

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central text is positioned within a white, trapezoidal area that is part of this layered design.

Adoptions from Beginning to End

Adoption Process Flowchart

Freeing Process

Concurrent Planning Elements Confirmed
 *All legal parties identified and engaged
 *Absent Parent Search (if applicable)
 *ICWA Determination; if ICWA applies - Tribal Engagement & Placement Preferences Followed
 *Relative Search/Engagement/Placement Explored

Staffing:
 With worker, supervisor, LAS and AAG 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)

*To AAG: 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

Affidavits completed (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	Date Received	Document Status	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	7/3/2018	Verified	7/7/2018
Placement Selection Report	8/5/2018	Verified	8/5/2018
Legal Risk Designation Date	8/5/2018	N/A	N/A
Legally Free Designation Date	11/19/2018	N/A	N/A
<u>Child Legally Free</u>			
TPR Judgement Mother	10/13/2018	Verified	10/13/2018
Relinquishment Father	11/19/2018	Verified	11/19/2018
Date Child Legally Free	11/19/2018	N/A	N/A
<u>Adoption Assistance</u>			
Adoption Assistance Application	12/6/2018	Verified	12/10/2018
Adoption Assistance Agreement Document Sent: 1/10/2019	1/21/2019	Verified	1/22/2019
Legal Fees Agreement Document Sent: 1/10/2019	1/28/2019	Verified	1/29/2019
<u>Required Prior to Adoption Finalization</u>			
Birth Records	3/30/2018	Verified	4/5/2018
Required Information for Adoptive Parents	9/5/2018	Verified	9/12/2018
Mediation Referral	6/5/2018	Verified	6/12/2018
Post Adoption Communication Agreement/Memo	9/4/2018	Verified	9/6/2018
Medical Records	3/30/2018	Verified	4/16/2018
Statement of Verification/Adoption Registry Notice Adoptive	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Father	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Mother	11/19/2018	Verified	11/23/2018
Recommendation to Finalize	2/19/2019	Verified	2/20/2019
<u>Legal Adoption Finalization</u>			
Vendor/Non-Vendor Attorney Name	Frank Morgan	N/A	N/A
Ready to Finalize Date	2/21/2019	N/A	N/A
Date Consent Sent	3/7/2019	N/A	N/A
Final Judgment of Adoption	4/7/2019	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.

Freeing Process

Concurrent Planning Elements Confirmed

- *All legal parties identified and engaged
- *Absent Parent Search (if applicable)
- *ICWA Determination; if ICWA applies - Tribal Engagement & Placement Preferences Followed
- *Relative Search/Engagement/Placement Explored

Staffing:

With worker, supervisor, LAS and AAG for adoption approval

Freeing Process

Concurrent Planning Elements Confirmed

- ▶ All legal parties identified and engaged
 - ▶ Father(s) questionnaire completed by the mother to provide paternity information
 - ▶ Obtain certified copy of birth certificate
- ▶ ICWA inquiry complete
 - ▶ ICWA Correspondence if mother and/or father check yes on 1270
 - ▶ Engage Tribe if ICWA applies
 - ▶ Ensure ICWA/Tribal placement preferences are followed
- ▶ Absent parent search if applicable
- ▶ Diligent relative search/engagement
 - ▶ Explore for potential placement/ additional contact or support

<u><i>Central Office Adoption Referral Open</i></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

Relinquishment

TPR



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

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

Freeing Process

DHS Staffing/Court changes plan to Adoption

—

- ▶ Case staffed and approved for adoption
 - ▶ Relinquishment only: Staffed with worker/supervisor, Central Office Legal Assistance Specialist (CO LAS)
 - ▶ TPR pursuit: Staffed with worker/supervisor, AAG, CO LAS
- ▶ DHS requests/obtains Court approval to change plan to adoption

