
PRE-FINALIZED ADOPTION

CREATION DATE: January 11, 2007

According to the Adoption and Safe Families Act of 1997 (ASFA), a motion for the termination of the parent and child relationship shall be filed if a child has been in court-ordered custody under the responsibility of Child and Family Services for 15 of the most recent 22 months. In addition, the Interim Implementation Plan requires that CFSA identify all children who are in pre-finalized adoptive homes with a goal of adoption. In most situations, the child's foster care placement will also be the pre-finalized adoptive home. The following is the process by which the Adoption Program Area will be able to identify children in pre-finalized adoptive homes and, thereby be able to move children more quickly to a permanent home.



Pointers to Remember:

1. A home is considered a pre-adoptive home if any one of the following three conditions exists:
 - The provider (foster parent) has a service line that identifies them as a pre-adoptive home provider in FACES.NET.
 - The pre-adoptive parent (foster parent) has filed a Petition for Adoption and the petition date has been entered in FACES.NET.
 - The pre-adoptive parent (foster parent) has signed a Letter of Intent to Adopt and the date has been entered into FACES.NET.
2. Only supervisors or higher have the necessary security level to enter the Letter of Intent to Adopt and the Petition for Adoption dates in FACES.NET.
3. The Petition for Adoption and the Letter of Intent to Adopt fields are found only on the Placement screens in FACES.NET.

Enter Pre-Finalized Adoption information

Steps Include:

Step 1: Put a case in focus from workload by clicking on **My Assignments** from the left window pane in FACES.NET.

Step 2: Highlight the case that you want to view.

Step 3: Click on Show.

1: Click My Assignments.

2: Highlight case.

3: Click Show.

The screenshot shows the FACES.NET WorkLoad List interface. The left sidebar contains a navigation menu with 'My Assignments' highlighted. The main area displays a 'WorkLoad List' table with columns for ID, Restricted, Type, Responsib, Referral T, Name, Client, Date Assig, Open Date, and Resp. Time. The row for ID 192560 is highlighted in blue. Below the table are several buttons, including 'Show', 'Caseload', 'Transfer Summary', 'Edit Name', 'Print', 'Restrict', 'Contacts', 'Assign/Transfer', 'Close Case', 'Cancel', and 'Alerts'.

Figure 1

Step 4: Hold mouse over Case, and then Placement.

Step 5: Click on List of Clients.

4: Hold mouse over Case, and then Placement.

5: Click on List of Clients.

The screenshot shows the FACES.NET interface with a context menu open over a case. The menu options include Case Summary, Client, Merge, Collateral, Contacts, Visits, Case Plan, Service, Removal, Placement, Adoption, Place, Guardianship, ICPC, Court, Placement Plan, Review, Unmet, Other, Reports, New, and Search. The 'Placement' option is highlighted, and a sub-menu is open showing 'List of Clients', 'Place', 'ICPC', 'Placement Plan', and 'Unmet'. The 'List of Clients' option is highlighted in blue. The background shows the FACES.NET logo and the text 'DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY'.

Figure 2

Step 6: Highlight client's name.

Step 7: Click on Show.

