

OFFICE OF CHILDREN AND FAMILY SERVICES

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| INFORMATIONAL LETTER | TRANSMITTAL: 00 OCFS INF-4
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DIVISION: Development and
Prevention Services
TO: Commissioners of
Social Services

DATE: June 15,2000

SUBJECT: Adoption Training Manual for
The Adoption Album - Our Children, Our Families

SUGGESTED

DISTRIBUTION: Directors of Social Services
Adoption Supervisors
Foster Care Supervisors
Staff Development Coordinators

CONTACT PERSON: Questions should be directed as follows:

Child Photolisting: Judy Goldman
(518) 473-1512
Family Adoption Registry
or Training: Stephanie Woodard
(518) 474-9603

ATTACHMENTS: Adoption Training Manual (not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-14					
99 OCFS ADM-1					

The Office of Children and Family Services/New York State Adoption Service (OCFS/NYSAS), in conjunction with the former Human Services Application Services Center, developed a new system called The Adoption Album - Our Children, Our Families. This new system automates the current photolisting process and enhances the prospective adoptive parent registry system. The attached manual is designed to assist both social services districts and voluntary authorized agencies with the use of The Adoption Album.

In November 1999, OCFS/NYSAS issued 99 OCFS ADM-1 advising social services districts and voluntary authorized agencies about the implementation of The Adoption Album - Our Children, Our Families. In addition, the directive required social services districts and voluntary authorized agencies to convert child photolisting and prospective adoptive parent registry information to the new system. In preparation for full implementation, caseworkers were trained on the use of the system to photolist children and register prospective adoptive parents.

Effective June 1, the Adoption Album system was fully implemented, which means child photolisting and registry of prospective adoptive parents can be submitted only electronically using the Adoption Album system.

The attached manual, (Publication # 4685), replaces draft versions of Publication # 4685 that you may have received during training and pilot sessions. Please discard all previously received versions. Requests for additional copies of this publication should be submitted on Form LDSS-876 (Rev. 7/99), "REQUESTS FOR FORMS OR PUBLICATIONS."

Donald K. Smith
Deputy Commissioner
Development and Prevention Services