

**OLIVE VIEW-UCLA MEDICAL CENTER  
CLINICAL SOCIAL WORK  
POLICY & PROCEDURE**

**NUMBER: 1322  
VERSION: 1**

**SUBJECT/TITLE:** ADOPTION

**POLICY:** A patient requesting to place her newborn for adoption will be counseled regarding the options available within the public sector. Her wishes will be facilitated and the baby's interests as well as the mother and fathers will be protected as far as possible. Interest in adoption of babies from Olive View by all parties will not be entertained, rather information about licensed adoption providers will be provided if desired.

PRIVATE ADOPTIONS ARE NOT OFFERED THROUGH THE CLINICAL SOCIAL WORK DEPARTMENT. However, when prior arrangements have been made by one of our patients, the social work staff will provide support and advocacy to the parties who are our patients and information to other parties in the case.

**PURPOSE:** To ensure that a patient requesting to place her newborn for adoption will be counseled regarding the options available within the public sector.

**DEPARTMENTS:** All

**DEFINITIONS:** Adoption, counseling.

**PROCEDURE:**

1. Assess patient's situation.
  - a) Referral is received identifying a possible adoption. Worker should contact medical staff to obtain any pertinent information.
  - b) Interview the birth mother and when appropriate the family. Explore the patient's environment. Review available options with patient. Provide information on licensed adoption agencies, public programs and social support systems.
  - c) Clarify patient's decision. Specify the patient's plan in their medical record.
2. Document adoption intentions.
3. Notify appropriate departments:
  - a) Inpatient Financial Services ext. 4182.
  - b) Admissions Department ext. 4869.
  - c) Ask for the supervisor assigned to the worker, document his/her name and telephone number.
4. Contact Adoption Agency chosen by birth mother.

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5. Complete the Release of Newborn Form and have the birthmother sign it. This form must be witnessed and placed on the baby's medical record.
6. Complete the State Adoption Form AD22:
  - a) The adoptive parents' information (address, social security numbers, and drivers' license numbers) must appear on the State Adoption Form AD 22. If known, the lawyer's name and address should also be included.
  - b) The Clinical Social Work Chief must sign the State Adoption Form AD 22 under the "Administrator or Designated Representative."
  - c) Obtain adoptive parents' signature and the birth mother's signature.
  - d) One copy must be given to the birth mother, one to the adoptive parents, and a copy must be placed in the baby's chart
  - e) Remaining copies go to the Secretary at the Clinical Social Work Department for further processing.

References: Dept of Social Services – Adoption Services Branch, AB 1822	
Approved by: Stephanie Johnson (Assistant Hospital Administrator)	Date: 04/28/2011
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