

K. ADOPTION (Rev. 11/2001)

Once a potential adoptive family has been registered in Micro-FACISIS, specific state-required events related to the status of the application, the home study process, and searches are completed and entered into the system.

EVENT 740: APPROVED APPLICATION RECEIVED

Purpose: This Resource Event documents when the Agency has received a completed adoption application and the Agency has begun the home study process.

Usage: This Resource Event is entered when the Agency has received a completed adoption application and the Agency has begun the home study process. Once this Event is entered, the **FACISIS Resource Status** will reflect *Pending*. In addition, the family *will not* appear on the **FACISIS Match Pool** lists.

Event Date: The event date is the date the Agency begins the home study process.

Elements: Element for Event 740: Approved Application Received is (1) Type.

1. Type: The type of characteristics of the child the family wishes to adopt.

Values for Type:

- 01 Special Needs
- 02 Non-special Needs

Connectedness: None.

EVENT 820: CRIMINAL BACKGROUND CHECK

Purpose: This Resource Event documents the completion and outcome of a Bureau of Criminal Identification and Investigation (BCII) Criminal Background Check.

Usage: This Resource Event shall be completed on each Foster Caregiver and Adoptive applicant. This event shall be entered for all household members 18 years of age and older as part of the Foster Caregiver Certification process and Adoption Homestudy.

Event Date: The event date shall be the date of the BCII stamp on the BCII Fingerprint card.

Elements: Elements for Event 820: Criminal Background Check are (1) Date Card Mailed, (2) Check Conducted On Whom, (3) Response, (4) Rehabilitated and (5) 5 Year Residency in Ohio.

1. Date Card Mailed: This is the date the Agency initially mailed the fingerprint card to BCII or the date of the electronic submission on Web Check.
MM/DD/YYYY
2. Check Conducted On Whom:
Values for Check Conducted On Whom:
 - 01 Applicant # 1
 - 02 Applicant # 2
 - 03 Other Adult 18 and over
 - 04 Child age 12 and older
3. Response:
Values for Response:
 - 01 Prohibitive
 - 02 Not Prohibitive
 - 03 No Criminal Record
4. Rehabilitated:
Values for Rehabilitated:
 - 01 Yes
 - 02 No
 - 97 Not Applicable

5. 5 Year Residency in Ohio: This element tracks if the individual has resided in Ohio for five consecutive years.
Values for 5 Year Residency in Ohio:
01 Yes
02 No

Connectedness: If an individual identified in this event has not resided in Ohio for five consecutive years, then assure that an FBI Background Check has been completed and Event 822 FBI Background Check has been entered.

EVENT 822: FBI BACKGROUND CHECK

Purpose: This Resource Event documents the completion and outcome of an Federal Bureau of Investigation (FBI) Background Check.

Usage: This Resource Event shall be completed on each Foster Caregiver and Adoptive applicant who has not resided in Ohio for five consecutive years. This event can be entered multiple times to document that an FBI check has been completed on the required residents of the home or family.

This event shall additionally be completed on all household members 18 years of age and older who have not resided in Ohio for five consecutive years.

Event Date: The event date is the date that the FBI stamps the FBI card or letter.

Elements: Elements for Event 822: FBI Background Check are (1) Date Card Mailed, (2) Check Conducted On Whom, (3) Response and (4) Rehabilitated.

1. Date Card Mailed:
MM/DD/YYYY
2. Check Conducted On Whom:
Values for Check Conducted On Whom:
01 Applicant # 1
02 Applicant # 2

- 03 Other Adult 18 and over
- 04 Child age 12 and older

3. Response:

Values for Response:

- 01 Prohibitive
- 02 Not Prohibitive
- 03 No Criminal Record

4. Rehabilitated:

Values for Rehabilitated:

- 01 Yes
- 02 No
- 97 Not Applicable

Connectedness: If in Event 820: Criminal Background Check, value 02-Yes, was entered in the element for Five (5) Year Residency in Ohio, then this event must be entered.

EVENT 850: LOCAL EDUCATIONAL AGENCIES

Purpose: This Resource Event documents the Ohio County and Local Educational Agencies (LEA) in which the resource resides.

