

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 9, 2004

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ADOPTION RECRUITMENT: CHILD WELFARE MANUAL UPDATES

SECTION 4, CHAPTER 27.3: CHILD'S SUMMARY FOR ADOPTION
PLACEMENT

SECTION 4, CHAPTER 28.1: ADOPTIVE FAMILY SELECTION
PROCESS

SECTION 4, CHAPTER 28.3 PRELIMINARY SCREENING PROCESS

SECTION 4, CHAPTER 28.4 ADOPTIVE FAMILY SELECTION
COMMITTEE AND STAFFING PROCESS

SECTION 4, CHAPTER 28.5 PREPARING FOR THE MEETING

SECTION 4, CHAPTER 28.7 INTERVIEWING GUIDELINES FOR
SELECTING ADOPTIVE FAMILY RESOURCE

SECTION 4, CHAPTER 28.8 CURRENT FOSTER/KINSHIP FAMILY IS
SELECTED

SECTION 4, CHAPTER 28.9 ADOPTION WITH A NEW FAMILY

SECTION 6, CHAPTER 1, ATTACHMENT D: USE OF THE
PHOTOLISTING

SECTION 6, CHAPTER 1, ATTACHMENT E: MEDIA PROFILE

CS FORMS MANUAL: CD-AEM-7 – MEDIA PROFILE CHECKLIST

CS FORMS MANUAL: CD-AEM-8 – CHILD REGISTRATION FORM
FOR ADOPTUSKIDS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform you of changes and an addition to the Child Welfare Manual in Sections 4 and 6, as well as to introduce the CD-AEM-7, Media Profile Checklist and the revised CD-AEM-8, Child Registration Form for AdoptUSKids (formerly the DFS-AEM-8). The changes described below, and made within the Child Welfare and CS Forms Manuals, were made in preparation for Adoption Specialists to begin entering children for whom

they recruit onto the AdoptUSKids website. As of the date of this memorandum, Adoption Specialists will be permitted to enter children they recruit for onto www.AdoptUSKids.org.

Before entering a child's information onto the website, the Adoption Specialist must have "full privilege" authorization on the AdoptUSKids website. If you are responsible for recruiting for a child in need of adoptive placement and you do not have "full privilege" authorization or do not have a user name and password for the site, contact your regional office to request that the regional AdoptUSKids liaison either updates your privilege and/or assigns you a user name and password. The regional AdoptUSKids liaisons are:

Northwest Region:	Paul Carl
Northeast Region:	Sheila Grey
Southeast Region:	Betty Skelton
Southwest Region:	Wendell Daugherty
Kansas City:	Gary Marchbank
St. Louis City:	La Tanya Morrow
St. Louis County:	Monique Mitalovich

In July 2003, several Adoption Specialists around the state participated in website training either at a centralized location or via a conference call. If you did not participate in this training, or would like to refresh yourself, an Instructional Guide to Using the Website is available in Adobe PDF file format on "My Page" at www.AdoptUSKids.org. You must be signed on with your user name and password in order to get to this part of the website. The Adobe PDF file is 49 pages long.

The attached CD-AEM-8, Child Registration Form for AdoptUSKids, has been updated to follow the flow used by AdoptUSKids in entering children onto the website. This form is available on One Form, and may be downloaded onto your computer.

Use of the Photo Listing

The updated manual information contained in Section 6, Chapter 1, Attachment D is completely new and contains the information needed to instruct workers on policy related to recruiting through the Internet photo listings. You will find instruction in the following areas in this section of policy:

- Media Profile Outline
- Sample Profile
- Creating AdoptUSKids Case Identification Numbers
- Sample Case Identification Number
- Case Identification Assignment Log
- Photographs
- Special Recruitment Authorization
- Review Entry and Updates
- Managing the Children You Enter on AdoptUSKids

Media Profile:

The attached CD-AEM-7, Media Profile Checklist, follows the guidelines for a media profile set forth in the new policy found in the Child Welfare Manual, Section 6, Chapter 1, Attachment E: Media Profile. This checklist was designed for workers and supervisors to use when writing a

profile. Workers may use this form as a guide in writing profiles for children for whom they are recruiting. Supervisors are to use this form when reviewing profiles written for media or the Internet website purposes.

Child's Summary for Adoption Placement:

The changes found in the Child Welfare Manual, Section 4, Chapter 27, Permanency Through Adoption updates 27.3 of this section titled "Child's Summary for Adoption Placement". The old profile/summary information has been deleted and replaced with a version that will allow consistency around the state. This summary is to be used when providing more extensive information to families being staffed for a particular child. The summary will simply need to be updated when preparing the summary you will provide to the identified adoptive family upon placement of the child in their home. When you place the child in their home, and provide the updated summary, the adoptive parents are to sign and date the summary for their records and the worker is to keep a signed copy of this summary in the adoptive family's case file.

Selecting Adoptive Families:

Child Welfare Manual, Section 4, Chapter 28, Selecting Adoptive Families, has been updated to reflect changes within the agency and those made by the development of the Media Profile, as well as the Child's Summary for Adoptive Placement.

In the past there were two different assessments/summaries found in policy. The assessment was supposed to be used when workers were recruiting for the child and needed more extensive information. The summary was used to provide the prospective adoptive family with extensive information about the child for whom they were staffed. Both the assessment and summary were very similar and were not used consistently around the state. The changes within this section reflect the change in policy to use the Child's Summary for Adoptive Placement for both situations. As was stated earlier in this memorandum, the Summary should simply be updated when providing it to the family upon placement of the child in their home. Workers are directed to Section 4, Chapter 27.3 when they read through this chapter and come to instructions to write a child summary. A link to Section 4.27.3 is provided within this section of policy in the online Child Welfare Manual.

NECESSARY ACTION:

1. Review this memorandum and the attachments, Section 4 Chapter 27, Permanency Through Adoption; Section 4, Chapter 28, Selecting Adoptive Families; Section 6, Chapter 1, Attachment D, Use of the Photo Listing; Section 6, Chapter 1, Attachment E, Media Profile; the CD-AEM-7; and the CD-AEM-8, with all Children's Services Staff.
2. Supervisors and workers are to check with their regional AdoptUSKids liaisons to make sure they have been updated to "Full Privilege" status and that they have a user name and password if they do not know.
3. Supervisors and workers may begin to enter children on AdoptUSKids with the receipt of this memorandum. No CD-AEM-8 forms or photos should be sent to Central Office past the date of this memorandum.

4. All profiles used through e-mail, in the media, or on the Internet are to be written following the guidelines outlined in the attached policy. All child summaries are to follow the new format provided in policy.
5. All questions regarding this policy are to go through normal lines of supervision.

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Attachments