

Section 12. Supervising the adoptive placement and adoption disruption

This section covers adoption supervision activities and adoption disruption prior to finalization. Supervision in the context of adoption includes contacts with the child and family in the pre-adoptive home to confirm that the family is participating in the ongoing safety plan, the family's environment is safe for the child and the family is meeting the child's needs. Supervision in adoption includes monitoring services provided to the child (education, physical and mental health, or other treatment needs) and the child's adjustment to the pre-adoptive family's care. The procedure manual has more general information about supervision, so it will not be repeated here. For more general information about supervision, please see Chapter 3 "Managing child safety in and out of home," Section 9 "Monitor the child welfare case plan through required contacts," Subsection F "Contact with the child placed in substitute care."

A. Monitoring and supporting the child and adoptive family, addressing concerns

When a child is placed with a family for adoption, the agency's goal becomes supporting the child and the family to successful and timely legalization of the adoption. During the supervisory period, DHS retains legal custody of the child, ensures the child's safety, monitors the child's adjustment and developing attachment to the family, and the ability of the family to cope with challenges. The active participation of the family is important to the success of the adoption. The adoption supervision period allows the adoptive parents or parents, the department adoption worker and the adoption agency (if other than DHS) the opportunity to determine whether the adoptive parent or parents will be able to meet the child's needs over time. Supervision services provide the opportunity for DHS to support and facilitate the merging of parents, child and other family members into a new and different family unit. Active and supportive adoption supervision decreases the risk of adoption disruption.

Supervision of the child's adoptive placement begins at the day of the child's move into the adoptive home or designation of adoptive placement, if the child is already in the home. It ends upon finalization of the adoption. Supervision includes:

- Monitoring child safety,
- Observing, monitoring and supporting the child and the adoptive family,
- Providing referrals and coordinating services with other agencies,
- Documenting the adjustment of the child and the adoptive family,

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- Providing related services toward legalization of the adoption,
- Phone contact, correspondence, contact with third parties,
- Face-to-face contact with the child and the family, and
- Monitoring compliance with certification and adoption standards.

Definitions of worker roles during adoption supervision

Three types of workers may be involved during the adoption supervision period. These workers are:

- **The child's caseworker:** The caseworker assigned primary responsibility for a child served by the Department of Human Services.
- **The adoption worker:** The primary DHS adoption or certification worker or licensed adoption agency employee assigned to the adoptive family for adoption serves purposes.
- **The supervising worker:** The worker providing supervision to the adoptive placement. This worker may be the child's caseworker or the family's adoption worker. The decision of which worker will supervise the placement is made based on the circumstances of the family, the location of the child's local office and the location of the adoptive family. The child's caseworker if within a reasonable distance of the child's local office generally supervises current caretaker families.

All of the above staff are responsible for the safety of the child in the adoptive home. When the child is placed through an in-state private agency, DHS must provide supervision of the placement and coordinate support services with the in-state private agency.

Length of supervision between adoptive placement and finalizing the adoption

The length of time between an adoptive placement and finalization of the adoption is dependent upon the readiness of the child and the adoptive family to finalize and consideration of reasonable efforts to achieve the child's permanency plan in a timely manner.

- Six months is the minimum standard supervision period for a child in DHS custody. The time in which the child has lived with the family for foster care may be included in the six-month period.
- When the child's caseworker and the adoption worker agree that it is in the child's best interests to proceed with finalization before six months:
 1. The child's caseworker or adoption worker must request approval from:
 - a. Their supervisor; and
 - b. The Child Permanency Program manager or designee.
 2. The child's caseworker must document in ORKids when the Child Permanency Program gives approval for a reduced post-placement supervision time.

Casework services during the supervisory period

Procedure

Providing casework services to the adoptive family and the child is the responsibility of the worker supervising the adoptive placement and begins when a child transitions from the substitute caregiver into the adoptive home if the selected adoptive family is not the child's current foster parent. If the child's substitute caregiver is the adoptive family, adoption supervision begins after the selection of the adoptive family. The adoption worker and the child's caseworker are both responsible for:

- Helping the child integrate into the adoptive home.
- Ensuring services important for the child's safety and well-being (e.g., safety plan, medical, educational, and mental health services) continue in his or her adoptive family. Providing families with resources for potential for crisis may be needed for some children.

