



South 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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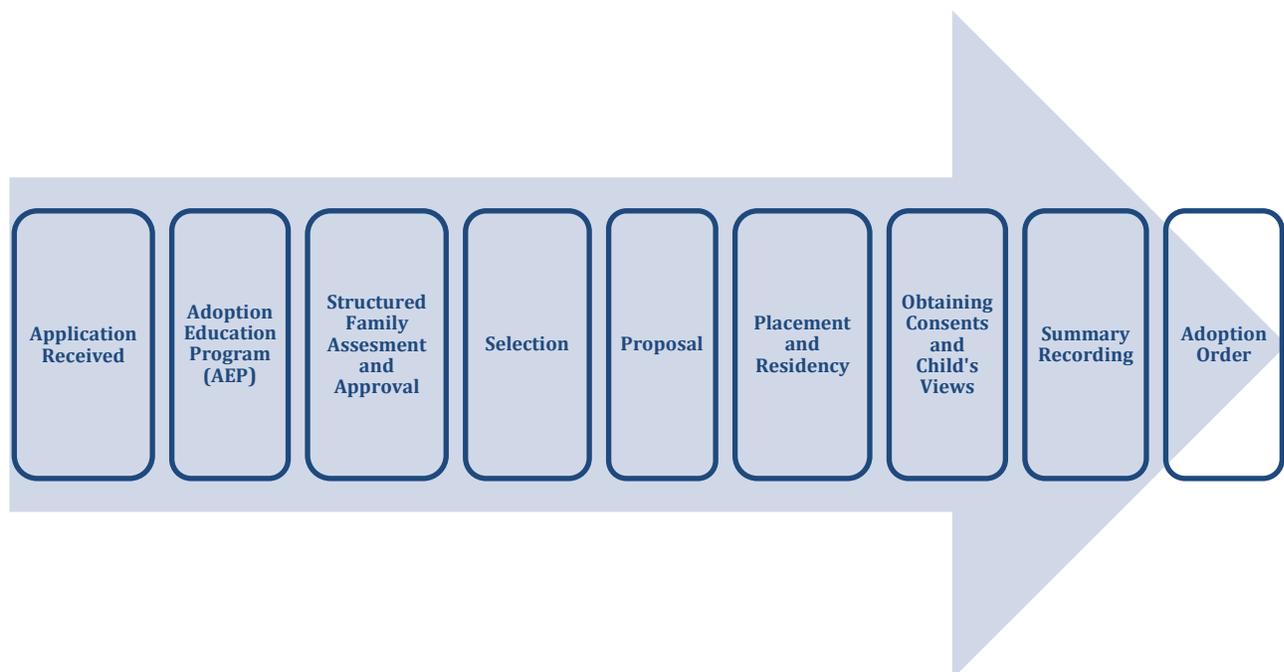
INTRODUCTION

This section of the report provides information about the purpose and methodology of the adoption home (AH) practice audit that was conducted in the South Fraser Service Delivery Area (SDA) in January through April 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 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 AH 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 records in the census sample for the South Fraser SDA was 143. Forty-three of these AH records had been closed during the past 15 months (i.e., between April 1, 2015 & June 30, 2016), while 100 remained open as of March 31, 2016 when they were selected for auditing. There were 5 AH records removed from the audit because the prospective adoptive parent(s) reside outside of BC.

Physical file records as well as electronic 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 records leading up to the time when the audit was conducted (January –April 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 supervisor 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.

One hundred and forty-three AH records were selected for this audit of the South Fraser SDA. Five records were removed from this sample as the applicants resided outside of the province; therefore, unable to assess the critical measures outlined in this audit. Further, 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, more than two-thirds (95 out of 138) of the AH records 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.

Measure	# of Not Applicable Records	# of Applicable Records	# Rated Achieved	% Rated Achieved	# Rated Not Achieved	% Rated Not Achieved
ACM 1: Providing Adoption Information	0	138	6	4%	132	96%
ACM 2: Accepting the Application to Adopt	0	138	27	20%	111	80%
ACM 3: Completing the Adoption Education Program (AEP) Component of the Home Study Process	30	108	97	90%	11	10%
ACM 4: Completing the Structured Family Assessment Component of the Home Study Process	76	62	59	95%	3	5%
ACM 5: Keeping the Written Family Assessment Current	115	23	3	13%	20	87%

ACM 1: Providing Adoption Information

The compliance rate for this critical measure was **4%**. The measure was applied to all 138 records in the sample; 6 of the 138 records were rated achieved and 132 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 132 records rated not achieved, 93 did not have documentation that any information was provided to the prospective adoptive parent(s), 36 did not have documentation that the information provided to the prospective adoptive parent(s) 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 those 3 records found not have met the 7 working day standard, 1 record had documentation that information was provided 9 working days after whereas the other 2 had no documentation so it was unknown as to how many days took for the information to be provided to prospective adoptive parent(s).

