



ASP CALL SELF-REPORTS

JANUARY 31, 2019

The Intercountry Adoption Accreditation and Maintenance Entity

Presenter:

Maria Gocke, Maintenance and Oversight Analyst

OBJECTIVES

Provide an Overview of Self-Reports

- Activities/Events that Require a Self-Report
- Purpose
- Determination of Supporting Documents
- Timelines

Review the Logistics of Self-Reports

- Review Portal Manual
- Submission of Reports
- Communication Regarding Self-Reports

ACTIVITIES/EVENTS THAT REQUIRE A SELF-REPORT

Addition of Outgoing Cases

Actions by Licensing or Other Oversight Bodies or Other Investigative Entities

Allegations of Child Buying or Fraud by an Employee or Associate of the Agency or Person or Arrest of an Employee or Associate of the Agency or Person Related to Adoption Services

Bankruptcy

Change in Address

Change in CEO/Executive Director/Contact Person

Change in Corporate Structure

Completion of the Agency or Person's Annual Financial Review

Completion of the Agency or Person's Audit

Death of a Child

Decision by the Agency or Person to Merge with, Acquire, or be Acquired by Another Party/Entity

Decision of Agency or Person to Close

Discontinuation of Intercountry Adoption Services

ACTIVITIES/EVENTS CONT.

Disruption of an Intercountry Adoption

Dissolution of an Intercountry Adoption

For Lawyers, Loss of Good Standing Status or Initiation of Disciplinary Action by a State Bar Association

For Social Workers, Loss of Good Standing Status or Initiation of Disciplinary Action by State Licensing or Professional Social Work Review Body

Initiation of Intercountry Adoption Services

Initiation of Legal Action by Third Parties

Initiation of Primary Provider Activities

Judgements, Violations, or Convictions of Employees or Associates of the Agency or Person

Loss of Authorization to Provide Adoption Services in any Foreign Country

Notification of Change in Supervised Providers

Opening or Closing an Office

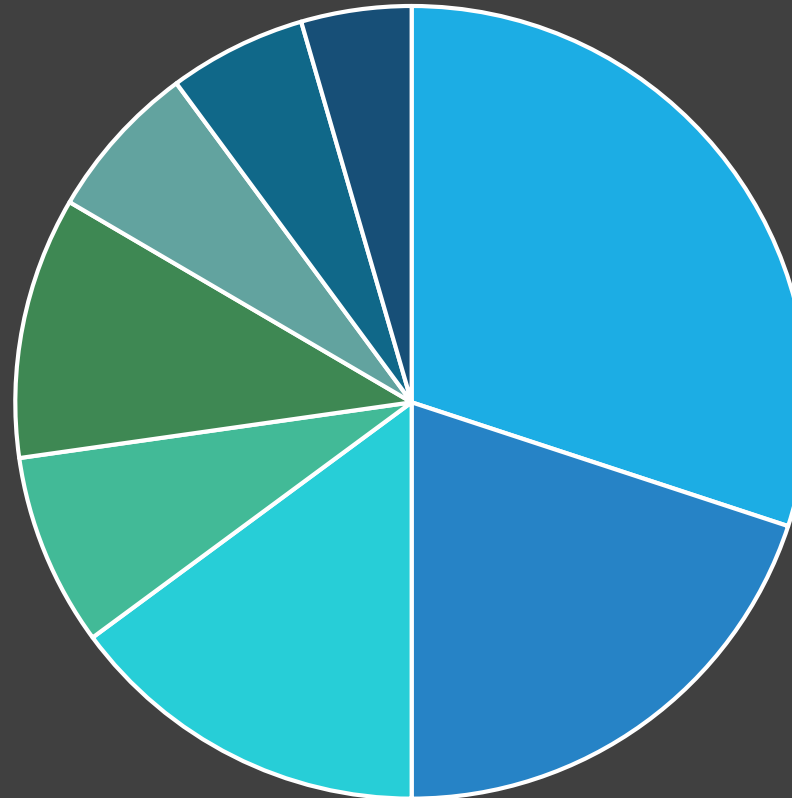
Revocation of State License Authority

Serious Injury of a Child

Significant Change in Compensation for Employees and/or Supervised Providers (Change greater than 10%)

SELF-REPORTS RECEIVED

Most Common Self-Reports



Change in Supervised Providers (107)

Disruption or Dissolution of an Adoption (71)

Audit or Financial Review (53)

Discontinuation of Intercountry Adoption Services (28)

Change in Fees (38)

Change of Address (23)

Serious Injury of a Child (20)

Initiation of Intercountry Adoption Services (16)



PURPOSE OF SELF-REPORTS

Ensure Compliance

Reporting Requirements

Enhance Services to ASPs by IAAME

Track Trends and Patterns in Intercountry Adoption



DETERMINATION OF SUPPORTING DOCUMENTS

Taken directly from 22 CFR Part 96

Utilize Portal Manual to Determine Required Supporting Documentation – Policy 004 is in Process of Updates

TIMELINES

Portal Manual, Policy 004

- IAAME has been flexible with due dates
- Submit by due date – remain open until all required information uploaded



DEVELOPING QUICK GUIDE

Quick Guide will be a 1 to 2 page document you can print or save to your computer which will include self-reports required, due dates, and supporting documentation required.

