

## Concurrent Planning Checklist

Date of substitute care: \_\_\_\_\_, 20\_\_  
(courtesy of Judge Paula Brownhill)

### By 1 Month of Substitute Care:

The following concurrent planning tasks should be completed:

- Action Agreement signed or Letter of Expectation sent for each parent
- Birth and medical records REQUESTED for EACH child
- CF 246/Genetic and medical history of child and biological family completed
- Relative search request filled out and submitted to administrative unit
- Father's Questionnaire filled out by trained staff with EACH child's mother
- ICWA (1270) form filled out and SIGNED BY BOTH parents of EACH child
- Absent parent search initiated if necessary
- Identification of concurrent plan for each child
- Sibling visit plan established IF IN SEPARATE PLACEMENTS/continue working toward sibling reunification if appropriate

### By 2 Months of Substitute Care:

The following concurrent planning tasks should be completed:

- All allegations on all pending petitions have been resolved
- Petitions have been filed for all legal and "Stanley" putative fathers (legal fathers are men who were married to the mother of the child at the time of conception and/or birth of the child but are not believed to be the biological father of the child)
  - Motion filed contesting paternity for any legal father who is not believed to be the biological father of the child.
  - Randolph Jones letters sent to putative fathers
- Mental Health evaluation for child if child over 3 years old
- EI evaluation for child if child under 3 years old

**By 4 Months of Substitute Care:**

The following concurrent planning tasks should be completed:

- Diligent efforts made to locate relatives:
  - Contact with interested relatives made by worker and documented in file
  - Suitability established
  - ICPC requested if applicable
- Birth and medical records of each child secured in file
- ICWA search completed and findings in file

**By 6 Months of Substitute Care:**

The following concurrent planning tasks should be completed:

- Current caretaker's suitability reviewed at staffing

**By Supervisor's 8 Month Review:**

The following concurrent planning tasks should be completed:

- CF246/Genetic and Medical History of child and biological family secured in file
- Staff case with CET and supervisor to consider readiness for staffing with AAG and LAS
- Develop to-do lists, consider the need for expert testimony about child's needs, i.e. document child's need for permanency

**ADOPTION CHECKLIST**  
Relinquishment  
(Courtesy of Judge Paula Brownhill)

Children's Names:

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- Confirm all items listed on concurrent planning Checklist are documented in file.
- Birth certificate
  - Birth and medical records secured in file for each child
  - Genetic and medical history (CF246) of child and biological family secured in file
  - Father's Questionnaire completed
  - ICWA search completed and findings in file
  - Diligent relative search completed
  - Contacts with interested relatives documented in file
  - Suitability established
  - Absent parent search completed if applicable
  - All legal parties identified
  - ICPC requested IF APPLICABLE
  - Sibling Planning Committee IF NEEDED
  - Submit CF0439

Enter date of Signed Relinquishments:

\_\_\_\_\_, 20\_\_

- To obtain relinquishments, submit R/S packet (CF439) to Central Office
- Immediately return signed relinquishments to Central Office (keep one original in branch file)

**By 1 Month of Signed Relinquishments:**

- Mediation referral encouraged if applicable (CF0437) (Current Caretaker Only)
- Submit Recruitment Materials to Central Office (if applicable)
- Submit 421 Adoption Planning Summary to Central Office

**By 2 Months of Signed Relinquishments:**

- R/S issued, signed and original submitted to Central Office
- Any applicable affidavits submitted to Central Office
- Adoption worker completes update to home study and submits to Central Office w/approval (Form 251)
- Schedule Preliminary Current Caretaker Staffing if applicable.

**By 4 Months of Signed Relinquishments:**

- \_\_\_\_\_ Caseworker reviews home studies and selects families to take to Adoption Committee
- \_\_\_\_\_ Caseworker requests Adoption Committee (either branch or central office committee)

**By 5 Months of Signed Relinquishments:**

- \_\_\_\_\_ Adoption worker submits Home Study Packet to Central Office
- \_\_\_\_\_ Caseworker requests Adoption Committee (either branch or central office committee)

