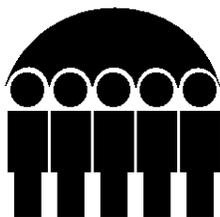


Revised August 7, 2009

Employees' Manual
Title 12
Chapter H Appendix

CERTIFICATION OF ADOPTION INVESTIGATORS

APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
Application for Certification of Adoption Investigator, Form 470-0746.....	1
Certificate of Adoption Investigator Form 470-0619	2
DHS Criminal History Record Check, Form 595-1396 and 595-1396(S)	3
Record Check Decision, Form 470-2386 and 470-2386(S)	5
Record Check Evaluation, Form 470-2310 and 470-2310(S).....	6
Request for Child Abuse Information, Form 470-0643	7

Application for Certification of Adoption Investigator, Form 470-0746

Purpose	The applicant-provider completes the <i>Application for Certification of Adoption Investigator</i> to certify compliance with the minimum requirements.
Source	The form is available on the Department's licensing Web page (accessed from the "Child Welfare" tab on the Department's home page, http://www.dhs.state.ia.us). It can also be printed or photocopied from the sample in the manual.
Completion	The applicant-provider completes the application: <ul style="list-style-type: none">◆ At the initial application for certification.◆ When reporting a change of address.◆ When applying for renewal.
Distribution	The applicant-provider shall keep one copy of the application and: <ul style="list-style-type: none">◆ Send the original and one copy to: ATTN: Licensing – Carol G DHS Division of Child and Family Services 5th Floor Hoover State Office Building 1305 E. Walnut Street Des Moines, IA 50319-0114◆ Or submit the form by E-mail to: cgerlem@dhs.state.ia.us
Data	The applicant-provider must: <ul style="list-style-type: none">◆ Completely fill in all requested information.◆ Check the box for either a new application or renewal.◆ Give names of two references not related to the applicant.◆ Attach any documents required to verify information.◆ Sign and date the form. <p>For renewals, the applicant-provider need not complete the employment record, resubmit college transcripts, or furnish additional references.</p>

Certificate of Adoption Investigator Form 470-0619

Purpose	The <i>Certificate of Adoption Investigator</i> is issued to an applicant-provider who meets all requirements to be certified.
Source	The form text is computer-generated using a Word template and is printed on the preprinted certificate shell.
Completion	Division staff prepare one copy of the <i>Certificate of Adoption Investigator</i> when all requirements are met.
Distribution	Mail the <i>Certificate of Adoption Investigator</i> to the applicant-provider. Affix a seal carrying the expiration date (24 months from the beginning date). Retain a copy for the licensing file.
Data	The <i>Certificate of Adoption Investigator</i> shall contain: <ul style="list-style-type: none">◆ The name of the investigator.◆ The expiration date of the certificate.◆ The signature of the person designated by the director of the Department to issue the license.

DHS Criminal History Record Check, Form 595-1396 and 595-1396(S)

Purpose	<p><i>DHS Criminal History Record Check</i>, form 595-1396 or its Spanish translation, 595-1396(S), is used to request a check for criminal records on applicants for adoption investigator certification and on persons who apply to become approved for adoption.</p> <p>The Division of Criminal Investigations uses the form to report the results of the check.</p>
Source	<p>The English version of this form is printed in pads of 50 two-part carbonized sets and can be ordered from Iowa Prison Industries. It is also available electronically from the Department of Inspections and Appeals or from the Department of Human Services.</p> <p>Print or photocopy the Spanish version from the sample in the manual.</p>
Completion	<p>The applicant-provider shall complete the form and return it to the Department of Inspections and Appeals. The form shall be completed:</p> <ul style="list-style-type: none"> ◆ Upon application for certification. ◆ Every two years at renewal. ◆ When there is reason to believe there has been transgression. <p>Applicants to become an approved adoptive home and any person in the home aged 14 or older shall complete the form and return it to the certified adoption investigator. The form shall be completed:</p> <ul style="list-style-type: none"> ◆ Upon application for approval to be an adoptive family. ◆ Every year when the adoption home study is updated. ◆ When a child living in the home turns 14 years old. ◆ When anyone 14 years old or older moves into the home. ◆ When there is reason to believe there has been a transgression.

