
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: October 31, 2002
Revised: September 18, 2007

Number: C-0404

Adoption Review Hearings

Purpose	To provide staff with guidelines for providing the Juvenile Dependency Bench Officers with timely updated information on the status of adoption cases.
Approved	This policy was approved by Mike Ryan, Director of CFS, on September 18, 2007. <i>Signature on file.</i>
Background	<p>This policy supercedes and cancels policy number C-0404-I dated October 31, 2002.</p> <p>Adoption Review Hearings are non-statutory hearings set by the Orange County Juvenile Court to ensure they are informed of the progress or barriers to finalizing adoptions.</p>
Legal Mandates	Welfare & Institutions Code (WIC) section 366.3(a) discusses the court's responsibility to ensure adoptions are completed as expeditiously as possible.

POLICY

Adoption Review Memo	<p>An Adoption Review Memo (ARM) will be completed whenever a minute order is received indicating an Adoption Review Hearing has been calendared.</p> <p>The ARM will be <u>immediately</u> forwarded to the Adoptions Applicant Senior Social Worker (SSW).</p>
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Adoption Review Hearing Format

The Adoption Review Hearing Report is submitted as an Interim report to court by the primary SSW. The assigned Adoptions Applicant SSW provides written input via one of three available Adoption Review Hearing Report templates. The three Adoption Review Hearing templates are:

- Adoption Home Study Update
- Adoption Placement Signing Update
- Adoption Finalization Update

Contents of Adoption Review Hearing Report

An Adoption Review Report will include the names of both the child’s primary social worker and the adoption social worker.

The report will contain a thorough update on the status of the adoption process, specific information on SSW’s efforts to resolve barriers to completion of the adoption, as well as any other details pertinent to the matter.

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<u>Adoption Home Study Update</u>	F063-18-321
<u>Adoption Placement Signing Update</u>	F063-18-322
<u>Adoption Finalization Update</u>	F063-18-323

Soft Copy Forms

Forms listed below must be completed in soft copy and sent via email.

Form Name	Form Number
Adoption Review Memo (obtain from SSW’s IPT)	(no form number)

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Interim Report	Access through CWS/CMS

Brochures Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Required Actions	The following actions must be completed when an Adoption Review Hearing is ordered.	
Staff Responsible	Step	Required Action
Assigned Primary SSW's IPT	1.	Complete Adoption Review Memo (ARM) document when a minute order indicates an Adoption Review Hearing has been calendared.
	2.	Immediately forward ARM, via email, to Primary SSW and Adoption Applicant SSW.
Primary SSW	3.	Verify that Adoption Applicant SSW has received timely notification of upcoming Adoption Review Hearing by ensuring ARM was completed and emailed per steps 1 & 2 listed above. <ul style="list-style-type: none"> • If ARM was not forwarded to Adoption Applicant SSW, immediately contact that SSW to inform of date of hearing
Adoption Applicant SSW	4.	Complete one of three Adoption Review templates to be incorporated into Interim Report. Select most appropriate template (<i>Adoption Home Study Update</i> , <i>Adoption Placement Signing Update</i> , or <i>Adoption Finalization Update</i>) to reflect circumstances for each case. Each template has instructional text to assist Adoption Applicant SSW in preparing a thorough update on status of adoption process.
	5.	Submit completed Adoption Review template to SSSS for approval.

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| Adoption SSSS | 6. | Review submitted Adoption Review template. If changes are required, send template back to Adoption Applicant SSW for revisions. If approved, send template back to Adoption Applicant SSW with notification of approval. |
| Adoption Applicant SSW | 7. | Upon SSSS approval, send approved Adoption Review template, via email, to Primary SSW. |
| Primary SSW | 8. | Use Interim Report to create Adoption Review Hearing Report in CWS/CMS. |
| | 9. | Paste completed Adoption Review template into Interim Report on CWS/CMS under <i>CURRENT SITUATION</i> section. |
| | 10. | Complete all necessary sections of Interim Report, including <i>SUMMARY RECOMMENDATION</i> , <i>CHILDREN'S WHEREABOUTS</i> , <i>REASON FOR HEARING</i> , <i>ASSESSMENT/EVALUATION</i> and <i>RECOMMENDATION</i> sections. If Primary SSW has any relevant, new, or conflicting information, contact Adoption Applicant SSW to share this information before editing report. |
| | 11. | Notify assigned IPT that Interim Report for Adoption Review Hearing is complete in CWS/CMS. (IPT may require secondary assignment or 19 digit case number to access case in CWS/CMS.) |
| Primary SSW's IPT | 13. | Upon notification that Primary SSW has completed Interim Report in CWS/CMS, edit and spell check report following normal practice. |
| | 14. | Print report and give to Primary SSW for review, editing, and any additions. |
| Primary SSW | 15. | After reviewing and editing Interim Report, give report to Primary SSSS for review and signature. |
| | 16. | Once Primary SSW and Primary SSSS have signed report, return report to IPT. |
| Assigned SSWs IPT | 17. | Make copies of final signed report then distribute to Court following normal practice. |