
POLICY TRANSMITTAL NO. 05-01	DATE: JANUARY 13, 2005
CHILDREN & FAMILY SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-6-31; 75-6-88; and 75-13-9.

EXPLANATION: Revisions to Instructions to Staff (ITS) only in Subchapters 6 and 13 of Chapter 75 reflect: (1) protocol for marginal trial reunification; (2) procedures when referring a child in Oklahoma Department of Human Services (OKDHS) custody for SoonerStart services; and (3) procedures for requesting a full-certified copy of a birth certificate from another state for a child in OKDHS custody.

340:75-6-31 ITS is revised to reflect the protocol for marginal trial reunification of a child. These revisions supercede ITS revisions dated 12-9-04 in PT 04-62.

340:75-6-88 ITS is revised to set forth procedures for referring a child in OKDHS custody, younger than three years of age, to the SoonerStart program for screening, evaluation, or both.

340:75-13-9 ITS is revised to specify the procedure when requesting a full-certified copy of a birth certificate for a child born in another state. These revisions supercede ITS revisions dated 9-23-04 in PT 04-54.

Original signed on 1-13-05

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WF # 04-II (NAP)

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

340:75-6-31

340:75-6-88

340:75-13-9

INSERT

340:75-6-31, pages 1-12, revised 1-1-05

340:75-6-88, pages 1-4, revised 1-1-05

340:75-13-9, pages 1-3, revised 1-1-05

340:75-6-31. Permanency planning for custody children

(a) **Permanency planning.** Permanency planning begins immediately after a child is placed in Oklahoma Department of Human Services (OKDHS) custody and continues until the child is living in a permanent home and the Child Welfare (CW) case is closed. Once a child is removed from the custody of the child's parent(s), OKDHS immediately begins concurrent permanency planning so that permanency occurs at the earliest opportunity. Careful planning and consideration of the initial placement is given so that if reunification fails or is delayed, the placement made is the best available placement to provide permanency for the child. The first permanency hearing is held as required by Section 7003-5.6d of Title 10 of the Oklahoma Statutes, and in accordance with OAC 340:75-1-18.1.

(1) The permanency plan preferences are to:

- (A) reunite the child with the child's family;
- (B) terminate parental rights and place the child for adoption;
- (C) establish guardianship; or
- (D) provide a planned alternative permanent placement.

(2) The purpose of permanency planning is to ensure that every child who enters the CW system has a plan that addresses the child's immediate and long-term needs for safety, well-being, and permanence.

(3) CW staff are required to be diligent in the development and implementation of a permanency plan. The CW worker informs the parent(s) of all of the alternatives from the outset to assist in choosing what is best for the child and parent(s). ■ 1

(b) **Sources for determining the child's permanent plan.** Sources that assist the CW worker and supervisor in determining the best permanency plan for the child are:

- (1) Form CWS-KIDS-10, Treatment Plan, or Form CWS-KIDS-25, Individualized Service Plan (ISP) Progress Report, containing current documentation of the parent(s)' progress, correspondence, consultations, or conferences with service and placement providers and professionals who interact with the child and parent(s);
- (2) KIDS Contacts and Visits screens, containing pertinent information gained from visits and CW worker contacts with the child, parent(s), placement provider, and service providers;

(3) statements by the parent(s) that indicate the parent(s)' perceptions of:

(A) the child;

(B) parenting the child; and

(C) abuse and neglect issues that required corrections;

(4) statements by the child, obtained from the CW worker's monthly visitation with the child, placement provider, and service providers, regarding the parent(s)' and child's desire to reunite;

(5) staffing with the CW supervisor;

(6) recommendations by the post adjudication review board (PARB);

(7) conclusions or recommendations by a multidisciplinary staffing;

(8) consultation with Children and Family Services Division (CFSD) Adoption Section;

(9) the permanency planning review process, per OAC 340:75-6-31.1; and

(10) coordination with tribal officials, for a child who falls under the Indian Child Welfare Act, to explore the tribe's interest and ability in providing for the child's permanent placement.

(c) **Reunification.** In most situations, the initial permanency plan is to reunite the child with the family. These services are implemented until:

(1) the child is returned home, the family home has stabilized, and the court case is dismissed; or

(2) it is determined that the conditions that necessitated intervention have not been corrected even though sufficient time and services have been provided.