ACM 2: Accepting the Application to Adopt

The compliance rate for this critical measure was **20%**. The measure was applied to all 138 records in the sample; 27 of the 138 records were rated achieved and 111 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the adoption worker provided the prospective adoptive parent(s) with, the forms and information required for the Structured Family Assessment component of the home study process within 10 working days of receiving the application, and then interviewed each applicant (in person) to determine eligibility and other relevant factors.

Of the 111 records rated not achieved, 106 did not provide the prospective adoptive parent(s) with the required forms and information for the Structured Family Assessment component within 10 working days of receiving the application and 5 records did not provide the prospective adoptive parent(s) with the required forms and information for the Structured Family Assessment component within 10 working days of receiving the application and also did not contain documentation confirming the prospective adoptive parent(s) were interviewed in person. Of the 111 records that did not have documentation that the required information was provided within 10 working days, 63 did not record the dates the required forms were provided and, therefore, the average length of time it took was unknown and the remaining 48 did record the dates the required forms were provided and the average length of time it took was 114 days.

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

The compliance rate for this critical measure was **90%**. The measure was applied to 108 of the 138 records in the sample; 97 of the 108 records were rated achieved and 11 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 11 records rated not achieved, 2 did not have documentation that the prospective adoptive parents completed the AEP component prior to the completion of home study, 3 did not contain a certificate of AEP completion and 6 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 30 records in the sample. The reasons for being not applicable on this measure included: 14 had the AEP component still in progress, 12 had the application to adopt withdrawn before the AEP component was completed, and 4 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 **95%**. The measure was applied to 62 of the 138 records in the sample; 59 of these 62 records were rated achieved and 3 were rated not achieved. To receive a rating of achieved, the record contains a written Structured Family Assessment (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 3 records rated not achieved, 2 did not have a SFA that covered all of the required components and 1 did not have a SFA completed within the 4 month timeframe (it took 7 months) and there is no documentation of supervisory approval and reasons for an extension to the timeframe.

This critical measure was not applied to 76 records in the sample. The reasons for being not applicable on this measure included: 17 had not started the SFA component because the AEP had not yet been completed, 28 had the SFA still in progress, 22 had the application to adopt withdrawn before the SFA was completed, and 9 had the application to adopt terminated by MCFD before the SFA was completed.

ACM 5: Keeping the Written Family Assessment Current

The compliance rate for this critical measure was **13%**. 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 23 of the 138 records in the sample; 3 of the 23 records were rated achieved and 20 were rated not achieved. To receive a rating of achieved, the record contains the required annual updates attached to the written SFA and includes the required information and supervisory approvals.

All 20 records rated not achieved did not have annual updates to the SFA documented in the record.

This critical measure was not applied to 115 records in the sample. The reasons for being not applicable on this measure included: 44 did not have a SFA that was completed in its entirety and approved by the supervisor, 2 have an adoption application that is in abeyance and has been for less than 2 years, 12 had a SFA completed within the last year, 26 had an adoption occur within a year of the SFA being completed and approved by the supervisor, 22 had the application to adopt withdrawn before the SFA needed to be updated, and 9 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= 138)

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	90	48	29	60%	19	40%
ACM 7: Proposing the Adoption Placement of a Child to Prospective Adoptive Parent(s)	91	47	42	89%	5	11%
ACM 8: The Adoption Proposal and Preparing for Placement	91	47	43	91%	4	9%
ACM 9: The Timing of the Adoption Placement	94	44	43	98%	1	2%
ACM 10: Transferring Care and Custody with a Birth Parent Pre-Placement Agreement (Voluntary Relinquishments only)	138	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 **60%**. The measure was applied to 48 of the 138 records in the sample; 29 of the 48 records were rated achieved and 19 were rated not achieved. To receive a rating of achieved, the record contains documentation confirming the child’s social worker reviewed the written SFAs 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 child’s social worker, the adoption worker and a supervisor).

Of the 19 records rated not achieved, 7 did not have documentation that confirmed the child’s worker reviewed the SFA and 12 did not have documentation that confirmed the child’s worker reviewed the SFA and did not follow the selection process required which involved at least 2 others.