Distribution

For adoption investigator applicants or providers:

1. The Department of Inspections and Appeals (DIA) sends the form to the applicant-provider to be completed.
2. The applicant-provider returns the completed form to the DIA for forwarding the form to the Iowa Division of Criminal Investigation.
3. Iowa Division of Criminal Investigation returns the form to the Department of Inspections and Appeals:
 - ◆ If there is no record, the form is included in the certification packet and sent to DHS.
 - ◆ If there is a record, DIA initiates the evaluation process by requesting the applicant –provider to complete form 470-2310 04 470-2310(S), *Record Check Evaluation*. The required forms and the record check are included in the certification packet and sent to DHS.

For adoptive home applicants:

1. The certified adoption investigator sends the family a form for each person required to have a record check.
2. The family returns the form to the certified adoption investigator Appeals for forwarding the form to the Iowa Division of Criminal Investigation.
3. Iowa Division of Criminal Investigation returns the form to the certified adoption investigator.
 - ◆ If there is no record, the form is retained in the adoptive family's file.
 - ◆ If there is a record, the evaluation process is completed. The required forms and the record check are retained in the adoptive family's file.

Data

The form contains a waiver from the applicant, identifies the person, and identifies "institution or facility" or "adoption" as the purpose of the check. The Iowa Division of Criminal Investigation indicates the results of the check and attaches a record if one is found.

Record Check Decision, Form 470-2386 and 470-2386(S)

Purpose	<p>A <i>Record Check Decision</i> is required on each prospective certified adoption investigator or adoptive parent household member who has a report of criminal conviction or founded child abuse to recommend whether the report merits prohibition of certification or approval for adoption.</p>
Source	<p>DHS workers can complete the English version of this form on line using the template in the public state-approved administrative form folder on Outlook. Complete the Spanish version using a copy printed or photocopied from sample in the manual.</p>
Completion	<p>The licensor completes this form at the time of initial application for certification of adoption investigator when a criminal or abuse record is being evaluated. It is also completed by the certified adoption investigator or by DHS at the initial application to be an approved adoptive family.</p>
Distribution	<p>For an applicant-provider, the original is kept in the licensing file for the certified adoption investigator, and a copy is sent to the investigator on whom the evaluation was completed.</p> <p>For an adoptive applicant, the original is kept in the adoptive home study file of the adoptive family, and a copy is sent to the individual on whom the evaluation was completed.</p>
Data	<p>Check the type of reports being evaluated and the evaluation decision.</p> <p>Enter the name and address of the person being evaluated and the rationale for the decision.</p>

Record Check Evaluation, Form 470-2310 and 470-2310(S)

Purpose	<p>A <i>Record Check Evaluation</i> is required on each prospective certified adoption investigator or adoptive parent household member who has a report of criminal conviction or founded child abuse to determine whether the report merits prohibition of certification or approval for adoption.</p>
Source	<p>Print or photocopy supplies of the form from the sample in the manual.</p>
Completion	<p>The applicant-provider or the prospective adoptive family member completes this form when a criminal or abuse record has been reported and is subject to evaluation.</p>
Distribution	<p>For an applicant-provider:</p> <ol style="list-style-type: none">1. The Department of Inspections and Appeals (DIA) sends the form to the applicant-provider to be completed.2. The applicant-provider returns the completed form to the DIA for forwarding to the DHS Abuse Registry.3. DHS returns the form to DIA with the <i>Record Check Decision</i>.4. The completed form is included in the certification packet sent to DHS. <p>For adoptive home applicants:</p> <ol style="list-style-type: none">1. The certified adoption investigator sends the form to the person with a record.2. The person returns the form to the adoption investigator, who makes the decision or forwards the form to DHS, if the investigator believes that the family should be approved in spite of the record. The record check and the required forms are retained in the adoptive family's file.
Data	<p>Parts A and B identify the type of transgression and the address for returning the completed form. Part C indicates whether the person requests an evaluation. Part D gives more information about the circumstances the transgression and the person's response to it.</p>