Support for safety may begin at the time of transition or later if indicated. The Oregon Post Adoption Resource Center has guidelines for adoptive families called "Safety Planning for Families in Crisis" and it is available at this link: www.orparc.org/services/CRISIS_FamilySafetyPlan.pdf

- Completing adoption assistance application materials.
- Working together to achieve timely finalization of the adoption.
- Supporting continuing relationships between the birth and adoptive families, whenever appropriate.
- Supporting the adoptive family.
- Assisting with adjustments in the family system.
- Discussing the need for services after the adoption is finalized.
- Providing support and services to the adopted child including but not limited to:
 1. Helping the family and child understand grief and loss issues related to adoption transition and loss of birth parents.
 2. Helping the child master the new home environment by encouraging the child to make gains and use positive skills and coping strategies.
 3. Identifying areas where the child is successful as well as areas where the child can use additional supports and services to adjust to the new home and family.
 4. Building a relationship with the child and listening to what he or she is saying about the adoptive family, school situation, etc. The child may need visits more often than every month, especially during transition or when having increased difficulties. For more information about visiting with the child, refer to the procedure manual's Chapter 3, Section 9F, "Contact with the child placed in substitute care."

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- Providing intensive casework and support to help the child and family during a crisis period.
- Providing support and services to the adoptive family, including but not limited to:
 1. Working with the adoptive family's adoption worker or certifier (if someone other than the supervising worker) to implement a placement support plan, when needed, to increase the ability of the family to meet safety and well-being needs of the child. The supervising worker should monitor the placement support plan and assist the family with making adjustments as the child and family experience changes.

Sleeping and eating

Practical ideas about proactively dealing with the adoptive child's sleep is "What is This Thing You Call Sleep?" is at this link: <http://adoptmed.org/topics/sleep-and-adoption.html>

Find useful information for adoptive children in "Transitional Feeding Difficulties" at this link: <http://adoptmed.org/topics/transitional-feeding-difficulties.html>

Both articles are by Julian Davies, MD, a pediatrician who specializes in adoption medicine.

2. Supporting the adoptive parents in continuing services already in place and assessing the need for new services for the child.
3. Providing the adoptive family information about court and Citizen's Review Board reviews and other aspects of being engaged in adopting a child in the custody of the department.
4. Giving the adoptive family information about the full range of financial supports, medical assistance, and services available to them and their child.
5. Reviewing agreements regarding adoption assistance and medical assistance with the family to ensure they understand the benefits and know how to access them.
6. Making referrals for services to assist the family with the integration process.
7. Helping the adoptive parents identify any doubts or concerns they have about raising the child and providing support and recommendations for services, when appropriate. Ambivalence is normal and the adoption worker can help the family understand their concerns.
8. Increasing the frequency of visits if the family and child need additional assistance to support the placement.

Family provision and preparation for a safe and secure home for children with a history of sexual abuse or touching problems

Parenting sexually abused children or children who have a history of sexually acting out is especially complex. Planning for parenting should start prior to the adoption transition. Research has shown

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that some children from foster care report after being placed in their adoptive families that they have been sexually abused previously in their lives and the placing agency did not have prior information about this history. Therefore, all adoptive families should understand that their child may have experienced some level of sexual abuse without agency knowledge. Children who have been sexually abused may not feel comfortable telling anyone about the abuse until they feel they are in a safe, stable environment. The adoptive parent may be the first person a child feels comfortable talking to about being sexually abused.

For more information on the topic of creating a safe home environment for children with a history of sexual abuse or touching problems, a useful guide is “Parenting a Child Who Has Been Sexually Abused: A Guide for Foster and Adoptive Parents” at this website: www.childwelfare.gov/pubs/f_abused/f_abused.pdf. Share this article with families adopting a child with a history of sexual abuse or sexual acting out.

“Create Your Family Safety Plan” is another article that has tips for keeping all family members safe and is at this website: www.parentsprotect.co.uk/creating_a_family_safety_plan.htm.

The adoptive family should also prepare for the child’s arrival by talking with the children in their home about changes within the family upon the arrival of the new sibling.

