

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 15, 2014

M E M O R A N D U M

What's Inside:

Procedure for registration of children in the Missouri Heart Gallery 2015. Introduction of revised CD-121.

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: Missouri Heart Gallery 2015 Registration Procedure

DISCUSSION:

The purpose of this memorandum is to make staff aware of the new procedure for registering children in the 2015 Missouri Heart Gallery, introduce the revised Missouri Waiting Child Registration Form-CD-121, as well as inform staff of the changes to the Missouri Heart Gallery book.

Featuring children on AdoptUSKids is Missouri's primary recruitment effort. As a reminder; children must be featured on the AdoptUSKids website before their Heart Gallery registration will be accepted. If staff are not already users on the AdoptUSKids website, they are to contact their assigned administrator or the Adoption Unit in Central Office to be given a user id and password.

The 2015 Missouri Heart Gallery will again be an electronic (media) gallery. The Gallery will feature children with the greatest recruitment need, picking the top 50 to be displayed on the website first. With each new quarter, there will be another 50 children added to the website. These children are chosen based on length of time in foster care and appropriateness of Heart Gallery for recruitment. The Missouri Heart Gallery website will launch photos of the first 50 children in May 2015. The most significant change to the Heart Gallery process is that registration will be open throughout the year, allowing photographs to be taken and posted on the website on an ongoing basis. Staff should register any children who are currently in need of recruitment by **January 16, 2015** to assure they are featured on the Adoption Exchange website while waiting to be featured in the Heart Gallery.

Photographs will only be printed twice a year, in May and November, for the traveling Gallery. Each region will receive 8x10 images of children from their region who are featured in the gallery for display at their events. Regions will also receive extra images of children from their neighboring region and should be flexible in exchanging with other non-neighboring regions.

The following items are needed to complete the registration process:

1. Completed [Missouri Waiting Child Registration Form – CD121 \(Revised 11/14\)](#) and completed *AdoptUSKids* registration;
2. Current long profile, short profile/media profile as well as a mini profile to be used for the Heart Gallery book-examples may be found at [Missouri Heart Gallery](#);
3. Consent to Release Identifying Information for Adoption Purposes, [CD-AEM-1b](#) or a court order giving permission for media recruitment; and
4. Current .jpg digital photo

Incomplete or out of date items will be returned for completion or updating before the youth can be registered in the Heart Gallery. The mini profile to be used for the Heart Gallery website will be reviewed and may be revised by the Central Office Adoption Unit. The completed waiting child registration form, photo, and profile are to be submitted by **January 16, 2015 for all children**. The first 50 children have been selected with the help of field staff, and were notified prior to this memo.

The CD-121 has been revised and in the future will allow staff to *Re-List* children who have been featured in the Gallery. At the top of the form there is now a check box for *Re-List*. This box should be checked if the child(ren) has been listed in the previous Heart Gallery book and/or website. Staff will only need to complete the highlighted areas of the form.

As stated above, the Heart Gallery books will be changing. The books will be more informational and feature adoptive families. The books will no longer feature children waiting adoption.

Please **email** all attachments in one email to both Sarah Bashore, Central Office Adoption Unit and Meredith Burkett, at the Adoption Exchange using the following e-mail addresses:

Sarah.Bashore@dss.mo.gov and mburkett@adoptex.org

For Question, call: Sarah (573) 751-0311 or Meredith (314) 291-3313

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Sarah Bashore (573) 751-0311 Sarah.Bashore@dss.mo.gov	PROGRAM MANAGER Amy Martin (573) 751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
Missouri Waiting Child Registration, CD-121	

REFERENCE DOCUMENTS AND RESOURCES MO Heart Gallery The Adoption Exchange AdoptUSKids
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Social Connections Concrete Support in Times of Need Social and Emotional Competence of Children
FACES REQUIREMENTS N/A