



East Fraser Service Delivery Area

Adoption Practice Audit

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Office of the Provincial Director of Child Welfare and Aboriginal Services

Quality Assurance Branch

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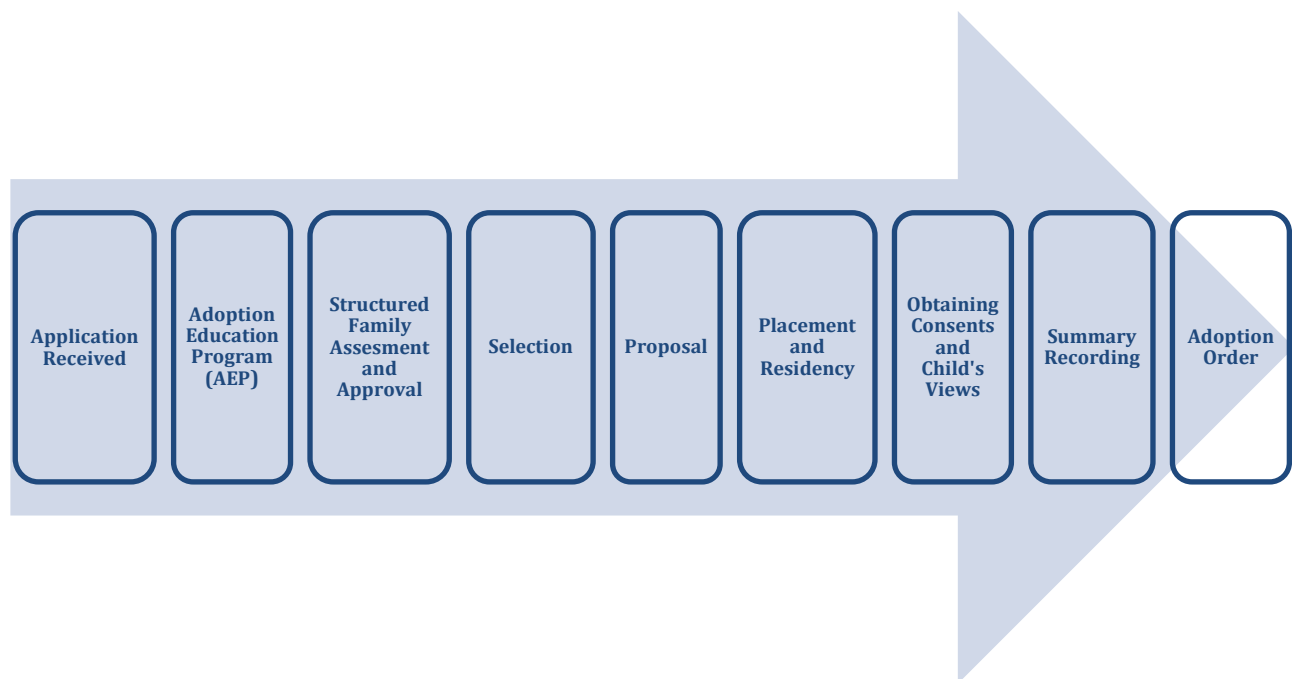
INTRODUCTION

This section of the report provides information about the purpose and methodology of the Adoption practice audit that was conducted in the East Fraser Service Delivery Area (SDA) in July through September, 2017.

1. PURPOSE

Practice audits are conducted regularly by the Provincial Director of Child Welfare (PDCW) across the Ministry of Children and Family Development (MCFD) service lines and for those services provided by Delegated Aboriginal Agencies (DAAs) under the Child, Family and Community Service Act (CFCSA). Practice audits are grounded in the Quality Assurance Standards (revised June 28, 2004) and Quality Assurance Audit Policy (effective June 1, 2016). These quality assurance audits examine compliance with legislation, policy, and operational standards, while providing a systematic approach to the evaluation and improvement of services. Practice audits also provide effective quality assurance oversight and public accountability, which in turn informs continuous improvements in practice, policy, and service delivery. Another intended outcome for practice audits is that children, youth, and families will receive quality, culturally safe, and restorative services and programs.

The Adoption Home (AH) practice audit is designed to assess achievement of key components of the Practice Standards and Guidelines for Adoption (MCFD, 2001). These standards and guidelines were implemented in April of 2001 and outline both standards for practice and procedural guidelines for the duties and functions of delegated adoption social workers under the *Adoption Act (RSBC 1996)*. See Appendix 1 for a complete listing of the specific Adoption Practice Standards that were assessed by this audit.



2. METHODOLOGY

Two groups of Adoption Home (AH) file records were selected from data extracted from the Ministry's Management Information System (MIS) on June 30, 2016:

- **Open AH records** with a file start date after Dec 31, 2010, that were still open on March 31, 2016
- **Closed AH records** with a file start date after Dec 31, 2010 and a file stop date between April 1, 2015 and June 30, 2016

The audit is based on a review of AH records for adoption homes using a census sampling technique, wherein all file records that met the selection criteria were drawn and included in the audit. The only exception was with the relatively small number of AH records with out of country, inter-provincial, and territorial involvement, and where the prospective adoptive parent(s) reside outside of British Columbia (BC). These records were removed from the sample because the key Standards and Guidelines for Adoption (MCFD, 2001) in the audit apply only to prospective adoptive parent(s) who reside in BC and apply for adoption of a child in care residing in BC or a child who is under the guardianship of another province, territory or country. When the application is from prospective adoptive parents residing outside of BC an adoption worker from that other jurisdiction assumes responsibility for guiding the adoption process. The procedures for the adoption of children in care outside their guardian province are set out in the Provincial/Territorial Protocol on Children and Families Moving Between Provinces (June 21, 2011) and the Provincial/Territorial Protocol on Children, Youth and Families Moving Between Provinces and Territories (April 1, 2016).

The audit sampling method and MIS data extracts were developed and produced with the support of the Modelling, Analysis and Information Management (MAIM) Branch.

The total number of AH files in the census sample for the East Fraser SDA was 142. Forty-nine of these AH files had been closed during the past 15 months (i.e., between April 1, 2015 & June 30, 2016), while 93 remained open as of March 31, 2016 when they were selected for auditing. Two of the AH records selected for this SDA had to be removed from the audit. One record was removed from the audit as the prospective adoption parent(s) reside outside of BC. One record was removed from the audit as only 1 of 2 volumes was available for review.

Physical file records as well as electronic file records in the Management Information System (MIS), the Integrated Case Management (ICM) system and the Adoption Management System (AMS) were reviewed.

The selected records were assigned to a practice analyst on the provincial audit team for review. The analyst used the AH Practice Audit Tool to rate the records. The AH Practice Audit Tool contains 14 Adoption Critical Measures (ACM) designed to assess compliance with key components of the Adoption Standards using a scale with achieved and not achieved as rating options for measures ACM 1 and 2. A scale with achieved, not achieved, and not applicable as rating options is used for measures ACM 3 through ACM 14. The analyst entered the ratings in a SharePoint data collection form that included ancillary questions and text boxes, which were used to enter additional information about the factors taken into consideration in applying the critical measures.

In reviewing selected AH records, the analysts considered the entire practice that occurred during the life of the AH file leading up to the time when the audit was conducted (July 2017 through September 2017).

Quality assurance policy and procedures require that practice analysts identify for action any record that suggests a child may need protection under section 13 of the *Child, Family and Community Service Act*. During this audit, the practice analyst watched for situations in which the information in the records suggested that a child may have been left in need of protection. When identified, these records were brought to the attention of the appropriate team leader (TL) and community services manager (CSM), as well as the executive director of service (EDS), for follow up, as appropriate.

3. FINDINGS AND ANALYSIS

The findings are presented in tables that contain counts and percentages of ratings of achieved and not achieved for all of the measures in the audit tool (ACM 1 to ACM 14). The tables contain findings for measures that correspond with specific components of the Practice Standards and Guidelines for Adoption. Each table is followed by an analysis of the findings for each of the measures presented in the table.