Questions to Ask

- ▶ Does the agency have a certified copy of the child's original birth certificate?
- ▶ Has the Father(s) Questionnaire been completed by the mother to provide paternity information?
- ▶ Have all parents with legal rights been identified, located and engaged? Has an absent parent search occurred if the location of any parent is unknown?
- ▶ Does ICWA apply? (*At every hearing*)
 - ▶ How was ICWA applicability determined?
 - ▶ Have tribes been contacted/engaged if applicable?
 - ▶ Does the child's placement comply with the placement preferences under ICWA?
- ▶ What ongoing efforts have been made to identify, locate, and engage relatives?
 - ▶ Are any relatives potential temporary or permanent placement resources? If so, what's the status of completing home studies/assessments?
 - ▶ Are any relatives available for additional contact and support for the child/family?
- ▶ Has the caseworker sent adoption referral materials to Central Office and DOJ once the plan has been changed to adoption?

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)

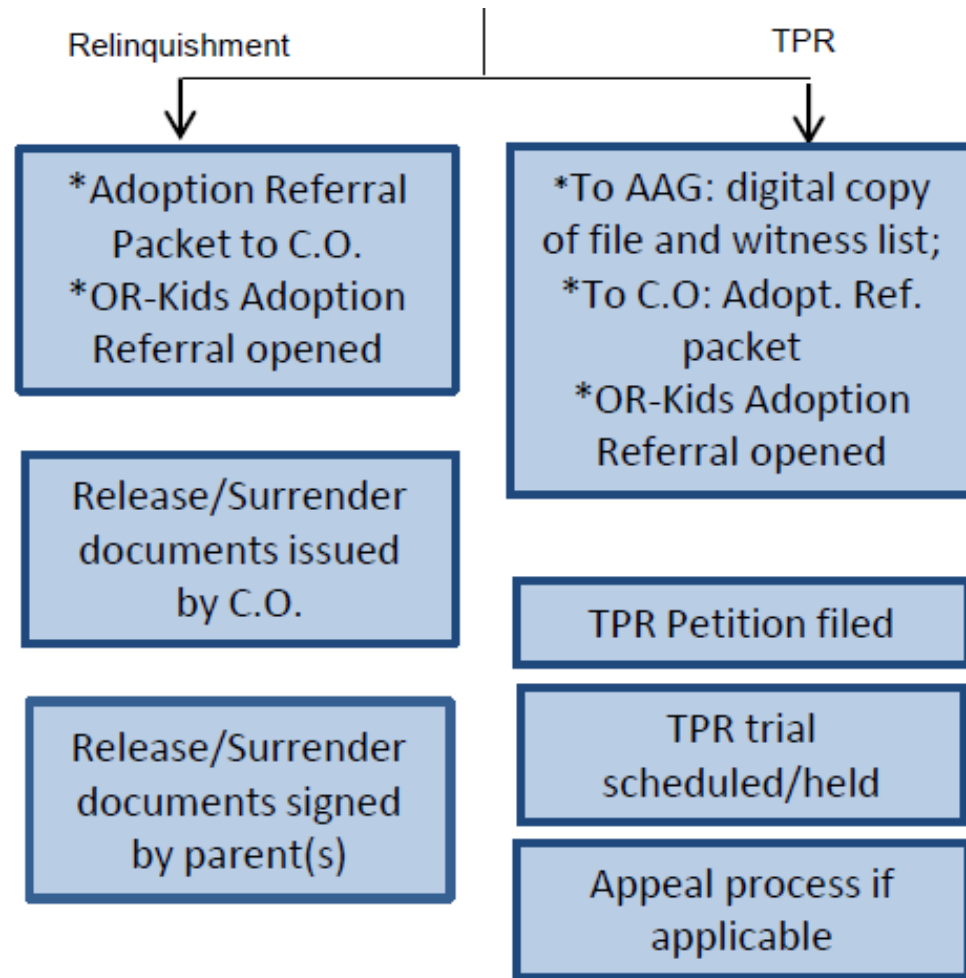
Placing Process

Identifying and Assessing Potential Adoptive Resources

- ▶ Permanency Committee (if applicable)
 - ▶ Sibling Planning: Needed if considering placing siblings separately for adoption.
- ▶ Permanency Staffing (if applicable)
 - ▶ Relative Caregiver or Current Caretaker being considered: Need to identify assessment issues prior to start of adoption home study process.
- ▶ If ICWA applies, ensure communication with Tribe regarding adoption planning and follow ICWA/Tribal placement preferences
- ▶ Home Study
 - ▶ Relatives and Current Caretakers: First priority for study/assessment (unless ICWA applies)
 - ▶ General Applicants: Considered if no Relatives or Current Caretakers being considered.
 - ▶ Recruitment - Waiting Child Bulletin for at least 30 days unless an exception has been granted
 - ▶ Child specific, intensive recruitment if child/sibling group with high special needs
 - ▶ ICPC if applicable
 - ▶ ICPC referral by worker
 - ▶ Home study/assessment/approval or denial by other state

Questions to Ask

- ▶ Is adoption placement planning happening at the same time as the legally freeing process? If not, what are the barriers to doing so and what's being done to address/resolve the issues?
