

RESOLUTION

RE: APPROVE REVISIONS TO SECTION 2.000 CHILD WELFARE OF THE DEPARTMENT OF HUMAN SERVICES POLICIES AND GUIDELINES MANUAL

WHEREAS, the Board of County Commissioners of Weld County, Colorado, pursuant to Colorado statute and the Weld County Home Rule Charter, is vested with the authority of administering the affairs of Weld County, Colorado, and

WHEREAS, the Board has been presented with the Revisions to Section 2.000 Child Welfare of the Department of Human Services Policies and Guidelines Manual, and

WHEREAS, after review, the Board deems it advisable to approve said additions, a copy of which is attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that the Revisions to Section 2.000 Child Welfare of the Department of Human Services Policies and Guidelines Manual be, and hereby is, approved.

The above and foregoing Resolution was, on motion duly made and seconded, adopted by the following vote on the 9th day of January, A.D., 2019.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST: Arthur G. Masick

Weld County Clerk to the Board

Barbara Kirkmeyer
Barbara Kirkmeyer, Chair

BY Calae A. Rempel
Deputy Clerk to the Board

Mike Freeman
Mike Freeman, Pro-Tem

S.P.C.
Sean P. Conway

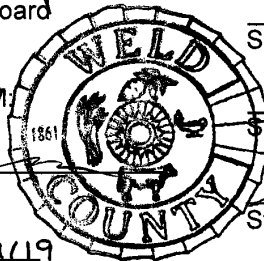
APPROVED AS TO FORM:

Scott K. James
County Attorney

Scott K. James

Steve Moreno
Steve Moreno

Date of signature: 08/01/19



CC: HSD, CA(HM)
2/19/19

2019-0222
HR0090

Department of Human Services Policies

CHAPTER 2 – Child Welfare

ARTICLE IV – Adoption

Sec. 2.4.20. – Adoption

A. Introduction

Adoptive services will be provided to all children with an identified goal of adoption, whose parental rights have been terminated, if they are not in a permanent placement approved by the court, and Administrator and/or Weld County Department of Human Services (WCDHS) Director.

B. Definitions

1. **Adoptee** means a person who, as a minor, was adopted pursuant to a final decree of adoption entered by a court.
2. **Adoption Record** means the following documents and information:
 - a) The adoptee's original birth certificate and amended birth certificate.
 - b) The final decree of adoption.
 - c) Non-identifying information.
 - d) The final order of relinquishment and/or the order of termination of parental rights.
3. **Adoption Triad** means the three parties involved in an adoption: The adoptee, the birth parent, and the adoptive parent.
4. **Adoptive Parent** means an adult who has become a parent of a minor through the legal process of adoption.
5. **Adult Adoptee** means an individual who is eighteen years of age or older and who, as a minor, was adopted pursuant to a final decree of adoption entered by a court.
6. **Biological Parent or Birth Parent** means a parent, by birth, of an adopted person.
7. **Birth Parents** mean genetic, biological, or natural parents whose rights were voluntarily or involuntarily terminated by a court or otherwise. Birth parents includes a man who is the parent of a child as established in accordance with the provisions of the "Uniform Parentage Act", prior to the termination of parental rights.

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8. **Biological Sibling** means a sibling, by birth, of an adopted person. Biological Sibling, for purposes of the definition of sibling group, means a brother, sister, or half-sibling of a child who is being placed in foster care or being placed for adoption.
9. **Confidential Intermediary** means a person twenty-one (21) years of age or older who has completed a training program for confidential intermediaries that meets the standards set forth by the commission and who is authorized to inspect confidential relinquishment and adoption records at the request of an adult adoptee, adoptive parent, biological parent, or biological sibling.
10. **Consent** means voluntary, informed, written consent. When used in the context of confidential intermediaries, "consent" always shall be preceded by an explanation that consent permits the confidential intermediary to arrange a personal contact among biological relatives. "Consent" may also mean the agreement for contact or disclosure of records by any of the parties to an adoption, as a result of, an inquiry by a confidential intermediary.
11. **Consent Form** means a verified written statement signed by an adult adoptee, an adult adoptee's consenting birth parent, or an adoptive parent of a minor adoptee that has been notarized and authorizes the release of adoption records or identifying information, to the extent available, by a licensed child placement agency.
12. **Contact Information** means information supplied voluntarily by a birth parent on a contact preference form, including the name of the birth parent at the time of relinquishment of the adoptee; the alias, if any, used at the time of relinquishment of the adoptee; and the current name, current address, and current telephone number of the birth parent.
13. **Contact Preference Form** means a written statement signed by a birth parent indicating whether the birth parent prefers future contact with an adult adoptee, an adult descendant of the adoptee, or a legal representative of the adoptee or the descendant and, if contact is preferred, whether the contact should be through a confidential intermediary or a designated employee of a child placement agency. A contact preference form includes an option for a birth parent to authorize the release of an original birth certificate.
14. **Custodial Adoption** means an adoption of a child by any person and such person's spouse, who has been awarded custody or allocated parental responsibilities by a court of law in a dissolution of marriage, custody or allocation of parental responsibilities proceeding, or has been awarded guardianship of the child by a court of law in a probate action, and has had physical custody of the child for a period of one year or more.
15. **Designated Adoption** means an adoption in which the birth parent or parents designate a specific applicant with whom they wish to place their child for purposes of adoption; and the anonymity requirements of section 19-1-309 are waived.
16. **Identifying** means giving, sharing, or obtaining information.

