



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

The Hague Accreditation and Approval Tables of Evidence specify the evidence adoption service providers must make available to Hague Evaluators during the accreditation and approval process. Evaluators will request additional evidence if and when additional information is necessary to determine the adoption service provider's level of compliance with the standards. The Tables of Evidence will be used during the initial accreditation review, and any subsequent reviews. Generally, applicants seeking accreditation/approval for the first time should provide information for the last year unless otherwise specified in the Table of Evidence or the Standards. Generally, adoption service providers seeking to renew their accreditation or approval must submit information since the last accreditation/approval review.

The Tables of Evidence should be used by the Adoption Service Provider as a guide to assemble the Self-Study and prepare for the on-site visit. The Table of Evidence is organized in two parts, the narrative, and a chart that outlines the necessary evidence that must be provided with respect to each standard. The Narrative includes a series of questions, and the chart specifies Self-Study documents, on-site documents, and on-site activities.

The Narratives provide an opportunity for the adoption service provider to discuss key practices that can demonstrate substantial compliance with the standards. Each question in the Narrative addresses a specific aspect of practice. Responses should be as concise as possible, while providing a comprehensive answer to the question.

The Self-Study Documents column on the chart includes evidence that should be provided in the Self-Study, which is submitted to COA and the Evaluators prior to the site visit. These documents demonstrate the adoption service provider's level of compliance with the standards for that chapter. COA has developed tools to assist the adoption service provider in presenting certain information to the Evaluators. These tools include:

- Executive Verification
- State Licensing and Regulatory Profile
- Governing Body Profile
- Employee Profile
- Collaborative Relationships Profile

The On-Site Documents column on the chart includes evidence that should be readily available for the Evaluators when they arrive for the site visit. The Evaluators may review these documents if they need further information to evaluate your level of compliance with the standards. The Evaluators have the discretion to request additional documentation if they need further information to properly rate a standard.

The On-Site Activities column on the chart identifies the individuals who may be interviewed by the Evaluators during the site visit, as well as any necessary case record reviews and other on-site activities. The Evaluators have the discretion to interview additional individuals if they need further information to properly rate a standard.



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LICENSING AND CORPORATE GOVERNANCE (96.30, 96.31, 96.32)

NARRATIVE:

The Licensing and Corporate Governance Narrative should provide an overview of key practices that contribute to licensure and governance. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization’s level of compliance with the Licensing and Corporate Governance standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Provide any information that would increase the Evaluator’s understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.30 State Licensing			
96.30 (a)	<ul style="list-style-type: none"> ▪ State Licensing and Regulatory Profile 	<ul style="list-style-type: none"> ▪ For organizations, copies of licenses ▪ For persons, copies of State authorization to provide adoption services 	
96.30 (b)	<ul style="list-style-type: none"> ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Copies of licensing review reports 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body Chair b. CEO c. State Licensing officials, as necessary



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.30 (c)	<ul style="list-style-type: none"> ▪ Collaborative Relationships Profile ▪ Sample Supervised Provider Agreement 	<ul style="list-style-type: none"> ▪ Agreements with providers ▪ Proof that any supervised providers are licensed or authorized by State law to provide adoption services in the provider's State of operation 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Persons responsible for management of agreements b. Collaborating providers, as necessary
96.30 (d)	<ul style="list-style-type: none"> ▪ State Licensing and Regulatory Profile ▪ Executive Verification 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Adoption Service Provider b. State Licensing officials, as necessary
96.31 Corporate Structure			
96.31 (a)		<ul style="list-style-type: none"> ▪ Documentation of non-profit status ▪ Articles of Incorporation 	
96.31 (b)		<ul style="list-style-type: none"> ▪ Articles of Incorporation ▪ For-profit organizations provide articles of incorporation or other information to confirm the organizational structure (e.g. sole proprietary tax documents, 1099 forms) 	



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.32 Internal Structure and Oversight			
96.32 (a)	<ul style="list-style-type: none"> ▪ CEO's curriculum vitae ▪ CEO's job description 	<ul style="list-style-type: none"> ▪ Review CEO's personnel file 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body Chair b. CEO
96.32 (b)	<ul style="list-style-type: none"> ▪ Governing Body Profile ▪ Bylaws 	<ul style="list-style-type: none"> ▪ Governing Body manual ▪ Governing Body minutes where the CEO's Performance Review is discussed ▪ CEO's Performance Review 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body members, including member(s) with experience in adoption b. CEO
96.32 (c)		<ul style="list-style-type: none"> ▪ Permanent records (e.g., governing body minutes or other documents) 	<ul style="list-style-type: none"> ▪ Interview Governing Body Chair and other members of the Governing Body
96.32 (d)	<ul style="list-style-type: none"> ▪ Procedures and standards for the selection, monitoring, and oversight of supervised providers 		<ul style="list-style-type: none"> ▪ Interview persons responsible for management of agreements
96.32 (e)	<ul style="list-style-type: none"> ▪ Collaborative Relationships Profile ▪ Governing Body Profile ▪ Employee Profile ▪ Executive Verification 		<ul style="list-style-type: none"> ▪ Interview CEO



