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# Children and Family Services

## Post Adoption Search Services: Evaluation and Best Practices

### Report to the 2006 Minnesota Legislature



This report was prepared by the Minnesota Department of Human Services, Children and Family Services Administration, and produced for the Legislature in compliance with Laws of Minnesota 2005, Chapter 129.

Total estimated cost of preparation: 259 hours x \$25 = \$6,475

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## **EXECUTIVE SUMMARY**

Laws of Minnesota, Chapter 129, signed by the governor on June 1, 2005, requires the Minnesota Department of Human Services to submit a report to the Legislature with an assessment of data collected from all public and private adoption agencies, and the *Practice Guide for Post Adoption Search Services*. The intent of the data collection was to determine the following outcomes:

- The percentage of requests that were successful in locating the other party
- The percentage of requests that were successful in obtaining medical and social histories
- The period of time from the initial request for a search to its completion
- The number and types of efforts utilized to complete a search.

In addition, the law requires agencies to provide the number of search requests they received from December 1, 2004-June 1, 2005.

Adopted individuals, adoptive parents of minor children, siblings and others touched by adoption may choose to engage in post adoption search services for a variety of reasons. Common reasons for requesting a post adoption search include the need to obtain medical information or to have other comprehensive information in emergency situations, knowledge regarding the circumstances resulting in placement or experiences during placement with a sibling from whom the person was separated, and/or major milestones in an adopted individual's life such as graduation, marriage, birth and death.

At the request of the department, all county and private child placing agencies were asked to submit data on their post adoption search services during a five month period. This data, from 87 percent of county social service agencies and 92 percent of private adoption agencies, was summarized to provide insight on the scope of post adoption search activity. Data from month six is not included in this report.

Overall, the data reveals that private adoption agencies received the highest volume of post adoption service requests. During the data reporting period there were 361 initial service(s) requests to county and private adoption agencies. Of the 361 requests, 159 were reported by agencies as unable to proceed. Therefore, agencies were able to initiate 202 searches and/or 56 percent of search requests. Of the 56 percent of searches initiated, 32 percent had not been completed by the end of the reporting period. Further, 55 percent of requests were successful in locating the other party and 50 percent were successful in completing the medical and social histories.

## **OBSERVATIONS AND RECOMMENDATIONS**

The following four observations and recommendations emerged:

### **Medical Emergencies**

Of the 361 service requests, 19 were medical emergencies. Most were individuals who had medical conditions and in a few cases, a genetic relative with a medical condition. During the five month review period, 63 percent of the medical emergencies were completed. The remaining cases not completed included:

- 26 percent of the requests were initiated in January
- Five percent (one request) were received in December
- Five percent (one request) were received in October.

In two cases, the county agency reported that they were unable to proceed due to payment issues. In both cases, the services were requested by an individual with a heart related medical condition.

For medical conditions where a physician is able to document the diagnosis and the need for a genetic medical history, the information should be provided expeditiously by the agency and payment arrangements made with the client. Medical emergencies comprised less than five percent of the overall requests reported. Of the five percent, payment was noted to be an issue in 10 percent of the cases.

### ***Agencies' Policies Regarding Documentation of Post Adoption Search Services***

Some agencies asked the department how to locate information regarding post adoption search services requested for the time between December 2004-June 2005. Other agencies reported that no formal records were maintained for these types of services. Yet other agencies reported that records may have been kept, however, the information was not a part of the adoption record.

Minnesota Rules, section 9560.0180, subp. 1, requires that documentation of post adoption services be maintained in the adoption record. Agencies should develop policies that provide uniform and consolidated record retention schedules to ensure compliance with this rule.

### **Modify Disclosure Statement Regarding Agencies' Transfer of Records**

As mentioned in the background section, several of the agencies that submitted data also have records from agencies that are no longer operational. In the event that an individual wanting to request search services finds that the agency that held the records is closed, the individual needs to know where they can locate their records. Agencies should provide information in their disclosure statement regarding their plan to transfer records if they cease to provide services.

