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Adoption Incentive
Programs Policy and
Procedure

CF OPERATING
PROCEDURE

170-12 Chapter 9 &10

Background

- House Bill 7013 created four new Adoption Incentive Programs
 - Post Adoption Communication Program (CR-607 FSFN changes)
 - Adoption Incentive Program (CR-607 FSFN changes)
 - Adoption Benefit Program for State Employees and Other Applicants
 - Adoption Achievement Award

Why this? Why now?

- The creation of these programs brings with it the need for the Department of Children and Families (DCF) and its Community Based Care (CBC) partners to meet specific documenting and reporting requirements.
- To meet these new documenting and reporting requirements, it is necessary to update the functionality within the federally recognized system of record, Florida Safe Families Network (FSFN) and update all pertinent policies, procedures and practice guideline.
- These Incentives and updates will provide additional support for adoptive families and assist in preserving permanency.

What is Changing?

- Creation of a Post Adoption Services page
- The ability to document Post Adoption Service Referrals
- New Expressed Intent box
- Additional recruitment adoption events added
- Ability to track the amount of money spent on recruitment events

What is Changing?

- Four new values will be added to “Meetings type”
- Services types (paid and unpaid) will now be available via a drop down box
- A new Post Adoption Case Note Category
- New Post Adoption Case Type
- Non –Face-to-Face contact
- Improved Unified Home Study Search (Active/Expired)

CBC Adoption Incentive Program

- The Community Based Care Adoption Incentive program is a legislatively mandated requirement found in s. 409.1662, F.S., The program consists of the following:
 - A program to award incentive payments to Community Based Care Lead Agencies (CBC) for achievement of specific and measureable adoption performance standards.
 - The completion of an Annual Baseline Assessment addressing adoption related outcomes. (legislative mandated report due 11/15)

CBC Adoption Incentive Program

Annual Baseline Assessment Requirements

- The number of families attempting to adopt children from foster care and the number of families completing the adoption process.
- The number of children eligible for adoption and the number of children whose adoptions were finalized.
- The amount of time eligible children waited for adoption.
- The number of adoptions that resulted in disruption or dissolution and the subset of those disrupted adoptions that were preventable by the lead agency or the subcontracted provider.

CBC Adoption Incentive Program

Annual Baseline Assessment Requirements Continued

- The time taken to complete each phase of the adoption process.
- The expenditures made to recruit adoptive homes and a description of any initiative to improve adoption performance or streamline the adoption process.
- The results of any specific effort to gather feedback from prospective adoptive parents, adoptive parents, children in the child welfare system, adoptees, and other stakeholders.
- The use of evidence-based, evidence-informed, promising, and innovative practices in recruitment, orientation, and preparation of appropriate adoptive families, matching children with families, supporting children during the adoption process, and providing post-adoptive support.

CBC Adoption Incentive Program

Annual Legislative Report

- Each year the Department will complete an Annual Baseline Assessment that includes all requirements that are outlined in 409.1662 F.S.
- Post Adoption Communication requirements as prescribed in 39.812 F.S. and the Annual Baseline Assessment requirements in 409.1662(2)(a)(1-8) F.S.
- The Annual Baseline Assessment requirements in 409.1662(2)(a)(1-6) F.S. will be retrieved from FSFN.

CBC Adoption Incentive Program

Annual Legislative Report Continued

- Annual Baseline Assessment requirement outlined in 409.1662(2)(a)(7) F.S. will be retrieved from the annual State of Florida Adoption Survey.
 - The CBC will forward the annual State of Florida's Adoption Survey to all adoption related stakeholders within their community by a date designated by the Department.
- Annual Baseline Assessment requirement outlined in 409.1662(2)(a)(8) F.S. will be retrieved from the Department's correspondence with the CBC.

CBC Adoption Incentive Program

Definitions

- “**Expressed Intent date**” is the date in which a prospective adoptive parent has expressed their intent to adopt a child and the following has taken place:
 - The child is deemed legally free for adoption.
 - The prospective adoptive parents have an approved adoption home study.
 - The Department has approved to provide consents to the prospective adoptive parents.
- “**Adoption Incentive Credit**” is a credit assigned to a case that meets one of the adoption incentive performance standards and the required case documentation.

CBC Adoption Incentive Program

Definitions Continued

- **“Adoption Incentive Dollar Amount”** is the statewide number of cases that meet the adoption incentive performance standard divided by the CBC adoption incentive budget for that Adoption Incentive state fiscal year.
- **“CBC Adoption Incentive Year”** is the time frame in which adoption incentive credits can be earned.
 - State Fiscal Year 2016-2017- May 1, 2016 - April 30, 2017;
 - State Fiscal Year 2017-2018- May 1, 2017- March 31, 2018;
 - Each subsequent State Fiscal Year- April 1st- March 31st.

CBC Adoption Incentive Program

Definitions Continued

- Legally Free for Adoption
- Full Disclosure Staffing
- Adoption Transition Staffing
- Adoption Support Group
- Permanency Roundtable
- Adoption Competency
- Child Specific Recruitment “Adoption Child Specific”
- General Adoption Recruitment “Adoption General”
- Targeted Adoption Recruitment “Adoption Targeted Population”

CBC Adoption Incentive Program

- Provider Search for expired Homestudies.
 - Homestudy search to assist in statewide recruitment.
 - ALL Homestudies must be COMPLETED in FSFN and APPROVED by the adoption supervisor