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- 17. Identifying Information** means copies of any adoption records that are in the possession of the child placement agency. Identifying information also includes the name of the adoptee before placement in adoption; the name and address of each consenting birth parent as they appear in the birth records; the current name, address, and telephone number of the adult adoptee; and the current name, address, and telephone number of each consenting birth parent to the extent such information is available to the child placement agency.
- 18. Kinship Adoption** means an adoption of a child by a relative of the child and such relative's spouse, who is either a grandparent, brother, sister, half-sibling, aunt, uncle, or first cousin; and has had physical custody of the child for a period of one year or more, and the child is not the subject of a pending dependency and neglect proceeding.
- 19. Non-identifying Information** means information that does not disclose the name, address, place of employment, or any other material information that would lead to the identification of the birth parents and that includes, but is not limited to, the following:
- a) The physical description of the birth parents.
 - b) The educational background of the birth parents.
 - c) The occupation of the birth parents.
 - d) Genetic information about the birth family.
 - e) Medical information about the adult adoptee's birth.
 - f) Social information about the birth parents.
 - g) The placement history of the adoptee.
- 20. Nonpublic Agency Interstate and Foreign Adoption** means an interstate or foreign adoption that is handled by a private, licensed child placement agency.
- 21. Post-Adoption Record** means information contained in the files subsequent to the completion of an adoption proceeding.
- 22. Public Adoption** means an adoption involving a child who is in the legal custody and guardianship of the county Department of Human Services that has the right to consent to adoption for that child.
- 23. Termination of the Parent-Child Legal Relationship** means the permanent elimination by court order of all parental rights and duties, including residual parental rights and responsibilities, as provided in section 19-3-608.

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24. Updated Medical History Statement means a written narrative statement dated and signed by a birth parent about the medical history of the birth parent or other biological relatives of the adoptee that can be voluntarily submitted by the birth parent to the state registrar for future disclosure to the birth parent's adult child who is an adult adoptee or an adult descendant of the adoptee or legal representative of such person in accordance with the provisions of section 19-5-305.

C. Adoption Inquiries

Adoption caseworkers will consider all inquiries from the prospective of the adoptive parents, including those who are willing to work with children with special needs (i.e. children who present barriers to timely adoptions because of racial, cultural, age, physical, psychological or social disabilities, sibling groups, or a combination of these factors.)

1. Adoption caseworkers will respond to all inquiries from the public regarding adoption.
 - a) Adoption caseworkers will provide information about the process of becoming a foster or adoptive parent for children legally free for adoption.
 - b) Adoption caseworkers will also provide information regarding the adoption placement and matching process, and information regarding referrals for post-adoption services.

D. Relinquishment Counseling

The County will provide relinquishment counseling per §19-5-103, C.R.S.

1. The relinquishment counseling provider will complete a standardized affidavit on forms provided by the Court of relinquishment counseling that includes all elements as described in §19-5-103, C.R.S.
 - a) Completed relinquishment forms need to be brought in person to the caseworker or the assistant county attorney. These forms may not be submitted by mail.
2. The County refers the relinquishing parent who requests other counseling not defined in §19-5-103, C.R.S., to the relinquishing parent's current therapist or other appropriate resource.

E. Adoption Services

Caseworkers provide pre-placement and post-placement adoption services, defined as follows: Title 19 of the Children's Code; Article 5, Relinquishment and Adoption, Part 2 (Adoption) and the Colorado Code of Regulation; Volume 7, Child Welfare Services, Section 7.306.

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1. Pre-Placement Services

Caseworkers will provide pre-placement services; including, but not limited to: the evaluation of the child's needs; development of a Child Social Study; referral to the Colorado Adoption Resource Registry (CARR); assessment and selection of an adoptive family for a child; and provision of services as necessary to finalize the adoption. (Exhibit A – Child Social History)

2. Placement Services

Caseworkers will conduct face-to-face presentation interviews with prospective adoptive parents prior to placement, allowing the family access to all pertinent non-identifying information.

- a) The face-to-face presentations will be recorded. One (1) copy will be provided to the family and one (1) copy will be maintained in the case record. (Exhibit B – Adoption Placement Process)
- b) Services will be available to the adoptive family to assist in the successful finalization of the adoption in a timely manner.

3. Post Placement Services

Caseworkers will coordinate services for the child and the adoptive family to facilitate smooth integration of the child into the adoptive home and prepare the family for post-adoption follow-through regarding services for the child.