Usage: This Resource Event shall be entered at the initial registration of the resource into Micro-FACISIS and each time the resource has a change of address where the address is in a different county or a different school district.

Event Date: The event date is the date that the resource was licensed or the date that the resource moved to a new address.

Elements: Elements for Event 850: Local Educational Agencies are (1) Local Educational Agencies Federal Code and (2) Resource County Code.

1. Local Educational Agencies Federal Code: The five digit federal LEA Code within the Federal LEA Code manual should

be entered.

2. Resource County Code: This is the two digit county code.

Connectedness: None.

EVENT 812: FOSTER CAREGIVER/ADOPTIVE PARENT FAMILY STRUCTURE

Purpose: This Resource Event documents the family structure of the people responsible for the physical care and supervision of the foster child placed within their home.

Usage: This event **must** be completed for each resource with resource codes:01, 02, 03, 04, 05, 06, 10, 11, 40, and 41. (This includes placing the child with a relative when the Agency has custody). This event is **not** completed if a child is placed in a Group Home, Child Resident Center, or Institution.

Event Date: The event date is the date the information is entered.

Elements: Element for Event 812: Foster Caregiver/Adoptive Parent Family Structure is (1) Foster/Adoptive Family Structure.

1. Foster/Adoptive Family Structure: The structure of the adoptive home the child is placed in.

Values for Foster/Adoptive Family Structure:

- 01 Married Couple
- 02 Unmarried Couple
- 03 Single Female
- 04 Single Male

Connectedness: If this event has value 01- Married Couple or 02-Unmarried Couple then Event 818: Second Foster Caregiver/Adoptive Parent Demographics **must** be entered.

EVENT 814: FIRST FOSTER CAREGIVER/ADOPTIVE PARENT DEMOGRAPHICS

- Purpose:** This Resource Event documents the First Foster Caregiver/Adoptive Parent on all resources identified in Event 812: Foster Caregiver/Adoptive Parent Family Structure.
- Usage:** This event **must** be completed for each resource with resource codes:01, 02, 03, 04, 05, 06, 10, 11, 40, and 41. (This includes placing the child with a relative when the Agency has custody). This event is **not** completed if a child is placed in a Group Home, Child Resident Center, or Institution. If Event 812: Foster Caregiver/Adoptive Parent Family Structure has a value 01-Married Couple or 02-Unmarried Couple; the First Foster Caregiver/Adoptive Parent is always considered, for reporting purposes, to be the female and the date of birth, race and ethnicity elements refer to her.
- Event Date:** The event date is the date the information is entered.
- Elements:** Elements for Event 814: First Foster Caregiver/Adoptive Parent Demographics are (1) Date of Birth, (2) Race, and (3) Ethnicity.
1. Date of Birth: The First Foster Caregiver/Adoptive Parent's date of birth.
MM/DD/YYYY
 2. Race: The self-declared racial background of the caregiver.
Values for Race:
 - 09 American Indian/Alaskan Native
 - 10 Asian
 - 11 Black/African American
 - 12 Hawaiian/Pacific Islander
 - 13 White
 - 14 Unable to Determine (Not to be used for the caregiver. The resource must identify their race).
 - 80 All Races (**This value is used only for documenting that all races are acceptable to a RESOURCE. This value is NEVER to be used to describe an individual client**).
 3. Ethnicity: The ethnic background of an the caregiver.
Values for Ethnicity:

- 01 Hispanic
- 02 Non-Hispanic

Connectedness: If Event 812: Foster Caregiver/Adoptive Parent Family Structure has a value 03 - Single Female or value 04 - Single Male, **do not** complete Event 818: Second Foster Caregiver/Adoptive Parent Demographics.

EVENT 818: SECOND FOSTER CAREGIVER/ADOPTIVE PARENT DEMOGRAPHICS

Purpose: This Resource Event documents the Second Foster Caregiver/Adoptive Parent on all resources identified in Event 812: Foster Caregiver/Adoptive Parent Family Structure.

Usage: This event **must** be completed for each resource with resource codes:01, 02, 03, 04, 05, 06, 10, 11, 40, and 41. (This includes placing the child with a relative when the Agency has custody). This event is **not** completed if a child is placed in a Group Home, Child Resident Center, or Institution. If Event 812: Foster Caregiver/Adoptive Parent Family Structure has a value 01-Married Couple or value 02-Unmarried Couple, the Second Foster Caregiver/Adoptive Parent is always the male in the household.