This critical measure was not applied to 90 records in the sample. The reasons for being not applicable on this measure included: 57 had not yet selected a child for prospective adoptive parent(s), 24 had the application to adopt withdrawn before a child was selected for the prospective adoptive parent(s), and 9 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 **89%**. The measure was applied to 47 of the 138 records in the sample; 42 of the 47 records were rated achieved and 5 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).

All 5 records rated not achieved did not have documentation that all the requirements outlined in the standard were completed prior to the child being proposed to the prospective adoptive parent(s).

This critical measure was not applied to 91 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed a child to prospective adoptive parent(s), 24 had the application to adopt withdrawn before a child was proposed to the prospective adoptive parents, and 9 had the application to adopt terminated by MCFD before a child was proposed to prospective adoptive parent(s).

ACM 8: The Adoption Proposal and Preparing for Placement

The compliance rate for this critical measure was **91%**. The measure was applied to 47 of the 138 records in the sample; 43 of the 47 records were rated achieved and 4 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 4 records rated not achieved, 1 did not share the required information with the prospective adoptive parent(s), 1 did not contain a letter of acknowledgement signed by the prospective adoptive parent(s) and 2 did not share the required information with the prospective adoptive parent(s) and did not contain a letter of acknowledgement to the prospective adoptive parent(s).

This critical measure was not applied to 91 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to prospective adoptive parent(s), 24 had the application to adopt withdrawn before a child was proposed to prospective adoptive parent(s), and 9 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 138 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.

Of the 1 record rated not achieved, the child was not placed with the prospective adoptive(s) within 6 months of signing the letter of acknowledgement.

This critical measure was not applied to 94 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to prospective adoptive parent(s), 2 had proposed a child, but the prospective adoptive parent(s) never signed a letter of acknowledgement, 25 had the application to adopt withdrawn prior to the placement of a child, 9 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 138 records in the sample, because none involved the voluntary relinquishment of a child.

This critical measure was not applied to any of the 138 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to the prospective adoptive parent(s), 46 had proposed a child who is under a continuing custody order (CCO), 25 had the application to adopt withdrawn prior to the placement of a child, and 9 had the application to adopt terminated by MCFD prior to 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.

Measure	# of Not Applicable Records	# of Applicable Records	# Rated Achieved	% Rated Achieved	# Rated Not Achieved	% Rated Not Achieved
ACM 11: Obtaining Required Consents	94	44	42	95%	2	5%
ACM 12: Post-Placement Responsibilities of the Adoption Worker	112	26	4	15%	22	85%
ACM 13: Preparing the Report on a Younger Child’s Views	133	5	4	80%	1	20%
ACM 14: Preparing the Summary Recording	112	26	22	85%	4	15%

ACM 11: Obtaining Required Consents

The compliance rate for this critical measure was **95%**. The measure was applied to 44 of the 138 records in the sample; 42 of the 44 records were rated achieved and 2 were 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.

Both records rated not achieved did not contain documentation that all the required consents were obtained prior to placement and there is no documentation that the adoption worker properly dispensed with obtaining consents.

This critical measure was not applied to 94 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed a child to prospective adoptive parent(s), 2 had not yet placed a child with the prospective adoptive parent(s), 25 had the application to adopt withdrawn prior to the placement of a child and, 9 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 **15%**. The measure was applied to 26 of the 138 records in the sample; 4 of the 26 records were rated achieved and 22 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 22 records rated not achieved, 8 did not have documentation confirming the adoption worker visited the child within the required timeframes after placement, 10 had 1 or more of the visits with the child that did not meet the policy requirements set out in the standard, and 4 did not have documentation confirming all the visits occurred and one or more of the visits did not meet the policy set out in the standard.

This critical measure was not applied to 112 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to prospective adoptive parent(s), 2 had not yet placed a child with the prospective adoptive parent(s), 15 had a child in a 6-month placement (or residency) period that had not yet concluded, 2 had a placement disruption occur and withdrew their application to adopt, 1 had a placement disruption occur and the application to adopt was terminated by MCFD, 25 had the application to adopt withdrawn prior to the placement of a child, and 9 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 **80%**. The measure was applied to 5 of the 138 records in the sample; 4 of the 5 records were rated achieved and 1 was 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.

One record was rated not achieved as the report on a younger child's views was not completed after the 6 month placement period.