(d) **Exceptions to reunification as the initial permanency plan.** Situations that require an alternative permanent plan to reunification as the initial permanency plan include:

(1) voluntary relinquishment of parental rights by all parents, natural, legal, putative, and alleged;

(2) a Petition for Termination of parental rights is filed; or

(3) the court finds that reasonable efforts to reunite are not required, per OAC 340:75-1-18.4.

(e) **Reunification services.** Prior to reunification with a parent(s) who has contributed to the abuse, neglect, or both, of the child, a court order granting approval is required. ■ 2 and 3 In preparation for reunification and to provide to the court for consideration, the CW worker ensures the activities in (1) through (7) occur.

(1) Visitation is increased in frequency and duration with reduced supervision as described in OAC 340:75-6-30.

(2) The age appropriate child is made aware that the parent(s) has progressed in treatment to the point that reunification may occur, with the court's approval.

(3) Any issues involving the child's apprehensions, indecisiveness, or reluctance to return home are managed through family consultation, counseling, or both.

(4) Support services are utilized, including, but not limited to:

(A) temporary child care;

(B) community service providers;

(C) in-home services; and

(D) continued Temporary Assistance for Needy Families (TANF) eligibility, if applicable, per OAC 340:75-6-31.2.

(5) The placement provider is informed of the possibility of reunification and is included in and provided with information regarding the child for permanency planning.

(6) Supporting information about the degree of safety in the family is provided to the CW worker by service providers.

(7) The case is staffed with the CW supervisor and the requirements for the permanency planning review process are met, per OAC 340:75-6-31.1.

(f) **Criteria for reunification.** Indications for reunification are listed in (1) through (6).

(1) The risk that necessitated the intervention is minimized and a plan is in place to address the child's safety.

(2) The parent(s) has complied with the treatment and service plan in such a manner that those conditions the court determines essential and fundamental to the child's health, safety, and welfare are met.

(3) Visitation is successful and has increased in length and frequency.

(4) The child has dealt with the feelings about the separation through counseling or some other effective means.

(5) The child is prepared for the reunion and received support in handling his or her feelings about returning home and separating from the current placement.

(6) The court gives prior approval of the return of the child to the parent(s)' home in accordance with OAC 340:75-6-31(e). ■ 3

(g) **Reunification with the custodial parent.** When the child's parents do not live together, the priority for reunification relates primarily to the custodial parent; however, the noncustodial parent is assessed for the possibility of placement or custody, if appropriate, per OAC 340:75-1-13. Prior to dismissal of the court case, modification of a divorce decree or other custody order may be necessary if the noncustodial parent is granted placement or custody of the child during the deprived case and the plan is for custody with the noncustodial parent after dismissal.

(h) **Indicators to proceed with concurrent permanency plan.** The conditions in (1) through (8) may be indicators of the need to expedite the concurrent permanency plan for the child.

(1) Completion of the treatment and service plan is irregular or sporadic, and has not eliminated the risk to the child's safety in the home, which may indicate a lack of interest in or commitment to reunification.

(2) Family visitation indicates the parent(s):

(A) lacks a close and positive relationship with the child;

(B) visits irregularly;

(C) frequently misses scheduled visits; or

(D) arrives late and leaves early.

(3) Indications of maltreatment are reported during unsupervised visitations. Examples of maltreatment include, but are not limited to, referrals regarding the reoccurrence of abuse or failure of the parent(s) to comply with any recommended treatment for the child.

(4) The child was returned to the home and removed again for safety reasons.

(5) The parent(s) receives negative reports from service providers or other entities, such as permanency planning review members, PARB members, and court-appointed special advocate (CASA).

(6) The length of time reunification has been the case plan goal, per OAC 340:75-6-47(c)(18).

(7) The finding of the permanency hearing.

(8) A judicial finding that reasonable efforts to reunite are not required.

(i) **Adoption.** When a child cannot return safely to his or her own home, adoption is the preferred permanency plan in most cases. Adoption is usually possible regardless of the child's age or special needs. Adoption provides a child with a lifelong, committed family, a permanent home, connection, belonging, and identity, and the same legal status as with a biological family. Consultation about adoptive placement for the child is initiated with the adoption specialist to discuss permanency planning options when reunification appears no longer feasible. This consultation is held regardless whether termination of parental rights was recommended to the court.