Event Date: The event date is the date the information is entered.

Elements: Elements for Event 818: Second Foster Caregiver/Adoptive Parent Demographics are (1) Date of Birth, (2) Race, and (3) Ethnicity.

1. Date of Birth: Second Foster Caregiver/Adoptive Parent's date of birth.
MM/DD/YYYY
2. Race: The self-declared racial background of the caregiver.
Values for Race:
 - 09 American Indian/Alaskan Native
 - 10 Asian
 - 11 Black/African American
 - 12 Hawaiian/Pacific Islander

- 13 White
- 14 Unable to Determine (Not to be used for the caregiver. The resource must identify their race).
- 80 All Races (**This value is used only for documenting that all races are acceptable to a RESOURCE. This value is NEVER to be used to describe an individual client).**

3. Ethnicity: The ethnic background of the caregiver.

Values for Ethnicity:

- 01 Hispanic
- 02 Non-Hispanic

Connectedness: If Event 812: Foster Caregiver/Adoptive Parent Family Structure has value 01- Married Couple or 02-Unmarried Couple then this event must be entered.

EVENT 742: ADOPTIVE HOME STUDY APPROVED

Purpose: This Resource Event documents when the Agency has completed the adoptive home study process and has made a decision to approve the family for adoptive placement.

Usage: This Resource Event is entered when the Agency has completed the adoptive home study process and has made a decision to approve the family for adoptive placement. The Agency has 180 calendar days from the time of the Event 740: Approved Application Received to complete the homestudy. Once this Event is entered, the **FACIS Resource Status** will reflect *Approved*. In addition, the family *will* appear on the **FACIS Match Pool** Lists.

Event Date: The event date is the date the adoptive home is approved.

Elements: Not Applicable.

Connectedness: None.

EVENT 744: ADOPTIVE HOME STUDY NOT APPROVED

- Purpose:** This Resource Event documents the Agency has completed the adoptive home study process and has made a decision not to approve the family for adoptive placement.
- Usage:** This Resource Event is entered when the Agency has completed the adoptive home study process and has made a decision not to approve the family for adoptive placement. The Agency has 180 calendar days from the time of the Event 740: Approved Application Received to complete the homestudy. Once this Event is entered, the **FACISIS Resource Status** will reflect **Not Approved**.
- Event Date:** The event date is the date the adoptive home was not approved.
- Elements:** Element for Event 744: Adoptive Home Study Not Approved is (1) Reason.
1. Reason: The reason for non-approval for adoptive placement.
Values for Reason:
 - 00 Historical
 - 01 Felony Conviction
 - 03 Age
 - 04 Marital Status Change
 - 05 Not Suitable
 - 06 Financial Management
 - 07 Physical Condition
 - 08 Mental Condition
- Connectedness:** None.

EVENT 746: LIST FAMILY WITH OAPL

- Purpose:** This Resource Event documents the family was placed in the OAPL pool of families available for adoptive placement.

Usage: This Resource Event is entered to document the family has been placed in the OAPL pool of families available for adoptive placement. The Agency has 90 calendar days to complete this event from the Event 742: Adoptive Homestudy Approved. Once this Event is entered, the **FACIS Resource Status** (indicating the OAPL status) will reflect *Active*.

Event Date: The event date is the date the family was included in the OAPL pool of families available for adoptive placement.

Elements: Not Applicable.

Connectedness: None.

EVENT 748: OAPL LISTING WAIVED

Purpose: This Resource Event documents the family was not listed with OAPL and the family has submitted an Ohio Adoption Photo Listing Waiver (JFS 01614) indicating they do not wish to be listed with OAPL.

Usage: This Resource Event is entered when the Agency receives a formal Ohio Adoption Photo Listing Waiver (JFS 01614) from the family indicating they do not wish to be listed with OAPL (**prior** to a family being listed with OAPL). Once this Event is entered, the **FACIS Resource Status** (indicating the OAPL Status) will reflect *Waived*.