This critical measure was not applied to 133 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to the prospective adoptive parent(s), 2 had not yet placed a child with the prospective adoptive parent(s), 15 had a child in a 6-month placement (or residency) period that had not yet concluded, 21 involved a child who is less than 7 or over 12 years of age, 2 had a placement disruption occur and the application to adopt was withdrawn, 1 had a placement disruption occur and the application to adopt was terminated by MCFD, 25 had the application to adopt withdrawn prior to the placement of a child, and 9 had the application to adopt terminated by MCFD prior to the placement of a child.

ACM 14: Preparing the Summary Recording

The compliance rate for this critical measure was **85%**. The measure was applied to 26 of the 138 records in the sample; 22 of the 26 records were rated achieved and 4 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.

Of the 4 records rated not achieved, 2 did not have documentation that a PCC was conducted on the prospective adoptive parent(s) after the placement (or residency) period expired and did not have a Summary Recording completed, 1 had a Summary Recording but it was incomplete, and 1 did not have a Summary Recording completed by the end of the audit timeframe.

This critical measure was not applied to 112 records in the sample. The reasons for being not applicable on this measure included: 58 had not yet proposed the placement of a child to prospective adoptive parents, 2 had not yet placed a child with the prospective adoptive parent(s), 15 were in the 6-month placement (or residency) period that had not yet expired, 2 had a placement disruption occur and the application to adopt was withdrawn, 1 had a placement disruption occur and the application to adopt was terminated by MCFD, 25 had the application to adopt withdrawn prior to the placement of a child and, 9 had the application to adopt terminated by MCFD prior to 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 138 records that had been opened by the South Fraser SDA during the 5-year period between January 1, 2011 and March 31, 2016. As of June 30, 2016, 95 of these files remained open while 43 had been closed sometime between April 1, 2015 and June 30, 2016. Among the closed records, 16 concluded with the granting of an adoption order. The remaining 27 closed records either had the application withdrawn by the prospective adoptive parents (21) or the application process was terminated by MCFD (6). Please note that there were 6 open records where the application was withdrawn by the prospective adoptive parents and 4 open records where the application was terminated by MCFD.

Among the 138 records reviewed for this audit, 83 involved a general application by prospective adoptive parents (60%), 0 involved a birth parent(s) voluntarily relinquishing their child and consenting to an adoption placement (0%), while 23 were foster to adopt applications (17%) and 32 were child specific applications involving biological family members or others who were close to the child and were considered family and knew the child prior to the adoption application (23%).

This section summarizes the observations and themes arising from the record reviews and audit findings. 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 **56%**.

4.1 Strengths

There was a very high (90%) compliance rate for the critical measure associated with Completing the Adoption Education Program (AEP) component of the home study process (ACM 3). Of the 97 applicable records, 90 had either a certificate of completion, a formal letter congratulating the applicants on their successful completion or an email confirming the successful completion of AEP.

There was an extremely high (95%) compliance rate for the critical measure associated with Completing the Structured Family Assessment (SFA) component of the home study process (ACM 4). Of the 62 applicable records, only 3 were rated not achieved due to either an incomplete home study (2) or not completing the home study within the 4 month timeframe without receiving supervisory approval for the delay (1).

There was a high (89%) compliance rate for the critical measure associated with the Proposal of the Adoption Placement of a Child to a Prospective Adoptive Parent (ACM 7) and a very high (91%) compliance rate for the critical measure associated with the Adoption Proposal and Preparing for Placement (ACM 8). These are critical steps in the adoption proposal, preparation, and placement process which impact the success of a placement. These steps ensure that an appropriate match between the child and adoptive family, preparation of the child and the family as well as a smooth transition into placement.

There were extremely high compliance rates with the critical measures associated with the Timing of Adoption Placement (ACM 9) and Obtaining the Required Consents (ACM 11) (98 % and 95% respectively); meaning once the preliminary work of matching, proposing and preparation was completed, staff worked effectively to obtain all necessary consents and placed children in a timely manner and in accordance with standards. No records involving a voluntary relinquishment were identified within the scope of this audit, so obtaining the consent of birth parents in this type of situation was not a factor in this compliance rate.

There was a high (80%) compliance rate for the critical measure associated with Preparing the Report on a Younger Child's View (ACM 13). In all but 1 of the 5 applicable records, children who were at least 7 years old and less than 12 years of age were privately interviewed and their views on the adoption were recorded in a full report that was approved by the supervisor.

Lastly, there was a high (85%) compliance rating for the critical measure associated with Preparation of a Summary Recording (ACM 14). Summary recordings are extremely important as they are the final task for an adoption worker and they assist the Director of Adoption in making a recommendation to the court as to whether an adoption order should be made. Ensuring that PCCs are redone at the end of the placement period and that the Summary Recordings are completed in their entirety will improve future compliance to this critical measure.

