



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES**

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**Manual Transmission Letter (MTL)
Family Programs Office: Statewide Policy Manual**

ALL STAFF MEMO

2007 – MTL #0104-121207

12/12/2007

TO: Barbara Legier, Deputy Director - Division of Child and Family Services – Central Office
Tom Morton, Director - Clark County Department of Family Services
Pat Hedgecoth, Social Services Manager V - DCFS – District Offices
Mike Capello, Director - Washoe County Department of Social Services

From: Cynthia R. Freeman, Ph.D.
Social Services Chief III

Subject: Policy Distribution

Enclosed please find Policy 0104 PRE-ADOPTIVE PLACEMENT for distribution to all applicable staff within your organization. This policy is effective 02/13/2007 and replaces 200 PRE-ADOPTIVE PLACEMENT Policy(s).

Updates to the following areas have been made in this policy (policy page number/summary of change):

- Page 3- Section 0104.6.4 UNITY documentation requirements were updated.

This policy has been placed into the new Family Programs Office Policy Format. Please read the policy in its entirety and note any areas of Jurisdictional Action that are additionally required by your agency to be in compliance with the policy enclosed.

It is the responsibility of the Agency Director listed above to disseminate the policy enclosed to appropriate staff within your organization and to ensure compliance.

Please contact me at 775-684-4410 or cfreeman@dcs.state.nv.us if you have any questions.

0104.0 Pre-Adoptive Placement Policy

0104.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> Collaborative Policy	This policy supersedes:	Number of pages in Policy: 3
Date Effective: 02/13/2007	200 Pre-Adoptive Placement Policy	
PART Review & Approval	01/10/07	Policy Lead: Wanda Scott
DMG Approval	02/13/2007	Policy Lead: Wanda Scott
DCFS Reformat	10/25/07	Policy Lead: Wanda Scott
DMG Approved Revisions		Policy Lead: _____
DMG Approved Revisions		Policy Lead: _____
DCFS Administrator Approval:	02/13/2007	Signature: On File
Review by Representative from the Office of the Attorney General:	N/A	Signature: N/A

0104.2 Statement of Purpose

0104.2.1 Policy Statement: Child Welfare Agencies will ensure that when children in the custody of the agency through relinquishment or order of the court are placed for adoption, the placement type of “pre-adoptive home” is recorded in UNITY.

0104.2.2 Purpose: The purpose of this policy is to define those children for whom the placement type of “pre-adoptive home” must be identified and reported in UNITY. This requirement is necessary in order to meet federal Adoption and Foster Care Analysis and Reporting System (AFCARS) requirements.

0104.3 Authority CFR Title 45, Part 1355.40; CFR Title 45, Part 1355 Appendix A;
 NAC127.045; .460
 US Dept. of Health and Human Services Child Welfare Policy Manual – Section 1.2B.7

0104.4 Definitions

0104.4.1 Legal-Risk Placement: The placement of a child for adoption before the parental rights of both biological parents have been legally terminated. (NAC 127.045)

0104.4.2 Pre-Adoptive Home: A home in which the family has been approved to adopt the child. The family may or may not be receiving a foster care payment.

0104.4.3 State: The Family Programs Office (FPO) at the Division of Child and Family Services (DCFS).

0104.5 Procedures

0104.5.1 Procedures

- A. Until a child’s adoption is finalized by the court, the child is considered to be in foster care. However, there is a need to specifically identify children residing in pre-adoptive homes.

1. To identify children whose placement must be documented in UNITY as a pre-adoptive home, the case worker must apply the following criteria before selecting this placement type for the child:
 - The child has a legal permanency goal of adoption; **and**
 - The child is either completely free for adoption; or the agency’s legal counsel has determined that grounds for termination of parental rights (TPR) exist; **and**
 - The prospective adoptive family has been approved to adopt and selected as the child’s placement resource by the agency’s Placement Team, Adoption Review Team or other approved decision making body.

2. When the criteria in this section are met and the child is placed for adoption, the child’s placement setting type in UNITY will be changed to “pre-adoptive home”.

3. If the child resides in a foster home and his/her foster family is studied and approved to adopt, the child’s placement type will be changed to “pre-adoptive home”. **The child’s original placement date in the home does not change.**

4. Changes in the placement type must be recorded in UNITY as soon as possible, but always within five working days. This would occur when:
 - The child has a change in placement for the purpose of adoption, or
 - A foster family is approved by the agency to adopt the child.

0104.5.2 Timelines:

Table 0104.1: Timelines for Pre-Adoptive Placement Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Enter child's adoptive placement status in UNITY		1/1/2008	Child Welfare Agency case managers	Complete UNITY data entry requirements outlined in Section 0104.4.4B for all children placed for adoption.

0104.5.3 Forms: N/A

0104.6 Jurisdictional Action

0104.6.1 Development of Internal Policies: Jurisdictions will follow this policy as written.

0104.6.2 Timelines: As listed in 104.5.2.

0104.6.3 Tools & Forms: N/A

0104.6.4 Documentation: This policy pertains to UNITY documentation only.

A. Case File Documentation: N/A

B. UNITY Documentation:

Table 0104.1: UNITY Documentation for Pre-Adoptive Placement Policy

Applicable UNITY Screen(s)	Data Required
CFS 104 Placement Location Detail window or CFS 193 Service Authorization Request window	Child's placement location type or Completion of a service authorization. Refer to UNITY training guide for procedural requirements.

0104.6.5 Supervisory Responsibility: Supervisors shall review and monitor UNITY entry requirements to ensure compliance with this policy.

0104.7 State Responsibilities

0104.7.1 Participants in Policy Development

- A. FPO Staff:** Social Service Program Specialist - Adoptions
- B. Jurisdictional Representatives:** CCDFS, WCDSS, Rural DCFS
- C. External Stakeholders:** N/A

0104.7.2 Technical Assistance

- A. Requesting Technical Assistance:** N/A
- B. Relaying TA Information:** N/A
- C. Evidenced Based Practice:** N/A

0104.7.3 Clearance Process

- A. Policy approved by DMG February 13, 2007.

0104.7.4 State Oversight

- A. The State will monitor compliance of this policy through UNITY reports and the QA process.

0104.8 Policy Cross Reference

- 0104.8.1** 0204 Case Planning Policy
- 0514 Termination of Parental Rights Policy
- 0601 Documentation Policy

0104.9 Attachments: N/A