- a) Caseworkers will also assist the family through the process of obtaining subsidized adoption assistance and navigating the court process.
- b) The adoption caseworkers will have a formal information sharing meeting with the family.
 - i. The Information Sharing Form must be signed at the time a child is legally free for adoption and the prospective adoptive parent(s) have made a firm decision to proceed with adoption.
- c) If additional information is obtained during the adoption supervisory period, it should be added to the list, initialed by the worker, adoptive parent(s), and the Director or Designee and dated.
 - i. It should be reviewed prior to the final adoption hearing.
 - ii. The original signed copy remains in the case file and a copy is given to the adoptive parent(s).
- d) An audio-recording will also be made of the information sharing presentation.

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- i. One (1) copy will be given to the family and one (1) copy will be maintained by the County.
- e) Information provided should include: available medical/genetic background of child and birth parents, prior placement history, school records, psychological evaluations on the child, developmental history and current behavior.
 - i. All material must be de-identified of birth names, addresses and/or other identifying information.
 - ii. After finalization, the caseworker will transfer the case to the post adoption unit for future follow up as needed.
- f) The caseworker shall formulate a new Family Services Plan, or the approval of such plan, if the placement disrupts prior to finalization.

4. Release of Information from Closed Records

WCDHS adheres to the following State regulations: Title 19 of the Children's Code; Article 5, Relinquishment and Adoption, Part 3 (Access to Adoption Information) and Part 4 (Access to Non-identifying Adoption Information).

F. Advisement Process for Consent to Adopt

The advisement process for consent to adopt consists of the following:

1. Step I

- a) Legal: It is the responsibility of the WCDHS Legal Department to ensure that the child is legally free to be adopted. A checklist completed by the adoption caseworker is provided to assist in this responsibility. (Exhibit F – Checklist for County Consent to Adoption)
- b) Child Protection Permanency Caseworker: It is the responsibility of the Permanency Unit to transfer case information to the Adoption Unit. A checklist is provided to assist in this responsibility. (Exhibit E– Checklist for Case Transfer to the Adoption Unit)
- c) Adoption: The Adoption Unit is responsible for completing certain required items for the completion of the adoption. (Exhibit G – Steps for Completing Adoption Paperwork)

2. Step II

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- a) The WCDHS Director may determine from the information presented that it is appropriate to sign the Consent to Adopt form or request further input. In requesting further input, the WCDHS Director may request a meeting with involved staff; request additional written documentation; such as, a home study or evaluations; any other applicable information.
- b) When this process is concluded, the WCDHS Director may sign the Consent to Adopt form, delay signing, withhold consent, pursue remedial measures, or take other appropriate action under the circumstances. (Exhibit H – Agency Consent to Adoption)

G. Post Adoption Support Program

As the adoption is nearing finalization, families will be referred to the Post Adoption Support Program by the Child Welfare Adoption Caseworker for Adoption Assistance Negotiation. This referral will be sent by the Adoption Caseworker via email to HS-AdoptAssist and HS-Post Adoption Support.

Exhibit A – Adoption Child History



DEPARTMENT OF HUMAN SERVICES

P.O. BOX A

GREELEY, CO 80632

Website: www.co.weld.co.us

Administration and Public Assistance (970) 352-1551

Child Support (970) 352-6933

CHILD SOCIAL HISTORY

Date of Report:

CHILD NAME:

DATE OF BIRTH:

PLACE OF BIRTH:

GENERAL DESCRIPTION

Describe them by their age, hair color, eye color, ethnicity/race, etc.

LEGAL HISTORY

Describe what brought the child to the attention of the Department, Trails history (this case and past Trails history that is available), history of court involvement, including dates of emergency hearings, adjudications, termination orders, etc. Also describe what led to the termination/relinquishment of parental rights, and details of any delinquency cases regarding the child. DO NOT use last names on this report. When referring to parents, please use "biological mother/father" or "birth mother/father", etc. Also include information regarding referrals received after the case opened related to the child (including institutional abuse referrals).

FAMILY HISTORY

Describe for each birth parent the following: place of birth, age at time of child's birth, ethnicity/nationality/race, religious preference, languages spoken, physical description, level of education, history of abuse and criminal involvement, medical history, mental

Exhibit A – Adoption Child History

health history, substance abuse history, marital/relationship history, level of functioning. If the child has siblings, discuss the first name and age of the siblings, their relationship with the child (full or half, etc.), their whereabouts, is there any contact between the siblings, and your recommendations for sibling contact following the finalized adoption.

PLACEMENT HISTORY

Give a chronological listing of the child's placements since his/her initial involvement with the Department. Give the following information for each change in placement (if applicable): type of placement (i.e., Weld County Foster Home, Lutheran Family Services Foster Home, Mount Saint Vincent Children's Home Residential Child Care Facility, etc.), dates/length of placement, reasons for moves, and child's adjustment to the placement changes. Does the child maintain any contact/relationship with any of his/her previous caregivers?

