

Lois Ann Day
Authorized Signature

Number: CW_IM_09_018
Issue Date: 08/15/2009

Topic: Adoptions

Subject: Adoption Recruitment Bulletin

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: A newly formatted “Waiting Child Bulletin” is now available- CF 425

Recruitment Bulletins for Children

The DHS Waiting Child Bulletin for adoption recruitment has undergone much revision with feedback from the field, Adoptions Program staff and community partners. We are also planning for the future, hoping to have bulletins available on-line with password protection.

The form is different in several ways:

- 1) The first part is the actual child bulletin photo, contact information and narrative that waiting families with home studies and DHS and Special Needs Adoption Coalition (SNAC) adoption workers get. Within this part of the form, improvements include:
 - The bubbles are clearer about what to say about a child, including the positive characteristics. There is less emphasis on diagnoses and medications, and more on behaviors. It is also more thorough about post adoption contact needs.
 - Better caseworker contact information is included.
 - Anyone from another state can see that the bulletin is from Oregon DHS, which is useful to out-of-state adoption workers.
 - There is a note that workers around the state have an option for a free bulletin photo by a volunteer photographer. This is separate from the Heart Gallery. Here is the website for the free bulletin photographer:
<http://www.lanecountyheartgallery.org/HeartGallery/Professionalbulletinphotos.html>

2) The second part is completely **new** on the form. **ADDITIONAL RECRUITMENT** gives the worker a menu of recruitment options. Some children need more specialized recruitment to reach a larger pool of waiting adoptive families. These are usually children of color, single children over age five, sibling groups, and children with high special needs. Some specialized recruitment methods can be generated by the bulletin form. Supervisor discussion is required. The following are recruitment options discussed by the new bulletin form. See the form for additional information.

Wendy's Wonderful Kids: Wendy's partners with Boys and Girls Aid to assist the caseworker with recruitment activities. They take direct referrals from the worker.

Newspaper and other media features: Referring a child to the media (newspaper, radio, TV) may help find an appropriate family for the child. General recruitment is the second goal. We want to inform the public about the DHS need for foster and adoptive parents for children in Oregon. When the application is received, the worker will be contacted about different media opportunities. A feature writer/media coordinator will need to contact the worker to verify information. When the worker hears from a feature writer/media coordinator for the purpose of recruitment generated by the bulletin, we ask that the worker please respond as soon as possible, since the media work on very tight deadlines.

Idaho's Wednesday's Child: This is an Idaho based resource that creatively videos children in child-oriented activities for broadcasts on television. Children are also featured on-line using portraits, personality sketches and audio and video files. Wednesday's Child also provides video opportunities in Portland twice a year.

Heart Gallery: Oregon's Heart Galleries feature compelling portraits of foster children taken by professional photographers. Portraits are displayed in physical exhibits across the state (in malls, offices, airports, etc.) and on web sites, along with a short description of the child. Often, participation in this process can be therapeutic for older children by giving them a role in recruitment and selection of a family. If there are concerns about a portrait being shown in a particular geographic area for safety or other reasons, the worker can request the picture not be shown in those areas. Pseudonyms can also be used on the pictures.

Portraits are taken by volunteer professional photographers around the state, so travel is generally not a barrier. The portraits are shared between the Heart Galleries and other photo-listing/media/internet sites, so only one photography session is needed.

Children not suitable for Heart Gallery referral are those who are likely to be presented at adoption committee within three months; those for whom finding families will be relatively easy using a bulletin distributed in Oregon; and those for whom this level of

public display is not in the child's best interest.

Northwest Adoption Exchange (NWAE) recruitment: NWAE is a web site for waiting children in the Pacific Northwest. Children who have not had an adoption placement designation three months after the bulletin release will automatically be referred to NWAE unless the worker requests otherwise. Workers may request immediate referrals for children needing intensive recruitment by NWAE, as indicated on the new CF 425 form.

Important notes for ease of use: When opening the bulletin form, be sure to enable the macros. Also, use the customized tool bar with the heart, clover, spade and diamond when writing in the form.

Here is a review of information about recruitment bulletins.

Generating a child bulletin, per policy 1-G.1.2 Adoption Recruitment: When recruitment is required (i.e., appropriate relatives have not been located through the diligent search for relatives, the Current Caregiver is being considered along with general applicants, or when no relative or Current Caregiver resources are available), recruitment must include at a minimum the Oregon State Exchange, which is the distribution of Waiting Children Bulletins by the CAF/Adoption Program to DHS offices and SNAC agencies.

