

Maurita Johnson, Deputy Director

**Authorized Signature**
**Number:** CW-PT-12-004

**Issue Date:** 09/14/2012

**Topic:** Adoptions

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees   
  County DD Program Managers  
 Area Agencies on Aging   
  County Mental Health Directors  
 Aging and People with Disabilities   
  Health Services  
 Children, Adults and Families   
  Other (please specify): \_\_\_\_\_

Policy/rule title:	I-G.1.10, Supervision and Support of an Adoptive Placement		
Policy/rule number(s):	413-120-0830	Release no:	
Effective date:	9/1/12	Expiration:	
References:	Refer to rule		
Web Address:	<a href="http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g110.pdf">http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-g110.pdf</a>		

**Discussion/interpretation:** This rule was modified to allow for the Department to issue a child specific foster care certificate to an individual or individuals, who have been selected as an adoptive resource, when a licensed private adoption agency has submitted to the department all documents required by the child-caring agency licensing rules to approve the resource as an adoptive home. Field certifiers no longer complete their own home study and other required documentation, no longer issue the child specific foster care certificate, and no longer open a provider file.

Once the Department receives from the licensed private adoption agency, a selected adoptive family's approved home study, training verification, home safety checklist, documentation verifying the approval of the criminal history and child abuse history checks, and a copy of the Certificate of Approval as a potential adoptive resource, the adoption services unit in Central Office issues a child specific foster care certificate and opens and maintains the provider file.

**Implementation/transition instructions:** The change in practice was implemented pending the finalization of this rule amendment. Information has been provided at Child Welfare Program Manager meetings, e-mails have been sent to field certification workers and their supervisors; and information has been provided in person and in writing to all private adoption agencies licensed to accept DHS children for placement in their approved adoptive homes.

**Training/communication plan:** The policy amendment will continue to be discussed at various gatherings of program managers, supervisors, and certifiers.

**Local/branch action required:** The local branch no longer initiates an assessment and home study under [OAR 413-200-0274](#) when a family studied by a licensed private adoption agency is selected as an adoptive resource for a child or children in DHS custody.

**Central office action required:** Central Office receives the required documents from the licensed private adoption agency, issues a child specific foster care certificate, and opens a provider file.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:** Rule Advisory Committee, Policy Council, Public Comment period, Licensing Unit

**Filing Instructions:** This rule was filed and became effective on 9/1/12

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

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