Adoption Policy Study Guide:

1. Read the Philosophy of Adoption. List the 4 things we believe in Michigan:

2. Who are the 3 entities that you report the death of a child on your caseload to?

3. What type of abuse and neglect are you required to report and to whom?

4. What are the two options the court has for commitment following termination of parental rights and what is the difference between the two?

5. Who does a birth parent release their parental rights to?

6. Why type of cases will DHS accept a voluntary release of parental rights for?

7. When can a case be referred to adoption?

8. What does an adoption worker need to do to reject a referral?
9. What is the first meeting an adoption worker schedules after receipt of referral, with whom, and how long does policy give you to complete it?

10. What are the three criteria for the Safe Delivery Act?

11. What are the four uses of a Child Adoption Assessment (DHS 1927 CAA)?

12. What are the time frames for completion of a CAA and submission to DHS and how many home visits are required?

13. What is required if you do not complete your CAA on time?

14. What are the reasons to complete a Child Adoption Assessment Addendum (DHS 606)?

15. How many face to face contacts are required when completing a Quarterly Progress Report?

16. At what point in the adoption can you stop completing Quarterly Progress Reports?
17. Who adopts the majority of children from the foster care system?

18. What four demographics of waiting children must be considered when recruiting families for children?

19. What is the most effective strategy for recruitment of a family for a child?

20. Who must attend the case review meeting for a child that is unmatched at the 6 month mark?

21. Who must also attend the case review meeting in addition to those mentioned in question 20 if the child is still unmatched at the year mark?

**BONUS:** Do you know the name of this program and where to contact them?

22. What must you provide to all families that inquire about adoption?

23. What information must be provided to a family during orientation (5 answers)?

24. How many hours of training are required to adopt and what specific type of training is required?
25. What are the three important facts to know about an adoption application?

26. What is DHS’s non-discrimination policy?

27. Who do you have to provide an application to?

28. What is the procedure if you or another employee at your office wishes to adopt a child on your agency’s caseload?

29. What are the reasons that you would be allowed to complete a Preliminary Adoptive Family Assessment (DHS 1926)?

30. What is the benefit to completing a Preliminary Assessment over a full BCAL 3130?
   
   *Hint:* Open the DHS 1926 format
31. What is the format you must use to assess a family for adoption and what else is this form used for?

32. If an applicant is not being licensed for foster care, what areas of the BCAL-3130 must be addressed and how do you handle it if they do not meet licensing standards?

33. What report must be completed for an adoption once a specific child has been identified for an adoptive parent regardless of whether they are licensed foster parents or not?

34. How quickly must you begin a BCAL-3130 for an unlicensed prospective adoptive family once they have been identified for a specific child?

35. How much time do you have to complete the BCAL-3130 and the AFA Addendum (DHS 612) from case assignment?

36. How must time do you have to complete the AFA Addendum (DHS 612) when a family already has a BCAL-3130 completed?
37. What are the requirements for documentation if you do not meet the above mentioned time frames for completion of your reports?

38. How many contacts are required to complete a BCAL-3130?

39. What are the two purposes that an AFA Addendum (DHS 612) serves?

40. Can reference forms be delivered to you by the prospective adoptive family?

41. Can references be obtained verbally and under what circumstances?

42. What form should be used to document physical exams for the adoptive parents?
43. What do you need to do on a case where the current caregiver is interested in adoption, but your agency is not intending to recommend them?

44. What are the 3 situations to include additional evaluation/documentation with regards to number and age of children in the home?

45. What is the additional evaluation and documentation required for the above listed situation?

46. What are the 2 situations that required addition evaluation/documentation with regards to the age or health of the prospective adoptive parents?

47. What documentation is required if there is an age or health concern for the prospective adoptive parents?

48. What is the procedure if you are recommended a family that has a household member who is listed on Central Registry for Abuse and Neglect?
49. What are the three criteria listed that must all apply in order to write an update on the AFA Addendum (DHS 612) format instead of writing a full BCAL-3130?

50. What status must a licensing corrective action plan be in before recommending a family for adoption?

51. Who do you need to complete a BRS-1326CW for in the adoption process?

52. Where, besides Michigan, must you conduct a check for substantiated child abuse and neglect?

53. What must a DHS worker do with a LEIN Clearance result document after reviewing it and incorporating all necessary information in the BCAL-3130?

54. What type of criminal clearance does a private agency worker need to conduct for all unlicensed adult household members and can it be retained in a case record?