**Adoption Committee scheduled.** Timeline will then follow one of the following three tracks:

| <b>Current Caretaker</b><br>Enter date of Adoption Committee: _____, 20____  | <b>State of Oregon Recruitment</b><br>Enter date of Adoption Committee: _____, 20____   | <b>Out-of-State Recruitment</b><br>Enter date of Adoption Committee: _____, 20____  |
|--|---|---|
| Minimum six month waiting period to monitor child's placement  |   |   |
| <p><b>By 3 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 963 Verification Form signed by adoptive family and sent to caseworker</li> <li><input type="checkbox"/> Caseworker sends 963 Verification Form to Central Office</li> <li><input type="checkbox"/> E-mail to Central Office requesting that adoptive home be designated</li> <li><input type="checkbox"/> Adoptive home is designated</li> <li><input type="checkbox"/> Adoption Assistance Application completed by adoptive family and sent to Central Office</li> </ul> | <p><b>By 2 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoptive family selected</li> <li><input type="checkbox"/> Mediation referral encouraged if applicable</li> <li><input type="checkbox"/> 963 Verification Form signed by adoptive family and sent to caseworker</li> <li><input type="checkbox"/> Caseworker sends 963 Verification Form to Central Office</li> <li><input type="checkbox"/> Children notified and transition plan developed with foster and adoptive families</li> <li><input type="checkbox"/> Children placed in adoptive home</li> </ul> <p><b>By 3 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption Assistance Application completed by adoptive family and sent to Central Office</li> </ul> | <p><b>By 3 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoptive family selected</li> <li><input type="checkbox"/> Mediation referral encouraged if applicable</li> <li><input type="checkbox"/> Adoption Selection report completed and submitted to Central Office within three days of committee</li> <li><input type="checkbox"/> ICPC Form 100A completed/cover letter requesting adoption supervision and Form 100A sent to appropriate ICPC Coordinator in Central Office</li> <li><input type="checkbox"/> Central Office processes Interstate Compact request and requests ICPC supervision</li> <li><input type="checkbox"/> 963 Verification Form signed by adoptive family and sent to caseworker</li> <li><input type="checkbox"/> Caseworker sends 963 Verification Form to Central Office</li> <li><input type="checkbox"/> Children notified and transition plan developed with foster and adoptive families</li> <li><input type="checkbox"/> Children placed in adoptive home</li> <li><input type="checkbox"/> Adoption Assistance Application completed by adoptive family and sent to Central Office</li> </ul> |

| <b>Current Caretaker</b><br>Enter date of Adoption Committee: _____, 20____   | <b>State of Oregon Recruitment</b><br>Enter date of Adoption Committee: _____, 20____<br>Minimum six month waiting period to monitor child's placement   | <b>Out-of-State Recruitment</b><br>Enter date of Adoption Committee: _____, 20____<br>Minimum six month waiting period to monitor child's placement  |
|---|--|--|
| <p><b>By 6 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office</li> <li><input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)</li> <li><input type="checkbox"/> Adoption Registry information sent to adoptive family (Caseworker)</li> <li><input type="checkbox"/> Statement of Verification completed and sent to Central Office</li> <li><input type="checkbox"/> Recommendation to finalize adoption sent via letter or email with status to Central Office</li> <li><input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney (Central Office)</li> </ul> | <p><b>By 6 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> E-mail to Central Office requesting that adoptive home be designated</li> <li><input type="checkbox"/> Adoptive home is designated</li> <li><input type="checkbox"/> Memo of designation submitted to caseworker (Central Office)</li> <li><input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office</li> <li><input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)</li> <li><input type="checkbox"/> Adoption Registry Information sent to adoptive family (caseworker)</li> <li><input type="checkbox"/> Statement of Verification completed and sent to Central Office</li> <li><input type="checkbox"/> Recommendation to finalize adoption sent via letter or email with status to Central Office</li> </ul> | <p><b>By 6 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office</li> <li><input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)</li> <li><input type="checkbox"/> Adoption Registry information sent to adoptive family (Caseworker)</li> <li><input type="checkbox"/> Statement of Verification completed and sent to Central Office</li> <li><input type="checkbox"/> E-mail to Central Office requesting that adoptive home be designated</li> <li><input type="checkbox"/> Adoptive home is designated</li> <li><input type="checkbox"/> Memo of designation submitted to caseworker (Central Office)</li> <li><input type="checkbox"/> Recommendation to finalize adoption sent via letter or email with status to Central Office</li> </ul> |

