

**AGENCY REPORTING FORM FOR
ADOPTIVE PARENT TRAINING CURRICULUM**

Agency Name _____

Address _____

Telephone Number _____ Email _____

Contact Person _____

Date Submitted _____ Date Last Submitted _____

Agency Accredited: No Yes, if so, effective date & by which entity: _____

Type of Adoption Curriculum (Check one)

- International
- Private Agency Assisted Domestic – Specify one:
 - Infant Older child Child with Special Needs
- DCFS Special Needs/newly recruited
- DCFS Foster Care Conversion

PRE-PLACEMENT TRAINING

Total number of hours of pre-placement training _____

- 6 complete hours minimum for domestic pre-placement adoption
- 4 complete additional hours for special needs adoption specific to child's needs

10 complete hours minimum for international pre-placement adoption

Does your agency require PRIDE training? Yes No

(PRIDE Training may not be used to meet Pre-Placement Adoption Training Requirements for non foster-care conversions, unless the foster parent has completed all components of PRIDE training and is up to date on CEUs.)

Total number of hours of Home Study process (Must occur separately from training and is not considered to be training) _____

Method of training for curriculum-(Check all that apply)

- Group Sessions Individual/Couple Sessions
- Web-based
- Other (specify) _____

Name of curriculum, if purchased _____

(If purchased, provider and curriculum must be approved by DCFS)

Name of provider, if outsourced _____

(If outsourced, provider and curriculum must be approved by DCFS)

POST-PLACEMENT TRAINING

Total number of hours of post-placement training _____

Method of training for post- placement/continuing education (Check all that apply)

- Web-based
- Handouts/books
- Other (specify)_____
- Group Sessions
- Seminars/workshops
- Individual/Couple Sessions
- Video/audio tapes
- PRIDE/Inservice

Name of curriculum, if purchased _____
(If purchased, provider and curriculum must be approved by DCFS)

Name of Provider, if Outsourced _____
(If outsourced, provider and curriculum must be approved by DCFS)

ADDITIONAL INFORMATION

Does your agency charge a separate fee to prospective adoptive families for any costs or fees related to this training? No Yes *(if yes please attach a copy of your agency’s written disclosure policy regarding fees and refund policies).*

Curriculum Submission: Agencies are required to submit a copy of their current curriculum for approval to DCFS. Submit one form for each of the type of training your agency offers. Once submitted and approved, resubmission is required at the time of licensure renewal (every four years) or **at any time that there has been a change to the curriculum (including; additions, deletions or any changes in the number of hours, format or the material that are provided to families).**

Submit your curriculum and a brief narrative of your agency’s training requirements for approval to:

DCFS Office of Training and Professional Development
406 East Monroe – Station #122
Springfield, IL 62701
Attention: Adoption Curriculum Reviewer

A copy of the pertinent curriculum must be attached to this form and each of the following curriculum components must be documented by tabbing and or highlighting the content so that the required competencies/objectives are easily identifiable. Beginning in 2008, if changes have been made to your curriculum since last submitted to the Department, make sure that those are clearly identified. The submitted copy of the materials will not be returned to your agency. Your agency will be notified if any additional information is required, of its approval status, and any resulting recommendations.

Curriculum Components: Please review the following list of curriculum competencies. Check those that are covered in your curriculum and indicate where they are found. If you have other additional components or competencies not included on the list, or those that you believe fulfill certain requirements, please indicate so at the end of this section in a brief narrative.

Your agency narrative should include an explanation for requests of exceptions to the required competency inclusions that you wish to have considered.

