

5101:2-48-22      **Adoptive family case record.**

- (A) The public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall prepare and maintain adoptive family case records at the time that an ~~ODHS 1691~~ JFS 01691, "~~ODHS ODJFS~~ Application for Child Placement" is received.
- (B) Each adoptive family case record, as applicable to the involvement of the PCSA, PCPA or PNA, shall contain, but not be limited to:
- (1) The ~~ODHS 1691~~ JFS 01691 ;
  - (2) All documents identified in or collected in response to paragraph (E) of rule 5101:2-48-12 of the Administrative Code;
  - (3) Case notes and dictation concerning adoption services;
  - (4) A copy of the homestudy report and updated homestudy reports completed pursuant to ~~rule~~ rules 5101:2-48-11, 5101:2-48-11.1 or 5101:2-48-12 of the Administrative Code;
  - (5) A copy of the denial or approval notification sent to the applicant regarding the adoptive homestudy or updated adoptive homestudy as required by rule 5101:2-48-12 of the Administrative Code;
  - (6) Documentation of the registration or waiver of registration of the applicant with the "Ohio Adoption Photo Listing" as required by rule 5101:2-48-07 of the Administrative Code;
  - (7) A signed copy of the child ~~Child~~ study inventory prepared pursuant to rule 5101:2-48-21 of the Administrative Code;
  - (8) Documentation of information provided to the adoptive family pursuant to rule 5101:2-48-15 of the Administrative Code and the adoptive family's receipt of the information;
  - (9) A copy of ~~ODHS 1654~~ JFS 01654, "Adoptive Placement Agreement;"
  - (10) A copy of the child's case plan prepared pursuant to rule 5101:2-39-081 or 5101:2-39-10 of the Administrative Code;
  - (11) A copy of the ~~ODHS 1699~~ JFS 01699, "ODHS Prefinalization Adoption

Assessment Report" prepared in accordance with rule 5101:2-48-17 of the Administrative Code;

- (12) Documentation regarding the activities surrounding the removal of the child from the adoptive placement, if applicable;
- (13) Documentation regarding any agency review;
- (14) Documentation regarding the existence of a state adoption subsidy record or Title IV-E adoption assistance record or any subsidy or adoption assistance agreement; and
- (15) Documentation of education and training activities attended.
- (16) A copy of the JFS 01689, "Documentation of the Placement Decision Making Process" form.

Effective:

R.C. 119.032 review dates: 05/01/2003

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Certification

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Date

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