

Six steps to open adoption from out-of-home care

| Getting ready | 1 | Application | 2 | Assessment | 3 | Preparing for court | 4 | Going to court | 5 | After adoption order | 6 |
|---|---|--|--|--|---|---------------------|---|----------------|---|----------------------|---|
| <p>a. Thinking about permanency</p> <ul style="list-style-type: none"> Cultural consultation Permanency consult, include adoption caseworker Adoption requirements <p>Consider</p> <ul style="list-style-type: none"> Belonging Culture Carer readiness Family time Life story <p>b. Talk with child, carer and family. Provide MWI to parents and children over 12yrs</p> <p>c. Getting ready through action</p> <ul style="list-style-type: none"> Family finding Family meeting Other casework Cultural connection Life Story Work Carer development <p>d. Attend Preparation for OOHC Open Adoption seminar</p> <p>e. Consultation about permanency</p> <ul style="list-style-type: none"> Include adoption caseworker | <p>a. Invite carer to apply</p> <p>b. Carer submits application to be an adoptive parent</p> <p>c. Complete probity, suitability and referee checks (for carers and household members over 16yrs)</p> <p>d. Prepare files and referral for assessor</p> | <p>a. Open adoption assessment happens and includes:</p> <ul style="list-style-type: none"> A written report A draft adoption plan (with cultural component) <p>b. If exceptional circumstances exist, identify out of guidelines financial requests</p> <p>c. Prepare documents to support an approval decision</p> <p>d. Discuss report and recommendation with carer and family</p> | <p>a. Provide carer and parents with redacted assessment</p> <p>b. Hold meeting with child, carer, family and PSP provider (if applicable) to discuss next steps</p> <p>c. Refer to DCJ Legal for victim's support audit</p> <p>d. Prepare documents to support court application including:</p> <ul style="list-style-type: none"> S91 court report Adoption plan Delegate and Prospective adoptive parents affidavits <p>e. Arrange registered counselling and consent for birth parents and children over 12yrs</p> <p>f. Legal officer to review and settle documents</p> | <p>a. File court documents</p> <p>b. Serve 'notice' on birth parents</p> <p>c. Prepare and file affidavit of service</p> <p>d. Request application be placed before a judge 14 days after 'notice' is served on birth parents and all evidence is filed in court</p> <p>e. Inform carer, child, family and PSP provider (if applicable) of court dates</p> <p>f. Directions hearing, preliminary hearing and serve birth parents with court documents (if contested)</p> <p>g. Court hearing</p> | <p>a. Inform child, adoptive parents and birth family of the order</p> <p>b. Provide adoptive parents with the court order and relevant documents including outcome of legal audit/claim</p> <p>c. Provide birth parents with written confirmation and relevant documents</p> <p>d. Inform relevant agencies of the order</p> <p>e. Update administrative data such as ChildStory carer authorisation, legal, placement and financial records</p> | | | | | | |
| <p>Decision: DCJ approve case plan goal change</p> | <p>Decision: approve probity and suitability checks</p> | <p>Decisions:</p> <ul style="list-style-type: none"> commence adoption action carer's suitability to adopt Minister's consent | <p>Decision: delegate signs court application</p> | <p>Decision: the court makes an order</p> | <p>Approved financials are managed by DCJ</p> | | | | | | |

f. Update case plan and action outstanding tasks. Update cultural support plan, if applicable

