

CHAPTER 4, Adoption and Birth Parent Services

Revision Number: 03-03

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410.02 Birth Parent Services – Service Plan

Adoption Specialist

1. Develops the [DSS Form 30104 Service Plan](#) within 30 days of the first interview. The Service Plan will include:
 - a. Statement of birth parent's view of the situation
 - b. Identification of birth parent's needs
 - c. Setting goals, objectives and strategies for meeting birth parent's needs

Adoption Specialist Birth Parent

2. Signs the [DSS Form 30104 Service Plan](#) which is developed jointly by the Adoption Specialist and birth parent

Adoption Specialist

3. Documents in the case record if the [DSS Form 30104 Service Plan](#) is not signed by the birth parent
4. Assists the birth parent in completing the [DSS Form 1575 Family History Information](#)
5. Evaluates and revises the [DSS Form 30104 Service Plan](#) at regular intervals with the birth parent
6. Completes the closing summary when no further services are needed or requested by the client. Updates CAPSS.

Referenced Documents

[DSS Form 30104 Service Plan](#)

[DSS Form 1575 Family History Information](#)

Revision Comments