**INTERNATIONAL ADOPTION
Curriculum Content Checklist**

- Preparing for Successful Adoption**
 - Defining adoption
 - How adoption is different:
 - From forming a family by birth
 - Making a lifetime commitment
 - Changing roles and responsibilities
 - Considering the impact on all members of the family
 - Considering the impact on extended family and friends
 - Adoption as a life-long process
 - Positive adoption language
 - Other, specify _____
- Process for Completing an Adoption**
 - Criteria used to determine eligibility
 - Backgrounds checks
 - Fees, costs and refund policies related to the process
 - Home study process
 - Pre-placement requirements
 - Placement process
 - Post-placement requirements and supports
 - Determining readiness for adoption legalization
 - Intercountry Adoption Act or 2000 pre and post-adoption reporting requirements, if applicable
 - Other, specify _____
- Adoption as a Legal Process**
 - Legal specifics regarding the child's country of origin
 - Foreseeable delays and/or impediments to adoption
 - Full and fair child specific disclosure/Confidentiality
 - Adoptive parent rights and responsibilities
 - Voluntary and Involuntary Termination of Parental Rights
 - Adoption Legalization Process
 - Other, specify _____
- Understanding a Child's Prior Experiences and How They Effect Adoptive Placements**
 - Characteristics and needs of children awaiting adoption; current and future implications
 - Conditions of the region or country of origin, if applicable
 - Orphanage life, institutionalization and/or placement history
 - Type of care, effects of poor care and/or institutionalization
 - Pre-placement history, including length of time
 - Lack of attachment
 - Other, specify _____

- Medical risks**
 - Limited, inaccurate or missing background information
 - Unknown or undiagnosed medical conditions
 - Limited access to medical care and the need for immediate care upon arrival
 - Effects of risk factors associated with the region or country of origin
 - Malnutrition
 - Environmental toxins
 - Genetic, health, emotional and/or developmental risk associated with the region or country of origin
 - Drugs and alcohol use during pregnancy
 - Other, specify _____
- Attachment Issues**
 - Significance of forming healthy attachments
 - Attachment Disorders
 - Promoting healthy attachments
 - Other, specify _____
- Openness as a Continuum in Adoption**
 - Defining openness as a continuum
 - Respecting past attachments and openness when appropriate
 - Other, specify _____
- Special Issues in Adoption**
 - Separation/loss and grief
 - Effects of multiple caregivers and placements
 - Raising a child of a different culture, ethnicity, race, religion or linguistic background; current and future implications
 - Caring for children with special needs (i.e. medical, physical, emotional, behavioral, developmental, and educational issues)
 - Child Development, the impact of adoption, and transition to new culture
 - Parenting and discipline techniques
 - Adopting the older child
 - Infant CPR
 - Subsidy eligibility and post-adoption support services
 - Preservation
 - Education
 - Search and reunion
 - Support groups
 - Service referral
 - Other, specify _____
- Other Issues Specific to Child's Special Needs, specify _____**
 - Ensure full disclosure of all known child specific information, including risk factors, current and future implications
- Other, specify _____

**SPECIAL NEEDS AND FOSTER CARE CONVERSION ADOPTION
Curriculum Content Checklist**

- Preparing for Successful Adoption**
 - Defining adoption
 - How adoption is different:
 - From forming a family by birth
 - From providing foster care
 - Making a lifetime commitment
 - Changing roles and responsibilities
 - Considering the impact on all members of the family
 - Considering the impact on extended family and friends
 - Adoption as a life-long process
 - Universal Adjustment Issues
 - Predictable Crisis Periods
 - Positive adoption language
 - Other, specify _____
- Process for Completing an Adoption**
 - Criteria used to determine eligibility
 - Backgrounds checks
 - Fees, costs and refund policies related to the process
 - Home study process
 - Pre-placement requirements
 - Placement process
 - Post-placement requirements and supports
 - Determining readiness for adoption legalization
 - Other, specify _____
- Adoption as a Legal Process**
 - Full and fair child specific disclosure/Confidentiality
 - Birth parent rights and responsibilities
 - Adoptive parent rights and responsibilities
 - Voluntary and involuntary termination of parental rights
 - Minimum standards for witnessing a consent or surrender
 - Legal risk placement (if appropriate)
 - Adoption legalization process
 - Other, specify _____
- Understanding Birth Parents and their Importance**
 - Raising compassion, respect and understanding of the birth family
 - Understanding the reasons adoption plans are made for children