MEDICAL HISTORY

List the name and location of the hospital/facility of the child's birth. List the name/address/phone number of all the child's current physicians, dentists, therapists, etc. Are the child's immunizations current? Describe any serious or chronic health conditions/diagnoses. List the child's current medications, as well as medication history. Is there any family history of medical problems?

DEVELOPMENTAL HISTORY

Describe the following: History of prenatal care, any complications during pregnancy, weight/length at time of birth, type of birth, any substance use during pregnancy, drug exposure in utero, developmental milestones (if known), any current therapies (OT, PT, speech), any known disabilities/delays.

ACADEMIC FUNCTIONING

Describe the child's current grade level and name of current school. Is the child on an IEP, behavioral plan, or receive any special services? Is there any significant school history (suspensions, truancy issues, etc.)? Has the child ever been held back? What are the child's academic strengths/weaknesses? What are the child's favorite subjects? Is the child involved in any extra-curricular activities/sports? If the child is not of school age, describe the child's day care/preschool history.

DAILY ROUTINE/SOCIAL DEVELOPMENT

Describe the lifestyle of the child's foster family or current placement (i.e., religious practices, routines, recreational activities, family composition, etc.). Is the child involved in any social groups or activities? Does the child identify with any racial, ethnic, cultural, religious or community groups? Does the child have any favorite foods or activities?

PSYCHOLOGICAL EVALUATION/EMOTIONAL FUNCTIONING

Describe the following: Child's IQ (if known), DSM diagnoses, history of therapeutic interventions/hospitalizations, attachment issues, abuse history. What is the child's

Exhibit A – Adoption Child History

understanding of why he/she was removed from the birth family? Does the child have any significant behaviors (sexually reactive, physical aggression, cruelty to animals, fire-setting, etc.)?

READINESS FOR ADOPTIVE PLACEMENT

Explain the child's understanding of adoption. What efforts have been made to prepare the child for an adoptive placement? Does the child have a lifebook? If so, what is the child's reaction to working on the lifebook? Has the child discussed his/her preferences for what type of adoptive family he/she would like to have (i.e., two-parent household, siblings, pets, etc.)? Are there any relationships that need to be maintained following placement or adoption?

SUMMARY AND RECOMMENDATIONS

What are your recommendations for placement and/or adoption for this child? Are the child's Guardian ad Litem, therapist, and other interested parties in agreement with your recommendations?

Respectfully Submitted By,

Caseworker Name/Credentials
Title

Date

Approved By,

Supervisor Name/Credentials
Title

Date

WCDHS Adoption Placement Process
Family Adoption Selection Team (FAST)

The Family Adoption Selection Team (FAST) is facilitated by the Family Engagement Unit and comprised of the Foster Care/Kinship Supervisor, Permanency Supervisors, Adoption Caseworker and/or Foster Care Coordinator(s), and the Caseworker staffing their case.

When does this process start?

When a child is not in an identified permanent home (foster-adoptive or kinship), the case should be staffed with the placement coordinator regarding an adoptive placement at the time we are requesting that the Court approve a concurrent goal of Adoption and no later than the point in time we are submitting a legal request to file a motion to terminate parental rights (regardless of the court approved goal). The sooner the child is able move into a (legal risk) pre-adoptive home, the better. See Vol. VII, 7.304.55 (H).

All legal requests to file a motion for termination should be sent to **HS-TPR Filing**, so that the foster care and adoption supervisor can be notified to review the case for the necessity of a FAST meeting. Therefore, all cases heading towards relinquishment or termination of parental rights will be reviewed for adoptive placement status.

*A child must be placed in their adoptive home at least six months before the County can proceed to finalizing the adoption. A child may be placed into a legal risk adoptive placement when it is in the child's best interest.

Adoption caseworkers who hold primary assignment to a case will go through the FAST process for matching but will seek out homestudies as part of their role as adoption caseworker. See Section B.

A. For a child/youth who is NOT already placed in a foster-adoptive home (prior to TPR):

1. The Permanency Caseworker will complete the **Adoptive Placement Request Form** and email it to **HS-Family Adoption Selection Team**. This form will start the process of the Foster Care Supervisor, Adoption Supervisor and Placement Supervisor obtaining home studies for families that may be a match for the specific child or sibling group.
2. Home studies obtained in this process will be provided to the Permanency Caseworker. The Permanency Caseworker will review the home studies with his/her Supervisor and the child's Guardian ad Litem (GAL). The Permanency

Exhibit B – Adoption Placement Process

Caseworker is encouraged to review a number of home studies at a time so that efforts to locate the most appropriate matches can be made.

(Please keep in mind that once this process is initiated, it is very important that the adoption and foster care teams can communicate with CPA's about the matching results as soon as possible. A FAST meeting should be scheduled no later than 30 days from sending the Adoptive Placement Request Form. The timing regarding transition visits and placement will be determined at a later point in this process).

