ADOPTION STAFFING PROSPECTIVE ADOPTIVE FAMILY INTERVIEW QUESTIONNAIRE (CD-134) INSTRUCTIONS

PURPOSE: The purpose of this streamlined form is to guide the adoption staffing interview process during the prospective adoptive family interview.

All prospective adoptive families shall be given the opportunity to participate in an interview either in person or by phone. Families are not required to participate in the interview process, however if they elect not to participate they should be informed of the possibility of an interviewed family being selected.

Staff shall not be required to ask the prospective adoptive families every question on the tool; however they shall use the same set of questions for every family being interviewed for the same child or sibling group. If the adoption staffing team has additional questions specific to an identified family, they can include questions that are not posed in the questionnaire in order to make an informed decision regarding the family that is selected to adopt the child or sibling group.

INSTRUCTIONS FOR COMPLETION:
Designate one person to provide the family with an overview of the child(ren) being considered as well as one person to ask the questions. Ensure the family has read the long profile prior to the adoption staffing.

Please note that (N) designates questions to ask new potential families and (C) designates questions to ask current placement providers. Check the box (☐) to correspond with the applicable question for each family's interview.

1. Name of the Adoption Staffing Facilitator
2. Date the meeting is held
3. Name of the child(ren)
4. Date of Birth of the child(ren)
5. Name(s) of the prospective adoptive parent(s)-Families Presented

NUMBER OF COPIES AND DISTRIBUTION: There should only be one copy used for each family.

INSTRUCTIONS FOR RETENTION: One master copy shall be permanently retained in the Child's Recruitment Section of the Child's file at the end of the staffing.

MEMORANDA HISTORY:
CD16-11