| <b>Current Caretaker</b><br>Enter date of Adoption Committee: _____, 20____  | <b>State of Oregon Recruitment</b><br>Enter date of Adoption Committee: _____, 20____   | <b>Out-of-State Recruitment</b><br>Enter date of Adoption Committee: _____, 20____  |
|--|---|---|
| Minimum six month waiting period to monitor child's placement  |   | Minimum six month waiting period to monitor child's placement   |
| <p><b>By 8 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned the adoption pleadings to the Vendor Attorney.</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Court Report filed with court (Central Office) and final judgment has been submitted (Vendor Attorney)</li> <li><input type="checkbox"/> Adoption judgment signed by judge</li> <li><input type="checkbox"/> Adoption judgment submitted to Central Office by court</li> </ul> | <p><b>By 7 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney (Central Office)</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned the adoption pleadings to the Vendor Attorney.</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> | <p><b>By 7 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney (Central Office)</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned the pleadings to the Vendor Attorney</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> |

| <b>Current Caretaker</b><br>Enter date of Adoption Committee: _____, 20____  | <b>State of Oregon Recruitment</b><br>Enter date of Adoption Committee: _____, 20____  | <b>Out-of-State Recruitment</b><br>Enter date of Adoption Committee: _____, 20____   |
|--|--|--|
| <b>Minimum six month waiting period to monitor child's placement</b>   |  |  |
| <b>By 11 Months of Adoption Committee:</b><br><br><input type="checkbox"/> Memo of finalization of adoption sent to caseworker (Central Office)<br><br><input type="checkbox"/> Dismissal submitted to court (caseworker)<br><br><input type="checkbox"/> Signed dismissal judgment returned to caseworker (Court)<br><br><input type="checkbox"/> 147F (nka 333A) written; caseworker closes case | <b>By 12 Months of Adoption Committee:</b><br><br><input type="checkbox"/> Final Court Report filed with court (Central Office) and final judgment has been filed (Vendor Attorney)<br><br><input type="checkbox"/> Adoption judgment signed by judge<br><br><input type="checkbox"/> Adoption judgment submitted to Central Office by court<br><br><input type="checkbox"/> Memo of finalization of adoption sent to caseworker (Central Office)<br><br><input type="checkbox"/> Dismissal submitted to court (caseworker)<br><br><input type="checkbox"/> Signed dismissal judgment returned to caseworker (Court)<br><br><input type="checkbox"/> 147F (nka 333A) written; caseworker closes case | <b>By 12 Months of Adoption Committee:</b><br><br><input type="checkbox"/> Final Court Report filed with court (Central Office) and final judgment has been filed (Vendor Attorney)<br><br><input type="checkbox"/> Adoption judgment signed by judge<br><br><input type="checkbox"/> Adoption judgment submitted to Central Office by court<br><br><input type="checkbox"/> Memo of finalization of adoption sent to caseworker (Central Office)<br><br><input type="checkbox"/> Dismissal submitted to court (caseworker)<br><br><input type="checkbox"/> Signed dismissal judgment returned to caseworker (Court)<br><br><input type="checkbox"/> Caseworker sends ICPC Form 100A to Central Office<br><br><input type="checkbox"/> 147F (nka 333A) written; caseworker closes case |

**ADOPTION CHECKLIST**  
(Termination of Parental Rights)  
(Courtesy of Judge Paula Brownhill)

Children's Names:

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Confirm all items listed on Concurrent Planning Checklist are documented in file.

- Birth certificate
- Birth and medical records secured in file for each child
- Genetic and Medical History (CF246) of child and biological family secured in file
- Father's Questionnaire completed
- ICWA search completed and findings in file
- Diligent relative search completed
- Contact with interested relatives documented in file
- Suitability established
- Absent Parent Search completed IF APPLICABLE
- All legal parties identified
- ICPC requested IF APPLICABLE
- Sibling Planning Committee IF NEEDED
- Submit CF0439

Enter date of TPR Approval:

\_\_\_\_\_, 20\_\_

**By 1 Month of TPR Approval:**

- Write LAR and submit to AAG
- Submit CF 0439 materials to Central Office
- Request Adoption Home Study for Non-Current Caretaker Relative (if applicable and not already done)

**By 2 Months of TPR Approval:**

- Submit 421 Adoption Planning Summary to Central Office
- Submit Recruitment Materials to Central Office (if applicable)
- Presumed Legal Father Affidavit to Central Office
- Deceased Parent Affidavit to Central Office (if applicable)

