (B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 2
- (11) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9;
- (12) providing 24-hour awake supervision of each child;
- (13) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed. Emergency or crisis intervention services include face-to-face encounters with the child to resolve acute emotional dysfunction by providing intervention resolution and stabilizing functions through triage screening, planning, and documentation; and
- (14) providing a nine-month on-site educational program for each child.
- (b) Contracted Level D+ placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.
- (c) The contractor:
- (1) complies with the Oklahoma Health Care Authority rules for residential behavior management services in group settings and non-secure diagnostic and evaluation centers per OAC 317:30-5-1040 through 317:30-5-1047;
- (2) provides clothing, after initial placement of a child. Emergency funds for clothing may be accessed per OAC 340:75-13-45;

(3) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(4) meets the staffing guidelines defined in the Oklahoma Department of Human Services (OKDHS) contract;

(5) complies with children's rights per OAC 340:75-11-237;

(6) complies with all general requirements per OAC 340:75-11-238;

(7) maintains documentation of each child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care; and

(8) is reimbursed by OKDHS at a fixed daily rate for the total number of beds specified in the OKDHS contract. The fixed daily rate is a blend of Title IV-E and Title XIX federal funds, per eligibility of each child served, and state funds. The contractor submits Form DCYS-S-2 for reimbursement to CFSD Administrative Services Unit.

### **INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.
2. **IL seminar.** The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.



**PART 35. CONTRACTED LEVEL E PLACEMENTS****340:75-11-370. Contracted Level E placements**

(a) Contracted Level E services include:

- (1) structured group therapy, a minimum of two hours per week for each child;
- (2) individual therapy, a minimum of one hour per week for each child;
- (3) family visitation, when the case plan is reunification;
- (4) family therapy, when deemed appropriate by the Child Welfare (CW) county of jurisdiction worker for each child;
- (5) substance abuse or chemical dependency therapy within a group or individual counseling or therapy session for each child, as needed;
- (6) psychological or psychiatric intervention for each child through direct contact with a psychologist or psychiatric consultant or the contractor's designated therapy counseling staff;
- (7) behavior redirection 24 hours a day, seven days a week to meet the goals and objectives of the treatment plan and to respond to any behavioral crisis that may arise with the child. The contractor ensures staff are available to respond in a crisis to stabilize the child's behavior and prevent placement disruption;
- (8) active teaching and redevelopment of the child's basic living and social skills, both on-site and in the community. At minimum, the focus is on the restoration of skills for:
  - (A) personal health and hygiene;
  - (B) maintenance of the living environment, including food preparation;
  - (C) money management;
  - (D) job skills readiness, acquisition, and retention;
  - (E) community awareness and mobility, including the use of community resources; and

(F) socialization skills and techniques, including communication;

(9) developing and implementing policy and procedures for delivery of independent living (IL) skills training to youth, using an approved curriculum for teaching IL skills;

(10) assisting in the provision of federally mandated IL services that include:

(A) coordinating with the CW county of jurisdiction worker to ensure the Daniel Memorial or Ansell-Casey Life Skills assessment is completed on each youth 16 years of age or older and implementing the IL plan produced by this assessment; and ■ 1

(B) coordinating with the CW county of jurisdiction worker to ensure each youth, age 15.5 or older, attends one community contractor IL seminar each year; ■ 2

(11) ensuring the youth applies for Medicaid upon his or her 18<sup>th</sup> birthday, if the youth remains in placement in voluntary care to complete his or her secondary education per OAC 340:75-6-115.9;

(12) providing 24-hour awake supervision of each child;

(13) providing 24-hour on-call and on-site crisis intervention and behavior management services to each child, as needed. Emergency or crisis intervention services include face-to-face encounters with the child to resolve acute emotional dysfunction by providing intervention resolution and stabilizing functions through triage screening, planning, and documentation;

(14) recreation services for each child; and

(15) providing a 12-month on-site educational program for each child.

(b) Contracted Level E placements are provided in a setting licensed as a child-placing agency group home or residential child care facility that is not located in a hospital, either medical or psychiatric, or a psychiatric residential treatment center.

(c) The contractor:

(1) complies with the Oklahoma Health Care Authority rules for residential behavior management services in group settings and non-secure diagnostic and evaluation centers per OAC 317:30-5-1040 through 317:30-5-1047;

(2) provides clothing, after initial placement of a child. Emergency funds for clothing

may be accessed per OAC 340:75-13-45;

(3) completes a written incident report describing any extreme behavioral incident or major rule violation, including the contractor's response, submits the original to the Children and Family Services Division (CFSD) Community-Based Residential Services programs manager and a copy to the child's CW county of jurisdiction worker, and files a copy in the child's case record;

(4) meets the staffing guidelines defined in the Oklahoma Department of Human Services (OKDHS) contract;

(5) complies with children's rights per OAC 340:75-11-237;

(6) complies with all general requirements per OAC 340:75-11-238;

(7) maintains documentation of each child's absent without leave (AWOL) and leave days defined in the contract and reports leave days on Form DCYS-S-2, CFSD Claim for Purchase of Residential Care; and

(8) is reimbursed by OKDHS at a fixed daily rate for the total number of beds specified in the OKDHS contract. The fixed daily rate is a blend of Title IV-E and Title XIX federal funds, per eligibility of each child served, and state funds. The contractor submits Form DCYS-S-2 for reimbursement to CFSD Administrative Services Unit.

### **INSTRUCTIONS TO STAFF**

1. **Independent living (IL) assessment.** The Child Welfare (CW) county of jurisdiction worker ensures that the youth's basic life skills assessment is completed, per Part 13 of OAC 340:75-6.
2. **IL seminar.** The CW county of jurisdiction worker arranges for the youth to attend the annual IL seminar, per Part 13 of OAC 340:75-6.