OVERVIEW

Adoption workers must submit written quarterly progress reports using the DHS-614, Quarterly Adoption Progress Report. **The adoption worker must have at least one face-to-face contact with the child during each quarter prior to the adoption supervision period for the purpose of completing the DHS-614.** The child adoption assessment may serve as the initial quarterly report if it is completed within the required quarterly reporting period and attached to the DHS-614 form.

**Note:** When the child adoption assessment is used as the initial quarterly report, the next quarterly report is due 90 calendar days from completion of the child adoption assessment. When the child adoption assessment is not completed within the initial required quarterly reporting period, the DHS-614 is due 90 calendar days from case acceptance or 90 days after the order terminating parental rights is signed, whichever is later.

A quarterly report must contain the following information:

- Dates of contact.
- Dates and types of recruitment activities.
- Progress toward achieving adoption.
- Barriers to achieving adoption and specific action steps to overcome the barriers.
- Projected date for finalizing the adoption.

**Note:** The DHS-614 must not contain identifying information about the prospective adoptive family, as this report is maintained in the abuse and neglect record at the court.

**Reporting Duration**

The DHS-614, Quarterly Adoption Progress Report, must be completed until the date of the Order Placing Child After Consent is signed by the court. The adoption worker must complete a closing quarterly report when the Order Placing Child After Consent is signed by the court. The DHS-613, Adoptive Placement Supervisory Report, replaces the Quarterly Adoption Progress Report during the adoption supervision period; see ADM 0950 for details regarding the adoption supervision period.
Note: During the adoption supervision period, at least monthly face-to-face visits must be made with the child and adoptive parent(s); see ADM 0950 for visit requirements during supervision.

Report Distribution

Progress reports must be maintained in the case record and submitted to the primary foster care worker and the assigned DHHS monitor and the court.