**By 3 Months of TPR Approval:**

- Adoption worker completes update to home study and submits to Central Office w/approval (Form 251)
- Schedule Preliminary Current Caretaker Staffing, if applicable, (worker requests at 6 months from placement if child is on adoption track).
- TPR Petition filed by AAG – Date Petition Filed: \_\_\_\_\_, 20\_\_

**By 6 Months of TPR Petition Filing:**

- TPR Trial and Judgment Entered. Date Judgment Entered: \_\_\_\_\_, 20\_\_

**Adoption Committee scheduled.** Timeline will then follow one of the following three tracks:

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| <p><b>By 6 Months of Adoption Committee:</b></p> <input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office | <p><b>By 6 Months of Adoption Committee:</b></p> <input type="checkbox"/> E-mail to Central Office requesting adoptive home be designated                      | <p><b>By 6 Months of Adoption Committee:</b></p> <input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office |
| <input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)  | <input type="checkbox"/> Adoptive home is designated   | <input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)  |
| <input type="checkbox"/> Adoption Registry Information sent to adoptive family (caseworker)   | <input type="checkbox"/> Memo of designation submitted to caseworker (Central Office)  | <input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)  |
| <input type="checkbox"/> Statement of Verification completed and sent to Central Office   | <input type="checkbox"/> Central Office has sent Adoption Assistance Agreements to adoptive family for signature and they have been returned to Central Office | <input type="checkbox"/> Adoption Registry Information sent to adoptive family (caseworker)   |
| <input type="checkbox"/> Recommendation to finalize adoption sent via letter or email with status to Central Office   | <input type="checkbox"/> Adoption Assistance Completion Memo sent to caseworker (Central Office)   | <input type="checkbox"/> Statement of Verification completed and sent to Central Office   |
| <input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney  | <input type="checkbox"/> Adoption Registry Information sent to adoptive family (caseworker)  | <input type="checkbox"/> E-mail to Central Office requesting that adoptive home be designated   |
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| <b>Current Caretaker</b><br>Enter date of Adoption Committee _____, 20____  | <b>State of Oregon Recruitment</b><br>Enter date of Adoption Committee _____, 20____<br>Minimum six month waiting period to monitor child's placement  | <b>Out-of-State Recruitment</b><br>Enter date of Adoption Committee _____, 20____<br>Minimum six month waiting period to monitor child's placement   |
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| <p><b>By 8 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned adoption pleadings to Vendor Attorney</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Court Report filed with court (Central Office) and final Judgment has been filed (Vendor Attorney)</li> <li><input type="checkbox"/> Adoption judgment signed by judge</li> <li><input type="checkbox"/> Adoption judgment submitted to Central Office by court</li> </ul> | <p><b>By 7 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney (Central Office)</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned adoption pleadings to the Vendor Attorney</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> | <p><b>By 7 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption file has been reviewed by Central Office and Consent to Adoption and necessary documents sent to Vendor Attorney (Central Office)</li> </ul> <p><b>By 9 Months of Adoption Committee:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption pleadings have been drafted and sent to adoptive family for signature (Vendor Attorney)</li> <li><input type="checkbox"/> Adoptive family has signed and returned adoption pleadings to the Vendor Attorney</li> <li><input type="checkbox"/> Vendor Attorney has filed with the court the pleadings and Consent with copies to Central Office</li> </ul> |

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WASHINGTON COUNTY MODEL COURT  
CONCURRENT PLANNING CHECKLIST

Date of Substitute Care \_\_\_\_\_

\*\*\*\*\*PLEASE KEEP ON TOP\*\*\*\*\*

By Status Conference: Date \_\_\_\_\_

Date \_\_\_\_\_ Judge's Init. \_\_\_\_\_  
Comp. \_\_\_\_\_

- \_\_\_\_\_ Service Agreements or Letters of Expectation for each parent.
- \_\_\_\_\_ Birth and Medical Records requested for each child.
- \_\_\_\_\_ Relative Search Request completed and submitted to clerical.
- \_\_\_\_\_ Father's Questionnaire filled out with each child's mother.
- \_\_\_\_\_ ICWA (1270) form filled out and signed by both parents of each child.
- \_\_\_\_\_ Parent search initiated (if necessary).
- \_\_\_\_\_ Siblings visiting if placed separately.
- \_\_\_\_\_ Birth certificate requested.

