

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

October 17, 2001

ALL COUNTY LETTER NO. 01-73

TO: ALL COUNTY ADOPTION AGENCIES
 ALL CDSS ADOPTION DISTRICT OFFICES
 ALL LICENSED PRIVATE ADOPTION AGENCIES
 ALL COUNTY WELFARE DIRECTORS

SUBJECT: POST-FINALIZATION ADOPTION SERVICES QUARTERLY
 REPORT [AD 56P (10/01)]

REFERENCE: ALL COUNTY LETTER (ACL) 01-27, DATED APRIL 19, 2001

The purpose of this letter is to transmit the Post-Finalization Adoption Services Quarterly Report (AD 56P) form and instructions. This is a new form that calls for data previously requested on the *Agency Adoption Program Quarterly Statistical Report (AD 56A)* and the *Inter-country Adoption Program Quarterly Statistical Report (AD 202B)*, both of which have been revised to delete this same data.

As stated in ACL 01-27, dated April 19, 2001, beginning with the July – September 2001 report quarter, the California Department of Social Services (CDSS) began to obtain basic program statistics regarding public adoption agency activities from the Child Welfare Services/Case Management System (CWS/CMS). Therefore, public adoption agencies are no longer required to submit the AD 56A for that or subsequent quarters.

Quarterly extractions of public adoption agencies' Agency Adoptions data by CDSS from CWS/CMS will be performed on the 30th day following the end of the report quarter to complement the adoptions data contained in the AD 56P form. As mentioned in ACL 01-27, to ensure the accuracy of all data relating to public agency adoptions, it is important that ongoing data entry into CWS/CMS by public adoption agencies be completed timely and accurately.

All licensed public and private adoption agencies as well as all CDSS Adoptions District Offices are required to complete this form at the end of each quarter, even if no post-finalization adoption services were provided during the quarter. Information on Post-Finalization Adoption Services will no longer be included on the AD 56A or the AD 202B. Services provided on behalf of children adopted through the Agency Adoption Program

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and services provided to children adopted through the Intercountry Adoption Program would be reported on this new form. The first reporting quarter for the AD 56P will be October – December 2001. As noted in the instructions, all adoption agencies should submit the AD 56P within 30 days of the end of the reporting quarter. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P. O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Enclosed are camera-ready copies of the AD 56P form and instructions. Additional copies of the AD 56P form and instructions, as well as the revised AD 56A form and instructions, can be electronically downloaded from the CDSS web site located at: www.dss.cahwnet.gov/getinfo/pubintro. If you have questions about the AD 56P form, please contact Nancy Marker of the Data Systems and Survey Design Bureau at (916) 651-8269.

Sincerely,

***Original Document Signed By
Lois VanBeers on 10/17/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments

c: CWDA

Post-Finalization Adoption Services Quarterly Report

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

AGENCY NAME AND CODE	REPORT QUARTER AND YEAR	
Post-finalization Adoption Services		Total Activities
1. Post-finalization service activities during this quarter (Items 1a through 1e).....	1	
a. Provision of background information.....	2	
b. Information and referral.....	3	
c. Counseling sessions.....	4	
d. Support groups/parent training.....	5	
e. AAP/AAC reassessment.....	6	
2. Post-finalization case management services during this quarter (total number of cases served).....	7	
COMMENTS		
CONTACT PERSON (Print)	TELEPHONE ()	DATE COMPLETED
TITLE/CLASSIFICATION	FAX ()	

**POST-FINALIZATION ADOPTION SERVICES
QUARTERLY REPORT
AD 56P (10/01)**

INSTRUCTIONS

CONTENT

The quarterly AD 56P reports collect statistical information on post-finalization adoption activities performed by all adoption agencies in the State of California.

PURPOSE

The AD 56P report collects information from all California adoption agencies concerning post-finalization services provided on behalf of adopted persons adopted through the Agency, Independent, and Intercountry Adoption Programs. Information collected on the AD 56P is used to prepare the *Adoptions in California Annual Statistical Report*. This report provides information regarding adoption agency activities to the California Department of Social Services (CDSS), the general public, the legislature, the media, and the academic community.