Procedure

- The worker talks with the adoptive parents about the child’s need to feel safe in their new home and how to make the home more likely to encourage healing and appropriate behavior. These guidelines are general and each family and child will have particular needs relevant to their unique situation:
 1. Be aware of and follow the DHS policy, Standards for Certification of Foster Parents and Relative Caregivers and Approval of Potential Adoptive Resources II-B.1, regarding 413-200-0371 Responsibilities and Notification Requirements for Selection and Use of Respite Care Providers and Babysitters for appropriate safeguards when considering other caregivers of the child. Refer to policy at this [link](#).
 2. Work with the child’s therapist to continue addressing treatment needs if applicable. If the child is not in treatment at the time of the transition, be aware of concerning behaviors that may indicate a need to begin treatment or family counseling.
 3. Older children and children with significant emotional special needs and their adoptive families need additional support. In general, these families should have family therapy or counseling services started at the beginning of the adoptive placement or shortly thereafter. If the therapist is not familiar with adoption issues and family development, consider referring the therapist to the Oregon Post Adoption Center (ORPARC) for information about adoptive family dynamics and dealing with specific special issues. Here is the link to the home page of ORPARC: www.orparc.org. Note that ORPARC has services for Spanish speaking families.

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Evaluating child safety and well being regularly and monitoring the home to ensure a safe environment for the child

For procedure on monitoring the safety and well-being of the child in a pre-adoptive home, see Chapter 6 “Family support services,” Section 6: “Monitor the family support services case plan through required contacts.”

This procedure discusses additional considerations pertinent to adoptive placement supervision.

Once a child is placed in the out-of state adoptive placement

Procedure

The child’s caseworker is to:

- Inform the Oregon ICPC office of the date of placement so that the 100B can be sent to notify the receiving state that the child has been placed.
- Submit a placement memo to the Child Permanency Program seamless support staff person for the child’s county’s legal assistance specialist. Notify them of the child’s name, the adoptive family’s name and address, and the date the child was physically placed in the adoptive home. This must be done immediately upon placement if adoption assistance is to begin simultaneously with the placement of the child in the new home for a child who is not Title IV-E eligible.
- If the child is already placed in an out-of-state home under foster or relative care, submit the CF100B to the Oregon ICPC unit in order to inform the receiving state about the change to adoptive placement.
- Request that the supervising worker in the receiving state send their quarterly progress reports through ICPC channels. If the supervising worker does not send quarterly reports, or information about face-to-face visit dates and case progress, contact the assigned Oregon ICPC coordinator.
- If the adoption assistance application process has not already been completed, (such as when adoption assistance was put in place simultaneously with the child’s placement), submit an application packet to the Child Permanency Adoption Assistance Program. Do this within 60 days of the selection of the adoptive resource. Find information about adoption assistance at this [link](#).

Caseworker to report significant changes and concerns to ICPC and Child Permanency Program after placement

Procedure

- Notify the adoption assistance coordinator and ICPC if the placement status changes, such as a disruption, child's move to residential treatment, child protective services removal from the home, the family's move to another state, or child's permanent plan changes from adoption. Contact the adoption placement specialist in the central office Child Permanency Program for consultation if there is a risk of disruption or a disruption of the placement.
- Give feedback to the adoption placement specialist in the central office Child Permanency Program about the experience with the out-of-state agency if the services were exceptionally concerning or noteworthy, both positive and negative information.

Private agency adoption worker responsibilities in the receiving state

When a child is placed out of state and a public agency supervises the placement, DHS does not require a contract with the public agency. Adoptive placements supervised by a public agency fall under the provisions of the receiving state's supervision requirements.

When a private agency supervises the placement, the private agency adoption services are specified in a contract between DHS and the private agency. In private agency adoptive placements in another state, the caseworker will need to be familiar with expectations between DHS and the private adoption agency providing adoption supervision. The focus of supervision includes the adoption agency assisting the family in finding needed local services and resources to support the adoption. Supervision also includes evaluation of safety in the home until the adoption is finalized.

- The family's adoption worker in the receiving state will coordinate with the child's caseworker all aspects of planning and implementing of placement. The family's adoption worker will:
 1. Inform the adoptive family of DHS' procedures and requirements for placement, supervision of the placement, adoption assistance, the consent to adoption letter and the process of legalizing the adoption.
 2. Discuss the need for adoption assistance and assist the adoptive family in completing the Adoption Assistance application forms and submit to DHS within 60 days of placement with the resource family if the child is legally free or after the child becomes legally free.
 3. Obtain the "Required Information for Adoption Workers and Adoptive Parents" form CF 963 from the child's caseworker and the material referenced on the form. The adoption worker will provide the material to the adoptive family immediately. The adoption worker retains a copy of the CF 963 and notes in the appropriate progress report the date the information was provided to the adoptive family. The signed copy is returned to the caseworker.