3. The Permanency Caseworker will rank the top two to three home studies and request a FAST team staffing through Family Engagement.
4. The Permanency Caseworker will provide Family Engagement with the selected home studies and include documentation such as the most recent FSP 5A and the Child Social History (if completed). This information will be reviewed by the team, in addition to the information provided on the Adoption Placement Request Form.
5. Family Engagement will invite the members of the Family Adoption Selection Team (FAST) to the selection staffing. FAST must have no less than a week to review the information in preparation for the staffing. It is expected that all parties participating in a FAST staffing will have read the home studies in advance and is prepared to offer feedback and participate in the matching process.

(The FAST selection staffing may include the following people: Family Engagement Facilitator, Permanency Caseworker, Previous Caseworker (if applicable), Foster Care/Kinship Supervisor, Permanency Supervisors, Adoption Caseworkers, and (if applicable) the Foster Care Coordinator/CPA case manager. The GAL and CASA will also be invited. (Current foster parents are not invited for FAST but are invited for information sharing purposes after a family has been selected).

6. At this point, the Family Adoption Selection Team (FAST) holds a facilitated selection staffing regarding the home studies submitted for review. The team reviews the studies and determines the best match based on the needs of the child and the strengths of the family. The caseworker will start the meeting by presenting a short summary of the child's current placement situation and needs.

The Family Engagement Facilitator will document the team's discussion and decision making process in a contact note in Trails and will identify the purpose in Trails as "Adoption Coordination."

Exhibit B – Adoption Placement Process

It is possible that the studies may be ranked by the team based on matching preference. It is also possible that the team may not approve any home study submitted for the selection staffing as a match for a particular child. If this occurs the search for appropriate families to look at as a possible match starts over. If the team cannot come to a consensus on the ranking of the home studies, then the Supervisors on the FAST Team will meet with the Management Team for further discussion and final decision making.

7. If a non-certified/non-homestudied family is being considered for placement, the Permanency Caseworker will need to present the potential family's information at a FAST staffing. This step must be completed and the family approved by the FAST team before the Permanency Caseworker connects the family with the Weld County Foster Care Certification Specialist to explore the certification process.

If it is determined by FAST that it is unnecessary for the selected family (such as a kin-like placement getting temporary custody of a child through the D&N) to go through the foster care certification process and the family after being informed of the options, does not wish become certified, then a Child Specific SAFE Home Study will be completed after placement. In this circumstance, the Caseworker would move towards transition planning and setting a Placement Change Team Decision Making meeting.

Kinship Adoption Placements are not reviewed by this team.

8. A home study match has been made:

- a. **If a Weld County Foster Home is selected** as a potential adoptive family for the child, the Permanency Caseworker and Foster Care Coordinator (FCC) will discuss the child's information (history, special needs, etc.) in further detail with the potential adoptive family. This information should include a copy of the Child Social History (if available), and any other documentation regarding the child's special needs.
- b. **If a family that is currently certified with another agency or county is selected** as a potential adoptive family for the child, the Permanency Caseworker will first verify with the Weld County Foster Care Certification Specialist that the family has a current valid foster home license. Once this has been confirmed, the Permanency Caseworker will present the child's information to the family. This information should include a copy of the Child

Social History (if available), and any other documentation regarding the child's special needs.

- c. **If an out-of-state family is selected as a potential adoptive family for the child**, the Permanency Caseworker will present information about the child to the family. This information should include a copy of the Child Social History (if available), and any other documentation regarding the child's special needs. If it is determined that the Permanency Caseworker and family wish to move forward in the process, the Permanency Caseworker will staff the case with the Weld County ICPC Liaison and the Child Welfare Financial Supervisor to determine what steps need to be taken for placement and subsequent supervision to occur.

9. Pre-Placement Information Sharing

Once a match is identified and the family wishes to proceed after obtaining initial information about the child, the Permanency Caseworker will schedule a **Pre-Placement Information Sharing Meeting** with the help of a Secondary Adoption Caseworker and will invite: the potential adoptive family, current foster family, Permanency Supervisor, GAL, therapists (if applicable), CPA staff or Foster Care Coordinator, CASA (and if applicable, the Foster Care Kinship Supervisor, Adoption Supervisor, Subsidy Negotiator, Post Adoption and any other party pertinent to the information sharing process.

This meeting is scheduled to discuss the child's placement history, medical/dental/mental health/educational concerns, psychiatric diagnoses, history with the Department (before entering care and after), and the child's special needs. It is also a time to explain to parents that it is possible that there is past abuse/neglect or mental health issues that are unknown to the Department at this time and disclosures/behaviors may surface after placement into their home. This meeting is digitally recorded, and the family gets one copy of the recorded meeting and a copy is kept with their subsidy file. The CWS-19 information Sharing Acknowledgement will be signed by the pre-adoptive family at this time as well.

If the decision is made to proceed after this meeting, then it will be decided by the team if contact between the child and pre-adoptive family can begin and how visitation will be structured. A Placement Change Team Decision Making Meeting should be scheduled at this point in the process to discuss the Transition Plan.