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FINANCIAL AND RISK MANAGEMENT (96.33, 96.34)

NARRATIVE:

The Financial and Risk Management Narrative should provide an overview of key practices that contribute to financial and risk management. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization’s level of compliance with the Financial and Risk Management standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe how the organization meets the financial reporting requirements of applicable Federal and State Laws and Regulations. (96.33 d)
2. How does your organization remain abreast of changing legal and regulatory requirements in relation to financial reporting? (96.33 d)
3. Describe how the organization maintains on average, sufficient cash reserves, assets, or other financial resources to meet its operating expenses for two months. Specify the amount and type of resources available. Include a description of how the organization’s projected volume of cases and size, scope, and financial commitments were taken into consideration. (96.33 e)
4. Describe the organization's overall approach to risk assessment. How are risks identified? Provide an example of your organization’s response to an identified risk. Please describe the steps, the decision-making process, and actions taken to bring the issue to resolution. (96.33 g, h, i)
5. Provide any additional information that would increase the Evaluator’s understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.33 Budget, Audit, Insurance, and Risk Requirements			
96.33 (a)	<ul style="list-style-type: none"> ▪ Budget (operating budget for current fiscal year) ▪ Governing Body minutes from the meeting when the budget was approved 	<ul style="list-style-type: none"> ▪ Finance procedures 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. Treasurer or Finance Committee Members c. CFO/CEO



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.33 (b)	<ul style="list-style-type: none"> ▪ Plan/Schedule for internal financial reviews specifying who will conduct internal reviews and when such reviews will be conducted ▪ Audit and management letter 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. Treasurer or Finance Committee Members c. CFO/CEO d. Person responsible for internal financial reviews
96.33 (c)			
96.33 (d)	<ul style="list-style-type: none"> ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Finance procedures 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body Chair b. CEO/CFO
96.33 (e)	<ul style="list-style-type: none"> ▪ Plan for transfer of Convention Cases 	<ul style="list-style-type: none"> ▪ Finance procedures ▪ Financial reports including: balance sheets, income statements, cash flow statements ▪ Documentation of available cash reserves, assets or other financial resources 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body Chair b. CEO/CFO
96.33 (f)	<ul style="list-style-type: none"> ▪ Charitable donation policy and procedures or for individuals, a statement certifying charitable donations do not influence placement decisions 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Development Officer or person responsible for charitable donations



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.33 (g)	<ul style="list-style-type: none"> ▪ Risk assessment procedures ▪ Current risk assessment that specifies risks and insurance needs 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Person responsible for risk assessment
96.33 (h)	<ul style="list-style-type: none"> ▪ Insurance policy 		
96.33 (i)	<ul style="list-style-type: none"> ▪ Proof of bonding 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. CFO c. Officers or employees with direct responsibility for financial transactions or financial management
96.34 Compensation			
96.34 (a)	<ul style="list-style-type: none"> ▪ Compensation policy ▪ Executive Verification 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/CFO b. Collaborating providers c. Employees and independent contractors d. Finance personnel, including person responsible for bookkeeping
96.34 (b)	<ul style="list-style-type: none"> ▪ Compensation policy or procedure that specifies how each type of provider is compensated 	<ul style="list-style-type: none"> ▪ Payroll records ▪ Contractor invoices and accounts payable records ▪ Agreements with collaborating providers 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/CFO b. Finance personnel, including person responsible for bookkeeping



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.34 (c)	<ul style="list-style-type: none"> ▪ Compensation policy ▪ Records of in-kind or other donations made by the adoption service provider ▪ Executive Verification 		<ul style="list-style-type: none"> ▪ Interview CEO/CFO ▪ Interview finance personnel, including person responsible for bookkeeping
96.34 (d)		<ul style="list-style-type: none"> ▪ Salaries for individuals listed in standard 	<ul style="list-style-type: none"> ▪ Interview CEO ▪ Interview finance personnel, including person responsible for bookkeeping
96.34 (e)	<ul style="list-style-type: none"> ▪ Section of the bylaws that addresses compensation 	<ul style="list-style-type: none"> ▪ Board Manual or compensation policy for Governing Body ▪ Accounts payable records 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body Members b. CEO/CFO c. Person responsible for bookkeeping
96.34 (f)	<ul style="list-style-type: none"> ▪ List of vendors to whom clients are referred for non-adoption services which specifies any corporate or financial arrangements and/or family relationships with vendors 		