By Contested Jurisdiction (2 Months of Substitute Care): Date \_\_\_\_\_

- \_\_\_\_\_ All legal (includes presumed) and "Stanley" type fathers filed on.
- \_\_\_\_\_ Letters sent to putative fathers.
- \_\_\_\_\_ Evaluations of children set, if necessary.
- \_\_\_\_\_ Birth Certificate in file.
- \_\_\_\_\_ Identification of concurrent plan.

By 6 Months of Substitute Care: Date \_\_\_\_\_

\_\_\_\_\_ All legal parties identified.

\_\_\_\_\_ Diligent Relative Search Completed.

\_\_\_\_\_ Contact with interested relatives made and documented.

\_\_\_\_\_ Suitability established.

\_\_\_\_\_ ICPC requested if applicable.

\_\_\_\_\_ Birth and medical records of each child in the file.

\_\_\_\_\_ ICWA search completed and in the file.

\_\_\_\_\_ Absent Parent search completed.

By 9 Months of Substitute Care: Date \_\_\_\_\_

\_\_\_\_\_ CF 246/Genetic and Medical History of Child and Biological family in file.

\_\_\_\_\_ Staff case with CET and Supervisor to consider staffing with AAG and LAS

By Permanency Hearing: Date \_\_\_\_\_

\_\_\_\_\_ Has case been approved by AG? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ If approved, has recruitment bulletin been prepared? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ If not yet approved, is it awaiting review? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Is Absent Parent Search Necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ If Yes, has it been initiated? Yes \_\_\_\_\_ No \_\_\_\_\_

PLAN CHANGED TO ADOPTION

Date plan changed

\_\_\_\_\_

60 days from change of plan to adoption

\_\_\_\_\_ LAR is written

\_\_\_\_\_ 400 series has been completed and submitted.

\_\_\_\_\_ Sibling Planning Committee (if needed)

\_\_\_\_\_ Is Absent Parent Search Necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, has it been initiated? Yes \_\_\_\_\_ No \_\_\_\_\_

If open recruitment, bulletin prepared? Yes \_\_\_\_\_ No \_\_\_\_\_

90 days from change of plan to adoption.

\_\_\_\_\_ DHS to submit written court letter re the status of the following:

\_\_\_\_\_ TPR filed. (Currently averaging about 60-90 days from receipt of LAR)

\_\_\_\_\_ Is Absent Parent Search Necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, has it been initiated? Yes \_\_\_\_\_ No \_\_\_\_\_

IF: Proposed placement is with a relative or the current placement.

\_\_\_\_\_ Sib. split committee to be completed before Current Caretaker Staffing.

\_\_\_\_\_ Current Caretaker staffing. Preliminary CR 251.

\_\_\_\_\_ 963 Materials (Best Practice) if designate resource identified.

\_\_\_\_\_ Referral for Home Study

IF: Proposed placement is open recruitment.

\_\_\_\_\_ Sibling split committee to be completed if necessary.

**180 Days from AG accepting for termination or court changing plan to adoption.**

CRB to review RE: status

IF: Proposed placement is with a relative or current placement.

- \_\_\_\_\_ Home study completed or Letter from Adoption and Certification Unit Supervisor explaining status (If in state). (Example - case needed to be staffed)
- \_\_\_\_\_ Referral for Mediation upon Home Study Approval
- \_\_\_\_\_ Final Current Caretaker Report (CF 251)
- \_\_\_\_\_ Adoption Selection Report (if not current placement).
- \_\_\_\_\_ Has Adoption Assistance been submitted by placement?
- \_\_\_\_\_ Has mediation (if an option) been completed?

IF: Proposed placement is open recruitment.

- \_\_\_\_\_ Suitable Resources identified.
- \_\_\_\_\_ Adoption Committee.
- \_\_\_\_\_ 963 Materials (Best Practice)
- \_\_\_\_\_ Approval and Placement? (Depending on ICPC issues)
- \_\_\_\_\_ Adoption Selection Report (CF250)
- \_\_\_\_\_ Has mediation (if an option) been completed?

3 Months after placement (if child is legally free):

- \_\_\_\_\_ Has Adoption Assistance been submitted by placement?

**210 Days from AG accepting for termination or court change of plan**

- \_\_\_\_\_ TPR Trial

**270 Days from AG accepting for termination or court change of plan.**

- \_\_\_\_\_ DHS to submit written court letter re status of following:
- \_\_\_\_\_ TPR trial (if case was reset from earlier date), unless good cause found.

At time of termination, by trial or stipulation, Adoption Registry information provided.