

Policy Title:	CAF and Partner Agencies Employee Adoption Home Studies – OAR		
Policy Number:	I-G.1.3.1 413-120-0250 thru 0290	Version:	Effective Date: 11-07-2000

Approved By: *on file*

Date Approved

Policy

Forms, etc.

Definitions

References

Contact

History

Reference(s):

- The Child Welfare Code of Ethics
- Child Welfare Policy I-G.4, Independent Adoptions
- Child Welfare Policy III-E.4.8.1, Conflict of Interest

Form(s) that apply:

- None referenced.

Rules:

Purpose

413-120-0250

The purpose of these rules is to establish procedures by which employees of SOSCF and employees of partner agencies may obtain adoptive home studies. If SOSCF is in the process of preparing an employee's home study or has a completed home study on the effective date of these rules, SOSCF shall continue to provide adoption services until the next update is due. SOSCF shall refer the applicant to SNAC for the update.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Values

413-120-0255

(1) Commitment to Clients: Our primary responsibility is to protect children and promote their welfare.

(2) SOSCF employees must be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgement.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Definitions

413-120-0260

(1) **“Partner Agency(ies)”** means all DHS divisions and offices, and where the local SOSCF office is co-housed or located in close proximity with a non-DHS state, county, city, or private not for profit agency, means those offices as well. Refer to 413-120-0270 for more details about making this determination.

(2) **“Special Needs Adoption Coalition (SNAC)”** means Oregon private licensed adoption agencies who are members of a coalition. SNAC recruits, screens, prepares and counsels families for the adoption of Oregon children in the custody of SOSCF.

(3) **“Employee”** means for the purposes of these rules, unless otherwise specified, a trial service or permanent employee of SOSCF, and an employee of a partner agency.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Adoptive Home Studies: SOSCF

413-120-0265

(1) SOSCF shall not prepare adoptive home studies for SOSCF employees, or employees of partner agencies.

(2) SOSCF may prepare adoptive home studies for temporary employees or contracted individuals of SOSCF, or partner agencies.

(a) An adoption worker from a branch office other than the office of the SOSCF or partner agency employee shall prepare such studies.

(b) If, prior to placement of a child with a temporary employee or contracted individual of SOSCF or a partner agency on a legal risk or regular adoptive placement, the temporary employee or contracted individual is hired by SOSCF or the partner agency into a permanent position, SOSCF shall contract with a SNAC private agency of the employee's choosing to prepare or complete the employee's home study.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Adoptive Home Studies: SNAC

413-120-0270

(1) SOSCF shall refer an SOSCF or partner agency employee seeking adoption of a child/ren in SOSCF custody to the headquarters of the Special Needs Adoption Coalition (SNAC) who shall supply the employee with a current list of SNAC agencies, the services they provide, and their geographic coverage.

(2) If the worker and supervisor are unable to determine whether a non-SOSCF agency meets the definition of “partner agency” they shall refer the matter to the branch manager. The branch manager shall consult with the manager of the Adoptions Services Unit if the branch manager needs assistance in determining whether the non-SOSCF agency is a “partner agency.”

(3) After the employee selects a SNAC agency to prepare his or her adoptive home

study, the employee and the selected SNAC agency shall notify the Office Manager of the Adoption Services Unit of the selection so that the office manager can arrange for a contract for the SNAC adoption agency to provide adoption services to the employee.

(4) Upon receipt of a signed contract from the selected SNAC agency agreeing to provide adoption services to the employee, SOSCF shall pay the SNAC agency an adoption application fee of up to \$150 and the current established home study fee per fee schedule noted in OAR 413-140-0020 (1) (a) (B) (SOSCF Policy I-G.4, Independent Adoptions).

(5) The SNAC agency may charge the employee for reasonable travel expenses, for example commercial carrier fares; parking and garage fees; necessary taxi, airport shuttle or bus fares; private car mileage allowances not to exceed the standard state-approved mileage rate; and actual and necessary expenses for lodging and meals. The employee shall reimburse travel expenses directly to the SNAC agency performing the service. The employee may request reimbursement of travel expenses through the Adoption Assistance Program, per OAR 413-130-0080(1) through (4) as Non-Recurring Payment for Adoption Expenses.

