



425.02 Adoptive Home Assessment - Updates



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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425.02 Adoptive Home Assessment - Updates

Adoption Specialist

1. Contacts family to schedule interviews every six (6) months;
2. Reviews family's current situation:
 - ♦ a. Changes in family composition;
 - b. Preferences in types of children, including a review of [DSS Form 3008: Child Factors Checklist](#);
 - c. Acceptance of legal risk and openness;
 - d. Change in address and/or household composition;
 - e. Is any member of the household a paramour of the adoptive parent?
"Paramour" refers to a person with whom the adoptive parent has a sexual relationship and who is not the adoptive parent's spouse.
 - f. School changes;
 - g. Health;
 - h. Employment;
 - i. Financial circumstances, including current income;
 - j. Other changes in family circumstances;

- k. Status of latest fire and health inspections;
- l. Status of and date(s) of last criminal history record check, Central Registry check, and fingerprint (FBI) review on all household members age eighteen (18) years and older, Sex Offender Registry check on all household members regardless of age;

3. If the home assessment contains a transracial portion, rewrites the assessment without regard to race, color or national origin (RCNO), or redacts the information concerning RCNO.

4. Prepares update summary and submits to adoption supervisor; and

Adoption Administrator or Designee

5. Ensures that the assessment is rewritten without regard to RCNO or that the RCNO information is redacted.

6. Reviews update summary, signs, and forwards a copy to State Office for the adoptive home record; and

Adoption Specialist

7. Updates CAPSS if necessary.

Referenced Documents

[DSS Form 3008: Child Factors Checklist](#)

Revision Comments

Section 425.02, 3., 5. revised to require that adoptive home assessments do not have transracial portions and that the Adoption Administrator or designee ensures this at each six month update.

