

# Recruitment Strategies and Placement Considerations Flowchart

Use this flowchart when a child or youth is not in a permanent or adoptive home, is legally free, or a TPR is filed. The first section provides a general path from recruiting an adoptive home to selecting an identified adoptive home. Always follow the policies 4320 and 4330 when recruiting and selecting a family for process and procedure.\* If a relative is one of the families considered, follow Policy 4527<sup>1</sup> regarding preferential placement with relatives and ICW Policies and Procedures Sections 7 & 8<sup>2</sup> if the youth is Native. If the child or youth is LGBTQ+, please review Policy 6900<sup>3</sup>.



## Recruitment Strategies:

1. Contact your local RPM or adoption supervisor to determine potential recruitment strategies. Provide child or youth's name, DOB, and WA Access profile number to the RPM or adoption supervisor.
2. Review prior relative search and request a new relative search if necessary.
3. Review the publications *Child-Specific Recruitment Services in Washington State* (CWP\_0054)<sup>4</sup> and *Home Study Review and Placement Considerations* (CWP\_0064)<sup>5</sup>.
4. Register child or youth on WA Access<sup>6</sup>.
5. Use the *Child Family Preference Form* (DCYF 09-030E)<sup>7</sup> as a tool during discussions with the child or youth about permanency.

## Adoption Home Study Review:

1. Compile and review all home studies received.
2. Complete a FamLink check to ensure there are no placement barriers.
3. Check with the agency who wrote the home study to ensure there are no placement barriers.
4. Provide potential families with redacted records with additional information on the child or youth.
5. Review the *Family Selection Criteria Form* (09.030A)<sup>8</sup> to assist in determining what criteria a family should meet in order to be a fit for the child or youth.
6. Inform any families who were not a good fit within 10 calendar days of decision.
7. If any families appear to be a good potential fit, choose one of the following pathways:

## One Family Identified:

1. Determine, in consultation with your supervisor, if this family is the best fit for this specific child or youth, and whether or not a selection committee is necessary to deem the family as the adoptive family.
2. Hold an APR or SPM to officially determine the permanent placement and transition plans.

## More Than One Family Identified:

1. Determine the top five families and contact them to let them know they are chosen to move forward with a selection committee.
2. Contact the RAPM or adoption supervisor to schedule the selection committee interviews.

1. [www.dcyf.wa.gov/4500-specific-services/4527-kinship-care-searching-placing-and-supporting-relatives-and-suitable](http://www.dcyf.wa.gov/4500-specific-services/4527-kinship-care-searching-placing-and-supporting-relatives-and-suitable)  
2. [www.dcyf.wa.gov/indian-child-welfare-policies-and-procedures/8-adoption](http://www.dcyf.wa.gov/indian-child-welfare-policies-and-procedures/8-adoption)  
3. [www.dcyf.wa.gov/6000-operations/6900-supporting-lgbtq-identified-children-and-youth](http://www.dcyf.wa.gov/6000-operations/6900-supporting-lgbtq-identified-children-and-youth)  
4. [www.dcyf.wa.gov/sites/default/files/pubs/CWP\\_0054.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/CWP_0054.pdf)

5. [www.dcyf.wa.gov/sites/default/files/pubs/CWP\\_0064.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/CWP_0064.pdf)  
6. <https://www.nwae.org/login>  
7. [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030E&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030E&title=)  
8. [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030a&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030a&title=)