Bulletin Requirements: The following are the requirements for the CAF/Adoption Program before a bulletin can be distributed to child welfare and (SNAC) offices.

Legal Assistance Referral Packet: LAR-400 series, including a current CF421 Child Summary. The CF421 must be less than one year old.

Child Photo: Send one scanned photo or one hard copy photo to CAF/Adoptions attention: Child Bulletin Desk. Child's name should be written on the back of the photo.

Please Note:

- 1) If professional photos are submitted, we must have written permission/copyright release by the photographer for any photos to be used for recruitment purposes.
- 2) "Cut-and-paste" photos are not acceptable.
- 3) Include siblings in one photo.
- 4) All electronically transmitted photos must be digital and of high quality.
- 5) Printed photos from a digital camera must be on high quality photo paper.

A hard copy of the approved bulletin or a memo indicating child's full name and date of birth should accompany the photo. Otherwise, there may not be a way to match the photo with the electronic bulletin.

Approval of bulletins: Each branch should have an assigned Bulletin Approver. The

bulletin must be reviewed and approved by a branch-designated person and then sent electronically to Beckie S. Jackson in the Central Office Adoption and Guardianship Program. If you have questions, please contact Beckie by e-mail or by phone at 503-945-5676.

Expedited Recruitment: When recruiting for a child under the age of two years, recruitment may be expedited in certain urgent cases. (For instance a case where the infant has parents who have both relinquished their parental rights; or a case where a foster home is imminently closing.) Photos are not required for these cases: however, a digital photo may be e-mailed to Beckie S. Jackson. Expedited recruitment does not need to wait for the Friday distribution process. An expedited recruitment bulletin requires the LAR-400 series including the CF421. Any exception to the LAR-400 series including the CF421 for the purpose of e-mail recruitment requires approval by the Legal Assistant Specialist.

HIPAA Requirements: *Health Insurance Portability and Accountability Act.* CAF is emphasizing descriptions of child behaviors instead of diagnoses in the child bulletin, when possible. Few issues are more sensitive to people than their private health information. Health information as defined by HIPAA and DHS privacy policies is much broader than medical information. It includes all aspects of physical and mental health information, diagnoses, alcohol and drug information, vocational rehabilitation, counseling, etc. HIPAA Federal Regulation 42, CRF 160.103 defines health information as: “any information whether oral or recorded, in any form or medium, which relates to the past, present, or future physical or mental health condition of an individual.”

If you have questions or need clarification on these policies contact **DHS HIPAA Privacy Office** at 503-945-5674, 888-690-9888, or you may send general HIPAA questions to DHS.PRIVACYHELP@STATE.OR.US

Distribution of Bulletins: CAF/Adoption Program distributes Bulletins to DHS/CHS and SNAC agencies every Friday. All bulletin materials must be received in the CAF/Adoption Program by Thursday for a bulletin to go out that week.

Corrections:

E-mail needed corrections to the following DHS address - CAF-ADOPTION, Case update. Bulletins are generated in ARMS and are sent to FACIS to be accessible for viewing by workers in the field. Data contained in bulletins (i.e.; child’s worker name, e-mail address, phone number) is not updated when FACIS is updated by field caseworkers. All changes in the actual bulletin need to be updated in the ARMS database by Beckie Jackson in Central Office Adoption Program, so field caseworkers need to notify her of any changes.

Updating Bulletins: Should a bulletin remain active for one year or more, an updated bulletin should be created after 12 months. New photos must be taken and the text of the existing bulletin updated to reflect the growth and changes of the child. When submitting the bulletin, be certain to indicate this is an *UPDATED BULLETIN*. The existing bulletin number will continue to be used.

Preparing children to be Photolisted: The Procedure Manual Appendix 5.17, “Preparing Children for Photolisting Recruitment” has guidelines on working with children before they are photographed. Photolisting is a term used for a variety of media recruitment efforts and the information that follows applies to all of the recruitment techniques applied for on this form.

http://www.dhs.state.or.us/csf/safety_model/procedure_manual/appendices/ch5-app/5.17.pdf

If you have any questions about this information, contact:

Contact(s):	Ann Bennett		
Phone:	503-945-5998	Fax:	503-945-6633
E-mail:	Ann.j.bennett@state.or.us		