



September 21, 2021

Child Welfare Licensing Memo Series 2021-25-lic

To: Private Child Placing Agencies

From: Wendy Henderson
Administrator

RE: Annual Domestic and International Adoption Data Request

Purpose:

This memo is to provide direction for the collection of data regarding the number of private domestic and international adoptions that occur each year in Wisconsin. This data is used for state and federal reporting, and to develop and implement effective interventions to reduce discontinuity in adoptive families.

Background:

In 2015, the Wisconsin Department of Children and Families (DCF) requested each Child Placing Agency (CPA) licensed for private domestic and international adoptions to provide information to the department for all private domestic and international adoptions the agency facilitated for the period of January 1, 2010 to December 31, 2015 and that occurred in Wisconsin. DCF subsequently sought to obtain this information annually thereafter.

Information Summary:

DCF is requesting, under its authority in DCF 54.06(6), that each CPA licensed to facilitate private adoptions provide information for all private domestic and international adoptions finalized each calendar year.

CPAs will access their agency specific spreadsheet and instructions in the Adoption Data folder located in the Provider Information Exchange (PIE) site. The PIE lead for the CPA will have access to the Adoption Data folder with respective spreadsheets for calendar year 2022.

Deadline: The PIE lead will need to enter all finalized adoptions that occurred in Wisconsin in calendar year 2022, no later than January 31st, 2023.

If the CPA does not have access to the folder, please contact the DCF Service Desk at DCFSERVICEDESK@WISCONSIN.GOV to request permission to the Annual Adoption Data folder for the agency. Failure to submit complete data timely may result in licensing action.

CENTRAL OFFICE CONTACT: Adoption Policy Specialist
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MEMO WEB SITE: <http://dcf.wisconsin.gov/cwportal/policy>