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Governor Tony Evers
Secretary Emilie Amundson
Division of Safety and Permanence

May 15, 2019

Child Welfare Licensing Memo Series 2019-16-lic

To: Private Child Placing Agencies
From: John Elliott 
Deputy Administrator
Re: Domestic and International Adoption 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 occur each year in Wisconsin. This data issued 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 to gain a better understanding of the 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 information for all private domestic and international adoptions finalized by the agency in Wisconsin each year.

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 2020. 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>