

| 15.1 Adoption Related Disclosure | |
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| Application: To All Department of Children's Services Staff and DCS Contract Agency Providers | |
| Authority: TCA: 36-1-133. Release of non-identifying information concerning biological or legal family, TCA 37-4-201-207 Interstate Compact on the Placement of Children; PL 109-239, Safe and Timely Interstate Placement of Children in Foster Care Act of 2006. | Standards: COA: PA-CFS 28.02-28.03; PA-CFS 29.02 |
| Commissioner: | Date: |
| Original Effective Date: 04/21/15 Current Effective Date: 10/31/23 | Supersedes: 04/21/15 Last Review Date: 10/31/23 |
| Glossary: None | |

Policy Statement:

The Department of Children's Services (DCS) will provide full disclosure about a child to be adopted, including DCS children whose prospective adoptive placement is out of state and subject to compliance with the Interstate Compact on the Placement of Children.

Purpose:

For the Department to disclose all known information about the child to prospective adoptive families to help inform their decision regarding their willingness and ability to meet the child's needs as an adoptive family.

Procedures:

A. Providing Information to Inquiring Families

1. Families who inquire about DCS custodial children/youth awaiting permanency and legally free for adoption will receive a minimal level of disclosure, primarily from the child's public narrative in the AdoptUSKids (AUK) recruitment profile.
2. During the inquiry process, a DCS or Contract Provider representative will interview the inquiring family to determine what behaviors and level of disability the individuals are willing to parent.

3. The inquiring family is not entitled to all known information (full disclosure) concerning the child at this interview session, as full disclosure is reserved for prospective adoptive parents who have an approved home study and have been selected by the Child and Family Team as the best match for the child.

B. Providing Information to Prospective Adoptive Families

1. Families identified as prospective adoptive parents through adoption selection and foster parents who commit to adopt a DCS custodial child/youth placed in their home are entitled to receive full disclosure.
2. Prior to receiving full disclosure, prospective adoptive parents will sign DCS form **CS-0684, Confidentiality Agreement**.
3. Full disclosure will include all non-identifying information to ensure prospective adoptive parents have pertinent information to make an informed decision whether to proceed in the adoption process.
4. The DCS Permanency Specialist, Family Service Worker (FSW), Provider Agency Worker, and/or a Team Leader will use the Presentation Summary to present information about the child to the prospective adoptive family. Refer to the [Adoption Best Practice Manual](#) for additional information and instruction.
5. The following information about the child's history and biological relatives will be provided to the prospective adoptive family, using the Pre-Placement Summary Outline, once all identifying information is removed (Presentation Summary). Refer to DCS Policy [32.6, De-Identification of Client Protected Health Information and Use of Limited Data Sets](#), Section B.1.(b):
 - a) Current and future needs of the child based on all available information regarding the child and the biological family's medical, mental health, substance abuse history and social history.
 - b) Developmental history to include: birth and health history, early development, child's characteristic way of responding to people and new environments to include possible bonding and attachment issues.
 - c) Child's prior experiences including continuity of care, separations, and any information regarding other known significant relationships the child had prior to and since entering care.
 - d) A medical history to include: any congenital conditions, genetic conditions, physical handicaps, significant illnesses, medical conditions, medications, immunization records and general overall health of the child, biological parents and any possible extended family members.
 - e) A family history including: all available information including extended family members age of parents, race, national origin or ethnicity, religion, physical characteristics, educational achievements and occupation, personality traits, special interests and abilities.

- f) Child's psychological or psychiatric evaluations with all recommendations for immediate and/or long term treatment as documented by the evaluator, if available.
 - g) Information regarding all incidents that required the department to provide services to the child, including the following:
 - ◆ Orders of adjudication of dependency;
 - ◆ Petition for Termination of Parental Rights;
 - ◆ Final Order of Termination of Parental Rights;
 - ◆ Permanency Plans and Foster Care Review reports;
 - ◆ Protective services investigations identifying the child as a victim; and
 - ◆ Guardian ad litem reports filed with the court concerning the child.
 - h) Written information concerning the availability of benefits and services including, but not limited to adoption subsidies, Medicaid (TennCare) benefits, social security benefits, etc.
6. At the time of full disclosure, the prospective adoptive parents will be given a presentation notebook, which will include the child's non-identifying documentation including copies of medical, psychological, and psychiatric reports. If birth parents' records are available, non-identifying copies will be included in the presentation notebook. If the placement of the child with the prospective adoptive parents does not occur, DCS will retrieve all materials from the family.
7. At the conclusion of the full disclosure, the prospective adoptive parents will sign the **Acknowledgement of Receipt of Full Disclosure**, located in form [CS-0900 Checklist for Preparing Adoptive Parents](#). This form will be filed in both the Child file and Foster Home file.

C. Preparing the Presentation Summary

1. The DCS Permanency Specialist, in collaboration with the FSW and/or Provider Agency representative, is responsible for completing the Presentation Summary. The Provider Agency representative is responsible for completing the Presentation Summary for children placed in a level 2 continuum or level 3 continuum placement.
2. The Presentation summary is prepared by reviewing the Pre-Placement Summary and deleting all child and birth/legal family identifying information in accordance with DCS Policy [32.6, De-Identification of Client PHI and Use of Limited Data Sets](#).
3. Approval & Distribution: The person completing the presentation summary will sign and date it, and then submit it to their supervisor/team leader for review and approval/signature. The signed summary will be uploaded to the electronic case record in TFACTS. For presentation summaries completed by contract providers, DCS will review the summaries and communicate the need for revisions/changes, if

applicable. Any changes should be submitted to DCS within ten (10) business days from the date DCS requested changes.

D. Initiating and Updating the Pre-Placement/ Presentation Summary

1. The Permanency Specialist/Permanency Team Leader should coordinate with regional legal so they are aware of when the Termination of Parental Rights (TPR) is filed in order to begin the process of gathering information for the Pre-Placement Summary.
2. The DCS Permanency Specialist/FSW or the Contract Provider representative completes the Pre-Placement/Presentation Summary within 30-60 days of the child entering Full Guardianship for children entering full guardianship with an identified family and 60-90 days for children entering full guardianship without a permanent family identified.
3. The Pre-Placement/Presentation Summary should be updated by the FSW, Permanency Specialist or Contract Agency Staff at least annually and/or when significant changes occur.
4. As additional information is learned about the child/family history by DCS and/or the Provider Agency, it will be shared with prospective adoptive parents up until the finalization of adoption.

Forms:

[*CS-0900, Checklist for Preparing Adoptive Parents*](#)

[*CS-0684, Confidentiality Agreement*](#)

Collateral Documents:

[*Adoption Best Practice Manual*](#)

[*Interstate Compact on the Placement of Children ICPC Procedure Manual*](#)