
RELAXED EDITS ON PETITION FILED AND LETTER OF INTENT TO ADOPT DATES

CREATION DATE: March 14, 2008

When a Foster Parent signs a letter of intent to adopt, or if a petition for adoption is filed, that information is recorded in FACES.NET. Previously, only Supervisory Social Workers and above had security to update these dates in the system. These restrictions have been relaxed so that Social Workers can now enter these dates. Furthermore, if the placement unit entry date is present, then workers can enter this information without having previously mandatory fields filled out (I.e: Social Worker Entry Date, Entry Time, Placement Mandates, Social Worker Entered Service and Start Date, and ICPC Requests). This tip sheet instructs users how to navigate to the Placement Entry screen to enter the Foster Parent Signed Letter of Intent to Adopt date and/or the Petition for Adoption Filed date.

Pointers to Remember:



1. Social Workers can now enter the “Foster Parent Signed Letter of Intent to Adopt” and “Petition for Adoption Filed” dates on the Placement Entry screen.
2. Suspended Recruitment efforts can now be recorded in FACES.NET via the Recruitment screen.

Date Entry for “Foster Parent Signed Letter of Intent to Adopt” and “Petition for Adoption Filed”

Steps Include:

- Step 1:** Put a case in focus from workload by clicking on **My Assignments** from the left window pane in FACES.NET.
- Step 2:** Highlight the case that you want to view.
- Step 3:** Click on **Show**.