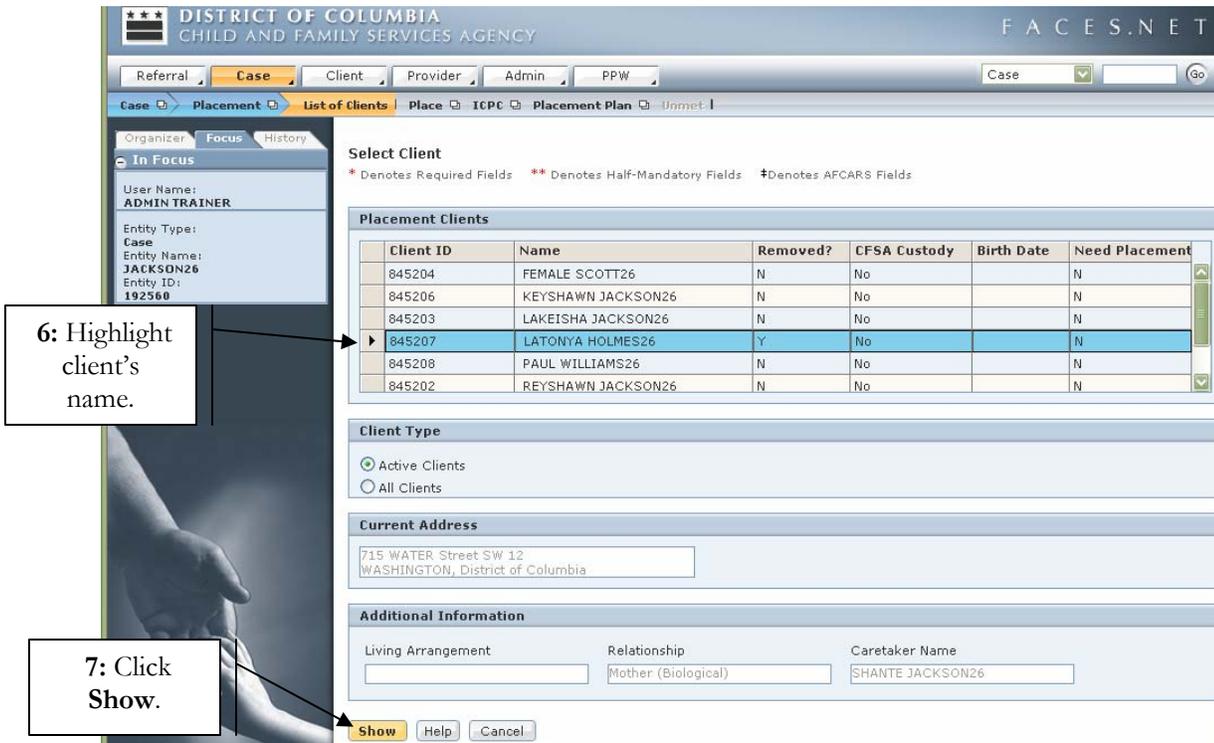


Figure 3

Step 8: Hold mouse over Case, Placement, and then Place.

Step 9: Click on List of Placement Episodes.

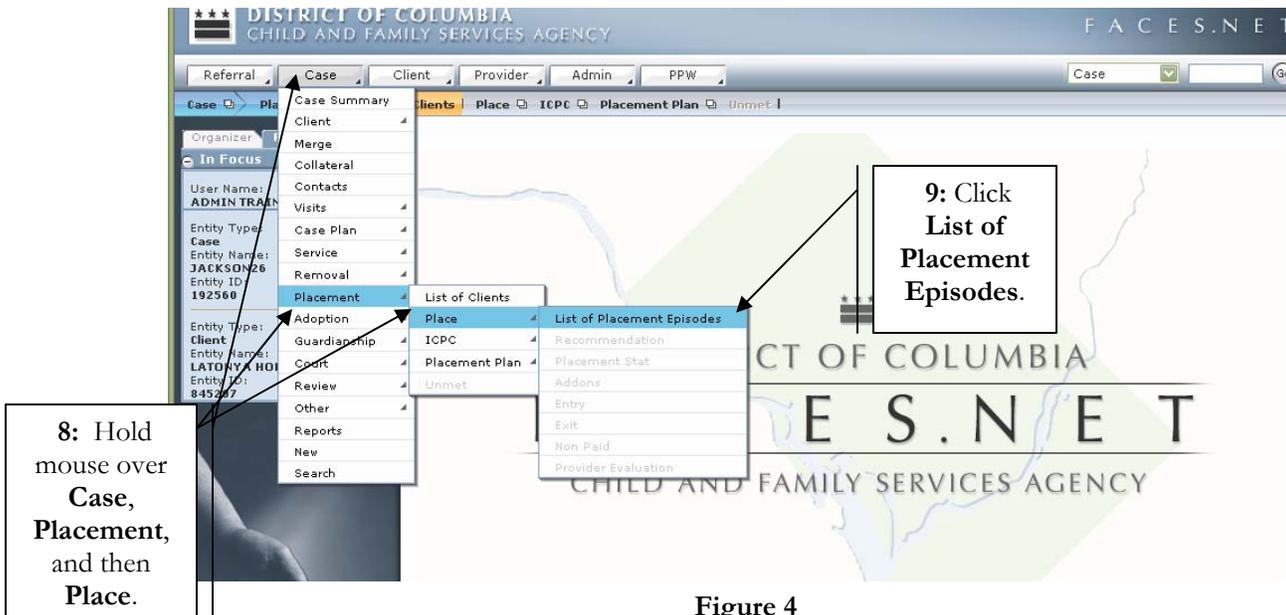


Figure 4

Step 10: Select the Placement Episode from the Placement Record.

Step 11: Click on Show.

