

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 10:</b> Adoption	<b>Effective Date:</b> May 1, 2020
	<b>Section 22:</b> Prospective Adoptive Parent Review of Case Record	<b>Version:</b> 1

### STATEMENTS OF PURPOSE

*For the purpose of this policy, a prospective adoptive parent is defined as an individual who has been selected by the Department of Child Services (DCS) as the pre-adoptive placement for the child or an individual who has filed an adoption petition with the Court to adopt a child who is legally available for adoption.*

The Indiana Department of Child Services (DCS) will provide the prospective adoptive parent the opportunity to review approved aspects of the identified child's case record. Review of the case record will occur in the local county office with Child in Need of Services (CHINS) case jurisdiction. The prospective adoptive parent will be allowed to copy or photocopy information from the case record for the prospective adoptive parent's own records, but will not be able to remove original documents from the case record or from the local county office. Identifying information will be redacted prior to case record review. See Procedure for guidance on specific information to be shared with the prospective adoptive parent.

### Code References

- [IC 4-1-10-3: Nondisclosure of Social Security Number](#)
- [IC 4-1-10-4: Exceptions to nondisclosures of Social Security number](#)
- [IC 4-1-10-5: Permitted disclosures of Social Security number](#)
- [IC 31-9-2-54: Identifying information](#)
- [IC 31-19-17-2: Report of medical, psychological, and educational records of birth parents](#)
- [IC 31-19-17-3: Exclusion of information identifying birth parent; release of records concerning child to adoptive parents or adoptee](#)
- [IC 31-19-17-4: Summary of social, medical, psychological, and educational records of child](#)
- [IC 31-27-4-21: Records regarding children](#)
- [IC 31-33-18: Disclosure of Reports; Confidentiality Requirements](#)

### PROCEDURE

#### **Prospective Adoptive Parent who is Licensed and/or Indiana Adoption Program Council Recommended or a Prospective Adoptive Parent Who Does Not Have Placement**

Upon request, the Family Case Manager (FCM) or Adoption Liaison will provide a copy of the adoption picture book and the internet photo listing of the child to the prospective adoptive parent. The redacted Child Social Summary which includes certain information regarding the biological parents must be provided at the time of the home study or evaluation concerning the suitability of the proposed home for the child. However, with consent of the prospective adoptive parent, the Child Social Summary may be provided not more than thirty (30) days after the child is placed with the prospective adoptive parent. See Practice Guidance, policy [10.11 Child Social](#)

[Summary](#), and 10.B Tool: Child Social Summary for further guidance and information regarding identifying information to be redacted and included.

### **Prospective Adoptive Parent with Current Placement of the Child to be Adopted-**

Upon request of the prospective adoptive parent who has placement of the identified child, the FCM will:

1. Notify the DCS Staff Attorney of the request and provide the DCS Staff Attorney or designee the child's case record within five (5) business days of the request;
2. Meet with the DCS Staff Attorney to determine a redaction completion date;
3. Schedule a meeting with the prospective adoptive parent for review of the child's redacted case record. See Practice Guidance for specific information to be included in the child's redacted case record; and
4. Document the prospective adoptive parent's review of the child's case record in the case management system.

The DCS Staff Attorney will:

1. Redact the child's case record or assign a designee to complete the redaction within 45 days of receiving the child's case record from the FCM. See Practice Guidance for additional information regarding identifying information to be redacted; and
2. Approve the redaction prior to the prospective adoptive parent's review of the child's case record if the DCS Staff Attorney's designee completes the redaction.

**Exception:** If the DCS Staff Attorney determines the child's case record size is voluminous, the redaction may be completed within 60 days of receiving the child's case record from the FCM. The DCS Staff Attorney must notify the FCM of this determination.

## **PRACTICE GUIDANCE**

### **Information Included in a Child's Redacted Case Record**

The redacted case record includes but is not limited to the child's:

1. Preliminary Report of Alleged Child Abuse or Neglect (310) (SF 114);
2. Assessment of Alleged Child Abuse or Neglect (311) (SF 113);
3. Mental health records;
4. Health records (e.g., birth records, immunization, ongoing health, dental, and eye records); and
5. Pictures that do not disclose identifying information of other family members.

### **Identifying Information to be Redacted**

The DCS Staff Attorney or designee is responsible for redacting identifying information of the birth parents and children mentioned in the record, who are not placed with the prospective adoptive parent. Redaction must include the report source of all Preliminary Reports of Alleged Child Abuse or Neglect (310) (SF 114) involving the child. When the redaction is completed by a designee, the DCS Staff Attorney is responsible for approving the redaction prior to the prospective adoptive parent's review. Identifying information includes:

1. First and last names;
2. Dates of birth;
3. Addresses;
4. Phone numbers;
5. Social Security Numbers; and

6. Any other information, except the medical history, that may identify a person as a party to an adoption or as a birth parent, an adoptee, or an adoptive parent.

#### **FORMS AND TOOLS**

1. [Preliminary Report of Alleged Child Abuse or Neglect \(310\) \(SF 114\)](#)
2. [Assessment of Alleged Child Abuse or Neglect \(311\) \(SF 113\)](#)
3. [Internet photo listing](#)
4. [10.B Tool: Child Social Summary](#)

#### **RELATED INFORMATION**

N/A