

Adoption Process Flowchart

Freeing Process

Critical Elements Addressed

- *All legal parties identified
- *ICWA Inquiry
- *Relative Search/Engagement
- *Absent Parent Search
- *Birth Certificate

Staffing:
With worker, supervisor, LAS and AAG/DDA for adoption approval

Relinquishment

TPR

*Adoption Referral Packet to C.O.
*OR-Kids Adoption Referral opened

Release/Surrender documents issued by C.O.

Release/Surrender documents signed by parent(s)

Affidavits completed (if applicable)

*To AAG/DDA: digital copy of file and witness list;
*To C.O: Adopt. Ref. packet
*OR-Kids Adoption Referral opened

TPR Petition filed

TPR trial scheduled/held

Appeal process if applicable

Placing Process

Permanency Committee (if applicable)

- Sibling Planning

Permanency Staffing (if applicable)

- *Relative Caregiver
- *Current Caretaker

Identify/Study Prospective Adoptive Families:

- *Relatives
- *Current Caretaker
- *Adoption Recruitment

ICPC Adoption Study and Approvals (if applicable)

Adoption Selection Process

USE APPLICABLE OPTION FROM FOLLOWING:

- *Caseworker Adoption Selection after input from child's team and consultation with supervisor
- *Local Adoption Committee-Adoption Decision Specialist
- *Central Adoption Committee-Adoption Decision Specialist

Full disclosure of information to adoptive parent

Transition, Placement, Supervision, Support

Placement Designation after all documents to C.O.

Mediation (when possible)

Finalization Process

Adoption Assistance Application, Negotiations, Agreements

Additional materials needed prior to adoption consent to C.O. (notice of adoption registry, medical records, recommendation to finalize etc.)

Legal Adoption Finalization

Consent for Adoption Materials prepared by C.O. and sent to attorney

Petition or Motion for Adoption and Exhibits filed by attorney

Adoption Finalization and Judgment signed



Child's Name: Dorothy Gale
 Child's DOB: 01/01/2009

Document Description	1. Date Received	2. Document Status	3. Status Date
<u>Central Office Adoption Referral Open</u>			
Birth Certificate	3/1/2018	Verified	3/2/2018
Father(s) Questionnaire	3/1/2018	Verified	3/2/2018
ICWA Form/Memo Biological Father	3/1/2018	Verified	3/5/2018
ICWA Form/Memo Biological Mother	3/1/2018	Verified	3/5/2018
<u>Placement Designation</u>			
Child Summary	3/30/2018	Verified	4/5/2018
Genetic & Medical History	3/30/2018	Verified	4/5/2018
Adoption Home Study			
Placement Selection Report			
Legal Risk Designation Date		N/A	N/A
Legally Free Designation Date		N/A	N/A
<u>Child Legally Free</u>			
TPR Judgement Mother			
Relinquishment Father			
Date Child Legally Free		N/A	N/A
<u>Adoption Assistance</u>			
Adoption Assistance Application			
Adoption Assistance Agreement Document Sent:			
Legal Fees Agreement Document Sent:			
<u>Required Prior to Adoption Finalization</u>			
Birth Records	3/30/2018	Verified	4/5/2018
Required Information for Adoptive Parents			
Mediation Referral			
Post Adoption Communication Agreement/Memo			
Medical Records	3/30/2018	Pending	
Statement of Verification/Adoption Registry Notice Adoptive Parent(s)			
Statement of Verification/Adoption Registry Notice Biological Father			
Statement of Verification/Adoption Registry Notice Biological Mother			
Recommendation to Finalize			
<u>Legal Adoption Finalization</u>			
Vendor/Non-Vendor Attorney Name		N/A	N/A
Ready to Finalize Date		N/A	N/A
Date Consent Sent		N/A	N/A
Final Judgment of Adoption		N/A	N/A

1. Date Received: date document was received in Central Office (CO).

2. Document Status: status of CO's review/ approval of any documents received.

- If blank, CO has not reviewed the document.
- If pending, CO has reviewed the document; however, additional information or corrections are needed.
- If verified, CO has reviewed and approved the document.
- If N/A, no review or approval is necessary.