### **Develop Policies to Access Records for Children Under Guardianship Who are Not Adopted**

Records are already required to be retained for children under state guardianship even when they do not achieve permanency. Children in these situations should be able to access information about themselves and/or their birth parent(s) in order to support their long-term well-being. Policies and practices need to be reviewed and developed to provide these individuals with information and connections.

## **BACKGROUND**

Laws of Minnesota, Chapter 129, signed by the governor on June 1, 2005, requires the Minnesota Department of Human Services to submit a report to the Legislature with an assessment of data collected from all public and private adoption agencies, and the *Practice Guide for Post Adoption Search Services*. The intent of the data collection was to determine the following outcomes:

- The percentage of requests that were successful in locating the other party
- The percentage of requests that were successful in obtaining medical and social histories
- The period of time from the initial request for a search to its completion
- The number and types of efforts utilized to complete a search.

In addition, the law requires agencies to provide the number of search requests they received from December 1, 2004-June 1, 2005.

### **Compliance with Data Collection**

As of August 2005, there were 123 licensed child placing agencies providing adoption services in Minnesota, including 87 county social service agencies and 36 private adoption agencies, with 89 percent of agencies providing the required data, including:

- 87 percent of county social service agencies
- 92 percent of private adoption agencies.

From the 109 agencies that provided data to the Department of Human Services, only a small percentage of them are responsible for the majority of requests for post adoption search services.

### **Overview of Requests Received by Agencies**

The vast majority of child placing agencies that submitted data for this report each received less than 20 requests for post adoption search services requests during the four submission periods. Of the 109 agencies, the following received requests for services from clients, where they were responsible for conducting the post adoption search:

- Three agencies received more than 100 requests:
  - Catholic Charities Arch Diocese of St. Paul and Minneapolis
  - Children's Home Society and Family Services
  - Lutheran Social Service.
- Three agencies received 50-100 requests:
  - Caritas
  - Hennepin County
  - St. Louis County.
- Three agencies received 20-50 requests:
  - Catholic Charities Arch Diocese of Winona
  - New Life Family Services
  - Ramsey County.

- One agency received 10-20 requests:
  - Olmsted County.
- 35 agencies received 1-10 requests\*
- 61 agencies received no requests.

\*Faribault-Martin County Human Services have combined services and received ten requests, each averaged five service requests. Similarly, Lincoln, Lyon and Murray Human Services received four requests, with each county providing 1 1/3 services each.

The data reveals that private adoption agencies received the highest volume of search requests. The probable explanation is due to the longer history that these agencies have had providing adoption services. Several of these agencies have histories that date as early as the 1700 and 1800s, and these agencies are also more likely to have been involved in the adoptions of individuals 30 years of age or older.

Additionally, there are several other dynamics that likely play a role in the origin of an adoption and subsequent impact of the post adoption search requests. Counties increased their focus on adoption and permanency in response to the Federal Adoption and Safe Families Act. This legislation guides child welfare system staff to provide a permanency plan for children in out-of-home care within specific time frames, and was enacted into law in 1997. Since this is a recent change, counties are less likely to have larger populations of children for whom they were responsible that are now old enough to initiate a search. The counties that reported greater volumes of service requests were those that serve larger populations of children in foster care and in one case, the county accepted a transfer of records for a private agency that had a long history in adoption. County social service agencies received a lower volume of requests for post adoption search services compared to the private adoption agencies.

A further dynamic that was discovered is that several agencies transferred records to another agency when they closed. One or more agency(ies) did not submit data for requests they may have received on behalf of the closed agency. It is unknown what agencies may or may not have reported all of the post adoption services requests received.

The data collected was limited to children who were under the responsibility of the placing agency. This means that International adoptions and adoptions of children who originated in a jurisdiction outside of Minnesota were not included in this data, therefore, private agencies that primarily serve these types of adoptions reflect zero requests submitted. Private agencies that were not responsible for placing the child may have been contacted to provide portions of services. They would not be the responsible party to provide post adoption search services, and reflect zero requests submitted.