There were 140 AH records selected for this audit of the East Fraser SDA. However, not every measure in the audit tool was applicable to all of the AH records audited. This is necessary as not all applications by prospective adoptive parents result in the placement of a child for adoption and the granting of an Adoption Order by the court. Additionally, approximately two-thirds of the AH files audited remained open at the time of auditing and therefore by definition were still at some preliminary or penultimate stage of the adoption process.

The tables shown below present both the number of “not applicable” and the number of “applicable” records for each of the critical measures. The numbers and percentages for records rated “achieved” versus “not achieved” in each table are derived from the number of applicable records for that critical measure.

3.1 Planning with Prospective Adoptive Parents

Table 1 provides compliance rates for measures ACM 1 through ACM 5, which relate to planning with prospective adoptive parents. These measures correspond with Adoption Practice Standard 43 - Providing Adoption Information and Accepting the Application to Adopt (ACM 1 & 2), Adoption Practice Standard 44 - The Home Study Process: The Adoption Education and Structured Family Assessment Components (ACM 3 & 4), and Adoption Practice Standard 47 - Keeping the Written Family Assessment Current (ACM 5). See Appendix 1 for details. The rates in the table are presented as percentages of all records for which the measures were applicable.

Table 1: Planning with Prospective Adoptive Parents (N= 140)

Measure	# of Not Applicable Records	# of Applicable Records	# Rated Achieved	% Rated Achieved	# Rated Not Achieved	% Rated Not Achieved
ACM 1: Providing Adoption Information	0	140	12	9%	128	91%
ACM 2: Accepting the Application to Adopt	0	140	14	10%	126	90%
ACM 3: Completing the Adoption Education Program (AEP) Component of the Home Study Process	24	116	99	85%	17	15%
ACM 4: Completing the Structured Family Assessment Component of the Home Study Process	65	75	48	64%	27	36%
ACM 5: Keeping the Written Family Assessment Current	123	17	8	47%	9	53%

ACM 1: Providing Adoption Information

The compliance rate for this critical measure was **9%**. The measure was applied to all 140 records in the sample; 12 of the 140 records were rated achieved and 128 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the adoption worker responded to the prospective adoptive parent(s) within 7 working days and provided the prospective adoptive parent(s) with all of the information listed in Standard 43.

Of the 128 records rated not achieved, 100 did not have documentation that any information was provided to the prospective adoptive parent(s), 25 did not provide information to the prospective adoptive parent(s) that met all of the requirements listed in the standard, and 3 did not have documentation that the required information was provided within 7 working days. Of the 3 records that did not have documentation that the required information was provided within 7 working days, 1 did not record the date the required information was provided and, therefore, the length of time it took was unknown. The remaining 2 records did record the dates the required information was provided and the average time it took was 13 days.

ACM 2: Accepting the Application to Adopt

The compliance rate for this critical measure was **10%**. The measure was applied to all 140 records in the sample; 14 of the 140 records were rated achieved and 126 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the adoption worker provided the prospective adoptive parent(s), within 10 working days of receiving the application, the forms and information required for the Structured Family Assessment (SFA) component of the home study process, and then interviewed each applicant (in person) to determine eligibility and other relevant factors.

Of the 126 records rated not achieved, 24 did not provide the prospective adoptive parent(s) with the required forms and information for the SFA component within 10 working days of receiving the application, 30 did not contain documentation confirming the prospective adoptive parent(s) were interviewed in-person, and 72 did not provide the prospective adoptive parent(s) with the required forms and information for the SFA component within 10 working days of receiving the application, nor did they interview each applicant in-person. Of the 96 records that did not provide the prospective adoptive parent(s) with the required forms and information for the SFA component within 10 working days, 73 did not record the dates the required forms were provided and, therefore, the average time it took was unknown for those records. The remaining 21 did record the dates the required forms were provided and the average time it took was 125 days.

ACM 3: Completing the Adoption Education Program (AEP) Component of the Home Study Process

The compliance rate for this critical measure was **85%**. The measure was applied to 116 of the 140 records in the sample; 99 of the 116 records were rated achieved and 17 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the prospective adoptive parent(s) completed the ministry-approved adoption education program (AEP) prior to the home study being completed and a certificate of completion is in the file, or in the case of a second adoption, the previous AEP was reviewed and any training deficiencies identified for the proposed adoptive parent(s) were upgraded.

Of the 17 records rated not achieved, 1 did not indicate the prospective adoptive parents completed the AEP component prior to the completion of home study, 8 did not contain a certificate of AEP completion and 8 did not, in the case of a second adoption, review the previous AEP for training deficiencies and the proposed adoptive parent(s) did not receive upgrading.

This critical measure was not applied to 24 records in the sample. The reasons for being not applicable on this measure included: 9 records had the AEP component still in progress, 13 had the application to adopt withdrawn before the AEP component was completed, 2 had the application to adopt terminated by MCFD before the AEP component was completed.

ACM 4: Completing the Structured Family Assessment Component of the Home Study Process

The compliance rate for this critical measure was **64%**. The measure was applied to 75 of the 140 records in the sample; 48 of the 75 records were rated achieved and 27 were rated not achieved. To receive a rating of achieved, the record contains an SFA covering all of the required components and it was completed within the 4-month timeframe, or supervisory approval for an extension to the timeframe and the reasons for the extension are documented in the record.

Of the 27 records rated not achieved, 11 did not have an SFA that covered all of the required components, 16 did not have an SFA completed within the 4-month timeframe and there is no documentation of supervisory approval and reasons for the extension to the timeframe. The 16 records with SFA's not completed within the 4-month time frame took an average of just over 9 months to complete.

This critical measure was not applied to 65 records in the sample. The reasons for being not applicable on this measure included: 12 had not started the SFA because the AEP had not yet been completed, 27 had the SFA component still in progress, 23 had the application to adopt withdrawn before the SFA component was completed, and 3 had the application to adopt terminated by MCFD before the SFA component was completed.

ACM 5: Keeping the Written Family Assessment Current

The compliance rate for this critical measure was **47%**. This measure was only applicable to records where the initial SFA had been completed and approved for more than a year and the prospective adoptive parents were still awaiting the placement of a child. The measure was applied to 17 of the 140 records in the sample; 8 of the 17 records were rated achieved and 9 were rated not achieved. To receive a rating of achieved, the record contains the required annual updates attached to the SFA and includes the required information and supervisory approvals.

All of the 9 records rated not achieved did not have annual updates to the SFA documented in the record.

This critical measure was not applied to 123 records in the sample. The reasons for being not applicable on this measure included: 43 did not have a written SFA that was completed in its entirety and approved by the supervisor, 2 were in abeyance for less than 2 years, 15 had the initial SFA completed within the last year, 34 had an adoption occur within a year of the SFA being completed and approved by the supervisor, 26 had the application to adopt withdrawn before the SFA needed to

be updated, and 3 had the application to adopt terminated by MCFD before the SFA needed to be updated.

3.2 Adoption Planning for the Child and with Birth Parents

Table 2 provides compliance rates for measures ACM 6 through ACM 10. These measures correspond with Adoption Practice Standard 26 - Selecting Prospective Parent(s) for a Child in Continuing Custody (ACM 6), Adoption Practice Standard 27 - Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s) (ACM 7), Adoption Practice Standard 50 - The Adoption Proposal and Preparing for Placement (ACM 8 & 9), and Adoption Practice Standard 37 - Transferring Care and Custody with a Birth Parent Pre-Placement Agreement (ACM 10). See Appendix 1 for details. The rates in the table are presented as percentages of all records for which the measures were applicable.