3. Status Date: date document was reviewed and listed as pending or verified. This date will change when status is changed from pending to verified.

GLOSSARY OF TERMS FOR OR-KIDS ADOPTION TRACKING REPORT

RE: ADOPTION TRACKING REPORT HEADINGS:

- **Document Description:** Name of document/form needed by Central Office (C.O.) Child Permanency Program for the child's adoption record/process.
- **Date Received:** Date C.O. received the document/form listed in the Document Description.
- **Document Status:** Status of C.O. review/approval of document/form listed in the Document Description.
 - **Document Status is blank:** If a date is listed under Date Received and the Document Status is blank, C.O. has not yet reviewed the document/form.
 - **Document Status is listed as Pending:** Indicates that the document/form has been reviewed but additional information or corrections are needed to approve it (actual tracking pages will note what's needed).
 - **Document Status of Verified:** Indicates that the document/form has been reviewed and approved.
 - **Document Status of N/A (not applicable):** Indicates that no review/approval is needed.
- **Status Date:** Date document/form was reviewed and listed as Pending or Verified. The Status Date will be changed to indicate the date the Document Status is updated from Pending to Verified once the document/form is approved.

RE: CENTRAL OFFICE ADOPTION REFERRAL OPEN:

- **Adoption Referral Packet (aka "400 series"):** Initial documents needed to open the Central Office adoption file and start the adoption process. Includes: Original Birth Certificate, Father(s) Questionnaire, Verification of Indian Child Welfare Act (ICWA) Eligibility form (CF 1270), and ICWA correspondence with named tribes as applicable.

RE: PLACEMENT DESIGNATION:

- **Adoption Home Study:** Report documenting the result of an assessment conducted by the Department, a licensed *adoption agency*, or another public agency to evaluate the suitability of an individual or individuals to adopt and make a lifelong permanent commitment to a child or children. Also includes supporting documentation regarding the adoptive applicant (e.g. references, medical, and financial information, etc.).
- **Adoption Recruitment Bulletin (aka Waiting Child Bulletin):** Document which includes information about the child and needs in adoption which is used to recruit potential adoptive resources for a child.

- **Adoption Selection Report (CF 250 or CF 255):** Report used to document the department's decision regarding the child's adoptive placement. CF255 is used in circumstances when the adoption placement decision is made by a caseworker following input from the child's team and consultation with the supervisor. CF250 is used in circumstances when the complexities of the case require that an adoption committee be held and a department Adoption Decision Specialist (ADS) makes the adoptive placement decision after recommendations are made by the adoption committee members.
- **Child Summary (CF 421):** Document used to describe the child and their history, routine, behaviors, and needs. Summary includes information about child's biological parents, siblings, and reasons for entering foster care. Summary is used to provide information about the child to potential adoptive resources/adoption workers and to those involved in the adoption selection process. Summary is also part of the child's permanent adoption record and provides information for adoption search/registry program and to provide adult adoptee with non-identifying information.
- **Genetic and Medical History (CF 246):** Comprehensive report of the health status and medical history of the child, birth parents, and other individuals related to the child.
- **ICPC Request/Approval (CF 100A):** Form indicating the department's request and subsequent adoption assessment/approval from another state's office for Interstate Compact on the Placement of Children (ICPC) to place a child in a home for adoption when the potential adoptive resource resides in another state.
- **Legally Free Adoptive Placement Designation:** Designation as an adoptive placement that occurs when the child is placed in an approved/selected adoptive home, all documents needed for designation have been received/approved by the Central Office Child Permanency Program, and the child is legally free for adoption (see definition in following section).
- **Legal Risk Adoptive Placement Designation:** Designation as an adoptive placement that occurs when the department believes adoption is in the best interests of the child, the child is placed in an approved/selected adoptive home, all documents needed for designation have been received/approved by the C.O. Child Permanency Program, and the child is not yet legally free for adoption but the department expects that to occur through termination of parental rights and/or voluntary relinquishment of parental rights. A Legal Risk Adoptive Placement designation will change to a Legally Free Adoptive Placement designation once the child has been declared legally free for adoption by the assigned LAS (see definition in last section).

