

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 15, 2003

ALL-COUNTY LETTER NO. 03-23

## 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

TO: ALL COUNTY ADOPTION AGENCIES  
ALL CDSS ADOPTIONS DISTRICT OFFICES  
ALL COUNTY WELFARE DIRECTORS

SUBJECT: DISCONTINUANCE OF AGENCY ADOPTION PROGRAM –  
INDIVIDUAL CASE REPORT (AD 42R) FOR PUBLIC ADOPTION  
AGENCIES

REFERENCE: ALL-COUNTY LETTER 01-27

This letter is to announce that the California Department of Social Services (CDSS) will use the Child Welfare Services/Case Management System (CWS/CMS) as the source for characteristic data for all public agency adoptions with finalization dates of January 1, 2003 and later. Therefore, public adoption agencies will not be required to submit the Agency Adoption Program – Individual Case Report (AD 42R) form to CDSS for adoptions finalized after December 31, 2002. There is no change in reporting by licensed private adoption agencies that perform domestic agency adoptions.

To implement this change, public adoption agencies should continue to complete and submit the AD 42R for all agency adoptions finalized through December 31, 2002. For adoptions finalized after December 31, 2002, the CDSS will use CWS/CMS data for reports to the Legislature and control agencies, as well as information for the press and the public on the characteristics of children and families who have completed the adoption process. In order to maintain critical adoptions data, public agencies must ensure that all data entry be complete, timely, and accurate for agency adoptions finalized on or after January 1, 2003.

While public agencies will no longer submit AD 42Rs to CDSS, when completing a cooperative placement with a licensed California private adoption agency, the items listed below must be completed, and the form signed by a public adoption agency representative and sent to the cooperating private adoption agency.

Case Identification Section: Items A, B, C, and D

Part I. General Case Information: Items 4 and 5A

Part II. Data on Child: Item 8

Part VI. Adoption Assistance Program: Item 32D

Once an adoption has been finalized, the public adoption agency must forward the signed AD 42R with the completed items to the private adoption agency. The purpose of forwarding this information to the private adoption agency is to provide information necessary for submittal of the Private Adoption Agency Reimbursement Program (PAARP) claim form.

Questions concerning the substitution of CWS/CMS data for data from the AD 42R should be addressed to Maria Barriga of the Permanency Policy Bureau at (916) 657-3751. Questions concerning the PAARP should be addressed to Vebra Switzer of the Foster Care Support Services Bureau at (916) 654-2572. Questions concerning AD 42R reporting should be addressed to Nancy Marker of the Data Systems and Survey Design Bureau at (916) 657-3484.

Sincerely,

***Original Document Signed By  
Lois VanBeers on 5/15/03***

LOIS VANBEERS  
Deputy Director  
Research and Development Division