

Section 6 Overview

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgement in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

Chapter 1 Overview

This chapter describes procedures and protocol for the recruitment of resource families.

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Memoranda History:

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1.1 Recruitment Plan

The Circuit Manger will develop, implement and maintain a year round written recruitment plan as well as develop printed and other informational materials and tools, with approval from the Department of Social Services (DSS) Communications. All local staff and contiguous counties should know the plan. Utilize the following as appropriate:

- a. A recruitment theme. If one exists statewide, use it;
- b. Public informational meetings to educate the community about foster care and adoption;
- c. The news media (newspaper, radio stations, television stations, cable television operators, neighborhood newspapers, special interest newsletters, etc.);
- d. Person to person contacts by foster/adoptive parents (best single method);
- e. Flyers, posters, pamphlets, handouts, bumper stickers;
- f. Public displays (shopping malls, fairs, public events);
- g. Notices in gas and electric bills, bank statements, grocery bags;
- h. Foster parent roles and responsibilities description found in Section 1 Chapter 3 of the Child Welfare Manual;
- i. Becoming a Foster or Adoptive Parent, CD-59;
- j. A multifaceted approach;
- k. Request funds (from Circuit Manager local E & E budget) through supervisory channels;
- l. Make known to the public needed materials and provide the public an opportunity to give needed materials ;
- m. Refer material development requests to Communications within Department of Social Services (DSS) Central Office; and/or
- n. Provide Internet addresses to the following:
 - 1) Children's Division home page, <http://dss.mo.gov/cd/>
 - 2) Foster Care Information, <http://dss.mo.gov/cd/fostercare/>
 - 3) Foster Care Events, <http://dss.mo.gov/cd/fostercare/fcevents.htm>

The Recruitment Plan will be placed in the Recruitment Plan file, referenced in subsection 3 of this chapter.

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1.2 Response to Recruitment Plan Activities

The Children Services Worker, resource provider, or volunteer will receive inquiry through telephone call, letter or personal contact, and screen the inquiry for appropriateness. The face to face or telephone response to the inquirer should be within three (3) working days.

Children's Division, CD, staff are legitimate applicants, although conflict of interest may prohibit placement. Refer to Section 6 Chapter 10 of the Child Welfare Manual, CD Employees as Foster or Adoptive Parents.

Provide continued follow-up and requested information about foster care/adoption within two weeks of the inquiry including but not limited to:

- a. Use group informational meetings as needed.
- b. Screen for elevated needs and Native American families. These receive priority services in the assessment process.
- c. Refer those inquiring about adoptive children to the Heart Gallery or AdoptUSKids.
- d. Provide copies of licensing law, [210.481-536, RSM0](#), and licensing rule, [13 CSR 35-60](#).
- e. Provide information regarding the release of identifying and non-identifying information in adoption records and the [Adoption Information Registry](#) at informational meetings with prospective adoptive parent(s).

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1.3 Recruitment Plan File

Each Circuit will maintain a file. This file will be updated annually for the calendar beginning January 1. This file is retained indefinitely. The file will contain the following:

1. Recruitment plans
2. Data for prior Fiscal year ending June 30:
 - a. Degree of effectiveness measured by the results of implementation compared to the need including:
 - 1) Number of Inquiries
 - 2) Number of new homes licensed and /or approved by
 - a. License/approval type, and
 - b. Placement preferences;
 - i. Gender
 - ii. Disability Level
 - iii. Race
 - iv. Hispanic
 - v. Religion
 - 3) Number of finalized adoptions by
 - a. Placement preferences
 - i. Gender
 - ii. Disability Level
 - iii. Race
 - iv. Hispanic
 - v. Religion
 - 4) Number of homes retained from previous year by
 - a. License/approval type, and
 - b. Placement preferences;
 - i. Gender
 - ii. Disability Level
 - iii. Race
 - iv. Hispanic
 - v. Religion
 - b. Demographics of population including:
 - 1) Community as a Whole;
 - a. Gender
 - b. Disability Level
 - c. Race
 - d. Hispanic
 - e. Religion
 - 2) Current Resource Homes by,
 - a. License/approval type
 - b. Placement preferences
 - i. Gender
 - ii. Disability Level