- ▶ Are all siblings for whom adoption is being planned placed together? If not:
 - ▶ Are they visiting?
 - ▶ What efforts are being made to place them together?
 - ▶ Has a Permanency Committee (Sibling Planning) been held if there are concerns about the children being placed together for adoption? Was approval given to place the children separately for adoption?
- ▶ What is the status of efforts to identify, locate, and contact/engage relatives?
- ▶ Are there any identified potential adoptive resources?
 - ▶ Yes - Have home studies for each potential resource been initiated (Permanency Staffing if relative caregiver or current caretaker? ICPC referral if out-of-state?) What is the status?
 - ▶ No - Has general recruitment been started? What is the extent and status of recruitment?
 - ▶ If the child is an Indian Child - Does the potential adoptive resource meet the placement preference under the ICWA? What is the tribe's input/recommendation regarding adoption with the potential adoptive resource?



Freeing Process

Relinquishment/TPR

- ▶ Relinquishment
- ▶ Release and Surrender Documents requested by worker and issued by CO
 - ▶ Parent(s) and witnesses must sign relinquishment documents before a notary and the worker sends the signed documents to CO (DHS to be present for signing)
 - ▶ If ICWA applies, there are ICWA specific relinquishment documents and the relinquishment must be done before a judge
- ▶ Termination of Parental Rights
- ▶ TPR petition(s) filed
 - ▶ TPR trial scheduled/held and judgment issued as applicable
 - ▶ Appeal Process if applicable

<i>Child Legally Free</i>			
TPR Judgement Mother	10/13/2018	Verified	10/13/2018
Relinquishment Father	11/19/2018	Verified	11/19/2018
Date Child Legally Free	11/19/2018	N/A	N/A

Questions to Ask

- ▶ Where is the case in the process:
 - ▶ Are any of the parents willing to, or have they already, voluntarily relinquished parental rights?
 - ▶ Have termination of parental rights (TPR) petitions been filed?
 - ▶ Have the parents been served with the TPR petitions? Is an absent parent search underway or concluded, if the parents whereabouts are unknown?
 - ▶ Has the TPR trial been scheduled/held?
 - ▶ Have any appeals of the TPR decision been filed? If so, what's the status?