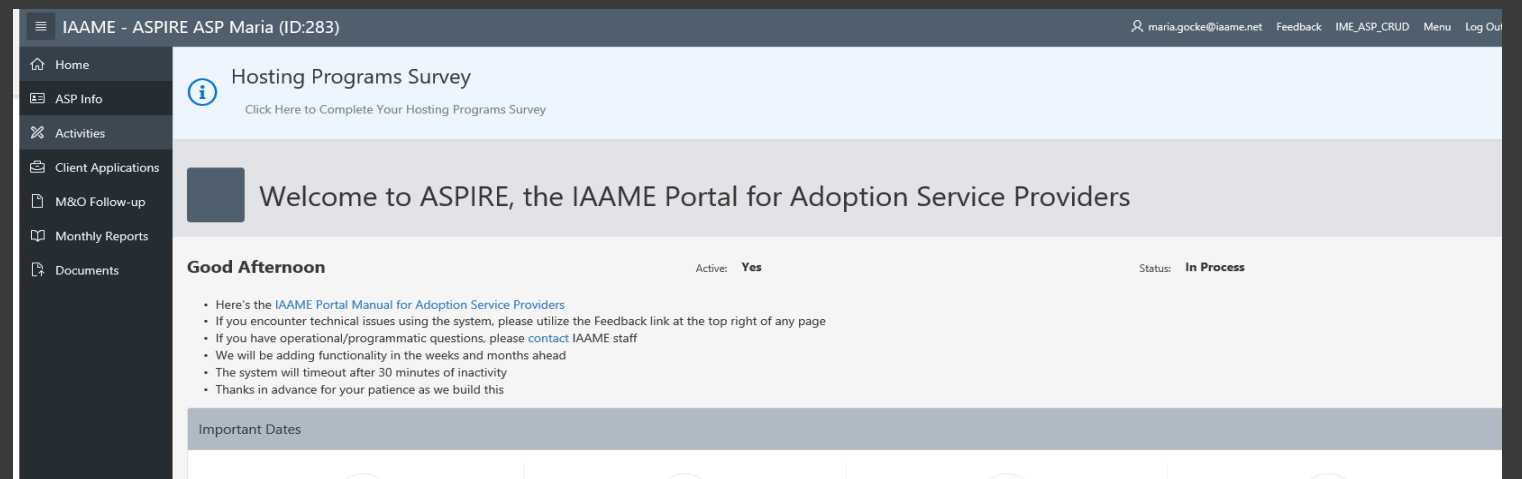
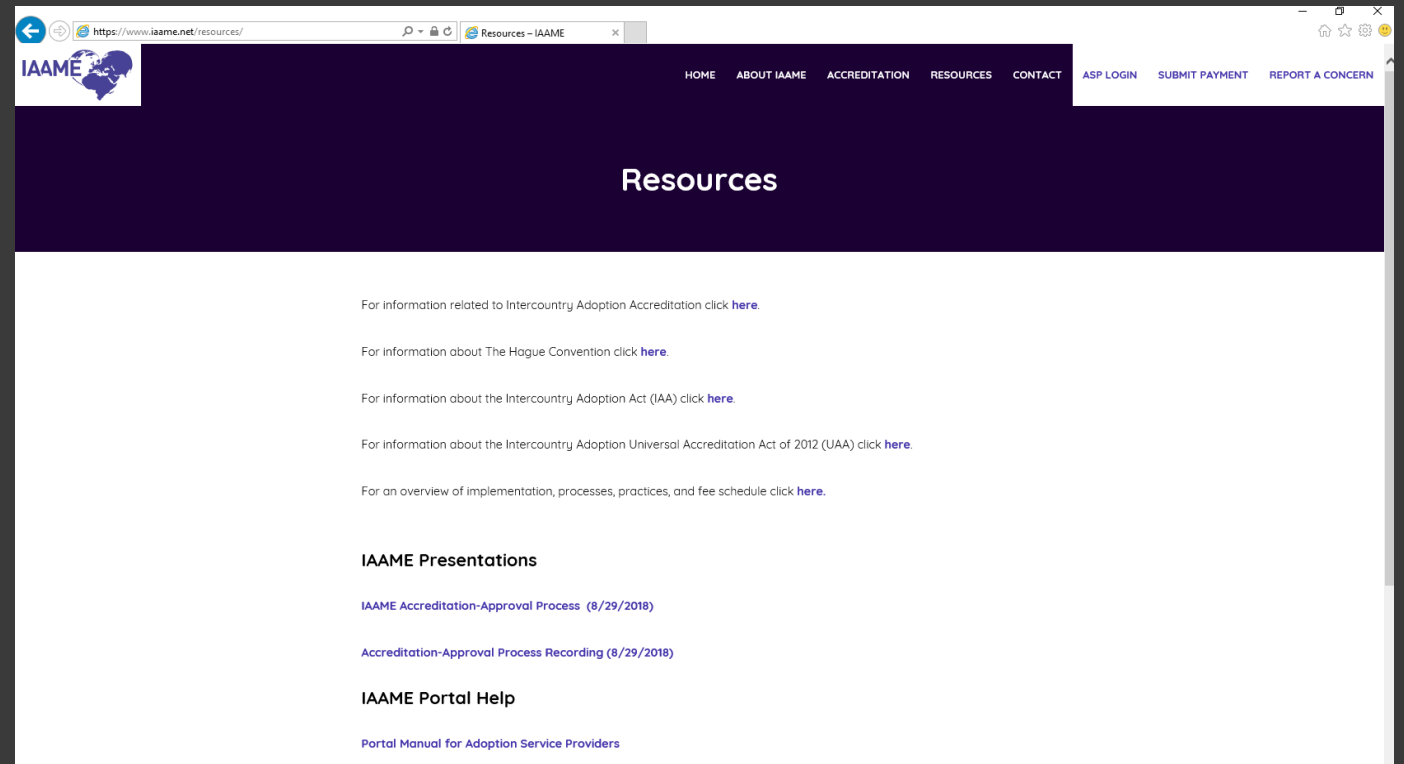
Please reach out to me or your Maintenance and Oversight Analyst if you have other ideas to include in the quick guide

PORTAL MANUAL

Designed to provide ASPs
with instruction and assistance
with the IAAME Portal.