55. What are the timeframes for LEIN’s or ICHAT’s to be completed on all unlicensed adult household members?
56. What additional clearance is required for all adult household members?

57. Under what circumstance would you need to fingerprint a licensed foster parent who is applying to adopt a child?

58. Describe the process for fingerprinting unlicensed prospective adoptive parents.

59. When a criminal clearance or check contains an offense, where do you need to document it?

60. What are the 5 specific things you must document when a criminal clearance contains an offense?

61. What are the reasons that an adoptive family would not qualify for Title IV-E funding based on felony convictions in the home?

62. What is on the Exclusion List for Adoption? What did you expect to be on there but was not? Why do you think it was not on the list?
63. What do you need to provide a family with when you determine you wish to recommend a denial of them? How must you send this letter?

64. Describe the case conference process for denial of a family?

65. Who must be considered for the purposes of adoption and do I have to provide them with a DHS 4809?

66. What publication must be provided to prospective adoptive parents along with the DHS 4809?

67. What is the definition of a relative?

68. What type of consideration is required to placing sibling together in the same home for the purposes of adoption?

69. What are the steps to take following the disruption of an adoption?  
   Please note: policy also says dissolution, but this is NOT the process after a dissolution, only a disruption.
70. What are the critical elements of MEPA and IEAP?

71. What are the placement priorities for placing Native American Children for adoption?
   **Please note:** foster care placement priorities are the same for adoption, however, we do not require homes to be licensed foster parents for the purposes of adoption.

72. Who must you include and get permission from for adoption purpose of Native American Children?

73. Who must you contact for approval of a family who lives out of state and is interested in adopting a child on your caseload?

74. Describe an information sharing conference and what needs to be provided to the family during one?

75. Describe the process of redaction for the purposes of information sharing and create a list of common things that need to be redacted?

76. What is the MCI Superintendent authorized to consent to?

77. What are the 4 medical procedures that you must have the MCI Superintendent’s consent for prior to obtaining the procedure?
78. Who is in charge of monitoring routine medical care?

79. Does the MCI Superintendent consent to use of Psychotropic Medication for Youth?

80. What would be the procedure for withdrawal of consent and during what time frame is it possible?

81. What are the criteria for a case to be an expedited consent?

82. Who does an expedited consent get completed by? Note: policy is not yet updated to reflect the correct answer to this question.

83. Following a denial case conference for a family, if you are not yet ready to send for consent for the family you are recommending, what needs to be sent to MCI regarding the family you have recommended denial for?
84. Describe the process for a Section 45 (MCL 710.45), which means what can a family do who was denied adoption consent by the MCI superintendent, but still wants to be considered by the court for adoption?

85. What is the time frame for filing the above mentioned motion? (Section 45 - MCL 710.45)

86. When you have two or more interested parties (competing parties) for adoption, where do you have to file the petition for adoption?

87. What court orders do you need to send to the MCI office in a competing party case?

88. What do you need to do if a prospective adoptive family receives a licensing complaint, CPS complaint or criminal charges after obtaining consent?

89. Who would you alert of a licensing compliant, CPS complaint or criminal charges in the prospective adoptive home after receiving the Order Placing the Child (PCA 320)?
90. Can you file an adoption if there is a pending birth parent appeal and can you finalize an adoption with a pending appeal?

91. What are the legal documents required to file an adoption?

92. Where do you file the adoption? What if it is a competing party adoption?

93. Who determines the length of post placement supervision and how long does it typically last?

94. What would be the reasons to request an immediate finalization?

95. What do you need to do at the 10 month mark if you are planning to supervise a case for 12 months or longer?

96. How often must you visit a child during post placement and what report is required during this time frame and how often is it due?

97. Describe what must be gathered during a home visit and from whom during the supervisory period of adoption?
98. How often must you visit a child who is being placed with a family with whom they have not lived with prior to adoptive placement?

99. What letter should be provided to the family at adoptive placement or finalization and what does it detail?

100. What 2 reports must be completed at finalization of the adoption, what is the timeframe for completion and who must they be provided to?
   
   **Note:** You are no longer required to provide the AFCARS to the adoption program office.

101. Who provides post adoption services for families?

102. What belongs in a closed family file?
103. What belongs in a closed child’s file?

104. What are you required to do after you merge the closed child’s file with the foster care file?

105. Who has permission to view a closed adoption file?

106. How long do you retain a child’s file and what are you required to do with it?

107. How long do you retain a family file and what are you required to do with it?