

Division of Children and Family Services Administrative Memo #2-2008

TO: Service Area Administrators
Protection and Safety Workers, Supervisors and Administrators
Resource Development Workers, Supervisors and Administrators

FROM: Todd Reckling, Administrator
Policy Section
Division of Children and Family Services

DATE: March 27, 2008

RE: Collaboration with the Adoption Partnership and Locating Adoptive Families

Effective: Immediately

Duration: Until further notice

Contact Person: Margaret Bitz, Child Welfare Unit, Policy Section, Division of Children and Family Services, 401-471-9457, or at margaret.bitz@dhhs.ne.gov

I. Purpose of this Memo: The purpose of this memo is to:

- Inform staff of the functions that will be assumed by the Adoption Partnership
- Clarify the roles and responsibilities of DHHS staff
- Clarify definitions of adoptions exchanges
- Clarify acceptable exceptions to placing a child on the adoption exchanges
- Clarify information about tools available for location of adoptive families
- Replace Program Memo: Title 390, Adoption Exchanges #1-2004

II. Collaboration with the Adoption Partnership

On March 1, 2008, DHHS entered into a contract with Child Saving Institute (CSI), Adoption Links Worldwide, and Lutheran Family Services, referred to as the Adoption Partnership, to assume several functions to support the adoption work of DHHS. Effective date of the contract is March 1, 2008 through June 30, 2009.

Success of this effort will require coordination and communication between Adoption Partnership staff and DHHS (especially case managers). One of the means of communication will be e-mail. Identifying information regarding DHHS wards cannot be sent through unprotected e-mail. Therefore, much of the communication will need to be done using the SIX system. ***It will be necessary for case managers whose children are being served, and their supervisors, to become proficient in use of SIX.***

A list of Adoption Partnership contact people, with their addresses, phone numbers, e-mail addresses, and SIX addresses is included in Section III of this memo. The actual performance measures, from the contract, are included as Attachment E.

Functions to be provided by the Adoption Partnership:

- 1. Maintenance of the list of all Department wards free for adoption and not yet in an adoptive placement, including, but not limited to:**
 - **Exchange(s) on which the child is listed, or the existence of an exception for registration on exchanges; and**
 - **Date of registration, update, removal and reason for removal.**

Implementation Issues:

- a. Workers must check the "Free for Adoption" box on N-FOCUS when parental rights of one or both parents no longer are intact. The only exceptions are children with one parent's rights extinguished by court termination, relinquishment, or death, and the permanency objective is reunification or family preservation with the other parent.
- b. Exceptions to registration on the exchanges must be approved by the supervisor and Service Area Protection and Safety Administrator. A copy of the signed exception is to be sent to the Adoption Partnership (Christie Abdul) as notification that it has been done. If the exception request on record with the Adoption Partnership expires, the Adoption Partnership automatically will show the child as one for whom an exchange referral is needed, and will proceed with activities to register the child.
- c. This listing will be updated monthly by the Adoption Partnership and given to the Policy Section in Central Office. The Policy Section staff then will send it to Service Area Administrators, Protection and Safety Administrators, and Resource Development Administrators.

- 2. Registration of children on the exchanges and Heart Gallery, including the following activities:**

- **Gathering information from appropriate sources, e.g., N-FOCUS, child's case manager, foster parent, other caregiver, the child, or therapist; and,**
- **Supplying professional-quality photos, including but not limited to locating photographers, making arrangements for the photo-shoot, assisting in arranging the child's transportation if needed, and supplying the photos.**

Implementation Issues:

- a. By August 31, 2008, the Adoption Partnership will have registered all children on DHHS' March 1, 2008 free for adoption report, drawn from N-FOCUS. (DHHS' March 1 list can be accessed on the Yellow Pages, Alphabetical tabs, under Protection and Safety Adoption.)
- b. As new children are added to the N-FOCUS report the Adoption Partnership will register them within two months of their appearance on the N-FOCUS report.
- c. The ability of the Adoption Partnership to fulfill this responsibility will depend in large part on collaboration and cooperation between Adoption Partnership staff and CFS staff, particularly the case managers. Adoption Partnership staff will have access to N-FOCUS and will derive as much information as possible from that source, but they're going to have to depend on the case manager for additional information, for suggestions about people who know the child best, for assistance in making arrangements for photo-shoots, and perhaps for assistance in preparing a child for these activities. When the Adoption Partnership staff person begins to work on a child's registration, s/he will call the case manager, or

send a note by SIX to the case manager and supervisor as notification, and to ask for whatever assistance is needed. The expectation, specified in our contract with the Adoption Partnership, is a DHHS response to these requests within 5 calendar days.

- d. When a child has been registered on the exchanges, the Adoption Partnership will notify the case manager. The case manager will review the information and notify the Adoption Partnership within five business days if corrections need to be made.

3. Updates of information for children on the exchanges no less frequently than once/year, and more frequently if appropriate, including at the request for an update from the child's case manager. Updates will be done for children already on the exchanges, at the point the current registration is more than twelve (12) months old.

Implementation Issue: A case manager can request a review/update of information by contacting the Adoption Partnership.

- 4. Monitoring responses from families interested in registered children, and:**
- **Making an initial response to the family to recognize receipt of the inquiry;**
 - **Determining if the family is licensed or approved in the family's state of residence;**
 - **Obtaining a copy of the home study;**
 - **Performing an initial screening of the family to determine if it appears the family might be appropriate for the child; and,**
 - **Providing a copy of the home study with comments on the initial screening to the child's case manager.**

Implementation Issues:

- a. The Adoption Partnership will be listed as the contact for all registrations, with a phone number maintained by the Adoption Partnership. The DHHS case manager will not have to be concerned with responding to initial inquiries from families. The phone number to be listed by the Adoption Partnership as of April 1, 2008 is (402)504-3666. The number will ring as a separate line and will be answered "Adoption Partnership." It will have its own voice mail in case families need to leave a message.
- b. The Adoption Partnership will remove DHHS staff as contact persons from any existing exchange referrals and as of April 1 will replace phone numbers with the "Adoption Partnership" number (402-504-3666). If a DHHS staff person should receive an inquiry prior to that date, please take the following action: give the person the Adoption Partnership inquiry line number, or, if the person prefers, pass the information along to the Adoption Partnership by phone or SIX, including information on how to contact the adoptive family (name of family, phone number and/or e-mail address) and the name of the child in whom the family is interested.
- c. Once the child's case manager receives a home study from the Adoption Partnership, s/he must follow up with the family within 5 business days of receipt of the home study, letting the family know that there is continued interest and what the next step in the process will be, or letting the family know that they will not be considered for this child.

- 5. Reviewing files of children free for adoption to identify potential adoptive placements, contacting these persons or families to determine their interest in adoptive placement, and prioritizing their potential for placement. It is understood that if families or persons are located that might be a support system to the child but are not interested in adoption, information about them also will be recorded and given to the case manager. (This function is being referred to as “file mining.”)**

Implementation Issues:

- a. The Adoption Partnership has committed to completing a minimum of 170 “file mines” between March 1, 2008 and June 30, 2009. In order to assure that every service area has the opportunity to make use of this service, the following distribution has been done:
 - Central Service Area: 9 referrals, with a frequency of not more than one referral/month
 - Eastern Service Area: 95 referrals, with a frequency of not more than 6 referrals/month
 - Northern Service Area: 12 referrals, with a frequency of not more than one referral/month
 - Southeast Service Area: 47 referrals, with a frequency of not more than 3 referrals/month
 - Western Service Area: 7 referrals, with a frequency of not more than one referral/month
- b. Each service area will choose the children whose files they refer. The service area can refer the same child for a file mine and a file summary.
- c. In order to allow time for completion of this function prior to termination of the contract, all referrals need to be made before May 1, 2009.
- d. Referral will require sending the file to the Adoption Partnership, using the cover sheet included in this memo. Files will be returned to the originating person within 3 calendar weeks, and more quickly if possible.
- e. The Adoption Partnership will contact people who appear to be potential adoptive placements, determine their potential interest, prioritize the list of potential placements, and return the list to the case manager within 60 calendar days of receipt of the file in the Adoption Partnership Office.
- f. The child's case manager must follow up with families identified by the Adoption Partnership within 10 calendar days of receipt of the list, telling the family if there is continued interest and what the next step in the process will be, or letting the family know they will not be considered for this child.