Can be accessed:

- www.iaame.net/resources
- Portal Homepage



PORTAL MANUAL

Self-report items included in the Portal Manual:

1. The type of self-report
2. The due date of the self-report
3. The supporting documentation to be provided with the self-report

Accreditation or Approval for the Addition of Outgoing Cases

Due within five (5) business days of the decision by the agency/person to add outgoing cases

- ☐ Formal request letter to IAAME with a brief explanation of the reason(s) for the decision to provide services for outgoing cases
- ☐ A copy of the agency's policies and procedures for outgoing cases
- ☐ A template/example of the child background study

SELF-REPORTS

Upon determination that an event or circumstance has occurred which necessitates the submission of a self-report to IAAME, the ASP has the responsibility to ensure that the self-report is submitted in a timely fashion and in accordance with the due dates outlined in the Portal Manual.

If multiple events or circumstances have occurred, a separate self-report should be submitted for each individually.

- For example, Change in Supervised Provider or Dissolution of multiple adoptions

SUBMISSION

To create a new self-report or access existing self-reports the ASP should select Activities from the Menu located on the homepage.

IAAME - ASPIRE ASP Maria (ID:283)

maria.gocke@iaame.netFeedbackIME ASP CRUDMenuLog Out

Home

ASP Info

Activities

Client Applications

M&O Follow-up

Monthly Reports

Documents

Hosting Programs Survey

Click Here to Complete Your Hosting Programs Survey

Welcome to ASPIRE, the IAAME Portal for Adoption Service Providers

Good Afternoon

Active: Yes

Status: In Process

Here's the [IAAME Portal Manual for Adoption Service Providers](#)

If you encounter technical issues using the system, please utilize the Feedback link at the top right of any page

If you have operational/programmatic questions, please [contact](#) IAAME staff

We will be adding functionality in the weeks and months ahead

The system will timeout after 30 minutes of inactivity

Thanks in advance for your patience as we build this

Important Dates

Agreement Due

Application B Due

On-Site Review

Expiration

News

12/14/2018This is a test. Let me know if you get this - Jessica

12/10/2018This is a test of the news email system. This is only a test.

12/10/2018This is a test. Please treat as a test.

12/10/2018This is a test.

08/14/2018For Adoption Service Providers with the capability, IAAME would request that payments for Accreditation/Approval and Monitoring and Oversight related fees be made in the form of an Electronic Fund Transfer via the agency's/person's financial institution in place of sending checks and/or online credit card/checking account payment method. IAAME's information needed to establish this method of payment is as follows:

SUBMISSION

On the Activity page, the ASP can view all created, submitted, pending, and approved self-reports.

Be sure to review the status of all self-reports regularly.

IAAME - ASPIRE ASP Maria (ID:283)

maria.gocke@iaame.netFeedbackIME ASP CRUDMenuLog Out

HomeASP InfoActivitiesClient ApplicationsM&O Follow-upMonthly ReportsDocuments

Activities

Create Activity

View ↑	Activity Type	Description	Status	Begin date	End date
	Self-Report	-	Pending IAAME	05/07/2018	-
	Self-Report	-	Not Yet Submitted	05/07/2018	-
	Self-Report	-	Not Yet Submitted	05/11/2018	-
	Self-Report	-	Not Yet Submitted	05/23/2018	-
	Self-Report	-	Not Yet Submitted	07/18/2018	-
	Self-Report	-	Not Yet Submitted	10/01/2018	-
	Self-Report	-	Not Yet Submitted	10/01/2018	-
	Self-Report	aaaa	Pending IAAME	10/31/2018	-
	Self-Report	-	Not Yet Submitted	11/28/2018	-
	Self-Report	-	Not Yet Submitted	01/02/2019	-

1 - 10











Instructions

2019.01.07Set Screen Reader Mode On

↑

SUBMISSION

In several areas of the Portal, you will see Instruction prompts. If you have not yet viewed the Instruction prompts, please take advantage of this assistance.

	Self-Report	-	Pending IAAME	05/07/2018	-
	Self-Report	-	Not Yet Submitted	05/07/2018	-
	Self-Report	-			
	Self-Report	-			
	Self-Report	-			
	Self-Report	-			
	Self-Report	-			
	Self-Report	aaaa			
	Self-Report	-			
	Self-Report	-			

Instructions

Activities

- Use this page to create new activities and edit existing activities
- Currently, the only activity you can create is a Self-Report
- When you click the **CREATE ACTIVITY** button, the system will create the Self-Report and present a checklist for you to complete
- On the Activity detail page, you will be able to complete the checklist, add notes and upload supporting documentation
- Please consult the IAAME ASP Portal Manual for an Appendix listing Supporting Documents for Self-Reports

1 - 10

Instructions

SUBMISSION

On the Activity main page, to create a self-report, you will select Create Activity in the upper righthand corner.