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- When a child is placed by DHS in a home supervised by an out-of-state private adoption agency, the agency agrees to services that include, but are not limited to the following:
 1. Supervise the placement of the child and the adoptive family in compliance with referenced DHS policies, including monitoring the safety and well-being of the child to assure child safety. The adoption worker must make the following contacts and document the contact in the required progress reports:
 - a. Face-to-face contact in the home with the child a minimum of every 30;
 - b. Face-to-face contact with the adoptive family a minimum of every 30 days; and
 - c. Face-to-face contact with the adoptive family a minimum of once every 60 days in the adoptive family's home, with at least one of the adoptive parents present.
 2. Monitor and assess the child's safety and well-being with the adoptive family. If the adoption worker cannot confirm safety and well-being of the child in the home, the adoption worker must immediately contact the DHS caseworker and participate in an assessment of child safety to determine if there is a safety threat to the child. The caseworker is to consult their supervisor if they have concerns about the child's safety and well-being.
- Beginning when a child is placed in the adoptive family's home, the adoption worker will submit written 90-day progress reports on the safety and well-being of the child, the adoptive family and the progress of the placement in general. Copies of the report are submitted to the receiving state's ICPC office, the Oregon ICPC office, the caseworker, and the DHS central office Child Permanency Program.
- In addition to any requirements listed above, written progress reports include, but are not limited to:
 1. Description of the current and future needs of the child; and observations and analysis of the child's physical, mental and emotional development.
 2. An evaluation of the quality of the relationship existing between the child and adoptive family.
 3. Ongoing and new services provided to the child; and ongoing and new services provided to the adoptive family.

The supervisor's role

- If the adoptive family plans to move out of state prior to finalization, help the caseworker to determine if the move is in the best interests of the child before a decision is made to approve the move. An example is considering the move of a child who is not legally free and the child has regular visits with a birth parent.

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Completing the adoption assistance process and pre-finalization notifications

Procedure

- It is the supervising worker's responsibility to assist the family in applying for adoption assistance and to ensure that adoption assistance is in place prior to finalization of the adoption. Refer to the Chapter 5, Section 10b, "Establishing adoption assistance" for details.
- Prior to finalization of the adoption, the department must ensure that the adoptive resource is made aware of all of the following:
 1. Available post-legal services;
 2. The potential eligibility for federal or state adoption tax credits, or both; and
 3. The ability to seek voluntary supportive services through the department to stabilize an adoption and promote lifelong permanency for children.

Adoptive family with a child placed in the home plans to move out of Oregon

Procedure

- Inform the adoptive family that moving to another state prior to finalization will delay finalization of the adoption if the adoption is not finalized in Oregon before the move. If the adoption will be finalized in a short period of time and the family can manage to stay in Oregon until the adoption is finalized, that is generally recommended. Contact the central office Child Permanency Program legal assistance specialist or adoption placement specialist to discuss the option of achieving finalization before the family's move to another state.
- If the adoptive family is struggling and the placement seems tenuous, discuss with the supervisor the advisability of the child moving with the family. Include the family's adoption worker and their supervisor.
- If a family is experiencing challenges, but disruption is not a consideration, inform the receiving state of the challenges the family is experiencing.
- Prepare and submit an ICPC referral packet as soon as it is known the adoptive family intends to move to another state prior to finalization.
- If an adoptive family is receiving adoption assistance, contact the family's adoption assistance coordinator to arrange for medical card coverage in the new state of residence. See Chapter 5 for more information about adoption assistance and medical coverage when residing out of state.

When the family experiences major changes prior to finalization

When the caseworker or adoption worker become aware of significant changes to the adoptive family's situation, including changes in the family structure, DHS may require an updated adoption home study prior to making a determination to proceed with finalization of the adoption.

- Consult with Child Permanency Program staff, such as the adoption placement specialist or supervisor when the family has a significant change that may affect the adoption. Examples of these changes may be divorce or separation of the adoptive parents, death of a member in the nuclear family, addition of a new partner, criminal or child protective services issues.
- The adoption worker is to follow up with a home study update as directed. This should be submitted to central office Child Permanency Program. If the family is out of state, work with ICPC for additional assessment of the changes.

