

CHAPTER 4 Adoption and Birth Parent Services

Revision Number: 03-03

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410 Birth Parent Services - Intake

Adoption Specialist

1. Receives the request for services from the birth parent;
2. Responds by telephone or in writing to the client;
3. Assures client of confidentiality and the agency's willingness to provide services, outlines the services available and general procedures for receiving the services;
4. Obtains as much identifying information as the client feels comfortable giving, i.e. name, address, telephone numbers, and a time for telephone calls;
5. Refers client to their county Department of Social Services or other appropriate agency if not considering adoption services; and
6. Records the information in CAPSS.

Referenced Documents

Revision Comments