

# Independent Adoption Program and Adoption Set-Asides Quarterly Statistical Report CDSS and Delegated Counties Only

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	AGENCY CODE	QUARTER AND YEAR
<b>Part A. Independent Adoption Activity</b>		<b>Total Cases</b>
1. Investigations in process at the end of last quarter (Item 1a plus or minus Item 1b).....		1
a. Item 6 from last quarter.....		2
b. Adjustment to Item 1a (positive or negative number) .....		3
2. New petitions received during the quarter.....		4
3. Other cases added (reopened cases, transfers in) during the quarter.....		5
4. Investigations completed during the quarter (Indicate recommendation in Items 4a, 4b, and 4c)		6
a. Approval recommended.....		7
b. Dismissal recommended.....		8
c. Denial recommended.....		9
5. Other cases closed (closures of reopened cases, transfers out) during the quarter.....		10
6. Investigations in process at the end of the quarter (Item 1 plus 2 plus 3 minus 4 minus 5).....		11
<b>Part B. Set-Asides (CDSS Only)</b>		<b>Total Cases</b>
7. Investigations in process at the end of last quarter (Item 7a plus or minus Item 7b).....		12
a. Item 10 from last quarter.....		13
b. Adjustment to Item 7a (positive or negative number).....		14
8. New petitions received during the quarter.....		15
9. Investigations completed during the quarter (Indicate recommendation in Item 9a and Item 9b).		16
a. Set-aside recommended.....		17
b. Set-aside not recommended.....		18
10. Investigations in process at the end of the quarter (Item 7 plus 8 minus 9).....		19
COMMENTS		
CONTACT PERSON (Print)	TELEPHONE (        )	DATE COMPLETED
TITLE/CLASSIFICATION	FAX (        )	

**INDEPENDENT ADOPTION PROGRAM  
AND ADOPTION SET-ASIDES  
QUARTERLY STATISTICAL REPORT  
CDSS and Delegated Counties Only  
AD 56D (1/02)**

**INSTRUCTIONS**

**CONTENT**

The quarterly AD 56D report contains statistical information on the Independent Adoption Program and on adoption set-asides. Part A of the report contains information about independent adoptions. Part B of the report, which is only completed by California Department of Social Services (CDSS) District Offices, provides information about adoption set-asides.

**PURPOSE**

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

**DUE DATE AND CONTACT**

All public adoption agencies that investigate independent adoptions shall complete and submit this report. The 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 within and/or outside the agency, 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 30<sup>th</sup> 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:

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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.

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

**GENERAL INSTRUCTIONS**

Enter in the boxes provided near the top of the form the agency's full name as it appears on the State license and the agency's code assigned by the CDSS Adoptions Branch, and the report quarter and year.

Enter the data required 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**

Child: A person under 18 years of age.

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

Independent Adoption: The adoption of a child in which neither CDSS nor an agency licensed by the CDSS is a party to, or joins in, the petition for adoption.

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

Petition: An adoption petition filed by a prospective adoptive parent with the superior court pursuant to Family Code, Section 8802, for an independent adoption.

Prospective Adoptive Parent: A person who has filed or intends to file a petition to adopt a child who has been or who is to be placed in the person's physical care.

Set-Aside: The legal process by which adoptive parents can secure the dismissal of the decree of adoption.

**ITEM INSTRUCTIONS****Part A. Independent Adoption Activity**

1. Investigations in process at the end of last quarter (Item 1a plus or minus Item 1b): Enter Item 1a plus Item 1b. *[Cell 1]*
  - a. Item 6 from last quarter: Enter Item 6, Investigations in process at the end of the quarter, from last quarter. *[Cell 2]*
  - b. Adjustment 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 prior quarters that were not previously reported. Whenever an adjustment is reported, the reporter must explain in Comments why the adjustment was made. If there is no change, enter "0". *[Cell 3]*
2. New petitions received during the quarter: Enter only new petitions that have not been opened to another county or CDSS District Office. *[Cell 4]*
3. Other cases added (reopened cases, transfers in) during the quarter: Enter the number of other cases added during the quarter. This includes reopened cases and cases transferred in. *[Cell 5]*
4. Investigations completed during the quarter (Indicate recommendation in Items 4a, 4b, and 4c): Item 4 is the sum of Items 4a, 4b, and 4c. The recommendation to be reported is the one given in the final report to the court. *[Cell 6]*
  - a. Approval recommended: Enter the number of completed investigations with an approval recommendation. *[Cell 7]*

**ITEM INSTRUCTIONS CONTINUED**

- b. Dismissal recommended: Enter the number of completed investigations with a dismissal recommendation. *[Cell 8]*
- c. Denial recommended: Enter the number of completed investigations with a denial recommendation. *[Cell 9]*
5. Other cases closed (closures of reopened cases, transfers out) during the quarter: Enter the number of other cases closed. These include cases transferred out, and case closures of reopened cases. *[Cell 10]*
6. Investigations in process at the end of the quarter (Items 1 plus 2 plus 3 minus 4 minus 5): This is the sum of Items 1, 2, and 3 minus Items 4 and 5. It should equal a count of the independent adoption petitions that are under investigation at the end of the quarter. *[Cell 11]*

**Part B. Set-Asides (CDSS Only)**

7. Investigations in process at the end of last quarter (Item 7a plus or minus Item 7b): Enter Item 7a plus or minus Item 7b. *[Cell 12]*
  - a. Item 10 from last quarter: Enter Item 10, Investigations in process at the end of the quarter, from last quarter. *[Cell 13]*
  - b. Adjustment to Item 7a (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 the adjustment was made. If there is no change, enter "0". *[Cell 14]*
8. New petitions received during the quarter: Enter only new petitions to set-aside an adoption that has not been open to another CDSS District Office. *[Cell 15]*
9. Investigations completed during the quarter (Indicate recommendation in Item 9a and Item 9b): Item 9 should equal the sum of Items 9a and 9b. The recommendation to be reported is the one given in the final report to the court. *[Cell 16]*
  - a. Set-aside recommended: Enter the number of completed investigations during the quarter in which a set-aside was recommended. *[Cell 17]*
  - b. Set-aside not recommended: Enter the number of completed investigations during the quarter in which a set-aside was **not** recommended. *[Cell 18]*
10. Investigations in process at the end of the quarter (Item 7 plus 8 minus 9): This is the sum of Items 7 and 8 minus Item 9. It should equal the count of the petitions to set-aside an adoption that are under investigation at the end of the quarter. *[Cell 19]*

**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.