

SM10c: Private Adoption

May 12, 2017

Change History

Release # or Date	CR# or Incident #	Change Description	Author(s)	Section Modified
R2c25	CR348	Changed Prevention to Family Support	L. Wilson	1.2.1.3
R3b		Changes resulting from Child Protection Transformation	FSFN Implementation Team	
July 21, 2013		QA	Daryl Edelman	Cover page, header, footer, spellcheck
10/23/2015		Initial updates due to Supported Platforms review	Robert Thornton	Throughout
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02/10/2016		Final Review for Supported Platforms	Leah Dienger	Entire Document



04/20/2017		Applied publication date and formatting issues fixed.	Leah Dienger	Entire Document
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1.1. Introduction

The Private Adoption page allows users the ability to document private adoption accurately and allow workers to complete the eligibility process in FSFN and submit a transaction to FLORIDA without the need to create a paid Out of Home Placement. Once this page is initially saved a Title IV-E Foster Care Eligibility page will be generated and can be processed through the current eligibility procedures. The functionality includes steps to validate that the child for whom the Private Adoption page is being created, is not associated with any other Out of Home episode. If such condition exists, the system displays edits as to why the Private Adoption page cannot be created.

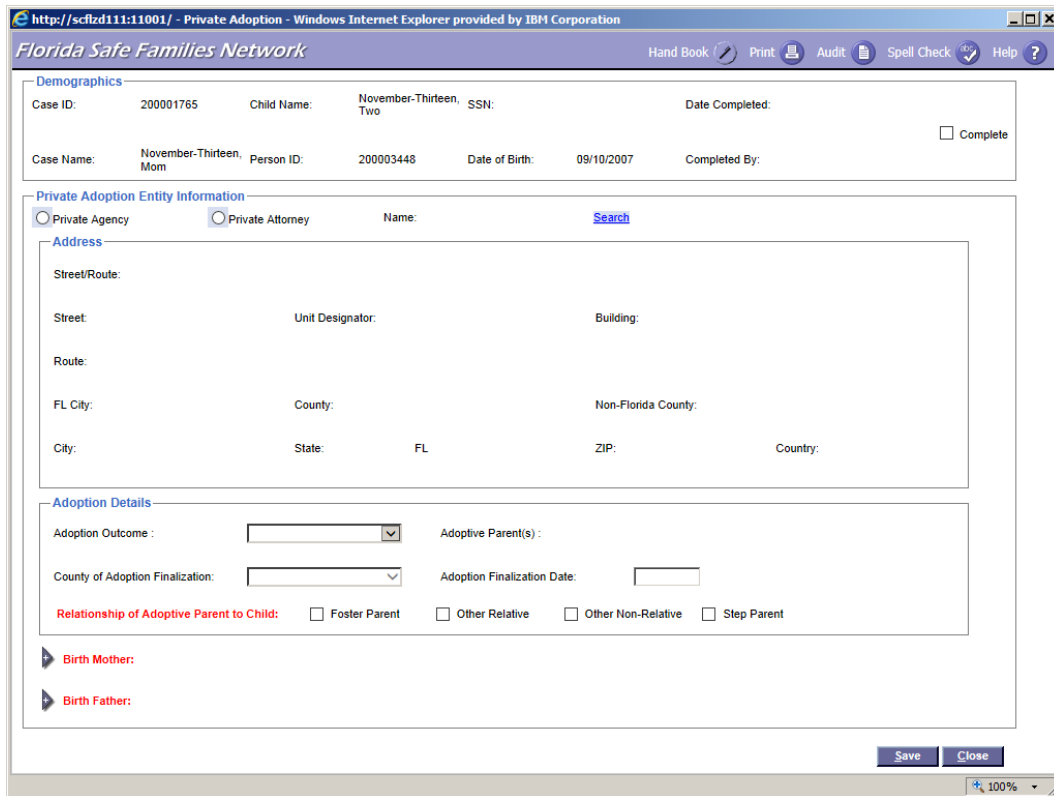
The functionality of the Private Adoption page significantly impacts Title IV-E Foster Care (FM03a), Adoption Subsidy Agreement (SM10a), Adoption Eligibility (FM03c) and Create New Case after Adoption Finalization (SM04a). For Title IV-E, the saving of the Private Adoption page results in the creation of a Title IV-E Foster Care Eligibility page. When created from this page, the “Removal From Home was” will default to “Court Ordered” and cannot be edited. A user can create an Adoption Subsidy Agreement without an open Out of Home Placement if a Private Adoption page exists. If a Private Adoption Page exists, an Adoption Eligibility page will be created when the Adoption Subsidy Agreement is saved.

