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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

May 24, 2018

Child Welfare Licensing Memo Series 2018-20-lic

To: Private Child Placing Agencies
From: Ron Hermes 
Bureau Director
Re: 2018 Domestic and International Annual Data Request

PURPOSE

The purpose of this memo is to provide direction for the collection of data regarding the number of private domestic and international adoptions that occurred in Wisconsin during the current calendar year, 2018. This data is used for state and federal reporting, and to develop and implement effective interventions to reduce discontinuity in adoptive families.

BACKGROUND

In 2015, the Department of Children and Families (DCF) requested each licensed Child Placing Agency (CPA) licensed for private domestic and international adoptions to provide information for all private domestic and international adoptions the agency facilitated for the period of January 1, 2010 to December 31, 2015 and that occurred in Wisconsin.

INFORMATION SUMMARY

Based on the information gathered, the Department determined ongoing data collection is necessary in order to continue to fully understand the number and types of adoptions occurring in Wisconsin. The Department is requesting, under its' authority in DCF 54.06(6), that each CPA licensed to facilitate private adoptions provide the Department with information related to all private domestic and international adoptions finalized by the agency in Wisconsin during calendar year 2018.

CPAs will access their agency specific spreadsheet and instructions in the new Adoption Data folder located in the Provider Information Exchange (PIE) site. The PIE lead for the CPA will have access to the folder and will need to enter all finalized adoptions that occurred in Wisconsin in calendar year 2018, no later than January 31st of 2019. If the PIE lead does not have access to the folder, the lead should email the DCF Help Desk at DCFHelpDesk@wisconsin.gov to request permission to the Annual Adoption Data folder for their agency. Failure to submit complete data timely may result in licensing action.

CENTRAL OFFICE CONTACT: Adoption Policy Specialist
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MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>