

**The Philadelphia Department of Human Services  
Children and Youth Division  
Protocol Guide**

**Issued: March 18, 2009**

**To: CYD Staff**

**From: Dell Meriwether, Deputy Commissioner, CYD**  
**Pamela Mayo, Operations Director**

**Re: Protocol for Preparation of Cases Transferring to the Adoption Section**

**Effective: Immediately**

**Protocol:**

The court unit will send an email to notify all parties {court unit supervisor, adoption administrator and director, Ongoing Service Region (OSR) worker, supervisor, administrator, and director} when the court has ordered DHS to **file a termination of parental rights petition on a child; and, a goal change hearing for adoptions has been scheduled.** Court unit will notify the chain of command in OSR and the Adoption Section that the petition needs to be filed. The OSR social worker will consult with the City Solicitor to determine what actions need to be taken in order to file the termination of parental rights petition. When the adoption administrator is notified by the court unit the administrator will identify an adoption supervisor. The adoption supervisor will consult with the OSR Social Work Team to assure that all needed services are implemented as soon as possible and any barriers to Termination of Parental Rights (TPR)/Adoption finalizations may be identified and addressed. This new protocol will limit delays in the adoption process, allowing the case to be transferred to the Adoption Section in a more efficient and timely manner.

**Procedure:**

- Upon receiving an email from the court unit the adoption administrator will identify an adoption supervisor to provide consultation to the assigned OSR social work supervisor..
- The adoption administrator will then notify within three working days all parties (OSR worker, OSR/adoption supervisor, OSR/adoption administrator and OSR/adoption Director), via email, of the identified adoption supervisor. An Adoption Consultation Guide will accompany the email to be used as a tool by the OSR supervisor.
- Within five working days of being notified, the Adoption supervisor will arrange a consultation by way of phone or face to face contact with the identified OSR supervisor, to discuss the guide. The OSR supervisor should be prepared to discuss all points on the guide with the adoption supervisor within five working days.
- The adoption supervisor will send an email, informing all parties/chain of command that the consultation has been set up.

- **It is the responsibility of the OSR supervisor to consult with the OSR worker, the provider worker, or any other important stakeholders to facilitate addressing all points on the guide.** The OSR worker may participate in the consultation meeting with the OSR Supervisor.
- During the consultation the adoption supervisor and OSR supervisor will be able to respond to the questions posed in the guide or use the guide to pinpoint/highlight areas for adoption preparation.
- The adoption supervisor will make any suggestions or recommendations that may be necessary to prepare the case for transfer, as a result of the dialogue. The consultation will also begin the process of identifying and referring the SWAN services that may be required at that time. The SWAN referral will be completed and forwarded to the DHS SWAN Coordinator by the OSR staff.
- After the consultation the OSR supervisor and worker will address any identified barriers that result from the consultation to facilitate a smooth transition into the Adoption Section.
- The adoption supervisor will continue to be available to consult on any adoption matters pertaining to the case until the case is transferred to the Adoption Section.
- As per DHS policy (**cf.# 5331**), transfers to the Adoption Section must occur within 20 working days of the termination of parental rights' date and be in compliance with state regulations. This should not exceed the 30 day court order for the case to be transferred to the Adoption Section. It is the responsibility of the OSR Supervisor to ensure that the case preparation for transfer begins at the point of filing the termination petition to ensure the case is ready for transfer as soon as the termination of parental rights is granted.

Questions concerning this protocol are to be directed to:

Victoria Haddy, Director of Adoptions,

x 3-6318

**ADOPTION CONSULTATION GUIDE****CASE NAME:** \_\_\_\_\_ **DHS# & SUF** \_\_\_\_\_**FSR WORKER:** \_\_\_\_\_ **FSR SUP:** \_\_\_\_\_**ADOPTION SUP:** \_\_\_\_\_ **PROJ. TPR DATE:** \_\_\_\_\_

The questions below have been prepared to serve as a guide for discussion in the consultation between you and the adoption supervisor as you prepare to terminate parental rights and transfer the case to the adoption department. Please review the questions prior to meeting with the adoption supervisor so the adoption supervisor can assist you as you prepare the care for transfer to the adoption department.

**Child's Name:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_**PLACEMENT:**

1. Is this a kinship placement and if so how is child related to this relative?
2. How long has this child been in the home?
3. Are there any concerns about this home which may possess a barrier to the adoption and if so what are they?
4. Does this family have any plans of leaving the city or state and if so when?
5. How many adults are in the home and do all household members 14 and over have recent child line, police, and FBI clearance?
6. Have household members had recent medical exams within the past year?
7. Is this child in a treatment foster home?
8. Is this child in a medical foster home?
9. Is this child in an RTF placement?
10. Is this an interstate case and if so, has the interstate been approved?
11. Has an agency been identified to provide services to the family living in another state?

**SERVICES:**

1. Is this child presently in daycare and is it funded by DHS?
2. Is this child receiving mental health services?
3. Is this child receiving any on-going medical services?
4. Is this child court order to receive any services that is or is not receiving?
5. Is this child receiving wrap-around services and if so from what agency?
6. Are there any special instructions ordered in the DRO which must be followed or completed?

**SPECIAL NEEDS:**

1. Does this child have any behavioral problems which have been or needs to be CANS?
2. Has this child had a recent psychological or psychiatric assessment and if so, what was the outcome?
3. Does this child have any special medical needs and if so what are they?
4. Is this child currently receiving medication and if so what and for what reason?
5. Was this child a victim or perpetrator of sexual abuse and if so when?

**ADOPTION RESOURCE:**

1. Is the present placement that the child is residing an adoptive resource?
2. Are there multiple adoptive resources presently available for this child?
3. Is this child a part of a sibling group that is to be adopted together?
4. Does this child have siblings in other homes and what is the visitations expectation?
5. Has the adoption process been explained to the adoption resource?
6. Has the adoption subsidy been explained to the adoption resource?
7. Does the adoption resource have any health issues that may impact on the children being adopted by them?
8. Is the child advocate in agreement with the adoption resource?
9. What is the family composition in the home?