4.2 Challenges

The critical measures associated with Standard 43, Providing Adoption Information and Accepting the Application to Adopt (ACM 1 and ACM 2), had extremely low and very low compliance rates (4% and 20% respectively). There was very limited documentation to indicate the calendar date when prospective adoptive parent(s) initially contacted MCFD to express interest in adoption and when the adoption worker responded. As such, the file documentation was generally insufficient to determine whether the adoption worker's response was within 7 working days. In addition, it was difficult to determine whether the information that was provided to the prospective adoptive parent(s) within 7 days of the initial contact and the forms and information that were provided to the prospective adoptive parent(s) within 10 days of receiving the completed application met all of the requirements listed in the standards. Recording the date the prospective adoptive parent(s) initially contacted MCFD to express an interest in adoption, the date the adoption social worker responded and describing/listing the required forms and the information that was provided (usually in a letter) and the date(s) the prospective adoptive parent(s) were interviewed in person will greatly improve the compliance ratings for these measures. Many records rated not achieved on ACM 1 had documented that the prospective adoptive parent(s) had attended a "Waiting Child" information session; however an achieved rating was not given in these circumstances as there was no documentation that the topics covered during these sessions met the requirements outlined in Adoption Standard 43. Improvement in this area could be achieved by documenting the information provided in the "Waiting Child" session within the records.

The South Fraser SDA had a form letter which was sent to the prospective adoptive parent(s) at the completion of AEP. This letter congratulated them on the successful completion of AEP and enclosed the physician's report as well as other questionnaires to complete. Given that this letter documented

the need to complete a physician's report and enclosed it within the congratulatory letter itself, these records received a not achieved rating for ACM 2 as the date on the letter was well beyond the 10 working days after receipt of the application. Had the physician's report been given at the same time as the other required forms that were provided within 10 working days, a higher compliance rating would have been achieved for this critical measure. Additionally, the practice analysts assumed the in-person interview for eligibility was achieved if a photocopy of a driver's license or passport was found in the record along with the completed Adoption Application and Adoption Questionnaire as these documents confirmed that the prospective adoptive applicant(s) met the eligibility requirements. It would have been helpful, for audit purposes, for adoption workers to document the actual interviews, including the received responses, when eligibility was being determined and to document their review of the responses within the Adoption Questionnaire.

The compliance rate for ACM 1 and ACM2 can also be improved by modifying the "Adoption Intake and Recruitment Tracking" form this SDA used in the majority of the records. This SDA may want to consider including information on this form to support the documentation (when and what information was provided) as well as confirmation of eligibility for the prospective adoptive parent(s) following the receipt of an application. Additionally, some records had a checklist of forms included in an adoption application package. It may be beneficial to utilize this form for each record and include the physician's report in this report and noting the date the forms were provided to the applicant and date stamping the receipt of the application forms.

The critical measure associated with Keeping the Written Family Assessment Current (ACM 5) had an extremely low (13%) compliance rate. Of the 23 applicable records, 20 were rated not achieved as the SFA was not updated annually. As prospective adoptive parent(s) can wait varying lengths of time to be matched and familial circumstances change, it is imperative that SFA's remain current in order to ensure appropriate and successful matching, placement and adoption completion.

The critical measure for Selecting a Prospective Parent(s) for a Child in Continuing Custody (ACM 6) received a moderate (60%) rating. Of the 48 applicable records, 19 were rated not achieved. Of these 19 records rated not achieved, 7 had no indication that the child's worker reviewed the SFA and 12 had no indication the child's worker reviewed the SFA plus the child's social worker did not follow the required selection process and involve at least 2 other persons in the child's life. Perhaps the documentation related to matching and involving others in the selection process was documented in the child services record, however it is important that such documentation is also included the adoption record.

Finally, the critical measure associated with Post-placement Responsibilities of the Adoption Worker (ACM 12) received an extremely low (15%) compliance rating. Of the 26 applicable records, 22 received a not achieved rating. In 10 of these 22 records, some documentation was found of contact or visits, but they did not meet policy requirements on timelines or the nature of the contact. Specifically, these records lacked documentation on consulting the child about his or her views of the adoption and/or assisting the prospective adoptive family in meeting the child's specific needs as described in the plan of care. In the remaining 12 records rated not achieved, there was no

documentation of any contact or visit by the adoption worker with the adoptive family or with the child once the child was placed in the adoption home.

