DEPARTMENT OF SOCIAL SERVICES

April 19, 2001

ALL COUNTY LETTER NO. 01-27

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

REASON FOR THIS TRANSMITTAL
[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

SUBJECT: PUBLIC ADOPTION AGENCY PROGRAM DATA

Beginning with the 2001-02 Fiscal Year, the California Department of Social Services (CDSS) will derive official basic program statistics regarding public adoption agency activities from the Child Welfare Services/Case Management System (CWS/CMS). Therefore, beginning with the July-September 2001 Quarter, public adoption agencies will no longer be required to submit the *Agency Adoption Program - Quarterly Statistical Report* (AD 56A).

This change in data source has been discussed extensively with public adoption agencies and the County Welfare Directors Association (CWDA) Adoption Subcommittee in recent months. Because most public adoption agencies currently are making use of the CWS/CMS adoptions functions, manual completion of the AD 56A report is no longer necessary. For example, the CWS/CMS includes the necessary finalization information for 87 percent of the children whose adoptions were completed in the first six months of Fiscal Year 2000-01. Additionally, a number of adoption agencies have entered the basic AD 56A data in the CWS/CMS case record for all adoptions completed during this fiscal year.

As a result of this change, data from the AD 56A will no longer be used as the official source for basic data concerning public adoption agency activities after the current fiscal year. 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 numbers of children and families in various stages of the adoption process. This includes data on items such as the number of completed adoptions, the number of children awaiting adoption and the number of families approved to adopt. The CWS/CMS data will also be the data source used for other key purposes such as the allocation of funds to county adoption agencies and staff to CDSS Adoption District Offices.

It is the goal of CDSS to eliminate manual reporting of data that is captured in CWS/CMS. Through consistent statewide use of CWS/CMS, we anticipate an improvement in the accuracy of data on public agency adoptions while substantially reducing the data-reporting burden on public adoption agencies. To achieve these anticipated benefits, it is necessary that all data entry be complete, timely and accurate.

Page Two

Public adoption agencies are required to complete the AD 56A report during the remainder of this fiscal year (i.e., through the April-June 2001 Quarter). Beginning with the July-September 2001 quarter, public adoption agencies will be required to supplement CWS/CMS data by completing a brief report providing information on post-adoption services. This report will be developed in collaboration with county adoption agencies and the CWDA Adoptions Subcommittee. The supplemental report form and instructions will be provided in a separate All County Letter.

There will be no change in reporting by licensed private adoption agencies or on Independent or Intercountry Adoptions. All adoption agencies will continue to complete the *Agency Adoption Program - Individual Case Report* (AD 42R) form until this data is sufficiently reported on the CWS/CMS. In its efforts to discontinue manual paper reporting requirements, CDSS will continue to monitor the degree to which each public adoption agency's CWS/CMS data on finalized adoption cases are complete enough to allow CWS/CMS data to be substituted in the future for characteristic data from the AD 42R.

The CWS/CMS fields that must be completed to provide the data that will substitute for that now collected on the AD 56A are described on the attached pages. Questions concerning the substitution of CWS/CMS data for data from the AD 56A or the AD 42R should be addressed to Joseph Magruder of the Adoptions Initiative Bureau at (916) 323-0524 (e-mail: jmagrude@dss.ca.gov). Questions concerning current AD 56A or AD 42R reporting should be addressed to Nancy Marker of the Data Systems and Survey Design Bureau at (916) 657-3484 (e-mail: nmarker@dss.ca.gov).

 Original Document Signed By

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Enclosure

c: CWDA

Current CWS/CMS Attributes Which Replace AD 56A Data Elements

To provide accurate basic adoptions statistical information, the following information is currently required and must continue to be included in CWS/CMS. The CWS/CMS is a most effective case management tool when data on these events are entered when the events occur. However, adoption statistical reporting needs are met if data concerning each event are entered before the end of the quarter in which the event occurs.

- **The child's name, date of birth and ethnicity.** The system must include records for dependent children of the court as well as any non-dependent children voluntarily relinquished to the public adoption agency. The Hispanic status indicator on the *ID Page* of the *Client Notebook* must be completed. (AD 56A, Part A, Table 1 and Part B, Table 2)

- **The child's current case plan goal.** This item is included on the *CP (Case Plan) Participants Page* of the *Case Plan Notebook*. For adoption reporting, this item is required only if the child has been freed for adoption but the plan has been changed from adoption to long-term foster care or guardianship. (AD 56A, Part B, Item 6b)

- **Intervention reason.** If the child is in the custody of an adoption agency in another state and is being placed for adoption with a California family, the Intervention Reason on the *ID Page* of the *Case Notebook* must be "Incoming ICPC Request."(AD 56A, Part D, Item 2)

- **The date the child is accepted for study by the adoption agency.** This date is included on the *Adoption Information Page* of the *Client Notebook*. (AD 56A, Part A, Item 2)

- **The date CDSS issues the acknowledgment (AD 4333) indicating that the child is free for adoption.** This date is included on the *Adoption Information Page* of the *Client Notebook*. (AD 56A, Part A, Item 3 and AD 56A, Part B, Item 2)

- **The date the child is formally placed for adoption.** This date is included on the *ID Page* of the *Adoption Placement Notebook.* (AD 56A, Part B, Item 4)

- **The date the adoption is finalized.** This date is included on the *ID Page* of the *Adoption Placement Notebook.* (AD 56A, Part C, Item 5)

- **The date the adoptive family is approved to adopt, whether this approval was only for a healthy infant and whether the family intended to adopt a child already in their care.** This data s included on the *ID page* of the *Home Study Notebook.* Adoption staff requires Adoption privilege, Resource Management privilege and Resource Management Placement Facility Maintenance privilege in order to enter these data. (AD 56A, Part E, Items 1b and 1f)

- **If the child is removed from the adoptive placement, the date of the removal.** This date is included on the *ID Page* of the *Adoption Placement Notebook.* (AD 56A, Part B, Item 3)

---

[1] Please note that the California adoption agency must submit a *Supporting Information for Issuance of Department of Social Services Acknowledgement and Confirmation of Receipt of Relinquishment Documents* (AD 90) and *Notification of Procedure in Lieu of Signing Relinquishment, Waiver or Denial* (AD 551A) and receive an *Acknowledgment and Confirmation of Receipt of Relinquishment Documents* (AD 4333) for such a child prior to adoptive placement.