Table 2: Adoption Planning for the Child and with Birth Parents (N= 140)

Measure	# of Not Applicable Records	# of Applicable Records	# Rated Achieved	% Rated Achieved	# Rated Not Achieved	% Rated Not Achieved
ACM 6: Selecting Prospective Parent(s) for a Child in Continuing Custody	89	51	9	18%	42	82%
ACM 7: Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s)	92	48	18	38%	30	63%
ACM 8: The Adoption Proposal and Preparing for Placement	94	46	32	70%	14	30%
ACM 9: The Timing of the Adoption Placement	96	44	43	98%	1	2%
ACM 10: Transferring Care and Custody with a Birth Parent Pre-Placement Agreement (Voluntary Relinquishments only)	140	0	0	N/A	0	N/A

ACM 6: Selecting Prospective Parent(s) for a Child in Continuing Custody

The compliance rate for this critical measure was **18%**. The measure was applied to 51 of the 140 records in the sample; 9 of the 51 records were rated achieved and 42 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the child's social worker reviewed the SFA and conducted a selection process involving at least the social worker's supervisor and one other person involved in the child's life (including but not limited to the foster parent, the guardianship worker, the adoption worker or a supervisor).

Of the 42 records rated not achieved, 16 did not have documentation that confirmed the child's worker reviewed the SFA, 2 did not have documentation of a selection process that involved at least 2 others, and 24 did not have documentation that confirms the child's worker reviewed the SFA and did not have documentation of a selection process that involved at least 2 others.

This critical measure was not applied to 89 records in the sample. The reasons for being not applicable on this measure included:

56 had not yet selected a child for the prospective adoptive parent(s), 29 had the application to adopt withdrawn before a child was selected for the prospective adoptive parent(s), and 4 had the application to adopt terminated by MCFD before a child was selected for the prospective adoptive parent(s).

ACM 7: Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s)

The compliance rate for this critical measure was **38%**. The measure was applied to 48 of the 140 records in the sample; 18 of the 48 records were rated achieved and 30 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the child's social worker has completed all of the requirements outlined in the standard prior to the child being proposed to the prospective adoptive parent(s).

Of the 30 records rated not achieved, 27 did not have documentation that all the requirements outlined in the standard were completed prior to the child being proposed to prospective adoptive parent(s), and 3 had all the requirements completed, but only after the child was proposed to prospective adoptive parent(s).

This critical measure was not applied to 92 records in the sample. The reasons for being not applicable on this measure included: 59 had not yet proposed a child to prospective adoptive parent(s), 29 had the application to adopt withdrawn before a child was proposed to prospective adoptive parents, and 4 had the application to adopt terminated by MCFD before a child was proposed.

ACM 8: The Adoption Proposal and Preparing for Placement

The compliance rate for this critical measure was **70%**. The measure was applied to 46 of the 140 records in the sample; 32 of the 46 records were rated achieved and 14 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the required information was shared with the prospective adoptive parent(s), and a letter of acknowledgement was signed by the prospective adoptive parent(s).

Of the 14 records rated not achieved, 1 did not share the required information with the prospective adoptive parent(s), 11 did not contain a letter of acknowledgement signed by the prospective adoptive parent(s) and 1 did not share the required information with the prospective adoptive parent(s) and did not contain a letter of acknowledgement signed by the prospective adoptive parents.

This critical measure was not applied to 94 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to prospective adoptive parent(s), 1 had proposed a child, but the prospective adoptive parent(s) never signed a letter of acknowledgement, 29 had the application to adopt withdrawn before a child was proposed to prospective adoptive parent(s), and 4 had the application to adopt terminated by MCFD before a child was proposed to prospective adoptive parent(s).

ACM 9: The Timing of the Adoption Placement

The compliance rate for this critical measure was **98%**. The measure was applied to 44 of the 140 records in the sample; 43 of the 44 records were rated achieved and 1 was rated not achieved.

To receive a rating of achieved, the record contains documentation confirming the adoption placement of a child with the prospective adoptive parent(s) occurred within 6 months of signing the letter of acknowledgement, or if the adoption placement occurred more than 6 months after signing the acknowledgement letter, the reasons for the extension and supervisory approval of the extension are documented in the record.

The record rated not achieved had a child placed with the prospective adoptive parent(s) more than 6 months after signing the letter of acknowledgement, instead the child was placed 7 months after signing and no reason for the extension or supervisory approval of the extension are documented in the record.

This critical measure was not applied to 96 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to prospective adoptive parent(s), 1 had proposed a child, but the prospective adoptive parent(s) never signed a letter of acknowledgement, 1 had proposed a child and a letter of acknowledgement was signed by the prospective adoptive parent(s), 31 had the application to adopt withdrawn before the placement of a child, 4 had the application to adopt terminated by MCFD prior to the placement of a child.

ACM 10: Transferring Care and Custody with a Birth Parent Pre-Placement Agreement

The compliance rate for this critical measure was not measured. This critical measure is specific to situations where the birth parent(s) was voluntarily relinquishing the child for adoption under the Adoption Act. The measure was not applied to any of the 140 records in the sample, because none involved the voluntary relinquishment of a child.

This critical measure was not applied to 140 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to prospective adoptive parent(s), 1 had proposed a child, but the prospective adoptive parent(s) never signed a letter of acknowledgement, 44 had proposed a child who is under a continuing custody order (CCO), 31 had the application to adopt withdrawn before the placement of a child, and 4 had the application to adopt terminated by MCFD before the placement of a child.

3.3 Consents, Post-Placement Services, and Adoption Completion

Table 3 provides compliance rates for measures ACM 11 through ACM 14. These measures correspond with Adoption Practice Standard 39 - Required Consents (ACM 11), Adoption Practice Standard 57 - Post-Placement Responsibilities of the Adoption Worker to the Child and the Adoptive Parent(s) (ACM 12), Adoption Practice Standard 60 - Preparing the Report on a Younger Child's Views (ACM 13), and Adoption Standard 61 - Preparing the Summary Recording (ACM 14). See Appendix 1 for details. The rates are presented in the table as percentages of all records for which the measures were applicable.

Table 3: Consents, Post-Placement Services and Adoption Completion (N= 140)

Measure	# of Not Applicable Records	# of Applicable Records	# Rated Achieved	% Rated Achieved	# Rated Not Achieved	% Rated Not Achieved
ACM 11: Obtaining Required Consents	96	44	43	98%	1	2%
ACM 12: Post-Placement Responsibilities of the Adoption Worker	104	36	3	8%	33	92%
ACM 13: Preparing the Report on a Younger Child's Views	127	13	9	69%	4	31%
ACM 14: Preparing the Summary Recording	109	31	16	52%	15	48%

ACM 11: Obtaining Required Consents

The compliance rate for this critical measure was **98%**. The measure was applied to 44 of the 140 records in the sample; 43 of the 44 records were rated achieved and 1 was rated not achieved. To receive a rating of achieved, the record contains documentation confirming that all required consents for a child under a CCO or a voluntary relinquishment have been obtained prior to placement, or there is documentation the adoption worker has properly dispensed with obtaining consents.

The record rated not achieved did not contain documentation that the required consents were obtained prior to placement and there was no documentation that the adoption worker properly dispensed with obtaining consents.

This critical measure was not applied to 96 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed a child to prospective adoptive parent(s), 1 had proposed a child to the prospective adoptive parents, but the child had not yet been placed or the consents had not yet been obtained, 31 had the application to adopt withdrawn prior to the placement of a child and, 4 had the application to adopt terminated by MCFD prior to the placement of a child.

ACM 12: Post-Placement Responsibilities of the Adoption Worker

The compliance rate for this critical measure was **8%**. The measure was applied to 36 of the 140 records in the sample; 3 of the 36 records were rated achieved and 33 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the adoption worker contacted the adoptive family within 1 working day after the adoption placement, visited the adoptive family home within 7 days after the adoption placement, and conducted at least 2 subsequent home visits during the placement period, and all of these visits met the requirements set out in the standard (i.e., assisting the adoptive family in meeting the child's specific needs as described in the plan of care, and consulting with the child about his or her views of the adoption placement).

Of the 33 records rated not achieved, 9 did not have documentation confirming the adoption worker visited the child within the required timeframes after placement, 2 had 1 or more of the visits with the child that did not meet the policy requirements set out in the standard, and 22 did not have

documentation confirming all the visits occurred and 1 or more of the visits did not meet the policy set out in the standard.