The screenshot displays the 'Activities' page of the IAAME - ASPIRE ASP Maria (ID:283) system. The page features a sidebar with navigation links: Home, ASP Info, Activities (selected), Client Applications, M&O Follow-up, Monthly Reports, and Documents. The main content area shows a table of activities with the following data:

View ↑	Activity Type	Description	Status	Begin date	End date
	Self-Report	-	Pending IAAME	05/07/2018	-
	Self-Report	-	Not Yet Submitted	05/07/2018	-
	Self-Report	-	Not Yet Submitted	05/11/2018	-
	Self-Report	-	Not Yet Submitted	05/23/2018	-
	Self-Report	-	Not Yet Submitted	07/18/2018	-
	Self-Report	-	Not Yet Submitted	10/01/2018	-
	Self-Report	-	Not Yet Submitted	10/01/2018	-
	Self-Report	aaaa	Pending IAAME	10/31/2018	-
	Self-Report	-	Not Yet Submitted	11/28/2018	-
	Self-Report	-	Not Yet Submitted	01/02/2019	-

Below the table, there is a pagination indicator '1 - 10' and an 'Instructions' button. The footer of the page shows the date '2019.01.07' and a link to 'Set Screen Reader Mode On'.

SUBMISSION

Again, you will an Instruction prompt in the self-report, which provides you with additional information to assist in creating and submitting a self-report.

The screenshot displays a web application interface for submitting a self-report. The background shows a form with fields for Description, Status, Begin Date, End Date, Created By, Modified, Modified By, and ActID. The Description field contains "New FSP- Joe Smith- Armenia", Status is "Not Yet Submitted", Begin Date is "01/23/2019", and ActID is "4562".

An "Instructions : Self-Report" modal is open, titled "Submitting a Self-Report". It contains the following text:

Required self-reports, supporting documentation, and the timeframe for submission are listed in IAAME Policy #4, Monitoring and Oversight. IAAME requires all accredited/approved agencies/persons to submit self-reports when certain events occur or are planned to occur which have or potentially have an impact on child safety and/or the agency/person's ability to continue to substantially comply with the standards. Self-reports are a defined set of events and/or circumstances. Self-reports must be provided via email utilizing the IAAME self-report form and must also include all required supporting documentation.

The modal lists nine steps for submitting a self-report:

1. Click "Create Activity" to create a new Self-Report Checklist.
2. The ASP may enter additional information regarding the report in the "ASP Notes" section of the report. (Be sure to click "save" before submitting the report, if notes are entered).
3. In the Checklist ASP section of the Self-Report, choose the Self-Report Type from the drop down box.
4. When you enter the date of the event or occurrence, A "Link Supporting Document(s) to Checklist Item" window will appear so you can upload supporting documentation
5. You can also click the [Upload] link to the right of the date field to upload supporting documentation. The link will change to the number of documents linked once you're done uploading
6. To upload a new document, click "Upload New Document" then click "browse" to locate the file.
7. Be sure to click "Link to Current Checklist Item" before clicking "Done". The system will alert you it's been linked by displaying a message: "Document uploaded and linked". (If you do not click "link to current checklist item before clicking "done", the system will not link the document to the self-report)
8. Select "yes" or "no" to attest the information in the self-report is accurate.
9. Click "Submit to IAAME".

At the bottom of the modal, there is a link "der Mode On".

SUBMISSION

Fields to enter

Description:

Make specific to the information being provided

Begin Date:

Auto-fill

ASP Notes:

Enter any relevant information for IAAME

The screenshot displays the 'IAAME - ASPIRE ASP Maria (ID:283)' web application. The left sidebar contains navigation links: Home, ASP Info, Activities, Client Applications, M&O Follow-up, Monthly Reports, and Documents. The main content area is titled 'Activity : Self-Report'. It features a table with the following data:

Type	Description	Status	Begin Date	End Date
Self-Report	New FSP- Joe Smith- Armenia	Not Yet Submitted	01/23/2019	

Below the table, there are fields for 'Created' (01/23/2019), 'Created By' (Gocke, Maria), 'Modified', 'Modified By', and 'ActID' (4562). An 'Instructions' tab is visible. Under the 'ASP Notes' section, there is a text area containing the note: 'New FSP in Armenia, Mr. Joe Smith. All documentation is uploaded.' A 'Delete' button is located to the right of the notes section. At the bottom, there is a 'Checklist' section with a 'Self-Report Type' dropdown menu (set to '- select -'), a 'Date of Event/Circumstance and Supporting Documentation' input field, and an 'UPLOAD' button. A disclaimer text is present below the input field, followed by another dropdown menu (set to '- select -'). The footer of the application shows the version '2019.01.07' and a link to 'Set Screen Reader Mode On'.

SUBMISSION

Checklist:

Choose appropriate Self Report Type. Be sure to review all Self-Report Types either here or in the Portal Manual.

A screenshot of a web form titled "Checklist". It contains three main input fields: "Self-Report Type" with a dropdown menu showing "- select -", "Date of Event/Circumstance and Supporting Documentation" with a text input field, and a statement "By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur." with a dropdown menu showing "- select -". An "UPLOAD" button is located to the right of the date field. At the bottom left, it says "2019.01.07 Set Screen Reader Mode On". At the bottom right, there is an upward arrow icon.

