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Office of Safety and Permanency for Children

Authorized Signature

Number: CW-IM-05-012

Issue Date: 10/14/05

Topic: Adoptions

Subject: Sharing information with the Citizen's Review Board

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CRB Field Managers |

Message: When the child has a plan of achieve adoption and materials are sent to the CRB according to the established schedule in preparation for an administrative review, the following documents should be provided if they are available:

1. A printout of the FACIS Adoptions screens for the child.
2. A copy of the child's "Adoption Checklist" (DHS form CF252), if there is one in the (paper) case record. This is not an electronic form, but rather an NCR-type form that is initiated by the Legal Assistance Specialist at the time that the child's case is first staffed for consideration to proceed toward termination of parental rights. Most children who had an initial LAS staffing in 2005 should have this form in their files. Some children whose initial staffing occurred prior to 2005 may also have this form in their files. There will not be an Adoption Checklist for children for whom adoption is being achieved through parental relinquishment. It is not necessary for DHS to initiate an Adoption Checklist for the CRB if one does not already exist for the child.
3. Printout of designated screens from the child's electronic ARMS (Adoption Resource Management System) record. One computer station for read-only ARMS access has been set in each office. ARMS contains some key dates, such as when the Adoption Assistance agreement was sent to the adoptive parents, that do not appear in FACIS. Highly confidential adoption information contained on ARMS must be protected while still providing the Field and CRB with access to this key information. Therefore, only

the following screens can be shared with CRB:

Child Screen, Finalization Screen, Placement Snapshot, Legal Snapshot.

4. ORBIT printouts or information will not be provided to the CRB until further notice in the form of a revision to this IM. [Over the past several weeks, some errors were found in the ORBIT records. Each child's record may or may not be an accurate reflection of whether or not he is or should be in the adoptions track. We are working on correcting these errors.]

Because of the highly confidential nature of some of the data on ARMS, we will not be providing to the CRB direct access to that database. At least until we are able to correct errors in ORBIT, we will likewise not be providing access to the CRB of the database nor of the data on it.

Our understanding is that the need by the CRB to have access to information contained on FACIS and ARMS pertaining to an individual child with a plan of adoption is to make a finding regarding the use of reasonable efforts in achieving permanency for the child.

**Information to be provided to CRB from
Adoption Recruitment Management System (ARMS)**
Any direct information regarding the adoptive family
MUST be redacted out of all print screens using a BOLD BLACK PEN.
This information is not to be released.

Child Screen:

Search for child in ARMS using the child's last name

Scroll down through selected possible matches and highlight the child.

ARMS will default to the "Placement" tab, *if the child is already in an adoptive placement*. (If the child is not in an adoptive placement, there will only be one tab, the biological tab.) Select the "Biological Family Information" tab. Double click on the blue hyperlink after the child's name in the "case status" column.

The **Child Screen** comes up. Print screen. To print screen from the "read only" version of ARMS press the PRINT SCREEN button on your keyboard. Leaving ARMS open, switch to WORD and open a blank document. Press Control V on your keyboard and the screen print from ARMS will be on WORD. Leaving WORD open on your computer, switch back to ARMS and search for CRB item #2.

Legal Snapshot:

From the same screen on ARMS that you just printed, using WORD, there is a "Legal Snapshot" button. The information contained within this button needs to be collected. The button was developed to give Central Office (CO) Adoption Unit staff the ability to see on one screen important legal information, but it was not developed to be printed. Therefore the data will need to be written out for the CRB. Close the legal snapshot screen once info is collected.

The data to be collected (on all parents, when applicable) from this screen includes:

Name

Relinquishment Effective date

TPR date

Appeal date

Final order date

Permanent commitment date

Affidavit type, on fathers

Affidavit received date

Additional key information on this screen are dates that Central Office received the:

Adoption Child Summary (CF 421)

Genetic and Medical History of Child and Biological Family (CF 246)

Child's Medical Section from branch file

DO not supply any information regarding the adoptive family.

Placement Snapshot:

From the Child Screen there are several "tab" options for further information. Click on the "Activity" tab. This will show the committee dates and the placement dates. Double click on the blue hyperlink under the Placement section. This hyperlink should be the name of the family where the child is placed. **The section of ARMS that is now activated is highly confidential information that should not be shared with the CRB however it is the only way to get to the information that needs to be shared with the CRB.** Click on the button "Placement Snapshot".

The information contained in this window needs to be collected, **however a simple "print screen" can not be done without certain precautions.** You can either simply write down the information on the "Placement Snapshot" or you will need to move the Placement Snapshot window over

the top of the highly confidential name of the adoptive resource. Once the adoptive names are covered by the Placement Snapshot window, you can hit the "Print Screen" button on your keyboard and follow the same process as in the first required CRB item, by placing this information into the same WORD document containing the CHILD SCREEN by pressing "Control V" to place the information into your WORD document.

If the process used shows any direct reference to the adoptive family (names) you must use a bold black pen to redact the adoptive family information.

Finalization Screen:

The "Finalization Screen" is information that appears when you have hit the "Finalization" tab from the CHILD SCREEN. Much important information appears however the highly confidential names of the adoptive resource is present on this screen. There is no alternative other than to print the screen using the same method mentioned previously (hit the print screen button on your keyboard, switch to WORD and press "Control V" to place the information into your WORD document that can then be printed.

HOWEVER, it is imperative that you use a heavy black pen to eliminate the adoptive parent(s) names from this document, as in all previous documents.

Information gathered from ARMS regarding the ADOPTIVE FAMILY should be redacted from any document created. Adoptive Family information should not be shared.

If you have any questions about this information, contact:

Contact(s):	Gail Schelle, Assistant Program Manager, Adoption Unit		
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E-mail:	Gail.schelle@state.or.us		