- 6. File Summary: Preparation of historical and current information from child's file for use in determining the child's needs and sharing with adoptive parents. It is understood this information will not replace the Department's provision of an opportunity for review of the child's file by the adoptive family.**

Implementation Issues:

- a. The Adoption Partnership has committed to completing file summaries for 160 children between March 1, 2008 and June 30, 2009. In order to assure that every service area has the opportunity to make use of this service, the following distribution has been done:

- Central Service Area: 8 referrals, with a frequency of not more than one referral/month
 - Eastern Service Area: 90 referrals, with a frequency of not more than 6 referrals/month
 - Northern Service Area: 11 referrals, with a frequency of not more than one referral/month
 - Southeast Service Area: 45 referrals, with a frequency of not more than 3 referrals/month
 - Western Service Area: 6 referrals, with a frequency of not more than one referral/month
- b. Each service area will choose the children whose files they refer.
 - c. In order to allow time for completion of this function prior to termination of the contract, all referrals must be made before May 1, 2009.
 - d. Referral will require sending the file to the Adoption Partnership, with the cover sheet included in this memo.
 - e. Date of referral will be the date on which the file is received by the Adoption Partnership.
 - f. Files will be returned to the originating person within 3 calendar weeks, and more quickly if possible.

7. Preparation of adoption finalization packets, for purposes of filing of adoption petitions. (A list of expected contents of an adoption finalization packet will be provided by the Department and used for all packets statewide.)

Implementation Issues:

- a. The Adoption Partnership has committed to completing adoption packets for 112 children between March 1, 2008 and June 30, 2009. In order to assure that every service area has the opportunity to make use of this service, the following distribution has been done:
 - Central Service Area: 6 referrals, with a frequency of not more than one referral/month
 - Eastern Service Area: 62 referrals, with a frequency of not more than 6 referrals/month
 - Northern Service Area: 8 referrals, with a frequency of not more than one referral/month
 - Southeast Service Area: 31 referrals, with a frequency of not more than 3 referrals/month
 - Western Service Area: 5 referrals, with a frequency of not more than one referral/month
- b. Each service area will choose the children referred for completion of adoption packets.
- c. In order to allow time for completion of this function prior to termination of the contract, all referrals need to be made before May 1, 2009.
- d. Files for preparation of adoption packets must be sent to Adoption Partnership, with the cover sheet included in this memo.

8. Recruitment of adoptive families for children who are wards of the Department, to be done as part of the usual recruitment activities of the contractor, including such activities as adoption information meetings.

Implementation Issue: When a person expressing an interest in adoption seems

appropriate for referral to DHHS, the Adoption Partnership will refer that person to 1-800-7PARENT to begin the application process.

