

Lois Ann Day, Director

**Authorized Signature**

**Number:** CW-IM-12-005

**Issue Date:** 04/16/2012

**Topic:** Adoptions

Current adoption selection process forms and related Permanency

**Subject:** Committee Form, plus links to forms Directory

**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:**

**Adoption Selection and Permanency Committee Forms on Forms Directory with Links**

Following is a list of the current adoption selection related forms on the DHS forms directory. These forms were created and updated over the past year to address significant changes in DHS adoption selection rules and in response to user feedback. The Permanency Committee Form is also included. When opening the forms, remember to allow macros for full function of form features. Please delete all prior electronic versions of these forms and only use the current forms from the Forms Directory. Listed below are the form numbers, names, descriptions, individuals responsible for form content, and links:

**250 Adoption Selection and Recommendation Report** is used for adoption committee recommendations and Adoption Decision Specialist (ADS) selection process. The child's caseworker, the adoption committee facilitator and the Adoption Decision Specialist are responsible for form content.

[https://apps.state.or.us/Forms/Served/ce0250.doc?CFGRIDKEY=CF%25200250,0250,Adoption%2520Recommendation%2520and%2520Selection%2520Decision%2520Report,CE0250.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-q15.pdf,Link%2520to%2520policy,https://apps.state.or.us/cf1/DHSforms/Forms/Served/](https://apps.state.or.us/Forms/Served/ce0250.doc?CFGRIDKEY=CF%25200250,0250,Adoption%2520Recommendation%2520and%2520Selection%2520Decision%2520Report,CE0250.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-q15.pdf,Link%2520to%2520policy,https://apps.state.or.us/cf1/DHSforms/Forms/Served/),-,

**251 Current Caretaker Consideration Report** is used for (A) Permanency Committee to consider a qualified foster parent as a Current Caretaker; and (B) for adoption selection decision of a Current Caretaker when caseworker selection is appropriate after the worker receives the completed adoption home study or update. The caseworker, permanency committee facilitator and child welfare manager or designee are responsible for form content.

[https://apps.state.or.us/Forms/Served/ce0251.doc?CFGRIDKEY=CF%200251,0251,Current%20Caretaker%20Report,ce0251.doc,,,,,https://apps.state.or.us/cf1/DHSforms/Forms/Served/](https://apps.state.or.us/Forms/Served/ce0251.doc?CFGRIDKEY=CF%200251,0251,Current%20Caretaker%20Report,ce0251.doc,,,,,https://apps.state.or.us/cf1/DHSforms/Forms/Served/,,https://apps.state.or.us/cf1/DHSforms/Forms/Served/),-,  
.,<https://apps.state.or.us/cf1/DHSforms/Forms/Served/>,-,

**255 Caseworker Adoption Decision Report** is used when the caseworker adoption selection decision process is appropriate and when the potential resource is *not* a current caretaker (use CF 251 when current caretaker). The caseworker is responsible for form content.  
[https://apps.state.or.us/Forms/Served/ce0255.doc?CFGRIDKEY=CF%200255,,Caseworker%20Adoption%20Decision%20Report,ce0255.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Link%20to%20policy:,https://apps.state.or.us/cf1/DHSforms/Forms/Served/-](https://apps.state.or.us/Forms/Served/ce0255.doc?CFGRIDKEY=CF%200255,,Caseworker%20Adoption%20Decision%20Report,ce0255.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Link%20to%20policy:,https://apps.state.or.us/cf1/DHSforms/Forms/Served/),

**273 Confidentiality Statement for Adoption Committee** is used by individuals attending adoption committee. The facilitator and all participating in the committee meeting are responsible for form content.  
[https://apps.state.or.us/Forms/Served/ce0273.doc?CFGRIDKEY=CF%200273,,Adoption%20Program%20-%20Confidentiality%20Statement%20for%20Adoption%20-%20Adoption%20Committee,ce0273.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Policy%20Link,https://apps.state.or.us/cf1/DHSforms/Forms/Served/-](https://apps.state.or.us/Forms/Served/ce0273.doc?CFGRIDKEY=CF%200273,,Adoption%20Program%20-%20Confidentiality%20Statement%20for%20Adoption%20-%20Adoption%20Committee,ce0273.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Policy%20Link,https://apps.state.or.us/cf1/DHSforms/Forms/Served/),

**257 Child Presentation by Community Partner for Adoption Committee** is optional as an outline for the verbal presentation of child information at adoption committee. The CASA, child's attorney, therapist, foster parent, mentor, service provider and other partners invited may use the form to give information about the child at the adoption committee.  
[https://apps.state.or.us/Forms/Served/ce0257.doc?CFGRIDKEY=CF%200257,,Child%20Presentation%20by%20Community%20Partner%20for%20Adoption%20Committee,ce0257.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g11.pdf,Policy%20Link:](https://apps.state.or.us/Forms/Served/ce0257.doc?CFGRIDKEY=CF%200257,,Child%20Presentation%20by%20Community%20Partner%20for%20Adoption%20Committee,ce0257.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g11.pdf,Policy%20Link:)