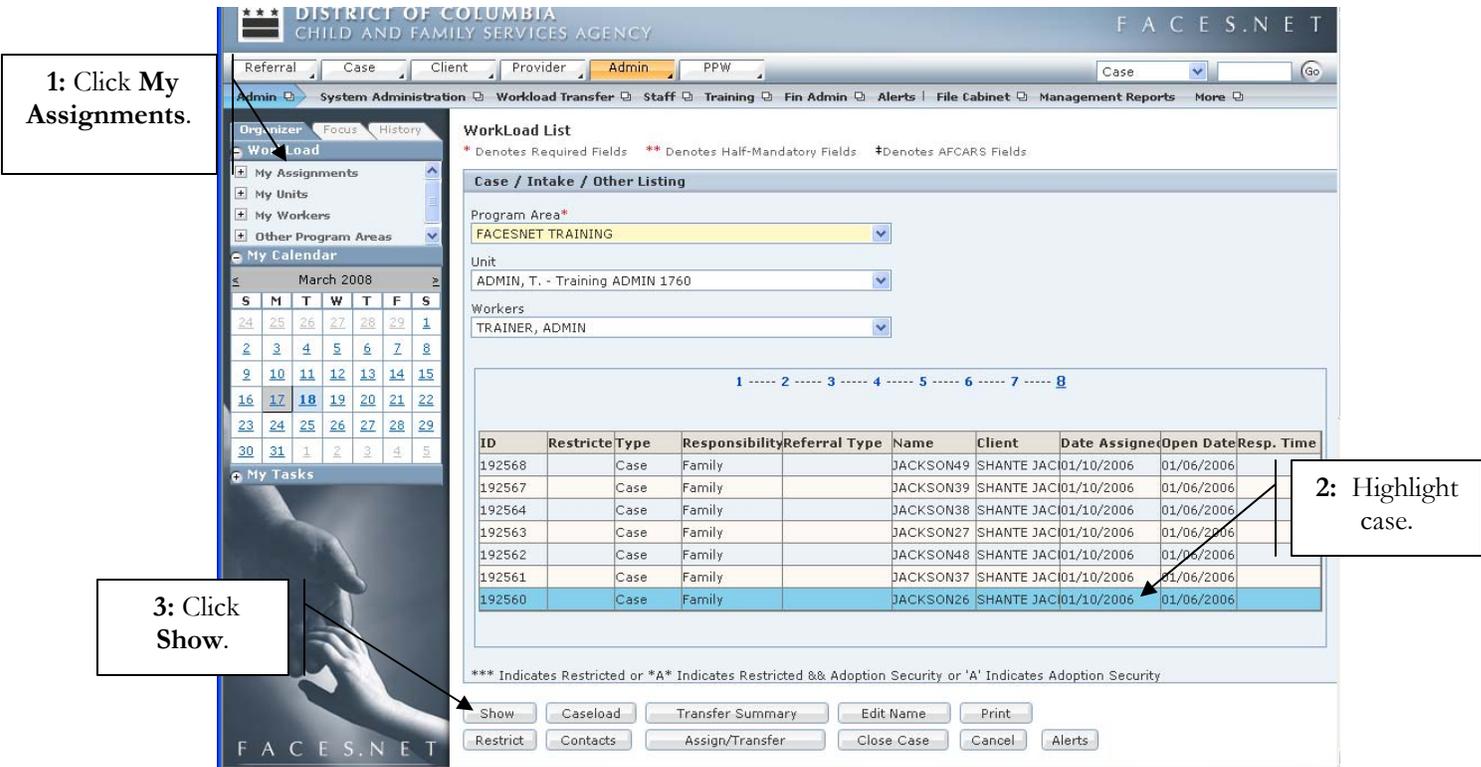


Figure 1

Step 4: Hold mouse over **Case**, and then **Placement**.

Step 5: Click on **List of Clients**.

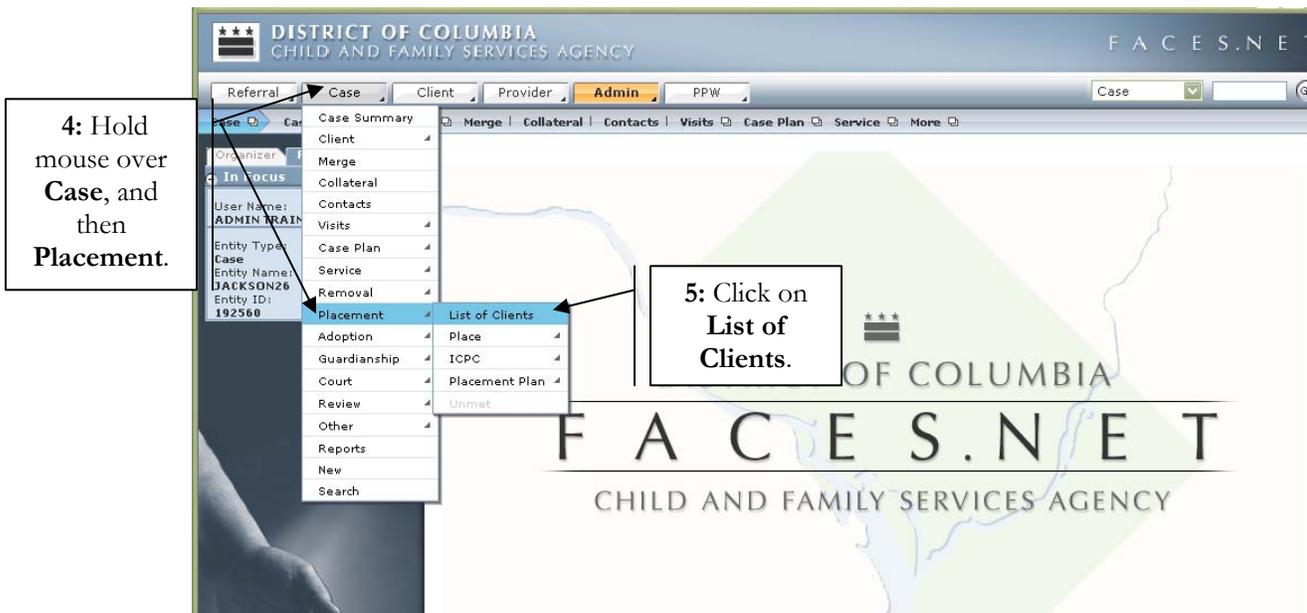


Figure 2

Step 6: Highlight client's name.

