



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 10: Guardianship and Adoption

Section 22: Prospective Adoptive Parent Review of Case Record

Effective Date: February 1, 2023

Version: 2

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POLICY OVERVIEW

The Indiana Department of Child Services (DCS) provides the prospective adoptive parent the opportunity to review approved information in the child's case record. The prospective adoptive parent will be allowed to copy approved information from the case record for the prospective adoptive parent's own records.

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PROCEDURE

Prospective Adoptive Parent who does not have Placement

Upon request, the Family Case Manager (FCM) or Adoption Consultant will provide a copy of the following to a prospective adoptive parent (who is licensed and/or recommended by the Indiana Adoption Program Council or a prospective adoptive parent) who does not yet have placement:

1. A copy of the internet photolisting of the child; and
2. The redacted Child Social Summary, which includes certain information regarding the child's biological parents, must be provided at the time of the home study or evaluation concerning the suitability of the proposed home for the child.

Note: The Child Social Summary may be provided no more than 30 calendar days after the child is placed with the prospective adoptive parent. See policy 10.11 Child Social Summary and Practice Guidance for specific information to be redacted and included in the case record review.

Prospective Adoptive Parent with Current Placement of the Child to be Adopted

Upon request of the prospective adoptive parent who has placement of the identified child, the FCM will:

1. Notify the DCS Staff Attorney of the request and provide the child's case record to the DCS Staff Attorney or designee within five (5) business days of the request;
2. Meet with the DCS Staff Attorney to determine a redaction completion date;
3. Schedule a meeting with the prospective adoptive parent for review of the child's redacted case record. See Practice Guidance for specific information to be included in the child's redacted case record; and

Note: Original documents may not be removed from the case record or from the local county office.

4. Document the prospective adoptive parent's review of the child's case record in the case management system.

The DCS Staff Attorney will:

1. Redact the child's case record or assign a designee to complete the redaction within 45 calendar days of receiving the child's case record from the FCM. See Practice Guidance about specific information to be redacted; and
2. Approve the redaction prior to the prospective adoptive parent's review of the child's case record if the DCS Staff Attorney's designee completes the redactions.

Exception: If the DCS Staff Attorney determines the child's case record size is voluminous, the redaction may be completed within 60 calendar days of receipt of the child's case record from the FCM. The DCS Staff Attorney must notify the FCM of this determination.

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RELEVANT INFORMATION

Definitions

Prospective Adoptive Parent

A prospective adoptive parent is an individual who has been selected by DCS as the pre-adoptive placement for the child or has recorded an adoption petition with the court to adopt a child who is legally available for adoption.

Forms and Tools

- [10.B Tool: Child Social Summary](#)
- Assessment of Alleged Child Abuse or Neglect (SF 113) (311) - available in the case management system
- [Internet photolisting](#)
- Preliminary Report of Alleged Child Abuse or Neglect (SF 114) (310) - available in the case management system

Related Policies

- [10.11 Child Social Summary](#)

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LEGAL REFERENCES

- [IC 4-1-10-3: Nondisclosure of Social Security number](#)
- [IC 4-1-10-4: Exceptions to nondisclosures of Social Security number](#)
- [IC 4-1-10-5: Permitted disclosures of Social Security number](#)
- [IC 31-9-2-54: "Identifying information"](#)
- [IC 31-19-17-3: Exclusion of information identifying birth parent; release of records concerning child to adoptive parents and adoptee](#)
- [IC 31-19-17-4: Summary of social, medical, psychological, and educational records of child](#)
- [IC 31-27-4-21: Records regarding children](#)
- [IC 31-33-18: Chapter 18. Disclosure of Reports; Confidentiality Requirements](#)

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PRACTICE GUIDANCE- DCS POLICY 10.22

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Information Included in a Child's Redacted Case Record

The redacted case record includes, but is not limited to the child's:

1. Preliminary Report of Alleged Child Abuse or Neglect (310);
2. Assessment of Alleged Child Abuse or Neglect (311);
3. Mental health records;
4. Health records (e.g., birth records, immunization records, ongoing health information, and dental and vision records); and
5. Photographs that do not disclose identifying information of other family members.

Identifying Information to be Redacted

Redaction of the child's case record must include the report source of all 310's involving the child. Identifying information includes:

1. First and last names;
2. Dates of birth;
3. Addresses;
4. Phone numbers;
5. Social Security numbers; and
6. Any other information, except the medical history, that may identify a person as a party to an adoption or as a birth parent, an adoptee, or an adoptive parent.

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