Northstar Adoption in SSIS- System Requirements and Security Functions
The chart below represents the typical workflow for non-American Indian children under the jurisdiction of a county.

For children under tribal jurisdiction the workflow could differ, including but in no way limited to such important practices as Suspension of Parental Rights.
In preparation for completing the Northstar Adoption work, ensure the following items are entered or open for the child:

- Legal Names (for the child, previous parents, siblings, and pre-adoptive parents)
- Date of Birth (for the child, previous parents, siblings, and pre-adoptive parents’)
- Race
- Birth Location information (state and tribal wards)
- Citizenship Information (child and pre-adoptive parents)
- Relationships (add the birth father detail, if known); the SSIS system at DHS requires two birth parents, even if one is unknown.
In preparation for completing the Northstar Adoption work, ensure the following items are entered or open for the child:

- Workers should also complete ‘Hispanic heritage’ and ‘Qualifies under ICWA’ questions on the person detail page.

- All child clients, known legal parents (either biological or adoptive), pre-adoptive parent(s), non-relative, and all siblings must be cleared to SWNDX to begin the Adoption verifications.

- Completed Continuous Placement *(ICWA Eligibility Determination needs to be completed).*
In preparation for completing the Northstar Adoption work, ensure the following items are entered or open for the child:

• Entry of a Removal and Adoptions History folder within the Permanency folder.

• Update Placement setting to Pre-adoptive Placement (when appropriate), with Foster Parent relationships defined.

• The Business Organization record with the Pre-adoptive parents identified as the individual providers.
In preparation for creating the Adoption Assistance Eligibility Determination, ensure the following is entered:

• Completed Court Action with Best Interests recorded (only required for initially Court Ordered Placements)

• A MAPCY Assessment (required for all adoptions after 01/01/2015)
The Security Administration functions include **Create adoption**, **View adoption**, and **Access adoption reports**.

- **Create adoption**: allows workers to create and edit the new Child Ward folder and complete all verifications.

- **View adoption**: allows worker only to view access to adoption related nodes.

- **Access adoption reports**: allows workers to access the adoption related reports in Tools> General Reports.
Thank You!