(j) **Legal guardianship or permanent custodian.** A guardianship or permanent care and custody transferred to another person or kinship guardian may be the permanency plan for a child, per OAC 340:75-1-18.2 and 340:75-1-18.3, when a child is placed with a person who is reluctant to adopt due to extenuating circumstances. Guardianship or a permanent custodian is not preferred over adoption because this option does not provide the same level of family permanency. Subject to the availability of funds, financial assistance is available to the legal guardian or legal custodian, provided the eligibility requirements are met, per OAC 340:75-6-31.4.

(k) **Planned alternative permanent placement.** A plan for planned alternative permanent placement may be appropriate for a child when OKDHS documents a compelling reason for the court to determine that to return home, be placed for adoption, or guardianship is not in the child's best interests. Long-term out-of-home

care does not always provide a child with the emotional and physical support or life-long family attachments and is only an option when:

(1) all other permanency plans have been explored and are not feasible or in the child's best interests; or

(2) the child chooses not to be adopted after adoption has been thoroughly explored, explained, and the opportunities demonstrated.

(l) **Emancipation.** The federal definition of emancipation is the age at which the child reaches majority. In Oklahoma this age is 18.

INSTRUCTIONS TO STAFF

1. Permanency planning.

(1) Concurrent planning. Concurrent planning provides for reunification services while simultaneously developing an alternative plan, if reunification efforts fail or are no longer feasible. Placement resources are evaluated regarding the potential to develop into a permanent placement for the child to prevent unnecessary movement. The parent(s) is kept informed of the planning for the child and the reasons are explained.

(2) Selecting the appropriate permanency plan. To establish an appropriate plan, a plan is selected on Form CWS-KIDS-10, Treatment Plan, or CWS-KIDS-24, Individualized Service Plan (ISP), and Form CWS-KIDS-25, Individualized Service Plan (ISP) Progress Report, as applicable, that best serves the child's interests and long-term needs, including safety, well-being, and permanence. The Child Welfare (CW) worker reassesses the appropriateness of this plan at each update of Form CWS-KIDS-10 or Form CWS-KIDS-25. Permanency planning is directed toward one of the permanency plans listed in **(A)** through **(G)**.

(A) Maintain in own home. The child's own home is determined by CW to be the appropriate, safe, and permanent living situation.

(i) The child is in the home of the parent(s) and the short-term risk of abuse or neglect is under control.

(ii) The family is working with CW to reduce the long-term risk of abuse or neglect.

(B) Return to own home. The child's own home is determined by CW as the appropriate, safe, and permanent living situation.

(i) The child was removed from the home for protection from abuse or neglect. CW is providing services to the family to reduce the risk of abuse or neglect enough for the child to return home and live there safely.

(ii) The family, with CW assistance, is willing and able to reduce the risk of abuse or neglect enough for the child to return home, per OAC 340:75-6-31(c).

(C) Guardianship. The home of a relative, kin, or another person is determined by CW as the appropriate, safe, and permanent living situation.

(i) The child was removed from the home for protection from abuse or neglect and the child's parent(s) is unwilling or unable to reduce the risk of abuse or neglect enough for the child to return home and live there safely.

(ii) The relative, kin, or another person is willing and able to protect the child, assume responsibility for the child's care and upbringing, and assume guardianship of the child. Permanent placement is usually preceded by temporary placement with the relative, kin, or another person.

(D) Adoption. An adoptive family is determined by CW as the appropriate, safe, and permanent living situation.

(i) When the court rules that efforts to reunite the child have been made and failed and the parent(s) has relinquished parental rights or parental rights are terminated, a relative, kin, or foster parent may choose to adopt the child. The child's CW worker explores this as an option.

(ii) The CW worker contacts the adoption specialist to begin the adoptive planning process. Adoptive placement options are adoption by a:

(1) relative or kin;

(II) foster parent; and

(III) non-related person.

(E) Adoption preparation. An adoptive family is determined by CW as the appropriate, safe, and permanent living situation. Prior to adoption, other factors must be addressed, including, but not limited to, any unresolved psychological issues the child has or pending court issues related to termination of parental rights. The child's CW worker immediately changes the plan to adoption when the factors preventing adoption are resolved through progressive casework.