- iii. Hispanic
 - iv. Religion
 - 3) Foster Youth Population by
 - i. Gender
 - ii. Disability Level
 - iii. Hispanic
 - iv. Religion
 - 4) Foster Youth Legal Risk of those listed in 2.b.3 by
 - i. Gender
 - ii. Disability Level
 - iii. Hispanic
 - iv. Religion
 - 5) Foster Youth TPR Completed of those listed in 2.b.3 by
 - i. Gender
 - ii. Disability Level
 - iii. Hispanic
 - iv. Religion
 - c. Funds requested, to be tracked locally;
 - d. Funds utilized, to be tracked locally.
3. List with names of Circuit Manager, designated staff, and community partners responsible for recruitment activities.
 4. List each recruitment activity and the degree of effectiveness per the directive in bullet 2 of this section.

Assistance with population breakouts is available through the Quality Assurance Unit.

Related Subject: Section 4, Chapter 4, Selection of Placement Resource and Placement Options
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1.4 Recruitment Plan Template

This subsection is to provide a template for the Recruitment Plan. Each Circuit Manager will develop, implement and maintain a year round recruitment plan as well as develop printed and other informational materials and tools, with approval from the Department of Social Services (DSS) Communications. The recruitment plan will be updated on a yearly basis. All local staff and contiguous counties should know the plan.

The plan will include all areas of resource providers; foster, adoptive, respite, elevated needs, siblings, CYAC, Transitional Living Advocate.

- I. January 1 through December 31, (Current Year)**
- II. Child Specific to Demographics Activities**

- a) Activity
- b) Personnel involved
- c) Funds/cost
- d) Date
- e) Supplies
- f) Results

III. Targeted Recruitment Activities

Medical, Elevated Needs, Siblings, Transitional Living Advocate, Respite, Foster Youth with children, CYAC.

- a) Activity
- b) Personnel involved
- c) Funds/cost
- d) Date
- e) Supplies
- f) Results

IV. Neighborhood/Community Recruitment Activities

Door hangers, flyers, information nights, fairs, faith based, etc.

- a) Activity
- b) Personnel involved
- c) Funds/cost
- d) Date
- e) Supplies
- f) Results

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1.5 Finding Adoptive Families for Children

The Division's commitment to permanency for every child is the basis of the following search and recruitment plan. It involves sequential activities designed to utilize all possible resources in Missouri, the region and the nation in finding a permanent family for a child.

No later than the end of the first month following the decision that a child is available for adoption, the worker shall carry out the steps outlined below:

1. Workers shall complete the *Consent for Special Recruitment Efforts – CD-AEM-1* and obtain a court order allowing special recruitment for the child.
2. Workers shall write the child's adoption profile, including long profile, short profile and medial profile. Workers shall obtain a photograph of the child or sibling group available for adoption. Please attempt to utilize professional photographers for pictures of the children, you can utilize the photographers from the Heart Gallery or the Adoption Exchange is able to assist in connecting workers with photographers in their geographical location.
3. Supervisors shall review the adoption profile.
4. Workers shall complete the *Missouri Waiting Child Registration Form – CD-121* and submit with all necessary attachments, including the court order authorizing recruitment efforts, long profile, short profile, medial profile and photograph of the child. **Please note that the *Missouri Waiting Child Registration Form – CD-121* will serve as the referral for the Heart Gallery and Adoption Exchange.**
5. Workers will be responsible for adding children with a goal of adoption that do not have an identified adoptive placement on AdoptUSKids website.
6. Send a statewide e-mail request for adoptive assessments of approved families including the following information:
 - a. Name and county of sending worker or agency;
 - b. First name only, gender, cultural identity, and age of child for whom you are seeking an adoptive family placement resource;
 - c. Brief description of child's legal status, appearance, health and handicap status, background and interests/hobbies;
 - d. Preferred characteristics of family sought for child;