III. Adoption Partnership Contacts

1. Inquiry Line for families: (402) 504-3666
2. Point person for Exchange listings: Christie Abdul at Child Saving Institute
 - Phone number: (402) 553-6000, ext. 665
 - Address: 115 S. 46th St., Omaha, NE 68132
 - E-mail address: cabdul@childsaving.org
 - SIX address: Child , Institute (must have spaces as shown)
3. Point person for Referrals for File Mining and File Summaries: Nicki Thamm at Adoption Links Worldwide:
 - Phone number: (402) 933-0377
 - Address: 5017 Leavenworth, Ste 1, Omaha, NE 68106
 - E-mail address: nicki@alww.org
 - Adoption , Links (must have spaces as shown)
4. Point person for Referrals for Finalization packets: Barbara Payne at Lutheran Family Services
 - Phone number: (402) 661-7100
 - Address: 124 S. 24th St., Omaha, NE 68102
 - E-mail address: bpayne@lfsneb.org
 - SIX address: Lutheran Family , Services (must have spaces as shown)

IV. Tools Available for Location of Families

The child's worker remains responsible for finding and assuring permanency for every child on his or her caseload. When a child is free for adoption, the expectation is that efforts will include locating an adoptive family, and that the child will be registered on the adoption exchanges unless the child has an approved "Request for Exception To Placing a Child On the Adoption Exchanges," signed by the supervisor and the Protection and Safety Administrator or designee. The form is attached to this memo for your use (Attachment A).

The following listing provides information about the exchanges as well as additional tools that are to be used for location of families, keeping in mind that when more tools are used, it is more likely an adoptive family will be located quickly in a timely manner.

1. Matching Child and Family Characteristics on N-FOCUS:

Policy requires completion of the "Characteristics" field for children and for foster or prospective adoptive parents so workers can match children and families and contact the family's worker. To use the functionality:

1. From the N-FOCUS Main Menu, select the Matching icon (the two hearts). It is located in the second row from the top and the second icon from the left.
2. Select Facility Type. For example, "Adoptive Home".
3. Leave Status as 'Active.'
4. Select up to three counties for placement consideration. If consideration is given to more counties, the search can be continued, in groups of three. (Maximum number of counties searched is three at a time.)
5. Enter Sex and Age of the child for whom placement is sought.
6. Select all characteristics that apply to the child.

7. Select Search pushbutton.
8. N-FOCUS will bring back a list of all the homes within those counties that meet the selection criteria that were inputted, including facility type, and sex, age, and characteristics.

Instructions for loading placement preference information for organizations are included in Section VII of this memo.

2. List of Adoptive Families:

At any time, a child's worker can obtain a list of all families with a facility type of adoption from N-FOCUS, using the instructions above, Steps 1 through 4, and Step 7. (For example, a list was run on 3/6/08 for Douglas County. That list resulted in 108 families. For Scottsbluff County, the list resulted in 12 families.) Using that list and information about the families on N-FOCUS, the worker can follow up with the families' workers to determine the possibility of a "match."

- 3. List of Children Free for Adoption:** This listing includes all children for whom the "Free for Adoption" box on N-FOCUS is checked, and shows whether the child is listed on the adoption exchanges or has an exception to placement on the exchanges, with date of registration (or update), or date of exception.

4. Nebraska Adoption Website (NE Adoption Exchange):

This site, located on the DHHS web site, includes a web page for each child registered. Children who are not yet free for adoption can be included. The child-specific information includes a brief write-up about the child and a current picture. (Generally 'current' will mean no more than one year old, although more frequent updates or pictures should be done if warranted by a change in relevant information about the child, or a substantial change in the child's appearance.) This web site is available to anyone with internet access, from anywhere in the world. Most states have a web site, and families often choose to investigate the state site rather than going immediately to the National Exchange. The site is accessed by going to www.dhhs.state.ne.gov, clicking on "Children & Family Services," then on "Adoption," and then on "Children Available for Adoption." This site does not include information on families who are waiting for adoptive placements, but it does provide contact information for families interested in a waiting child and the opportunity for interested families to make an e-mail inquiry about the child.

Often the information on this site will be the same as, or similar to, that listed on the National Exchange.