(F) Planned alternative permanent placement. Continued placement in out-of-home care is determined by CW as the appropriate, safe, and permanent living situation. This plan is only an option when all other permanent placement options are explored and determined as not feasible or not in the child's best interests.

(G) Emancipation. Emancipation is used when the child reaches the age of majority. In Oklahoma, certain rights of majority may be given to a child in certain circumstances, but this is not the purpose of this plan.

2. Guide for determining feasibility of reunification. The questions used as a guide in assessing the potential for successful reunification and as a checklist for determining inhibitors to reunification are listed in (1) through (12).

(1) Has the parent(s) demonstrated learning and behavioral change related to the abuse or neglect that caused the intervention?

(2) Does the parent(s) have the ability and interest to provide a safe home for the child?

(3) If the abuse or neglect that precipitated intervention was severe, brutal, or cruel, has the perpetrator made sufficient progress in completing the goals that ensure the safety of the child, is the perpetrator no longer present in the home, or is the non-offending parent able to protect the child?

(4) If the child has special needs, does the parent(s) have the ability and interest to meet these needs and access community resources, when necessary?

- (5) Are there regular visits between the child and the CW worker in which the child's feelings about the child's family and placement are discussed?**
 - (6) Has the child resolved personal issues regarding the abuse and separation?**
 - (7) Has the perpetrator assumed responsibility for the abuse?**
 - (8) Is the child aware of the parent(s)' progress on the treatment and service plan?**
 - (9) Are there community services, schools, child care centers, neighbors, or relatives who have the knowledge and willingness to report if the situation warrants?**
 - (10) Does the parent(s) keep medical appointments and have an interest in the child's school functioning?**
 - (11) Has parent-child visitation increased in length and frequency in order for the child and CW worker to observe changes in the parent(s)?**
 - (12) Is there healthy, age appropriate communication between the parent(s) and the child?**
- 3. (a) Protocol when a child wants to return home but risk continues. In some cases the child expresses a strong desire to return home, but the parent(s) has not sufficiently reduced the risk to the child to allow the child to be returned to the home. In these circumstances the CW worker:**
- (1) informs the parent(s) of the child's desire to return home;**
 - (2) explains to the parent(s) the consequences of failure to eliminate the risk and complete the treatment and service plan and the child's need for a permanent home;**
 - (3) examines the treatment and service plan and encourages the parent(s)' input to ensure the parent(s)' understanding. If changes to the plan are required, refer to OAC 340:75-6-40.4;**
 - (4) assesses whether the services are available, realistic, and necessary;**
and

(5) arranges a consultation with the parent(s), child, if appropriate, CW worker, and key service providers to eliminate confusion or uncertainty for the parent(s).

(b) Protocol when a child is reluctant to return home. When the parent(s) has corrected the conditions leading to CW intervention but the child is reluctant to return home, the parent(s) is informed of the child's preference and is involved in the resolution, whether through family counseling, consultation with the CW worker, or a gradual reunification process. This requires involvement of the placement provider, child's counselor, or other service provider to explore the possibility of:

(1) abuse or neglect that has not been disclosed or discovered;

(2) family violence, substance abuse, or conflicts that have not been resolved;

(3) fears about the parent(s)' treatment of the child;

(4) belief that the parent(s), stepparent, or other adults and children in the home feel negatively toward the child;

(5) fear or disapproval of the stepparent or other adults and children involved or living with the parent(s);

(6) concerns that conditions in the home, such as reliable meals, cleanliness, housekeeping conditions, appropriate clothing, and similar necessities, are not available; and

(7) preferential treatment by the parent(s) of other children or persons who are involved with the parent(s).

(c) Trial reunification - OKDHS custody. When requesting the court's approval for reunification with a parent(s) on Form CWS-KIDS-11, Court Report, or Form CWS-KIDS-25, the CW worker recommends that the child remain in the custody of Oklahoma Department of Human Services (OKDHS) for six months, to continue the child's Title IV-E eligibility. If the court authorizes trial reunification and the child remains in OKDHS custody, the CW worker:

(1) end dates the current placement episode with the exit reason of Trial Reunification; and

(2) enters a Trial Reunification placement episode in KIDS. This placement episode does not automatically end date after six months. If no action is taken by the CW worker to change the end date, the case turns blue in the CW worker's workload until action is taken to either extend or end date the Trial Reunification episode.