- e. Information about screening/formal staffing plan including date, time and place.
7. Refer minority children to any Children's Division (CD) special recruitment projects.
 8. Within the first two months when needed; the worker shall initiate other child specific recruitment activities, i.e. Wednesday's Child appearances, A Place to Call Home appearances or involvement in the Linking Hearts Adoption Event. Requests for assistance and additional information are to be made directly to the Professional Development Unit in Central Office.
 9. Following the establishment of the goal of adoption, there will be regular supervisory reviews of each child for whom an appropriate resource cannot be located. The review will be conducted weekly for children 12-months and under, and monthly for children over 12-months. This procedure includes:
 - a. Reviewing recruitment activities and responses to recruitment,
 - b. Identifying barriers to placement,
 - c. Reviewing the child's narrative profile to ensure that the child's strengths are presented in an appealing manner,
 - d. Determine additional plans and activities for continuing to meet the child's goal of permanency through adoption, such as: participation in various adoption fairs/carnivals around the state; and
 - e. Record in the child's narrative in FACES under supervisory consult that the supervisor has reviewed the recruitment efforts and documented any additional efforts that will be utilized. The supervisor should review and approve the narrative.
 10. When required procedures have not been implemented, the immediate supervisor must outline with the worker a process for recruiting families for any child waiting for adoptive placement.
 11. It is the Division's preference that children obtain the permanency of adoption rather than permitting the child to remain indefinitely in out-of-home care. Therefore, the following activities should be carried out on a regular basis for any "waiting" child:
 - a. Follow-up ***immediately*** on any subsequent referrals from exchanges, recruitment activity, etc.

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- b. Initiate additional e-mail requests at reasonable intervals; i.e., every three months.
- c. Continue indefinitely, recruitment activities and other methods of making known the child's need for permanency through adoption

Related Subject: Chapter 3, of this section, Resource Family Assessment and Licensing Process

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1.6 Photo Listing

When it has been determined that adoption is the plan for a child and there is a need to recruit family resources, complete the *Missouri Waiting Child Registration Form, CD 121*, and all necessary attachments for the youth to be featured on AdoptUSKids. These necessary attachments include the **court order authorizing recruitment efforts** or the AEM-1b signed by the court, the long profile, media profile and photograph of the child. Profile and photograph of the child or sibling group shall be no older than 6 months. The CD-121 will also serve as the referral for the Heart Gallery and Adoption Exchange.

For entry of a child onto AdoptUSKids.org, each Adoption Specialist must have access to this site assigned by a designee from Central Office. If you need access, contact Central Office Adoption Unit and access information will be assigned. If assistance is needed in entering a child's information on the web site, Central Office Adoption Unit staff are available to provide technical assistance. Training is also available through AdoptUSKids tutorials accessible after login or by signing up for free web training at Web-Training@adoptuskids.org.

Creating AdoptUSKids Case Identification Numbers: Children entered on the AdoptUSKids web site must have an identification number. Foster Care Case Management and Specialized Care cases should create their own system to determine AdoptUSKids case identification numbers. **No agency** should use any part of the child's DCN, SSN, Call Case Number or JO number as the child's AdoptUSKids case number, as this identification number is viewable to the public.

Children's Division Workers **are** to use the child's DCN in the **last name field** in place of the child's last name so that the child can easily be located by Children's Division staff. Children's Division staff should use the following as a breakdown of how the case identification number should be created:

- The child's case number will **Always** begin with "**MO**", which stands for Missouri.
- The next **two** numbers are to represent the area which has jurisdiction of the child (see area assignment codes below).
- The next **three** numbers are to represent the FIPS County code for the county that case manages the child.
- The next **five** numbers are to represent the employee's worker number.
- The last **two** numbers are to represent the chronological order in which the child was entered onto the web site.

NOTE: The following are the Area Assignment Codes as listed on AdoptUSKids.org:

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01 = Central Office	05 = Area 1/Northwest Region
02 = Area 5/Jackson County	06 = Area 6/St. Louis City
03 = Area 3/Southeast Region	07 = Area 7/St. Louis County
04 = Area 4/Southwest Region	08 = Area 2/Northeast Region

**Example Case Identification Number for Lisa:
MO080071234501**

Lisa is from Northeast Region, Audrain County, her worker's # is 12345 and she is the first child to be listed on the worker's log.