Progress reports on the adoption if the family is out-of-state

Procedure

- The supervising worker completes quarterly progress report for the purpose of adoption supervision.
- Information about the child may include:
 1. Adjustments in relating to peers;
 2. Self-esteem;
 3. Culture, religion and therapy needs;
 4. Special education needs and services;
 5. Special developmental needs and services;
 6. Special medical and dental needs and services;
 7. Issues or concerns about the child's attachment to the adoptive family; and
 8. Progress toward finalization.
- Specific adoptive family's adjustment information may include:
 1. Significant changes in the family's coping skills, marriage/domestic relationship and use of supports.
 2. Changes in sleeping arrangements, income, expenses, health, job, family composition and home.
 3. Other pertinent information about the progress of the adoptive placement toward finalization.
- The supervising worker maintains regular contact with the child's caseworker and keeps the child's caseworker informed of the progress of the adoptive placement.

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The supervisor's role

- Review the case record to ensure that face-to-face contact, administrative reviews and progress reports are completed, as required, by the supervising worker during the adoption supervisory period.
- Assist with the adoption assistance process, especially in cases where there are disputes about the amount of the adoption subsidy.
- Provide consultation and guidance to the supervising worker when there are protective service, certification and other concerns about the adoptive placement.
- Review the supervising worker's recommendation to finalize the adoption.
- Support the caseworker in providing appropriate services to the adoptive family and the child during the adoption process.
- Assist in cases where the decision to disrupt the adoptive placement is considered by the agency.

Forms and references

Oregon Revised Statutes

- ORS 109.675, Right to diagnosis or treatment for mental or emotional disorder or chemical dependency without parental consent
- ORS 418.517, Use of psychotropic medications

DHS policy

- Supervision and Support of an Adoptive Placement, [OAR 413-120-0800 to 0880](#)
- CPS Assessment Dispositions, [OAR 413-015-1000](#)
- Monthly Contact and Monitoring Child and Young Adult Safety, [OAR 413-080-0040 to 0067](#)
- Family Support Services, [OAR 413-030-0000 to 0030](#)
- Substitute Care Placement Reviews, [OAR 413-040-0100](#)
- Psychotropic Medication Management, [OAR 413-070-0000 to 0974](#)
- Adoption Assistance, [OAR 413-130-0000 to 0130](#)
- Standards for Certification of Foster Parents, Relative Caregivers and Approval of Potential Adoptive Recourses, [OAR 413-200-0301 to 0396](#)

DHS policy

- CF 100A, ICPC Adoptive Placement Approval
<https://apps.state.or.us/Forms/Served/CE0100a.doc>

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- Genetic and Medical History of Child and Biological Family
- Adoption Checklist in ORKids
- CF 304, Service Application
- Adoption Child Summary
- CF 439, Materials
- CF 963, Required Information for Adoption Workers and Adoptive Parents

B. Disruption decision making and process

Fortunately, disruption is a rare circumstance. A disruption refers to the ending of an adoption process after adoption selection of the family and placement of the child with the family for the purpose of adoption, but before the adoption is legally finalized.

An excellent resource for approaching disruption with children and families is the article by Jon Bergeron, Jr., Ph.D. and Robin Pennington, “Supporting Children and Families When Adoption Dissolution Occurs” in the Adoption ADVOCATE at this link: www.adoptioncouncil.org/images/stories/NCF_ADOPTION_ADVOCATE_NO62.pdf.

For additional policy information about adoption disruption, see OAR 413-120-0870 “Disruption” at this [link](#).

Most adoptive placements lead to finalization of the adoption. When disruption occurs, the decision to disrupt a child’s adoption may be made by:

- The adoptive family; or
- The department.

When made by the department, the decision to discuss disruption of an adoptive placement includes, if possible, the adoption worker, the caseworker, adoptive family, child (as age and developmentally appropriate). If possible, consideration of disruption occurs after exploration of other alternatives.

Serious situations such as child abuse/neglect or other circumstances that jeopardize the child’s safety, health and well-being may prompt an immediate decision to move the child from the adoptive home. This does not constitute an adoptive placement disruption, which would require additional assessment and decision-making if the family were not choosing to disrupt.

Adoptive placements should be preserved when possible and when in the children’s best interests. Safety is considered in attempts to consider preservation of an adoptive placement.

A decision to disrupt one or some of the children in a sibling group placed with the adoptive family needs to include consideration of sibling relationships. If a sibling group of children will be separated due to disruption of one or some of the siblings, the caseworker must consider whether to present the case for sibling separation to a Permanency Committee. Refer to the procedure manual

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Chapter 5, Section 3 “Sibling adoption planning” for more information about separating siblings for the purpose of adoption.

