



## IAAME On-Site Required Evidence

- Updated resume of CEO/Executive Director (if applicable)
- Payroll records (IAAME will request if additional records needed for review)
- Accounts payable records (IAAME will request if additional records needed for review)
- All personnel files (intercountry adoption staff and senior management) – including all background checks, abuse report checks, FBI 258 forms, etc.
- Staff orientation and training records (if not included with personnel files)
- Current and closed client case records (IAAME will provide list of client records for review prior to on-site review)
- Complaint records (any complaints against agency or person since last accreditation/renewal)
- Quality improvement records (minutes, aggregate data, and reports, etc.)
- Information on state laws in which agency or person practices
- Information on laws of the sending countries where agency or person practices
- Documented completed information requests from current/previous clients (See 96.42)
- Documentation demonstrating supervision and oversight of supervised providers, including verification of compliance with 96.45 and 96.46.
- Information relevant to state licensing rules (96.45)
- Signed written agreements with current supervised providers
- Signed written agreements with current foreign supervised providers
- Medical information requests showing types of information requested (96.49)
- Communication between agency or person and supervised providers (domestic and foreign), public authorities, etc. showing types of information requested (96.49)
- List of all cases missing post adoption reports by countries of origin
- Dissolved adoption case records

### **(Outgoing Case Services only)**

- Case records including child background studies
- Information about available community resources (96.54)