Step 7: Click on Show.

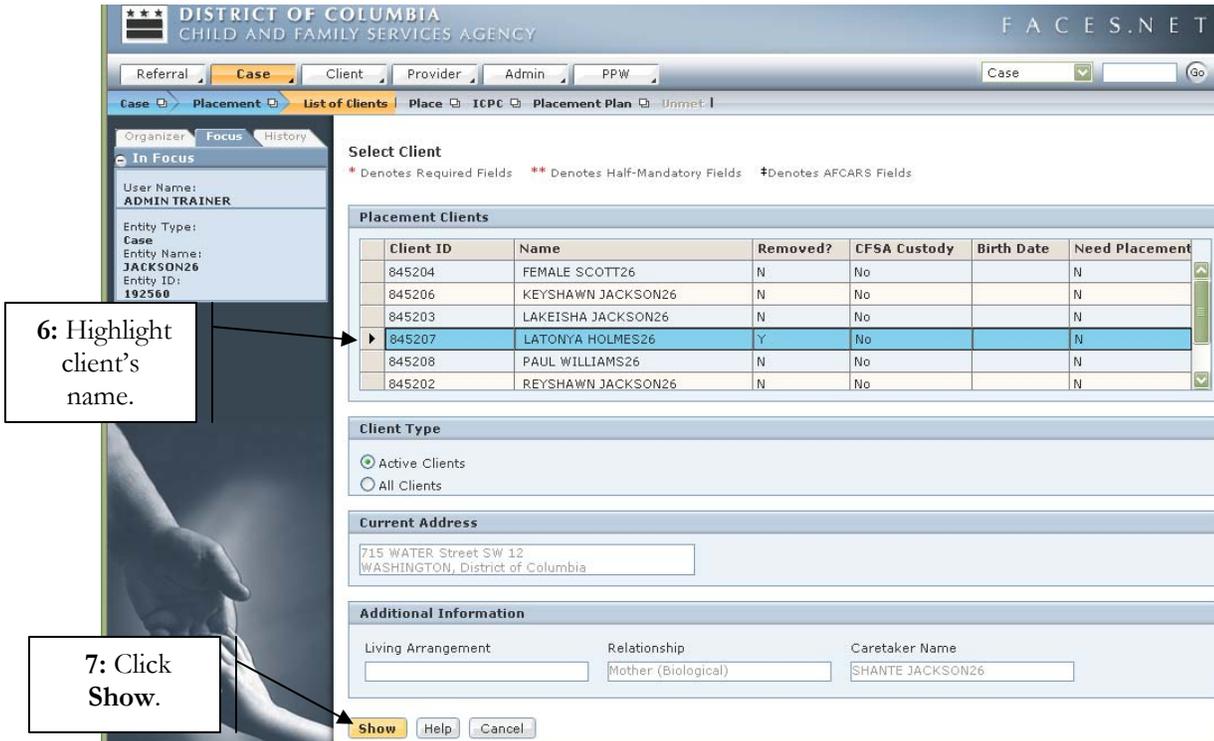


Figure 3

Step 8: Hold mouse over Case, Placement, and then Place.

Step 9: Click on List of Placement Episodes.

