

0104 Pre-Adoptive Placement Policy

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy	<input type="checkbox"/> New Policy
<input type="checkbox"/> Administrative Policy	<input checked="" type="checkbox"/> Modified Policy – Reformatted 11/2018
<input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> This policy supersedes: 200 Pre-Adoptive Placement Policy
Date Policy Effective:	02/13/2017
Attorney General Representative Review:	N/A
DCFS Deputy Administrator Approval	02/13/2007
DMG Original Approval	02/13/2007
DMG Approved Revisions	N/A

STATEMENT OF PURPOSE

Policy Statement and Purpose: 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.

The purpose of the 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.

AUTHORITY

Federal: [CFR Title 45, Part 1355.40](#); [CFR Title 45, Part 1355 Appendix A](#);

NAC: [NAC 127.045](#); [NAC 127.460](#);

Other: [US Dept. of Health and Human Services Child Welfare Policy Manual – Section 1.2B.7](#)

DEFINITIONS

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](#)).

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.

State: An alternate word for the Division of Child and Family Services (DCFS) or The Family Programs Office (FPO).

STANDARDS/PROCEDURES

Procedures: 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 caseworker must apply the following criteria before selecting this placement type for the child:
 - a. The child has a legal permanency goal of adoption; and
 - b. The child is either completely free for adoption; or the agency’s legal counsel had determined that grounds for termination of parental rights (TPR) exist; **and**
 - c. 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 the 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 (5) working days. This would occur when:
 - a. The child has a change in placement for the purpose of adoption, or
 - b. A foster family is approved by the agency to adopt the child.

Timeline: The timeline for the Pre-Adoptive Placement Policy are provided in the table below.

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 the Procedures Section for all children placed for adoption.

Documentation: This policy pertains to UNITY documentation only.

Case File Documentation (paper)

File Location	Data Required
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

UNITY Documentation (electronic)

Applicable UNITY Screen	Data Required
<ul style="list-style-type: none"> • CFS 104 Placement Location Detail window; OR • CFS 193 Service Authorization Request Window 	<ul style="list-style-type: none"> • Child's placement location type; OR • Completion of a service authorization. Refer to UNITY training guide for procedural requirements.

JURISDICTIONAL ACTION

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

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

STATE OVERSIGHT

The State will monitor compliance of this policy through UNITY reports and the QA Process.

POLICY CROSS REFERENCE

Policies:

- [0204 Case Planning Policy](#)
- [0514 Termination of Parental Rights Policy](#)

History and Updates: The Pre-Adoptive Placement Policy supersedes the 200 Pre-Adoptive Placement Policy. This policy was approved by PART on 1/10/2017 and was reformatted on 10/25/2007 and again on 11/19/2018.

ATTACHMENTS

N/A