

State of Oregon
 Department of Human Services (DHS)
 Title IV-E Program Improvement Plan

Goal 1: Ensure that all foster home certification safety requirements have been met and the foster home is fully certified before Title IV-E foster care maintenance claiming begins.

Strategy 1.1: DHS will work with Tribal partners to update Title IV-E Tribal Agreements and Indian Child Welfare Act Intergovernmental Agreements to ensure compliance with Title IV-E federal regulations. ***This strategy addresses part of Issue #1 – Foster Home Fully Certified and Issue #2 – Safety Requirements Not Met.***

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
DHS will establish a standard procedure for obtaining and maintaining documentation of each Tribe’s certification procedure, including safety check requirements	Sherril Kuhns Melinda Lupinacci	10/1/2015			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
<p>Update Title IV-E agreements to ensure compliance with federal fingerprint check requirements, local state background checks and child abuse checks. (Confederated Tribes of Warm Springs, Confederated Tribes of Grand Ronde, Confederated Tribes of the Umatilla Indian Reservation, Coquille Indian Tribe, The Klamath Tribes and Confederated Tribes of Siletz Indians)</p>	<p>Sherril Kuhns Melinda Lupinacci</p>	<p>1/1/2016</p>			
<p>Update Burns Paiute Tribe ICWA agreement to ensure compliance with federal fingerprint check requirements, local state background checks and child abuse checks.</p>	<p>Nadja Jones Sherril Kuhns</p>	<p>1/1/2016</p>			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Develop sustainable plan and resource for Tribal certification workers to ensure consistent and timely technical assistance.	Sherril Kuhns Kevin George Nadja Jones	10/1/2015			
Obtain and maintain documentation of the Tribes certification procedures and/or Tribal Code.	Sherril Kuhns Nadja Jones	10/1/2015			
Develop procedures and training to ensure accurate data entry of Tribal certification into the OR-Kids database.	Sherril Kuhns Nadja Jones	4/1/2016			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Establish and implement quality assurance procedures for periodic internal review of Tribal certification case records for which title IV-E is being claimed.	Sherril Kuhns Melinda Lupinacci	4/1/2016			

Strategy 1.2: Update Oregon Administrative Rules and DHS procedures to ensure Child Welfare Program in compliance with safety requirements established by IV-E regulations. ***This strategy addresses part of Issue #1 – Foster Home Fully Certified and Issue #2 – Safety Requirements Not Met.***

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Complete revisions to Child Welfare rules; Responsibilities for Certification and Supervision of Foster Parents, Relative Caregivers and Approval of Potential Adoptive Resources (OAR 413-200-0270 to 413-200-0298)	Kevin George	10/1/2015			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Department shall convene and discuss the approved IV-E PIP, with leadership and Field Administration.	Kevin George Sherril Kuhns	10/1/2015			
Review and revise OR-Kids-Quick Reference Guides, OR-Kids Business Process, Branch Protocols to include any changes made to procedure and system functionality.	Sherril Kuhns Kevin George Karyn Schimmels	3/1/2016			
Develop and facilitate training for State staff that complete foster home certification, input foster home certification and eligibility determinations on updated rules, procedures, OR-Kids Business Process and Branch Protocols.	Sherril Kuhns Kevin George Karyn Schimmels	Training topics and materials 12/1/2015 Deliver training 3/1/2016			

Strategy 1.3: Review and update Oregon ICPC procedures to confirm that homes certified by other states are in compliance with safety requirements established by IV-E regulations. ***This strategy will ensure all foster care placements are fully certified and safety requirements met prior to title IV-E claiming. This strategy falls under Issue #1 – Foster Homes Not Fully Certified and #2 – Safety Requirements Not Met.***

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Enhance ICPC business processes to ensure accurate data entry of foster home certification and placement services.	Vera James	7/1/2015			
Update OR-Kids Quick Reference Guides to include any recommended process changes.	Vera James Karyn Schimmels Sherril Kuhns	9/1/2015			
Review and revise the CF 1044 – ICPC Financial/Medical form, to clarify circumstances in which certification is required for placement.	Vera James Sherril Kuhns	9/1/2015			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Revise Central Office ICPC process for reviewing approvals from other states to include obtaining documentation of fingerprint checks, local state criminal background checks and CPS checks.	Vera James Sherril Kuhns	12/1/2015			
Training for ICPC staff regarding IV-E regulations and updates to procedures and forms.	Vera James Karyn Schimmels	1/1/2016			