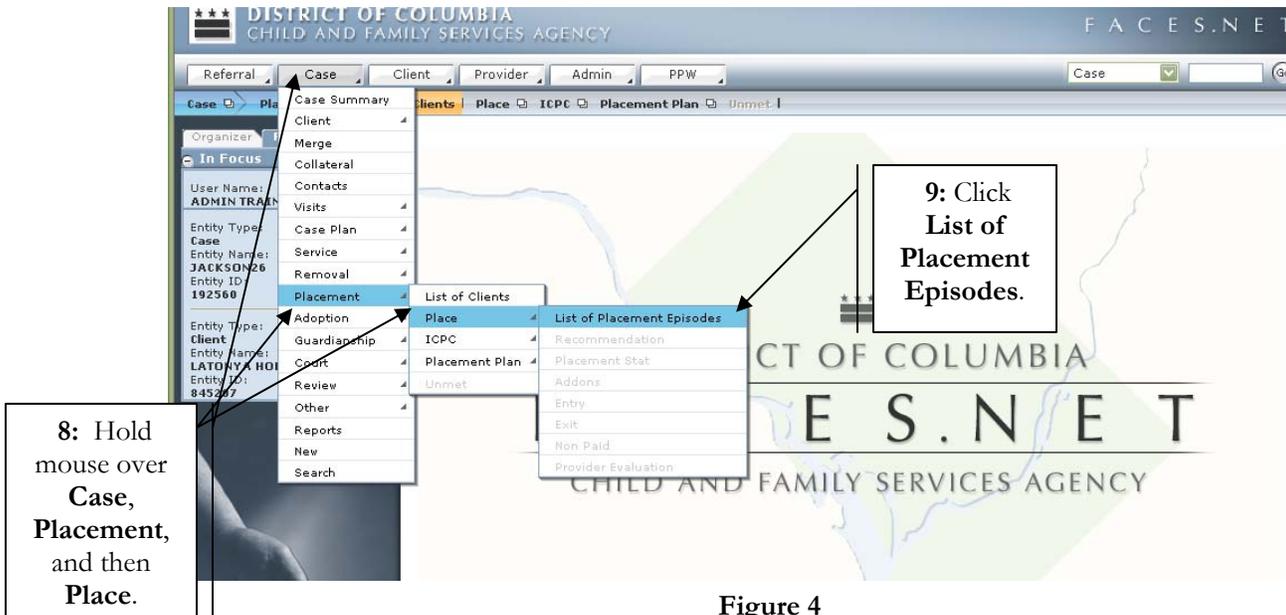


Figure 4

Step 10: Select the Placement Episode from the Placement Record.

Step 11: Click on Show.