B. For a child/youth who IS ALREADY PLACED in their identified adoptive home at the time parental rights are terminated:

Please refer to the Adoption Transfer Checklist regarding steps to be taken when transferring a case to the Adoption Unit.

The case must be transferred to the Adoption unit no later than 60 days of the date of the termination hearing/ruling. **Case transfer should occur regardless of any scheduled contested placement hearings post termination and regardless of where the case is in the appeal process.** If necessary, the Permanency Caseworker will be placed in a secondary role to address any contested placement hearing set post termination.

The completed Child Specific (Adoption) Safe Home Study (Update) will be reviewed by foster care and permanency management.

A Pre-Finalization Information Sharing Meeting is held when we are ready to proceed with finalizing the adoption. The family's case will be transferred to the Post Adoption Resource Specialist for future follow up as needed.

Exhibit C – Sealed Adoption Records Checklist

SEALED ADOPTION RECORDS CHECKLIST

- ☐ Copy of court order issued at the time of initial removal
- ☐ Copy of Voluntary Placement Agreement (if applicable)
- ☐ Copies of Orders Terminating Parental Rights and/or Final Orders of Relinquishment
- ☐ Child's Social Study
- ☐ Copy of Adoptive family's application (CWS-61)
- ☐ Copy of Adoptive family's home study and any updates, as necessary
- ☐ Copies of documentation of the child's special needs (i.e., medical records, therapy reports, evaluations, placement progress reports, report cards, IEPs)
- ☐ Documentation of child's Tribal affiliation (if applicable)
- ☐ Copy of Petition to Adopt (time and date-stamped by the Court)
- ☐ Copy of Final Decree of Adoption

The following items are recommended to be included in the Sealed Adoption Record, but are not required by Volume 7:

- ☐ Copy of Termination Letter
- ☐ Copy of FSP Part 2 (Family Social History)
- ☐ Copy of Original Birth Certificate
- ☐ Copy of CWS-24A (Birth Family's Social and Medical History)
- ☐ Copy of Information Sharing documentation and audio recording of information sharing meeting.

Exhibit D – Case Transfer Checklist

CASE TRANSFER CHECKLIST: Due at CASE TRANSFER

TRAILS

- _____ All clients listed in Trails (all parents, children, Special Respondents) **with current address and phone number**
- _____ All clients' **Gen Info** is current (Program Area/Participation Category, ethnicity, legal custody status, living arrangement, DOB, SSN, characteristics screens for kids, etc.)
- _____ **FSP Family Info** is updated (Permanency goals/target dates), all clients/placement providers listed
- _____ **4A** (Imminent Risk; can be found in the case under FSP; yellow FSP folder)
- _____ **4B/4C** completed; if in foster care complete all the sections, if in kinship care only complete the exception question and the sibling question (can be found in the case under FSP folder, in the Placements Tab)
- _____ Complete **education tab** in the FSP
- _____ Complete School Letter for any OOH placement (located on H:drive)
- _____ **Trauma Screen** completed; on children (this can be found in the case under assessments. If screen in, make sure to complete the consent for treatment, release of information for North Range Behavioral Health and a Service Referral Form; see Trauma Screen checklist)
- _____ **Developmental Screen** completed (if assessment is FOUNDED, must be completed on the victim if 5 years old or younger. This can also be completed if a caseworker or parent requests it. This can be found in either the assessment or the case under assessments).
- _____ All court cases have been associated with **ICON**, if applicable
- _____ Family Engagement (TDM/FTM/GS) **framework** (facilitator will enter into TRAILS)
- _____ ROC notes entered for face-to-face contacts

SCANNED AND IN FILE

- _____ **FSP Family Info** completed and signed; all clients/placement providers/special respondents/all other providers listed (Clip 1)
- _____ **IV-E / MOE** eligibility; an email needs to be sent to Bonnie/Angelica with the names, DOBs, addresses, etc. of the family. An email only needs to be sent if the children are remaining home with parents. Please document that the request has been completed; **print and scan your email that you send** (If placing with kin or foster the IV-E/MOE is generated from the placement and kinship form, you do not have to send an email). (Clip 1)
- _____ **Releases** of information (Clip 1)
- _____ Background checks, police reports, etc. (if applicable) (Clip 2)
- _____ **Diligent Search** paperwork (if applicable); includes diligent search request, results, letters sent, etc. **THIS IS REQUIRED FOR ALL CHILDREN PLACED OUT OF THE HOME** within 3 days of removal date (for absent parents), and within 30 days of removal date (for relatives). (Clip 2)
- _____ Contracts for CPA, TRCCF, or Group Home placements (if applicable) (Clip 3)
- _____ Placement forms (if applicable) – **email Megin Harpstrite if there is a child in placement who is on an IEP, disabled, and/or is receiving SSI** (Clip 3)
- _____ All Service Referral/contracted service referral forms evaluations, UAs, etc. (Clip 3)
- _____ PEC referrals/reports (Clip 3)
- _____ Family Engagement Meeting referrals/reports/framework (Clip 3)
- _____ Copy of **Birth Certificate** or requests (please make sure to check OnBase to see if there is already a copy on file; only request if we do not already have a copy) (Clip 5)
- _____ Send **school letters** (Clip 5)
- _____ Medical records (if applicable) (Clip 5 for children; otherwise Clip 4)
- _____ All **Court paperwork**, including Request for Legal, ICWA Affidavits, Declaration of non-Indian Heritage) (Clip 6)
- _____ Completed **Transfer Checklist** (Clip 2)

