

Agency Adoption Program Quarterly Statistical 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
FAX: (916) 657-2074

AGENCY NAME AND CODE	REPORT QUARTER AND YEAR
Part A. Children Under Study - Not Free For Adoption	
	Total Children
1. Children under study, not free, end of last quarter (Item 1a plus or minus 1b)	1
a. Item 5 from last quarter.....	2
b. Adjustment to Item 1a (positive or negative number)	3
2. Children accepted for study during this quarter	4
3. Children freed for adoptive placement during the quarter (i.e., Acknowledgement issued)	5
4. Children with services terminated for other reasons during this quarter.....	6
5. Children under study, not free, end of quarter (Items 1 plus 2 minus 3 and 4)	7
Part B. Children Under Study - Free But Not Placed	
	Total Children
6. Children free, not placed, end of last quarter (Item 6a plus or minus 6b)	8
a. Item 11 from last quarter.....	9
b. Adjustment to Item 6a (positive or negative number)	10
7. Children freed for adoptive placement during this quarter (same as Part A, Item 3)	11
8. Children removed from adoptive placement during this quarter.....	12
9. Adoptive placement agreements completed during this quarter.....	13
10. Children with services terminated after being freed for adoption but before being placed.....	14
11. Children free, not placed, end of quarter (Items 6 plus 7 and 8 minus 9 and 10) (Also Item 11a plus 11b)	15
a.....Children whose Case Plan goal is	16
b. Children whose Case Plan goal is not adoption [Item b1) plus b2)]	17
1) Children in long-term foster care.....	18
2) Children living with legal guardian.....	19
Part C. Children in Unfinalized Adoptive Placements	
	Total Children
12. Children in adoptive placement, end of last quarter (Item 12a plus or minus 12b)	20
a. Item 17 from last quarter.....	21
b. Adjustment to Item 12a (positive or negative number)	22
13. Adoptive placement agreements completed during this quarter (same as Part B, Item 9)	23
14. Children removed from adoptive placement during this quarter (same as Part B, Item 8)	24

**AGENCY ADOPTION PROGRAM
QUARTERLY STATISTICAL REPORT
AD 56A (10/01)**

INSTRUCTIONS

CONTENT

The quarterly AD 56A report collects statistical information on domestic adoption activities performed by private adoption agencies in the State of California, including data on children and families.

PURPOSE

The AD 56A report provides the California Department of Social Services (CDSS) with private adoption agency activity information used in the evaluation of Agency Adoption Program activities. Information collected on the AD 56A is used to prepare the *Adoptions in California Annual Statistical Report*.

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

All private adoption agencies licensed to provide Agency Adoption services are responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one person within the adoption agency, the contact person responsible for submitting this report to the state shall review the report for completeness and accuracy prior to submittal. If there is no adoption-related activity by the licensed adoption agency during the report quarter, the AD 56A must be submitted with zeroes ("0") in the relevant cells. Reports are to be received from all licensed private adoption agencies on or before the 30th calendar day of the month following the end of the report quarter. The four report quarters for the state fiscal year 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

Report data and 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 Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

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

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

Acknowledgment: A notice from CDSS on the Acknowledgement and Confirmation of Receipt of Relinquishment Documents (AD 4333) of the filing of relinquishment(s), or Notice of Action in lieu of relinquishment, that a child is freed for adoptive placement.

Agency adoption: The adoption of a minor, other than an intercountry adoption, in which CDSS or a licensed adoption agency is a party to, or joins in, the adoption petition.

Birth parent(s): The biological parent(s) or, in the case of a person previously adopted, the adoptive parent(s).

Child: A person under 18 years of age.

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

Foster care: The provision of 24-hour care and supervision to a child who has been placed by a child placing agency, including county child welfare services, probation departments, and foster family agencies, in a foster home.

Freed for adoptive placement: The eligibility of the child to be placed for adoption by: relinquishment for adoption, court order for termination of parental rights, denial of paternity, or waiver of further notice of court proceedings.

Parent(s): Natural or adoptive father or mother, whether married or unmarried, or other adult(s) fulfilling the parental role.

Placement: The arrangement for the care of a child in a family that has been studied and approved for adoption or has had a pre-placement interview completed by a licensed adoption agency.

