

Email that was sent by DHS Legal Assistance Specialists (LAS) to field staff

Good News! We're pleased to announce there is now a **one page Adoption Tracking Report** that pulls current information from the OR-Kids Central Office Adoption Tracking pages. Attached to this email are guides to help you understand the report (including how to access and print it) and adoption status information. The first section of the attached glossary explains the headings on the report, and we've included an example of the report. Please contact your Legal Assistance Specialist (LAS) if you have questions about the report or are experiencing any problems with it.

Use of this one page report to provide adoption status information to the courts and CRB is part of the joint Program Improvement Plan (PIP) between the Oregon Judicial Department and DHS Child Welfare. The requirement associated with this joint PIP has been that, once the court approves a plan of adoption for a child, the branch includes a copy of the OR-Kids C.O. Adoption Tracking pages with other reports/materials needed for each court and CRB review. **This new one page Adoption Tracking Report should now be provided for those reviews instead of providing copies of the actual OR-Kids C.O. Adoption Tracking pages.**

The Adoption Tracking Report pulls current information from OR-Kids, and so the report will be as up-to-date as information entered into OR-Kids. The report includes many but not all details contained in the OR-Kids Adoption Tracking pages, and so workers should still view those tracking pages to ensure they have complete and current information about the status of each child's adoption. We recommend that caseworkers review the report at least a week prior to the date it will be sent to the Court and CRB to ensure all information is current. Please contact your assigned support staff or LAS in the Central Office Child Permanency Program if you believe information is not up-to-date in OR-Kids and, thus, on the report.

We believe workers, supervisors, and others involved in adoption planning will find the report helpful for tracking the status of adoption case planning, in addition to the benefit of providing clearer status information to the Court and CRB.

Thank you for your attention to this new adoption tracking tool!