(d) Reunification - OKDHS supervision. If the court returns custody to the parent(s) under the supervision of OKDHS, the CW worker end dates the current KIDS placement episode with the exit reason of Reunification. The removal episode automatically end dates.

(e) Protocol when a child must be removed from the home while in trial reunification status.

(1) When removal of a child is necessary due to abuse, neglect, or both, the CW worker completes a referral and investigation, per OAC 340:75-3.

(A) When the child is in OKDHS custody, the CW worker completes for the court, prior to or within one working day after the removal of the child, Form DCFS-113, Request for Termination of Trial Reunification, with the reasons trial reunification must be terminated.

(i) The CW worker requests an ex parte order authorizing OKDHS to terminate the trial reunification and offers to the court Form DCFS-114, Order Terminating Trial Reunification. Form DCFS-114 is utilized at the court's discretion.

(ii) The court's authorization is required for continued eligibility for Title IV-E funding. The CW worker provides to the custody specialist within five calendar days of the child's removal a copy of the Order Terminating Trial Reunification.

(B) When the child is not in OKDHS custody, the CW worker completes Form DCFS-113 with the reasons the child must be removed from the home.

(i) The CW worker presents Form DCFS-113 to the district attorney (DA) who prepares an application for an emergency custody order.

(ii) The DA obtains an emergency custody order with judicial findings of "contrary to the welfare" and "reasonable efforts to prevent

removal."

(2) Title IV-E redetermination. After the child is removed from the home, Title IV-E eligibility is redetermined, per OAC 340:75-13-15.

(f) Addressing concerns identified during trial reunification. Prior to the end of the first six months, if the reunification process appears marginal but may improve with additional or continued services, the CW worker:

(1) requests a court order authorizing trial reunification for a specified period of time and the continuance of the child in OKDHS custody; and

(2) when the court order authorizes:

(i) trial reunification for a specified period of time and that the child remain in OKDHS custody, updates the KIDS Trial Reunification placement episode with the new projected reunification date; or

(ii) the return of legal custody to the parent(s) or the court order does not contain the required language, end dates the KIDS placement episode with the exit reason of Reunification.

(g) Protocol when trial reunification - OKDHS custody is successful. If, at the end of the first six months, the reunification process appears successful, the CW worker asks the court to return legal custody to the parent(s) and relieve OKDHS of legal custody and supervision. The CW worker:

(1) when OKDHS is relieved of legal custody, supervision, or both, end dates the KIDS Trial Reunification episode with the exit reason of Reunification and closes the CW case. The removal episode automatically end dates; or

(2) when the court orders OKDHS to continue custody, supervision, or both, follows the contact requirements outlined in OAC 340:75-6-48.

340:75-6-88. Medical services to custody children

(a) **Medical services for custody child(ren) in out-of-home care.** The CW worker is responsible for ensuring, in coordination with the placement provider, that a child(ren) in out-of-home care receives all needed routine and specialized medical care in a timely manner; this includes all medical, dental, visual, and counseling needs. ■ 1

(1) The worker's and placement provider's responsibilities for children's services include:

(A) Early Periodic, Screening, Diagnosis and Treatment (EPSDT) screening according to the schedule of frequency or at a minimum an annual physical exam. In addition, the Department provides as soon as practicable after the filing of the petition an initial health screening for each child placed in the Department's emergency custody to identify any health problems that require immediate treatment, diagnose infections and communicable diseases, and evaluate injuries or other signs of abuse or neglect. The law also requires the Department to provide medical care as necessary to preserve the child's health and protect the health of others in contact with the child; [10 O.S. § 7004-1.1] ■ 2

(B) yearly mental health or developmental screening. The first screening is conducted no later than 90 days after the child(ren)'s removal from the home;

(C) yearly dental exam for children over three years of age. Children under the age of three years receive dental services as needed;

(D) immunizations initiated and kept current;

(E) visual and hearing evaluation exams and corrective lenses or hearing aides, if indicated;

(F) outpatient or inpatient behavioral mental health treatment, when appropriate;

(G) physician's services, if child is sick. This service is not considered a physical exam; and

(H) follow-up and referral services as recommended by a qualified professional.