Event Date: The event date is the date the Agency receives a signed Ohio Adoption Photo Listing Waiver (JFS 01614) from the family indicating they do not wish to be listed with OAPL. The event date **must** be within 90 days after approval of the home study process Event 742: Adoptive Homestudy Approved.

Elements: Not applicable.

Connectedness: None.

EVENT 750: INITIATE FAMILY HOLD STATUS

- Purpose:** This Resource Event documents the family is temporarily unavailable for adoptive placement.
- Usage:** The Resource Event is entered when the Agency has made the decision to temporarily remove the adoptive family from the pool of available adoptive placements. If/when this Event is entered, the **FACIS Resource Status** (indicating the OAPL Status) will change from *Active* to reflect *Hold*. In addition, the family will not from appear on any match lists. To place the Resource on hold on the County Database, enter Event 863: Place Resource on Hold (County defined values). Once Event 863: Place Resource on Hold is entered, the **County Resource Status** will reflect *Hold*.
- Event Date:** The event date is the date the Agency makes the decision to temporarily remove the adoptive family from the pool of available adoptive placements.
- Elements:** Element for Event 750: Initiate Family Hold Status is (1) Reason for Family Hold.

1. Reason for Family Hold: The specific reason the “Hold” status was initiated.

Values for Reason for Family Hold:

- 01 Legal Risk
- 02 Temporary Situation
- 03 Preplacement Procedures
- 04 Adoptive Placement Made with Own Agency Child
- 07 Adoptive Placement Made with Regional Exchange Child
- 08 Adoptive Placement Made with Out-of-State Child
- 09 Adoptive Placement Made with Another ODJFS Agency Child

“Holds” are valid for different lengths of time depending on the reason. Definition of Hold Status values:

360 Day Hold Status

- value 01 The family has received an adoptive placement of a child who is not legally available for adoption including a child whose permanent custody is under appeal.
- value 04 Child is placed in an own Agency adoptive home.
- value 07 Child is placed in the adoptive home as a result of services of a regional adoption exchange.
- value 08 Agency is pursuing an interstate compact referral regarding adoption of a child.
- value 09 Child is placed in the adoptive home as the result of a referral by an Agency that does not hold permanent

custody of the child.

90 Day Hold Status

- value 02 Family situations such as, but not limited to pregnancy, illness, or unemployment which preclude an immediate placement.
- value 03 Procedures are occurring, such as, but not limited to, further Agency discussion or visitation.

Connectedness: None.

EVENT 752: REMOVE FAMILY HOLD STATUS

Purpose: This Resource Event documents the Agency has made the decision to remove the family's *Hold* status for the reason that the time period has elapsed or the reason for the *Hold* no longer exists.

Usage: This Resource Event is entered when the Agency wishes to make a family who is temporarily on hold, available for adoption. Once this Event is entered, the **FACSIS Resource Status** (indicating the OAPL status) will change from *Hold* to reflect *Active*. If the County Event 863: Place Resource on Hold was entered, and would now like to remove the *Hold* status on the County Database, enter Event 865: Remove Resource Hold. Once this Event 865: Remove Resource Hold is entered, the **County Resource Status** will reflect *Active*.

Event Date: The event date is the date the Agency makes the decision to remove the *Hold* status.

Elements: Not Applicable.

Connectedness: None.

EVENT 754: REQUEST LIST FOR CHILDREN

Purpose: This Resource Event documents the criteria(s) to be used in the **FACSIS Match Pool** process when searching for potential

available children for adoption.

Usage: This Resource Event is entered when the Agency wishes to receive a **FACISIS Match Pool List** of potential available children for adoption. After the Agency enters this event and does the necessary extract and transmission process , the match list will be sent to the Agency from the State listing the potential available children.

Event Date: The event date is the date the Agency makes the request for a match list.

Elements 1 through 4 identify the criteria that will be considered when the search is made for potential available children. A “yes” response will consider the factor(s) and will only list the children meeting the respective criteria. A “no” response will not consider the factor(s) and possibly list children that do not meet the necessary criteria.

Elements: Elements for Event 754: Request List for Children are (1) Include Age, (2) Include Sex, (3) Include Race, (4) Include Handicap Assessment, (5) Include Prior Restriction, and (6) Include Sibling Group.

