



413 Assessment for Adoption - Referral Accepted for Adoptive Placement Preparation



Batthula, Sharath B
Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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413 Assessment for Adoption - Referral Accepted for Adoptive Placement Preparation

Foster Care/IFCCS Worker and Supervisor

1. Determine that adoption is the primary or concurrent plan or adoption is likely to become the plan and arrange a staffing within 60 days of the child's entry into foster care; or
2. Determine that biological parent(s) is/are not complying with the treatment plan, and that grounds for termination of parental rights (TPR) exist and adoption may be an appropriate plan;

Foster Care/IFCCS Supervisor

3. Notifies the adoption administrator and requests a staffing between the foster care/IFCCS worker and foster care/IFCCS/adoption supervisory staff. Legal staff may also be included;

Foster Care/IFCCS Worker and Supervisor and Adoption Administrator/Supervisor

4. Reach a joint decision as to viability of adoption;
5. If necessary, staff the child's case prior to a judicial review for a change in case plan to adoption from another plan. However, do not delay the filing of a termination of parental rights (TPR) action pending a permanency planning hearing;

Foster Care/IFCCS Worker

6. If adoption is the primary plan, proceeds with completion of termination of parental rights (TPR) packet within 30 days of the staffing;

Adoption Administrator

7. Assigns case to an adoption specialist;

Adoption Specialist

8. Reviews the child's case record;
9. Meets the child and the foster parent(s)/group caregiver to discuss adoption within 30 days of case assignment;
10. Updates CAPSS, including completion of Child Tracking/Factors (registers child with State Adoption Exchange);
11. Makes a thorough adoption assessment by conducting and documenting face-to-face interviews with the child, foster care providers, and other significant parties within 60 days of acceptance of referral. Discusses with the child his/her wishes concerning the type of adoptive home into which the child will be placed. In general, in determining whether a placement is in the child's best interests, the child's preferences will be taken into account, if appropriate. If a child under 14 expresses a preference for an adoptive family of a certain race, color or national origin (RCNO) and the social worker determines, based on an initial, internal individualized assessment of the child's needs, that consideration of the child's RCNO preference is necessary to advance his/her best interests, as detailed in number 12 below, the procedure outlined in number 13 below must be followed. Uses the Part Eight: Out of Home (Child in State's

Custody) and completes the Child Assessment in CAPSS;

12. Prior to considering RCNO in the placement of a child--including the consideration of a child's RCNO preferences--the agency must always determine whether the consideration of RCNO is necessary to advance the child's best interests, irrespective of the child's age. The likelihood that the child would refuse or disrupt the placement could be one factor considered in this determination, as could any other factor that the social worker deems relevant. Any factors that are part of the best interests analysis must be thoroughly documented.

13. If the social worker determines that consideration of RCNO is necessary to advance the child's best interests, documents the rationale and all factors weighed in determining that considering RCNO would be in the Best Interests of the child.

1. Locates a licensed professional (child psychologist, child psychiatrist, clinical social worker or similar professional) who is not an employee of SCDSS, a sub recipient or an employee of a sub recipient; and who is able and willing to conduct an individualized assessment of the child's particular needs;
2. Contacts the Program MEPA Coordinator in State Office for assistance in arranging payment to the licensed professional prior to requesting the individualized assessment;
3. Provides relevant information/documentation to the licensed professional to assist in making the assessment, including but not limited to, psychologicals, background information, etc.;
4. Provides to the licensed professional the written explanation of MEPA (Multi-ethnic Placement Act)/Title VI as it applies to foster care and adoptive placements . Use [DSS Form 2533, MEPA Educational Materials](#);
5. Advises the licensed professional that he/she may contact the Plan Monitor for technical assistance regarding MEPA/Title VI as it applies to foster care and adoptive placements;
6. Has the licensed professional sign the acknowledgement that he/she has received a written explanation of MEPA/Title VI as it applies to foster care and adoptive placements and has been informed that he/she may obtain technical assistance from the Plan Monitor. Use [DSS Form 2534, Licensed Professional's Statement](#);
7. If the individualized assessment finds that RCNO must be considered, ensures that the licensed professional submits written materials that describe the individualized reasons that SCDSS should consider RCNO, how doing so is in

the child's best interests, and why doing so is the only way to achieve the best interests of the child;

8. Even if the licensed professional determines that RCNO must be considered, and SCDSS reviews and agrees with this assessment, such a determination does not mean that consideration of RCNO must be determinative.
9. Upon receipt of the written materials, submits them immediately to the Program MEPA Coordinator in State Office;
10. Files the written materials in the child's case record;

MEPA Coordinator

14. Submits the written materials to OCR/ACF within seven (7) business days of receipt of the licensed professional's individualized assessment and completed/signed [DSS Form 2534](#):

[Licensed Professional's Statement](#); Adoption Specialist

15. Completes Child/Youth's Individualized Service Plan. Meets with children 12 years and older to discuss the service plan and has the child sign (or documents why the child did not sign the service plan);
16. Updates and revises service plan as appropriate, but no less often than every 6 months. Develops a new case plan every 12 months. At each review, a safety assessment must be completed;
17. Begins child specific recruitment within 90 days if no adoptive family is available, or documents in the case record the justification of an exemption from recruitment;
18. If, at a later date, adoption is determined not to be an appropriate permanent plan, documents compelling reasons for selection of a plan other than adoption, return home or placement with a fit and willing relative; completes a written assessment summary outlining the reasons for the decision; and forwards to foster care/MTS worker/supervisor, recommending an alternative plan; and

Adoption Supervisor

19. Arranges staffing with county foster care supervisor if adoption is thought to be an inappropriate permanent plan for the child after adoption specialist has exercised and documented every reasonable effort to promote and expedite adoptive placement. These efforts include a thorough adoption assessment and child specific recruitment, if appropriate.

Referenced Documents

[DSS Form 2533: MEPA Educational Materials](#)

[DSS Form 2534: Licensed Professional's Statement](#)

Revision Comments

Section 413,11. has been revised to outline the procedures for considering a child's preferences in an adoptive family.

Section 413,12., 13., 14. have been added to further outline the procedures that must be followed if RCNO is believed to be a factor that should be considered in a child's placement.