(6) If the SNAC agency does not approve the employee as an adoptive resource, the SNAC agency shall submit an abbreviated home study report outlining the reasons for its conclusion to the SOSCF Adoption Services Unit Manager.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Branch Considerations

413-120-0275

(1) SOSCF shall not consider any employee, as defined in OAR 413-120-0260 (3) as an adoptive resource for a child served by the branch in which the SOSCF employee works or Partner Agency employee is associated, in order to avoid a conflict of interest, or the appearance of a conflict of interest, except under the following conditions:

(a) The child is a relative of the employee;

(b) The employee has been providing foster care to the child; or

(c) By approval of the SOSCF Adoption Services Unit Manager.

(A) The employee shall inform the branch manager that he/she wants an exception;

(B) The branch manager shall refer this request to the Adoption Services Unit Manager;

(C) After consultation with the branch manager, the Adoption Services Unit Manager shall decide whether the exception is warranted, based on criteria that includes, but is not limited to, the nature of the employee's relationship to the child. The Adoption Services Unit Manager shall inform the employee and branch manager of the decision.

(2) For any child specific study, the SNAC agency shall contact the child's SOSCF worker for information on the strengths and needs of the child. The child's worker shall provide the SNAC agency with a strengths and needs based assessment, including the type of adoptive family most likely to be able to meet the child's needs.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Adoption Placement Selection Process

413-120-0280

(1) The SNAC agency that completed the employee's adoption home study shall present the employee's study at a sensitive issue adoption committee meeting.

(2) If the SOSCF sensitive issue adoption committee selects the employee as the adoptive resource for the child, SOSCF shall contract with the SNAC agency for placement, supervision, finalization, and disruption services.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Training

413-120-0285

SNAC shall require the employee applicant(s) to participate in pre-service training provided or approved by SOSCF to cover topics (a) through (g) of this rule to prepare applicant(s) for adoption. Exceptions to this requirement shall be rare. If the applicant wants to request an exception, the applicant shall request an exception from the SNAC agency that prepared the home study. The request for exception shall demonstrate why the applicant believes he or she has sufficient knowledge of the issues addressed in pre-service training topics (a) through (g) of this rule. If the SNAC agency concurs, the SNAC agency shall request an exception from the SOSCF Adoptions Services Unit Manager. The SOSCF Adoption Services Unit Manager may make an exception to the pre-service training requirement based on an assessment of the applicant's previous training or experience, if additional training is not necessary because the applicant has demonstrated sufficient knowledge of the issues addressed in pre-service training.

(a) The effects of abuse (physical, sexual, emotional) and neglect on children;

(b) The effects of drugs and alcohol on children;

(c) The effects of moves and transition on children;

(d) The significance of the birth family, including grief and loss issues;

(e) Openness in adoption;

(f) The attachment process and attachment difficulties; and

(g) Positive behavior management.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Confidentiality

413-120-0290

(1) The SNAC agency shall submit the employee's home study to SOSCF Central Adoptions Services Unit. Central Adoptions Services Unit shall treat the employee home study

as a “Sensitive Case” and highly confidential, retain the original home study, and provide copies to adoption committee members for consideration as an adoptive resource in accord with OAR 413-120-0000 through 413-120-0080 (SOSCF Policy I-G.1.5, Adoption Placement Selection).

(2) When a child’s SOSCF worker reviews a copy of the home study and does not select the employee for Adoption Committee consideration, the SOSCF worker shall have his or her copy shredded.

(3) An adoption committee member who has the home study of an employee who was considered but not selected by an Adoption Committee, shall have his or her copy of the home study shredded.

(4) The SNAC agency preparing the home study may review the study with the employee for accuracy and completeness of those portions of the study that do not contain confidential information, such as information from third parties. If the employee requests a copy of the home study, the SNAC agency shall refer the employee to the SOSCF Adoption Services Unit Manager or designee.

Statutory Authority: ORS 418.005

Stats Implemented: ORS 418.005

Contact(s):

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

Policy History

- 02/24/00