

Documenting Adoption Cases in eWiSACWIS

November 2006

Agenda

- Adoption Workflow
 - Prior to TPR
 - At the time of TPR
 - Post TPR but Pre-Adoption
 - Post Adoption
- Previously adopted child
 - How to handle cases currently
 - How to handle cases in the future
- Merging Person IDs
- Questions/Discussion

Adoption Workflow

- Although the following workflow is not a statewide policy, counties are encouraged to follow this workflow if at all possible to ensure the accuracy of payments.

Prior to TPR

- Case Type: CPS Family
- A Permanency Consultant is assigned to the case prior to TPR to work with the county social worker to help prepare the child and biological family for the likelihood of TPR and to gather the medical and genetic/biological family information.
- The Permanency Consultant receives a secondary assignment to the CPS Family case in eWiSACWIS.

Prior to TPR

- The county social worker continues to maintain the Case Plan for the family and the Permanency Plan for the child.
- County social workers should document all appropriate AFCARS elements prior to TPR.
- The county social worker creates an Adoption Referral in eWiSACWIS, filling in as much information that is known to the worker.
Typically, the county social worker completes all but the last 2 tabs of the Adoption Referral.

Adoption Referral

Adoption Referral - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Child's Name: seven new Referral Status: Active Date Received: 11/01/2006 N/A- Relinquishment Case

General Birth Parents Background Placement Child Summary Matches

General Appearance

Gender: Male
DOB: 01/01/2001
Ethnicity:

Family History Questionnaire (Medical/Genetic) on File

Birth Mother Pregnancy and Delivery Information
 Birth Father N/A Child Being TPR'd from Adoptive Parent(s)

Adoption Information

Life Book Available Birth Certificate in File Social Security Card in File
Adoption Type: Agency Adoption Plcmnt w/Non Relative
Legal Risk: None
This Child Placed By: Private Agency/Under Contract w/DHFS
Mother's TPR Date:
Father's TPR Date:

Sibling Information at Time of Referral

Child has Siblings

Name of Sibling	Currently Placed With	Sibling Type	
Abby, Amber (9221747)	<input type="checkbox"/>	Birth Sibling	Delete
Calc, One (9221825)	<input type="checkbox"/>	Birth Sibling	Delete

Insert

Options: Go

Save Close

Done Local intranet

At the Time of TPR

- After a TPR has been granted by the courts, the county worker enters the legal status documenting the outcome of the TPR court hearing. The “Applies To” field on the Legal Status should refer to which parent was TPR’d instead of the child.

Documenting the Outcome of a TPR Court Hearing

Legal Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

General Information

Participant Name:	Kellogg, Cathy, B., Jr.	Person ID:	9223089	Participant DOB:	02/02/1961
Case Name:	Allen, Sarah, S.	Case ID:	9221322		

Legal Record

Legal Action: CHIPS Petition	Date: 10/19/2006	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Legal Action: TPR Petition Voluntary	Date: 10/01/2006	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guardianship to DHFS	10/01/2006	Edit
Legal Action: Request for TPR	Date: 10/01/2006	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Documents

Legal Document Name	Role in the Document	Created	Approved

[Create Legal Action](#)
[Print Record](#)
[Save](#)
[Close](#)

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Documenting the Outcome of a TPR Court Hearing

Legal Status -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Case Participant

Name: Kellogg, Cathy, B., Jr. Previous Legal Status: Guardianship to DHFS

Court Outcome

Legal Action: TPR Petition Voluntary Result: Petition Granted
Applies To: Father Adjudicated Court: Circuit
Child's Father: Allen, Pat, E., II Court 2: Adams County Circuit Courts, Adams County
Judge: Commissioner: Branch:
Tribal Contact: New Legal Status: Guardianship to DHFS
 Protective Custody Under Appeal

Court Numbers

06JV1234

Legal Status Dates

		Verified?		Verified?
Hearing Date/ Date Legal Status Changed	10/01/2006	<input checked="" type="checkbox"/>	Order Expiration Date:	00/00/0000
Date Filed/Served:	00/00/0000	<input type="checkbox"/>	Next Court Date:	00/00/0000
Date Order Entered:	10/01/2006	<input checked="" type="checkbox"/>	Court Report Due:	00/00/0000 <input type="checkbox"/>
			Court Report Submitted:	00/00/0000

Save Close

At the Time of TPR

- The county worker needs to end the Out-of-Home Placement for the child with the end date being the day before the TPR was granted. The end reason should be “Transfer to Adoptions-xxxx” with the specific Adoption Region identified in the drop down.

Ending an Out-of-Home Placement for a TPR'd child

Service Ending -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Service Ending

End Date: 11/01/2006

Ending Purpose: Agency Transfer within Placement Episode

End Reason:

Is the End of This Child Placement a Discharge from All Placements?