Child Protective Services move of the child in an adoptive placement

If the child was moved from the home for Child Protective Services (CPS) safety reasons, the move was initially to provide safety. In some cases, children return to their adoptive family after a CPS removal. An adoption is not disrupted until the agency follows the process to disrupt, if the family does not choose to disrupt after a CPS move. Consult central office Child Permanency Program staff, such as the Adoption Placement Specialist, Legal Assistance Specialist or their supervisor if a CPS removal is planned or occurs.

The adoption worker and the child’s worker and their supervisors should share their professional opinions about whether to consider the request for a department disruption. The primary concern is the child’s long-term best interests.

Planning process when the adoptive family disrupts the adoption

There are distinctions in processes when the family decides to disrupt the adoption and when the department decides to disrupt the adoption.

Procedure

When the adoptive family makes the decision to disrupt:

- When an adoptive family expresses reservations about proceeding with the adoption, the child’s caseworker and the adoption worker should discuss the child and family’s progress and challenges and the family’s willingness to participate in services to preserve the placement. The supervising worker should make reasonable attempts to provide services to support and preserve the placement.
- When the family’s final decision is to disrupt the placement, the supervising worker takes the following steps:
 1. Staff the case with the supervisor and Child Welfare Program Manager to develop the most supportive plan for the adoptive family and the child. Include the Permanency Program’s Adoption Placement Specialist for consultation.
 2. Determine whether the child can be maintained with the adoptive family pending the identification of another resource. If this is not possible, make placement plans with timelines. Consultation should include the child’s caseworker, the adoption worker and the adoptive family as appropriate.
 3. Arrange to remove the child from the adoptive home. Make placement plans and timelines in consultation with the child’s caseworker and the adoptive family.

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4. Evaluate the immediate needs of the child and the adoptive family.
5. Send a memo to the central office Child Permanency Program's support staff person for the child's Legal Assistance Specialist with the child's name, the adoptive parent's name, information about the reasons for the disruption, plus the disruption date. The worker does not send a memo to the Program Manager when the family decides to disrupt the child.
6. The caseworker must document the disruption in OR-Kids and notify the central office Child Permanency Program of the date of the adoption disruption.
7. If the child is placed in another state, notify the central office ICPC unit of the date of the adoption disruption. Work through ICPC for authorization of travel costs to the return the child to Oregon.

Process if the supervising worker believes it is in the child's best interest to disrupt the placement and the adoptive family has not made that decision

When the supervising worker believes that it is in the child's best interest to disrupt the adoptive placement, and the adoptive parents have not come to that conclusion, complete the following activities.

Procedure for the supervising caseworker

- Consult with the supervisor and child welfare program manager or designee about the need to disrupt the adoptive placement. Also, consult with the other involved worker, the caseworker or family's adoption worker and their supervisor. These workers should inform their CWPM or designee, if different, about the supervising worker's decision to disrupt.
- When the caseworker for the child determines that a disruption is likely, the caseworker must consult with each of the following:
 1. The adoption worker of the family
 2. Members of the child's team identified as individuals who can offer additional information or support, and
 3. The family, if possible.
- In some cases, after consultation, there may be a plan to try to preserve the placement, when it is in the best interest of the child to do so.
- When the Department is supervising an adoptive placement of a child in the custody of another public child welfare agency and concerns arise that indicate that the adoptive resource is no longer appropriate for the child or children, the caseworker must ensure contact is made with the responsible entity and coordinate subsequent actions.
- Consult with the central office Child Permanency Program's Adoption Placement Specialist about the problems regarding the placement.

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- If the supervising worker, supervisor and Child Welfare Program manager or designee all concur, send a memo or e-mail to the Child Permanency Program manager in Central Office requesting approval of the recommendation. This memo should include:
 1. First and last names of the child,
 2. First and last names of the adoptive family,
 3. Concerns that led the local office to request a disruption of the adoptive placement, including safety issues,
 4. Services and supports, if any, that have been recommended or implemented during the placement to support the child and family in the adoption,
 5. Sibling issues, if any, and
 6. Placement date.
- Await the decision. The central office Child Permanency Program manager must approve of the recommendation to disrupt the adoption.
- Determine the immediate needs for both the child and the adoptive family.
- Follow the child protective services referral and assessment procedures for out-of-home placement in the event of suspected child neglect or abuse as found in the Department Responsibilities During Screening and Assessment of a Child Abuse or Neglect Report Involving the Home of a Department Certified Foster Parent or Relative Caregiver, I-B.2.2.3 rules at this [link](#).
- The caseworker must document the disruption in OR-Kids and notify the central office Child Permanency Program of the date of the adoption disruption if decided by DHS.
- If the child is placed in another state, notify the central office ICPC unit of the date of the adoption disruption. Work through ICPC for the return of the child to Oregon. Work through ICPC for authorization of travel costs to the return the child to Oregon.