Although this report highlights data related to post adoption search services, it does not represent the amount of staff time devoted to search activities, nor does it account for many inquiries that an agency may receive where they were not responsible for subsequent services or efforts made to determine proper jurisdiction and/or providing other forms of assistance.

### **Reporting Periods Comparison**

Public and private agencies in Minnesota were required to submit data to the Minnesota Department of Human Services for a six month period from December 1, 2004-June 1, 2005. This data establishes a baseline for the volume of post adoption search services typically received by county and private agencies prior to the enactment of Laws of Minnesota 2005, Chapter 129. Baseline data was then compared to information collected from the agencies between September 1, 2005-February 1, 2006. The data reveals that the number of post adoption search services requests were consistent during the period following the passage of Laws of Minnesota 2005, Chapter 129. Appendix One highlights this data.

Data was collected during the five months following August 2005. Data from month six is not reflected in this report.

### **DATA EVALUATION**

A total of 361 requests for post adoption search services were received by 45 county social service and private adoption agencies.

The data requested by the Department of Human Services was to reflect the number of written requests for post adoption search services received by agencies arriving via letter, email, fax, or the submission of a completed application. Such requests can be submitted by an adopted individual 19 years of age or older, by adoptive parent(s) on behalf of a minor child, by birth parent(s), or a genetic sibling. For some of the data submitted, it was obvious which party had initiated the search requests. However, this information was not specifically requested so no conclusions can be drawn related to the requesting party.

When the data collection period was reduced to a five month period rather than six, some agencies expressed concern that there were cases that may have been completed in the final month. Upon reviewing the monthly distribution of services requests that were incomplete, there was not a pattern that demonstrated a consistent decline in numbers when looking back. The data that was incomplete was distributed as follows, by submission period:

- September and October, 2005: 14.5 percent of the requests were incomplete
- November and December, 2005: 12.9 percent of the requests were incomplete
- January 2006: 30.4 percent of the requests were incomplete.

Note: Agency specific details regarding the distribution can be found in Appendix Five.

This is not to dispute that the more time allowed for data collection, the larger the number of cases that would be complete. However, there would have been additional cases that would have entered the system during that time that would have subsequently shown as incomplete. The only factor that would influence this dynamic would be if there was a consistent decline in the number of post adoption search services requests submitted in any given month, over a period of time.



## **Amount of Time from the Request for Search to Completion of Search**

### *Mean, Median and Range*

A total of 45 counties and private agencies received requests for a search regarding medical and social history and/or contact. The average length of time to receive a response for such requests was 34 days, and the median length of time was 23 days. This data demonstrates that, while some searches may take longer to complete, less than half of all searches were completed in less than 23 days. The number of days it took to complete a request ranged from zero to 132. For more detail regarding response timeframes, see Appendix Four.

### *Minimum*

In reviewing selected searches that were completed in a short period of time, the following observations were made:

- One agency reported zero days, and noted being unable to proceed due to lack of a file. The search was for both background information and search services. The county has yet to make attempts to contact the Minnesota Department of Human Services or petition the court to release any information for a confidential search.
- One agency closed a case due to no response. While efforts appeared to be very limited, the case was deemed as having been completed in seven days.
- One case that was completed by a county in seven days was related to a gift exchange.
- One case requested a search that lasted 30 days where the adopted adult sought contact with a birth parent and found out about genetic siblings. Subsequently, there were a series of contacts made to connect to each sibling. Each subsequent search was completed in three days.
- A couple of cases were completed in a week or two, and the person requesting the services was provided original medical and background information, as well as contact with the party being sought.
- Several cases were closed in less than two weeks, though other than the date the case was complete, no information was provided regarding the efforts made or the outcome(s) of the cases.