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)

Placing Process

Adoption Selection Process

- ▶ Caseworker Selection - requires consideration of input from child's team and consultation with supervisor. For example:
 - ▶ Relative alone; Current caretaker alone
 - ▶ General applicant(s); one child under 6, no extraordinary needs
 - ▶ ICWA; one resource that complies with ICWA placement preference
- ▶ Local Adoption Committee - Adoption Decision Specialist makes the decision after consideration of recommendations of committee members. eg:
 - ▶ General applicant for sibling group
 - ▶ One child over 6 and/or extraordinary needs
- ▶ Central Office Adoption Committee - Adoption Decision Specialist makes the decision after consideration of recommendations of committee members. eg:
 - ▶ More than one relative
 - ▶ Current caretaker and relative(s)
 - ▶ Conflict of interest
 - ▶ Resource living outside of the United States
- ▶ If ICWA, does the placement comply with the placement preferences

Placing Process

Adoption Transition/Placement/Designation

- ▶ Full disclosure of information to adoptive parent
 - ▶ Required Information for Adoptive Parents (CF 963) documents records provided to adoptive parent(s)
- ▶ Transition/Placement
 - ▶ Preparation for and helping child and family with transition/adoptive placement (when child physically moving to new placement or when transitioning from placement as foster care to adoption)
- ▶ Adoption Placement Designation; Designated by CO when child is living in the home of the selected adoptive resource and all needed designation documents have been received (Adoption Child Summary, Genetic and Medical History form, Adoption Home Study, Adoption Selection Report, and if applicable ICPC approval and placement memo)
 - ▶ Can be “legal risk” designation when above completed but child not yet legally free for adoption. “Legal Risk” placement out of state requires court approval.

Placing Process

Adoption Supervision/Support/Mediation

- ▶ Supervision/Support
 - ▶ Standard minimum period is 6 mo. (exception can be requested if in child's best interest)
 - ▶ Good supervision/support increase likelihood of successful and enduring adoption.
- ▶ Mediation (when possible)
 - ▶ Caseworker sends referral to CO and CO contracts with mediator
 - ▶ Post Adoption Communication Agreement (PACA) or memo PACA not reached when mediation was attempted

<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	7/3/2018	Verified	7/7/2018
Placement Selection Report	8/5/2018	Verified	8/5/2018
Legal Risk Designation Date	8/5/2018	N/A	N/A
Legally Free Designation Date	11/19/2018	N/A	N/A

Questions to Ask

- ▶ Review the adoption tracking report:
 - ▶ Has the adoptive placement been selected? If not what are the barriers?
 - ▶ If the selected adoptive resource is not currently the child's caregiver, what is the status of the child's transition/placement?
 - ▶ If the selected adoptive resource lives out-of-state, is there ICPC approval for adoptive placement?
 - ▶ Has the placement been designated? If not what are the barriers?
 - ▶ Has the required information for adoptive parents been provided?
- ▶ Is this case appropriate for mediation?
 - ▶ Yes - Has it been referred for mediation? What is the status of the mediation?
 - ▶ No - Why not? Are there any barriers that could be removed to make it appropriate to refer for mediation?

Affidavits completed
(if applicable)

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.)

Affidavits

- ▶ Affidavits in support of adoption, if applicable
 - ▶ Putative Father Affidavit (per ORS 109.096): Addresses fathers who have no rights requiring relinquishment or termination of parental rights.
 - ▶ Completed after adoptive placement designated (legal risk or legally free designation) and prior to consent to adoption issued
 - ▶ Deceased Parent Affidavit: Used when legal parent is deceased and rights have not already been terminated or relinquished.
 - ▶ Completed any time after adoption referral and prior to consent to adoption issued

Finalization Process

Finalizing the Plan of Adoption

- ▶ Adoption Assistance Application (workers submit to CO after child legally freed and adoptive placement designated)
 - ▶ Negotiation (between CO and adoptive family) and agreements sent to family
 - ▶ Agreements:
 - ▶ Family agreement: family signs and returns to central office
 - ▶ Legal fees agreement: family signs, sends to selected attorney, attorney signs and sends to CO
 - ▶ Adoption Assistance Open (CO opens in OR-Kids; monthly payments switch from foster care to adoption assistance)
- ▶ Additional Needed prior to consent
 - ▶ Documents/records completed/sent by caseworker
 - ▶ Verification of Adoption Registry Notice to birth and adoptive parents
 - ▶ Additional Medical records for child
 - ▶ Final progress report and recommendation to finalize by all workers (including ICPC if applies)

