

EFFECTIVE

March 1, 2012.

SUBJECT

1. Adoption referral packet.
2. Purchase of Services (POS) monitoring worker's role.
3. Child Adoption Assessment requirements.
4. Recruitment plan.

**1) Adoption
referral packet****ADM 210, Referral To Adoption:****Referral Packet**

An adoption referral packet must now include the following documents:

- Early On reports and any other developmental assessments.
- Any documentation, in addition to the case service plans, that supports the scoring of the Determination of Care (DOC).
- DHS-352, Initial Determination of Appropriate Foster Care Funding Source.
- DHS-990, Relative Notification Letter.
- DHS-989, Relative Response.
- DHS-988, Relative Search Information.
- DHS-987, Relative Documentation.

The following documents must be provided if available and/or applicable:

- DHS-588, Initial Relative Safety Screen.
- A copy of the BCAL-3130, Initial Foster Home/Adoptive Evaluation, if the foster parent/relative is interested in adopting the child.

Case Conference

The Initial Case Conference is now referred to as the Case Review Meeting.

Reason: To align with Foster Care Policy and Michigan Children's Institute (MCI) office recommendation.

2) POS monitoring worker's role

ADM 230, Adoption Services By A Contracted Adoption Agency:

Assessments

DHS no longer reviews and approves child adoption assessments for Purchase of Service (POS) cases.

Court Hearings

DHS no longer reviews and approves court reports.

Reason: Dwayne B. v Snyder, et al. settlement agreement.

3) Child Adoption Assessment requirements

ADM 300, Child Adoption Assessment:

Supervisory Approval

The assigned DHS Monitor may no longer request additional clarification or changes to the child adoption assessment from the contract agency. DHS approval is no longer needed for the child adoption assessment.

Reason: Dwayne B. v Snyder, et al. settlement agreement.

4) Recruitment plan

ADM 400, Recruitment Efforts:

Recruitment Plan Review

Child-specific recruitment plans must be discussed in a face-to-face case review meeting on a quarterly basis for children without an identified adoptive family. Quarterly reviews of the plan must continue until the child is placed with a family that plans to permanently care for the child. The schedule of case review meetings is as follows:

- Within the first three months of the child's goal changing to adoption, a face-to-face case review meeting must occur between the adoption worker and the adoption supervisor.
- Between three and six months of the child's goal changing to adoption, a face-to-face case review meeting must occur and include at a minimum: the adoption worker, the adoption supervisor and a permanency resource manager.
- Between six and nine months of the child's goal changing to adoption, a face-to-face case review meeting must occur and include at a minimum: the adoption worker, the adoption supervisor and a permanency resource manager.
- In cases where a permanent home has not been identified within one year of the child's goal changing to adoption, a face-to-face case review meeting must occur and include at a minimum: the adoption worker, the adoption supervisor, and an outside expert engaged by DHS with expertise in permanency and adoption processes and planning. This review must occur between nine and twelve months of the child's goal changing to adoption and must be held on a quarterly basis thereafter until the child is placed with a family that plans to permanently care for the child.

Reason: Dwayne B. v Snyder, et al. settlement agreement.

Communication Plan: PowerPoint presentation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

ADM 210

ADM 230

ADM 300

ADM 400