



Ohio Administrative Code

Rule 5180:7-1-19 Adoptive family and adoptive child case record.

Effective: July 15, 2026

(A) What is an adoptive family case record?

An adoptive family case record is a detailed file created and maintained by a public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) that documents all aspects of the adoption process related to the adoptive family.

(B) When is the adoptive family case record to be created?

The adoptive family case record is to be created at the time a DCY 01691 "Application for Child Placement" or DCY 01692 "Application for Adoption of a Foster Child or Sibling Group" is received, and is to be maintained, at minimum, during the agency's active involvement with the family.

(C) What is the adoptive family case record to contain?

- (1) DCY 01691 or DCY 01692.
- (2) Case notes and dictation concerning adoption services.
- (3) A copy of the homestudy, homestudy updates, and any completed documents that were identified in or collected pursuant to Chapter 5180:7-1 of the Administrative Code, as applicable.
- (4) A copy of the DCY 01530, "Multiple Children/Large Family Assessment," if applicable.
- (5) If applicable, a copy of all documentation relating to falsification of an adoptive application or homestudy.
- (6) A copy of the denial or approval notification sent to the applicant regarding the adoptive homestudy, updates, or amendments as required by Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.
- (7) If applicable, a copy of the documentation explaining the circumstances of any delay in the commencement of the adoptive homestudy beyond the thirty-day requirement in Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.
- (8) If applicable, a copy of the documentation explaining the circumstances of any delay in the completion of the adoptive homestudy beyond the one hundred eighty-day requirement in Chapters 5180:2-48 and 5180:7-1 of the Administrative Code.



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- (9) A signed copy of the child study inventory (CSI) prepared pursuant to rule 5180:2-48-21 of the Administrative Code.
- (10) Documentation of information provided to the adoptive family pursuant to rule 5180:2-48-15 of the Administrative Code and the adoptive family's receipt of the information.
- (11) A copy of the DCY 01654 "Adoptive Placement Agreement."
- (12) A copy of the child's case plan.
- (13) A copy of the DCY 01699 "Prefinalization Adoption Assessment Report."
- (14) Documentation regarding the activities surrounding the removal of the child from the adoptive placement, if applicable.
- (15) Documentation regarding any agency review.
- (16) Documentation constituting or referring to a complaint or grievance by the family, if applicable.
- (17) Documentation of verbal comments, verbatim, or a detailed description of any other indication made by a prospective adoptive family member living in the household or any other person living in the household, reflecting a negative perspective regarding the race, color or national origin of a child for whom the prospective adoptive family has expressed an interest in adopting. The documentation is to indicate whether those comments were made before or after completion of the cultural diversity training, which is required for all prospective adoptive applicants, if applicable.
- (18) Documentation regarding any adoption subsidy application and/or agreement.
- (19) Documentation of education and training activities attended by the adoptive applicant/family.
- (20) A copy of the DCY 01689, "Documentation of the Placement Decision Making Process."
- (21) A copy of the DCY 01609 "Family Permanency Planning Data Summary."
- (22) A copy of the DCY 01688 "Individualized Child Assessment" and any report(s) submitted by the licensed professional associated with the DCY 01688, if applicable pursuant to rule 5180:2-48-13 of the Administrative Code.



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- (23) A copy of the DCY 01690 "Documentation of the Pre-adoptive Staffing and Updates."
- (24) A copy of the notification letter to the local PCSA or documentation of the contact related to the initiation of an adoption homestudy, as well as any response received from the PCSA.
- (25) A copy of the notification letter to the local PCSA related to the impending placement of an adoptive child.

(D) What is an adoptive child case record?

An adoptive child case record is a detailed file created and maintained by a PCSA or PCPA for a child who is in the permanent custody of the PCSA or PCPA, that documents all aspects of adoption process related to that child.

(E) When is the adoptive child case record to be created?

The adoptive child case record is to be created at the time permanent custody of the child is obtained by the agency and is to be permanently maintained once the child's adoption is finalized.

(F) What is the adoptive child case record to contain?

- (1) A copy of the petition to adopt filed in a probate court.
- (2) A copy of the child's original birth certificate.
- (3) The DCY 01616 "Social and Medical History."
- (4) A copy of the CSI.
- (5) A copy of the DCY 01699 "Prefinalization Adoption Assessment Report," and a redacted copy of the DCY 01699 pursuant to section 3107.12 of the Revised Code.
- (6) A copy of the final decree of adoption or the interlocutory order of adoption.
- (7) A copy of the child's lifebook.
- (8) A copy of the DCY 01689 "Documentation of the Placement Decision Making Process."



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- (9) The DCY 01688 "Individualized Child Assessment" and any reports(s) submitted by the licensed professional associated with the DCY 01688, if applicable pursuant to rule 5180:2-48-13 of the Administrative Code.
 - (10) A copy of the DCY 01610 "Child's Permanency Planning Data Summary."
 - (11) A copy of all medical or psychological evaluations, school records or other material documented.
 - (12) A copy of the DCY 01690 "Documentation of the Pre-adoptive Staffing and Updates."
 - (13) A copy of the DCY 01666 "Permanent Surrender of a Child."
- (G) How is the PCSA, PCPA or PNA to maintain the adoptive family and the adoptive child case records?
- (1) The PCSA is to maintain case records in Ohio's comprehensive child welfare information system (CCWIS).
 - (2) The PCPA and PNA are to maintain case records in a consistent and organized manner.
 - (3) When the agency maintains any required information set forth in this rule in a location other than the case record, it is to be stated in the agency policy or noted in the case record where the information can be found.
- (H) How is the PCSA, PCPA or PNA to ensure confidentiality of the adoptive child case record after a final decree or interlocutory order of adoption is issued?
- (1) Comply with rule 5180:7-1-18 of the Administrative Code and section 3107.17 of the Revised Code.
 - (2) Mark the adoptive child case record as confidential and permanently secure it from release or inspection except as follows:
 - (a) When consent is given by the probate court;
 - (b) When the PCSA or PCPA needs to examine its own records pertaining to a placement or adoption for official administrative purposes, including to obtain non-identifying information; or



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(c) DCY may examine its own records pertaining to a placement or adoption of a child and DCY may inspect the records of a PCSA or PCPA for official administrative, certification and eligibility determination purposes.

(I) What is the PCSA, PCPA or PNA to do with any original documents listed in paragraph (F) of this rule, after an adoption is finalized?

If a PCSA, PCPA or PNA maintained any original documents listed in paragraph (F) of this rule, the agency is to return the original documents to the PCSA or PCPA that held permanent custody of the child prior the adoption finalization.