5. National Adoption Exchange (AdoptUsKids):

This web site is maintained by the national AdoptUsKids Organization. It is used by nearly all states and many private agencies to list children available for adoption. It can be accessed worldwide at www.adoptuskids.org. This site includes demographic information about the child, along with a narrative and picture. It also includes a protected area that can be accessed only by agency staff in other states, with additional details about the child, e.g., diagnoses and conditions, and confidential narrative about the child and his or her needs. Children not yet free for adoption can be listed on AdoptUsKids. AdoptUsKids allows families interested in and approved for adoption in the family's resident state to register themselves and to make an e-mail inquiry about a child.

6. Heart Gallery:

This website is maintained and paid for by Child Saving Institute (CSI). The Heart Gallery features a narrative and professional photograph of each child. Photographs must be approved by CSI and the Heart Gallery team before being displayed on the website. The Heart Gallery also includes a display that is placed in various community locations throughout the year and a photo book that is used at recruitment events.

The site provides contact information to families who are interested in a featured child and provides general information about the adoption process. The site can be accessed at www.nebraskaheartgallery.org.

V. Federal Statutes that Must Be Considered in Location and Choice of a Family

The basis for choosing a family must be the family's ability to meet the needs of the child, in the present and into adulthood. In making this choice, it is critical that two federal statutes are followed:

- **Inter-jurisdictional Boundary Act:** This federal statute prohibits delay or denial of placement for a child across inter-jurisdictional boundaries. "Inter-jurisdictional boundaries" includes county lines, state lines, or even national lines. Families must be considered regardless of their location, with placement decisions based on the child's individual needs. Families who believe this statute was not followed can appeal the decision and are entitled to a fair hearing.
- **Multi-Ethnic Placement Act (MEPA):** This federal statute prohibits denial of or delay in placement of a child for foster care or adoption based on the race, ethnicity or national origin of the child or family. Matching and placement must be determined based on the child's individual needs, not on artificial barriers of race, ethnicity, or national origin of child or family. Families who believe this statute was violated can file a complaint with the Federal Office of Civil Rights, which then conducts an investigation of the complaint and of the state's practices.

VI. INSTRUCTIONS FOR LOADING PLACEMENT PREFERENCES FOR ORGANIZATIONS

This function can be done only by Resource Development staff.

1. From Detail Organization window, select the Home Details pushbutton.
2. On the Home Detail window, select the facility type that will cause the 'Placement Preferences' pushbutton to enable.
3. Select the Placement Preferences pushbutton. You will be taken to the Detail Placement Preferences window.
4. Enter Age Range and Gender of child/youth that the organization is willing to accept.
5. Select all characteristics that the organization is willing to accept.
6. In the 'Decision Of' box, select either 'Mutual' or 'HHS,' depending on who made the decision. Enter the date the decision was made.
7. Select sibling group size that the organization would consider having placed with them.
8. If the organization is willing to accept placement of children/youth from cultures other than their own, check the 'Cross-Cultural' checkbox. (Unless a family, of its own volition, has stated specifically that the family will not accept children from

- another culture, this box always must be checked to assure that there is no violation of the Multi-Ethnic Placement Act, or MEPA.)
9. Save your changes.

Attachments:

- **Attachment A (Page 10): Request for Exception To Placing a Child on the Adoption Exchanges**
- **Attachment B (Page 11): Referral to Adoption Partnership**
- **Attachment C (Page 12): Letter to Potential Contact Persons**
- **Attachment D (Page 13): Consent for Photography**
- **Attachment E (Pages 14-15): Performance Measures from the Adoption Partnership Contract**

Attachment A

Request for Exception To Placing a Child On the Adoption Exchanges

Name of Child _____ DOB _____

Name of Worker _____

Exception for:

- NE Adoption Exchange
- AdoptUsKids
- Heart Gallery

1. A family with whom the child is not placed is being considered for placement, and a decision regarding placement with this family will be made within 2 months.
Explain: _____

2. The child's current foster parents are considering adoption of the child, and they have agreed to make a decision within one month.
Explain: _____

3. The child is in a treatment setting (i.e., RTC, ETGH, or Treatment Foster Care), and an adoptive family is actively involved with the child and has committed to adoptive placement when the child is ready for discharge.
Explain: _____