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ETHICAL PRACTICES AND RESPONSIBILITIES (96.35, 96.36)

NARRATIVE:

The Ethical Practices and Responsibilities Narrative should provide an overview of key practices that contribute to the performance and of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization’s level of compliance with the Ethical Practices and Responsibilities standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe the organization’s systems and processes for ensuring that intercountry adoptions take place in the best interests of children. (96.35 a)
2. How does your organization prevent the abduction, exploitation, sale, or trafficking of children? Disclose any instances where this may have been in question and how your organization responded. (96.35 a)
3. What safeguards does your organization have in place to ensure that employees and agents do not provide payment for a child or as an inducement to release a child for adoption? (96.36 a, b)
4. Provide any additional information that would increase the Evaluator’s understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.35 Suitability of Agencies and Persons to Provide Adoption Services Consistent with the Convention			
96.35 (a)	<ul style="list-style-type: none"> ▪ Ethical Practice Policy 		
96.35 (b)	<ul style="list-style-type: none"> ▪ Executive Verification 		
96.35 (c)	<ul style="list-style-type: none"> ▪ Executive Verification ▪ Governing Body Profile ▪ Employee Profile 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel files for state criminal background checks and FBI fingerprint forms



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.35 (d)	<ul style="list-style-type: none"> ▪ Certificate(s) of good standing 		<ul style="list-style-type: none"> ▪ Review personnel files, as necessary ▪
96.35 (e)	<ul style="list-style-type: none"> ▪ Procedure for reporting information to the accrediting entity 		
96.36 Prohibition on Child Buying			
96.36 (a)		<ul style="list-style-type: none"> ▪ Review available complaint information, as necessary ▪ Review financial records, as necessary 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Personnel c. Adoptive parents d. Domestic and Foreign supervised providers, when necessary
96.36 (b)	<ul style="list-style-type: none"> ▪ Written policy and procedures prohibiting payment for a child or as inducement to release ▪ Table of contents of employee training curricula 	<ul style="list-style-type: none"> ▪ Review Training Curricula ▪ Review training logs 	



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PROFESSIONAL QUALIFICATIONS AND TRAINING FOR EMPLOYEES (96.37, 96.38)

NARRATIVE:

The Professional Qualifications and Training for Employees Narrative should provide an overview of key practices that contribute to the performance of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization’s level of compliance with the Professional Qualifications and Training for Employees standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe the organization’s methods for providing orientation and training. (96.38 a, b, c, d)
2. Provide any additional information that would increase the Evaluator’s understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.37 Education and Experience Requirements for Social Service Personnel			
96.37 (a)	<ul style="list-style-type: none"> ▪ Personnel Procedures for recruitment, selection, and assignment of staff 		<ul style="list-style-type: none"> ▪ Review personnel files
96.37 (b)	<ul style="list-style-type: none"> ▪ Employee Profile 		<ul style="list-style-type: none"> ▪ Review personnel files
96.37 (c)	<ul style="list-style-type: none"> ▪ Employee Profile ▪ Program staffing chart that includes lines of supervision 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel files
96.37 (d)	<ul style="list-style-type: none"> ▪ Employee Profile 	<ul style="list-style-type: none"> ▪ Job descriptions for supervisors 	<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel files



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.37 (e)	<ul style="list-style-type: none"> ▪ Employee Profile ▪ Program staffing chart that includes lines of supervision 	<ul style="list-style-type: none"> ▪ Job descriptions for non-supervisory employees 	<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel files
96.37 (f)	<ul style="list-style-type: none"> ▪ Employee Profile ▪ Program staffing chart that includes lines of supervision 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel
96.37 (g)	<ul style="list-style-type: none"> ▪ Employee Profile ▪ Program staffing chart that includes lines of supervision 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review personnel
96.38 Training Requirements for Social Service Personnel			
96.38 (a)	<ul style="list-style-type: none"> ▪ Table of contents of orientation curricula for new employees 	<ul style="list-style-type: none"> ▪ New employee orientation curricula ▪ Training files, database, or personnel files that document attendance at required trainings 	<ul style="list-style-type: none"> ▪ Interview recently hired employees ▪ Interview person responsible for orientation
96.38 (b)	<ul style="list-style-type: none"> ▪ Table of contents of training curricula for employees 	<ul style="list-style-type: none"> ▪ Training curricula for employees ▪ Training files, database, or personnel files that document attendance at required trainings 	<ul style="list-style-type: none"> ▪ Interview person responsible for training ▪ Interview employees