Discharge Reason:

- Transfer to Adams Co. DSS
- Transfer to Adoptions- Eastern Region
- Transfer to Adoptions- Milwaukee
- Transfer to Adoptions- Southern Region
- Transfer to Adoptions- Western Region
- Transfer to Ashland Co. HSD
- Transfer to Barron Co. HSD
- Transfer to Bayfield Co. HSD
- Transfer to BMCW/Milwaukee Co
- Transfer to Brown Co. HSD

Override

Options:

At the Time of TPR

- The county worker needs to make sure that the provider's record has the appropriate State service types associated with it so the State can document their placement with the home. The Adoption service types all begin with "AAFC." The standard licensed service types to add are AAFC Foster Home 0-4, 5-11, 12-14, and 15+.

At the Time of TPR

- The Permanency Consultant de-activates the child from the CPS Family case for reason of “Termination of Parental Rights” and a new case will be created for the child. At this time, all child-specific work that was completed for the child in the CPS Family case will be copied over into the new Pre-Adoptive Child case in a nightly batch.
- Case Type: Pre-Adoptive Child

At the Time of TPR

- The Permanency Consultant reopens the child's placement with the provider using the AAFC service types and the begin date will be the same date that the TPR was granted by the courts.
- NOTE: The child's Permanency Plan should not be terminated in the CPS Family case as it will automatically be copied over to the Pre-Adoptive Child case and used until the child achieves permanency or the child ages out of the system.

Post TPR but Pre-Adoption

- Once the TPR has been granted and a Pre-Adoptive Child case has occurred in eWiSACWIS, an adoption worker is assigned to the Pre-Adoptive Child case as the primary worker.
- In the instance a parent appeals a TPR granted by the courts and a TPR is reversed by the courts, the Pre-Adoptive Child case can be merged back into the original CPS Family case through the case merge process.

Post TPR but Pre-Adoption

- The adoption worker is now responsible for:
 - An Adoption Case Plan (to be created within 60 days of the TPR)
 - The Permanency Plan
 - All legal work, case notes, placements, payments, and basic case management of the case
 - Creating a Certification of Special Needs for the child
 - Completing the last 2 tabs and any other information not completed on the Adoption Referral

Adoption Referral

Adoption Referral - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check ABC Help ?

Child's Name: seven new Referral Status: Active Date Received: 11/01/2006 N/A- Relinquishment Case

General Birth Parents Background Placement **Child Summary** Matches

Disposition

Disposition of Adoption Referral

Child's Name: seven new
Disposition: Adoption Finalized
Last Updated By: Caitlin M. Cake
Date: 10/16/2006

Additional Information

Child Has Been Previously Adopted
 Adoption Placement Selection/Matching Completed

Adoption Exchange

Listing with Photo
 Listing without Photo
 Deferral of Listing
 Child is listed with an Exchange

Exchange: []

Reason(s) for Deferral

Placed for Adoption
 Family Adopting Child
 Assessment Required
 Hospital or Residential Care
 Over Age 14 Deferred

Save **Close**

Done Local intranet

Post TPR but Pre-Adoption

- The Adoption Case Plan and Permanency Plan must be terminated before the Pre-Adoptive Child case can be closed.
- Any existing AFCARS errors need to be addressed prior to the Pre-Adoptive Child case closure being able to be approved.
- A new legal status of “Adoption Finalized” is entered by the adoption worker.

Post TPR but Pre-Adoption

- If after 2 years an adoptive family is not found for the child and custody is returned to the county, the adoption worker continues to search for an adoptive placement for the child and all other case maintenance responsibilities return to the county worker.
- The adoption worker should maintain a secondary assignment to the Pre-Adoptive Child case while the county worker now has the primary assignment.

Post Adoption

- Case Type: Adoptive Home
- A new Person Management page appears and the child's new adoptive name and other demographic information is manually entered
- Child has new adoptive person ID
- This case and ID are sealed-- only adoption workers with security can see this data
- Any biological siblings also adopted by the same family should not appear under this case

Previously Adopted Child

- What do I do/how do I proceed when a previously adopted child comes into the system again?
 - After the Adoptive Home case is created and the adoption worker is done with adoption, any new contact with the adoptive family that would result in services being provided by either the county or the adoption staff needs to result in a new child record being created for the previously adopted child and a brand new CPS Family case created for the family.

Previously Adopted Child

- In the December 2006 release, an edit will be in place to prevent a person from being added to any intake once they are on the adoption match table.
 - This includes both the pre-adoptive child ID and the adopted child ID
 - This will force workers to create new person IDs
 - Workers will not be able to re-open the old case to correct AFCARS data. If AFCARS edits need to be made, workers will need to contact the help desk.

Merging Person IDs

- Question: When searching for a record using SSN, the post-adoption child shows up as a potential duplicate. We've been preaching to staff that duplicate persons are a problem so sometimes they have merged the pre-adoptive and the post-adopted child. How can these merges be corrected?
- Answer: The system currently prevents merging an adopted ID with another child even if there is an exact match on SSN. The problem is merging the pre-adopt/bio ID of a child that has been adopted with another person. The December 2006 release addresses this issue (prevents workers from retrieving the pre-adoptive child ID if the child has been adopted). The only way to correct these is by calling the help desk.

Contact Information

Jenny Weber

eWiSACWIS project

weberjm@dhfs.state.wi.us

608.261.7658

Dale Langer

Adoption and Consultation Section

langedw@dhfs.state.wi.us

608.266. 3595