This critical measure was not applied to 104 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to the prospective adoptive parent(s), 1 had proposed a child to the prospective adoptive parents, but the child had not yet been placed, 7 had a child in the 6-month placement (or residency) period that had not concluded, 1 had a placement disruption occur and subsequently the application to adopt was terminated, 31 had the application to adopt withdrawn prior to the placement of a child, and 4 had the application to adopt terminated by MCFD prior to the placement of a child.

ACM 13: Preparing the Report on a Younger Child's Views

The compliance rate for this critical measure was **69%**. The measure was applied to 13 of the 140 records in the sample; 9 of the 13 records were rated achieved and 4 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the adoption worker met with the child in private and gathered the required information, completed a full report, and the report was approved by the supervisor.

Of the 4 records rated not achieved, 1 did not have documentation confirming the adoption worker met with the child in private and gathered the required information and 3 did not have a full report on a younger child's views on the file record.

This critical measure was not applied to 127 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to the prospective adoptive parent(s), 1 had proposed a child to the prospective adoptive parents, but the child had not yet been placed, 1 had documentation indicating the child did not have the capacity to express his/her views of the adoption, 11 had a child in the 6-month placement (or residency) period, 18 involved a child who is less than 7 or over the age of 12, 1 had a placement disruption occur and subsequently the application to adopt was terminated, 31 had the application to adopt withdrawn prior to the placement of a child, and 4 had the application to adopt terminated by MCFD before the placement of a child.

ACM 14: Preparing the Summary Recording

The compliance rate for this critical measure was **52%**. The measure was applied to 31 of the 140 records in the sample; 16 of the 31 records were rated achieved and 15 were rated not achieved. To receive a rating of achieved, the record contains documentation that after the 6-month placement (or residency) period expired, a current prior contact check (PCC) was conducted and a Summary Recording was completed and placed in the AH file record.

Of the 15 records rated not achieved, 5 did not have a Summary Recording completed and placed in the record after the placement (or residency) period expired, 4 did not have any indication a PCC was conducted on the prospective adoptive parent(s) after the placement (or residency) period expired, 2 had a Summary Recording in the AH file record, but it was incomplete, 3 did not have a Summary Recording or evidence a PCC was conducted, and 1 had an incomplete Summary Recording and no evidence a PCC was conducted.

This critical measure was not applied to 109 records in the sample. The reasons for being not applicable on this measure included: 60 had not yet proposed the placement of a child to the prospective adoptive parents, 1 had proposed a child to the prospective adoptive parents, but the child had not yet been placed, 12 were in the 6-month placement (or residency) period that had not yet expired, 1 had a placement disruption occur and subsequently the application to adopt was terminated, 31 had the application to adopt withdrawn prior to the placement of a child and, 4 had the application to adopt terminated by MCFD before the placement of a child.

Records Identified for Action

Quality assurance policy and procedures require practice analysts to identify for action any record that suggests a child may need protection under section 13 of the Child, Family and Community Service Act. No records were identified for action during the course of this audit.

4. OBSERVATIONS AND THEMES

This audit reviewed 140 AH file records that had been opened by the East Fraser SDA during the 5-year period between January 1, 2011 and March 31, 2016. As of June 30, 2016, 93 of these records remained open while 47 had been closed sometime between April 1, 2015 and June 30, 2016. Among the closed records, 23 concluded with a completed adoption and the granting of an Adoption Order. The remaining 24 closed files either had the application withdrawn by the prospective adoptive parents (22) or the application process was terminated by MCFD (2). Analysts also noted that among the records open in MIS, 17 had closure type statuses in AMS as of June 30, 2016; completed (5) and withdrawn (12). Further analysis into these records would be recommended to determine if file closure could occur in a timelier manner.

Among the 140 records reviewed for this audit, 99 involved a general application by prospective adoptive parents (71%), 14 were foster to adopt applications (10%) and 27 were child specific applications involving family members (19%).

This section summarizes the observations and themes arising from the record reviews and audit findings and analysis. The observations and themes relate to identified strengths and areas needing improvement. Some relate to specific critical measures and corresponding standards and policy requirements, while others are informed by themes that emerged across several measures. The purpose of this section is to inform the development of an action plan to improve practice.

The SDA overall compliance rate for all 14 critical measures was **44%**.

4.1 Strengths

There was high (85%) compliance for the critical measure associated with Completing the AEP Component of the Home Study Process (ACM 3). Most of the applicable records (99 out of 116) had either a certificate of completion or transcripts that confirmed successful completion of AEP. Of the remaining 17 records rated not achieved, 1 had no documentation that the AEP had been completed, 8 had some documentation that indicated that AEP had been completed, however no certificates of completion were found on the records. Another 8 of the 17 records rated not achieved were regarding adoptive parents who had previously adopted and documentation confirming that their training had been reviewed was missing from the records. Ensuring that proper documentation is on each record confirming completion of AEP or documentation showing a review of the training needs of prospective adoptive parents in regards to a second adoption and any training deficiencies were upgraded, would increase compliance to this measure.

There was moderate compliance (64%) for the critical measure associated with Completing the SFA Component of the Home Study Process (ACM 4). Specifically, 16 of the 27 records received a not achieved rating because the SFA was not completed and approved within 4 months. Documenting supervisory approval for an extension to the 4 month timeframe would increase compliance. In addition, 11 records contained incomplete SFAs. Of these, 8 were deemed incomplete due to missing signatures. Ensuring that all SFA's have the appropriate signatures would also increase compliance to this critical measure.

There was moderately high (70%) compliance for the critical measure associated with the Adoption Proposal and Preparing for Placement (ACM 8). The compliance rate for this measure could be significantly improved by ensuring that a copy of the signed letter of acknowledgement for each child is filed on the AH file.

There was extremely high (98%) compliance for the critical measure associated with the Timing of the Adoption Placement (ACM 9). Specifically, 43 out of 44 applicable records received an achieved rating because the placement occurred within 6 months of the letter of acknowledgement being signed. This indicates that, once a child is proposed and accepted by the prospective adoptive parents, placement is occurring in a timely manner.

There was extremely high (98%) compliance for the critical measure associated with Obtaining Required Consents (ACM 11). The vast majority of the records received an achieved rating (43 out of 44). The 1 record that received a not achieved rating was regarding a sibling group of 2 children, but only 1 consent was in the record.

Lastly, the critical measure associated with Preparing the Report on a Younger Child's Views had moderate (69%) compliance (ACM 13). Of the applicable records, 9 out of 13 contained documentation confirming that the adoption worker interviewed the child privately, gathered the required information, and completed a full report that was approved by a supervisor.

4.2 Challenges

The 2 critical measures associated with Adoption Practice Standard 43, Providing Adoption Information (ACM 1) and Accepting the Application to Adopt (ACM 2) both received extremely low compliance rates of 9% and 10%, respectively. There was very limited documentation to indicate the calendar dates when prospective adoptive parent(s) initially contacted the ministry to express interest in adoption and when the adoption worker responded. As such, the file documentation was generally insufficient to determine whether the adoption workers response was within 7 working days. Furthermore, the documentation was insufficient to determine whether the adoption worker provided the prospective adoptive parent(s) with all of the information listed in Adoption Practice Standard 43.

In regards to Accepting the Application to Adopt (ACM 2), the majority of records (96 out of 140) did not include documentation of the forms and information being provided to the prospective adoption parents within 10 working days. The majority of records (102 out of 140) did not contain documentation of an in-person interview with the applicants to determine eligibility.

The critical measure associated with Keeping the Written Family Assessment Current (ACM 5) had low compliance (47%). This measure was only applicable to records where the initial SFA had been completed and approved for more than a year and the prospective adoptive parents(s) were still awaiting the placement of a child. Approximately half of the applicable records (9 out of 17) did not contain the required annual updates attached to the written SFA's. Keeping the SFA up to date is an important part of being able to appropriately match a prospective adoptive family with a child in continuing custody. The SAFE update document was introduced in August 2014 and if it were consistently utilized it could lead to much higher compliance to this critical measure.