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.38 (c)	<ul style="list-style-type: none"> ▪ Policy regarding continuing training/education 	<ul style="list-style-type: none"> ▪ Annual budget ▪ Training curricula for internal trainings ▪ Descriptions of seminars, conferences, or other external training resources used 	<ul style="list-style-type: none"> ▪ Interview person responsible for training ▪ Review personnel files or other documentation demonstrating attendance at training
96.38 (d)	<ul style="list-style-type: none"> ▪ Exemption procedure 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. person responsible for training b. personnel ▪ Review personnel files



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INFORMATION DISCLOSURE, FEE PRACTICES, AND QUALITY CONTROL POLICIES AND PRACTICES (96.39, 96.40)

NARRATIVE:

The Information Disclosure, Fee Practices, and Quality Control Narrative should provide an overview of key practices that contribute to the performance and productivity of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization's level of compliance with the Information Disclosure, Fee Practices, and Quality Control standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe the organization's process for developing waivers of liability that are limited and specific. Describe requirements for waivers of liability in each state the organization provides services. (96.39 d)
2. How does your organization remain abreast of changing legal and regulatory requirements in relation to waivers of liability? (96.39 d)
3. Describe the organizations process for transferring funds to Convention Countries. Describe the mechanisms the organization uses to transfer funds to each Convention country the ASP works with. Describe the organizations prior efforts and future plans to prevent the need for direct cash transactions by prospective adoptive parents. (96.40 f)
4. Provide any additional information that would increase the Evaluator's understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.39 Information Disclosure and Quality Control Practices			
96.39 (a)	<ul style="list-style-type: none"> ▪ Procedures for providing information to the general public and to prospective clients. 	<ul style="list-style-type: none"> ▪ Packet of disclosures provided to prospective clients and the general public 	<ul style="list-style-type: none"> ▪ Interview <ol style="list-style-type: none"> a. Employees responsible for public inquiries b. Employees who respond to/meet with prospective clients upon initial contact c. Clients



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.39 (b)	<ul style="list-style-type: none"> ▪ Procedures for providing information to prospective clients. 	<ul style="list-style-type: none"> ▪ Sample of the Information provided to clients 	<ul style="list-style-type: none"> ▪ Interview employees responsible handling for information requests
96.39 (c)	<ul style="list-style-type: none"> ▪ Policy and procedures prohibiting preferential treatment 		<ul style="list-style-type: none"> ▪ Interview <ol style="list-style-type: none"> a. Governing Body b. CEO c. Supervisors d. Staff ▪ Review relevant case records, when available
96.39 (d)	<ul style="list-style-type: none"> ▪ Sample Waiver forms ▪ Procedures for completing waivers 		<ul style="list-style-type: none"> ▪ Interview <ol style="list-style-type: none"> a. CEO b. Supervisors c. Staff d. Adoptive prospective adoptive parents ▪ Review case records
96.39 (e)	<ul style="list-style-type: none"> ▪ Procedure for providing information to the accrediting entity and the Secretary 		<ul style="list-style-type: none"> ▪ Interview CEO
96.39 (f)	<ul style="list-style-type: none"> ▪ Website development and maintenance procedures 	<ul style="list-style-type: none"> ▪ View the website 	<ul style="list-style-type: none"> ▪ Interview CEO ▪ Interview person responsible for the website ▪ Review case records for Internet cases



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.40 Fee Policies and Procedures			
96.40 (a)	<ul style="list-style-type: none"> ▪ Written schedule of expected total fees and estimated expenses and written explanation of conditions under which fees or expenses may be charged, waived, reduced, or refunded, and how fees and expenses must be paid ▪ Procedures for providing information to the general public and to prospective clients. 		<ul style="list-style-type: none"> ▪ Interview clients ▪ Review case records
96.40 (b)	<ul style="list-style-type: none"> ▪ Itemized fee and estimated expense information 		<ul style="list-style-type: none"> ▪ Review case records ▪ Interview clients
96.40 (c)	<ul style="list-style-type: none"> ▪ Itemized fee and estimated expense information 		<ul style="list-style-type: none"> ▪ Review case records
96.40 (d)	<ul style="list-style-type: none"> ▪ Adoption services contract 		<ul style="list-style-type: none"> ▪ Interview clients ▪ Review case records
96.40 (e)	<ul style="list-style-type: none"> ▪ Policy for use of fees for special services ▪ Information provided to prospective adoptive parents, as applicable ▪ Description of programs supported by funds, as applicable 		<ul style="list-style-type: none"> ▪ Interview <ul style="list-style-type: none"> a. CEO/Executive Director b. clients ▪ Review case records



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.40 (f)			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. CFO c. Review case files
96.40 (g)	<ul style="list-style-type: none"> ▪ Policy for charging additional fees and expenses beyond those disclosed in adoption services contract ▪ Waiver policy 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Staff c. Clients ▪ Review case records
96.40 (h)	<ul style="list-style-type: none"> ▪ Refund policy or procedure 		<ul style="list-style-type: none"> ▪ Review case records