Relinquishment of a child: The action of a parent who signs a relinquishment form in which he or she surrenders custody, control and any responsibility for the care and support of the child to CDSS or any licensed public or private adoption agency.

ITEM INSTRUCTIONS**Part A. Children Under Study - Not Free For Adoption**

This part of the report provides data on children who have been accepted for study by this adoption agency but are not free for adoption. *Do not include children who are in the custody of another adoption agency but who may be placed cooperatively in a home approved by the reporting agency.*

1. **Children under study, not free, end of last quarter (Item 1a plus or minus 1b):** Enter the result after subtracting, or adding, Item 1b (Cell 3) from Item 1a (Cell 2). *[Cell 1]*
 - a. **Item 5 from last quarter:** Enter the number of children under study from the previous quarter. This must be the same number as in Item 5 (Cell 7) from the previous quarter's report. *[Cell 2]*
 - b. **Adjustments to Item 1a (positive or negative number):** Enter any changes, plus (+) or minus (-), in caseload resulting from actions reported (including those authorized by mistake or in error) in

ITEM INSTRUCTIONS CONTINUED

prior quarters that were not previously reported. Whenever an adjustment is reported, the reporter must explain in Comments why an adjustment was made. If there is no change, enter "0". [Cell 3]

2. Children accepted for study during this quarter (i.e., parent asks to relinquish): Enter the number of children "accepted for study" during the quarter. A child is "accepted for study" when the private adoption agency agrees to work with a parent(s) who expresses a serious interest in relinquishing the child for adoption. [Cell 4]
3. Children freed for adoptive placement during this quarter (i.e. Acknowledgement issued): Enter the number of children freed for adoptive placement during this quarter. A child is to be considered free for adoptive placement when the Adoptions Branch of CDSS has issued an Acknowledgment and Confirmation of Receipt of Relinquishment Documents (AD 4333) indicating that acknowledgement is issued for all of the child's identified potential parents. [Cell 5]

There is one exception to this rule: A child who has been relinquished by his or her mother and any presumed father may be placed for adoption before the rights of an alleged father have been terminated as allowed by 22 CCR 35199(b)(1). In such cases, the child is to be reported on the Agency Adoption Program Quarterly Statistical Report (AD 56A) as freed for adoption during the quarter when the child is placed for adoption, not the quarter when the acknowledgment is issued. Such children are not free for adoption until the court has terminated the rights of the alleged father.

4. Children with services terminated for other reasons during this quarter: Enter the number of children for whom services were terminated (e.g., miscarriage, abortion, a birth parent's decision to keep the child, or a birth parent's decision to place the child for an independent adoption), during this quarter. [Cell 6]
5. Children under study, not free, end of quarter (Items 1 plus 2 minus 3 and 4): This is the sum of Items 1 and 2 minus Items 3 and 4. It should equal a count of the cases of children who are under study but not free at the end of this quarter. [Cell 7]

Part B. Children Under Study - Free But Not Placed

Provides data on children in the custody of the reporting adoption agency who have been freed for adoption, but who have not been placed for adoption. *Do not include children who are in the custody of another adoption agency but who may be placed cooperatively in a home approved by the reporting agency.*

6. Children free, not placed, end of last quarter (Item 6a plus or minus 6b): Enter the result after subtracting, or adding, Item 6b (Cell 10) from Item 6a (Cell 9). [Cell 8]
 - a. Item 11 from last quarter: Enter the number of children freed but not placed from the previous quarter. This must be the same number as Part B, Item 11 (Cell 15) from the previous quarter's report. [Cell 9]
 - b. Adjustments to Item 6a (positive or negative number): Enter any changes, plus (+) or minus (-), in caseload resulting from actions reported (including those authorized by mistake or in error) in prior quarters that were not previously reported. Whenever an adjustment is reported, the reporter must explain in Comments why an adjustment was made. If there is no change, enter "0". [Cell 10]
7. Children freed for adoptive placement during this quarter (same as Part A, Item 3): Enter the number of children freed for adoptive placement during this quarter. [Cell 11] This is the same as Part A, Item 3 (Cell 5).