CBC Adoption Incentive Program

Procedures

- The Department will provide the CBC with the adoption incentive performance standards prior to the first business day of the CBC Adoption Incentive Year.
- Adoption Incentive Standards can be changed each Adoption Incentive Year.
- Each case to be reviewed for an adoption incentive credit the following items must be submitted using the Office of Child Welfare template
 - i. CBCs Name
 - ii. Child's Name
 - iii. Provider ID Number
 - iv. FSFN ID Number- Pre-Adoptive Case
 - v. FSFN ID Number –Post Adoptive Case
 - vi. Date of Final Order of Adoption
 - vii. County of Jurisdiction
 - viii. Status of AFCAR errors
 - ix. Applicable Performance Standard Category

CBC Adoption Incentive Program

Submission

- Each CBC must submit documentation through their Regional DCF contract manager to the Adoption Incentive Specialist.
- The Department will establish the time frames.
- Cases with AFCAR errors will be returned for correction before consideration for receipt of the incentive.
- After eligibility has been verified, an email will be submitted to the CBC notifying them of the case approval or denial. If denied, the reason for the denial will be included.
- An additional email will be sent to the CBC notifying them of the amount of incentive dollars to be awarded once this has been calculated.

Post Adoption Communication Program

Definitions:

- The “**Community Based Care of Origin (CBC of Origin)**” is the Community Based Care lead agency who is responsible for the payment of the monthly adoption maintenance subsidy to the adoptive family.
- The “**Community Based Care of Residence (CBC of Residence)**” is the Community Based Care lead agency where the adoptive family currently resides.
- “**1-Year Post Adoption Communication Family**” is a family who adopted on or after July 1, 2015 who require a 1-Year Post Communication Contact and a Post Adoption Communication Survey within the year following the families adoption finalizations.
- “**1-Year Post Adoption Communication Contact**” involves reasonable efforts to contact the adoptive family within 1-year post their adoption which must include telephonic, email, or other correspondence.
- A “**Non-Face to Face Contact**” involves contact being made by telephone, email, facsimile or other correspondence. These contacts can be documented as either attempted or completed by an individual

Post Adoption Communication Program

Definitions Continued

- **Post Adoption Communication-Interstate Compact (ICPC)**” is contact made regarding services offered as a part of the 1-year post adoption communication program for adoptive families that reside outside of the state of Florida.
- **“Post Adoption Communication-Out of County Services”** is contact made regarding services offered as a part of the 1-year post adoption communication program to an adoptive family who resides in another county within the state of Florida.
- **“Post Adoption Service Page”** is a page within FSFN that provides the ability to document post adoption services requested by families, services offered to the family and the service provided to the family.
- **“Paid Services”** is any services paid utilizing funds from the Community Based Care Agency (i.e. allocated DCF funds, grants or CBC general revenue).
- **“Non-Paid Services”** is any services not paid by the Community Based Care Agency (i.e. Medicaid or community resources).

Post Adoption Communication Program

Procedures

- Community Based Care Lead Agencies must make “reasonable efforts” to contact all families who have adopted on or after July 1, 2015 one year after their adoption has finalized and document the contact(s) regardless if they live out of county or out of the state.
- The CBC of Origin is responsible for making contact
 - A minimal of three attempts
 - The first contact attempted must be a telephonic.
 - The CBC can determine the second and third method of contact (i.e. email, mail or face to face contact)

Post Adoption Communication Program

Who

- Each CBC may designate any employee to complete the 1-Year Post Communication

CBC of Residence

- When the adoptive family does not reside within the CBC of Origin, the CBC of Origin will contact the CBC of Residence to explore and to identify services for the family in their local area.
- This request will be documented on the Post Adoption Services Page within FSFN.

Families Who Reside Outside of the State

- If a family who resides outside of the State of Florida makes a request for services, the CBC will contact the state agency in which the family resides to notify them that the family is in need of post adoption support and services.

Post Adoption Communication Program

When

- Initial contact must be made within 10 business days from the 1-year adoption anniversary date.
- All 3 attempts must be completed within 30 business days from the 1-year adoption anniversary date.
- Contact with adoptive parent within 30 business days prior to the 1-year adoption anniversary date will be deemed as successful.

Payment

- The CBC of Origin is responsible for payment of post adoption services. The Department recommends that cost sharing be explored by the CBCs when a family does not reside within the county of the CBC of Origin.

Post Adoption Communication Program

Documentation

- Successful contact must be made utilizing the case note category of Post Adoption Case and a case note type of the following:
 - 1-Year Post Adoption Communication – Telephone Contact
 - 1-Year Post Adoption Communication – Email
 - Year Post Adoption Communication – Other Correspondence.
 - These case note types require the selection of Non-Face to Face or Face to Face Contact be selected and the contact box must state completed to be deemed successful.
- The Post Adoption Services Page must be completed in its entirety for all 1-year Post Adoption Communication families.

Post Adoption Communication Program

Reports

- Annual Report will contain:
 - The number of attempts made to contact each family.
 - The number of successful attempts to contact each family.
 - Services requested by the family.
 - Services offered to the family.
 - Services provided to the family.
 - If services were not provided to the family the reasons why they were not provided.
 - Any recommendations in the improvement in the communication of the post adoption program
- Each CBC will submit their annual report to their Regional DCF contract manager.
- Fiscal Year 2016-2017 the report will be due on September 1, 2016.

Post Adoption Communication Program

Survey

- Each CBC will send the Post Adoption Services Survey to all adoptive parents that live in the State of Florida that are deemed 1-Year Post Communication Families.
- The date of the survey is yet to be determined.

Upcoming Events

- Webinar- March 29th 2016 9:30 am to 4:30 pm
- **Anticipated GO LIVE- APRIL 1, 2016**
- Please forward all Policy Questions to your local CBC Champion.
- CBC Champions forward all answered policy questions to:
HQW.Adoption.Incentive@myflfamilies.com
- All FSFN Functionality should be reported to the Help Desk at 850-487-9400
- One Day Training Adoption Conference/Training- May 2016 Orlando