



## Policy: Disclosure Information to Prospective Adoptive Parents

**ChildNet Number: CN 004.035**  
**Original Approved Date: July 10, 2009**  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s): AS 9.04**

### Statement of Policy:

It is the policy of ChildNet to keep prospective adoptive parent(s) informed of all issues relative to a child they are considering for adoption, as well as supporting them in decision-making and placement needs.

The information provided to the prospective adoptive parent shall include, but are not limited to: Child Study, Comprehensive Behavioral Health Assessment, psychiatric evaluations, psychological evaluations, birth records, court documents, medical reports, and educational reports.

Board Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10-29-10



## **Procedure: Disclosure Information to Prospective Adoptive Parents**

**ChildNet Number: CN 004.035**  
**Original Approved Date: July 10, 2009**  
**Procedure Revised Date(s): May 14, 2014, March 8, 2017**  
**Procedure Sunset Date:**  
**COA Standard(s): AS 9.04**

### **Definitions:**

- A. Adoption Advocate/Adoption Specialist – Person responsible for all adoption related activities for child with a goal of adoption. Such activities include but are not limited to completion of an adoption home study, subsidy and placement paperwork, referrals for adoption specific therapy, and recruitment efforts for child without an identified adoptive parent(s).
- B. Adoption Home Finder – Person responsible for maintaining files on all approved prospective adoptive parents ensures all children available for adoption are posted on available websites, coordinates and attends recruitment events and activities and assists the Child Advocate, Adoption Advocate/Adoption Specialist with new placements.
- C. Child Advocate (CA)/Dependency Case Manager (DCM) - Person responsible for participating in the development and implementation of a service plan, linking the behavioral health service providers to a child or adolescent and his or her family, monitoring the delivery of behavioral health services, providing advocacy services, and collecting information to determine the effect of the behavioral health services and treatment.
- D. Child Resource Record (CRR) – A file that is maintained by the Child Advocate and the child’s caregiver which contains medical, dental, psychological, psychiatric, educational and behavioral history. The CRR follows the child to all placements and is to be taken to all visits with health care providers.
- E. Adjudication of Dependency – A legal finding made by a dependency court judge that a child is dependent.
- F. Termination of Parental Rights (TPR) – A legal proceeding which terminates the parents’ rights to their child and frees the child for adoption. Also formally referred to as permanent commitment.
- G. Judicial Review Report – A report filed with the court a minimum of every six months detailing the child’s medical, mental health and educational status and the parent’s compliance with court ordered tasks.



- H. Placement - The act of physically moving a minor into the physical custody of the prospective adoptive parent, or in the case of adoption by a foster parent, relative, or other current caretaker, the date the placement agreement is signed.
- I. Prospective Adoptive Parent – A person(s) who has expressed an interest in adopting a child in the dependency system.


### **Statement of Procedure**

- A. Once a prospective adoptive parent(s) has been selected as a possible adoptive placement for a child the disclosure process begins. For all new placements the assigned Adoption Advocate/Adoption Specialist and or Adoption Home Finder and Child Advocate (CA)/Dependency Case Manager (DCM) will meet with the prospective adoptive parent(s) to discuss the reason the child came into care and review the child study, and all medical, mental health and educational evaluations or assessments that have been completed on the child. The parent's identity will be redacted from all documents shared. At this time the prospective adoptive parent(s) will be required to sign a confidentiality agreement.
- B. The prospective adoptive parent(s) will have the opportunity to review the information at this time and will be furnished copies of the case file consistent with the laws of confidentiality prior to signing the memorandum of agreement. Caregivers being considered as prospective adoptive parents for children currently in their home will be provided copies of all documents at the time the memorandum of agreement is signed and the child is placed on adoption status.
- C. The following information will be shared in detail with all prospective adoptive parent(s):
  - 1. Current and future needs of the child based on all available information regarding the child and the biological family's medical, mental health, substance abuse history and social history.
  - 2. Developmental History to include birth and health history, early development, child's characteristic way of responding to people, new environments to include possible bonding and attachment issues.
  - 3. Child's prior experiences including continuity of care, separations, and any information regarding other known significant relationships the child had prior to and since entering care.
  - 4. A medical history to include any congenital conditions, physical handicaps, significant illnesses, immunization records and general overall health of the child, biological parents and any possible extended family members.



5. A family history will be provided to include all available information including extended family members when able to obtain. Some of the information to be included is age of parents, race, national origin or ethnicity, religion, physical characteristics, educational achievements and occupation, personality traits, special interests and abilities.
  6. If the child has had any psychological or psychiatric evaluations the information will be provided along with all recommendations for immediate and or long term treatment as documented by the evaluator.
  7. Records documenting all incidents that required the department to provide services to the child, including all orders of adjudication of dependency, petition for termination of parental rights, final order of termination of parental rights issued pursuant to Chapter 39, any case plans and judicial review reports submitted to the court that address the child's needs, all protective services investigations identifying the child as a victim, and all guardian ad litem reports filed with the court concerning the child.
  8. Written information concerning the availability of benefits and service including but not limited to adoption subsidies, medical subsidy, social security benefits, tuition waiver and possible Post-Secondary Educational Services Benefits.
- D. At the conclusion of this disclosure process, the Department of Children and Families Disclosure Information to Adoptive Parents form shall be provided to the prospective adoptive parent. The Adoption Advocate/Adoption Specialist must ensure the prospective adoptive parent has been provided the opportunity to review, comment, and ask related questions prior to requesting their signature verifying acknowledgment of disclosure.
1. A copy of the Disclosure Information to Adoptive Parents form must be provided to the person signing it.
  2. The original Disclosure Information to Adoptive Parents form must be filed with the court.

**President's Signature:**



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**Date:**

03-15-17