



**Series:** Operating Procedures **COA:** N/A  
**CFOP:** 175-67  
**Procedure Name:** Finalized Adoption Cases and Automated System Client Identifiers  
**Procedure Number:** OP-1067  
**Revision #/Date:** (2)11/20/08  
**Effective Date:** 09/30/04  
  
**Applicable to:** All CBCB staff and Case Management Agencies

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**SUBJECT:** Finalized Adoption Cases and Automated System Client Identifiers

**PURPOSE:** This operating procedure provides instructions for separating pre- and post-adoption finalization records in the FSFN, and in the Integrated Child Welfare Services Information System (ICWSIS), under two different client identification numbers (CIDs) in order to prevent the child's birth name and birth parent information from being retrievable with the child's post-adoption client identification number.

**PROCEDURE:**

**References**

Florida Statutes: Sections 63.162 and 409.146

**General Requirements**

- A. The care manager is responsible for coordinating the changes to records with all other involved programs, in order that those programs may take the necessary steps to maintain statutory confidentiality of records. The care manager will provide written notification of the statutory requirements regarding confidentiality of records to appropriate programs/providers. The care manager must also follow-up with verbal communication with all providers to assess their understanding and encourage their cooperation. The care manager will assist the other involved programs to determine how their records can be handled so that confidentiality is maintained within their system(s) and so that no post-adoption service records are added to the pre-adoption Florida Safe Families Network (FSFN) client record and no pre-adoption identifiers are entered into the post-adoption service records. The record split shall be made at finalization of the adoption and all subsequently entered records shall be made into the post-adoptive client record.
  
- B. Social Security Administration policies may result in the child keeping the same Social Security Number (SSN) after adoption or receiving a new SSN after adoption. To avoid variations in practice for handling the problem, one of the two following alternatives shall be used, as appropriate:
  - 1. Retain Old SSN. If the child will retain the same SSN after adoption, the client demographic record associated with pre-adoption finalization records in the FSFN

system (e.g., protective investigation, protective supervision, foster care, pre-finalization adoptive home supervision), and in the Interim Child Welfare Services Information System (ICWSIS), will have the client identification number changed to a pseudo identification number (initials of child's birth name and date of birth). The child's birth name will remain in this demographic record. Any services which are provided and recorded in FSFN (e.g., ongoing Children's Medical Services, subsequent CBC of Brevard services), and/or in ICWSIS, after adoption finalization will be associated with a new demographic record with the SSN as the client identification number, and the child's adoptive name.

2. Receive New SSN. If the child will receive a new SSN after adoption, the old SSN will be left in the FSFN (and the Interim Child Welfare Services Information System) pre-adoption finalization demographic record with the child's birth name. Any post-adoption finalization FSFN (or Interim Child Welfare Services Information System) services will be recorded under a new demographic record with the new SSN and the child's adoptive name. (A pseudo client identification number may be used for post-adoption finalization records during the period while the new SSN is being obtained, and updated to the new SSN as soon as it is received.)

C. CBC of Brevard staff shall implement modifications to ICWSIS as it relates to how children are recorded in the system. These changes will allow for the appropriate handling of the child's name and identification number during the period of adoption placement before finalization. ICWSIS will allow for the entry of the child's adoptive name and/or new SSN or pseudo identification number to the pre-adoption finalization record for purposes of subsidy payments. Once entered, the fields will be subject to a very high level of security and programmed into the system.

1. CBC of Brevard shall implement the procedures contained in this operating procedure immediately.
2. At the time of adoption finalization, it is the responsibility of the care manager to coordinate with the adoptive parents to determine whether a new SSN has been or is being obtained, and to coordinate with all other programs serving the child. With assistance from CBC of Brevard contracted information systems provider as needed, the care manager must determine other programs with service records on FSFN for that child and assist them.

D. If other programs continue serving the child, the care manager must assist them in recording post-adoption services under the child's new identity by notifying them verbally and in writing of the statutory requirement for confidentiality of records of adopted children and by helping them determine how their records can best be handled. This can be done either by closing previous records under the old client identification number and opening new records under the new client identification number, or recreating the service history under the new client identification number. In no case shall pre-adoption identifiers be added to the new identity. If the child is receiving public assistance or Medicaid, the care manager must also coordinate with the Automated Community Connection to Economic Self-Sufficiency (ACCESS) or Medicaid worker.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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APPROVAL DATE: 3/6/09