Revised December 2018

Exhibit D – Case Transfer Checklist

Due at ASSESSMENT CLOSURE (due 60 days from the date of the referral)

- _____ **Social History** (FSP Part 2) entered and **delivered to new worker within 1 business day** of completing. (Clip 2)
- _____ Assessment requirements completed and closed
- _____ Treatment plans if intake worker still has case for 45 days or longer from the referral date. **Due by 60 days from date of referral regardless of assessment closure date.** (Clip 2)
- _____ Contact with the child(ren) twice within 30 days if the child is placed in the Department's custody, one of those times must be in the foster home/placement with the foster care coordinator (FCC) or CPA case manager. In the event that the FCC is not available, the transferring worker must meet with the FCC in person to discuss the child(ren) placed in the foster home.

Additional transfer items specific to Adoption Case Transfers

TRAILS

- _____ **Update permanency goal and target date**, as approved by the Court. (FSP/Family Info)
Change Program Area to "Program Area 6" / "Eff. @ reunify exhaust; rights M. B. Term."
- _____ **Update custody info** to "DHS custody with consent to adopt" or "Custody w/Kin and County consent to adopt."
Check your termination/relinquishment order for specifics. (Client/Gen. Info)
- _____ **Update treatment plans** for the child by 30 days of goal change. The treatment plan should include specific adoption tasks for the child, the placement provider(s), AND the caseworker/Department, in addition to any tasks related to the child's special needs (i.e., therapy, medical care, etc.). If you would like to see example adoption treatment plans, please request them from the Adoption Supervisor. (FSP/Treatment Plan)
- _____ **Request closure** of all core services no longer active.

SCANNED AND IN FILE

- _____ **Child's Social Study/Social History:** The child social history should be completed using the template available to you in the H drive. Once the social history is complete, email the word document to the Adoption Supervisor for review and signature. (Clip 3)
- _____ **Request the child's birth and medical records.** If you receive these prior to the Trails case being transferred, they should be scanned. If you requested these records (but have not yet received them), please make sure there is a copy of the written request in the file. (Clip 5)
- _____ **Child Specific Adoption Homestudy Referral:** If child is in a pre-adoptive Weld County FH, check with FCC about completion of the HS, if child is placed in kinship or CPA pre-adoptive home, make a core referral. If child is not in identified home, no HS referral needed. (Clip 3)
- _____ **Birth Parents' Social and Medical History (CWS-24A)**
This form should be completed by the child's biological parents, if possible. If the parents are unavailable or unwilling, you should request information from other family members (i.e., grandparents, aunts, uncles, etc. Document in Trails who it was sent to and when. (Clip 4, Trails)

Steps for Completing Adoption Paperwork

1. Upon case transfer, the Adoption Caseworker will review the case in Trails and in On Base. The Adoption Caseworker refers to the FAST Process and proceeds based on the placement status of the child.

Once the child is placed in their adoptive home:

2. The Adoption Caseworker will check for a Child-Specific Home Study (if the child is already placed in an adoptive home). If this is not in the file, the Adoption Caseworker will check with the previous caseworker to make sure a referral has been submitted. If not, the Adoption Caseworker will need to submit the referral.
3. The Adoption Caseworker will check for recent fingerprints/CBI/FBI background checks. If these are not current, the Adoption Caseworker will need to contact the family to get these completed.
4. The Adoption Caseworker will have the family complete the CDHS Original Application to care for Children- CWS-61.
5. The Adoption Caseworker will submit the Adoption Assistance Referral Form to HS-AdoptAssist and HS-Post Adoption Support as soon the Adoption Caseworker, GAL and Adoptive family have determined that they are ready to proceed and once the child is legally free (case in not in appeal).
6. The Adoption Caseworker will schedule a Pre-Finalization Information Sharing meeting and complete the CWS-18 and CWS-19. This meeting can be scheduled along with a case closure FTM and the recorded information sharing portion can be held directly before or after this meeting.
7. All supporting documentation must first be scanned, and an envelope made on On Base and sent to the Adoption Assistance Specialist. Supporting documentation should include: Child Social History, Evaluations, Assessments, Provider Reports, IEPs, and Medical Records if the child was born drug exposed or has medical issues.
8. Within a week of receiving the Adoption Assistance Referral Form, the Adoption Assistance Specialist will contact the adoptive family about beginning the process. See Adoption Assistance Policy regarding this process.
9. If the Adoption Assistance Specialist does not get a response from the adoptive family within two weeks of the initial request, a reminder letter/email will be sent to the family (cc: Adoption Caseworker). If another two weeks passes without a response, a notification email will be sent to the Adoption Supervisor. The Adoption Supervisor will follow up with the Adoption Caseworker, Permanency Manager and the Assistant County Attorney assigned to Adoption Assistance negotiations to determine next steps.
10. Once the meeting with the adoptive family is complete, the Adoption Assistance Specialist will prepare a draft of the Adoption Assistance Information Acknowledgement Form and will schedule a meeting with the Adoption Assistance Approval Team (Financial Supervisor, Adoption Supervisor, and Assistant County Attorney assigned to the Approval Team). *Standard Dormant*