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RESPONDING TO COMPLAINTS AND RECORDS AND REPORTS MANAGEMENT (96.41, 96.42, 96.43)

NARRATIVE:

The Responding to Complaints and Records and Reports Management Narrative should provide an overview of key practices that contribute to the performance of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization's level of compliance with the Responding to Complaints and Records and Reports Management standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe how the agency facilitates its own improvement from client complaints and input. (96.41 h)
2. Describe how does the agency ensures that clients are not discouraged from making complaints. (96.41 e)
3. Describe how your agency protects sensitive client information. (96.42 a, c)
4. Provide any additional information that would increase the Evaluator's understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.41 Procedures for Responding to Complaints and Improving Service Delivery			
96.41 (a)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 	<ul style="list-style-type: none"> ▪ Case records or other documentation verifying client receipt of information 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Staff b. Clients
96.41 (b)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 	<ul style="list-style-type: none"> ▪ Record of complaints 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Staff b. Clients
96.41 (c)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 	<ul style="list-style-type: none"> ▪ Record of complaints 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors
96.41 (d)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 	<ul style="list-style-type: none"> ▪ Record of complaints 	<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for investigating complaints



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	Self-Study Documents	On-Site Documents	On-Site Activities
96.41 (e)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Staff b. Clients c. Former clients
96.41 (f)	<ul style="list-style-type: none"> ▪ Complaint policies and procedures 		
96.41 (g)	<ul style="list-style-type: none"> ▪ complaint policies and procedures 		
96.41 (h)	<ul style="list-style-type: none"> ▪ Quality improvement program/system description 	<ul style="list-style-type: none"> ▪ Quality improvement documents (e.g., meeting minutes, aggregate data and reports) 	<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for overseeing quality improvement
96.42 Retention, Preservation, and Disclosure of Adoption Records			
96.42 (a)	<ul style="list-style-type: none"> ▪ Case record retention procedures 	<ul style="list-style-type: none"> ▪ Review applicable state laws, as necessary 	<ul style="list-style-type: none"> ▪ Interview employee(s) ▪ Observe record storage system
96.42 (b)	<ul style="list-style-type: none"> ▪ Policy/procedures for disclosing information 	<ul style="list-style-type: none"> ▪ Review documentation of completed requests, if available 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. personnel b. clients
96.42 (c)	<ul style="list-style-type: none"> ▪ Policy/procedures for disclosing information 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Staff c. Clients
96.42 (d)	<ul style="list-style-type: none"> ▪ Plan for transferring custody of adoption records 		<ul style="list-style-type: none"> ▪ Interview CEO
96.42 (e)			<ul style="list-style-type: none"> ▪ Interview CEO



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.43 Case Tracking, Data Management, and Reporting			
96.43 (a)	<ul style="list-style-type: none"> ▪ Procedures for data collection, management, and reporting 		<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for data collection, management, and reporting
96.43 (b)	<ul style="list-style-type: none"> ▪ Procedures for data collection, management, and reporting 		<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for data collection
96.43 (c)	<ul style="list-style-type: none"> ▪ Procedures for data collection, management, and reporting 		<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for data collection
96.43 (d)	<ul style="list-style-type: none"> ▪ Procedures for data collection, management, and reporting 		<ul style="list-style-type: none"> ▪ Interview employee(s) responsible for data collection



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

SERVICE PLANNING AND DELIVERY (96.44, 96.45, 96.46)

NARRATIVE:

The Service Planning and Delivery Narrative should provide an overview of key practices that contribute to the performance of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization's level of compliance with the Service Planning and Delivery standards. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe the agency's capability to act as primary provider. Include information about organizational structure, financial and personnel resources, and policies and procedures. Describe your capability to supervise other providers and verify the work of other foreign providers. (96.44 b)
2. Describe which services will be provided directly, and which services will be provided by supervised providers, other foreign providers, exempted providers or others, if applicable. Describe collaborative relationships.
3. Provide any additional information that would increase the Evaluator's understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.44 Acting as Primary Provider			
96.44 (a)	<ul style="list-style-type: none"> ▪ Service planning procedures ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Case records (e.g., service plans with supervised providers identified) 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Personnel b. Supervised providers, as applicable



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.44 (b)	<ul style="list-style-type: none"> ▪ Organizational Chart List of Personnel ▪ Job descriptions illustrating responsibility and capability (what is their workload, what are their skills) ▪ Policies and procedures for acting as a primary provider 	<ul style="list-style-type: none"> ▪ Budget specifying funds allocated/necessary for supervisory activities or for ASP's who are not currently acting as a primary provider a plan for obtaining additional resources 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director b. Personnel responsible for supervised providers c. Supervised providers, as applicable
96.45 Using Supervised Providers in the United States			
96.45 (a)	<ul style="list-style-type: none"> ▪ Procedures for entering into agreements with supervised providers ▪ Procedures for overseeing supervised providers ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Documentation demonstrating oversight of all supervised providers the ASP currently oversees including verification of compliance with relevant licensing and legal requirements (e.g. licensing reports, documentation of compliance with standards that apply to supervised providers) ▪ Information on relevant state licensing rules 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director or designee b. Personnel responsible for supervised providers c. Interview supervised providers, as applicable



