

WHEN TO CONTACT THE SERVICES COORDINATOR

1. When the child in foster care has a serious incident as defined in the Oregon Administrative Rule
 - Death
 - Allegations of abuse (physical abuse, sexual abuse, financial exploitation, unauthorized restraint, neglect)
 - Psychiatric or medical hospitalization
 - Emergency room visits
 - Police or ambulance calls
2. When the child in foster care experiences a change in their medical status – new diagnosis or new issue that needs to be added to medical support plan
 - Medication changes
 - Additional treatments or follow-up tests are needed
3. When the child in foster care experiences a change in behavioral status
 - Behaviors other than those already identified
 - An unusual increase in frequency or intensity of current behaviors
 - Need for changes in the behavior support plan
4. When the child in foster care wants to purchase something over the amount specified in the ISP - - please submit trip plans when the approval is for this purpose
5. When the child in foster care will be away from their residence overnight for more than 5 days
6. When the child in foster care may be moving or if the provider or guardian is thinking of making a change in the school or living arrangements
7. When changes to the ISP are being proposed

Also - - Please forward copies of Physician Visit Forms for significant medical and psychiatric visits that the services coordinator cannot attend.