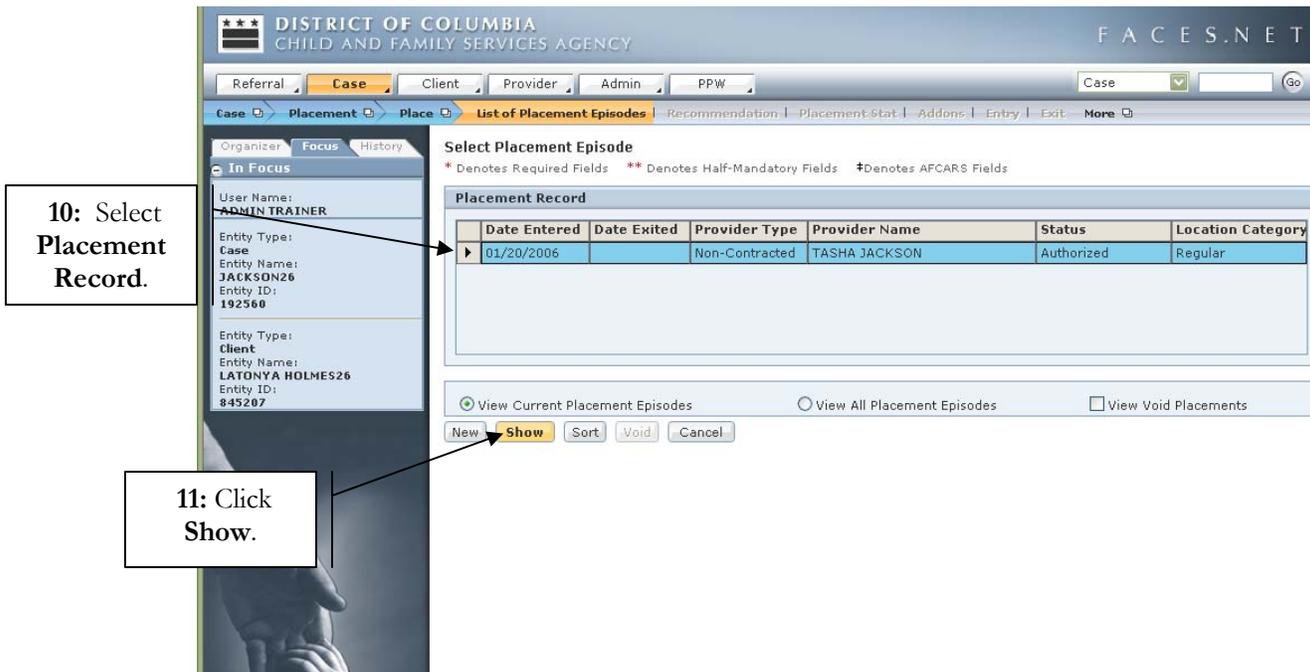


Figure 5

Step 12: Hold mouse over Case, Placement, and then Place.

Step 13: Click on Entry.

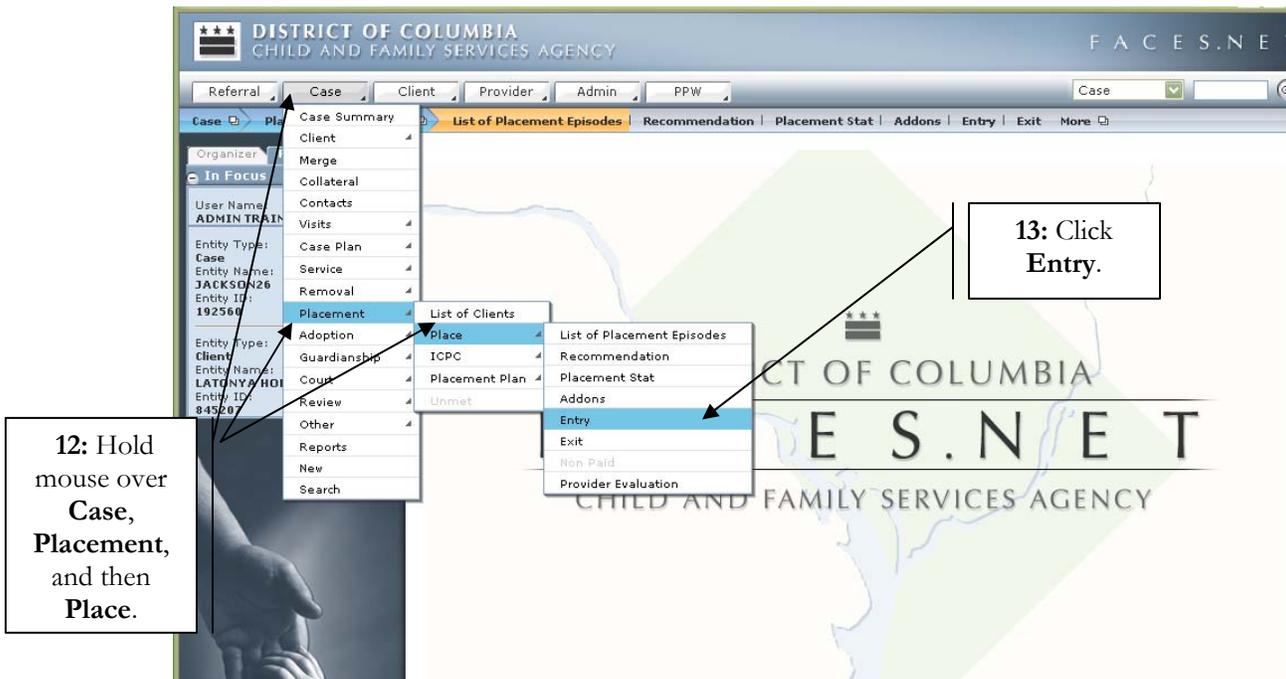


Figure 6

Step 14: Enter date in the **Foster Parent Signed Letter of Intent to Adopt** field and/or;