There was extremely low (18%) compliance with the critical measure associated with Selecting Prospective Parent(s) for a Child in Continuing Custody (ACM 6). Of the 51 applicable records, 42 received a not achieved rating. Of the 42 not achieved records, 16 had no documentation showing the guardianship worker reviewed the SFA, 2 had no documentation that the selection process outlined in Adoption Practice Standard 26 was followed, and 24 had no documentation the SFA was reviewed or the selection process was followed. A review of Adoption Practice Standard 26 and how best to document these components of adoption work would improve compliance to this critical measure.

The critical measure associated with Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s) (ACM 7) had a low (38%) compliance rate. Among the 30 records rated not achieved on this measure, 27 did not contain documentation of the child's worker completing all the requirements prior to the proposal and 3 had documentation that all the requirements were completed, but only after the proposal was made. The compliance rate for this critical measure may be improved by ensuring that the documentation includes the child's birth family medical and social history, placement history, life experiences and previous Plans of Care. This documentation should also include how this information was shared with the prospective adoptive parents, including discussions around openness and obtaining supervisory approval prior to proposing the child. Of the 27 records that did not contain the required documentation prior to proposal, 16 were missing the child's birth family medical and social history.

The critical measure associated with the Post-Placement Responsibilities of the Adoption Worker (ACM 12) had an extremely low (8%) compliance rate due to insufficient documentation to meet the requirements set out in Adoption Practice Standard 57. This measure was applied to 36 records and 33 of these received a not achieved rating. Of the 33 not achieved records; 2 had one or more visits that did not meet policy requirements, 9 were missing documentation of the adoption worker visiting during timeframes as required, and 22 were missing documentation of the adoption worker visiting during timeframes and meeting the requirements of post-placement contact as outlined in Adoption Practice Standard 57. More thorough documentation of post-placement contact with the child and the adoptive parents is required to improve this compliance rate.

Lastly, the critical measure associated with Preparing the Summary Recording (ACM 14) received a moderately low (52%) compliance rate with 15 of 31 applicable records receiving a not achieved rating. Completing the Summary Recording and ensuring that a PCC is conducted at the expiry of the placement period would improve compliance to this critical measure.

5. ACTIONS TAKEN TO DATE

In October of 2016 the Centralized Services Hub in Victoria commenced with screening and assessing all prospective caregivers on behalf of the SDAs, including those applying to become adoptive parents. This screening work has been extended to all 13 SDAs across the province. This Hub is intended to provide ease of access for the public across a broad continuum of in-care and out-of-care services and will lessen the workload of front line staff by moving some administrative functions from district offices.

On October 31, 2016 MCFD launched a new online adoption tool province-wide that will streamline the adoption process for waiting families and help ensure children in care find a permanent family and home sooner. This new online tool 'Adopt BC Kids' provides a personalized user-friendly portal for prospective adoptive families to view information about adoption, view their application process, track what documents have been received and processed by MCFD, and better understand the next steps. Once approved, prospective adoptive parents can also browse the photos and videos of children waiting to be adopted. Anyone interested in becoming an adoptive can begin their journey through the online portal at www.gov.bc.ca/adoptkids.

The introduction of the Adopt BC Kids web portal and the enhanced role of the Centralized Services Hub in screening adoption applications may have a positive impact on the ability of SDAs to consistently meet the requirements set out in Adoption Practice Standards 43 and 44 (i.e., *Providing Adoption Information and Accepting the Application to Adopt* (ACM 1 & 2), and *The Home Study Process: The Adoption Education and Structured Family Assessment Components* (ACM 3 & 4).

The Child Welfare, Permanency, QA & Indigenous Policy Branch is updating the Adoption Policies and Guidelines with an anticipated completion date in late 2018. The overall goal will be that adoption practice will be guided by comprehensive, clear and concise guidelines that promote permanency plans that are timely, integrated and culturally safe adoption planning. These updated policies and guidelines will to provide clarity about the roles and documentation responsibilities of guardianship and adoption workers for the following: Selecting Prospective Parent(s) for a Child in Continuing Custody (ACM 6) and Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s) (ACM 7).

A "checklist" that identifies the required steps in the adoption process has been developed and distributed to adoption social workers. A second checklist is also in use to ensure the documentation of post placement contact with the adoptive family by the adoption social worker. The team leader also schedules supervision approximately once a month with each of the adoption social workers and updates a tracking sheet to ensure all key decision points are anticipated, completed and documented. As part of tracking system, the team leader has added outlook reminders into staff calendars regarding the due dates for the completion of SAFE studies within the four month timeframe and the annual updates.

A number of staff from the SDA participated in a day and half workshop "Introduction to Family Finding and Importance of Family Connectedness" on February 15th and 16th, 2018. A number of staff are also registered to attend the more in-depth offering of Family Finding Bootcamp March 20-23rd, 2018. These training sessions are focused on finding permanency for children and youth in care.

On March 6, 2018, the adoption team leader reviewed the adoption audit report with the adoption social workers.

6. ACTION PLAN

Proposed Action Plan Items	Person Responsible	Completed by	Anticipated Outcome
<p>1) The SDA will update their tracking systems to monitor the following: due dates and completions of the Structured Family Assessments and required annual updates (APS 47); dates of contacts and home visits related to post-placement responsibilities (APS 57); and dates of the required prior contact checks at the end of the adoption residency periods and the completion of summary recordings (APS 61).</p> <p>Confirmation that this tracking system has been implemented will be sent, via email, to the manager of Quality Assurance, Office of the Provincial Director of Child Welfare.</p> <p><i>(Addresses ACM 4, 5, 8, 11,12 & 14)</i></p>	Holden Chu, EDS	June 30, 2018	The SDA has a tracking system to anticipate the due dates and completion of assessment tools, required contacts with children/youth in post-placements and closing documentation.
<p>2) The SDA will develop and implement a system to document the contents of all proposal packages provided to prospective adoptive parents, prior to placement, to ensure they contain all the requirements outlined in the standard (APS27), including Birth Family Medical and Social History forms and signed Letters of Acknowledgement.</p> <p>Confirmation that this system has been implemented will be sent, via email, to the manager of Quality Assurance, Office of the Provincial Director of Child Welfare.</p> <p><i>(Addresses ACM 7 & 8)</i></p>	Holden Chu, EDS	June 30, 2018	The SDA has a system to ensure that AH records confirm that, prior to placement, the required documentation has been provided to prospective adoptive parents.

<p>3) The Child Welfare, Innovation and Indigenous Policy Branch will update the Adoption Policies and Guidelines to provide clarity about the roles and documentation responsibilities of guardianship and adoption workers.</p> <p><i>(Addresses ACM 6 & 7)</i></p>	<p>Janet Donald, Director, Adoption and Quality Assurance Policy and Innovation</p>	<p>December 31, 2018</p>	<p>Adoption practice will be guided by comprehensive, clear and concise guidelines that promote permanency plans that are timely, integrated and culturally safe adoption planning.</p>
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Appendix 1 – Listing of Adoption Practice Standards Assessed by Audit

Adoption Practice Standard 43: Providing Adoption Information and Accepting the Application to Adopt

When prospective adoptive parent(s) contact the ministry expressing an interest in adoption, you must respond within 7 working days and:

- clarify your responsibilities under the *Adoption Act* and the *CFCSA*, including giving paramount consideration to the child's best interests in all circumstances
- provide them with information about adoption, including:
 - eligibility requirements
 - pre- and post-placement services provided by the ministry
 - services available through licensed adoption agencies, and adoption support groups
 - the regulation of payment of birth parent expenses
 - the children awaiting placement
 - post-adoption assistance
 - the adoption process, including time frames and requirements
 - the home study process, explaining that it consists of an education component and an objective, structured family assessment with no guarantee of approval or of an adoption placement
 - openness and access in adoption
 - the importance of preserving the Aboriginal child's cultural identity, and
 - the fee schedule for applicable services

You must personally interview each applicant to determine:

- whether the applicant is eligible to adopt a child in British Columbia
- in the case where they are applying for a child with special service needs, whether the applicant(s) have a reasonable understanding of the long-term impact of these needs and are prepared to accept the significant behavioural and emotional issues associated with these needs, and
- whether the applicant is Aboriginal

When prospective adoptive parent(s) submit an application to the ministry for children awaiting placement, you must:

- register the application with Adoption Branch [in the Adoption Management System]
- begin the home study process for:
 - those applying for a specific child in continuing custody awaiting placement
 - those applying for a child in care with special service needs where you have determined that they understand the long-term impact of those needs and are prepared to accept the issues associated with them

- within 10 working days, provide them with the applicable forms and information required for the structured family assessment component of the home study process, and
- advise Adoption Branch of the decision to begin the home study process

If the application is for a child with no special service needs or a child with only special placement needs, wait for Adoption Branch to request that you begin the home study process.