<i>Adoption Assistance</i>			
Adoption Assistance Application	12/6/2018	Verified	12/10/2018
Adoption Assistance Agreement Document Sent: 1/10/2019	1/21/2019	Verified	1/22/2019
Legal Fees Agreement Document Sent: 1/10/2019	1/28/2019	Verified	1/29/2019

Questions to Ask

- ▶ Adoption Assistance:
 - ▶ Has the application (and any needed documents) been submitted to Central Office?
 - ▶ What is the status of negotiations with the family? Has CO sent agreements to family?
 - ▶ Have all agreements been signed and returned to Central Office?
- ▶ Review the Adoption Tracking Report:
 - ▶ Have the child's medical records (including birth records) been sent to Central Office?
 - ▶ Have the birth and adoptive parents been notified of the adoption registry?
 - ▶ Is there a final progress report/recommendation to finalize from the child's worker and adoption worker (and ICPC, if applicable)?
- ▶ Have the necessary affidavits been completed?
 - ▶ Deceased Parent? (if applicable)
 - ▶ Putative Father? (if applicable)

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

Finalization Process

Legal Adoption Finalization

- ▶ CO final review of adoption documents/steps and approval to finalize
 - ▶ LAS checks “Ready to Finalize” box in OR-Kids if all is ready
 - ▶ CO prepares/signs/sends all documents needed for finalization, including agency’s Consent to Adoption, to attorney adoptive family selected to finalize the adoption
- ▶ Petition or Motion for Adoption and exhibits filed by attorney
- ▶ Adoption Finalization (including court ceremony if adoptive family requests) and Adoption Judgment signed

<i>Required Prior to Adoption Finalization</i>			
Birth Records	3/30/2018	Verified	4/5/2018
Required Information for Adoptive Parents	9/5/2018	Verified	9/12/2018
Mediation Referral	6/5/2018	Verified	6/12/2018
Post Adoption Communication Agreement/Memo	9/4/2018	Verified	9/6/2018
Medical Records	3/30/2018	Verified	4/16/2018
Statement of Verification/Adoption Registry Notice Adoptive Parent(s)	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Father	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Mother	11/19/2018	Verified	11/23/2018
Recommendation to Finalize	2/19/2019	Verified	2/20/2019

<u>Legal Adoption Finalization</u>			
Vendor/Non-Vendor Attorney Name	Frank Morgan	N/A	N/A
Ready to Finalize Date	2/21/2019	N/A	N/A
Date Consent Sent	3/7/2019	N/A	N/A
Final Judgment of Adoption	4/7/2019	N/A	N/A

Questions to Ask

- ▶ Has CO verified that all steps/documents needed to begin the finalization process are complete?
- ▶ If so, has DHS prepared and sent the consent for adoption to the attorney?
- ▶ Has the attorney received all documents necessary to finalize and filed the petition/motion for adoption? (By contract, the attorney has 30 calendar days from receipt of DHS consent to file).
- ▶ Does the family want an adoption ceremony?
- ▶ Reminder: Once the adoption has been finalized the judgment must be sent to CO. (Adoption.Judgments@dhsosha.state.or.us)

Avoiding Common Causes of Delays

▶ Child Welfare:

- ▶ Identify/assess/engage parents (including fathers, incarcerated parents) and relatives early and throughout case
- ▶ Address ICWA applicability and issues timely/accurately and engage tribe if applicable
- ▶ Conduct concurrent planning early and until change of plan to adoption
- ▶ Conduct legally freeing and adoption placement/selection/designation processes simultaneously
- ▶ Initiate and complete adoption home study/assessments timely
- ▶ Ensure timely communication between field and CO and completion of adoption steps
 - ❖ Barriers to the above can include (1) lack of knowledge/training/experience in adoption planning (2) longer time to complete multiple home studies when multiple resources being considered e.g. current caretakers and relatives (especially when relative, CC making late request to adopt)