Most records reviewed in this SDA had a contact tracking chart which recorded the date, location, reason for contact, and those present. This contact tracking chart, along with emails, was used to determine compliance for this critical measure. Many records reviewed in this SDA had placements which extended beyond the 6 month placement period; however there was limited documentation of the adoption worker adhering to the 90 day interval between visitations. Although the visitation chart provided some documentation about the contact between the adoption worker, the family and the child, the purpose of the visits is to discuss the strengths and challenges of the placement. Had the adoption worker utilized the contact tracking chart (or other documentation methods such as AMS recordings) to document all policy requirements, there would have been a far higher compliance rating for 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. By March of 2017 this screening work will be 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).

In 2016 the South Fraser adoption team reviewed the importance of adoption care plans. The adoption team leader is ensuring that all children placed for adoption in the SDA have their adoption care plan reviewed 5 months after placement. The care plan is reviewed to ensure that the goals outlined in the care plan are being met prior to the end of the placement period. The care plan is then updated and signed off by all parties and a copy is filed on the AH record.

6. ACTION PLAN

Action Plan Items	Persons Responsible	Date to be Completed By	Anticipated Outcome
<p>1) The supervisor for adoption services in the SDA will develop and implement a tracking system to monitor the due dates and completions of the required annual updates to Structured Family Assessments. This tracking system will be sent, via email, to the manager of Quality Assurance, Office of the Provincial Director of Child Welfare.</p> <p><i>(Addresses ACM 5)</i></p>	<p>Karen Blackman, EDS; Dianne Patenaude, supervisor</p>	<p>October 31, 2017</p>	<p>The SDA has an efficient process to ensure that all Structured Family Assessments are kept current.</p>
<p>2) The supervisor for adoption services in the SDA will review with all adoption workers the documentation requirements associated with Adoption Practice Standard 26. Specifically, adoption workers will request confirmation from the children’s social workers, via emails, that the selection processes met requirements and that the children’s social workers reviewed the Structured Family Assessments. Confirmation of this review will be sent, via email, to the manager of Quality Assurance, Office of the Provincial Director of Child Welfare.</p> <p><i>(Addresses ACM 6)</i></p>	<p>Karen Blackman, EDS; Dianne Patenaude, supervisor</p>	<p>October 31, 2017</p>	<p>Adoption workers will clearly document the process and requirements in regards to the selection of adoptive parents.</p>
<p>3) The supervisor for adoption services in the SDA will review with all adoption workers the documentation requirements associated with Adoption Practice Standard 57. Specifically, adoption workers will ensure that AH records contain documentation</p>	<p>Karen Blackman, EDS; Dianne Patenaude, supervisor</p>	<p>October 31, 2017</p>	<p>Adoption workers have a clear understanding of the practice and documentation requirements following placements. Ongoing interactions</p>

<p>about the children’s views on the adoption placement, how the adoptive families are meeting the children’s specific needs as outlined in the care plans, and that the post-placement contacts with the adoptive families, including in-person visits with the adopted children, were within the required timeframes. Confirmation of this review will be sent, via email, to the manager of Quality Assurance, Office of the Provincial Director of Child Welfare.</p> <p><i>(Addresses ACM 12)</i></p>			<p>and communications with adoptive parents and children placed for adoption are better reflected in AH record.</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

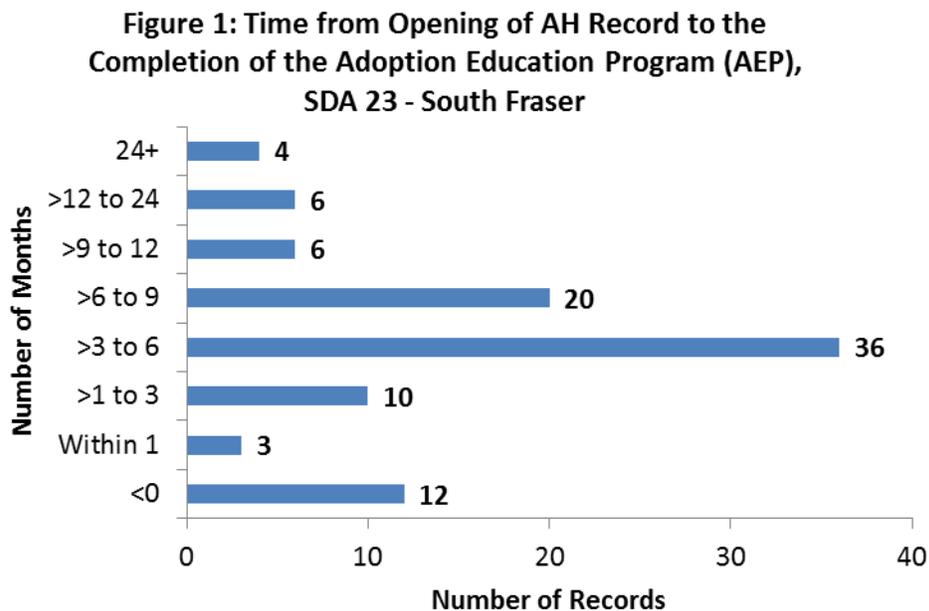
Before completing the Summary Recording, you must complete a current prior contact check on the prospective adoptive parent(s).

