

Nancy K.Keeling

Authorized Signature

Number: CW_IM_09_011

Issue Date: 06/15/2009

Topic: Adoptions

Subject: Adoption Assistance Application Packet Checklist

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 type="checkbox"/> | Other (please specify): |

Message: Form CF 0450 is a new "Adoption Assistance Packet Checklist" that is to be used by the field to assist with processing adoption assistance applications. This form emerged from a recent RPI that examined timeliness in the Adoption Assistance process and the potential to reduce the likelihood of omissions of documents being submitted. Complete submission of the Adoption Assistance package is a required step before finalization can occur and the intent of the RPI was to ultimately reduce the length of time to achievement of adoption finalization.

In order to determine whether use of the checklist is actually leading to improved timeliness and fewer documentation errors, the Adoption Assistance Unit will be tracking receipt of accurately completed Adoption Assistance packets. The program office will track the number of packets received that are complete and error-free and the number of days between designation of the placement and receipt of the packets. This information will be provided to District Managers, Program Managers, and Supervisors to assist with continuous local process improvement.

The program office will begin tracking this information on August 1, 2009.

The Adoption Program is requesting that caseworkers submit the complete packet of necessary Adoption Assistance documents at one time, as outlined on the new checklist - CF 0450. When all of the documents have been gathered, CF 450 should be signed by the supervisor and be attached to the top of the packet prior to sending it to the Adoption Assistance Program, CAF Adoption Program, 500 Summer St NE, E71, Salem, OR, 97301-1068.

The Adoption Assistance Application is processed after all of the indicated documents have been received and are complete. In addition, the following documents must also be on file in the program office: Child's Summary CF 421): Adoption Home Study, Adoption Selection Report CF 0250 or Current Caregiver Report CF 0251 preliminary and final.

As a reminder, Adoption Assistance services cannot be opened until the child is legally free, the placement is designated and the Adoption Program has received the signed Adoption Assistance agreements.

If you have any questions about this information, contact:

Contact(s):	Ann Bennett, Assistant Adoption Program Manager		
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E-mail:	Ann.j.bennett@state.or.us		