4. The child is Native American, and termination of parental rights or adoption is contrary to tribal custom or code.
Explain: _____

5. The child is age 14 or older and does not want to be adopted, another appropriate permanency objective has been selected, and counseling has been provided to assure that the child understands the meaning and significance of adoption.
Explain: _____

6. The court has ordered a permanency objective other than adoption.
Explain: _____

7. The court has ordered that the child not be placed on one or more exchanges.
Explain: _____

Approved
 Denied
Reason: _____

Approved
 Denied
Reason: _____

Supervisor/Date

Protection & Safety Administrator/Date

ATTACHMENT B

**REFERRAL TO ADOPTION
PARTNERSHIP**

Referral for (Check one or more of the following):

- File Mining: search for persons who might be potential adoptive parents
- File Summary: summary for use in determining needs of child and sharing with adoptive parent(s)
- Adoption Packet: preparation of materials for filing of adoption petition

Name of Child: _____

Child's Date of Birth: _____

Referring Person (case manager or supervisor): _____

Date referral sent to Adoption Partnership: _____

Return file and information to:

Name: _____

Address: _____

Phone Number: _____

Date of receipt by Adoption Partnership: _____

Date of completion by Adoption Partnership: _____

ATTACHMENT C

**Worker's Letter to Potential
Contact Persons**

RE:

Dear

The Department of Health and Human Services has contracted with the Adoption Partnership to assist with activities that will help find families for children in the Department's custody who are waiting for adoption. The three agencies that comprise the Adoption Partnership are Adoption Links Worldwide, Child Saving Institute, and Lutheran Family Services. Some of the activities the Adoption Partnership will assist with are:

- Putting all children who are wards of the Department and free for adoption on the Nebraska Adoption Exchange, AdoptUsKids (the national adoption exchange), and the Nebraska Heart Gallery. This activity will include preparing a write-up about the child and arranging for a professional photograph of the child that will appear on the exchanges and Heart Gallery;
- Making initial responses to families who inquire about children on the exchanges and Heart Gallery and obtaining their home studies for review by the child's case manager;
- Reviewing children's files to look for people who might be interested in adoptive placement, for example, a relative who has not been contacted, a former foster parent, or a friend of the family. (This process is called "file mining"); and
- Reviewing and summarizing information from children's files to share with adoptive families.

In all of these activities, it is important that the "picture" of a child includes not only a photograph, but also information from people who know the child the best. I believe you might be one of those persons. Therefore, I have shared your name and phone number with the Adoption Partnership. If you are contacted, please consider this letter as authorization for you to share any information you think might help in describing this child and ultimately in finding a permanent family.

If you have questions, please contact me at the number listed below. If you are interested in viewing the sites, you can find them at:

- Nebraska Adoption Exchange: www.dhhs.state.ne.gov, click on "Children & Family Services," then on "Adoption," and then on "Children Available for Adoption."
- AdoptUsKids: www.adoptuskids.org
- Heart Gallery: www.nebraskaheartgallery.org

Thank you for your help in making an adoptive family a reality for this child!

Sincerely,
(Worker's Signature)
(Worker's Name)
(Worker's Address)
(Worker's Phone Number)

ATTACHMENT D

CONSENT FOR PHOTOGRAPHY

Name of Child: _____

I hereby agree and consent to the following activities by the Adoption Partnership:

- Arranging for professional photographing of this child;
- Posting one or more of these photographs on the Nebraska Adoption Exchange, AdoptUsKids, and the Nebraska Heart Gallery;
- Inclusion of one or more of these photographs in the Heart Gallery display that is placed in various community locations throughout the year, and in the Heart Gallery photo book that is used at recruitment events.

I understand that these photographs will not be used for any other purposes without my permission and no longer will be used after the adoption is finalized. I also understand that I may revoke this consent at any time by notifying the Adoption Partnership.