A screenshot of a dropdown menu for "Self-Report Type". The menu is open, showing a list of 25 options. The first option is "- select -". The other options are numbered 1 through 25. The text "attached support documents" is visible on the left side of the menu.

- select -
- 1. Revocation of State License or Authority
- 2. Action(s) by Licensing or other Oversight Bodies (local, State, or Federal), or other Investigative Entity
- 3. Initiation of Legal Action by Third Parties related to Child Welfare or Adoption Related Services, or Filing of Civil or Criminal Charges, or Filing of Child Abuse Charges
- 4. Judgements, Violations, or Convictions of Employees or Associates of the Agency or Person
- 5. Loss of Authorization to Provide Adoption Services in any Foreign Country
- 6. Completion of the Agency or Person's Annual Financial Review or Audit
- 7. Bankruptcy
- 8. For Lawyers, Loss of Good Standing Status or Initiation of Disciplinary Action by a State Bar
- 9. For Social Workers, Loss of Good Standing Status or Initiation of Disciplinary Action by State Licensing or Professional Social Work Review Body
- 10. Decision of Agency or Person to Close
- 11. Initiation or Discontinuation by the Agency or Person of Intercountry Adoption Services
- 12. Request to Open or Close an Office(s)
- 13. Accreditation or Approval of the Addition of Outgoing Cases
- 14. Change in Corporate Structure
- 15. Significant Change in Compensation for employees and/or supervised providers (change greater than 10%) (see 22 CFR 96.34(b))
- 16. Change in the Agency or Person's fees charged to prospective adopting individuals/families
- 17. Notification of Change in Supervised Provider(s)
- 18. Initiation of Primary Provider Activities
- 19. Decision by the Agency or Person to Merge with, Acquire, or be acquired by another Party/Entity
- 20. Change in the Agency/Person's: CEO, Executive Director, or Contact Person
- 21. Change in Address
- 22. Disruption or Dissolution of an Intercountry Adoption
- 23. Allegations of Child Buying or Fraud by an Employee or Associate of the Agency or Person or Arrest of an Employee or Associate of the Agency/Person Related to Adoption Service
- 24. Death of a Child
- 25. Serious Injury of a Child

SUBMISSION

When you enter the Date of Event/Circumstance and Supporting Documentation, the Portal will automatically open the Link Supporting Document(s) to Checklist Item.

You can always access the Link Supporting Document(s) to Checklist by selecting the UPLOAD icon.

Checklist

Self-Report Type - select -

Date of Event/Circumstance and Supporting Documentation UPLOAD

By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur. - select -

2019.01.07 [Set Screen Reader Mode On](#)

IAAME - ASPIRE ASP Maria (ID:283)

Home ASP Info Activities Client Applications M&O Follow-up Monthly Reports Documents

Activity : Self-Report

Type **Self-Report**

Created **05/23/2018**

Instructions

ASP Notes

enter a new note and click SAVE. The note will be prepended to the note

Checklist

Self-Report Type

Date of Event/Circumstance and Supporting Documentation

By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur.

2019.01.07 [Set Screen Reader Mode On](#)

Link Supporting Document(s) to Checklist Item

Date of Event/Circumstance and Supporting Documentation

Documents Linked Upload New Document

no documents linked to this item

Done

Documents Not Linked

Go Actions Toggle Document Type(s)

File Name	Document type	Download	Uploaded	Action
IAAME-Self-Report-Form-web.docx	Self-Report	Download	01/24/2019	Link
IAAME Self Report Form 207.docx	Self-Report	Download	01/24/2019	Link
Past Self-Reports 1.xlsx	Self-Report	Download	01/24/2019	Link
Self-Reports in Process.xlsx	Self-Report	Download	01/24/2019	Link
Audit and Annual Financial Reports.xlsx	Self-Report	Download	01/24/2019	Link
Supporting Documents Required for Self-Reports.docx	Self-Report	Download	01/24/2019	Link
Time Study Gocke.xlsx	Self-Report	Download	01/24/2019	Link
Staff Addresses.docx	Self-Report	Download	01/24/2019	Link
Screenshots for powerpoint.docx	Self-Report	Download	01/24/2019	Link
Check in with ASPs.docx	Self-Report	Download	01/24/2019	Link
KC.docx	Self-Report	Download	01/23/2019	Link
Letterhead.docx	Self-Report	Download	01/02/2019	Link
Moana Dissolution.docx	Self-Report	Download	0	07/18/2018 Link
IAAME Letterhead Stationary.docx	Self-Report	Download	05/21/2018	Link

Submit To IAAME

Delete

UPLOAD

SUBMISSION

Uploading Documents

- The Green Header titled Documents Linked will show what documents you have linked to the self-report.
- The Pink Header titled Documents Not Linked shows documents that are already in the Portal that have been previously uploaded. Attach these to the self-report by selecting Link.

The screenshot displays a web application interface for linking documents to a checklist item. The main window is titled "Link Supporting Document(s) to Checklist Item". It features a green header for "Documents Linked" and a pink header for "Documents Not Linked". The "Documents Not Linked" section contains a table of existing documents with columns for File Name, Document type, Download, Uploaded, and Action. A "Done" button is located below the "Documents Linked" section.