The impact of the Private Adoption page on Adoption Eligibility is limited to those children associated with the Private Adoption page. Information contained in the Adoption Eligibility page created when the Adoption Subsidy page is created will be used to fully evaluate the child’s eligibility. All sections of the Adoption Eligibility determination will be completed as needed to reach an eligibility determination. If sections 1-4 have been completed and the child is still ineligible, the un-numbered question in Section 6 will default to “Yes” and Section 7 will be enabled. The remaining questions within Section 6 will remain disabled. The user will complete Section 7 and save the page. Upon save, an Adoption Eligibility Status will be determined. The user will launch the Adoption Subsidy Title IV-E Screening Worksheet – 5146, close the template, save and approve the page. After the page is approved the user will submit a redetermination from the Medicaid module to get an Adoption Eligibility determination from the Florida System. After the eligibility status is returned the Adoption Eligibility will be complete.

The Create New Case after Finalization process will now include verification that if the most recent removal episode has not been ended for reason of Adoption Finalization the system will verify if a “Completed” Private Adoption page exists with an Adoption Outcome of “Adoption Finalization” with a date that is equal to or greater than the discharge date of the most recent Out of Home Placement.

1.2. Pages

1.2.1. Page – Private Adoption



1.2.1.1. Page Overview

Navigation

This page is accessible from the Create Case Work > Placement > Private Adoption for those workers with an assignment to the case who have the appropriate security. Users with assignments can also edit this page after launching it from their FSFN desktop. Users with the appropriate security can also access this page without an assignment to the case by selecting Create Financial Work > Placement > Create Private Adoption or Maintain Private Adoption. If a user attempts to access the Create Financial Work page and does not have the Financial Work resource as part of their security profile they will receive an error message.

Once created and saved, the Private Adoption page can be accessed from the



Placement/Services icon on the desktop. When drilling down on the Placement/Services icon to view the Private Adoption pages, the Private Adoption pages reflect the icon used for the Adoption Subsidy Agreement Information page (2 hands shaking) and the hyperlink displays “Private Adoption.” The text below the hyperlink displays the following: Child Name, Private Agency or Private Attorney, Provider Name, Status, Adoption Outcome, Finalization Date. Status of the Private Adoption record is reflected as Pending once the record is saved but not yet completed. Once the Completed checkbox is selected and successfully saved, the record displays as Complete. Additionally, the user may access the Private Adoption page from either Case Book or a participant’s Person Book. From Case Book, the user may access the Adoption Information record by first selecting the applicable case. For access to the Private Adoption page, the user must select Placements under the center drop down, and then select the Private Adoption Icon, which will launch the Private Adoption page. From Person Book, the user may access the page by selecting the applicable person, and then the user must select Placements under the center drop down, and then select the Private Adoption Icon, which will launch the Private Adoption page

Page Summary

The Private Adoption page contains the following four group boxes: Demographics, Private Adoption Entity Information and within Private Adoption Entity Information are the Address and Adoption Details group boxes. When the Private Adoption page is initially created only the Adoption Entity type radio buttons, Name Search hyperlink and Adoption Outcome drop down will be enabled and only the selection of an Adoption Entity type radio button and Provider Name are required to save the page. If a Private Agency or Private Attorney is searched and not found, a user with appropriate security can access the desktop and create the Provider record.

The Demographics group box pre-fills with information from the child’s Person Management record. The group box also contains a “Complete” checkbox and an associated “Date Completed” and “Completed By” fields. The “Date Completed” and “Completed By” fields document the date the page was saved, and the user that initiated that save. After the “Complete” checkbox has been checked and the page saved, the page is disabled and can no longer be updated.

