



INDIANA
DEPARTMENT OF
CHILD
SERVICES



ADOPTION TRANSITION PLANNING

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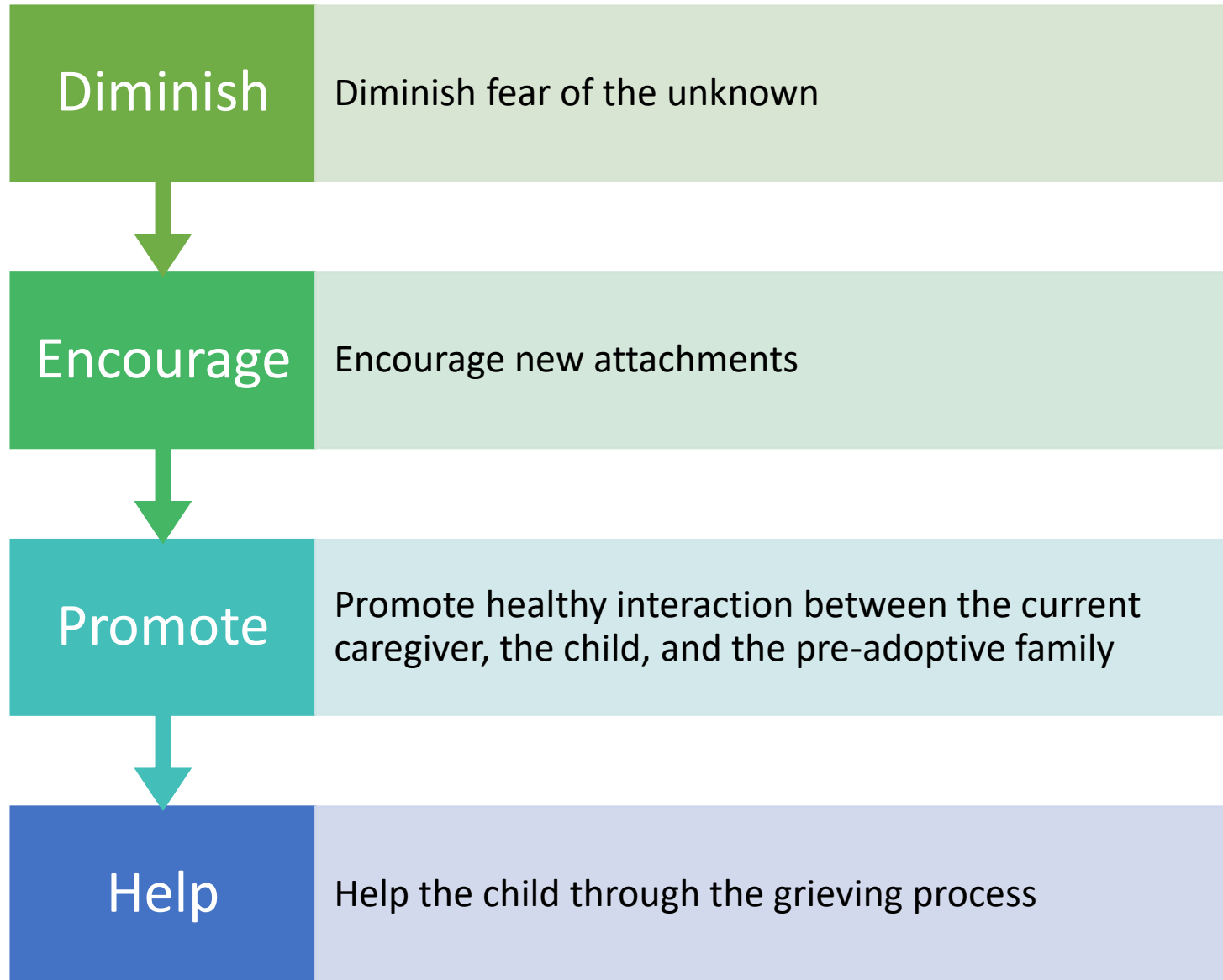


Adoption Transition Plan

- Documents how to meet the child's needs when transitioning from a current care giver to a pre-adoptive home
- See **Adoptive Placement Visitation and Transition Tool** (Policy 10.9 -> Forms and Tools)



Purpose of the Transition Plan



Pre-Adoptive & Pre-Placement Services



- Child Prep services
 - Use of Life books
 - Use of the Adoption Workbook
- Ensure referrals have been initiated for the child and the pre-adoptive family

Transition CFTM

- The transition CFTM should occur prior to the pre-adoptive family meeting the child/ren.
- The CFTM should center around the new family.
- The pre-adoptive family should be prepped for the initial transition CFTM. Keep in mind the pre-adoptive family may have never participated in a CFTM before or why they are held.
- Who should be invited:
 - FCM for the child
 - FCM Supervisor
 - Current caregivers
 - Pre-adoptive parent(s)
 - Adoption Consultant for the child
 - Adoption Consultant for the pre-adoptive family (if different)
 - CASA/GAL
 - Foster Care Specialist (if the pre-adoptive family is licensed as foster parents)
 - Therapist for the child
 - Other service providers
 - Any supports the pre-adoptive family would like to invite

Circle of Support



IDENTIFYING YOUR CIRCLE OF SUPPORT

Created by Heather Bench, an adoptive mom from Dayton, Ohio

Presented by Jayne E. Schooler MBS, Child Development Trainer at Back2Back Ministries

This exercise allows you to identify a person or multiple people who represent the traits of a support person in your life. List the name of anyone who represents the following traits in the diagram below.