Link Supporting Document(s) to Checklist Item

Date of Event/Circumstance and Supporting Documentation

Documents Linked [Upload New Document](#)

no documents linked to this item

Done

Documents Not Linked

Go Actions Toggle Document Type(s)

File Name	Document type	Download	Uploaded	Action
IAAME-Self-Report-Form-web.docx	Self-Report	Download	01/24/2019	Link
IAAME Self Report Form 207.docx	Self-Report	Download	01/24/2019	Link
Past Self-Reports 1.xlsx	Self-Report	Download	01/24/2019	Link
Self-Reports in Process.xlsx	Self-Report	Download	01/24/2019	Link
Audit and Annual Financial Reports.xlsx	Self-Report	Download	01/24/2019	Link
Supporting Documents Required for Self-Reports.docx	Self-Report	Download	01/24/2019	Link
Time Study Gocke.xlsx	Self-Report	Download	01/24/2019	Link
Staff Addresses.docx	Self-Report	Download	01/24/2019	Link
Screenshots for powerpoint.docx	Self-Report	Download	01/24/2019	Link
Check in with ASPs.docx	Self-Report	Download	01/24/2019	Link
KC.docx	Self-Report	Download	01/23/2019	Link
Letterhead.docx	Self-Report	Download	01/02/2019	Link
Moana Dissolution.docx	Self-Report	0	07/18/2018	Link
IAAME Letterhead Stationary.docx	Self-Report	Download	05/21/2018	Link

SUBMISSION

Uploading Documents:

To upload a new document, select Upload New Document in the top righthand corner.

The Yellow Header will appear and allow you to browse your computer for documents to upload.

Once the document is chosen, select Save Upload.

Link Supporting Document(s) to Checklist Item

Date of Event/Circumstance and Supporting Documentation

Documents Linked

Upload New Document

File Name	Document type	Download	Uploaded	Action
Self-Reports in Process.xlsx	Self-Report	↓	01/24/2019	unLink
Audit and Annual Financial Reports.xlsx	Self-Report	↓	01/24/2019	unLink

Select Document to Upload....

Document Type

Self-Report

File

C:\Users\maria.goke\IAAME\Common Do

Browse...

Save Upload

Done

Unlink All

Documents Not Linked

Go

Actions

Toggle Document Type(s)

File Name	Document type	Download	Uploaded	Action
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SUBMISSION

Uploading Documents:

Once all the required documents have been uploaded, select Done.

Link Documents

Date of Event/Circumstance and Supporting Documentation

Document uploaded and linked

Documents Linked

File Name	Document type	Download	Uploaded	Action
Self-Reports in Process.xlsx	Self-Report	Download	01/24/2019	unLink
Audit and Annual Financial Reports.xlsx	Self-Report	Download	01/24/2019	unLink

DoneUnlink All

Documents Not Linked

GoActionsToggle Document Type(s)

File Name	Document type	Download	Uploaded	Action
IAAME-Self-Report-Form-web.docx	Self-Report	Download	01/24/2019	Link
IAAME Self Report Form 207.docx	Self-Report	Download	01/24/2019	Link
Past Self-Reports 1.xlsx	Self-Report	Download	01/24/2019	Link
Self-Reports in Process.xlsx	Self-Report	Download	01/24/2019	Link
Supporting Documents Required for Self-Reports.docx	Self-Report	Download	01/24/2019	Link
Time Study Gocke.xlsx	Self-Report	Download	01/24/2019	Link
Staff Addresses.docx	Self-Report	Download	01/24/2019	Link
Screenshots for powerpoint.docx	Self-Report	Download	01/24/2019	Link
Check in with ASPs.docx	Self-Report	Download	01/24/2019	Link
KC.docx	Self-Report	Download	01/23/2019	Link
Letterhead.docx	Self-Report	Download	01/02/2019	Link
Moana Dissolution.docx	Self-Report	0	07/18/2018	Link

SUBMISSION

Once you have uploaded all required documentation, the last step is to choose Yes or No to the attestation that the information and documents provided are an accurate reflection of the events and/or circumstances.

Checklist

Self-Report Type

17. Notification of Change in Supervised Pr

Date of Event/Circumstance and Supporting Documentation

01/24/2019

VIEW:5

By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur.

- select -

Yes

No

SUBMISSION

Once the self-report is complete and all supporting documentation as outlined in the Portal Manual has been uploaded, you can select Submit to IAAME. When you do so, a dialog box will appear to confirm your desire to submit.

The screenshot shows the IAAME - ASPIRE ASP Maria (ID:283) web application interface. The top navigation bar includes a search icon, the user email 'maria.gocke@iaame.net', and links for 'Feedback', 'IME ASP CRUD', 'Menu', and 'Log Out'. The left sidebar contains a menu with 'Home', 'ASP Info', 'Activities', 'Client Applications', 'M&O Follow-up', 'Monthly Reports', and 'Documents'. The main content area is titled 'Activity : Self-Report' and contains a form with the following fields:

Type	Description	Status	Begin Date	End Date
Self-Report	New FSP- Joe Smith- Armenia	Not Yet Submitted	01/23/2019	

Below the form, there are fields for 'Created' (01/23/2019), 'Created By' (Gocke, Maria), 'Modified', 'Modified By', and 'ActID' (4562). A 'Delete' button is located at the bottom right of the form. A 'Submit To IAAME' button is located at the top right of the form.

A dialog box is displayed over the 'ASP Notes' section, asking for confirmation to submit the self-report. The dialog box contains the following text:

If you have submitted all required evidence, and are ready to submit your Self-Report, click OK to send to IAAME; if not, click cancel

The dialog box has 'Cancel' and 'OK' buttons.

