

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 26, 2016

M E M O R A N D U M

What's Inside:

Updates to the 2016 Missouri Heart Gallery, The Adoption Exchange and AdoptUSKids Registration Process

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: Updates to the 2016 Missouri Heart Gallery, The Adoption Exchange and AdoptUSKids Registration Process

DISCUSSION:

The purpose of this memorandum is to notify staff of the new procedure for registering children in the 2016 Missouri Heart Gallery, the Adoption Exchange and the AdoptUSKids websites. This comes as a result of a new contract with the Adoption Exchange for registration of children on all three sites. As a benefit to staff, this will provide a more streamlined approach to media recruitment and increase use of these recruitment efforts.

Heart Gallery

Registration will be open all year round. Photographers will be initially contacted by The Adoption Exchange to have children assigned to them. Each region of the state will have a contact person assigned to help with communication between the worker and photographer to arrange time and location. Regional contacts are as follows:

- St. Louis City-Shivonne Goosby-Gaines
- St. Louis County- Tracy Hoteling
- Southeast- Melissa Conner
- Southwest- Vonda Wallace
- Jackson County- Keri Ingle
- North-Tasha Rogers

For children to be placed on the Heart Gallery website an electronic copy of The Adoption Exchange registration and the court order or CD-AE-1b should be sent via email to Program Development Specialist, Sarah Bashore; Sarah.Bashore@dss.mo.gov, with *Heart Gallery* typed in the subject line.

Photographs will only be printed twice a year, 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 Adoption Exchange

The Adoption Exchange has a new look and updated registration process. For children to be listed on The Adoption Exchange website, staff will now complete a new on-line registration or relist if a child is already on the site <https://www.adoptex.org/child-welfare-professionals/register-a-child/>. Staff will no longer use the paper registration form. Prior to registration, staff will need to establish user accounts with the site. Missouri's new contact for The Adoption Exchange is Manisha Sandhu, Senior Director of Programs; msandhu@adoptex.org.

When registering a child, staff now have the option to choose registration with the Adoption Exchange, AdoptUSKids and the Missouri Heart Gallery at the same time. Staff are able to upload a current photo of the child and will now be able to save an electronic copy of the registration form.

AdoptUSKids

The Adoption Exchange will now be completing *initial* registrations of children on the AdoptUSKids website when staff initiate a registration with the Adoption Exchange online form. The Adoption Exchange will list the child on the site, add the photo, profile and all other information required at the time of registration. Staff will be required to continue to update the narrative, as well as any changes in the child's status or replacement photos. If staff are not already users on the AdoptUSKids website, they are to contact AdoptUSKids or the Adoption Unit in Central Office to be given a user id and password.

If staff have children already on the AdoptUSKids website or the Adoption Exchange, there is an option to re-list and add them to the Heart Gallery. If staff have children on any of the websites and their status has changed (for example; FIP- family in progress), please make the change on all sites. For Heart Gallery status changes, staff should send an email to, Sarah Bashore and Manisha Sandhu.

Featuring children on these three websites is Missouri's primary recruitment effort. As a reminder, staff should only register children with these three websites.

The CD-AE-1b, instructions and policy have been updated.

NECESSARY ACTION	
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

<p>CHILD WELFARE MANUAL REVISIONS Section 6 Chapter 1 Subsection 5: Finding Adoptive Families for Children Section 6 Chapter 1 Subsection 6: Photo Listing Section 8 Chapter 4 Subsection 1.4: Children in Custody Photos for Adoption</p>
<p>FORMS AND INSTRUCTIONS CD-AE-1b CD-AE-1b Instructions</p>
<p>REFERENCE DOCUMENTS AND RESOURCES MO Heart Gallery The Adoption Exchange AdoptUSKids</p>
<p>RELATED STATUTE N/A</p>
<p>ADMINISTRATIVE RULE N/A</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</p>
<p>PROTECTIVE FACTORS Social Connections Concrete Support in Times of Need Social and Emotional Competence of Children</p>
<p>FACES REQUIREMENTS N/A</p>