

**DOCUMENTATION OF THE PRE-ADOPTIVE STAFFING AND UPDATES**

The JFS 01690 is to be completed at the Pre-adoptive Staffing and 14 days prior to each of the required 90 day matching conferences. A separate JFS 01690 shall be completed for each child being considered for matching with a family.

Child's Name		Child's Birth Date	Date of PC
Initial Pre-adoptive Staffing		Update/Review	
Date Review Form Completed			
Name of person completing this form			Title
Agency			Telephone Number
Does the child have siblings who should be considered in the placement discussion? <input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes    Specify Number of Siblings including child			

List siblings who should be placed with this child

Explain why all siblings are not being considered for placement together, if applicable

Explain why all siblings are not being considered for placement together, if applicable.

Provide a summary of the child's needs, including medical and/or mental health diagnosis(es) and educational/academic issues and current treatment modalities. Include information regarding child's placement history, strengths and limitations. Note: The child-specific needs must guide the assessment of the placement decision-making process.

Child has a JFS 01688 "Individualized Child Assessment?" If "no," go to next section.     No     Yes

Date the JFS 01688 was sent to ODJFS

RCNO to be a considered as one of the factors considered in the placement decision for this child?     No     Yes

**(Completed at Pre-Adoptive Staffing only)**

Summarize the outcomes of the pre-adoptive staffing: (Including, but not limited to, the recruitment or placement plan, potential families interested in adopting the child, significant relationships that should be maintained, status of Child's lifebook, child's understanding and acceptance of adoption.

**Pre-adoptive Staffing  
Signature Page**

(This page will only be completed at the pre-adoptive staffing).

Child's Name	Initial Pre-adoptive Staffing Date
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Name of Individuals Invited	Agency/Organization and Role	Signature (of those attending)

