

THINGS ON N-FOCUS FOR ADOPTION

This is a list of things that can be or need to be completed for an adoption on N-FOCUS.

Please Note: Most adoption-related tasks are completed outside of N-FOCUS.

Notice to Fathers:

- Biological Father Registry Certificate can be requested through correspondence on N-FOCUS (or use paper form- no form number listed on it)
- CHARTS referral to use the Federal Parent Locator Service can be made on N-FOCUS (or use Federal Parent Locator paper copy- no form number listed on it)

Parental Rights

- Relinquishment of Child by Parent can be printed off N-FOCUS (or use PS-58 form on the DHHS forms website)
- When a parent's rights are terminated by the court or a parent relinquishes their rights, update their Parental Rights on N-FOCUS. (On the Detail Program Case window, update the Parental Rights Icon with current information about the rights of the children within the master case.)

Adoption Exchange:

- When a child is free for adoption and not in an adoptive placement, document placement of the child onto the Adoption Exchange. (Adoption push button on the CFS Program person Information window).
- When a child is free for adoption and not in an adoptive placement, but an exception exists not to place them on an exchange, document this on N-FOCUS (Adoption Exception push button on the CFS Program Person Information screen)
- If child is placed on the Adoption Exchange, document which Adoption Exchanges the child is placed on and the date placed on the exchange. Also Document if a photograph of the child is available and if a photograph of the child was placed on the exchange (Adoption push button on the CFS Program person Information window)
- If the child was previously adopted, document the date s/he was previously adopted (Adoption push button on the CFS Program person Information window).

Kinship Search:

- Within Multi-Person Narratives (previously called Kinship Search narratives), document all efforts to locate and engage Non-Custodial Parents.
- Within the Multi-Person Narratives, also document all efforts to locate and engage paternal and maternal relatives. Updating the Multi-Person narratives with information throughout the life of the case is critical to demonstrating concerted efforts.

Placement:

- On the CFS Program Person window, document if a child is free for adoption and date free for adoption.
- If more than one family was considered as an adoptive placement for a child, complete the Report of Selection on N-FOCUS (or use the PS-AR-68 form located on the DHHS forms website)
- Print the Adoptive Placement Agreement from N-FOCUS (or use the PS-AR-61 on the DHHS forms website)

Placement (continued):

- Once child is placed in an adoptive placement, change the Placement Status to Adoptive Home. (In order to do this, an Adoptive Placement Agreement must have been signed and an Adoptive Home study must have been completed so that RD can add a service approval).
- Update placement information and placement status on N-FOCUS within 72 hours after placement.

Adoption Subsidy:

- Complete the FC-Pay (After 01/01/14 FC-Pay will be replaced by CANS and NCR) on N-FOCUS to determine maximum subsidy amount.
- Although you can complete the Subsidized Adoption Agreement on N-FOCUS, PLEASE use the PS-AR-52 on the DHHS forms website, per Doug Kreifels, Central Office Administrator).
- If there will be an Adoption Subsidy case, the IMFC worker will open the Subsidy case on N-FOCUS after the appropriate paperwork is received. This occurs after the adoption is finalized.

Finalization:

- The Relinquishment of Child for Purposes of Adoption can be completed on N-FOCUS (or use the PS-57 form located on the DHHS forms website).
- Adoptive Home Study is located on N-FOCUS.
- Document the Adoption Finalization date on N-FOCUS (Adoption push button on the CFS Program person Information window)

Other:

- Assure the correct Family Relationships are entered on the Expert System.
- A certified copy of a Nebraska issued birth certificate can be requested through correspondence on N-FOCUS (or use the HSS-88 on the DHHS forms website.)
- Complete SDM Assessments (Safety Assessment and FSNA - child section only for adoptions). Put in final status and close SDM household when closing case.
- Document all Mandatory Consultation Points.
- Document any ICWA information in the ICWA narratives.
- Put all narratives in final status before closing case.
- Complete Case Plans and Court Reports.
- Document all Professional relationships (end date upon closing case).
- Document Service Referrals/Service Authorizations (end when closing case)
- Document Worker assignment (end upon closing case)
- Document all placements (close active placements upon closing case)
- Change legal status to "non-ward" before closing.
- Close CFS program case (upon receipt of court order closing juvenile case)