The Private Adoption Entity Information group box contains 2 radio buttons, Private Agency and Private Attorney. The selection of either radio button is required in order to initially save the Private Adoption page. There is also a Name field with a Search hyperlink, which launches the Provider Search page and allows the user to select the



applicable Provider. A Provider, either a Private Agency or Private Attorney, must be searched and selected in order to initially save the Private Adoption page. Once the appropriate Provider is selected from the Provider Search page the name will display on the page and the user will be returned to the Private Adoption page. A Search hyperlink displays to the right of the Private Agency or Private Attorney Name in case the wrong Provider is selected and additional searches are needed. Within the Private Adoption Entity Information group box are two additional group boxes labeled Address and Adoption Details. The information captured within the Address group box on the Private Adoption page is pre-filled based on the information documented on the selected Provider record. The Adoption Details group box contains the outcome information associated with the Private Adoption. The user indicates whether the Private Adoption is finalized or disrupted. If finalized, the details associated with the finalization must be documented, including the selection of Adoptive Parent(s). Upon selecting “Finalized” from the “Outcome” drop down a Search hyperlink is displayed to the right of the Adoptive Parent(s) field which, upon selection, launches the Provider Search page. The system also features two expandos labeled Birth Mother and Birth which capture the Relationship of the Adoptive Parent to the Child, Birth Mother and/ or Father’s Race, Ethnicity, and applicable Termination of Parental Rights (TPR) Date. This information is related to AFCARS reporting.

Validation of the finalization information is performed upon selecting the “Complete” checkbox and saving the Private Adoption page.

1.2.1.2. Page Information

Group box:		Demographics
Fields:	Case ID:	A unique system-generated identifier for the case; system derived from the Case; not user modifiable.
	Case Name:	The Case Name associated with the participant selected from the Person search page (Last name, first name, middle initial); System derived; not user modifiable.
	Child Name:	The Case Name associated with the participant selected from the Person search page; System derived; not user modifiable.
	Person ID:	The unique system identifier for the selected child; System derived; not user modifiable.
	SSN:	Social security number of the participant selected from the Person Search page; System derived; not user editable.



Date of Birth:	The date of birth of the child; System derived; not user editable.
Date Completed:	The date the Completed checkbox was checked and saved; system derived; not user modifiable.
Completed By:	The name of the worker that saved the page after the complete checkbox was checked; system derived; not user modifiable.
Complete:	The checkbox that is used to determine when the Private Adoption page is complete. If this checkbox is checked, upon save the page will become frozen and no longer be user editable. User entered; no default value.

Group box: Private Adoption Entity Information

Fields:	Private Agency:	Indicator of entity pursuing private adoption through a Private Agency; User selected radio button; no default value; Required if Private Attorney radio button is not selected.
	Private Attorney:	Indicator of entity pursuing a private adoption through a Private Attorney. User selected radio button; no default value; Required if Private Agency radio button is not selected.
	Name:	Name of Provider associated with the provider selected from the Provider search page; System derived; not user modifiable.
	Search Hyperlink:	Launches the Provider Search page to retrieve information, for the provider who is listed as either the Private Adoption Agency or the Private Attorney; the information will be system derived based on the user selected in the worker search results.

Group box: Address:

Fields:	Street/Route:	Type of address designator; system derived; view only.
	Street:	Street address designator; system derived; view only
	Unit Designator:	Unit designator and unit name/number; system derived; view only.
	Building:	Building Number; system derived; view only.
	Route:	The Route designator, Route Number and Route Box Number; system derived; view only.
	FL City:	Florida City; system derived; view only.
	County:	Florida County; system derived; view only.



Non-Florida County: Non-Florida County; system derived; view only.

City: Name of City; System derived; view only.

State: Name of State; System derived; view only.

Zip: Zip Code and zip+4 extensions; system derived; view only.

Country: Country of the case; system derived; view only.

Group box: Adoption Details

Fields:	Adoption Outcome:	User selected drop down indicating if the Adoption was disrupted or finalized; conditionally enabled and required if “Completed” checkbox is selected; no default.
	County of Adoption Finalization:	User selected drop down to select the County in which the adoption was finalized; conditionally enabled and required if the Adoption Outcome selected is “Adoption Finalization”; no default.
	Adoptive Parents:	Provider associated with finalized adoption as selected from the Provider search page; System derived; not user modifiable.
	Search:	Launches the Provider Search page to retrieve name of the provider associated with the finalized adoption. Conditionally enabled if the Adoption Outcome = Adoption Finalization.
	Adoption Finalization Date:	User entered date field to document the date that the adoption was finalized; conditionally enabled and required if the Adoption Outcome selected is “Adoption Finalization”; cannot be a future date; no default.
	Relationship of Adoptive Parent to Child:	Check box values of Foster Parent, Other Relative, Other Non-Relative, and Step Parent.