▶ Potential Adoptive Resource(s)

- ▶ Ensure timely communication/work with agency, including completion of paperwork (1) Home study: application; provide marriage certificate/divorce decree if applicable; medical exam/Dr.'s Medical B form; home study appointments (2) Adoption Assistance: application; phone calls for discussions/negotiations, sign/return agreements
 - ❖ Barriers to the above can include (1) lack of understanding/process (2) heavy demands/schedule

Avoiding Common Causes of Delays

- ▶ ICPC/Countries outside U.S.
 - ▶ CW submit request for home study and other paperwork/documents timely and ensure good communication
 - ❖ Additional barriers can include (1) states that require child to be legally free and/or placed in the home for six months prior to conducting adoption home study process (2) lengthy home study/approval and contracts processes (3) differences in requirements/processes in other states/countries (4) differences in time zones and/or languages
- ▶ Court
 - ▶ Minimize delays/set-overs for hearings/trials (only with “good cause”)
 - ▶ Ensure timely court processes and issuing of judgments
 - ❖ Barriers to the above can include (1) lengthy processes/appeals
- ▶ Vendor attorneys
 - ▶ Submit motions/petitions for adoptions timely
 - ❖ Barriers to the above can include (1) lack of knowledge/experience in adoptions (2) adoptive parent’s timeliness with finalization steps (3) time demands for attorney, Adoptive parent



Child's Name: Dorothy Gale

Child's DOB: 01/01/2009

Document Description	Date Received	Document Status	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	7/3/2018	Verified	7/7/2018
Placement Selection Report	8/5/2018	Verified	8/5/2018
Legal Risk Designation Date	8/5/2018	N/A	N/A
Legally Free Designation Date	11/19/2018	N/A	N/A
<u>Child Legally Free</u>			
TPR Judgement Mother	10/13/2018	Verified	10/13/2018
Relinquishment Father	11/19/2018	Verified	11/19/2018
Date Child Legally Free	11/19/2018	N/A	N/A
<u>Adoption Assistance</u>			
Adoption Assistance Application	12/6/2018	Verified	12/10/2018
Adoption Assistance Agreement Document Sent: 1/10/2019	1/21/2019	Verified	1/22/2019
Legal Fees Agreement Document Sent: 1/10/2019	1/28/2019	Verified	1/29/2019
<u>Required Prior to Adoption Finalization</u>			
Birth Records	3/30/2018	Verified	4/5/2018
Required Information for Adoptive Parents	9/5/2018	Verified	9/12/2018
Mediation Referral	6/5/2018	Verified	6/12/2018
Post Adoption Communication Agreement/Memo	9/4/2018	Verified	9/6/2018
Medical Records	3/30/2018	Verified	4/16/2018
Statement of Verification/Adoption Registry Notice Adoptive Parent(s)	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Father	11/19/2018	Verified	11/23/2018
Statement of Verification/Adoption Registry Notice Biological Mother	11/19/2018	Verified	11/23/2018
Recommendation to Finalize	2/19/2019	Verified	2/20/2019
<u>Legal Adoption Finalization</u>			
Vendor/Non-Vendor Attorney Name	Frank Morgan	N/A	N/A
Ready to Finalize Date	2/21/2019	N/A	N/A
Date Consent Sent	3/7/2019	N/A	N/A
Final Judgment of Adoption	4/7/2019	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.

Adoption Process Flowchart

Freeing Process

Concurrent Planning Elements Confirmed
 *All legal parties identified
 *ICWA Inquiry
 *Relative Search/Engagement
 *Absent Parent Search
 *Birth Certificate

Staffing:
 With worker, supervisor, LAS and AAG 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: 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