### *Maximum*

Although not consistently reported, there are certain factors that contribute to the length of time necessary in completing services. Below is a list of the factors that were reported as the most common reasons services exceeded the average of 34 days:

- Cases were on waiting list(s) or had not yet been assigned. It was unclear how long an individual may be on a waiting list before services were initiated.
- Ambiguity or delay by the individual initiating the request. In some cases, the requestor did not provide all of the information or forms that were needed.
- Inability to locate the adoption record, or the information that was maintained was limited. In at least one case, an agency was unable to proceed, and in several other cases agencies needed to obtain information from other files, agencies, or systems.
- Reluctance of the party who was located to want contact with the party who initiated the post adoption service request.

Though not noted in the data that was submitted, the *Practice Guide on Post Adoption Search Services* 2006, under the section Search and Expectations addresses reasons why searches may not be successful. The same reasons may also be categorized as factors that may complicate a search and extend the average amount of time to complete a service request.

**Service Outcomes**

Requests for post adoption search services may seek medical and/or social history information and/or request for another party to be located. The department evaluated the successful completion of these services independent of each other. For many of the agencies, the data that was to have been submitted was either not provided, incomplete, or unclear. The data was analyzed manually, and is reported in detail in Appendices Two and Three. Appendix Two reports the nature of the requests received, as well as the total requests. Appendix Three includes data regarding only those requests that were completed.

The statistics below lists requests that were completed successfully. Of the overall 361 initial service(s) requests agencies received, 159 were reported as unable to proceed. Of the 56 percent of cases where the agency was able to proceed, 32 percent of the searches had not been completed.

- 55 percent of requests were successful in locating the other party
- 50 percent of requests were successful in completing the medical and social histories.

*The number and types of efforts used to complete the search*

The chart below lists the average number of efforts used by agencies. Appendix Four provides more specific detail regarding data submitted by the agencies.

Efforts Used	Number of occurrences used per case per effort		
	Average	Minimum	Maximum
Calls with sought party	2.5	1	19
Calls with collaterals	3.1	1	12
Internet/ database searches	5.2	1	25
Public record search	2.2	1	10
In writing	1.5	1	7
In person	1.8	1	3

No correlation emerged between the number of efforts used and successful completion of the post adoption search services requested. The maximum efforts made may likely involve cases where the search process is more complex.

**OBSERVATIONS AND RECOMMENDATIONS**

*Medical Emergencies*

Of the 361 service requests, 19 were medical emergencies. Most were people who had a medical condition and in a few cases, the person had a genetic relative with a medical condition. During

the five month review period, 63 percent of the medical emergencies were completed. The remaining cases not completed included:

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For medical conditions where a physician is able to document the diagnosis and the need for genetic medical history, the information should be provided expeditiously by the agency and payment arrangements made with the client. Medical emergencies comprised less than five percent of the overall requests that agencies reported. Of the five percent, payment was noted to be an issue in 10 percent of the cases.

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Some agencies asked the department how to locate information regarding post adoption search services requested for the time between December 2004-June 2005. Other agencies reported that no formal records were maintained regarding these types of services. Yet other agencies reported that records may have been kept, however, the information was not a part of the adoption record.

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#### *Modify Disclosure Statement Regarding Agencies' Transfer of Records*

As mentioned in the background section, several of the agencies that submitted data also have records from agencies that are no longer operational. In the event that an individual who wishes to request search services finds that the agency that held the records is closed, the individual needs to know where to look. Agencies should provide information in their disclosure statement regarding their plan to transfer records if they cease to provide services.

#### *Develop Policies to Access Records for Children Under Guardianship Who are Not Adopted*

Records are already required to be retained for children under state guardianship even when they do not achieve permanency. Children in these situations should be able to access information about themselves and/or their birth parent(s) in order to support their long-term well-being. Policies and practices need to be reviewed and developed to provide these individuals with information and connections.

