

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 submitted 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



DRAFT

Adoption Tracking

Run Date: July 18, 2018

AG-6006-D

Child's Name: Dorothy Gale
 Child's DOB: 01/02/2010

Document Description	Date Received	Document Status	Status Date
<u>Central Office Adoption Referral Open</u>			
Birth Certificate	3/1/2011	Verified	3/2/2011
Father(s) Questionnaire	3/1/2011	Verified	3/2/2011
ICWA Form/Memo Biological Father	3/1/2011	Verified	3/2/2011
ICWA Form/Memo Biological Mother	3/1/2011	Verified	3/2/2011
<u>Placement Designation</u>			
Child Summary	3/30/2011	Verified	4/5/2011
Genetic & Medical History	3/30/2011	Verified	4/5/2011
Adoption Home Study	7/3/2011	Verified	7/7/2011
Placement Selection Report	8/5/2011	Verified	8/5/2011
Legal Risk Designation Date	8/5/2011	N/A	N/A
Legally Free Designation Date	12/13/2011	N/A	N/A
<u>Child Legally Free</u>			
TPR Judgement Mother	9/13/2011	Verified	10/15/2011
Relinquishment Father	12/14/2011	Verified	12/15/2011
Date Child Legally Free	12/13/2011	N/A	N/A
<u>Adoption Assistance</u>			
Adoption Assistance Application	12/20/2011	Verified	12/22/2011
Adoption Assistance Agreement Document Sent: 1/30/2012	2/13/2012	Verified	2/14/2012
Legal Fees Agreement Document Sent: 1/30/2012			
<u>Required Prior to Adoption Finalization</u>			
Birth Records	3/30/2011	Verified	4/5/2011
Required Information for Adoptive Parents	9/5/2011	Verified	9/12/2011
Mediation Referral	9/5/2011	Verified	9/12/2011
Post Adoption Communication Agreement/Memo	12/4/2011	Verified	12/4/2011
Medical Records	2/10/2011	Pending	2/13/2011
Statement of Verification/Adoption Registry Notice Adoptive Parent(s)	12/20/2011	Verified	12/23/2011
Statement of Verification/Adoption Registry Notice Biological Father	12/20/2011	Verified	12/23/2011
Statement of Verification/Adoption Registry Notice Biological Mother	12/20/2011	Verified	12/23/2011
Recommendation to Finalize			
<u>Legal Adoption Finalization</u>			
Vendor/Non-Vendor Attorney Name	Name Attorney1	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