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

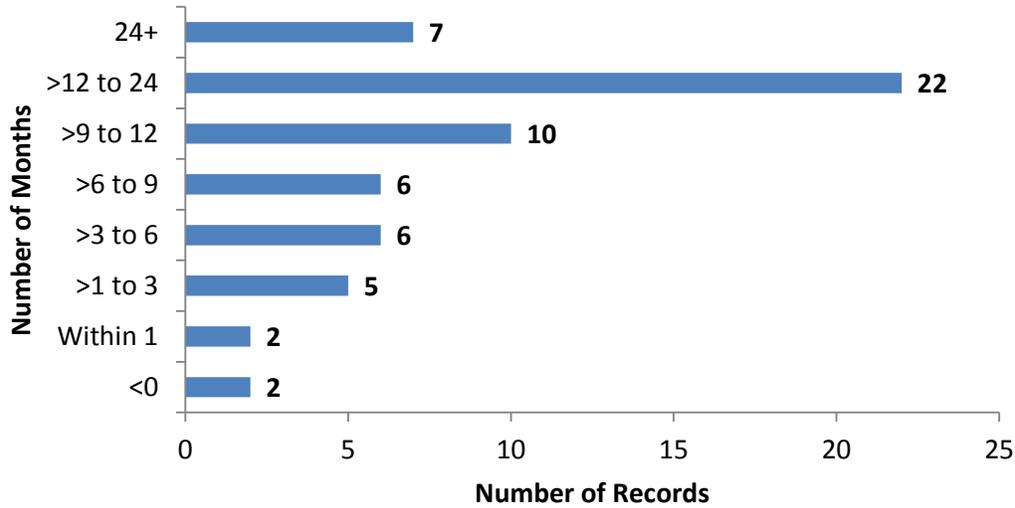
In reviewing the 138 AH records (both open and closed) for this audit, the practice analysts on the provincial audit team made a number of observations about the time intervals for some of the stages in the adoption process. These observations are unrelated to the compliance ratings for the fourteen 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 South Fraser SDA to guide prospective adoptive parents through the adoption process.



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= 97 of 138 records are included in this time calculation. Includes all 97 records rated Achieved on ACM 3.
3. No completion dates for 41 records due to: did not complete prior to completion of home study (2), or no certificate confirming completion of AEP in file (3), or with a second adoption the AEP was not reviewed/training status upgraded (6), or AEP still in progress (14), or application to adopt terminated by MCFD before AEP completed (4), or withdrawn before AEP completed (12).
4. There are 12 AH records which had an AEP completion date prior to the opening the AH record because (5) of applicants were foster to adopt, (3) were child specific adoptions and the applicants were restricted foster parents, (2) AEP was completed through a private agency, (1) had previously adopted through MCFD, and (1) was a simultaneous application of a sibling group and their relative which required separate AH records.