1. Include Age: Is the child’s age to be considered a factor?

Values for Age:

01 Yes

02 No

2. Include Sex: Is the child’s sex to be considered a factor?

Values for Sex:

01 Yes

02 No

3. Include Race: Is the child’s race to be considered a factor? **Federal MEPA/IEPA legislation prohibits the routine consideration of race as a factor for placement.**

Values for Race:

01 Yes

02 No

4. Include Handicap Assessment: Is the child’s handicap assessment value to be considered a factor?

Values for Handicap Assessment:

- 01 Yes
- 02 No

5. Include Prior Restrictions: Are previously restricted families to be considered a factor? A “yes” response will prevent any restricted children to be listed on the match list regardless if they meet the appropriate criteria. A “no” response will allow the possibility for previously restricted children to appear on the match list.

Values for Prior Restrictions:

- 01 Yes
- 02 No

6. Include Sibling Group: Are sibling groups only to be generated as matches? A “yes” response will generate a match list that includes only sibling groups. A “no” response will generate a match list that will not include any sibling groups.

Values for Sibling Group:

- 01 Yes
- 02 No

Connectedness: None.

EVENT 756: RESTRICT CHILD/SIBLING GROUP LIST

Purpose: This Resource Event documents previously identified child(ren)/sibling group(s) from appearing on future match lists for the family.

Usage: This Resource Event is entered when the Agency determines the child/sibling group should not be considered for a family on future match lists.

Event Date: The event date is the date the Agency makes the decision to restrict the child/sibling group from the match list for a particular family.

Elements: Element for Event 756: Restrict Child/Sibling Group List are (1) Reason and (2) Restrict ID Number.

1. **Reason:** The reason the Agency does not want a previously matched child(ren)/sibling group(s) to appear on future match lists for a family.

Values for Reason:

- 01 Rejected After Presented or Visited
- 02 Family Constellation
- 03 Geographic
- 04 Cultural Differences*
- 05 Age
- 06 Behavioral Problems of Child
- 07 Emotional Problems of Child
- 08 Other Agency Not Cooperating

***The Federal MEPA/IEPA Guidelines prohibit the denial or delay of an adoptive placement because of cultural differences.**

2. **Restrict ID Number:** The specific identifier of the child(ren)/sibling group(s) to be restricted. This specific identifier can be found on the previous match list for the family.

Connectedness: None.

EVENT 758: WITHDRAW FAMILY FROM OAPL

Purpose: This Resource Event documents a family has been permanently removed from the OAPL Match Process.

Usage: This Resource Event is entered when the Agency has withdrawn a family from the OAPL match process. (Used for waivers occurring **after** a family has already been registered with OAPL via the Event 746: List Family with OAPL). Once this Event is entered, the FACSIS Resource Status will reflect **Withdrawn**.

Event Date: The event date is the date the Agency withdraws the family from the OAPL match process.

Elements: Element for Event 758: Withdraw Family from OAPL is (1) Reason.

1. **Reason:** The specific reason why the family is withdrawn.

Values for Reason:

- 01 Family Request
- 02 Family Request/Waiver Initiated
- 03 Adoption Finalized - Own Agency
- 06 Adoption Finalized - Regional Adoption Exchange
- 07 Adoption Finalized - Out of State
- 08 Adoption Finalized - Other Agency
- 09 Approved Status Revoked

Connectedness: None.

EVENT 760: CLOSE ADOPTIVE HOME

Purpose: This Resource Event documents when an adoptive home is no longer available for placement.

Usage: This Resource Event is entered when an adoptive home is no longer available for placement. Once this Event is entered, the **FACIS Resource Status** will reflect *Closed*.

Event Date: The event date is the date the Agency makes the decision or the adoptive home notifies the Agency that it is no longer available for placement.

Elements: Element for Event 760: Close Adoptive Home is (1) Reason.

1. **Reason:** The specific reason why the adoptive home has been closed.

Values for Reason:

- 01 Voluntary Withdrawal During Process
- 02 Transfer
- 03 Finalized Adoption
- 04 Home Study Not Completed in Time
- 05 Home Study Update Not Approved

88 Other

Connectedness: None.