

## 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.