RE: CHILD LEGALLY FREE:

- **Legally Free:** Legal rights of all parents with legal standing with respect to a child have been judicially terminated (**TPR**-termination of parental rights), voluntarily relinquished, or otherwise terminated by operation of law, thus allowing for the child to be adopted.

RE: ADOPTION ASSISTANCE:

- **Adoption Assistance:** Assistance provided on behalf of an eligible child or young adult to offset the costs associated with adopting and meeting the on-going needs of the child or young adult. Adoption assistance may be in the form of payments, medical coverage, reimbursement of nonrecurring expenses (e.g. legal fees for attorney to finalize the adoption), or special payments.
- **Adoption Assistance Agreement:** Written agreement between the department and the pre-adoptive or adoptive family setting forth the assistance the department is to provide on behalf of the child or young adult, the responsibilities of the pre-adoptive or adoptive family and the department, and the manner in which the agreement and amount of assistance may be modified or terminated.

RE: REQUIRED PRIOR to ADOPTION FINALIZATION:

- **Affidavit in Support of Adoption:** Sworn statement provided to the court where the adoption will be finalized. The most common types of adoption affidavits are those informing the court why no termination of parental rights judgments or voluntary relinquishment of parental rights documents are required for adoption regarding a deceased parent or putative (alleged biological-not legal) father.
- **Post Adoption Communication Agreement (PACA):** Written agreement for post-adoptive communication, signed by birth and adoptive parents and any other relatives participating in mediation. PACA is based on an informed decision-making process by the mediation participants. The content of the agreement is based on the best interest of the child.
- **Recommendation to Finalize:** Documentation (in the form of a memo) from the caseworker, in consultation with the certifier or adoption worker, that the department is ready for the adoption to be finalized. Consideration is given to the child's adjustment and attachment with the adoptive parent(s) and their ability to meet the child's current and long-term needs.
- **Required Information for Adoptive Parents form (CF 963):** Form that indicates which documents have been provided to the selected adoptive family to provide full disclosure of a child's background and possible needs. Form must be signed by all adoptive parents indicating their receipt of the documents.
- **Statement of Verification for Voluntary Adoption Registry:** Documentation that the department has given the adoptive and biological parents information about the voluntary adoption registry, including information of what the registry offers and how to access it.

RE: LEGAL ADOPTION FINALIZATION:

- **Consent for Adoption:** Written documentation that the department gives permission to proceed with adoption finalization for a child by petitioners who have been assessed/approved for adoption. The consent for adoption document is provided, along with other necessary documents, to the attorney selected to complete the adoption finalization.
- **Final Judgment of Adoption:** Judgment/order a court issues setting forth the facts of the case and ordering that from the date of the judgment of adoption, for all legal intents and purposes, the child is the child of the petitioner.
- **Legal Assistance Specialist (LAS):** Central Office/Child Permanency Program department staff who provides technical assistance and consultation to field staff regarding adoption plans. LAS also reviews/approves documents to ensure a child's adoption is ready to proceed with adoption finalization.
- **Ready to Finalize Date:** Date entered in the OR-Kids Adoption Tracking Pages indicating the LAS has reviewed the adoption file and has determined all documents/processes are complete to proceed with preparation of the department's consent for adoption.
- **Vendor Attorney:** Attorney who has a price agreement with the department to process the legal finalization of the adoption of a child who is eligible for adoption assistance.

GUIDE TO ACCESSING AND PRINTING THE ADOPTION TRACKING PAGE REPORT

Starting 11/26/18 it's possible to print a one-page comprehensive report of the OR-Kids Adoption Tracking Pages.

