

## BUTLER COUNTY CHILDREN SERVICES

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| POLICY NO.: 5.1 | SUBJECT:<br>TRANSFER CASES TO ADOPTION |
|                 | EFFECTIVE DATE: 9/30/02                |
|                 | REVISION DATE: 12/16/03, 1/07          |
|                 | REVIEW DATE: 1/07, 8/08                |

**PURPOSE:**

Butler County Children Services is committed to providing permanency as quickly as possible for children committed to the agency permanently. Therefore, the following policy has been developed to expedite the transfer of cases to the adoption unit:

1. Upon filing for Permanent Custody the case worker must notify the adoption supervisor immediately by providing the adoption supervisor with a copy of the Permanent Custody motion. The adoption supervisor will assign an adoption worker to the case. When workload permits, the adoption worker will be available to assist the case worker if needed in preparing the case for transfer.
2. When the agency is granted permanent custody of a child, the worker must transfer the case within 30 days from receipt of the permanent custody decision. If the Magistrates permanent custody decision is under appeal, the worker must transfer the case within 15 days from the Judge's decision to uphold the Magistrates decision. If the permanent custody is under appeal with the 12<sup>th</sup> District Court of Appeals, the case must still be transferred within 30 days from receipt of the permanent custody decision.
3. Transfer cases to the adoption unit must meet the following criteria:
  - The child has a legal status of PC and the case plan goal changed to adoption.
  - All information on the attached case checklist must be in the record.
  - Adoptive Summary must be completed according to the attached Adoptive Summary Outline.

4. If for any reason the case can not be transferred within 30 days from the receipt of Permanent Custody, and if not already assigned, an adoption assessor will be assigned to the case. The adoption assessor will schedule a Pre-Adoptive Staffing in accordance with the Pre-Adoptive Staffing/Matching Conference Policy. The staffing must occur no later than 45 days from the date the agency received Permanent Custody.

A handwritten signature in black ink that reads "Michael A. Fox". The signature is written in a cursive style with a large initial "M" and "F".

Michael A. Fox, Executive Director

## Case Checklist for Transfer to Adoption

1. Child's Social Security Card – original preferred, but copy ok. \_\_\_\_\_
2. Birth Certificate – original or certified copy. \_\_\_\_\_
3. Permanent Surrender (if applicable). \_\_\_\_\_
4. Permanent Custody Entry. \_\_\_\_\_
5. Is case under Appeal? \_\_\_\_\_
6. Current case plan with goal of adoption, signed with file date. All previous case plans. \_\_\_\_\_
7. Child Study Inventory Facesheet, ODJFS 1685. \_\_\_\_\_
8. Adoption Summary (this is a summary, not the social summary for court or the dictation. See adoptive summary outline). \_\_\_\_\_
9. Case dictation and transfer summary. \_\_\_\_\_
10. Completed Social and Medical History, ODJFS 1616 (it is extremely important to make every effort to obtain information for the 1616).  
\_\_\_\_\_
11. All SAR Forms. \_\_\_\_\_
12. All Court Records. \_\_\_\_\_
13. Updated Med/Ed forms as well as all birth records and medical records. \_\_\_\_\_
14. All Educational Records. \_\_\_\_\_
15. All Psychological evaluations, therapy reports, and placement reports.  
\_\_\_\_\_
16. All services to parents in a separate file. \_\_\_\_\_
17. Facesheet, intake, and facsis forms. \_\_\_\_\_
18. Life Book and/or materials for life book. \_\_\_\_\_

19. Verify OAPL status. Child must be put on hold, see adoption supervisor if unsure of what hold to use. Do not use foster parent adoption as a hold.\_\_\_\_\_

### **Adoptive Summary Outline**

1. Events Leading to Custody Action:

First names of biological family only. This is a summary.
2. History and Background Information on Child:
  - A. Child's first name, birth date, birthplace.
  - B. Physical description of child. This should include height, weight, color of hair, eyes and complexion, general body build, and any unusual features or abnormalities.
  - C. Birth and Health Information. Hospital born in, birth weight, length and other measurements. Abnormalities of pregnancy, length of gestation, apgar, condition at birth and at discharge. Any unusual health problems, illnesses, allergies, current medications, immediate health needs of child.
  - D. Identified and Anticipated Special Needs. List any identified and/or anticipated special needs the child may have. Reference any documentation verifying these special needs.
  - E. Developmental Data. Any information on the child's stages of development, e.g. crawling, sitting up, talking etc. Include any physical, intellectual, social and emotional data regarding the child's development.
  - F. Personality and Behavior of Child. Include worker and/or foster parent observations. Child's relationship to adults and children, adjustment to living situation. Provide information describing the child's types of behavior which may be anticipated.
  - G. Problem areas. Describe general problem areas, such as dishonesty, poor school achievement, fighting, bedwetting, temper tantrums, etc.
  - H. Delinquent Adjudications. If the child is or has been adjudicated delinquent, provide a description of the act which resulted in the child being found delinquent and the disposition made by the court in accordance with rule 5101:2-48-15 of the Administrative Code.
  - I. Violent Acts. Provide any information on any violent acts committed by the child which PCSA or PCPA has knowledge.

- J. Educational History. School grade at present time, school performance (academic and social). Has child repeated any grades?
  - K. Psychological testing and/or psychiatric. Provide a summary of the psychiatric or psychological evaluation of the child, and/or summary or recommendation of an examination to detect mental and emotional disorders. Summary of findings and IQ test should be included.
  - L. Child's substitute care placement history: Include reason for the original placement and reasons for subsequent placement moves. Dates of placements and reasons for any removal. Child's adjustment in placements. Attitude of foster parents toward child's adoption.
  - M. Attachment/Bonding. Discuss the child's history related to forming attachments and bonds to caregivers and siblings. Specifically note child's bond to foster family wishing to adopt.
  - N. Child's feelings about adoption.
  - O. Special interests/Positive Attributes. List any characteristics or strengths of the child such as friendliness, hobbies, talents, activities, interests, educational achievements, etc.
3. Information regarding biological family:
- A. Relationship of parents. Often an adopted child is curious as to the relationship of his/her parents, e.g. were they married, was it a casual relationship, is the father known.

(TO BE COMPLETED FOR EACH PARENT)

- B. Age, physical description and place of birth.
- C. Marital Status
- D. Health of parents. General health of parents.
- E. Educational Background. Last grade attended in school.  
General impression of intelligence of parent.
- F. Occupational Background. Describe their work history.
- G. Special Interests. Hobbies, activities or talents.
- H. Nationality, ethnic background, racial background, cultural characteristics and religion.
- I. Mental and Physical Disabilities. Describe any disabilities known about the parent.
- J. Medical Conditions. Describe any medical conditions. Are there any genetic/inherited diseases, malformations, chronic conditions with the parent?

4. General information about siblings and ancestors:
  - A. Provide any social and medical information on child's ancestors.
  - B. Provide any social and medical information on child's siblings.
  
5. Recommendations:
  - A. Should sibs be together?
  - B. Any geographic area to avoid.
  - C. Any other pertinent recommendations.