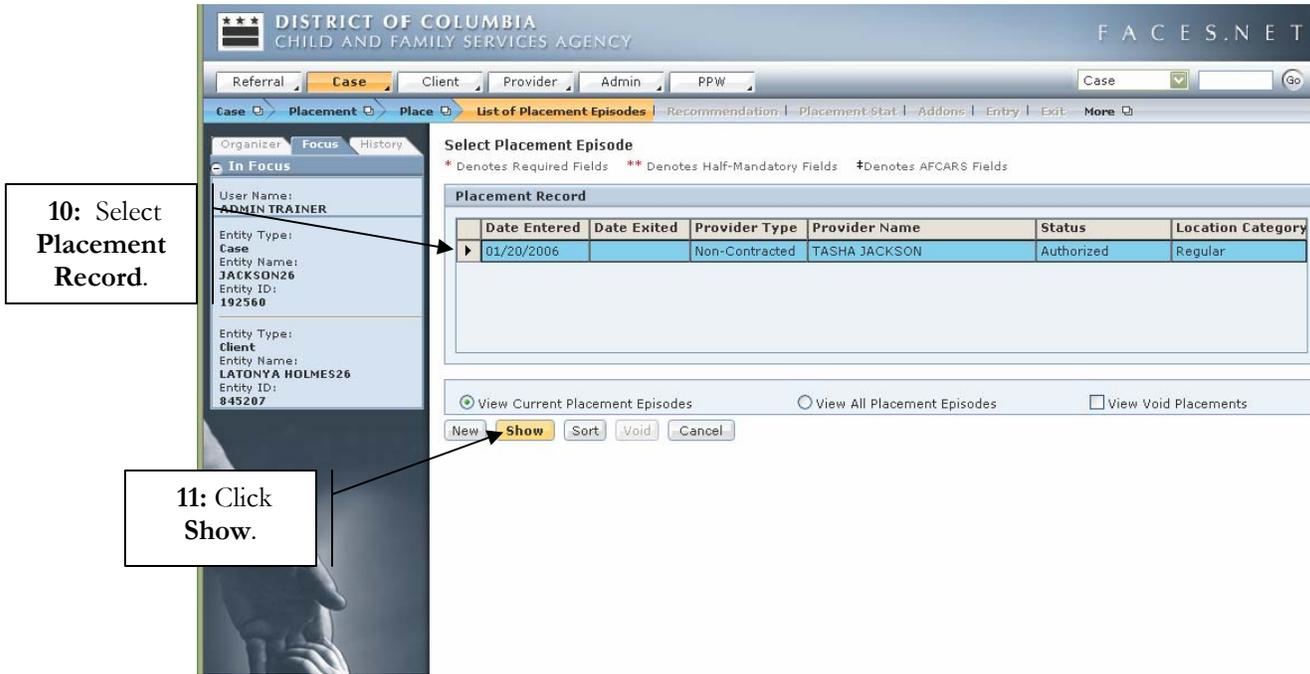


Figure 5

Step 12: Hold mouse over Case, Placement, and then Place.

Step 13: Click on Entry.

