
 <p>NH Department of Health &amp; Human Services Division for Children, Youth &amp; Families</p>	<b>DCYF Standard Operating Procedure</b>	
	<b>1784.1 MATCHING PROCESS</b>	
	Policy Directive: <b>21-51</b> Effective Date: <b>December 2021</b> Implements Policy: <b>1784</b>	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP defines practice around matching meetings.

### 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 it is determined by the Permanency Planning Team (PPT) that a Child Matching Meeting is in a child's best interest:
  - A. A child matching meeting is scheduled for within:
    1. 60 days if the determination was made at the 6 month PPT; or
    2. 30 days if the determination made at a subsequent PPT;
  - B. The assigned CPSW/JPPPO for the child to be matched provides the Child/Youth Matching Profile (Form 1784) to the Adoption Resource Worker within 5 business days after the PPT meeting;
  - C. The Adoption Resource Worker forwards the profile to the ISO providers with a request that they submit updated home studies for any potential adoptive match no later than 2 weeks prior to the scheduled date of the Child Matching Meeting;
  - D. The Adoption Resource Worker reviews the profile and considers foster families they believe are appropriate, based on their expertise and knowledge of the potential placement; and
  - E. The Adoption Resource Worker distributes all the home studies received within 5 business days prior to the meeting to the internal participants of the Child Matching Meeting and arranges for the CASA/GAL to review the materials on site.
- II. The CASA/GAL is encouraged to schedule an appointment with a member of the Permanency Unit at the District Office ahead of the Child Matching Meeting so they may review all available materials to be considered.
- III. Matching profiles and all other documentation used to match a child with a permanent family are considered internal. They are not to leave the District Office and are subject to all rules and regulations around confidentiality in Child Protection and Juvenile Justice.

- IV. All matching documentation is to be destroyed upon completion of the matching process, unless the Division is subject to a litigation hold.
- V. Studies submitted are to be child-specific and not for consideration for any other child without the permission of the Adoption Resource Worker.
- VI. Information to consider during the Child Matching Meeting may include, but is not limited to:
  - A. The Child/Youth Matching Profile (Form 1784);
  - B. The Child/Youth Information Sheet (Form 1552);
  - C. The Adoptive History (if available);
  - D. Information from individuals formerly connected to the child such as former foster parents, respite providers, supportive adults, and extended family;
  - E. The Home Study (SAFE Home Study and Compatibility Inventory, any Division home study tools, or home studies from placing agencies); and
  - F. Other available documentation such as psychological evaluations, provider reports, and Individual Educations Plans (IEPs).
- VII. The Permanency CPSW leads the discussion of the child's placement needs and facilitates the Child Matching Meeting. The process includes the following steps:
  - A. Discussion about the type of family being sought to meet the identified needs of the child;
  - B. Discussion of the families that have been submitted relative to who can provide the optimum environment for the child's developmental level;
  - C. Identification of the family best suited to meet the needs of the child is decided by the consensus of the Child Matching Group;
  - D. Identification as to what supports or services should be put in place to enhance the family's ability (when a family is selected) to care for the child;
  - E. Development of a plan and timeframes around of who will advise the selected family that they have been chosen and present the child to the selected family; and
  - F. Identification of any reviewed family who may be appropriate as an alternate family in the event that the selected family cannot accept the placement of the child, including documenting necessary tasks and timeframes to present the child to the alternative family if needed.
- VIII. When presenting the child to the selected family during the disclosure meeting:

- A. The family is provided with sufficient information about the child in order for them to make an informed decision as to whether or not to accept the child for placement;
  - B. Any potential barriers to placement are explored;
  - C. Informational items may include, but are not limited to, the Child Matching Profile, the Child/Youth Information Sheet, medical and educational information, any completed evaluations specific to the child, the adoptive history if available, and photos or a video of the child.
  - D. The family is encouraged carefully consider their ability to provide a permanent home for the child and is given at least one (1) week to decide if they would like to proceed.
  - E. Any concerns regarding the identified family are brought back to the Child Matching Group within 2 weeks of the disclosure meeting.
- IX. The Child Matching Group determines what follow-up is necessary to address any concerns about the potential home.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1552	Child/Youth Information Sheet
1784	Child/Youth Matching Profile

**Frequently Asked Questions**

**Q1. Can I submit a family for multiple matches at a time?**

- A No, once a family is identified and submitted for a potential match of one child, they should not be offered as a match for any other child until a determination is made about the first submission.

**Q2. Who is responsible for working with a NH foster/adoptive family who has inquired about a child in another state?**

- A DCYF's Resource Worker should be the liaison for that family.

**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

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>