

Lois A. Day

Authorized Signature

Number: CW_IM_09_024

Issue Date: 10/15/09

Topic: Adoptions

Subject: Recruitment Bulletin CF425

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: CF 425 is now available in the FORMS directory and has been created to adapt to a variety of Word programs (2000 & 2003). The Adoption Program has learned that the new form was developed in a format that is not entirely compatible with many field and Adoption Program desktop computers.

This new form is capable of detailing what specific additional recruitment tasks a caseworker wishes to pursue and will substantially help us focus child-specific efforts. However, added sophistication of this form means that it can only be opened and utilized if the following steps are taken:

- 1) Open the form on the FORMS internet site and save it to WORD on your computer in your home drive H:. Close out the form on the internet.
- 2) Open the form on your H: drive. Go to TOOLS- then to MACRO- then to SECURITY- then to MEDIUM
- 3) Click on the icon (a playing card) that allows all of the blue print to be visible (this will be the form in it's entirety)
- 4) You can work in this format of the form and send it electronically to Becky Jackson in Central Office adoption and Guardianship Program.

Keep these instructions available for working on this form with all these extra capabilities.

The Bulletin will eventually be part of OR-KIDS and these instructions will no longer be necessary.

If you have any questions about this information, contact:

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