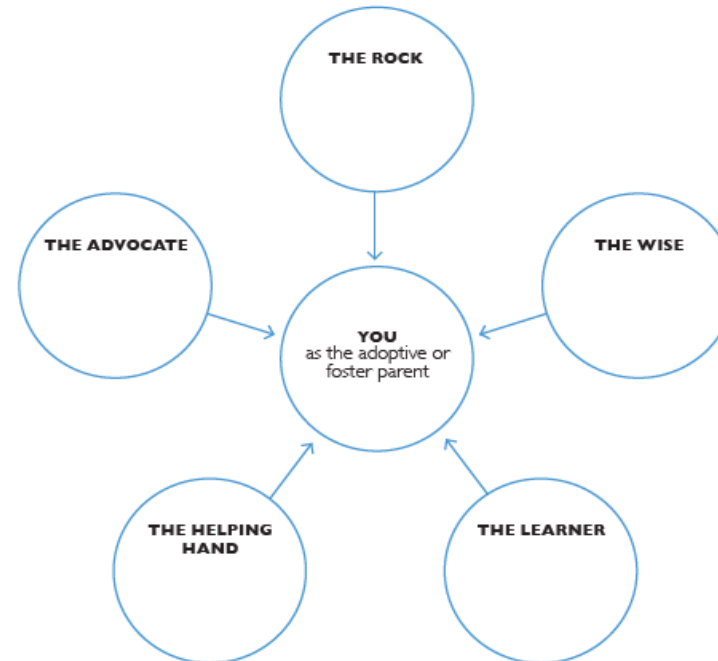
THE ROCK: A person who will remain in your life during the difficult times and continue to love you unconditionally.

THE WISE: A person who will always tell the truth even when it is not what you want to hear.

THE LEARNER: A person who will learn alongside you.

THE HELPING HAND: A person who understands and is aware when you may need a break and steps in to assist.

THE ADVOCATE: A person who will always stand up for you and continue to support you.



Care for today. Hope for tomorrow.

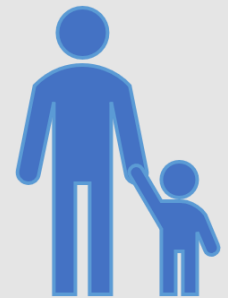
Learn more at www.back2back.org | jschooler@back2back.org | P.O. Box 70, Mason, OH 45040 | 513.754.0300

What should be discussed during the transition CFTM:

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- Services for the child and the adoptive parents
- Who are the local service providers in the area where the adoptive family resides – who accepts Medicaid
- Visitation schedule – to include transportation expectations
- A plan for sibling contact, if siblings are not being placed together
- Transfer of important case information: medical issues, medication, allergies, medical and/or therapy appts., etc.
- Projected placement date
- Goodbye letter
- Transfer of personal items, pictures, Lifebook

Document the plan for pre-adoptive pre- placement visits in MaGIK



Do's and Don't for Pre-placement Visits

Do's

- Meet the child on their safe turf
- Get on the child's eye level to introduce yourself
- Take social cues from the child
- Come prepared
- Limit activities during those first few visits—keep things normal/typical for your family

Don'ts

- Don't expect the child to be excited
- Limit physical touch during the first visit (age dependent)
- Don't go shopping during the first few visits
- Don't have family gatherings to introduce the child



Regular contact with the child during the transition phase is essential

- Weekly contact with the child during the transition to the pre-adoptive placement
- Weekly contact for the first 30 days following placement into the pre-adoptive home





On-going CFTMs

- Invite many of the members invited to the initial transition CFTM + new service providers
- Review and discuss changes to the visitation plan, transition plan, or relevant case information
- Ensure all appropriate referrals have been made and services have been initiated
- NOTE: When initial service referrals are made to providers who accept Medicaid, the adoptive family will not have to switch providers post adoption.

