

<b>Policy Title:</b>	Supervision of an Adoptive Placement – OAR		
<b>Policy Number:</b>	I-G.1.10 413-120-0800 thru 0830		<b>Effective Date:</b> 10/01/2003

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

Definitions

References

Contact

History

### Reference(s):

- ORS 418.170-.281
- Child Welfare Policy I-B.3.3, Sharing and Transfer of Case Responsibility

### Form(s) that apply:

- None referenced.

### Rules:

#### **413-120-0800**

##### **Purpose**

The purpose of these rules is to define the standards for supervision of adoptive placements and to assist adoptive families with integration of a child into the adoptive family.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

#### **413-120-0810**

##### **Definitions**

Unless the context indicates otherwise, these terms are defined for use in OAR 413-120-0800 to 413-120-0830:

- (1) "Child's Worker" is the Department of Human Services (the Department) staff person assigned primary responsibility for a child served by the Department.
- (2) "Legalization" is the process of finalizing an adoptive placement so that an adoption decree is issued by a court. "Legalization" is often used interchangeably with "finalization."
- (3) "Legally free" means that, with respect to a child, the legal rights of all parents with legal standing have been judicially terminated, voluntarily relinquished, or otherwise dispensed with so that the child may be adopted.

- (4) A "Legal Risk Placement" is a placement that occurs when the Department believes that an adoption is in the best interest of the child; that the child is placed in an approved adoptive home; and that the agency intends to approve this placement for adoption if the child becomes legally free for adoption.
- (5) "Placement for the purpose of adoption" means a legal risk placement or an adoptive placement.
- (6) "Supervising worker" is the worker providing supervision to the adoptive placement.
- (7) "Supervision" means to monitor and support the child and the adoptive family, to document the status and adjustment of the child and the adoptive family, and to provide related services towards the legalization of the adoption. Supervision is carried out through, among other things, face-to-face contact, phone contact, correspondence, contact with third parties, and observation.

**Stat. Auth.: ORS 418.005**

**Stats. Implemented: ORS 418.005**

#### **413-120-0820**

##### **Values**

- (1) The Department should seek the active participation of adoptive families in decision-making for the children placed in their homes for adoption.
- (2) Creating legal relationships in a timely manner is important in achieving permanency for a child.
- (3) During the supervision period, the Department or its contracted agents will monitor safety standards and a child's physical, mental, and emotional needs.
- (4) The Department should complete all activities necessary to achieve finalization of the adoption plan in the most timely way possible.

**Stat. Auth.: ORS 418.005**

**Stats. Implemented: ORS 418.005**

#### **413-120-0830**

##### **Procedures**

- (1) Case responsibility for children in adoption placements is explained in the Department's Child Welfare policy I-B.3.3, "Sharing and Transfer of Case Responsibility."
- (2) Supervision of the placement of a child placed with an adoptive family includes support for the adoptive family in providing optimal care for the child during the integration process and assistance in achieving timely legalization of the adoption. The supervising worker is responsible for the following:
  - (a) Face-to-face visits with the child and the adoptive parents at least once every 30 days until legalization to assess safety standards, the child's physical, mental, emotional, and adjustment needs, and the quality of the relationship between the adoptive parents and the child. The supervising worker must document the date and content of face-to-face visits in the case file.

- (b) Referrals for services to assist the child or adoptive family with the integration process, when applicable.
  - (c) Completion of the adoption assistance process, when appropriate.
  - (d) Completion of the administration reviews required by Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, throughout the supervisory period, except in the case of a legal risk placement, for which the child's worker always has this responsibility.
  - (e) Completion of a progress report twice a year. The form CF 147B, "Substitute Care Case Review, Substitute Care Narrative," can be used as the progress report if it includes specific information about the child's adjustment in the adoptive placement.
- (3) After a child is legally free for adoption and has lived for at least six consecutive months in the home of a current caretaker, as defined in OAR 413-120-0830(1), and when it is in the child's best interests, it is the expectation that the worker, within 30 days after designation of the placement as adoptive, will submit to the Department's Adoption Services Unit:
- (a) All materials needed for the establishment of Adoption Assistance (if Adoption Assistance is being requested for the child and an application has not been previously submitted); and
  - (b) All materials required for the child's permanent adoption record.
- (4) Protective service concerns must be addressed following local office sensitive-issue procedures, and actions taken to resolve the concerns will be documented in the case record by the worker.
- (5) Non-protective services concerns must be addressed with the supervisor or designated local office authority, and actions taken to resolve concerns will be documented in the record by the worker.
- (6) The worker supervising the adoptive placement or the adoption worker, with concurrence of the supervising worker, must make a recommendation to the Department's Adoption Services Unit regarding the readiness of the adoption to finalize upon completion of the supervisory period, taking into consideration the best interests of the child and the adoptive family, as well as the following criteria:
- (a) Progress of the child and the adoptive family through the supervision period;
  - (b) Completion of the adoption assistance process;
  - (c) Receipt of required case file documentation by the Adoption Services Unit; and
  - (d) Availability of post-legal adoption services.

- (7) If the placement is not supervised by the child's worker, the worker supervising the placement must send a final progress report to the child's worker in addition to sending it to the Department's Adoption Services Unit.
- (8) The length of the supervision period is individually determined consistent with the readiness of the child and the adoptive family to finalize and in keeping with requirement of the federal Adoption and Safe Families Act to make reasonable efforts to finalize the child's permanency plan in a timely manner.
- (9)
  - (a) Six months is the standard supervision period for a child in the Department's custody who is placed in a non-current caretaker (relative or non-relative) adoptive home. Consistent with OAR 413-120-0830(3), the supervision period is waived for a child being adopted by the current caretaker.
  - (b) The standard six-month supervision period may be waived for a child under the age of two years who is being adopted by a non-current caretaker family upon agreement among the child's worker, the adoption worker, and the adoptive family that it is in the best interests of the child to move toward finalization prior to six months of placement. To obtain a waiver, the adoption worker must request it in writing from the Department's Adoption Services Unit manager.

**Stat. Auth.: ORS 418.005**

**Stats. Implemented: ORS 418.005**

### **Contact(s):**

- **Name:** CAF Reception; **Phone:** 503-945-5600

### **Policy History**

- 09/17/96 (*Not available electronically*)
- [07/01/01](#)
- [07/01/10 thru 12/28/10](#)
- [12/29/10](#)
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