(2) If requested by a placement provider, the Department provides examinations or tests regarding HIV on the child based on the Centers for Disease Control guidelines for time and frequency of testing. [10 O.S. § 7003-5.4] ■ 3

(b) **Medical services for custody children in parents' homes.** A child in custody of

DHS and living in the home of a parent may continue to be eligible to receive financial assistance from the Oklahoma Health Care Authority for necessary medical services. The parents of children in DHS temporary custody and living in their own home have the primary responsibility to provide and arrange for the medical needs of their children. ■

4

(c) **Sending notice regarding injury to the child requiring medical examination or treatment.** When medical attention is sought or required for a child in DHS legal custody placed outside the child's home, the Department notifies the court of jurisdiction, the child's parents, the parents' attorney, the child's attorney, the district attorney, and the court-appointed special advocate of any accidental or non-accidental injury to the child. ■ 5

INSTRUCTIONS TO STAFF

1. **Initial health and developmental screening.** The Child Welfare (CW) worker **ensures the initial health and developmental screening is completed no later than 30 days after the child's placement in Oklahoma Department of Human Services (OKDHS) custody. If the child is younger than three years of age, the CW worker:**

(1) refers the child to SoonerStart via Form DCFS-121, Child Welfare SoonerStart Referral, no later than 15 working days after the child's removal;

(2) notifies the parent(s) and placement provider of the referral to SoonerStart;

(3) updates KIDS Contacts screen with purpose type – SoonerStart Referral;

(4) notifies SoonerStart of any change in placement of the child by providing a copy of Form DCYFS-CWS-8A, Change in Placement Notification, within two working days if the screening, evaluation, or both, has not been completed by SoonerStart;

(5) discusses with the parent(s), within 15 working days of receipt, the information supplied by SoonerStart;

(6) documents the SoonerStart information in KIDS Medical screen;

(7) includes the SoonerStart information in KIDS Family and Child's

Strengths and Needs Assessment screen; and

(8) files the SoonerStart information in the child's paper case record.

2. (a) Early Periodic, Screening, Diagnosis and Treatment (EPSDT) schedule.

(1) The schedule of frequency for EPSDT provides for:

(A) six health screenings during the child's first year of life;

(B) two screenings in the child's second year of life;

(C) one screening yearly for the child age two through five years; and

(D) one screening every other year for the child age six through 20 years.

(2) Eligible children may receive dental screening services once every 12 months.

(3) More frequent screening services are allowed when a medical condition is suspected.

(b) Documentation of medical services. The CW worker and placement provider ensure the continuity of medical services and records while a child is in out-of-home care.

(1) These records are made:

(A) part of the child's paper case record and Life Book; and

(B) available to the parent(s), any subsequent provider, and the youth leaving care for independent living.

(2) The CW worker updates the:

(A) appropriate KIDS screens no later than 30 days after each child's appointment for medical, dental, or psychological services; and

(B) child's immunization and prescriptions records and KIDS Service Log.

(c) Medical consent. Refer to OAC 340:75-13-65 regarding consent for medical services.

- 3. HIV-related services.** Refer to OAC 340:75-1-115 for testing related to Human Immunodeficiency Virus (HIV).
- 4. Healthcare for children in parent(s)' home.** Refer to OAC 340:75-13-62 for medical coverage when the child resides with the parent(s).
- 5. Notification of medical injury or treatment.**

(1) Form DCFS-93, Notice of Injury to Child Requiring Medical Examination or Treatment, is completed by the CW county of placement worker when a child in OKDHS custody requires medical treatment as a result of an accidental or non-accidental injury and to advise the parties of the:

(A) nature of the injury;

(B) date of occurrence; and

(C) medical care provided or planned to meet the child's needs.

(2) All injuries, other than normal minor childhood scrapes and bruises, such as small bruises to the knee or shin, are made known to CW staff.

(3) Any injury to the child involving the face, head, neck, stomach, or genitals, burns, broken bones, deep bruises or wounds, or any type of injury requiring medical attention, even when the injury is accidental, is immediately reported, per OAC 340:75-3-6.

340:75-13-9. Birth verification

Immediately upon a child's placement in DHS legal custody, a certified copy of the child's birth certificate is requested. ■ 1 When the certificate is received, it is filed in the case record. It remains there until the child leaves DHS care, and it is given to the child or caretaker. Anytime the original certificate is needed, it is given to the youth or caretaker and a copy is retained in the same case record.

