

## 1901 ADOPTIVE HISTORY REPORT SERVICES

Chapter: **Services for Children, Youth, and Families**

Section: **Community-Based Services**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **06-04**

Effective Date: **March 6, 2006**

Scheduled Review Date:

Approved:

Handwritten signature of Maggie Bishop in black ink.

Maggie Bishop, DCYF Director

Related Statute(s): [RSA 169-C](#), [RSA 170-B](#), and [RSA 170-G](#)

Related Admin Rule(s): [He-C 6340](#)

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

### Purpose

To define the purchased service specifications for Adoptive History Report.

### Definitions

**"Adoptive History Report"** means the completion of a written case history, which includes social, medical, psychological, and educational information about a child who might be adopted and the birth family.

**"Service Code"** is AS.

**"Service Population"** means abused or neglected children who are before the court under RSA 169-C and for whom adoption is the permanency goal, as specified in the "Case Plan."

**"Service Unit"** is one (1) hour.

### Policy

#### Provider Qualifications:

- I. A provider for adoptive history reports must:
  - A. Possess a Bachelor's degree;
  - B. Submit a resume, which lists education and experience at the time of application and re-certification;
  - C. Have experience using DCYF compatible software and writing reports for child protection services;
  - D. Receive a referral from the DCYF adoption supervisor;
  - E. Participate in training about adoptive history report writing provided by DCYF;
  - F. Follow the report format prescribed by DCYF;
  - G. Be responsible for all materials and supplies needed to write the report; and
  - H. Submit, to the DCYF Adoption Supervisor, the written report and the computer disk and a hard copy of the report within 60 days of assignment.

- II. The provider must keep case information confidential, pursuant to RSA 169-C:25.

**Service Provisions Guidelines:**

- I. Prospective cases must be reviewed by the Supervisor and determined appropriate for the permanency goal of adoption prior to service delivery.
- II. Within 30 days of filing the TPR with the court, the Adoption Supervisor must review the case to determine the service provider and the competition date of the Adoptive History Report, pursuant to ITEM 1601
- III. The Adoptive History Report is based on available information in the case record and is prepared pursuant to ITEM 1790.
- IV. The report and the computer disk must be submitted to the Adoption Supervisor within 60 days of assignment.
- V. The Adoption Supervisor and the Adoption CPSW must approve the format and contents of the Adoptive History Report.

**Payment Procedures:**

- I. Providers are authorized by the District Office Supervisor and are paid via the "Services Authorization."
- II. Mileage, telephone calls, postage, and other costs related to the report are included in the service rate.

<b>Practice Guidance</b>
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**What is the Service Rate for this Service?**

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.