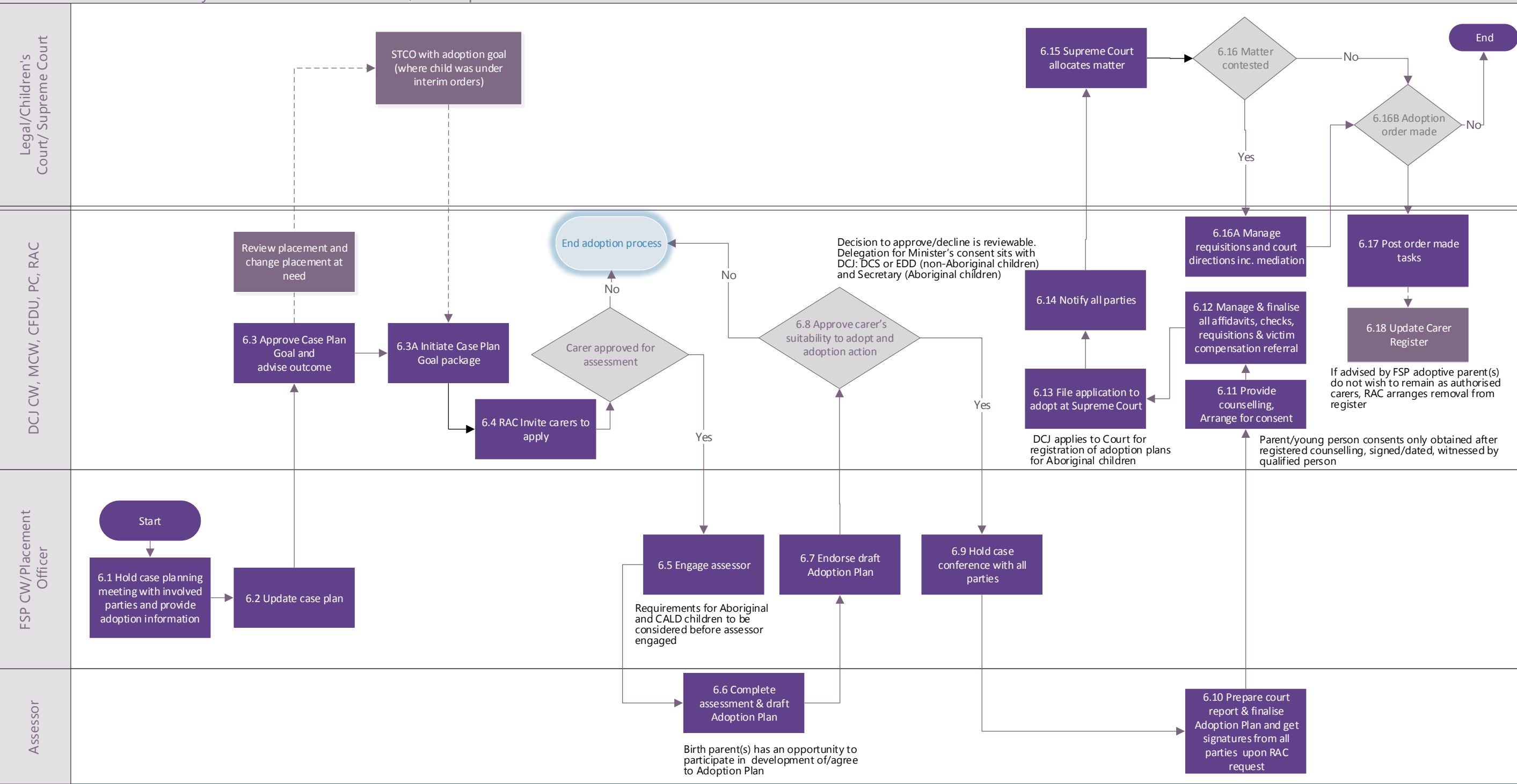


Pre-condition: Permanency consultation has occurred, CYP is placed with FSP authorised carer\*



\*Whether the child or young person is under longer term or interim court orders, this process map assumes that the carer has been authorised by the FSP, that DCJ agrees that there is no realistic possibility of restoration, and that a permanency consultation has identified adoption as the preferred permanency goal. The map and notes are intended for an FSP with case management that is **not** an accredited adoption service provider.

ChildStory activities:  
 6.1 Written information on adoption is mandatory and provision to parents and young persons is recorded in ChildStory. Written Information on Aboriginal Culture and Customs is also provided to parents and young people and recorded on ChildStory  
 6.2 FSP CW updates case plan in ChildStory  
 6.3 CFDU/CSC manager approves case plan in ChildStory. This decision has the effect of formally initiating the adoption process and 'placing a child for adoption'  
 6.3A Adoption case plan goal package is applied to the open placement in ChildStory – currently manual but will automate in ChildStory end state.  
 6.4 Invitation formally prepared by DCJ on behalf of Secretary. FSP CW provides the invitation to carers and supports them in completing the application. The decision not to progress to assessment is reviewable. RAC records outcome of all carer checks in ChildStory. OOH Adoption Manager approves checks in ChildStory

6.8 RAC prepares BN seeking endorsement of assessment, draft adoption plan, approval letter, any cultural plan, and any records of Aboriginal consultation. RAC prepared BN to support any out-of-guidelines financial request, DCS (or Secretary if child is Aboriginal) approves brief in TRIM. RAC saves BN and all attachments in ChildStory authorisation assessment and in the child's case, RAC then notifies FSP, carer(s) and child's parent(s) of approval outcome in writing  
 6.13 Paralegal creates adoption legal matter in ChildStory  
 6.17 In ChildStory, paralegal places order and relevant records on the adoption legal matter, end-dates the care order. Paralegal provides post-order information, letter and records to adoptive parent(s), and archives legal files in ChildStory. RAC updates placement, creates allowance/payment for approval, updates the child's record (inc. name and relationships), and completes the authorisation assessment. RAC notifies relevant agencies (inc. Health, Education)