Step 15: Enter date in the **Petition for Adoption Filed** field. As long as the **Placement Unit Entry Date** and **Entry Time** is entered, this field can be populated without receiving any mandatory field edits.

Step 16: Click **Save**.

The screenshot shows the 'Placement Entry' form in the FACES.NET system. The form is titled 'Placement Entry' and includes a navigation bar with tabs for 'Referral', 'Case', 'Client', 'Provider', 'Admin', and 'PPW'. The 'Case' tab is selected. The form is divided into several sections: 'Entry Information', 'Entry Details', 'Supporting Info', 'Provider Details', and 'Services'. The 'Entry Information' section contains fields for 'Creation Date' (01/20/2006), 'Created By' (ADMIN TRAINER), 'Case ID' (192560), 'Provider ID' (10013834), and 'Provider Name' (TASHA JACKSON). The 'Entry Details' section contains fields for 'Social Worker Entry Date' (1/20/2006), 'Entry Time' (10:00 AM), 'Provider Entry Date' (00:00), 'Placement Unit Entry Date' (1/20/2006), 'Entry Time' (10:00 AM), 'Medicaid Paid Placement' (dropdown), and 'Type of Care' (dropdown). The 'Supporting Info' section contains fields for 'Foster Parent Signed Letter of Intent to Adopt' (1/20/2006) and 'Petition for Adoption Filed' (1/20/2006). The 'Services' section contains fields for 'Last Updated By' (ADMIN TRAINER) and 'Last Updated Date' (01/20/2006). The form also includes a 'Save' button and a 'Find Provider' button. Three callout boxes are present: one pointing to the 'Foster Parent Signed Letter of Intent to Adopt' field with the text '14: Enter Foster Parent Signed Letter of Intent to Adopt date.', one pointing to the 'Petition for Adoption Filed' field with the text '15: Enter the Petition for Adoption Filed date.', and one pointing to the 'Save' button with the text '16: Click Save.'

Figure 7



Note:

- Social Workers now have security to enter the **Foster Parent Signed Letter of Intent to Adopt** or the **Petition for Adoption Filed** dates.
- Workers can now enter either the **Foster Parent Signed Letter of Intent to Adopt** or the **Petition for Adoption Filed** dates without having to enter other previously mandatory information (I.e: Social Worker Entry Date, Entry Time, Placement Mandates, Social Worker Entered Service and Start Date, and ICPC Requests) so long as the Placement Unit Entry Date is entered on the Entry screen.
- After entering either the **Foster Parent Signed Letter of Intent to Adopt** date or the **Petition for Adoption Filed** date, the child's placement will be reported as a pre-finalized adoptive home.
- The Adoption Recruitment unit reports all pre-finalized adoption information to the Center for Study of Social Policy (CSSP) monthly.

Management Reports Reference Guide

Data not entered in FACE.NET from the above tip sheet will affect statistics recorded for **Management Report #ADP050 – Children With Goal of Adoption Who are Not in an Approved Adoptive Home.**

ADP050 captures the following information:

- Children with the goal of adoption who are placed with a provider (foster parent) that does not have a service line that identifies them as a pre-adoptive home provider in FACES.NET.
- Children with the goal of adoption who are placed with a provider (foster parent) that has not filed a Petition for Adoption and/or the petition date has not been entered in FACES.NET.
- Children with the goal of adoption who are placed with a provider (foster parent) that has not signed a Letter of Intent to Adopt and/or the letter of intent date has not been entered into FACES.NET.