



Administrative Policies and Procedures: 15.5

Subject:	Registering and Maintaining Status of Children and Families with AdoptUSKids (AUK)
Authority:	TCA 37-5-105, 37-5-112 TCA 36-1-101–142, 36-1-201, 37-4-201 et seq., 37-5-105(3), 37-5-106, 39-17-316; Adam Walsh Child Protection and Safety Act of 2006 HR 4472; Adoption and Safe Families, P.L. 105-89; Safe and Timely Interstate Placement Act of Children in Foster Care Act of 2006 - P.L. 109-239 and the Social Security Act; Fostering Connections to Success and Increasing Adoptions Act of 2008, (P.L. 110-35.
Standards:	None
Application:	To All Department of Children's Services Permanency Specialist Employees and Private Provider Employees
Policy Statement:	
All children who are in full guardianship of the state, or have a single or dual permanency goal of adoption, and are placed with fully-approved resource parents who have indicated a willingness to adopt, must be registered and maintained in current status on AdoptUSKids (AUK) .	
Purpose:	
AdoptUSKids (AUK) is used to document the most current custodial status of DCS children who have an imminent goal of adoption, or who are already in full guardianship of the state and are currently placed with fully-approved resource parents who are interested in adopting children. AUK data provides Permanency Specialists and Private Provider staff with information necessary to identify and match families who are most suitable to meet the needs of children who may need permanent families. AUK data may be utilized in conjunction with TFACTS listings to identify and match families who are most suitable to meet the needs of DCS children who may need permanent families. Reason: Federal authority and DCS Policy prohibit discrimination in distinct areas including inter-jurisdiction boundaries in indentifying families for children whose permanency goal is adoption.	
Procedures:	
A. Registering Children and Families	<ol style="list-style-type: none"> 1. The Family Service Worker (FSW) or Permanency Specialist assigned to work with the children or family will engage the child(ren) and appropriate child and family team members to complete and enter required information in TFACTS and the AUK database at the time a child has either a sole or dual goal of adoption identified on their family permanency plan. 2. The Regional FSW, Permanency Specialist or other employee will enter required information regarding that resource home in TFACTS Once a family has fulfilled all Departmental requirements and standards as a resource parent(s) and has been fully-approved,.

	<ol style="list-style-type: none"> 3. The Regional FSW, Permanency Specialist or other employee will engage the resource parents to determine whether the resource parent also wishes to register with AUK database for potential adoptive matching. 4. If the resource family chooses to register, the Regional FSW, Permanency Specialist or other agency employee will support the family in gathering the required information is entered in the AUK database. 5. If the resource family chooses not to register for potential adoptive matching, they will confirm that decision by signing form CS-0950, AdoptUSKids Information Acknowledgement. Place a copy in the Resource Home Case File.
<p>B. Required Information</p>	<ol style="list-style-type: none"> 1. The FSW or Permanency Specialist will document changes in the child’s custodial status or presenting behaviors in TFACTS and ensure that it is also updated in the AUK database. If any of the following occur, the child status must be updated: <ol style="list-style-type: none"> a) There is change in the child’s descriptive information; b) The goal for the child is changed; c) The referral for termination of parental rights is filed with the court; d) Full guardianship has been established; e) A placement resource has been identified and placement is pending; f) The adoptive placement agreement has been signed; g) The adoption is finalized; or h) An adoption disrupts. 2. The Regional FSW or Permanency Specialist will work with the family and direct them to update new information in the AUK database to ensure that their AUK information remains current.
<p>C. Use of AUK Matches</p>	<p>The Regional FSW, Permanency Specialist and/or Central Office staff may utilize AUK data in conjunction with TFACTS listing to identify and match families who are most suitable to meet the needs of DCS children who may need permanent families.</p>

<p>Forms:</p>	<p><u>CS-0950 , ADOPTUSKIDS Information Acknowledgement</u></p>
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<p>Collateral Documents:</p>	<p><u>Interstate Compact on the Placement of Children Practice Manual</u></p>
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