

**ADOPTION AGENCIES  
KEY INDICATOR TOOL (KIT) #1**

Compliance areas not listed on this tool, but observed as deficient during the facility review, will be cited on the visit report.

REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
PHYSICAL PLANT	<b>89164(a)(2)</b>	Agency provides separate waiting rooms for adoptive parents and for natural parents
	<b>89164(a)(3)</b>	Agency provides play and viewing rooms when extensive child placing activities are conducted.
PARTICIPANT RECORDS	<b>89179(b)</b>	Agency retains Adoption case records indefinitely.
	<b>89182(a)</b>	Agency maintains a case record for each family unit or individual served in its program.
	<b>89182(b)(1)</b>	Each case record includes: A face sheet or application form.
	<b>89182(b)(2)</b>	Each case record includes: A typewritten record of the study.
	<b>89182(b)(3)</b>	Each case record includes: Medical and other reports.
	<b>89182(b)(5)</b>	Each case record includes: Applicable legal documents.
	<b>89182(b)(10)</b>	Each case record includes: Court reports.
STAFF RECORDS	<b>89034(a)</b>	Personnel of private adoption agencies have submitted fingerprints.
	<b>89155(b)</b>	Agency Social workers have master's degrees from accredited graduate schools of social work, or meet optional requirements.
ADMINISTRATION	<b>89040(a)</b>	Adoption services are limited to those specified on the license.
	<b>89155(a)</b>	Agency employs social workers to provide social services in the adoption program
	<b>89158</b>	Agency employs professional and clerical staff in sufficient numbers to perform adoption agency functions.
	<b>89164(a)(6)</b>	Agency maintains Adoption Case Records in locked files.