Exhibit E – Adoption Paperwork Process

Adoption Assistance Agreements will be reviewed by the Financial Supervisor and not submitted for review by the team.

11. Once the team has approved the Adoption Assistance proposal, the Adoption Assistance Specialist will present the proposed Adoption Assistance Information Acknowledgement Form to the adoptive family and will obtain signatures from the adoptive parent(s).
 - a. *If the adoptive family is not in agreement with the proposal, they will submit their reasoning for not agreeing with the proposal to the Adoption Assistance Specialist. The Adoption Assistance Specialist will schedule another Adoption Assistance Approval Team meeting for further review.*
12. The Adoption Assistance Specialist will prepare the contracts within one week of receiving the signed Acknowledgement form and forward the completed contracts to the Financial Supervisor for review.
13. Once reviewed and approved by the Financial Supervisor, the Adoption Assistance Specialist will email the contracts to the Adoption Supervisor and the Adoption Caseworker. The Adoption Caseworker will insert the special needs summary required for the adoption assistance contracts, which must include the following: *a brief summary of the child's history, description of the barriers to adoption, justification for the proposed adoption assistance, prognosis for adoption without adoption assistance and a chronological list of child's placements for foster care and/or adoption.*
14. The Adoption Assistance Specialist will request that the SS-11 be completed by the Eligibility Clerk prior to or during the month the Adoption Petition will be filed. The Eligibility Clerk completes the SS-11 in the IVE-Module.
15. The Adoption Caseworker will prepare the County Consent to Adopt Checklist and will submit to Legal for review and signature.
16. Once the contracts have been signed (digitally) by the Adoption Supervisor and Adoption Caseworker, the Caseworker will get the following paperwork together and will email to the Adoption Supervisor: *County Consent to Adopt Checklist (to be completed and signed by the caseworker, supervisor, and legal beforehand), Agency Consent to Adopt, Child Social History and the Adoption Assistance Agreement Contracts.*
17. The Adoption Supervisor will email these documents to the Child Welfare Administrator, within a week of receiving the completed contracts. A meeting may also be set to discuss the contracts, the adoptive child's needs and the adoptive family's ability to meet those needs.
18. The Child Welfare Administrator will then email the documents to the Director of Human Services to for review. A meeting may be set to discuss the case further. If approved, the Director will sign the consent and the contracts and send back to the Child Welfare Administrator, who will then forward them to the Adoption Supervisor and Adoption Caseworker.
19. Once the consent and contracts have been signed, the Adoption Caseworker will expedite submitting all the required paperwork (see Attorney Receipt of Information checklist) to the attorney for filing with the Court.
20. *The Adoption Caseworker will ensure that the contracts are signed (signatures need to be obtained and dated prior to the effective date/date of the adoption finalization). The Adoption Caseworker will be sure the effective date is entered on the contracts prior to scanning.*

Exhibit E – Adoption Paperwork Process

21. Once the Adoption has been finalized in Court, the Adoption Caseworker will complete all required Trails paperwork, including opening the Adoption Case and Service in Trails.
22. The Adoption Caseworker will complete the Adoption Placement Information Form and submit to HS-AdoptAssist within 7 days of the date of the adoption hearing.
23. The assigned Eligibility Clerk will complete the SS-11 in the IV-E Module.
24. The Adoption Caseworkers will scan the remaining paperwork (see Adoption Scanning Process).
25. The Adoption Caseworker will prepare the Sealed File in On Base (see Sealed Adoption Records Checklist).
26. The Adoption Supervisor will maintain the adoption assistance Trails cases on the Supervisor's Trails workload.

DISTRICT COURT, WELD COUNTY, COLORADO, 901 9th Avenue, P.O. Box 2038 Greeley, CO 80632 (970) 475-2400	
In the matter of the petition of: , FOR THE ADOPTION OF A CHILD: ,	
BRUCE T. BARKER, WELD COUNTY ATTORNEY 315 N. 11th Avenue Greeley, CO 80631 Phone No. (970) 352-1551 Fax: (970) 353-5215	<p>▲ COURT USE ONLY ▲</p> <p>Action No.</p> <p>Division No.</p>
AGENCY CONSENT TO ADOPTION	

Weld County Department of Human Services
(Agency)

[illegible]

Director _____

Clerk/Notary Public