ITEM INSTRUCTIONS CONTINUED

8. Children removed from adoptive placement during this quarter: Enter the number of children who were actually or technically removed from adoptive placements during this quarter. Technical removals are where the child remains in the home and the original adoptive placement agreement is replaced by a new agreement, usually because of divorce or marriage of the prospective adoptive parents. [Cell 12]
9. Adoptive placement agreements completed during this quarter: Enter the number of children in this agency's custody for whom a formal adoptive placement agreement was signed by the adoption agency and the prospective adoptive parent(s) during this quarter. Do not count a foster care placement with a family that intends to adopt ("fost-adopt") until the child is placed for adoption; that is, until an adoptive placement agreement has been signed. [Cell 13]
10. Children with services terminated during this quarter: Enter the number of children for whom services were terminated (e.g., due to death, becoming adult, relinquishment is rescinded, or a court termination of parental rights is overturned on appeal) after the child was freed for adoption but prior to placement for adoption during this quarter. [Cell 14]
11. Children free, not placed, end of quarter (Items 6 plus 7 and 8 minus 9 and 10) (Also Item 11a plus 11b): This is the sum of Items 6, 7, and 8 minus Items 9 and 10. It should equal a count of children who are free for adoptive placement, but not placed for adoption at the end of this quarter. Note: Once a child is free for adoption, the child remains the responsibility of the adoption agency until the adoption is finalized, the child dies, the child becomes an adult or is otherwise emancipated, or the freeing action is reversed. [Cell 15]

Children reported in Item 11 are subdivided into two groups:

- a. Children whose Case Plan goal is adoption: Enter the number of children that this agency expects to place for adoption. [Cell 16] This is a subset of the children reported in Item 11 above (Cell 15).
- b. Children whose Case Plan goal is not adoption [Item b1) plus b2)]: Enter the number of children this agency does not expect to place for adoption. [Cell 17] This is a subset of the children reported in Item 11 above (Cell 15).

This count of children whose Case Plan goal is not adoption is further subdivided into two groups:

- 1) Children in long-term foster care: Enter the number of children who are not living with a legal guardian. [Cell 18] This is a subset of the children reported in Item 11b above (Cell 17).
- 2) Children living with legal guardian: Enter the number of children who are living with a legal guardian. [Cell 19] This is a subset of the children reported in Item 11b above (Cell 17).

Part C. Children in Unfinalized Adoptive Placements
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Provides data on children in the custody of this reporting adoption agency who have been placed for adoption, but whose adoptions have not been finalized. *Do not include children who are in the custody of another adoption agency who have been placed cooperatively in a home approved by the reporting agency.*

12. Children in adoptive placement, end of last quarter (Item 12a plus or minus 12b): Enter the result after subtracting, or adding, Item 12b (Cell 22) from Item 12a (Cell 21). [Cell 20]

ITEM INSTRUCTIONS CONTINUED

- a. Item 17 from last quarter: Enter the number of children in unfinalized adoptive placements from the previous quarter. This must be the same as Item 17 (Cell 27) from the previous quarter's report. [Cell 21]
- b. Adjustments to Item 12a (positive or negative number): Enter any changes, plus (+) or minus (-), in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior quarters that were not previously reported. Whenever an adjustment is reported, the reporter must explain in Comments why an adjustment was made. If there is no change, enter "0". [Cell 22]
13. Adoptive placement agreements completed during this quarter (same as Part B, Item 9): Enter the number of adoptive placement agreements completed during this quarter. [Cell 23] This is the same number as Part B, Item 9 (Cell 13).
14. Children removed from adoptive placement during this quarter (same as Part B, Item 8): Enter the number of children removed from adoptive placement during this quarter. [Cell 24] This is the same number as Part B, Item 8 (Cell 12).
15. Children with services terminated for other reasons during this quarter: Enter the number of children with services terminated (e.g., due to death, becoming an adult, relinquishment is rescinded, or a court termination of parental rights is overturned on appeal) after formal placement for adoption but before the adoption is finalized during this quarter. [Cell 25]
16. Children with adoptions finalized during this quarter: Enter the number of children for whom the court has granted an adoption decree during this quarter. [Cell 26]
17. Children in adoptive placement, end of quarter (Items 12 plus 13 minus 14, 15, and 16): This is the sum of Items 12 and 13 minus Items 14, 15, and 16. It should equal a count of the cases of children who are placed for adoption whose adoptions have not been completed at the end of this quarter. [Cell 27]

Part D. Children in Cooperative Placements

Provides information about children in the custody of this reporting agency who were placed in homes approved by other agencies and about children who other agencies have placed in homes approved by this reporting agency.