December 1, 2004 to June 1, 2005 compared to September 1, 2005 through January 31, 2006

	Dec.1, 2004 to June 1, 2005	Sept 2005 & Oct 2005	Nov 2005 & Dec 2005	Jan 2006	Total
<b>Private Agencies (36)</b>					
Adoption Miracle International	0	0	0	0	0
African American Adoption Agency	0	0	0	0	0
Bethany Christian Services	0	0	0	0	0
Caritas Family Services (Div. of St. Cloud Diocese)	65	3	1	0	69
Catholic Charities: St. Paul and Minneapolis	48	26	25	15	114
Catholic Charities: Winona	11	9	10	6	36
Child Link International	0	0	0	0	0
Children's Homes Society and Family Services	120	26	27	17	190
Chosen One Adoption Agency	0	0	0	0	0
Christian Family Life Services	0	0	0	0	0
Crossroads Adoption Services	1	0	0	0	1
Downey Side	0	0	0	0	0
European Children Adoption Services	0	0	0	0	0
Family Alternatives	0	0	0	0	0
Family Focus	0	0	0	0	0
Family Resources	0	0	0	0	0
Forever Families	letter returned and unable to contact directly				0
God's Children Adoption Agency Inc.	0	0	0	0	0
Hand in Hand International Adoption	0	0	0	0	0
Holy Family Adoption Agencies	0	0	0	0	0
HOPE Adoption and Family Services Int'l, Inc.	2	1	0	0	3
International Adoption Services	0	0	0	0	0
LDS Social Service	0	0	0	0	0
Los Hijos de Dios					
Love Basket	0	0	0	0	0
Lutheran Social Services	54	26	30	19	129
New Horizons	0	0	0	0	0
New Life Family Services	7	5	4	8	24
North Homes, Inc.	0	0	0	0	0
Northwoods Children's Services	0	0	0	0	0
Professional Assoc. of Treatment Foster Homes	0	0	0	0	0
Permanent Family Resource Center	0	0	0	0	0
Reaching Arms International	0	0	0	0	0
Summit Adoption Homestudies	0	0	0	0	0
Upper Midwest American Indian Center					0
Wellspring Adoption Agency	0	0	0	0	0
<b>Counties (87)</b>					
Aitkin	0	0	1	0	1
Anoka		2	1	2	5
Becker					
Beltrami					
Benton	2	0	0	0	2
Big Stone	0	0	0	0	0
Blue Earth	1	0	0	0	1
Brown	0	0	0	0	0
Carlton	0	0	0	0	0
Carver					0
Cass	0	0	0	0	0
Chippewa	2	0	1	0	3
Chisago	1	0	0	0	1
Clay	0	1	0	0	1
Clearwater	0	0	0	0	0
Cook					0
Cottonwood	0	0	0	0	0
Crow Wing					0
Dakota	4	2	0	0	6
Dodge	no formal records	0	0	0	0
Douglas					0
Fairbault- Martin	6	2	0	2	10
Fillmore	0	0	0	0	0