You must make contact annually with applicants waiting for the home study process to begin.

Adoption Practice Standard 44: The Home Study Process: The Adoption Education and Structured Family Assessment Components

In order to approve applicants for adoption, you must complete the education component and structured family assessment component of the home study process.

For the educational component of the home study, you must ensure that the prospective adoptive parent(s) complete a ministry-approved education program.

For the structured family assessment, you must conduct the assessment according to ministry-prescribed guidelines.

When conducting the structured family assessment, you must:

- gather the following documents:
 - results of prior contact checks
 - the results of all criminal record searches
 - physician's reports
 - a minimum of four references
- conduct a fair and impartial assessment process that includes:
 - individual and joint interviews if there are two applicants
 - interviews of any young children living in the home as part of the interview with their parent(s)
 - interviews separate from those with the parent(s) of any child 7 years of age or older to determine the child's views about the proposed adoption
 - separate, in-person interviews with other members of the household
 - at least one interview with all members of the household together so that you can assess how they relate to each other
 - at least one interview held in the prospective adoptive parent(s) home
- allow for sufficient time to determine the readiness of the prospective adoptive parent(s) to adopt a child with the special service and/or placement needs for which they have applied, and
- complete the requirements for approval as described in Practice Standard 46

Once the education component and structured family assessment have been completed, you must complete a written family assessment that:

- describes the preparation of the prospective adoptive parent(s) as required in the Adoption Regulation
- summarizes the structured family assessment, and
- includes a recommendation as to the prospective adoptive parent(s)' ability to parent by adoption a child with the special service and/or placement needs for which they have applied, and identifies the number and ages of children they are approved to adopt

You must complete the written family assessment at least 3 months and no longer than 4 months after all required documentation, as described above, has been gathered. If the written family assessment cannot be completed within 4 months, you must:

- document the reasons for the delay, and
- obtain the approval of your supervisor/team leader.

Adoption Practice Standard 47: Keeping the Written Family Assessment Current

After prospective adoptive parent(s) have been approved for adoption and until an adoption placement occurs, you must request updated information from them:

- annually
- when there has been a change in their circumstances, and
- when they change their request for the age or special needs of a child or in the number of children

The updated information must be attached to or incorporated into the original written family assessment.

In addition, you must:

- reassess prospective adoptive parent(s) and revise their written family assessment recommendation when there is a change in their circumstances or a change in their request for the age or special needs of a child or in the number of children
- conduct a prior contact check and request new criminal record searches from prospective adoptive parent(s) every two years as part of the yearly update
- attach any yearly updates to the written family assessment
- where there are significant changes in the family's circumstances or when two years has passed since the family's approval, integrate the update into the written family assessment, and
- obtain your supervisor's signature on any updates that require a reassessment or new recommendation or that are integrated into the written family assessment

In order to keep all information on prospective adoptive parent(s) current, you must begin a new home study process:

- when a new child becomes part of the prospective adoptive family either through birth or through adoption, and/or
- when a written family assessment has been in abeyance and/or closed for a total of 2 years

Adoption Practice Standard 26: Selecting Prospective Parent(s) for a Child in Continuing Custody

When selecting prospective adoptive parent(s) for a child in continuing custody, you must:

- determine whose views you will consider when deciding which prospective adoptive parent(s) will meet the child's special service and placement needs, and at a minimum include your supervisor/team leader and one other person
- obtain and review the written family assessments to determine the characteristics and abilities of the prospective adoptive parent(s) you are considering
- weigh all relevant factors as outlined in section 3 of the *Adoption Act* and Practice Standard 1 to determine if adoption placement with the prospective adoptive parent(s) being considered would be in the child's best interests
- obtain and consider the views of those you are involving in the selection process, and
- when there is more than one plan which may meet the child's needs and there is disagreement about which plan can best meet the child's needs, involve your regional manager responsible for adoption

Adoption Practice Standard 27: Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s)

Prior to proposing the adoption placement of a child in continuing custody with prospective adoptive parent(s), you must:

- ensure that the child is thoroughly prepared and ready for an adoption placement
- participate in the review of the child's comprehensive plan of care and complete the "Specific Needs" and "Desired Outcome" categories in the child's comprehensive plan of care, including both present and future needs
- determine whether the prospective adoptive parent(s) agree to the level of openness you have determined is in the child's best interests
- obtain the approval of your supervisor/team leader to propose the child to the prospective adoptive parent(s)

When proposing the child to the adoption worker for the prospective adoptive parent(s), you must share the following, after removing identifying information:

- the comprehensive plan of care completed for the proposal, as described above
- the child's previous comprehensive plan of care
- the child's written placement history and life experiences (refer to Practice Standard 22), and
- all relevant information about the child and the birth family

When the prospective adoptive parent(s) have agreed to accept the adoption of the proposed child, you must:

- obtain from the adoption worker for the prospective adoptive parent(s) the completed and signed comprehensive plan of care and letter acknowledging information they have received
- determine with the adoption worker for the prospective adoptive parent(s), your supervisor/team leader and their supervisor/team leader whether the prospective adoptive parent(s) understand and have the capacity to meet the special service and placement needs of the child, and
- obtain your supervisor's/team leader's approval of the completed comprehensive plan of care before beginning pre-placement visits.

Adoption Practice Standard 50: The Adoption Proposal and Preparing for Placement

When an adoption placement of a child is proposed, you must:

- ensure that all information on the child provided by the child's worker is shared with the prospective adoptive parent(s) and their physician
- ensure that prospective adoptive parent(s) have the opportunity to consult with medical professionals and/or others about the child's care
- assess the prospective adoptive parent(s)' ability and readiness to meet the specific needs of the child
- complete a statement, for the prospective adoptive parent(s) to sign, that acknowledges the documentation and information that has been provided about the birth parent(s) and the child
- unless the child proposed has been voluntarily placed under the Adoption Act and has no special service needs as defined in section 26(c) of the Adoption Regulation :
 - as participants in the review of the child's comprehensive plan of care, determine with the prospective adoptive parent(s) their plan to meet the child's needs
 - complete the "Description of services to be provided based upon the child's needs and "Target date" categories of the child's non-identifying comprehensive plan of care
 - obtain your supervisor's/team leader's approval and signature on the comprehensive plan of care.

After the prospective adoptive parent(s) have confirmed their interest in parenting the child you must:

- forward to the child's worker:
 - a copy of the prospective adoptive parent(s)' letter of acknowledgement
 - the completed comprehensive plan of care, if required
- if the child has special service needs, determine with the child's worker and both your supervisors/team leaders whether the prospective adoptive parent(s) can meet the special needs of the child
- if the child does not have special service needs, obtain the approval of your supervisor/team leader for the placement to proceed
- negotiate the terms of openness agreements and where possible complete openness agreements involving children in care, and
- arrange pre-placement visits and placement with the child's/birth parent's worker according to the written plan
- conduct a new prior contact check (including a check for protocol investigations) if the one completed at time of proposal is more than 30 days old

When it has been determined that the prospective adoptive parent(s) can meet the needs of the child, the placement of the child must occur within 6 months. If the child cannot be placed within 6 months, you must document the reasons and obtain the approval of your supervisor/team leader.