18. This agency's children in cooperative placements during this quarter: Leave blank. [Cell 28]
 - a. This agency's children placed with families from other agencies (Attach list): Enter the number of children in the custody of this reporting agency who were placed for adoption in homes approved by other agencies during this quarter. [Cell 29] This is a subset of the children reported in Part B Item 9 (Cell 13). Attach a list showing each child's name and the name of the adopting family's agency.
 - b. This agency's children adopted by families from other agencies (Attach list): Enter the number of completed adoptions of children in the custody of this reporting agency who were adopted by families approved by other agencies during this quarter. [Cell 30] This is a subset of the children reported in Part C, Item 16 (Cell 26). Attach a list showing each child's name and the name of the adopting family's agency.
19. Other agencies' children in cooperative placements during this quarter: Leave blank. [Cell 31] *Note: Children reported in Part D, Item 19 are not reported in Parts A, B, or C of this report.*

ITEM INSTRUCTIONS CONTINUED

- a. Other agencies' children placed with this agency's families (Attach list): Enter the number of children in the custody of another adoption agency placed for adoption during this quarter in homes approved by this reporting agency. [Cell 32] Attach a list showing each child's name and the name of the adopting family's agency.
- b. Other agencies' children adopted by this agency's families (Attach list): Enter the number of children in the custody of another adoption agency who were adopted during this quarter by families whose homes were approved by this reporting agency. [Cell 33] Attach a list showing each child's name and the name of the adopting family's agency.

Part E. This Agency's Families

Provides data on families who have been approved as adoptive families or have expressed interest in adoption.

20. Approved families (Item 20a plus or minus 20b): Enter the result after subtracting, or adding, Item 20b (Cell 36) from Item 20a (Cell 35). [Cell 34]
 - a. Item 23 from last quarter: Enter the number of families approved from the previous quarter. This must be the same number as in Item 23 (Cell 39) from the previous quarter's report. [Cell 35]
 - b. Adjustments to Item 20a (positive or negative number): Enter any changes, plus (+) or minus (-), in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior quarters that were not previously reported. Whenever an adjustment is reported, the reporter must explain in Comments why an adjustment was made. If there is no change, enter "0". [Cell 36]
21. Families approved during this quarter: Enter the number of all families for whom the agency approved the application for the adoptive placement of a child during this quarter. This includes families approved as both foster families and as adoptive families. It does not include families approved only as foster families. [Cell 37]
22. Families accepting adoptive placements or otherwise disposed of during this quarter: Enter the number of families that accepted a child in adoptive placement and/or the number of families that became unavailable to accept a child for other reasons, such as a decision to not adopt or a decision to adopt independently, during this quarter. [Cell 38]
23. Approved families available, end of quarter (Items 20 plus 21 minus 22) (Also Item 23a plus 23b): This is the sum of Items 20 (Cell 34) and 21 (Cell 37) minus Item 22 (Cell 38). It should equal a count of the families who are available to accept a formal adoptive placement at the end of the quarter. [Cell 39]

Families reported in Item 23 (Cell 39) are subdivided into two groups:

- a) Families not available for placement because they intend to adopt a foster child in their care: Enter the number of families not available to accept the placement of a child for whom a home has not been identified. [Cell 40] This is a subset of the families reported in Item 23 (Cell 39).
- b) Families available for placement [Item b1) plus b2)]: Enter the number of families for whom a child has not yet been identified. [Cell 41] This is a subset of the families reported in Item 23 (Cell 39).

ITEM INSTRUCTIONS CONTINUED

In order to determine the availability of adoptive families, these families are further subdivided into two groups, as follows:

- 1) Families who will only accept healthy infants: Enter the number of families that will only accept healthy infants. [Cell 42]
- 2) Families who will accept other children: Enter the number of families that will accept other children. [Cell 43]

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 agency determines necessary.