

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 10: Guardianship and Adoption Section 25: Adoption Summary	
	Effective Date: January 1, 2025	Version: 1

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POLICY OVERVIEW

The Adoption Summary is a written report prepared by the Indiana Department of Child Services (DCS) in accordance with Indiana law and provides the court with recommendations as to the suitability of an adoption. The Adoption Summary includes information about the child, biological family, and adoptive family.

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PROCEDURE

The Adoption Summary form will be completed within 60 calendar days of the date the adoption petition is filed, or 30 calendar days if DCS opposes the filing of the adoption petition, regardless of whether consents have been signed.

Note: The Family Case Manager (FCM) may implement information from the Child Social Summary and the Foster Family Home SAFE Home Study into the Adoption Summary form (see policies 10.11 Child Social Summary and 12.11 Foster Family Home Licensing Study).

The FCM will:

1. Gather the following information to complete the Adoption Summary form:
 - a. The child's former living environment, including:
 - i. The reason the child was removed from the parent's care, and
 - ii. The previous DCS history related to the child.
 - b. Names of the child's maternal and paternal grandparents, their relationship to the child, and the general area in which they live,

Note: If the prospective adoptive parent or adoptive parents do not know the identifying information of the child's legal parents (biological or child's adoptive), the identifying information of the biological parents or their relatives should not be included in the Adoption Summary form.

- c. The child's physical/medical health (i.e., current medications, surgeries, or hospitalizations), social and cognitive development, educational status, and child's interests,

Note: Do not list Human Immunodeficiency Virus (HIV) status or if the child has received Sexually Transmitted Infection (STI) treatment. If the child has received substance use disorder (SUD) treatment, do not list related diagnoses or treatment information (see policies 8.31 Testing and Treatment for HIV, STIs, and Other Communicable Diseases and 8.32 Substance Abuse Assessments and Testing for Children in Out-of-Home Care).

- d. The child's on-going needs and services post-adoption,
- e. The child's readiness for adoption, and
- f. Suitability of the proposed adoptive home.

Note: The Adoption Summary form will not contain information concerning the financial circumstances of the prospective adoptive parent or any recommendation regarding a request for subsidy by the prospective adoptive parent.

2. Complete the Adoption Summary form;

Note: An amended Adoption Summary form may be completed if errors were made within the original Adoption Summary form that need to be corrected. An Adoption Summary Addendum must be completed if the recommendation has changed. The FCM should select the appropriate Adoption Summary form type that is being completed.

3. Attach all necessary background checks for all household members of the pre-adoptive home (see policy 13.07 Conducting Background Checks for Adoptions);

Note: Background checks must have been completed within the past year.

4. Provide the Explanation of Adoption Summary form to the prospective adoptive parent and the child's resource parent, review the form, and obtain required signatures;
5. Submit the Adoption Summary form to the FCM Supervisor for review and signature;
6. Complete the Indiana Adoption Medical History Report form; and
7. Consult with the Adoption Consultant for guidance on completing the Adoption Summary form, if needed.

The FCM Supervisor will:

1. Review the Adoption Summary form and provide the FCM with any necessary feedback;
2. Approve and sign the Adoption Summary form; and
3. Submit the signed Adoption Summary form to the Division Manager (DM) or Local Office Director (LOD) for review and signature.

The DM or LOD will:

1. Review the Adoption Summary form and provide the FCM and/or FCM Supervisor with any necessary feedback;
2. Approve and sign the Adoption Summary form; and
3. Submit the signed Adoption Summary form to the DCS Staff Attorney for review.

The Adoption Consultant will assist the FCM in completing the Adoption Summary form, as needed.

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RELEVANT INFORMATION

Definitions

N/A

Forms and Tools

- [Adoption Consultant Map](#)
- [Adoption Summary \(SF 57482\)](#)
- [Indiana Adoption Medical History Report \(SF 9966\)](#)
- [Explanation of Adoption Summary \(SF 56527\)](#)

Related Policies

- [8.31 Testing and Treatment for HIV, STDs, and Other Communicable Diseases](#)
- [8.32 Substance Abuse Assessments and Testing for Children in Out-of-Home Care](#)
- [10.11 Child Social Summary](#)
- [12.11 Foster Family Home Licensing Study](#)
- [13.07 Conducting Background Checks for Adoptions](#)

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LEGAL REFERENCES

- [IC 16-41-8: Chapter 8. Communicable Disease: Confidentiality Requirements](#)
- [IC 31-19-2-7: Medical report](#)
- [IC 31-19-8-5: Agency report and recommendation; filing requirements; waiver of report](#)
- [IC 31-19-8-6: Contents of report](#)
- [IC 31-19-17-2: Report of medical, psychological, and educational records of birth parents](#)
- [IC 31-19-17-4: Summary of social, medical, psychological, and educational records of child](#)
- [42 CFR 2.14: Minor Patients](#)

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PRACTICE GUIDANCE- DCS POLICY 10.25

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

N/A

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