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.45 (b)	<ul style="list-style-type: none"> ▪ Procedures for entering into agreements with supervised providers ▪ Sample written agreement or draft of agreement ▪ Collaborative Relationships Profile ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Signed written agreements with current supervised providers 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director or designee b. Personnel responsible for supervised providers c. Interview supervised providers, as applicable
96.46 Using Providers in Convention Countries			
96.46 (a)	<ul style="list-style-type: none"> ▪ Procedures for entering into agreements with foreign supervised providers ▪ Procedures for overseeing foreign supervised providers ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Documentation demonstrating oversight of current foreign supervised providers including verification of compliance with relevant licensing, accreditation and legal requirements 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director or designee b. Personnel responsible for supervising providers in Convention countries c. Foreign supervised provider, as necessary
96.46 (b)	<ul style="list-style-type: none"> ▪ Procedures for entering into agreements with foreign supervised providers ▪ Sample or draft agreement ▪ Verification document 	<ul style="list-style-type: none"> ▪ Written agreements with current foreign supervised providers 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director or designee b. Personnel responsible for supervising providers in Convention countries c. Foreign supervised provider, as necessary



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.46 (c)	<ul style="list-style-type: none"> ▪ Procedures for obtaining and verifying information received from foreign providers who are not supervised providers ▪ Executive Verification 	<ul style="list-style-type: none"> ▪ Documentation demonstrating oversight of current foreign supervised providers including verification of compliance with relevant laws and the Convention 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO/Executive Director or designee b. Personnel responsible for supervising providers in Convention countries c. Foreign supervised provider, as necessary ▪ Review relevant case records, as applicable



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

INCOMING CASES (96.47, 96.48, 96.49, 96.50, 96.51, 96.52)

NARRATIVE:

The Incoming Cases Narrative should provide an overview of key practices that contribute to the performance of your organization. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization’s level of compliance with the Standards for Cases in Which a Child is Immigrating to the United States. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe any intercountry adoption homestudy requirements specific to each State and each country where the organization provides services. (96.47 b)
2. Describe the organization's process for providing training to prospective adoptive parents. Include information about who provides the training and the methods used for training. Describe the process for informing prospective adoptive parents of training requirements. (96.48 a, b, c, d, f)
3. Describe the organization’s process for informing and counseling prospective adoptive parents on child-specific information in preparation for adoption. (96.48 c, e)
4. Describe the organization’s approach to working with families in the post-placement phase when an adoption is in crisis. How does the organization arrange for needed counseling services? (96.50 c)
5. Describe the post-adoption services provided by the organization. (96.51 a, b)
6. Describe the organization's process for obtaining post-placement and post-adoption reports from adoptive parents. Describe the organization’s approach to encourage adoptive parents to complete the reports. (96.50 g / 96.51 c)
7. Provide any additional information that would increase the Evaluator’s understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.47 Preparation of Home Studies in Incoming Cases			
96.47 (a)	<ul style="list-style-type: none"> ▪ Home study preparation procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Staff who conduct homestudies ▪ Review case records



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.47 (b)	<ul style="list-style-type: none"> ▪ Home study preparation procedures 	<ul style="list-style-type: none"> ▪ Review applicable state law, as necessary 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Staff
96.47 (c)	<ul style="list-style-type: none"> ▪ Procedures for reviewing and approving home studies ▪ Checklist, tool, or other documentation used in the review and approval of homestudies 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Relevant staff ▪ Review case records
96.47 (d)	<ul style="list-style-type: none"> ▪ Home study preparation procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Staff
96.48 Preparation and Training of Prospective Adoptive Parent(s)			
96.48 (a)			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Personnel b. adoptive parents ▪ Review documentation of training attendance in case records
96.48 (b)	<ul style="list-style-type: none"> ▪ Table of contents of training curriculum 	<ul style="list-style-type: none"> ▪ Training curriculum 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Adoptive parents b. Training/program personnel
96.48 (c)			<ul style="list-style-type: none"> ▪ Interview <ol style="list-style-type: none"> a. Adoptive parents b. Supervisors c. Personnel ▪ Review case records; for sample medical reports
96.48 (d)			<ul style="list-style-type: none"> ▪ Interview personnel