Adoption Practice Standard 37: Transferring Care and Custody with a Birth Parent Pre-Placement Agreement

You must ensure the birth parent(s) transfer care and custody to the Director of Adoption with a Birth Parent Pre-placement Agreement if they have made one of the following interim adoption placement plans:

- to place the child with prospective adoptive parent(s) prior to the signing of adoption consents, or
- to place the child temporarily with caregivers prior to the signing of adoption consents.

Prior to entering into a Birth Parent Pre-placement Agreement to place the child temporarily with caregivers, you must:

- determine that placing the child with caregivers is in the child's best interests
- advise the birth parent(s) of their right to obtain independent legal advice
- determine the length of the Birth Parent Pre-placement Agreement, and
- ensure your supervisor/team leader reviews and agrees to the proposed agreement.

After placement of the child with caregivers, you must:

- involve the birth parent(s) in decisions affecting the child and inform them in a timely manner about significant developments in the child's life, and

- unless birth parent(s) have indicated in writing that they do not wish to be notified, make reasonable efforts to promptly notify them in the following circumstances:
 - if it is determined that the placement will not proceed in a home chosen by the birth parent(s) or guardian
 - if it is determined that the placement will not proceed because an adoption home for the child is not available
 - if the child dies, or
 - if the child develops a serious condition or has an injury that may result in the child's death or may cause serious or permanent impairment of the child's health.

If the child remains in care under a Birth Parent Pre-Placement Agreement or by adoption consents longer than 30 days prior to an adoption placement, a comprehensive plan of care is required.

Adoption Practice Standard 39: Required Consents

Before placing for adoption a child:

- who is in the continuing custody of a director under the *CFCSA*, or
- who is under the guardianship of a director pursuant to section 29 of the *Family Relations Act* (now under Section 51 of the *Family Law Act*)

you must obtain the consent of the child, if he or she is 12 years of age or over and has the capacity to consent. (If it is determined that the child does not have the capacity to consent, refer to Practice Standard 41)

Before placing for adoption a child whose birth parent(s) are voluntarily planning adoption under the *Adoption Act* you must:

- obtain the consent of the child, if he or she is 12 years of age or over, and
- make reasonable efforts to obtain the consent of each of the following:
 - the birth mother
 - the father, as defined in section 13(2) of the *Adoption Act* and
 - any person appointed as the child's guardian

Before completing all adoptions you must obtain all required consents for the court, including the consent of the Director of Adoption, unless:

- an individual is not capable of consenting
- an order has been granted dispensing with a consent, or
- you are applying to dispense with consent

In a direct placement or in an adoption under section 48 of the *Adoption Act* you must advise prospective adoptive parent(s) that it is their and their lawyer's responsibility to determine who must consent and obtain the required consents.

Adoption Practice Standard 57: Post-Placement Responsibilities of the Adoption Worker to the Child and the Adoptive Parent(s)

In exercising your guardianship role with the child, you must ensure that the rights of the child in care are affirmed and respected and that all applicable guardianship duties and responsibilities as specified in Practice Standards for Guardianship are carried out, including but not limited to:

- maintaining regular contact with the child and prospective adoptive family by:
 - contacting the prospective adoptive parent(s) by telephone or visit within one working day after placement
 - visiting the child and prospective adoptive family in their home within 7 calendar days after placement
 - contacting prospective adoptive parent(s) of a child with special service needs at least once each month, either by telephone or in person, and visiting the child and prospective adoptive family in their home at least 2 additional times within the 6 month post- placement period
 - visiting an infant with no special needs and the prospective adoptive family in their home at least 2 additional times within the 6 month post-placement period
 - if the post-placement period extends beyond 6 months, visiting the child and prospective adoptive family in their home at least every 90 days
- assisting the prospective adoptive family in meeting the child's specific needs as described on the comprehensive plan of care prepared at the time of proposal
- consulting with the child about his or her views of the adoption placement and, if the child is at least 7 years of age and less than 12, ensuring that a written report on the child's views is prepared for the adoption completion, and
- reviewing the child's comprehensive plan of care

Adoption Practice Standard 60: Preparing the Report on a Younger Child's Views

After a child who is at least 7 and less than 12 years of age has been placed for adoption and before applying to the court for an adoption order, you must privately interview the child, so that the child's views on the adoption can be heard and recorded.

When conducting the interview and writing the Report on a Younger Child's Views, you must:

- determine the child's views and understanding of the following:
 - the effect and meaning of adoption
 - the proposed adoption and any proposed change of the child's name

- relationships with other persons who are significant in the child's life
- where applicable, how his or her racial, cultural, linguistic and spiritual identity can be maintained
- provide the above information within the report and in addition include:
 - your name and occupation
 - confirmation that you met with the child at a place and in a manner that allowed the child to freely express his or her views about the adoption
 - identifying information about the child and the prospective adoptive parent(s), and particulars respecting the interview, and
- obtain your supervisor's/team leader's approval and signature on the report.

You must submit the report to the court when applying for an adoption order.

Adoption Practice Standard 61: Preparing the Summary Recording

Before completing the Summary Recording, you must complete a current prior contact check on the prospective adoptive parent(s).

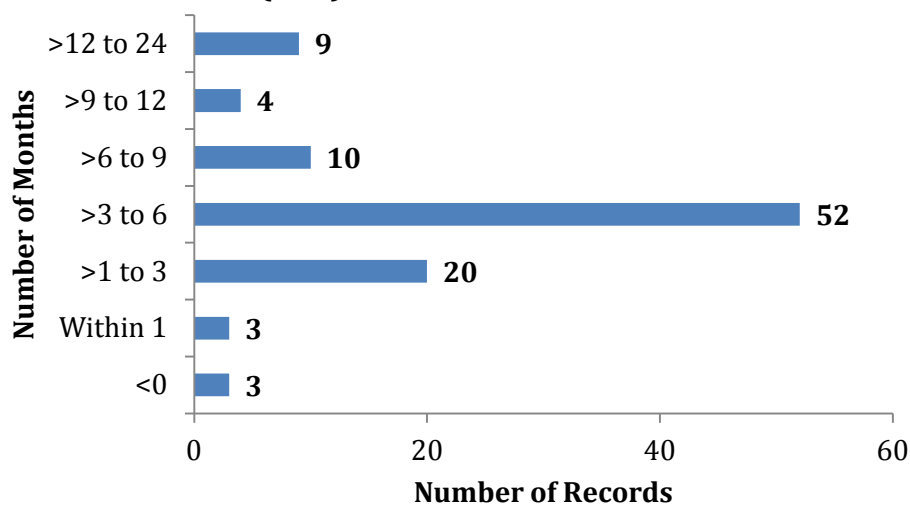
To assist the Director of Adoption in making a recommendation to the court as to whether an adoption order should be made, you must prepare a Summary Recording containing:

- the observations, assessments and facts upon which the Post-placement Report is established, and
- information as to whether the requirements of the *Adoption Act* have been met.

Appendix 2 – Time Intervals Observed for Stages in the Adoption Process

In reviewing the 140 AH files (both open and closed) for this audit, the practice analysts on the provincial audit team made a number of observations about the time intervals for some of the stages in the adoption process. These observations are unrelated to the compliance ratings for the fourteen separate Critical Measures presented in the body of this report. However, the four bar charts displayed below, do provide some insight into the time it takes for Adoption workers in the East Fraser SDA to guide prospective adoptive parents through the adoption process.