Case Identification Assignment Log: Workers are to maintain a log of children entered onto AdoptUSKids that contains the date entered and the child information. This will allow the worker to keep track of children entered on the web site, as well as provide a listing of children that workers can staff with their supervisors in regard to recruitment for permanency.

Photographs: A clear, attractive picture of the child(ren) should be used to recruit for the child. A school or professional picture is best; however a clear snapshot will work. Photos for AdoptUSKids, Missouri Heart Gallery and the Adoption Exchange should be formatted in bmp, tif, or jpg image files.

Photographs should be:

- Current, within six (6) months
- Good, realistic, age appropriate representations of the child
- Smiling, positive photo
- Clear color pictures
- Face/head shots will provide the clearest view of the child
- Professional photographs when possible
- Pictures of siblings as groups if possible
- Modest clothing
- Photos should reflect the professionalism of the agency

Photographs should NOT include:

- Identifying clothes/information in background

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- Polaroids
- Questionable attire
- “Glamour” shots type of pictures
- Shadows or bright shots
- Special effects
- High gloss professional shots which present difficulty in scanning
- Paper print outs from digital cameras or Xeroxed reproductions

A photo is required on AdoptUSKids before the child’s profile can be viewed by registered families and public users. One photo can be added to each child profile. Email photos to photos@AdoptUSKids.org, or mail to:

Northwest Resource Associates
Attn: Photos for AdoptUSKids
600 Stewart Street, Suite 1313
Seattle, WA 98101

You may also add a video or audio clip to a child profile. The video or audio clip is viewable by all website visitors.

Media Profile Outline: Please follow the Media Profile Outline provided below. This profile may be used on the CD-121, for AdoptUSKids, and when providing brief profiles for recruitment purposes:

Purpose Statement (to be used at the beginning): “The purpose of the information provided below is to briefly introduce you to the child(ren) for whom our agency is recruiting an adoptive placement.”

Do Include:

- At the top of the **Profile**:
 - List separately, Child’s first name, date of birth (mo/yr), race and gender. Can add grade in school if necessary. For AdoptUSKids, fill in all (*) fields.
- Within the **Narrative**:
 - Be creative, energetic, and use descriptive words (see list of descriptive adjectives located in Attachment A.)

- Use an attention-getting phrase to begin the narrative and draw readers in.
- Include likes, hobbies, interests, what they want (family, life, goals, pets, church)
- Describe the child's personality.
- School – information about the child's educational accomplishments or needs.
- Special issues – contact with siblings, family or past placement provider
- Positive quotes from the child caregiver (don't refer to the "residential" caregiver)
- Quotes from the child describing themselves (i.e. Favorite thing about themselves, etc.)
- Serious medical diagnosis and treatment involved.
- A description of the child's need for a family with particular skills or family configuration (don't limit to a two-parent family if that is not necessary).
- Legal Status
- Add the date updated/completed at the bottom of profile.
- The profile needs to be at least three paragraphs, and 120-150 words. NO more than 1 – 1 ½ pages in length.

Ending Statement (to be used at the end): "For more detailed information about (child's name) contact (worker name and phone)."

Do Not Include Within the Narrative:

- Identifying information within the narrative(i.e., child's last name, school's name, city where child resides, parent's names, date and reason the child is in care, and history of abuse/neglect (any significant information may be included in the confidential narrative section).
- Details about failed past placements (any significant information may be included in the confidential narrative section).
- Anything that might be embarrassing to the child. Ask yourself, "Would I feel comfortable showing this to the child, and would it make them uncomfortable?"
- Date of births, age or grades in school as a part of the narrative. The child's age is automatically updated on the Internet web-site.

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For an example of a media profile and descriptive adjectives that may be helpful in writing child profiles, see Attachment A.

Worker Responsibilities for the Adoption Exchange and Missouri Heart Gallery:

- Gather and send information to the Adoption Exchange so that they may create a child profile;
- Create a child profile for the Heart Gallery;
- Obtain photos of the child(ren);
- Workers are to answer all inquiries within 3 business days of the inquiry;
- Make status changes when necessary; and
- Update the profile information for children.

