



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1790.1 ADOPTIVE HISTORY PROCEDURES

Policy Directive: **21-07**

Effective Date: **July 2021**

Implements Policy: **1790**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures around Adoptive Histories.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. When possible, Form 1869 Service Authorization Request should be completed and submitted prior to the completion of the Adoptive History.
- II. The Adoptive History should be presented to the pre-adoptive parent(s) sooner than 60 days from the scheduled adoption.
- III. The CPSW is expected to:
 - A. Request the Court order Ancillary Services (if not already obtained) for the Adoptive History at the 9-month hearing when it appears the concurrent plan of adoption may be ordered at the permanency hearing;
 - B. Prepare the case files for the Adoptive History Report writer by ensuring that they are up-to-date and contain accurate information, including the Bridges contact notes and medical records;
 - C. Provide the CPS Permanency Worker with all materials necessary for the completion of the Adoptive History within 30 days of filing for the Termination of Parental Rights;
 - D. Review the completed Adoptive History Report for accuracy, including adding additional information or correcting incorrect information as appropriate, as well as redacting identifying information on the birth parents;
 - E. Update any Adoptive History that is older than 3 months with any new information before it is presented to a family; and
 - F. Work with the CPS Permanency Worker to thoroughly review and discuss the report with the pre-adoptive family, and obtain a signed Sharing of Confidential Adoption Information Statement (form 1813).

IV. The CPS Permanency Worker will:

- A. Be responsible for identifying a qualified Adoptive History Report writer, coordinating the provision of necessary information to complete the report, and setting a completion date for when the Adoptive History is due back, within the same 30-day time frame noted in IV:C above;
- B. Ensure that Form 1869 Service Authorization is completed and submitted to the Fiscal Mailbox DHHS: DCYF Fiscal Specialist (DCYFFiscalSpecialists@dhhs.nh.gov) no later than 10 days after receiving the Adoptive History from the Adoptive History Report writer;
- C. Work with the CPSW to ensure the final Adoptive History Report is reviewed and submitted to the Court with the Adoption paperwork; and
- D. Work with the CPSW to thoroughly review and discuss the report with the pre-adoptive family, and obtain a signed Sharing of Confidential Adoption Information Statement (form 1813).

V. The CPS Supervisor will:

- A. Ensure that the CPSW requests Ancillary Services and provides the information for the Adoptive History Report writer in accordance with procedures IV:A-C above; and
- B. Review the completed Adoptive History Report for accuracy, including adding additional information or correcting incorrect information as appropriate.

Applicable Forms

Form	Title
1790 I	Adoptive History Part I
1790 II	Adoptive History Part II
1790i	Adoptive History Guide
1813	Sharing of Confidential Adoption Information Statement
1869	Service Authorization Request

Frequently Asked Questions

Q1. When there are multiple cases nearing adoption, how do I prioritize which cases should be sent out for the Adoptive History first?

- A There are numerous factors to consider, including the child's legal status and the availability of a pre-adoptive home. The CPS Permanency Worker should work with the Permanency Supervisor to review and consider all factors and prioritize reports based on permanency timeframes.

Q2. Am I allowed to share personal information from the Adoptive History with a potential adoptive parent?

- A RSA 170-B:23 III allows DCYF to share all information it has available about a child being placed for adoption with the adoptive parent(s), so long as any information that would identify a birth parent is deleted/redacted.

Q3. If I am sending the original files to the Adoptive History Report writer, what should I keep copies of back at the office?

- A Keep the Certified copy of the birth certificate, the original Medical Authorization, original permission forms, the current court order, and any other pertinent information that is not managed in Bridges.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date