

Addendums - ODIS Policy 14.14

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OPM

Addendums: What Should Be Reported?

Change of address

Change in marital status or relational issues

Change in household (births, deaths, household members moving in or out)

Change in employment or financial status

Changed in approved capacity

Change in desired placement preferences

Changes that result in new requirements for safety (pool, firearm, pets)

Household member reaches 18 years of age

Addendums : What Is Required?

- Criminal records check, safety screening and medical evaluation must be completed on new adult household members and existing household members reaching 18 years of age.
- A written explanation of what the addendum is being submitted for and if applicable, how the change affects the family.
- Forms (placement preference form, home inspection safety checklist, etc.)

Addendum timeframes



What is the required timeframe for completing and submitting an addendum for review?



5 business days.



10 business days.



30 calendar days.



25 calendar days.

Member Turning Age 18

- How many days prior to the member turning age 18 are you able to submit the CPS Screening Request Form to the CPS Screening unit?
- A. We must wait until the member turns age 18 before we can submit.
- B. We can submit the request 10 days prior to the member's 18th birthday.
- C. We can submit the request 30 days prior to the member's 18th birthday.

Addendums: What Is My Responsibility?

- Confirm and document that new household members or current household members reaching the age of 18 have completed all applicable requirements within 30 calendar days of the qualifying event. This includes any applicable medical evaluation, safety screening and criminal records.
- Complete the written addendum and obtain approval within 30 days.
- Ensure that the CPS Screening Request Form is completed correctly to avoid any delays in receiving the letter timely.
- Ensure safety screenings are completed in all known names and aliases.
- Speak with your families to ensure they are aware that the addendum and all screenings must be completed within in the 30-day timeframe.

Addendums: How Is Your Agency Tracking?

- How is your agency tracking members turning age 18?
- In your experience, how what is the average turn around time for receiving the OIG letter?



Addendums: What Do They Look Like?

- There is no template for addendums.
- It involves more than just writing the new address, phone number, etc.
- Staff should confirm that the caregiver will continue to be appropriate to meet the needs of children following the change that has occurred in his/her circumstances.
- Some changes are more complex than others and may have a more profound effect on family dynamics.
- Trust but verify.

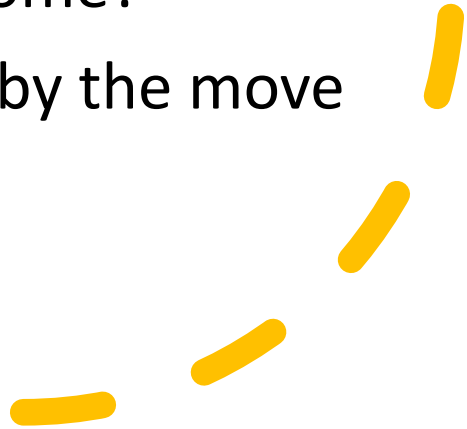
Addendums: Address Change

- Address Change – What's needed?
- Assessment of the observation of the new home. The home inspection safety checklist should be completed; however, what did you observe during the walk thru? Safety. Sleeping Arrangements. Etc.
- Did the foster children have to change schools? How have they been impacted?
- Was the visitation schedule for the foster children impacted? How so?
- Does the family have support in the new location? Is the family aware of where physician offices are located? What services in the area are available for the foster children currently placed? What plans have been made if there are no services for the children?
- Has the family's finances been affected by the move? How will they continue to provide financially for the children placed in their home?
- How is the family impacted by the address change?

Addendum: Household Member Move In

- Household Member Move In: What's needed?
- What is the relationship of this person to the caregivers? Is the move in temporary or permanent?
- Will this person be providing care for the children currently placed in the home? Will they provide care to future placements? What will be their role in the home?
- Will the finances of the caregiver be affected with this move in? Or will this member be contributing financially?
- How is the family impacted overall by the move in?

Addendum: Household Member Move Out

- Household Member Move Out: What's Needed?
 - Did this member have a relationship with children placed? How have the children been impacted by the move out?
 - Will the family be impacted financially by the move out? If yes, please discuss how the family will maintain without that income to be able to continue providing care for the children placed.
 - Is the move out temporary or permanent? Why did the member move out of the home?
 - How is the family impacted overall by the move out?
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Addendum: Capacity Increase

- Capacity Increase: What's needed?
- Why is the capacity increase being requested?
- Discuss the parental protective capacities of the caregivers. If the agency is aware of the children that will be placed, speak specifically on those children.
- RBWO designation of the children being placed if this is known.
- Sleeping arrangements, transportation, finances.
- How will the family be impacted overall by the capacity increase?

Safety Screenings



Please include the search screen as well as the results.



Each search should include the name and all known aliases. Clear all search parameters.



If yielded results are not the applicant/caregiver, note results to indicate that this person is not the applicant/caregiver.



Each search should have a date stamp.



Screenings should not be a screen shot. Please upload safety screenings.

CPS Screening Letters



Ensure that the date is within 90 days of the re-evaluation date.



If the re-evaluation is off track due to untimely submission, wait until the re-evaluation is due prior to requesting the letter.



Example: The initial was completed in February. The following year, the re-evaluation was not submitted until September. The CPS Screening letter should be dated within 90 days of the September submission date.

QUESTIONS