Below the dialog box, there is a 'Checklist' section with the following items:

- Self-Report Type: 17. Notification of Change in Supervised Pr
- Date of Event/Circumstance and Supporting Documentation: 01/23/2019
- By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur. Yes

The bottom of the page shows the version '2019.01.07' and a link to 'Set Screen Reader Mode On'.

SUBMISSION

Note: You can leave a self-report at any time in the process and finish it at a later time. Just ensure you have selected Save in the upper righthand corner to ensure your work completed thus far is saved.

Ensure you do complete and submit the self-report.

The screenshot shows the 'Activity : Self-Report' form in the IAAME - ASPIRE ASP Maria (ID:283) system. The form is titled 'Activity : Self-Report' and includes a 'Submit To IAAME' button in the top right corner. The form fields are as follows:

Type	Description	Status	Begin Date	End Date
Self-Report	New FSP- Joe Smith- Armenia	Not Yet Submitted	01/02/2019	

Below the table, the 'Created' date is 01/02/2019, 'Created By' is Gocke, Maria, 'Modified' is empty, 'Modified By' is empty, and 'ActID' is 4441. There is a 'Delete' button on the right side of the form.

The 'Instructions' section is collapsed. The 'ASP Notes' section is expanded and contains the text: 'New FSP in Armenia, Mr. Joe Smith. All documentation is uploaded.'

The 'Checklist' section includes the following items:

- Self-Report Type: 17. Notification of Change in Supervised Pr
- Date of Event/Circumstance and Supporting Documentation: 01/24/2019
- By selecting "Yes", I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur. Yes

The bottom of the form shows the date 2019.01.07 and a link to 'Set Screen Reader Mode On'.

IAAME REVIEW

Once IAAME receives the self-report, a Maintenance and Oversight Analyst will review the self-report and supporting documentation to ensure:

- The event or circumstance was appropriately reported as required
- All supporting documentation has been submitted
- The ASP handled the event or circumstance in compliance with the Hague Standards, the IAA, and the UAA.

IAAME REVIEW

Upon review, IAAME will contact the ASP and inform the ASP of either:

1. Approval of the self-report or
2. The need for additional information and/or documentation

If additional information and/or documentation is necessary, IAAME will return the self-report in the Portal so that the ASP can upload the needed information. IAAME will also email the ASP the needed information and/or documentation.

RETURN OF SELF-REPORT

The returned self-report will appear on the ASP's Portal Homepage. The self-report can also be accessed in the Activities page of the Portal account.

***NOTE:** If additional information or documentation is requested, do not submit a new self-report, simply upload the new information or documentation to the existing self-report.

IAAME - ASPIRE ASP Maria (ID:283)

Home

ASP Info

Activities

Client Applications

M&O Follow-up

Monthly Reports

Documents

Hosting Programs Survey

Click Here to Complete Your Hosting Programs Survey

Welcome to ASPIRE, the IAAME Portal for Adoption Service Providers

Activities Returned From IAAME

	Activity Type	Activity Status	Description
	Self-Report	Returned to ASP	New FSP- Joe Smith- Armenia

1 - 1

Good Afternoon

Active: Yes

RETURN OF SELF-REPORT

The ASP will upload necessary information and documentation to the self-report by selecting View.

The screenshot shows the 'IAAME - ASPIRE ASP Maria (ID:283)' interface. The left sidebar contains navigation links: Home, ASP Info, Activities, Client Applications, M&O Follow-up, Monthly Reports, and Documents. The main content area is titled 'Activity: Self-Report'. It includes a 'Submit To IAAME' button in the top right. Below the title, there are fields for Type (Self-Report), Description (New FSP- Joe Smith- Armenia), Status (Returned to ASP), Begin Date (01/23/2019), End Date, Created (01/23/2019), Created By (Gocke, Maria), Modified (01/23/2019), Modified By (Gocke, Maria), and ActID (4562). There are also 'Instructions' and 'Delete' buttons. Below these are two sections: 'ASP Notes' and 'IAAME Notes'. The 'ASP Notes' section contains a text area with instructions and a log entry: '01/23/2019 04:19 pm Maria Gocke * Activity status changed to: Pending IAAME * New FSP in Armenia, Mr. Joe Smith. All documentation is uploaded.' The 'IAAME Notes' section contains a log entry: '01/23/2019 04:20 pm Maria Gocke * Activity status changed to Returned to ASP * Returned to ASP to upload: FSP Agreement Policies and Procedures RE 96.36(a)'. Below the notes is a 'Checklist' section with a 'Self-Report Type' dropdown, a 'Date of Event/Circumstance and Supporting Documentation' field (01/23/2019), and a 'By selecting 'Yes', I attest that the information above and the attached support documents are an accurate reflection of the event(s) and/or circumstance(s) that have occurred or are planned to occur.' checkbox (Yes). A 'VIEW:3' button is located to the right of the date field. A blue arrow points from the 'VIEW:3' button in the screenshot to the zoomed-in view below.

This is a zoomed-in view of the 'VIEW:3' button and the '17. Notification of Change in Supervised Pr' section. The section includes a dropdown menu for '17. Notification of Change in Supervised Pr', a date field '01/23/2019', and a 'VIEW:3' button. Below these is a 'Yes' checkbox with a dropdown arrow.

RETURN OF SELF-REPORT

The Link Supporting Document(s) to Checklist dialog box will appear again, and the ASP can upload additional documentation following the same steps as previously completed.