Appendix 1 Continued	Dec.1, 2004 to June 1, 2005.	Sept 2005 & Oct 2005	Nov 2005 & Dec 2005	Jan 2006	Total
Freeborn					
Goodhue	0	0	0	0	0
Grant					
Hennepin	38	7	2	7	54
Houston					
Hubbard	0	0	0	0	0
Isanti	2	0	1	0	3
Itasca	0	0	0	0	0
Jackson	no formal records	0	0	1	1
Kanabec	0	0	1	0	1
Kandiyohi	3	0	0	0	3
Kittson	0	0	0	0	0
Koochiching	no formal records	0	0	0	0
Lac Qui Parle	0	0	0	0	0
Lake	0	0	0	0	0
Lake of the Woods	0	0	0	0	0
LeSueur	0	0	0	0	0
Lincoln, Lyon, Murray	2	0	0	1	3
Mahnomen	0				
Marshall	0	0	0	0	0
McLeod	1	1	0	0	2
Meeker	0	0	0	0	0
Mille Lacs	0	0	0	0	0
Morrison	3	2	1	1	7
Mower	2	0	0	0	2
Nicollet	0	0	3	1	4
Nobles	0	0	0	0	0
Norman	0	0	0	0	0
Olmsted	3	2	5	1	11
Otter Tail	5	0	0	1	6
Pennington	0	0	0	0	0
Pine					
Pipestone	1	0	0	0	1
Polk	1	0	0	1	2
Pope	0	0	0	0	0
Ramsey	10	6	2	3	21
Red Lake	0	0	0	0	0
Redwood	0	0	0	0	0
Renville	0	0	0	0	0
Rice	1	1	1	0	3
Rock	0	0	0	0	0
Roseau					
Scott	1	0	0	0	1
Sherburne	2	0	0	0	2
Sibley	0	0	0	0	0
St. Louis	58	13	13	5	89
Stearns	5	1	0	0	6
Steele	0	0	0	0	0
Stevens	0	0	0	0	0
Swift	1	0	1	0	2
Todd	1	0	0	0	1
Traverse					
Wabasha	1	1	0	0	2
Wadena	0	0	0	0	0
Waseca	0	0	1	0	1
Washington	2	0	1	1	4
Watsonwan	0	0	0	0	0
Wilkin	0	0	0	0	0
Winona					
Wright	2	1	0	0	3
Yellow Medicine	0	0	0	0	0
<b>TOTALS</b>	469	138	132	92	831
prorated for 5 months	391		361		

Appendix Two: Data Regarding Medical Emergencies and Requests for Post Adoption Search Services

	Requests Identified As Medical Emergencies			Requests for Post Adoption Search Services		
	Number of Medical Emergencies	Percent of Service Requests Completed	Average Days to Complete Requests	Number of requests for medical & background history	Number of requests for search	Total Requests for Post Adoption Search Services
Caritas	0	NA	NA	2	1	4
	2	requests received in January	not yet complete	21	33	66*
Catholic Charities: St. Paul/Mpls	An additional 6 requests were omitted due to wrong agency in 15 cases the nature of search was not specified					
Catholic Charities: Winona	1	100%	7	18	24	25
Children's Home Society and Family Services	2	100%	50	32	35	70
New Life Family Services	0	NA	NA	4	14	17
HOPE Adoption and Family Services International, Inc.	1	100%	107	1	1	1
Lutheran Social Services	3	100%	5.3	31	44	75
Aitkin	0	NA	NA	1	1	1
Anoka	Detail Not Provided			3	4	5
Chippewa	Detail Not Provided			unkown	unkown	1
Clay	Detail Not Provided			0	1	1
Dakota	0	NA	NA	0	1	2
Fairbault- Martin	0	NA	NA	1	3	3
Hennepin	1	0%		13	13	16
Isanti	0	NA	NA	0	1	1
Jackson	0	NA	NA	0	1	1
Kanabec	0	NA	NA	0	1	1
Lincoln, Lyon, Murray	Detail Not Provided			unkown	unkown	1
McLeod	0	NA	NA	0	1	1
Morrison	0	NA	NA	2	3	4
Nicollet	0	NA	NA	0	1	4
Olmsted	1	100%	55	2	7	8
Otter Tail	0	NA	NA	unkown	unkown	1
Polk	0	NA	NA	0	0	1
	2	requests received in January	not yet complete	6	8	11
Ramsey						
Rice	1	100%	14	2	2	2
	4	50% 1 recd. late Dec 1 recd. in Jan	30 days for the 2 that have been completed	25	25	31
St. Louis						
Stearns	0	NA	NA	unkown	unkown	1
Swift	0	NA	NA	1	1	1
Wabasha	0	NA	NA	0	1	1
Waseca	1	100%	60	0	1	1
Washington	0	NA	NA	2	2	2
Wright	0	NA	NA	1	0	1