Signature of case manager or supervisor

Date

Printed Name

Attachment E

PERFORMANCE MEASURES FROM ADOPTION PARTNERSHIP CONTRACT

A. Federal Outcome: Timeliness of Adoptions

Outcome: 36.6% of children will reach adoption finalization within 24 months of being placed in out-of-home care.

Outcome: 53.7% of children legally free for adoption will be adopted in less than 12 months.

Measures:

- a. 100% of the adoption finalization packets will be provided to the case manager within 30 business days of receipt of the referral. If information for completion of the packet is not available to the Contractor, a list of what is missing will be returned to the Protection and Safety Supervisor
 - 1) Minimum number of packets to be prepared is 112.
- b. 100% of all children free for adoption on the list of children free for adoption on the begin date of the contract, for whom there is no DHHS-approved exception to placement, will be registered on all identified adoption exchanges within six months of the contract begin date.
- c. 95% of all children that are added to the list of children free for adoption after the contract begin date, and for whom there is no Department-approved exception to placement, will be registered on all identified adoption exchanges within two months of being reported on the list of children free for adoption.
- d. 85% of all children who are registered on one or more of the adoption exchanges on the begin date of the contract will have an updated registration, including picture, completed at the time the already-existing registration is 12 months old.
- e. 100% of all families that inquire about a child listed on an exchange will have a personal contact by phone or e-mail within five (5) business days of the inquiry.
- f. 95% of all families that inquire about a child listed on an exchange will be satisfied with the contractors' response to their inquiries. ("Satisfied" is defined as neither the contractor nor DHHS receiving any DHHS-validated or substantiated complaints from inquiring families regarding lack of initial response to their inquiries),
- g. 95% of families that inquire will have an initial decision made regarding the appropriateness of the family for the child to the Case Manager within 60 days of the family's inquiry.
 - 1) Initial decision will be based on a determination of the family's licensure or approval by the resident state and review of the home study.
- h. At least 32 adoptive families interested in adoption of children who are wards of the Department will be referred to the Department for the purpose of application for licensure for adoption.

B. Federal Outcome: Permanency for Children and Youth in Foster Care for Long Periods of Time

Outcome: 98% of children who were legally free for adoption and exited foster care were discharged to a permanent home (adoption, guardianship, or reunification) prior to their 18th birthday.

Measures:

- a. 100% of the youth free for adoption will be included on a list that is reviewed at least monthly to assess the child's status.

- 1) A review is defined as updating information and preparing reports as specified by the Department, from the list, including, at a minimum, name and date of birth of child, case manager, exchanges on which the child is listed and date of referral to each exchange (or date of the DHHS-approved exception to placement on the exchanges and reason for exception).
- 2) Child's status is defined as any changes or additions of information. This includes adding and removing children from the list, as well as child specific information that may have changed including date of additional exchange action (e.g., put on hold, updated, removed).

C. **Federal Outcome:** Placement Stability

Outcome: 86% Children in care for less than 12 months will experience two or fewer placement changes.

Outcome: 65.4% Children in care for 12 to 24 months will experience two or fewer placement changes.

Outcome: 41.8% Children in care for 24 or more months will experience two or fewer placement changes.

1. Measures:

- a. 95% of the children referred for file review will have a minimum of 5 and a maximum of 10 potential placement resources identified within 60 calendar days of receipt of referral.
 - 1) The list of resources will include a ranking of the best potential placement matches.
 - 2) Minimum number of children to be served is 170.
- b. 100% of the children referred to the contractor will have a case summary prepared and submitted to the child's case manager within 30 calendar days of the receipt of the referral.
 - 1) Referral is defined as a cover letter requesting preparation of the summary and the case file.
 - 2) Summary will include, at a minimum, social and family history, identification of current and anticipated future special needs, medical history and identified needs (including mental health history and needs), placements, and any other information that would assist an adoptive parent in making a decision to accept the child and parent him/her.
 - 3) Minimum number of children to be served is 160.