CFTM at 5 months post-placement in pre-adoptive home

- Discuss current needs of the child and family
- Make referrals for any additional services as needed
- Discuss “next steps” to finalize the adoption
 - Complete all background checks for the purposes of adoption, to include Fingerprinting
 - Request family secure an attorney
 - Ensure family has a copy of the current child summary—to be updated if needed
 - Provide the adoptive family with an opportunity to review the redacted CHINS file
 - Review forms for applying for Adoption Assistance:
 - Explanation of Indiana Adoption Program (AAP/SAS), SF 54352;
 - Explanation of Adoption Summary Report to the Court, SF 56257
 - Indiana Adoption Program Application, SF 54351;
 - Explanation of PRI form and supporting documents needed; (NOTE: PRI form comes from CEU)
 - Direct Deposit Authorization Agreement, SF 47551; W-9



Closing CFTM



- Invite the same team members as were invited to the previous CFTM
- Invite the Post Adoptive Services provider from your area to discuss PAS services + provide PAS brochure to the family for future reference
- <https://www.IndianaAdoptionProgram.org/pas/>

Post-Adoption Services:

- Adoption is not the end of a process, but the beginning of a lifelong commitment for a family and a child. No one adopts a child thinking one day they may feel overwhelmed and out of options. Many children have trouble trusting and loving others and understanding they are not out to hurt them. Even in a healthy home, adjustment can be a difficult and continuing process for all family members.
- Services are provided to youth and families after an adoption is completed to assist families in obtaining information and help that can be beneficial to family stability.
- Post-adopt services are available to Indiana families who have adopted, whether they adopted through DCS or privately. Families who adopted out-of-state (or even internationally) who now reside in Indiana are eligible for post-adopt services.
- A service referral for a family can be made by the adoption consultant to the service provider with the intent of provider to assess the family and their needs, connect them to appropriate services within their community, and assist the family in building their own team of support.



Post-Adoptive Services continued...

- The post-adopt provider assigned to the family will do the following:
 - Complete a strength-based assessment with child and family and the Child and Adolescent Needs and Strengths Assessment
 - Assist the family in convening a team (following the DCS practice model) to include other family members, service providers and informal supports to form a collaborative plan of care with clearly defined goals
 - Address the need for and develop a crisis plan with family and team members
 - Locate and/or deliver strength-based family-centered, adoption and culturally competent services. The plan of care for the family may include assistance in connecting with other community resources, behavioral health care services, respite, and/or support groups.
 - Educate and support adoptive parents on issues related to attachment, trauma, loyalty, grief, loss, separation, their own stages of acceptance, and claiming/entitlement of children who are adopted, and other supportive services in their community.



Payments

- Mileage

- Complete a KidTraks Global services referral for prospective adoptive parents who are **licensed** as foster parents
- Use Resource Parent Travel Invoice SF 54891

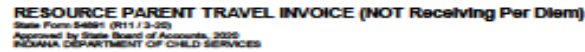
- Per Diem

- Complete a KidTraks Global services referral for prospective adoptive parents who are **licensed** as foster parents
- A per diem will be paid for each overnight pre-placement visit

Global Services Referrals

- Global Services =>
 - General Service =>
 - Placement Transition Visits

SF 54891



- 1 Travel between the native home and school, to the extent that school transportation is not provided.
- 2 Travel to physical or behavioral health appointments.
- 3 Travel for administrative case or judicial review, learn meetings, foster parent training or visitations.
- 4 Travel for Headstart, summer school, pre-school, summer camp or parent's education class.
- 5 Travel for youth fourteen (14) years and older to and from employment or searching for job.
- 6 Other: Must be authorized by Department and must have prior Local Office Director approval before the trip, please attach authorization.
- 7 Pre-Adoptive/Pre-Placement Travel

1. **ALL CHILDREN WITHIN HOME DURING TIME PERIOD INVOICED MUST BE LISTED ON SAME INVOICE.**
2. Record each segment of travel (Round Trip will be two lines) including starting and destination addresses.
3. Use MapQuest website to determine mileage. Must use shortest route function.
4. Provide Reason Code(s) for each segment of travel as defined below.
5. Use multiple sheets as needed.
6. Invoice must be for only one month at a time.
7. Invoice must be sent to KidTraks Invoicing at the address below.

Child Person ID

| | |
|-----------------|--------|
| Month of Travel | |
| Mileage Rate | \$0.00 |

| | | |
|--|--------------------------|--------|
| Pursuant to the provision and penalties of Indiana Code E-11-10-1, I hereby certify that the foregoing invoice is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid. | Total Miles Driven (All) | |
| | Total Claimable \$ | \$0.00 |

| | | |
|--------------------------------|---|--------------------------------------|
| Relative Family Name | Relative Family Address (number and street, city, state and ZIP code) | |
| Relative Family E-mail Address | Relative Family ST Number | |
| Relative Family Signature | Relative Family Telephone Number | Date of Signature (month, day, year) |





"Indiana children will live in safe, healthy and supportive families and communities."

Indiana Adoption Program 1-888-25-ADOPT [DCSAdoption@dcs.in](mailto:DCSAdoption@dcs.in.gov)