New Adoption/PRT – No Permanence Face Sheet

FACTS Client _____

Birth Information

B-Last Name: _____

B-First Name: _____

B-Middle Name: _____

B-DOB: _____

Adoptive Information

A-Last Name: _____

A-First Name: _____

A-Middle Name: _____

Petitioner #1

PET #1 – Last Name: _____

PET #1 – First Name: _____

Adoptive Details

Date Finalized: _____

KS County Finalized: _____

Other State Finalized: _____

Petitioner #2

PET #2 – Last Name: _____

PET #2 – First Name: _____

Birth Mother Information

BM-Last Name: _____

BM-First Name: _____

BM-DOB: _____

Siblings Names   Siblings Dates of Birth

SIB1 Name: _____

SIB1 DOB: _____

SIB2 Name: _____

SIB2 DOB: _____

SIB3 Name: _____

Birth Father Information

BF-Last Name: _____

BF-First Name: _____

BF-DOB: _____

SIB3 DOB: _____

SIB4 Name: _____

SIB4 DOB: _____

Comments (500 characters, no hard returns)

Now in Box #: _____

Keepsakes? Yes_____   No _____

_____
Printed name of person completing form

_____
Printed name of DCF Staff approving for Data Entry

Directions and Definitions for PPS 400

A. ABBREVIATIONS

B = Birth	BM = Birth Mother	SIB = Sibling
A = Adoptive	BF = Birth Father	PET = Petitioner
NA = Does Not Apply	UNK = Unknown	AKA = Also Known As

B. GENERAL RULES

- Documentum is a search engine, not the status of the case. Check the system before entering a new case as it may already be available.
- Dates are entered in the 00/00/0000 format (you do not need to enter leading zeroes for single digit months/days 1-9).
  - ➢ If you have an UNKNOWN date, enter "1/1/1800"
  - ➢ If you have a PARTIAL date, enter "1/1/1801" (provide what information you do have in "Comments").
- Any suffixes are entered in the same field as the last name without commas (,) or periods (.). *Example: Smith Jr*
- If available, middle names for birth parent(s) and petitioner(s) may be entered next to the first name (no comma). *Example: PET #1 Last Name: Key PET #1 – First Name: Francis Scott*

C. SPECIFIC DIRECTIONS

Section	Directions
FACTS Client ID:	• This can be N/A, but ONLY IF it was a private adoption.
Birth Information:	• This is always the original birth name. • This may or may not be the case name. • If it is a failed adoption, the birth name should still be entered in this field. • The adoptive name shall be listed in the "A" section or in comments.
Adoptive Details:	• Date is found on the decree or order of adoption. • You may spell out the county name. A drop-down list will be available to choose from. • Only the 2-letter county code will appear on the printed face sheet.
Birth Mother Information:	• Always use maiden name of the birth mother. • Use "UNK" if name is unknown. Do not use "n/a". • List any known AKA's, including spelling variations.
Birth Father Information:	• Use "UNK" if name is unknown. Do not use "n/a". • List any known AKA's, including spelling variations. • List all other possible birth fathers in "Comments" section.
Petitioners:	• Use current names • If available, middle name may be entered next to the first name (no comma).
Siblings Names/Siblings Dates of Birth:	• Entries should include all biological siblings (those with one or more shared biological parent). • All such siblings should be listed, not just those with whom child is currently placed. • List middle name may be entered next to the first name (no comma). • The printed Face Sheet will only show 4 siblings with DOBs. Additional entries may be added when entering data.
Comments (500 characters, no hard returns):	• Do not use hard returns (which means do not enter "enter" key). • List all the AKA's for B, BM , BF and Siblings; all prior AD names as Last, First, Middle and finalization date(s). • List all other possible birth fathers. • Separate all thoughts with a semi-colon (;) in a series, end series with a period (.).

D. COMPLETION

- Check your work for accuracy and make sure every field has an entry.
- Click the "finish" button.
- You will be notified if there are any errors on the page. You will be required to make corrections before proceeding.

Kansas
Department for Children
and Families
*Prevention and
Protection Services*

Strong Families Make a Strong Kansas