**Appendix Three: Data Related to Service Requests that were Completed**

	Statistics Related to Service Requests that were Completed						
	Medical and Background Histories Completed	Searches Completed	Percent of All Service Requests Completed	Mean Days	Median Days	Minimum Days	Maximum Days
Caritas	unclear	unclear	75%	15	16	0	28
Catholic Charities: St. Paul/Mpls	12 of 17	12 of 23	29%	49	49	0	123
Catholic Charities: Winona	6 of 8	9 of 12	80%	14	14	2	43
Children's Home Society and Family Services	4* of 7	6 of 7	19%	74	71	25	132
	*1 offer and declined and 1 person deceased						
New Life Family Services	4 of 4	1 of 3	35%	14	3	1	64
HOPE Adoption and Family Services International, Inc.	0 of 1	1 of 1	100%	107	107	NA	NA
Lutheran Social Services	5 of 20	8 of 16	51%	33	23	0	79
Aitkin	0 of 1	1 of 1	100%	17	17	NA	NA
Anoka	1 of 3	1 of 4	63%	15	15	7	28
Chippewa	Detail Not Provided		Detail Not Provided				
Clay	service not requested	0 of 1	100%	0	0	NA	NA
Dakota	service not requested	2 of 2	100%	9	9	9	9
Fairbault- Martin	0 of 1	1 of 3	67%	10	10	1	19
Hennepin	4 of 9	0 of 8	6%	90	90	90	90
Isanti	service not requested	0 of 1	0%	NA	NA	NA	NA
Jackson	0 of 1	0 of 1	0%	NA	NA	NA	NA
Kanabec	service not requested	1 of 1	100%	61	61	NA	NA
Lincoln, Lyon, Murray	Detail Not Provided		Detail Not Provided				
McLeod	detail insufficient		100%	5	5	NA	NA
Morrison	0 of 2	2 of 3	25%**	26	26	NA	NA
	**One request appears to have resulted in the location of the sought party, however, the service completion date was not provided.						
Nicollet	na	3 of 3	100%***	0	0	NA	NA
	***It appears that one request was for under age child and birth parent withdrew other 3 services were holiday gift exchange.						
Olmsted	0 of 2	7 of 7	100%	28	21	3	61
Otter Tail	Detail Not Provided		0%	NA	NA	NA	NA
Polk	na	na	100%	7	7	NA	NA
			Gift Exchange				
Ramsey	2 of 2	0 of 4	18%	65	65	43	86
Rice	1 of 1	1 of 1	100%	14	14	NA	NA
St. Louis	7 of 10	7 of 9	29%	55	56	23	89
Stearns	unable to complete	unable to complete	0%	NA	NA	NA	NA
Swift	0 of 1	0 of 1	0%	NA	NA	NA	NA
Wabasha	service not requested	0 of 1	100%	7	7	NA	NA
Waseca	service not requested	1 of 1	100%	60	60	NA	NA
Washington	0 of 2	1 of 2	0%	NA	NA	NA	NA
Wright	unable to complete	service not requested	100%	24	24	NA	NA
<b>Total Average</b>	<b>1 of 2 or 50%</b>	<b>16 of 29 or 55%</b>	<b>38%</b>	<b>34</b>	<b>23</b>	<b>0</b>	<b>132</b>