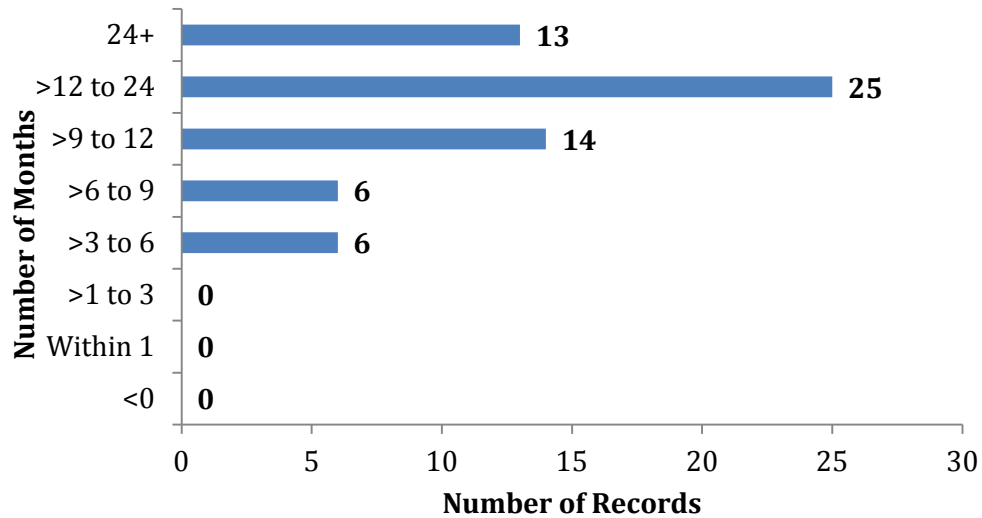
Figure 1: Time from Opening of AH Record to the Completion of the Adoption Education Program (AEP), SDA 21 - East Fraser



Note:

1. Figures are based on adoption MIS/AMS open/closed records with start date after Dec 31, 2010 with close dates between April 1, 2015 and June 30, 2016 or still open on March 31, 2016.
2. N= 101 of 140 records are included in this time calculation. Includes all 99 records rated Achieved on ACM 3, plus 2 records rated Not Applicable on ACM 3 because the AEP was completed outside audit time frame.
3. No completion dates for 39 records due to: did not complete prior to completion of home study (1), or no certificate confirming completion of AEP in file (8), or with a second adoption the AEP was not reviewed/training status upgraded (8), or AEP still in progress (7), or application to adopt terminated by MCFD before AEP completed (2), or withdrawn before AEP completed (13).
4. There are 3 AH records which had an AEP completion date prior to the opening the AH record due to: one completing a version of AEP in another province prior to applying to adopt in BC (1), and for an unknown reason (2).

Figure 2: Time from Opening of AH Record to the Completion and Approval of the Structured Family Assessment (SFA), SDA 21 - East Fraser

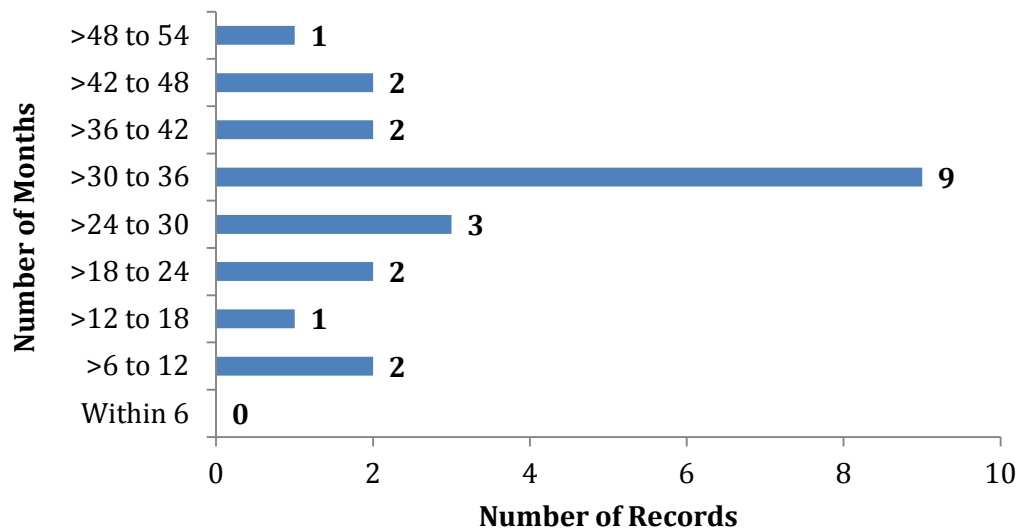


Note:

1. N= 64 of 140 records are included in this time calculation. Includes all 48 records rated Achieved on ACM 4, plus 16 records rated Not Achieved on ACM 4 because the SFA was not completed within the 4-month timeframe.

2. No approval dates for 76 records due to: SFA was incomplete (11), or application to adopt was terminated by MCFD before SFA completed (3), or withdrawn before SFA completed (23), or written SFA not started & AEP not yet completed (12), or written SFA still in progress (27).

Figure 3: Time from Opening of AH Record to Completion of the Summary Recording, SDA 21 - East Fraser



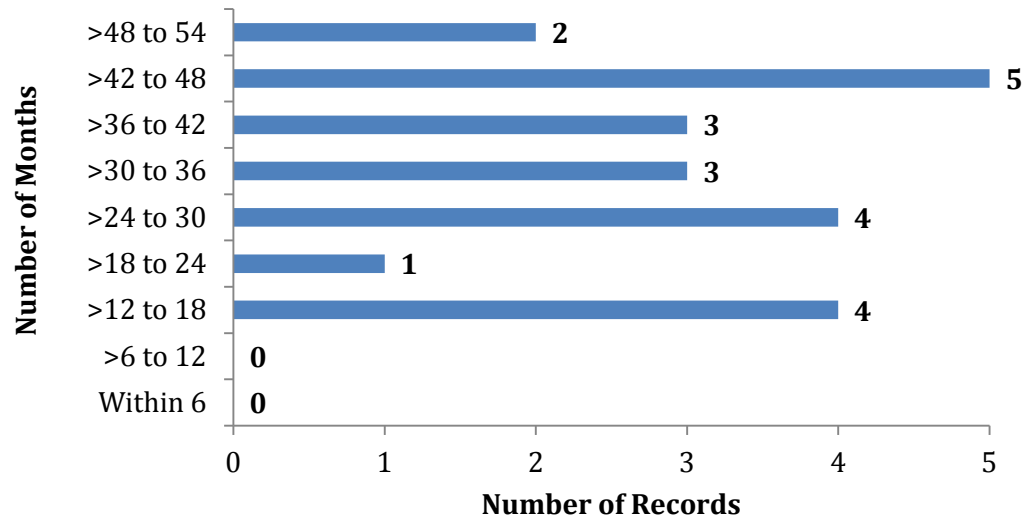
Note:

1. N=22 of 140 records are included in this time calculation. Includes all 16 records rated Achieved on ACM 14, plus 2 records rated Not Applicable on ACM 14 because the 6-mth period not yet expired, and 4 records rated Not Achieved on ACM 14 because a PCC was not conducted when the post placement period expired.

2. No completion dates for 118 records due to: no summary recording in file (8), or summary recording is incomplete (3), or 6-month placement period not yet expired (10), or a child has not yet been proposed to the prospective adoptive parent(s) (60), or application to adopt was terminated by MCFD (4) or withdrawn (31), or child not yet placed with prospective adoptive parent(s) (1), or placement disruption occurred and the application to adopt was terminated by MCFD (1).

3. Summary recordings are completed at the conclusion of the adoption placement and are required documentation before a Court package can be prepared and submitted.

Figure 4: Time from Opening of AH Record to the Closing of the AH Record, for Completed Adoptions, SDA 21 - East Fraser



Note:

1. N=22 of 140 records are included in this calculation. Includes only AH records that have been closed because an Adoption Order was obtained and the adoption completed.
2. This calculation includes any AH file closed in MIS (as of June 30, 2016). Closure dates are either before or after the Adoption Order is granted.