Strategy 1.4: Review and update rules for placement of children with residential programs and other contracted child caring agencies to ensure compliance with safety requirements established by IV-E regulations. ***This strategy will ensure all foster care placements are fully certified and safety requirements met prior to title IV-E claiming. This strategy falls under Issue #1 – Foster Homes Not Fully Certified and #2 – Safety Requirements Not Met.***

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Review all Licensing Umbrella Rules and all of Private Child Caring Agencies for compliance with title IV-E regulations. 413-215-0001 thru 1031.	Sherril Kuhns Harry Gilmore	10/1/2015			
Complete any rule revisions identified not in compliance with title IV-E regulations in the review of all Licensing Umbrella Rules and all Private Child Caring Agencies	Sherril Kuhns Harry Gilmore	3/1/2016			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
<p>Develop and facilitate training for Office of Licensing and Regulatory Oversight (OLRO) staff responsible for licensing private caring agencies. OLRO staff will develop and facilitate training of all private caring agencies on updated rules and procedures.</p>	<p>Sherril Kuhns Harry Gilmore</p>	<p>Training topics and materials 3/1/2016 Deliver training 4/1/2016</p>			
<p>The Department shall ensure OLRO enhance their Licensing Review to include a review that all licensing and safety requirements have been completed prior to claiming title IV-E funds.</p>	<p>Sherril Kuhns Harry Gilmore</p>	<p>4/1/2016</p>			

Strategy 1.5: Design and implement changes to the OR-Kids (SACWIS) system to improve eligibility and financial data. ***This strategy falls under Issue #1 – Foster Homes Not Fully Certified and #2 – Safety Requirements Not Met.***

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Identify necessary OR-Kids system enhancements to increase accuracy of certification system data (State and Tribal) and support timely and accurate eligibility determinations.	Sherril Kuhns Angela Skyberg Kevin George Harry Gilmore Vera James Tribal Partners	8/1/2015			
Design OR-Kids system enhancements to increase accuracy of certification system data (State and Tribal) and support timely and accurate eligibility determinations.	Sherril Kuhns Angie Skyberg Kevin George Harry Gilmore Vera James Tribal Partners	10/1/2015			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Test and implement OR-Kids design changes.	Sherril Kuhns Angie Skyberg Kevin George Harry Gilmore Vera James Tribal Partners	2/1/2016			
Develop and facilitate training of OR-Kids system changes for State and Tribal staff who complete foster home certification or licensing and/or have duties that include data entry, to ensure accuracy of Child Welfare records.	Sherril Kuhns Kevin George Karyn Schimmels Harry Gilmore Tribal Partners	4/1/2016			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Develop and facilitate training of OR-Kids system changes for ICPC staff who have duties that include data entry, to ensure accuracy of Child Welfare records.	Vera James Karyn Schimmels	4/1/2016			
Develop and facilitate training of OR-Kids system changes for State staff who complete title IV-E eligibility determinations and have duties that include data entry, to ensure accuracy of Child Welfare records.	Sherril Kuhns Karyn Schimmels	4/1/2016			
Establish a Quality Assurance Review Model to monitor compliance of all title IV-E eligibility criteria.	Sherril Kuhns Kevin George	4/1/2016			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Establish a Quality Assurance Review Model to monitor financial expenditures to reduce or eliminate improper expenditures.	Sherril Kuhns Jeff Aldridge Joe Resch	4/1/2016			
Establish procedures to correct and report any improper expenditures identified through Quality Assurance process.	Sherril Kuhns Jeff Aldridge	4/1/2016			
Administrative data review of existing reports to include data added through OR-Kids design changes.	Anna Cox	4/1/2016			

Goal 2: Ensure that AFCARS element 59 is reported correctly.

Strategy 2.1: Identify issues with accurate reporting of AFCARS element 59. *This strategy addresses part of Issue #3 – Coding of AFCARS Element 59.*

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Research and identify AFCARS element 59 data mapping issues.	Angela Skyberg Michael Plumb Sherril Kuhns	6/1/2015			
Design and make corrections to system mapping to comply with IV-E regulations for maintenance payments.	Angela Skyberg Michael Plumb Sherril Kuhns	10/1/2015			
Coordinate planning and solutions with the AFCARS Improvement Plan (AIP) team.	Angela Skyberg Michael Plumb	On-going			

Action Steps	Responsible Party	Target Completion Date	Progress Update	Actual Completion Date	Summary of Action (Information to ACF)
Develop an exception report to be reviewed for discrepancies requiring correction prior to each AFCARS submission to ensure accuracy of reporting element 59.	Angela Skyberg Michael Plumb Sherril Kuhns	10/1/2015			