

CNA PROCEDURE

(According to the new Adoption Law)

- 1) The Mandatory of the Adoptive Family completes the file and submits it to the General Secretary's office, located at the CNA Main Office.
- 2) The file is assigned to the Chief of the Multidisciplinary Team (MDT) for a case evaluation. After analyzing the case, the MDT Chief decides whether the case can be handled as a transition case or not.
- 3) After being evaluated, the file is transferred to the CNA's Legal Division.
- 4) The Legal Division Chief orders a detailed review of the case in order to verify the file is complete.
- 5) When the Legal Division verifies the file is complete and everything is in order, the Chief delegates the following tasks to these individuals:
 - a. A social worker: in charge of reviewing the adopting family's' social report.
 - b. A psychologist: in charge of reviewing the adopting family's psychological evaluation.

The social worker and the psychologist can request further information, but if they find the reports complete, they will confirm that.
 - c. A second psychologist that performs a psychological evaluation to the child that is being adopted and issue a report that will show the results of the evaluation.
- 6) After all the mentioned reports are finalized, the Chief of the Legal Division sets the date for the Empathy Study to begin.
- 7) Before the Empathy Study date arrives, the Legal Department issues a notification to the Minor's Court that declared the child's adoptability and to the orphanage that has his/her legal custody informing the date set for the Empathy Study to start.
- 8) Empathy Study. The Empathy Study initiates with an interview at the CNA, as well as the explanation of the process and the child's psychological report by the CNA's psychologist. Seven (7) days after this interview, the psychologist and social worker in charge visit the adopting family for a final interview that will complete the Empathy Study.

- 9) The psychologist and social worker issue a report of the ES period which is sent to the Legal Division.
- 10) The Legal Division works on the resolution of approval that will be sent to the Director's office for signature.
- 11) The Director reviews the file and the resolution in detail and then signs if he is satisfied.
- 12) The CNA notifies the resolution of approval to the Family's Mandatory.
- 13) The file is transferred to the Division of Registry where the CNA certifies a few copies of the file.
- 14) As a final step of this process, the case is assigned to one of the attorneys who will work on the document that has to be sent to Family Court for final approval.
- 15) Once ready, either adopting parents or their Mandatory sign the document for Family Court and the CNA's paralegal is in charge of submitting the file to Family Court.