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.48 (e)			<ul style="list-style-type: none"> ▪ Interview <ul style="list-style-type: none"> a. Adoptive parents b. Personnel ▪ Case Records
96.48 (f)		<ul style="list-style-type: none"> ▪ Sample resource information given to prospective adoptive parents 	<ul style="list-style-type: none"> ▪ Interview <ul style="list-style-type: none"> a. Adoptive parents b. Personnel ▪ Review case records
96.48 (g)	<ul style="list-style-type: none"> ▪ Procedure and criteria for exempting prospective adoptive parents from training 		<ul style="list-style-type: none"> ▪ Interview personnel
96.48 (h)			<ul style="list-style-type: none"> ▪ Review case records
96.49 Provision of Medical and Social Information in Incoming Cases			
96.49 (a)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Prospective adoptive parents b. Personnel ▪ Review case records
96.49 (b)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Prospective adoptive parents b. Personnel ▪ Review case records
96.49 (c)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. Prospective adoptive parents b. Personnel



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.49 (d)		<ul style="list-style-type: none"> ▪ Medical information requests, showing types of information requested ▪ d. Copy of written agreement between primary and foreign supervised providers ▪ Communications with supervised providers, foreign providers, public foreign authorities, etc., showing types of information requested 	<ul style="list-style-type: none"> ▪ Interview <ul style="list-style-type: none"> a. Personnel responsible for agreements with supervised providers b. Personnel
96.49 (e)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview: <ul style="list-style-type: none"> a. CEO b. Personnel ▪ Review case records
96.49 (f)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review case records
96.49 (g)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review case records
96.49 (h)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview personnel
96.49 (i)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review case records



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.49 (j)	<ul style="list-style-type: none"> ▪ Procedure for obtaining and providing medical and social information 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Personnel b. Prospective adoptive parents
96.49 (k)	<ul style="list-style-type: none"> ▪ Policy and procedure regarding withdrawal of a referral ▪ Information provided to prospective adoptive parents about the referral process 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Personnel b. Interview adoptive parents ▪ Review case records
96.50 Placement and Post-Placement Monitoring Until Final Adoption in Incoming Cases			
96.50 (a)	<ul style="list-style-type: none"> ▪ Procedures for child transfers 		<ul style="list-style-type: none"> ▪ Interview personnel
96.50 (b)	<ul style="list-style-type: none"> ▪ Post placement monitoring procedures 	<ul style="list-style-type: none"> ▪ Review applicable state law and sending country requirements, when necessary 	<ul style="list-style-type: none"> ▪ Interview <ol style="list-style-type: none"> a. Personnel b. Adoptive parents ▪ Review case records
96.50 (c)			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel
96.50 (d)	<ul style="list-style-type: none"> ▪ Procedure for assuming custody and providing temporary care of children whose placement has disrupted ▪ Placement procedures for children whose placement has disrupted 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.50 (e)	<ul style="list-style-type: none"> ▪ Procedures for removing a child from a placement 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records
96.50 (f)			<ul style="list-style-type: none"> ▪ Review case records
96.50 (g)	<ul style="list-style-type: none"> ▪ Service contracting/planning procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records
96.50 (h)	<ul style="list-style-type: none"> ▪ Procedures for finalizing adoptions 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel
96.51 Post-Adoption Services in Incoming Cases			
96.51 (a)	<ul style="list-style-type: none"> ▪ Procedures for child transfers 		<ul style="list-style-type: none"> ▪ Interview personnel
96.51 (b)	<ul style="list-style-type: none"> ▪ Adoption Services Contract 		<ul style="list-style-type: none"> ▪ Interview personnel ▪ Review case records
96.51 (c)	<ul style="list-style-type: none"> ▪ Adoption Services Contract 	<ul style="list-style-type: none"> ▪ List of all cases with missing post-adoption reports by COO. 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.51 (d)	<ul style="list-style-type: none"> ▪ Policy and procedure for returning a child to country of origin 	<ul style="list-style-type: none"> ▪ List of dissolved adoption cases 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Review dissolved adoption case records. d. Interview clients
96.52 Performance of Convention Communication and Coordination Functions in Incoming Cases			
96.52 (a)	<ul style="list-style-type: none"> ▪ Policy and procedures for informing Central Authorities and the Secretary about the adoption process 		<ul style="list-style-type: none"> ▪ Interview appropriate personnel
96.52 (b)	<ul style="list-style-type: none"> ▪ Procedure for transmitting and receiving information from Central Authorities 		<ul style="list-style-type: none"> ▪ Interview appropriate personnel
96.52 (c)	<ul style="list-style-type: none"> ▪ Procedure for obtaining permission for child to leave country of origin and enter and reside permanently in the United States 		<ul style="list-style-type: none"> ▪ Interview appropriate personnel
96.52 (d)	<ul style="list-style-type: none"> ▪ Policy and procedure for returning home studies 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel
96.52 (e)			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Personnel