How to view the report:

- From your OR-Kid's Desktop, Select OR-Kids Reports. This can be located on the right-hand side of your screen under OR-Kids Messages and Links.
- You will be sent to the following screen. Select Operational and Program.



The screenshot shows the SQL Server Reporting Services interface. The breadcrumb navigation is 'Home > Operational and Program'. The main content area displays a list of folders and reports. The 'Operational and Program' folder is selected, indicated by a checkmark in the left column.

Type Name	Description	Last Run	Modified Date	Modified By
Finance	DHS OFS Reports		4/19/2018 9:02 AM	DHSIOR0213992
<input checked="" type="checkbox"/>	Operational and Program		10/3/2018 12:51 PM	DHSisvc_orkids_devops
Shared Data Sources	DHS Reports Shared Data Sources		5/10/2018 8:04 AM	DHSisvc_orkids_devops

- At the second screen, select Adoptions and Guardianship.



The screenshot shows the SQL Server Reporting Services interface. The breadcrumb navigation is 'Home > Operational and Program > Adoptions and Guardianship'. The main content area displays a list of folders and reports. The 'Adoptions and Guardianship' folder is selected, indicated by a checkmark in the left column.

Type Name	Description	Last Run	Modified Date	Modified By
<input checked="" type="checkbox"/>	Adoptions and Guardianship		10/3/2018 12:51 PM	DHSisvc_orkids_devops
Eligibility	DHS CW Eligibility Reports		7/24/2018 10:22 AM	DHSibrown_admin
Foster Care Program	DHS CW FC Program Reports		4/19/2018 9:13 AM	DHSIOR0213992
In Home	DHS CW In Home Reports		9/12/2018 7:30 AM	DHSisvc_orkids_devops
Other Business Units	DHS CW Other Business Units Reports		5/21/2018 3:14 PM	DHSisvc_orkids_devops
Screening and Assessment	DHS CW Screening & Assessment Reports		4/19/2018 9:15 AM	DHSIOR0213992
Wellbeing	DHS CW Wellbeing Reports		10/3/2018 12:51 PM	DHSisvc_orkids_devops

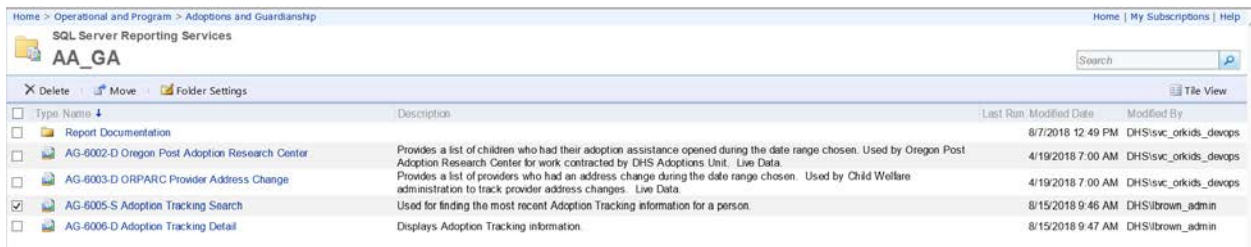
- At the next screen, please select AA GA.



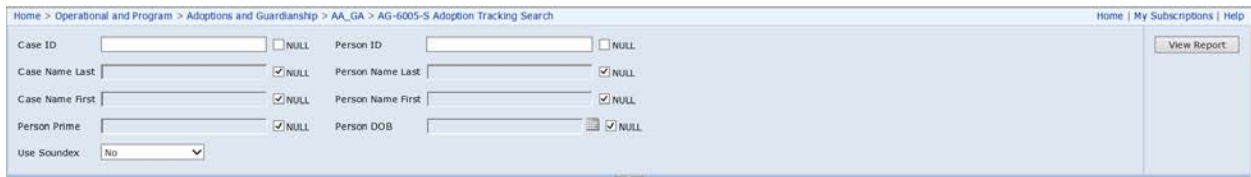
The screenshot shows the SQL Server Reporting Services interface. The breadcrumb navigation is 'Home > Operational and Program > Adoptions and Guardianship > AA GA'. The main content area displays a list of folders and reports. The 'AA_GA' folder is selected, indicated by a checkmark in the left column.

