



December 16, 2022

Child Welfare Licensing Memo Series 2022-33-lic

To: Private Child Placing Agencies
From: Wendy Henderson
Administrator

RE: Annual Domestic and International Adoption Data Request

Purpose:

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 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 Child Placing Agency (CPA) licensed for private domestic and international adoptions to provide information to the Department 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. DCF subsequently sought to obtain this information annually thereafter.

Information Summary:

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 each calendar year.

Prior to 2022, an annual memo was issued regarding the specific requirements for submitting data. This memo replaces all previously issued memos and serves as the standing memo regarding the process of submission of private adoption data.

The data collection tool, created by the Department, for each upcoming calendar year will be made available in the Provider Information Exchange (PIE) site by the Adoption and Interstate Service Section (AISS) by December 31 of each year. For example, the data tool to be used to record data for calendar year 2023 will be posted by December 31, 2022.

The standing deadline for CPAs to submit their annual private adoption data will be January 31 of the following year.

CPAs will access their agency specific spreadsheet and instructions in the Adoption Data folder located in the Provider Information Exchange (PIE) site. The PIE lead for the CPA will have access to the Adoption Data folder with respective spreadsheets each calendar year.

If the CPA does not have access to the folder, please contact the DCF Help Desk at DCFHelpDesk@wisconsin.gov to request permission to the Annual Adoption Data folder for the agency.



Failure to submit complete data timely may result in licensing action.

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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>