- Respecting their life-long connection to the child and including them in the gathering of background information and history
- Other, specify _____
- Openness as a Continuum in Adoption**
 - Defining openness as a continuum
 - Benefits, relationships and responsibilities of “openness”
 - Developing a plan that is in the best interest of the child
 - Resolving conflicts and renegotiating plans when necessary
 - Other, specify _____
- Talking with Children about Adoption**
 - Importance of Life Books
 - Helping children cope with separation/loss, history of maltreatment and identity formation
 - Need for background information and involvement in plans for continued connections when appropriate
 - Tools to answer children’s questions
 - Other, specify _____
- Special Issues in Adoption**
 - Attachment and bonding
 - Significance of forming healthy attachments
 - Attachment Disorders
 - Promoting healthy attachments
 - Separation/loss and grief
 - Effects of multiple caregivers and placements
 - Raising a child of a different culture, ethnicity, race, religion or linguistic background; current and future implications
 - Caring for children with special needs (i.e. medical, physical, emotional, behavioral, developmental, and educational issues)
 - Drugs and alcohol use during pregnancy
 - Child development and the impact of adoption
 - Parenting and discipline techniques
 - Adopting the older child
 - Infant CPR
 - Subsidy eligibility and post-adoption support services
 - Preservation
 - Education
 - Search and reunion
 - Support groups
 - Service referral
- Other Issues Specific to Child’s Special Need, specify** _____
- Ensure full disclosure of all known child specific information, including risk factors; current and future implications
- Other, specify** _____

**DOMESTIC INFANT ADOPTION
Curriculum Content Checklist**

- Preparing for Successful Adoption**
 - Defining adoption
 - How adoption is different:
 - From forming a family by birth
 - Making a lifetime commitment
 - Changing roles and responsibilities
 - Considering the impact on all members of the family
 - Considering the impact on extended family and friends
 - Adoption as a life-long process
 - Positive adoption language
 - Other, specify _____
- Process for Completing an Adoption**
 - Criteria used to determine eligibility
 - Backgrounds checks
 - Fees, costs and refund policies related to the process
 - Home study process
 - Pre-placement requirements
 - Placement process
 - Post-placement requirements and supports
 - Determining readiness for adoption legalization
 - Pre and post-adoption reporting requirements, if applicable
 - Other, specify _____
- Adoption as a Legal Process**
 - Legal specifics regarding the child's adoption, including foreseeable delays and/or impediments
 - Full and fair child specific disclosure/confidentiality
 - Birth parent rights and responsibilities
 - Adoptive parent rights and responsibilities
 - Voluntary and involuntary termination of parental rights
 - Adoption legalization process
 - Other, specify _____
- Understanding a Child's Prior Experiences and their Effects on Adoptive Placement**
 - Characteristics and needs of children awaiting adoption; current and future implications
 - Placement history, including foster care, orphanage life or, institutionalization
 - Type of care, effects of poor care and/or institutionalization
 - Pre-placement history, including length each previous placements
 - Lack of attachment
 - Other, specify _____

- Medical risks**
 - Limited, inaccurate or missing background information
 - Unknown or undiagnosed medical conditions
 - Limited access to medical care and the need for immediate care upon arrival
 - Effects of risk factors
 - Malnutrition
 - Environmental toxins
 - Genetic, health, emotional and/or developmental risk
 - Drugs and alcohol use during pregnancy
 - Other, specify _____
- Attachment Issues**
 - Significance of forming healthy attachments
 - Attachment Disorders
 - Promoting healthy attachments
 - Other, specify _____
- Openness as a Continuum in Adoption**
 - Defining openness as a continuum
 - Respecting past attachments and openness when appropriate
 - Other, specify _____
- Special Issues in Adoption**
 - Separation/loss and grief
 - Effects of multiple caregivers and placements
 - Raising a child of a different culture, ethnicity, race, religion or linguistic background; current and future implications
 - Caring for children with special needs (i.e. medical, physical, emotional, behavioral, developmental, and educational issues)
 - Child development and the impact of adoption
 - Parenting and discipline techniques
 - Adopting the older child
 - Infant CPR
 - Subsidy eligibility and post-adoption support services
 - Preservation
 - Education
 - Search and reunion
 - Support groups
 - Service referral
 - Other, specify _____
- Other Issues Specific to Child's Special Needs, specify _____**
 - Ensure full disclosure of all know child specific information, including risk factors, current and future implications
- Other, specify _____**