**256 Child Presentation by Caseworker for Adoption Committee** is optional as an outline. The caseworker may use it for the verbal presentation of child information at adoption committee.  
[https://apps.state.or.us/Forms/Served/ce0256.doc?CFGRIDKEY=CF%200256,,Child%20Presentation%20by%20Caseworker%20for%20Adoption%20Committee,ce0256.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Policy%20Link:,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g11.pdf,Policy%20link:](https://apps.state.or.us/Forms/Served/ce0256.doc?CFGRIDKEY=CF%200256,,Child%20Presentation%20by%20Caseworker%20for%20Adoption%20Committee,ce0256.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Policy%20Link:,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g11.pdf,Policy%20link:)

**258 Family Worker's Presentation of Family for Adoption Committee** is optional. The family's worker may use it to outline the verbal presentation of family information for adoption committee.  
[https://apps.state.or.us/Forms/Served/ce0258.doc?CFGRIDKEY=CF%200258,,Family%20Worker's%20Presentation%20of%20Family%20for%20Adoption%20Committee,ce0258.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g11.pdf,Policy%20link:](https://apps.state.or.us/Forms/Served/ce0258.doc?CFGRIDKEY=CF%200258,,Family%20Worker's%20Presentation%20of%20Family%20for%20Adoption%20Committee,ce0258.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g11.pdf,Policy%20link:)

**259 Adoption Committee Member and Adoption Decision Specialist Worksheet** is optional for committee members and ADS to make notes about the child and families presented.  
[https://apps.state.or.us/Forms/Served/ce0259.doc?CFGRIDKEY=CF%200259,,Adoption%20Committee%20Member%20and%20Adoption%20Decision%20Specialist%20Worksheet,ce0259.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g11.pdf,Policy%20link:](https://apps.state.or.us/Forms/Served/ce0259.doc?CFGRIDKEY=CF%200259,,Adoption%20Committee%20Member%20and%20Adoption%20Decision%20Specialist%20Worksheet,ce0259.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Policy%20link:,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g11.pdf,Policy%20link:)

**260 Notification of the Adoption Selection Outcome** letter provides written notification to families

of the selection decision after caseworker or ADS selection process. Caseworker is responsible for sending the letter to considered families not studied by DHS. DHS certification/adoption workers who presented families are responsible for sending letters to families studied by DHS. As in good practice, workers are also responsible for engaged, direct verbal communication with families after the selection process.

[https://apps.state.or.us/Forms/Served/ce0260.doc?CFGRIDKEY=CF%25200260,,Notification%2520of%2520Prospective%2520Adoption,CE0260.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf,Link%2520to%2520policy:](https://apps.state.or.us/Forms/Served/ce0260.doc?CFGRIDKEY=CF%25200260,,Notification%2520of%2520Prospective%2520Adoption,CE0260.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf,Link%2520to%2520policy:),<https://apps.state.or.us/cf1/DHSforms/Forms/Served/>,

**272 Adoption Placement Selection Notification** is used to (A) document the notifications of the decisions as a result of the case worker selection process or Adoption Decision *Specialist (ADS)* selection; and (B) provide notification to specific individuals of the adoption selection decision. The caseworker is responsible for form content in all selection processes, and the ADS is responsible for form content when an ADS has made an adoption selection decision.

[https://apps.state.or.us/Forms/Served/ce0272.doc?CFGRIDKEY=CF%200272,,Selection%20Notification,ce0272.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-g15.pdf](https://apps.state.or.us/Forms/Served/ce0272.doc?CFGRIDKEY=CF%200272,,Selection%20Notification,ce0272.doc,,,,,http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g15.pdf),<https://apps.state.or.us/cf1/DHSforms/Forms/Served/>,

**963 Required Information for Adoption Workers and Adoptive Parents** is completed by the caseworker prior to an adoption selection to assemble child information for the family's adoption/certification worker and the selected adoptive family for disclosure of the child's information. It is a triplicate hard copy form that is ordered, as needed by each office. Discard old versions.

**270 Permanency Committee Form** is not an adoption selection form, but it is used enough in adoption related planning decisions that staff should to be aware of the updated form. It is used when a Permanency Committee and Child Welfare Program Manager or designee are considering case planning decisions including: sibling planning, guardianship, Another Planned Permanent Living Arrangement, or consideration of a resource with an existing relationship (*non-relative and non current caretaker*) per policy I-G.1.2 OAR 413-120-0750 (5)(b), and other permanent planning considerations as appropriate. It is not used for consideration of a foster parent as a Current Caretaker, which is documented on the 251. Caseworker, committee facilitator and child welfare program manager or designee are responsible for form content.

<https://apps.state.or.us/Forms/Served/ce0270.doc?CFGRIDKEY=CF%200270,,Permanency%20Committee%20Form,ce0270.doc,,,,,https://apps.state.or.us/cf1/DHSforms/Forms/Served/>,<https://apps.state.or.us/cf1/DHSforms/Forms/Served/>,

*If you have any questions about this information, contact:*

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|--------------------|--|-------------|--------------|
| <b>Contact(s):</b> | Gail Schelle, Adoption Program, Assisant Manager<br>Francine Florendo, Adoption Program, Adoption Placement Specialist   |             |              |
| <b>Phone:</b>      | 503 945-5997<br>503 945-6877   | <b>Fax:</b> | 503 945-6633 |
| <b>E-mail:</b>     | <a href="mailto:Gail.A.Schelle@state.or.us">Gail.A.Schelle@state.or.us</a><br><a href="mailto:Francine.Florendo@state.or.us">Francine.Florendo@state.or.us</a> |             |              |