Disruption staffing after a disruption occur

- The caseworker is required, after the disruption of an adoptive placement of a child in DHS custody, to consult with his or her supervisor, the child's team and individuals with significant adoption experience to staff the case in order to:
 1. Gain a comprehensive understanding of the issues leading to the disruption; and
 2. Increase the likelihood for the child's success in another adoptive placement.
- If an adoptive placement disrupts and it is the child's first adoption disruption, a more formal disruption staffing is recommended. If a child has had more than one disruption, a disruption staffing is highly encouraged. The purpose of the staffing is to benefit from the expertise of others who may have additional insights.
- The worker may value the deeper and more structured disruption staffing process, especially with a complex case. Discuss with the supervisor how to request a local disruption staffing

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meeting after the disruption has occurred. The disruption staffing happens after the disruption decision and is to be a clinical debriefing and helpful consultation for future planning with possible ideas about the child's lagging skills, recruitment, adoption preparation of the child, transition, disclosure, desired family characteristics, possible supports after the child is placed with a family and other recommendations. The disruption staffing is not to be used to determine whether the placement should be disrupted, since it occurs after the decision to disrupt.

Procedure for the child's caseworker

- Arrange a disruption staffing with assistance from the supervisor.
- Coordinate with the adoption worker and discuss materials and who to invite to the disruption staffing.
- Consult with the central office Child Permanency Program's adoption placement specialist or their supervisor, about disruption staffing details as needed.

Determining the appropriateness of adoption as the child's permanent plan after the child's adoptive placement has been disrupted

Procedure for the child's caseworker

- If the caseworker has concerns that the child who has come from an adoption disruption is not likely to be able to be placed or parented successfully in an adoptive family after a disruption, the caseworker discusses appropriateness of adoption as the child's plan with the supervisor.

The supervisor's role

- When the supervising worker expresses concerns about the viability of an adoptive family's success with the child, assist the supervising worker in exploring ways to support and preserve the placement, if appropriate. Ensure that the child's caseworker and the adoption worker are involved in discussions and planning. Include the Child Permanency Program staff for consultation in cases with serious issues that may indicate disruption.
- If the adoptive family seeks a disruption, help the supervising worker determine how to support the family and the child through the removal and transition back to foster care. Workers can have very strong feelings about a family that is not able to meet a child's needs.
- If necessary, discuss whether adoption is an appropriate plan for the child.
- Discuss the need for a Permanency Committee if the child's case should be referred for sibling planning.
- Discuss the need for a disruption staffing after the disruption has occurred so that the child can benefit from the expertise of others. Disruption staffings help the worker understand the factors

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that contributed to the disruption and may plan to increase the child's opportunity for future success in a family.

- Ensure the child's caseworker and the family's adoption workers are each included in discussions and decisions on the need for a disruption of the adoptive placement and need for a disruption staffing if there is a disruption.
- Assist the child's caseworker to prepare for a disruption staffing. If appropriate, attend the disruption staffing with the supervising worker to examine agency practice, assist in future planning for the child, and support the individuals involved.
- In a DHS initiated the disruption, work with the supervising worker to assure that the local child welfare program manager and the central office Child Permanency Program manager approve the disruption decision.

Forms and references

Child Welfare policy

- I-G.1.8, Adoption and IIS
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g18.pdf
- I-F.2, Determining the Appropriateness of Adoption as a Permanency Plan for a Child
www.dhs.state.or.us/policy/childwelfare/manual_1/i-f2.pdf
- I-B.2.2.3, Department Responsibilities During Screening and Assessment of a Child Abuse or Neglect Report Involving the Home of a Department Certified Foster Parent or Relative Caregiver
www.dhs.state.or.us/policy/childwelfare/manual_1/i-b223.pdf

Revised September 2015