Request for Child Abuse Information, Form 470-0643

Purpose	Form 470-0643, <i>Request for Child Abuse Information</i> , is used to check for founded child abuse reports for persons applying or approved to be certified adoption investigators and for persons applying to be approved for adoption and anyone age 14 or older living in their home.
Source	Print or photocopy supplies of the form from the sample in the manual.
Completion	<p>For certified adoption investigator applicants-providers:</p> <ol style="list-style-type: none">1. The Department of Inspections and Appeals sends the form to the applicant-provider to be completed.2. The applicant-provider returns the completed form to the Department of Inspections and Appeals for forwarding to the Department of Human Services Child Abuse Registry. <ul style="list-style-type: none">◆ If there is no record, the form is included in the certification packet and sent to DHS◆ If there is a record, DIA initiates the evaluation process. The required forms and the record check are included in the certification packet and sent to DHS. <p>For adoptive home applicants:</p> <ol style="list-style-type: none">1. The certified adoption investigator sends the form to all persons required to be record checked.2. The family returns the form to the certified adoption investigator. <ul style="list-style-type: none">◆ If there is no record, the form is retained in the adoptive family's file.◆ If there is a record, the evaluation process is completed. The required forms and the record check are retained in the adoptive family's file.
Distribution	This form is maintained in the certified adoption investigator's licensing file or the investigator's file on the adoptive family.
Data	The form identifies the person requesting the information and the person whose record is being checked.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

April 8, 1997

GENERAL LETTER NO. 12-H-AP-4

ISSUED BY: Bureau of Alternative Living Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter H, *Certificate of Adoption Investigators Appendix*, Contents (page 1), revised; page 2, revised; and the following forms:

595-1396 *DHS Criminal History Record Check*, revised
SS-1606-0 *Request for Child Abuse Information*, revised
470-2310 *Record Check Evaluation*, revised

Summary

The revised *DHS Criminal History Record Check* from the Division of Criminal Investigation announced in Manual Letter No. XII-Zero-2 in August 1996 is incorporated into the manual.

The current version of the SS-1606-0 is included in this appendix.

Form 470-2310, *Record Check Evaluation*, has been revised to allow for its use in evaluating staff in home- and community-based waiver programs. Text relating to criminal convictions was omitted in this revision and should be added after the second box, if needed.

Effective Date

Immediately upon receipt.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter H, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 25, 1992
2	August 25, 1992
595-1396	2/92
SS-1606-0	1/90
470-2310	4/88

Additional Information

Refer any questions to your regional office.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 7, 2009

GENERAL LETTER NO. 12-H-AP-5

ISSUED BY: Bureau of Child Welfare Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter H, **CERTIFICATION OF ADOPTION INVESTIGATOR APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and the following forms:

470-0746 *Application for Certification of Adoption Investigator*, revised
470-0619 *Certificate of Adoption Investigator*, revised
595-1396(S) *DHS Criminal History Record Check*, (Spanish), new
595-1396 *DHS Criminal History Record Check*, unchanged
470-2386 *Record Check Decision*, new
470-2386(s) *Record Check Decision*, (Spanish), new
470-2310 *Record Check Evaluation*, unchanged
470-2310(S) *Record Check Evaluation*, (Spanish), new
470-0643 *Request for Child Abuse Information*, revised

Summary

This chapter is revised to:

- ◆ Update instructions to all forms to reflect current policies and procedures.
- ◆ Update form numbers and add the Spanish version to those that have been translated into Spanish.
- ◆ Update the *Application for Certification of Adoption Investigator* to add a signature and date line and the correct DHS address where the form is to be returned.
- ◆ Remove form 470-2107, *Evaluation for Certification of Adoption Investigator*, which is no longer used.

Effective Date

August 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter H Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	August 25, 1992
Contents (page 1)	April 8, 1997
SS-6105-0	8/92
1	August 25, 1992
2	April 8, 1997
595-1396	8/96
SS-1606-0, 470-0643	7/95
3, 4	August 25, 1992
470-2107	8/92
SS-1204-0	5/94
5, 6	August 25, 1992
470-2106	8/92
7, 8	August 5, 1992
470-2310	3/97

Additional Information

Refer questions about this general letter to your service area manager.