Type Name	Description	Last Run	Modified Date	Modified By
<input checked="" type="checkbox"/>	AA_GA		8/15/2018 9:42 AM	DHSisvc_orkids_devops

- You will then be directed to a final report selection page. Select Adoption Tracking Search.



- You will then need to enter data to search for the child. Numerous fields provide options for the search to include Case ID (case number), Person ID, case name, child's name and DOB. Null check boxes can be unchecked to use search fields. After identifying information is entered, select VIEW REPORT on right hand side of screen.

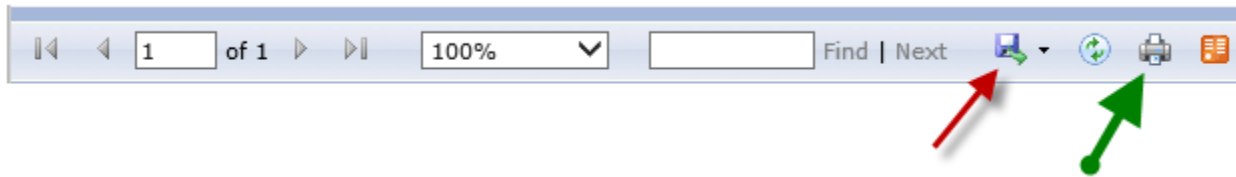


- You will then get an ADOPTION TRACKING SEARCH matching the identifying information you entered. Select the correct Person ID which is highlighted in Blue that matches the child's name.



- SUCCESS! You've now generated the Adoption Tracking Page Report.

How to print the report:



- There is a print icon located on the tool bar just above the report reader. Select this button and follow print instructions. **NOTE:** This may not work for all users. If this does not work for you, please follow the process below.
- It is also possible to select the Disc icon on the tool bar just above the report reader and select the PDF option. (The report can also be opened as a WORD document). A second selection will then need to be made as to where to save the PDF. **NOTE:** This may be the preferred option for most users, especially if you routinely provide information to the CRB or Court electronically. This will also save a step if you intend to save the tracking report in the ORKids file cabinet.
- It is not advised to use the print option from the browser's File menu. This may produce undesired results depending on the size of the computer screen.

CRB Conference Adoption Planning Scenario (May 17, 2019)

Dorothy Gale entered foster care on 7/26/17 and has been placed with her paternal uncle and aunt, Henry and Em, since then. She came into care when her mother, Lizzy, was incarcerated and her biological and legal father, Clem, was living in Kansas and stated he was not able to have his daughter live with him. Dorothy is ten years old and is the only child of Lizzy and Clem.

Dorothy's mother will be incarcerated for another two years. She has a long history of criminal activity and incarcerations as well as substance misuse and mental health issues. She has refused to participate in available services while incarcerated, despite the caseworkers repeated efforts to engage Lizzy in services that would likely help her improve her parental protective capacities. Dorothy visits her mother at the prison monthly and they enjoy seeing each other. Dorothy's father does not believe he currently has the ability and resources to care for Dorothy and doubts that his situation will change in the coming years. He and Dorothy have telephone and video calls a couple of times each month. He last visited Dorothy in Oregon on her 10th birthday and for the holidays. Clem is happy that Dorothy lives with her uncle and aunt.

Dorothy is a bright and loving child. She is kind to her family and friends as well as to animals, including her little dog who she got for her sixth birthday. She demonstrates a lot of fears of various situations. She therefore needs a lot of reassurance and consistency from her uncle and aunt and has thrived in their care. Dorothy started participating in mental health counseling in November and is benefitting from that service. Dorothy says she really likes living with her uncle and aunt, but she also misses her birth parents and wishes she could see them more often.