**Appendix Four: Data Regarding the Average Number and Types of Efforts Used per Case to Complete a Search Request**

	The Average number and types of efforts used per case to complete a search request						
	Calls with sought party	Calls with Collaterals	Internet/ database searches	Public record search	In writing	In person	An Example of a mode noted
Caritas	0	0	0	0	0	0	variety of records
Catholic Charities: St. Paul/Mpls	1.6	3.7	2.4	1.2	1	0	
Catholic Charities: Winona	2.4	2.6	3.1	1.2	1.7	0	variety of records
Children's Home Society and Family Services	1.8	1.2	3.4	2.8	1.6	2	obituaries
New Life Family Services	1	3	4	0	2	0	
HOPE Adoption and Family Services							
International, Inc.	2	3	3	2	2	0	
Lutheran Social Services	3.4	2.8	8.4	2.6	2.5	2.5	facilitated court order
Aitkin	0	2	3	0	1	0	
Anoka	2	1.8	1.3	2	2	1	
Chippewa	Detail Not Provided						
Clay	0	0	0	0	1	1	Dept of Human Serv
Dakota	2	0	0	1	0	0	
Fairbault- Martin	2	7	1.5	0	1.3	0	
Hennepin	3	1	3.5	2.25	0.75	0	
Isanti	4	1	2	0	1	0	
Jackson	0	1	0	0	1	0	Contacted another county
Kanabec	0	0	0	0	1	0	
Lincoln, Lyon, Murray	Detail Not Provided						
McLeod	Detail Not Provided						
Morrison	0	2	2	1	0	0	
Nicollet	1	0	0	0	0	0	
Olmsted	2	2.3	2.5	1.8	0	2	
Otter Tail	Detail Not Provided						
Polk	2	0	0	0	0	0	
Ramsey	0	0	0	3	0	0	Dept of Human Serv
Rice	3	2	5	0	1	0	
St. Louis	9	4.8	10.2	3.2	1.5	2	facilitated court order
Stearns	0	0	0	0	0	0	
Swift	0	1	8	1	0	0	
Wabasha	0	0	1	1	1	0	
Waseca	0	2	0	0	1	0	
Washington	0	2	0	0	1	0	
Wright	0	0	0	0	0	0	
<b>Total Average</b>	<b>2.5</b>	<b>3.1</b>	<b>5.2</b>	<b>2.2</b>	<b>1.5</b>	<b>1.8</b>	



**Appendix Five: Frequency of Requests Where Agency was Unable to Proceed and Monthly Distribution of Service Requests, When Able to Proceed an**

	Unable to Proceed	Monthly Distribution of Service Requests When Able to Proceed and were Incomplete					
	Frequency	Number Incomplete September	Number Incomplete October	Number Incomplete November	Number Incomplete December	Number Incomplete January	Total Incomplete In All 5 Months
Caritas	1	0	0	0	0	0	0
Catholic Charities: St. Paul/Mpls	24	2	6	4	3	8	23
Catholic Charities: Winona	2	1	0	0	0	2	3
Children's Home Society and Family Services	50	1	1	0	2	2	6
New Life Family Services	11	0	0	0	0	0	0
HOPE Adoption and Family Services International, Inc.	0	0	0	0	0	0	0
Lutheran Social Services	37	2	0	0	0	4	6
Aitkin	0	0	0	0	0	0	0
Anoka	0	1	0	0	1	1	3
Chippawa	unknown	Detail Not Provided					
Clay	0	0	0	0	0	0	0
Dakota	0	0	0	0	0	0	0
Fairbault- Martin	1	0	0	0	0	0	0
Hennepin	7	1	3	1	1	2	8
Isanti	0	0	0	1	0	0	1
Jackson	0	0	0	0	0	1	1
Kanabec	0	0	0	0	0	0	0
Lincoln, Lyon, Murray	0	0	0	0	0	1	1
McLeod	0	0	0	0	0	0	0
Morrison	0	1	0	0	0	1	2
		A case from Oct. was not included where service was complete, however the date was missing though the other party was noted to have been located					
Nicollet	1	0	0	0	0	0	0
Olmsted	0	0	0	0	0	0	0
Otter Tail	0	0	0	0	0	1	1
Polk	0	0	0	0	0	0	0
Ramsey	6	1	0	0	0	2	3
Rice	1	0	0	0	0	0	0
St. Louis	17	0	0	0	2	2	4
Stearns	1	0	0	0	0	0	0
Swift	0	0	0	1	0	0	1
Wabasha	0	0	0	0	0	0	0
Waseca	0	0	0	0	0	0	0
Washington	0	0	0	0	1	1	2
Wright	0	0	0	0	0	0	0
<b>Total</b>	<b>159</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>10</b>	<b>28</b>	<b>65</b>