Expando: Birth Mother

Group box: Birth Mother

Fields: Termination of Parent Rights User entered date field; MM/DD/YYYY.



Race Checkboxes: American Indian/Alaskan Native, Asian, Black/African American, Multi-Racial-one or more races not known, Native Hawaiian/Other Pacific Islander, White, Declined, Unable to Determine, Unknown. If the user selects the Race of "Unable to Determine," "Declined," or "Unknown," the other Race check boxes will become disabled. In addition, if the user selects "Multiracial-one or more races not known," the user is required to select at least one other Race check box.

Ethnicity African American/Black, Arabic, Asian Indian, Cambodian, Chinese, Cuban, Eastern European, Filipino, German, Haitian, Hispanic/Latino, Hmong, Italian , Japanese , Korean , Laotian, Mexican/Chicano/Mexican American Other,Southeast Asian , Puerto Rican , Russian , Thai, Vietnamese, Other (with associated text field), Declined, Unable To Determine, Unknown. If the user selects the Ethnicity of “Declined,” "Unable to Determine," or "Unknown," the user is not able to select other Ethnicity values.

Expando: Birth Father

Group box: Birth Father

Fields: Termination of Parent User entered date field; MM/DD/YYYY.
Rights Date:

Race Checkboxes: American Indian/Alaskan Native, Asian, Black/African American, Multi-Racial-one or more races not known, Native Hawaiian/Other Pacific Islander, White, Declined, Unable to Determine, Unknown. If the user selects the Race of "Unable to Determine," "Declined," or "Unknown," the other Race check boxes will become disabled. In addition, if the user selects "Multiracial-one or more races not known," the user is required to select at least one other Race check box.



Ethnicity	African American/Black, Arabic, Asian Indian, Cambodian, Chinese, Cuban, Eastern European, Filipino, German, Haitian, Hispanic/Latino, Hmong, Italian, Japanese, Korean, Laotian, Mexican/Chicano/Mexican American Other, Southeast Asian, Puerto Rican, Russian, Thai, Vietnamese, Other (with associated text field), Declined, Unable To Determine, Unknown. If the user selects the Ethnicity of "Declined," "Unable to Determine," or "Unknown," the user is not able to select other Ethnicity values.
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Buttons:	Save:	Standard Save processing.
	Close:	Standard Close processing.

1.2.1.3. Background Processing

- If a user attempts to access the Create Financial Work page and does not have the Financial Work resource as a part of their security profile, they will receive a Security Error.
- Users will receive the following error message if they attempt to create a Private Adoption page for a child who is in an active/open removal episode: "A Private Adoption page cannot be created because this child is in an open removal episode."
- Users will receive the following error message if they attempt to create a Private Adoption page for a child who has an open Family Support page: "A Private Adoption page cannot be created because there is an open Family Support page."
- Users will receive the following error message if they attempt to create an Out of Home Placement/Removal Episode for a child with a "Pending" Private Adoption page: "An Out of Home Placement cannot be created because this child has a "Pending" Private Adoption page." A "Pending" Private Adoption page is one where the "Complete" checkbox has not been selected and saved, thereby freezing the Private Adoption page.
- If Adoption Finalization is selected in the Adoption Details group box, the County of Finalization and the Adoption Finalization date fields become enabled but not required. The edits for these fields are triggered once the "Complete" checkbox is selected and save initiated. Please see details below within the Save Processing section.
- If an Out of Home Placement is created for the child and the user has already completed the Title IV-E Foster Care Eligibility for the child, a new Title IV-E Foster Care



eligibility page will be created for that child. The new removal episode will need to be evaluated to determine the child's current eligibility status.

