



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

**Chapter 10:** Guardianship and Adoption      **Effective Date:** August 1, 2019

**Section 11:** Child Social Summary      **Version:** 2

### STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will complete a [Child Social Summary](#) for **every** child in out-of-home care with a permanency plan of adoption. The [Child Social Summary](#) will be completed within 45 days of changing the permanency plan to adoption and updated annually until the child's adoption is final.

DCS will provide the prospective adoptive parent with the [Child Social Summary](#) in order to ensure the prospective adoptive parent is aware of, and able to provide for, the child's needs.

### Code References

NA

### PROCEDURE

The Family Case Manager (FCM) will:

1. Gather the following to complete the [Child Social Summary](#):
  - a. All available social, educational, psychological, medical, and genetic information for the child and family,
  - b. Information about the child's strengths, likes, dislikes, needs, personality, and behavioral patterns, and
  - c. The anticipated expectations for the future development and functioning of the child, if the child has any physical, developmental, or psychological challenges.
2. Complete the [Child Social Summary](#) within 45 days of changing the permanency plan to adoption and update annually until adoption is finalized;

**Note:** The [Child Social Summary](#) should be completed by the FCM. A referral to a contracted provider may be completed only when the child is referred to the Indiana Adoption Program (IAP) for active recruitment of a pre-adoptive family. The FCM must contact the [Adoption Consultant](#) for assistance if a completion of a [Child Social Summary](#) is being requested and the child has not been referred to the IAP for active recruitment. See [Practice Guidance](#) for more information regarding the provider-completed child summary.

3. Provide the prospective adoptive parent with a copy of the [Child Social Summary](#) and answer any questions they may have;
4. Assist the prospective adoptive parent in determining their ability to meet the child's needs; and
5. Submit the current [Child Social Summary](#) (if available) to the [Adoption Consultant](#) for recruitment when an adoptive parent has not yet been identified for the child. See policy [10.06 Making an Adoption Program Services Referral](#).

The FCM Supervisor will review the [Child Social Summary](#) and provide the FCM with any necessary feedback.

## **PRACTICE GUIDANCE**

### **Provider Completed Child Summary**

Any child who is being referred to the IAP for active recruitment of an adoptive family may utilize the provider-completed Child Social Summary if termination of parental rights (TPR) has been finalized.

A signed [Consent to Release Confidential Case File Information for Child Summary Completion](#) is required from the birthparents to utilize the provider-completed Child Social Summary when TPR has not been finalized.

## **FORMS AND TOOLS**

1. [10.A Tool: Termination of Parental Rights \(TPR\)/Adoption Checklist](#)
2. [10.B Tool: Child Social Summary](#)
3. [Adoption Consultant map](#)
4. [Consent to Release Confidential Case File Information for Child Summary Completion \(SF 56662\)](#)

## **RELATED INFORMATION**

N/A