## Roles and Responsibilities During the Initial Internal Selection Committee

CASEWORKER	RPM OR DESIGNEE	COMMITTEE MEMBERS
<ul style="list-style-type: none"> <li>• Provide RPM with copies of the home studies.</li> <li>• Discuss permanency with the child or youth before the meeting using the <i>Child Family Preferences Form</i> (DCYF 09-030E)* when age and developmentally appropriate.</li> <li>• Provide a written profile that covers the strengths and needs of the child or youth being presented. Documents such as the CHI<sup>PR</sup>, WWK assessment, NWA<sup>E</sup>/WA Access profile can assist in the writing of this document. This can be in written bullet point form. Be sure to provide any supporting/important documentation.</li> <li>• Be prepared to answer questions from the committee regarding the child or youth.</li> <li>• Verify RPM has all contact information for external partners who will participate in the interview process. This may include the GAL/CASA, child's attorney, therapist, WWK recruiter, tribe (if applicable), youth (as deemed appropriate), and other people deemed important in the decision making.</li> <li>• Thoroughly review all of the home studies before the second meeting.</li> <li>• Determine as a team if any child-specific questions should be added to the <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Review and use the best matches from the publication <i>Home Study Review and Placement Considerations</i> (CWP_0064)*** during the interview process.</li> <li>• Participate in the interview process using the <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Assist in determining which placement is in the best interest of the child/youth through discussions as a team.</li> <li>• Inform the families who were not chosen within 10 calendar days of the committee's decision.</li> <li>• Inform the selected family within 10 calendar days of the committee's decision and verify they remain interested.</li> <li>• If you disagree with the decision made by the Selection Committee, you must document in FamLink the reasons you believe your preferred family is the best fit and in the best interest of the child or youth. You must consult with your supervisor and refer to the Deputy Regional Administrator for final decision.</li> </ul>	<ul style="list-style-type: none"> <li>• Will convene an internal selection committee to include: assigned caseworker, assigned supervisor, an adoptions representative, and a CFWS representative not involved in the case. Invite child representative or support when appropriate.</li> <li>• Ensure that all families have signed a consent form before providing copies of the home studies to non-DCYF staff committee members *****.</li> <li>• Provide copies of home studies, child profile, and any supporting/important documentation to those in the internal selection committee.</li> <li>• Use the <i>Family Selection Criteria Form</i> (DCYF 09-030A)**** and consolidate numbers from the group.</li> <li>• Use the <i>Family Names and Scoring Form</i> (DCYF 09-030B)***** and consolidate numbers from the group.</li> <li>• Invite all internal and external partners to the day of the interviews and youth and tribe when applicable.</li> <li>• Schedule and invite potential adoptive families to participate in the interview process. Interviews will last approximately one hour.</li> <li>• Determine as a team if any child-specific questions should be added to <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Thoroughly review all of the home studies before the second meeting.</li> <li>• Review and use the publication <i>Home Study Review and Placement Considerations</i> (CWP_0064)*** during the interview process.</li> <li>• Participate in the interview process using the <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Assist in determining which placement is in the best interest of the child or youth through discussions as a team.</li> <li>• Consolidate all scores in consensus with the group for the home study review and interviews on the <i>Selection Committee Interviews-Prospective Families</i> (DCYF 09-030D)*****.</li> <li>• Complete an SPM in FamLink for any identified child/youth to include documents used as a part of the selection committee.</li> <li>• If the decision is made to choose a different family than the one with the highest score, the RAPM must complete the reason why the committee believes a different family is in the child's best interest.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of all documents before the initial meeting.</li> <li>• Participate in the initial meeting with internal staff only unless otherwise determined by the committee.</li> <li>• Use the <i>Family Selection Criteria Form</i> (DCYF 09-030A)**** and consolidate numbers from the group.</li> <li>• Use the <i>Family Names and Scoring Form</i> (DCYF 09-030B)***** and consolidate numbers from the group.</li> <li>• Determine as a group how many and which families will continue to the second round.</li> <li>• Determine as a team if any child-specific questions should be added to the <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Thoroughly review all of the home studies before the second meeting.</li> <li>• Review and utilize the publication <i>Home Study Review and Placement Considerations</i> (CWP_0064)*** during the interview process.</li> <li>• Participate in the interview process using the <i>Interview Questions and Scoring Form</i> (DCYF 09-030C)**.</li> <li>• Assist in determining which placement is in the best interest of the child/youth through discussions as a team.</li> </ul>

\* [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030e&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030e&title=)

\*\* [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030c&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030c&title=)

\*\*\* [www.dcyf.wa.gov/sites/default/files/pubs/CWP\\_0064.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/CWP_0064.pdf)

\*\*\*\* [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030a&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030a&title=)

\*\*\*\*\* [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030b&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030b&title=)

\*\*\*\*\* [http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field\\_form\\_number\\_value=09-030d&title=](http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/forms?field_form_number_value=09-030d&title=)

\*\*\*\*\* [https://www.dcyf.wa.gov/forms?field\\_number\\_value=14-012&title=](https://www.dcyf.wa.gov/forms?field_number_value=14-012&title=)