- When the Private Adoption page is initially created only the Adoption Entity type radio buttons, Name Search hyperlink and Adoption Outcome drop down are enabled.
- If a user attempts to save the Private Adoption page without selecting either radio button the following error message is displayed: "Please enter data in the fields which are highlighted: Private Agency or Private Attorney."
- If the user attempts to save the Private Adoption page without searching and selecting an applicable Provider the following error message is displayed: "Please search and select the applicable Provider."
- In the Private Adoption Entity group box, the Search hyperlink launches the Provider Search page which allows the worker to search out the Private Agency or Private Attorney conducting the adoption. That name is returned to the Private Adoption page in view only mode. Once the Provider, Private Agency or Private Attorney is selected and the user selects Continue, the user is returned to the Private Adoption page. The Search hyperlink is displayed to the right of the Private Agency or Private Attorney in the event the wrong Private Agency or Private Attorney is selected.
- The Adoption Outcome drop down within the Adoption Details group box contains the following two values: Adoption Disruption and Adoption Finalization. Only if Adoption Finalization is selected are the County of Adoption Finalization drop down and Adoption Finalization Date fields enabled, but not required. The edits for these fields are triggered once the "Complete" checkbox is selected and save initiated. Please see details below within the Save Processing section.
- If the user selects Adoption Finalization from the Adoption Outcome drop down list, enable the Search hyperlink. Once enabled, the search hyperlink will continue to display until the 'Complete' checkbox is checked and the page saved. A user will be able to conduct a second search and overwrite the Provider name previously selected.
- If a user attempts to enter a future date in the Adoption Finalization Date field they will receive the following error message: "The Adoption Finalization Date cannot be a future date."
- If the user selects the Ethnicity of "Declined," "Unable to Determine," or "Unknown," the user is not able to select other Ethnicity values.



1.2.1.4. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering ‘Yes’ when the system asks the user if s/he would like to ‘Save changes before closing the page.
- Upon attempting to save, if the user selected multi-racial, one or more races unknown, but didn’t select another check box, they will receive a validation message.
- Upon selecting the “Complete” checkbox in the Demographics group box and clicking the Save button, the system will perform the following edits to ensure the appropriate fields are completed:
 1. An Adoption Outcome must be selected.
 2. If Adoption Disruption is selected, no further action is required and the page can be saved. Upon successfully saving the Private Adoption page, with the “Complete” checkbox selected, the page will become disabled and grayed out in its entirety.
 3. If Adoption Finalization is selected, the County of Adoption Finalization and Adoption Finalization Date fields are required. Once all required information is selected and entered and save successfully processed (with “Complete” checkbox selected) the page will become disabled and grayed out in its entirety.
 4. If ‘Adoption Finalized’ is selected in the Adoption Outcome field, and the Completed checkbox is checked, upon clicking Save the system will verify that a Provider has been selected. If not, the system will display the following message. “Please search and select the applicable Adoptive Parent(s) Provider.”

1.2.1.5. CRUD Matrix

Table Name	Create	Read	Update	Delete
CASE		X		
PERSON		X		
CODE_DESC_LRG		X		
CASE_PART		X		
ADDRESS		X		
PROVIDER_ORG		X		
PRIVATE_ADOPTION	X	X	X	
CODE_DECODE		X		



1.3. Inventories

1.3.1. Table Descriptions

Table Name	Description
PERSON	This PERSON table maintains information that identifies an individual known to DCF or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a USER, REPORT PART, REFERRAL PART, CASE PART o
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for FSFN processing.
CASE_PART	This table maintains information pertaining to the PERSONs involved in a CASE, or a professional contact person about whom DCF, Sheriff's Office or CBC needs to keep information for assessment or other purposes.
PROVIDER_ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Person/Private Provider) and updated in PM04a (Licensing Person Provider).
PRIVATE_ADOTION	This table maintains information pertaining to occurrence of the delivery of one or more Private Adoptions involving Provider and Case Participant.

1.3.2. Reference Data

1.3.2.1. Drop Downs

Field Name: Adoption Outcome

Table Name: CODE_DECODE

Group ID: ADPTOTCM

Field Name: County of Adoption Finalization



Table Name: CODE_DESC

Group ID: REGION

1.3.3. Automated Messages

None

1.3.4. Checklists

None

1.3.5. Ticklers

None

1.3.6. Notifications

None

1.3.7. Text Templates

None

1.3.8. Reports

None

1.3.9. Triggers

None

1.3.10. Batch Programs

None

1.4. Requirements

CR254