Kids Central, Inc. System of Care
Policy & Procedure

Series:	**Permanency and Child Well Being**		
Policy Name:	**Adoption Referral for Services and Case Transfer**		
Policy Number:	**226**		
Origination Date:	**08/31/06**	**Revision Date: 12/3/10**	
Authority:	394.9082 F.S., 65C-12.006 F.A.C.		

Policy

It is the policy of Kids Central, Inc. to ensure a staffing occurs in a timely manner following receipt of all Termination of Parental Rights (TPR) orders.

Procedure

A. Transfer to Adoption Provider:

1. When the TPR order is received by the Family Case Manager (FCM), the FCM coordinates a staffing with the Adoption Unit in order to transfer all case management responsibilities to the Adoption Unit within a specified time frame.
2. Once the case is accepted by the Adoption Unit, the FCM Supervisor will transfer the case in Florida Safe Family Network (FSFN). The Adoption Case Manager assumes primary and full responsibility for the case.
3. The documents/criteria to be included for transfer include the following:
    a. FSFN report
    b. ESI/Service Staffing Form
    c. Child Safety Assessment
    d. Up to date Chronological Notes/Most recent HV
    e. Initial and Updated Permanency Staffing form
    f. Initial and Current Case Plan
    g. Shelter Petition
    h. Shelter Order
    i. Pre-Dispositional Study
    j. Dependency Petition
    k. Dependency/Adjudication Order
    l. Dispositional Order
    m. Judicial Reviews and orders
    n. Termination of Parental Rights Petition
    o. Termination of Parental Rights Order
    p. Surrenders, if applicable
    q. Court Order consenting to Psychotropic Medication, if applicable
    r. Diligent Search Documentation/Family Finding activities, if applicable

s. CPT report, if applicable
t. Relative/Non-Relative Home Study and background clearances
u. Birth Certificate
v. Social Security Card
w. Medicaid Card
x. Birth Family Information, if known
y. Medical Records
z. Dental Records
aa. Immunization Record
bb. School Record
cc. Fingerprints
dd. Current Photo of the child
ee. Independent Living documentation, if applicable
ff. Master Trust/SSI or SSA documentation

4. The original case file will be transferred to the Adoption Agency within 48 hours of acceptance. The FCM may keep copies of information for their records.

B. Case transfer Disputes

1. Disputes regarding the transfer of cases from CMA to the Adoption Agency shall be referred to the Kids Central's Family Centered Practice Director and the Adoption Agency Program Director for final resolution.

Approved By:

Cynthia A Schuler

Cynthia A. Schuler, Chief Executive Officer

Date