Managing Child Profiles on AdoptUSKids: AdoptUSKids provides the worker with a “My Home” page. This page is specific to the worker who signs in, and will provide the worker with information regarding the children they have entered onto the site. AdoptUSKids will provide reminders when a child is in need of a photograph, how many open inquiries there are, and how many inactive cases the worker may have. It is recommended that workers check the AdoptUSKids site on a weekly basis, answering all inquiries within 3 business days of the inquiry so that prompt response can be provided to families who inquire about a specific child. If the child’s profile is not updated yearly, AdoptUSKids will automatically take that child’s photo off the public site and place them in “inactive” status. This will cause the recruitment efforts for this child to be put on hold until an update can be entered.

If a child’s case is re-assigned to a new worker (that already has access to AdoptUSKids) the current worker or Location Administrator will have the responsibility to reassign the child’s AdoptUSKids case. To obtain initial access to the AdoptUSKids website for new workers the supervisor will need to notify Central Office Adoption Unit, providing the worker’s name, correct e-mail address and contact information so that the worker can be added as a case manager with access to AdoptUSKids.

In the event that the child’s case is transferred to a contracted or specialized case management agency, the new worker for the case will be responsible for contacting AdoptUSKids IT or Central Office Adoption Unit with the correct contact information for that child. Each agency is responsible for managing their own cases on the AdoptUSKids website.

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Attachment A: Sample Profile

Sample Profile:

Lisa
03-93
Caucasian

The purpose of the information provided below is to briefly introduce you to the child (ren) for whom our agency is recruiting an adoptive placement

Lisa is a cute and spunky dark-haired girl who is well-liked by her peers, enjoys extra-curricular activities at school and swims on the local swim team. Lisa really enjoys watching T.V. in her spare time, although she has many other interests as well, such as art projects, music, dancing and theatre. Lisa attends church regularly and is very involved in the activities offered by her church.

At school, Lisa makes above average grades and her teachers report that she is a joy to have in class. She has many friends, and her friends describe her as a person who does not take sides when friends are feuding. She is on the Student Council and is also a Safety Patrol worker. Lisa recently sang a solo in her school musical.

Lisa has a brother with whom she would like to maintain contact. The best family for Lisa would be one who is affectionate, builds her self esteem, allows her to stay in contact with her brother, and supports her interests so that she can grow up to be the best person she can be.

Lisa has no health issues and is legally free for adoption.

For more detailed information about Lisa, contact Suzy Service Worker at 555-5555.

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Descriptive Adjectives: Below, is a list of descriptive words that may be helpful in writing child profiles.

Accomplished	Creative	Humorous	Personable
Active	Curious	Imaginative	Playful
Affectionate	Delightful	Indefatigable	Pleasant
Alert	Dependable	Independent	Poetic
Ambitious	Determined	Innovative	Popular
Amicable	Diligent	Inquisitive	Positive
Amusing	Directed	Intelligent	Practical

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Animated	Dramatic	Interesting	Precious
Appealing	Dynamic	Introspective	Precocious
Articulate	Eager	Jovial	Protective
Artistic	Earnest	Joyful	Rambunctious
Athletic	Easygoing	Kind	Reliable
Aware	Endearing	Likeable	Religious
Bashful	Energetic	Lively	Resilient
Bold	Engaging	Lovable	Resourceful
Bouncy	Entertaining	Loving	Respectful
Bright	Enthusiastic	Loyal	Self-confident
Bubbly	Expressive	Mannerly	Sincere
Busy	Extraordinary	Mature	Skillful
Calm	Extroverted	Merry	Sociable
Captivating	Exuberant	Mild	Spirited
Careful	Fascinating	Mischievous	Spiritual
Cautious	Focused	Musical	Spunky
Centered	Friendly	Neat	Thoughtful
Charismatic	Fun	Obedient	Tireless
Charming	Funny	Optimistic	Trusting
Cheerful	Generous	Orderly	Trustworthy
Clever	Gentle	Organized	Typical
Comical	Gifted	Outgoing	Upbeat
Compassionate	Healthy	Outspoken	Vivacious
Confident	Genuine	Patient	Warm
Connected	Hilarious	Peaceful	Well-behaved
Conscientious	Honest	Perfectionistic	Whimsical
Considerate	Hopeful	Persistent	Witty

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