This report also provides nonprofit, county, state, and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

Each adoption agency is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 30th calendar day of the month following the end of the report quarter. The four reporting quarters are July through September, October through December, January through March, and April through June. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

The report's form and instructions are available on the CDSS, Research and Development Division web site at: <http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site. Printed copies of this report may also be obtained by calling the CDSS warehouse at (916) 371-1974, 8:00 AM to 5:00 PM, Monday through Friday (excluding holidays). There is no charge for the forms.

If you have questions regarding this report, contact the Data Systems and Survey Design Bureau at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the name of the adoption agency and the report quarter.

Enter the required data for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

GENERAL INSTRUCTIONS CONTINUED

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

AAP/AAC reassessment: The adoption agency completed a reassessment of the child's needs for AAP or AAC as specified by 22 CCR 35343.

Adoption Agency: A licensed California public or private adoption agency or a CDSS adoption district office.

Adoption Assistance Program/Aid for the Adoption of Children (AAP/AAC): A program providing financial and/or medical assistance to facilitate the adoption of children whom otherwise would remain in long-term foster care.

Background information: The provision of non-identifying information regarding an adoptee, an adoptee's birth parents, or an adoptee's siblings; the provision of identifying information pursuant to Family Code Sections 9203, 9204, or 9204; or the release of letters and other materials pursuant to Family Code Section 9206.

Case management: Social work services including assessing the child's/family's needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided.

Counseling: Assisting the child and his/her family to analyze and better understand the situation, select methods of problem-solving, identify goals, and explore alternative behavior.

Final decree of adoption: A court order granting the completion of the adoption.

Information: Enabling a person to have current, accurate knowledge regarding available public and private resources established to help relieve socio-health problems.

Post-finalization services: Counseling, information, and referral, or other services provided an adoptee or an adoptee's birth parents, siblings, or adoptive parents.

Referral: Informing another service agency that a child and/or that child's family desires or requires that agency's services, and assisting the child and/or family to avail themselves of such services.

Support groups/parent training: Situations where more than one adoptive family is provided with counseling and/or training in a group setting.

ITEM INSTRUCTIONS**Post-finalization Adoption Services**

Collects data concerning services provided by the adoption agency to adopted persons, birth family members, and/or adoptive family members after the adoption was finalized irrespective of the type of adoption or agency responsible for the adoption. For each item, the number of service instances provided by the adoption agency during this quarter is counted. For example, the family who attended three support groups during the quarter would be counted three times.

1. Post-finalization service activities during this quarter (Item 1a through 1e): This is the sum of Items 1a through 1e (Cells 2 – 6). [Cell 1]

ITEM INSTRUCTIONS CONTINUED

- a. Provision of background information: Enter the number of times adoptees, birth family members, and/or adoptive family members were provided non-identifying or identifying background information during this quarter. *[Cell 2]*
 - b. Information and referral: Enter the number of instances where the agency provided adopted persons, birth family members, and/or adoptive family members with information about, or referral to, services provided by other agencies (e.g., Community Mental Health agencies, other agencies providing adoption-related counseling, Regional Centers for the developmentally disabled, schools) during this quarter. *[Cell 3]*
 - c. Counseling sessions: Enter the number of individual or family counseling sessions with adopted persons, birth family members, and/or adoptive family members provided during this quarter. *[Cell 4]*
 - d. Support groups/parent training: Enter the number of adopted persons served by each session provided during this quarter. For example, if the agency provided five support group sessions, each of which were attended by the parents of seven adoptees, the total count would be 35. *[Cell 5]*
 - e. AAP/AAC reassessment: Enter the number of reassessments of children's needs for AAP or AAC completed as specified by 22 CCR 35343. *[Cell 6]*
2. Post-finalization case management services during this quarter (total number of cases served): Enter the number of children for whom case management services were provided during this quarter. Case management services include assessing the child's/family's needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided. *[Cell 7]*

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the adoption agency determines necessary.