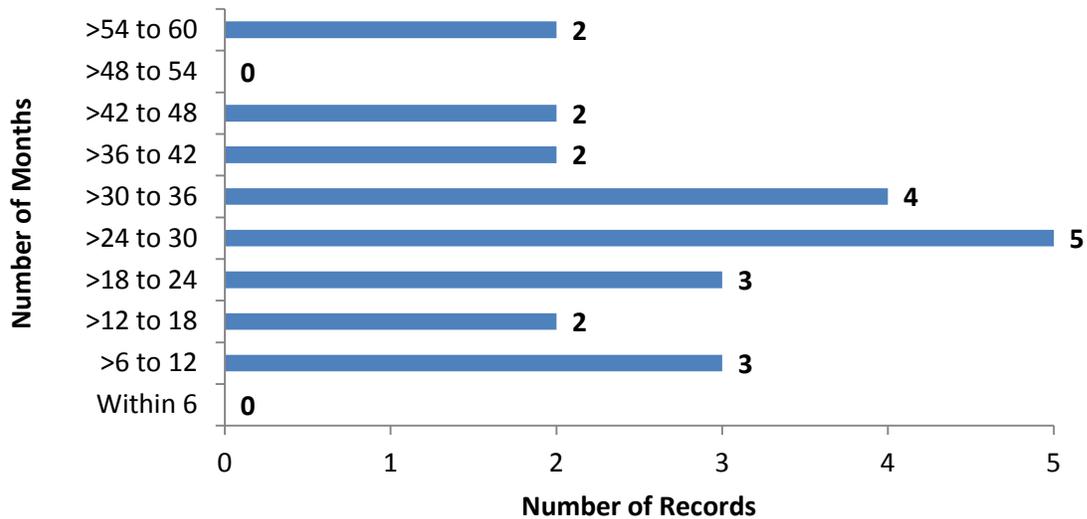
Figure 2: Time from Opening of AH Record to the Completion and Approval of the Structured Family Assessment (SFA), SDA 23 - South Fraser



Note:

1. N= 60 of 138 records are included in this time calculation. Includes all 59 records rated Achieved on ACM 4, plus 1 record rated Not Achieved on ACM 4 because the SFA was not completed within the 4-month timeframe.
2. No approval dates for 78 records due to: SFA was incomplete (2), or application to adopt was terminated by MCFD before SFA completed (9), or withdrawn before SFA completed (22), or written SFA not started & AEP not yet completed (17), or written SFA still in progress (28).
3. There are 2 AH records which had a SFA completion date prior to the opening of the AH record because (1) was a second child specific adoption through MCFD and updated the original SFA and (1) was a simultaneous adoption of a sibling group and their relative which required separate AH records but one SFA.

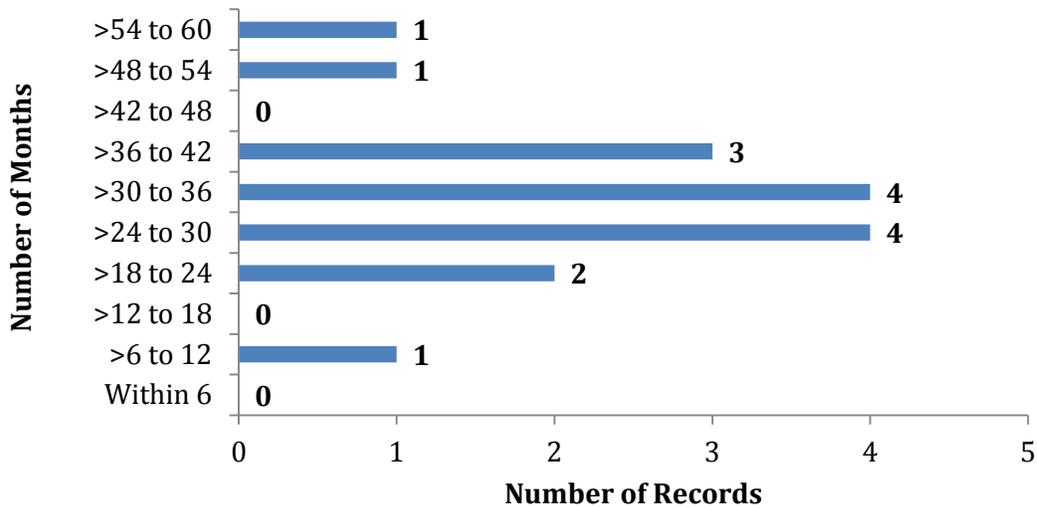
Figure 3: Time from Opening of AH Record to Completion of the Summary Recording, SDA 23 - South Fraser



Note:

1. N=23 of 138 records are included in this time calculation. Includes the 22 records rated Achieved on ACM 14, plus 1 record rated Not Applicable on ACM 14 because the 6-mth period not yet expired.
2. No completion dates for 115 records due to: no summary recording in file (2), or summary recording is incomplete (1), or 6-month placement period not yet expired (15), or a child has not yet been proposed to the prospective adoptive parent(s) (58), or application to adopt was terminated by MCFD (9) or withdrawn (25), or child not yet placed with prospective adoptive parent(s) (2), or placement disruption occurred and the application to adopt was terminated by MCFD (1), or placement disruption occurred and application to adopt was withdrawn (2).
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 23 - South Fraser



Note:

1. N=16 of 138 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 records closed in MIS (as of June 30, 2016). Closure dates are either before or after the Adoption Order is granted.