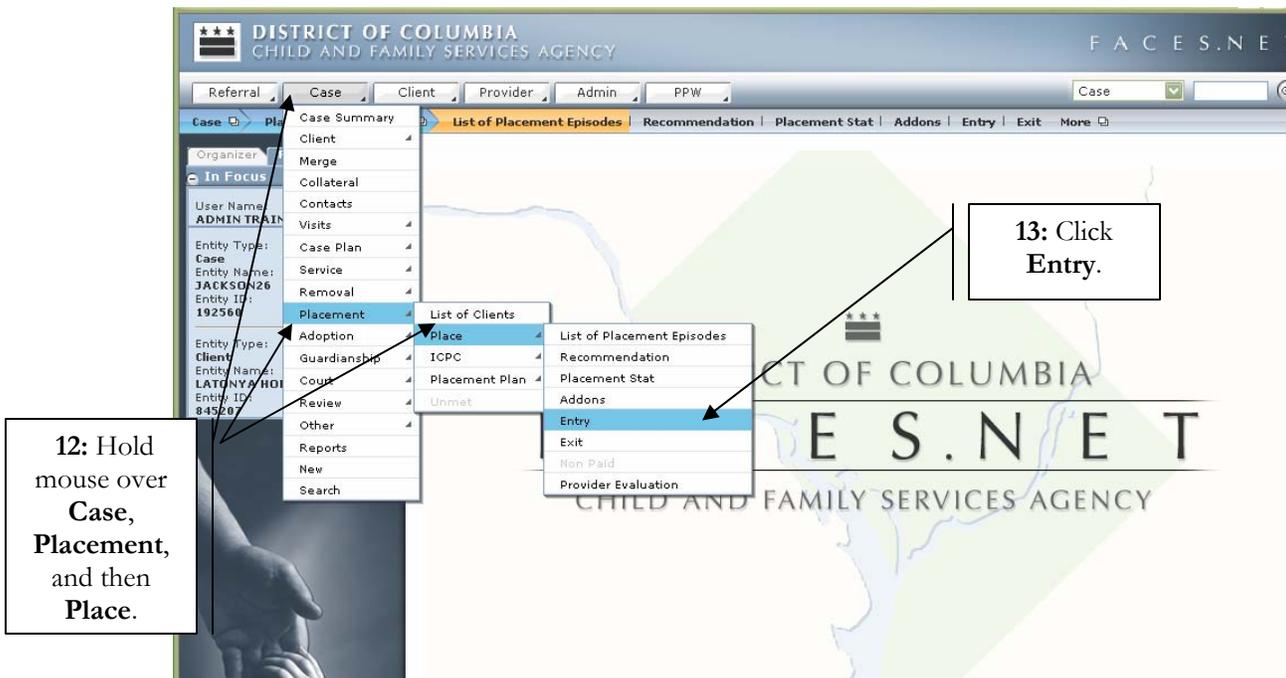


Figure 6

Step 14: Enter date in the **Foster Parent Signed Letter of Intent to Adopt** field and/or;

Step 15: Enter date in the **Petition for Adoption Filed** field.

Step 16: Click **Save**.

The screenshot shows the 'Placement Entry' form in the FACE.S.NET system. The form is titled 'Placement Entry' and includes a legend: '* Denotes Required Fields', '** Denotes Half-Mandatory Fields', and '# Denotes AFCARS Fields'. The form is divided into several sections: 'Entry Information', 'Entry Details', 'Supporting Info', 'Provider Details', and 'Services'. The 'Entry Information' section contains fields for 'Creation Date' (01/20/2006), 'Created By' (ADMIN TRAINER), 'Case ID' (192560), 'Provider ID' (10013834), and 'Provider Name' (TASHA JACKSON). The 'Entry Details' section contains fields for 'Social Worker Entry Date' (1/20/2006), 'Entry Time' (10:00 AM), 'Provider Entry Date' (00:00), 'Entry Time' (00:00), 'Placement Unit Entry Date' (1/20/2006), 'Entry Time' (10:00 AM), 'Medicaid Paid Placement #', and 'Type of Care #'. The 'Supporting Info' section contains fields for 'Foster Parent Signed Letter of Intent to Adopt' (1/20/2006) and 'Petition for Adoption Filed' (1/20/2006). The 'Services' section contains fields for 'Last Updated By' (ADMIN TRAINER) and 'Last Updated Date' (01/20/2006). The form also includes a 'Save' button, a 'Cancel' button, and a 'Find Provider' button. Three callout boxes are present: one on the left pointing to the 'Foster Parent Signed Letter of Intent to Adopt' field with the text '14: Enter Foster Parent Signed Letter of Intent to Adopt date.', one on the right pointing to the 'Petition for Adoption Filed' field with the text '15: Enter the Petition for Adoption Filed date.', and one at the bottom left pointing to the 'Save' button with the text '16: Click Save.'

Figure 7



Note:

- After entering either the **Foster Parent Signed Letter of Intent to Adopt** date or the **Petition for Adoption Filed** date, the child's placement will be reported as a pre-finalized adoptive home.
- The Adoption Recruitment unit reports all pre-finalized adoption information to the Center for Study of Social Policy (CSSP) monthly.

Management Reports Reference Guide

Data not entered in FACE.NET from the above tip sheet will affect statistics recorded for **Management Report #ADP050 – Children With Goal of Adoption Who are Not in an Approved Adoptive Home**.

ADP050 captures the following information:

- Children with the goal of adoption who are placed with a provider (foster parent) that does not have a service line that identifies them as a pre-adoptive home provider in FACE.S.NET.

- Children with the goal of adoption who are placed with a provider (foster parent) that has not filed a Petition for Adoption and/or the petition date has not been entered in FACES.NET.
- Children with the goal of adoption who are placed with a provider (foster parent) that has not signed a Letter of Intent to Adopt and/or the letter of intent date has not been entered into FACES.NET.