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

STANDARDS FOR OUTGOING CASES (96.53, 96.54, 96.55)

NARRATIVE:

The Outgoing Cases Narrative should provide an overview of key practices that contribute to the performance of your adoption program. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

Provide responses to the following questions that address your organization's level of compliance with of the Standards for Cases in Which a Child is Emigrating from the United States. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe any child study requirements specific to each State and each country where the organization provides intercountry adoption services.
2. Describe any state requirements for providing birth parents with legal counsel and providing disclosure that the child will be adopted internationally.
3. Describe the organization's overall approach to preparing children for adoption including the transition to the receiving country. [96.54 g]
4. Describe how the organization ensures that required post-placement supervision and reporting will be conducted. [96.54 i]
5. Provide any additional information that would increase the Evaluator's understanding of your level of compliance with the standards.

Providers being accredited/approved for the first time: Please provide information for the last year unless otherwise specified.

Providers seeking renewal: Please provide information for the period since the last evaluation.

EVIDENCE CHART:

	Self-Study Documents	On-Site Documents	On-Site Activities
96.53 Background Studies on the Child and Consents in Outgoing Cases			
96.53 (a)	<ul style="list-style-type: none"> ▪ Procedure for performing child background study in outgoing cases 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records
96.53 (b)	<ul style="list-style-type: none"> ▪ Procedures for reviewing and approving child studies ▪ Checklist, tool, or other documentation used in the review and approval of child 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records or other documentation of the review and approval of child studies.



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
	studies		
96.53 (c)	<ul style="list-style-type: none"> ▪ Policy and procedures for obtaining consents 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Personnel d. Clients ▪ Review case records
96.53 (d)	<ul style="list-style-type: none"> ▪ Policy and procedures for consideration of the wishes of a child over 12 years of age 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Personnel ▪ Review case records
96.53 (e)	<ul style="list-style-type: none"> ▪ Procedure for transmitting information to appropriate authority of the Convention country 		<ul style="list-style-type: none"> ▪ Interview Personnel
96.54 Placement Standards in Outgoing Cases			
96.54 (a)	<ul style="list-style-type: none"> ▪ Policy regarding reasonable efforts ▪ Procedure for disseminating information about the child, including procedures for posing information on state and national registries ▪ adoptive parent recruitment procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Program staff d. clients ▪ Review case records
96.54 (b)	<ul style="list-style-type: none"> ▪ Policy regarding reasonable efforts 		<ul style="list-style-type: none"> ▪ Review case records
96.54 (c)	<ul style="list-style-type: none"> ▪ Placement procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel c. Clients



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.54 (d)	<ul style="list-style-type: none"> ▪ Policy regarding legal counsel for birth parents 	<ul style="list-style-type: none"> ▪ Review relevant state legal requirements, as necessary 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel ▪ Review case records
96.54 (e)	<ul style="list-style-type: none"> ▪ Placement procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel c. Clients
96.54 (f)	<ul style="list-style-type: none"> ▪ Placement procedures 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Supervisors b. Personnel
96.54 (g)		<ul style="list-style-type: none"> ▪ Information about available community resources 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Personnel
96.54 (h)	<ul style="list-style-type: none"> ▪ Procedures for child transfers 		<ul style="list-style-type: none"> ▪ Interview Personnel
96.54 (i)			<ul style="list-style-type: none"> ▪ Review case records
96.54 (j)			<ul style="list-style-type: none"> ▪ Review case records
96.54 (k)	<ul style="list-style-type: none"> ▪ Policy and procedure for returning a child to country of origin 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors
96.55 Performance of Convention Communication and Coordination Functions in Outgoing Cases			
96.55 (a)	<ul style="list-style-type: none"> ▪ Policy and procedures for informing Central Authorities and the Secretary about the adoption process 		<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Personnel
96.55 (b)	<ul style="list-style-type: none"> ▪ Procedure for transmitting information to the Secretary 		<ul style="list-style-type: none"> ▪ Review case records



HAGUE CONVENTION ACCREDITATION AND APPROVAL TABLES OF EVIDENCE

	Self-Study Documents	On-Site Documents	On-Site Activities
96.55 (c)	<ul style="list-style-type: none"> ▪ Procedure for returning home studies and child background studies 		<ul style="list-style-type: none"> ▪ Interview Personnel
96.55 (d)	<ul style="list-style-type: none"> ▪ Procedure for providing information to courts 		<ul style="list-style-type: none"> ▪ Review case records
96.55 (e)	<ul style="list-style-type: none"> ▪ Procedure for providing information to courts 		<ul style="list-style-type: none"> ▪ Review case records
96.55 (f)			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. CEO b. Supervisors c. Personnel