INSTRUCTIONS TO STAFF

1. (a) **In-state birth certificates.** To request a full-certified copy of a birth certificate from Oklahoma State Department of Health Division of Vital Records, the child's Child Welfare (CW) worker:

(1) utilizes Form VS 151, Application for Search and Certified Copy of Birth Certificate, located on Oklahoma Department of Human Services (OKDHS) InfoNet under Forms;

(2) types or legibly prints the required information pertaining to the child on Form VS 151, including the child's:

(A) full name at birth;

(B) date and place of birth;

(C) father's full name; and

(D) mother's full maiden name;

(3) obtains the mother's signature on Form VS 151 as the person making the application and providing permission for the release of the child's birth certificate. If the CW worker is unable to obtain the mother's signature, the worker:

(A) signs as the person making the application; and

(B) when there is reason to believe that both parents' names are not indicated on the original birth certificate, obtains and attaches to Form VS 151 a court order requesting release of the full-certified birth certificate;

(4) enters his or her name and county address as the mailing address on Form VS 151 in order to return the birth certificate to the appropriate person;

(5) mails original Form VS 151 along with a copy of valid, legal photo identification (ID) for the person signing Form VS 151 to Children and Family Services Division (CFSD) Resource Unit. CFSD sends Form VS 151 to Vital Records for processing; and

(6) retains a copy of Form VS 151 in the child's case record.

(A) Vital Records sends the certified copy of the birth certificate to CFSD for mailing to the local OKDHS office.

(B) If Vital Records returns Form VS 151 noting that the certified birth certificate cannot be found with the information provided, CFSD returns Form VS 151 to the requesting CW worker who:

(i) checks the information for accuracy and, if needed, checks with the birth hospital to ensure the proper paperwork was filed with Vital Records, before resubmitting Form VS 151 to CFSD; and

(ii) when unable to locate any further information and obtain a certified birth certificate, contacts CFSD Resource Unit for assistance;

(C) The CFSD copy of Form VS 151 is destroyed upon receipt of the full-certified copy of the birth certificate from Vital Records.

(b) Amended birth certificates. The CW worker submits Form CSED-209, Affidavit Acknowledging Paternity, or a court order to obtain an amended birth certificate for the child. When a court order is submitted in lieu of Form CSED-209, the CW worker includes the father's date and place of birth with the order.

(c) Out-of-state birth certificates. To request a full-certified copy of the birth certificate for a child born in another state, the child's CW worker:

(1) contacts the appropriate state's Vital Records office to determine the requirements for obtaining a birth certificate;

(2) obtains and completes that state's birth certificate application. The CW worker's name and office mailing address are included on the application;

(3) completes:

(A) notarized Form ADM-12, Claim Form, that includes the child's name and KK number and that state's federal employer identification (FEI) number; and

(B) Form F-S-17, Claim Code Slip. The CW worker ensures the Case Related Information and Contact Information sections of Form F-S-17 are fully completed; and

(4) remits to CFSD Administrative Services Unit (ASU) the birth certificate application, Forms ADM-12 and F-S-17, and, if requested by that state, a photocopy of his or her OKDHS ID badge.

(d) CFSD ASU procedures for out-of-state birth certificates. Upon receipt of the CW worker's request for an out-of-state birth certificate and required documents listed in OAC 340:75-13-9 Instructions to Staff 1(c), ASU:

(1) verifies the information on Form ADM-12 and requests that state to complete Form ADM-135, Vendor Information, if the vendor is not currently listed in the Office of State Finance vendor database;

(2) submits original Form ADM-12 and, if applicable, Form ADM-135 to OKDHS Finance Division for payment processing. The birth certificate application, photocopy of OKDHS ID badge, if applicable, and Form F-S-17 are retained by ASU;

(3) upon receipt of a warrant from Finance Division, mails the warrant, original birth certificate application, photocopy of OKDHS ID badge, if applicable, and Form ADM-12 to that state's Vital Records office; and

(4) maintains copies of all documentation.

(e) Receipt of out-of-state birth certificates. The out-of-state Vital Records office mails the full-certified copy of the birth certificate to the address on the birth certificate application.