IAAME - ASPIRE ASP Maria (ID:283)

Home Activities Activity Detail

Activity: Self-Report

Type
Self-Report

Created
05/23/2018

Instructions

ASP Notes

enter a new note and click SAVE, prepended to the note

Checklist

Self-Report Type

Date of Event/Circumstance and Sup

By selecting 'Yes', I attest that the info have occurred or are planned to occur

2019.01.07 Set Screen Reader Mode On

Link Supporting Document(s) to Checklist Item

Date of Event/Circumstance and Supporting Documentation

Documents Linked

no documents linked to this item

Done

Documents Not Linked

File Name	Document type	Download	Uploaded ↓↑	Action
IAAME-Self-Report-Form-web.docx	Self-Report	↓	01/24/2019	Link
IAAME Self Report Form 2017.docx	Self-Report	↓	01/24/2019	Link
Past Self-Reports 1.xlsx	Self-Report	↓	01/24/2019	Link
Self-Reports in Process.xlsx	Self-Report	↓	01/24/2019	Link
Audit and Annual Financial Reports.xlsx	Self-Report	↓	01/24/2019	Link
Supporting Documents Required for Self-Reports.docx	Self-Report	↓	01/24/2019	Link
Time Study Goggles.xlsx	Self-Report	↓	01/24/2019	Link
Staff Addresses.docx	Self-Report	↓	01/24/2019	Link
Screenshots for powerpoint.docx	Self-Report	↓	01/24/2019	Link
Check in with ASPs.docx	Self-Report	↓	01/24/2019	Link
KC.docx	Self-Report	↓	01/23/2019	Link
Letterhead.docx	Self-Report	↓	01/02/2019	Link
Moana Dissolution.docx	Self-Report	0	07/18/2018	Link
IAAME Letterhead Stationary.docx	Self-Report	↓	05/21/2018	Link

Go Actions Toggle Document Type(s)

Submit To IAAME

Delete

UPLOAD

RETURN OF SELF-REPORT

Once all documentation and information has been uploaded, the ASP will select Submit to IAAME in order to resubmit the self-report.

The screenshot shows a web application interface with a dark blue header bar. The header contains a search icon, the email address 'maria.gocke@iaame.net', and links for 'Feedback', 'IME_ASP_CRUD', 'Menu', and 'Log Out'. Below the header, there is a light gray bar with 'Cancel', 'Save', and a back arrow icon. The main content area is white and contains a 'Submit To IAAME' button in the top right corner. Below this, there is a form with two fields: 'End Date' and 'ActID'. The 'ActID' field has the value '4562' displayed below it. To the right of the 'ActID' field is a 'Delete' button. At the bottom of the form, there is a message: 'm Maria Gocke * Activity status changed to Returned to ASP * Returned to ASP to' and 'ures RE 96.36(a)'.

maria.gocke@iaame.net Feedback IME_ASP_CRUD Menu Log Out

Cancel Save ↩

Submit To IAAME

End Date

ActID
4562

Delete

m Maria Gocke * Activity status changed to Returned to ASP * Returned to ASP to

ures RE 96.36(a)



IAAME REVIEW AND APPROVAL

IAAME will review the additional information and documentation. Once all documentation and information has been provided, and IAAME has ensured the ASP is in compliance with the Hague Standards, the IAA, and the UAA concerning the reported event/circumstances, IAAME will approve the self-report.

APPROVAL

IAAME will notify the ASP of the approval of the self-report.

The ASP can view the approved self-report on the Activities portal page.

IAAME - ASPIRE ASP Maria (ID:283)

Home

ASP Info

Activities

Client Applications

M&O Follow-up

Monthly Reports

Documents

Activities

View ↑

Activity Type

Description

Status

Begin date

End date

Self-Report

-

Pending IAAME

05/07/2018

-

Self-Report

-

Not Yet Submitted

05/07/2018

-

Self-Report

-

Not Yet Submitted

05/11/2018

-

Self-Report

-

Not Yet Submitted

05/23/2018

-

Self-Report

-

Not Yet Submitted

07/18/2018

-

Self-Report

-

Not Yet Submitted

10/01/2018

-

Self-Report

-

Not Yet Submitted

10/01/2018

-

Self-Report

aaaa

Pending IAAME

10/31/2018

-

Self-Report

-

Not Yet Submitted

11/28/2018

-

Self-Report

-

Not Yet Submitted

01/02/2019

-

Self-Report

New FSP- Joe Smith- Armenia

IAAME Approved

01/23/2019

01/23/2019

Instructions

1 - 11

2019.01.07

[Set Screen Reader Mode On](#)



SELF-REPORT COMMUNICATION

All communication between the ASP and IAAME regarding the self-report will occur via email.

If the ASP has questions regarding the self-report, please submit these to IAAME via email, not via the Portal, to ensure a quick response from the assigned Analyst.



ADDITIONAL INFORMATION

Multiple ASPs have requested clarification regarding the ASP's compliance with 22 CFR 96.45(a) and 22 CFR 96.46(a), and the ASP's responsibilities accordingly.

22 CFR 96.45(a)- Domestic Supervised Providers

(a) The agency or person, when acting as the primary provider and using supervised providers in the United States to provide adoption services, ensures that each such supervised provider:

- (1) Is in compliance with applicable State licensing and regulatory requirements in all jurisdictions in which it provides adoption services;
- (2) Does not engage in practices inconsistent with the Convention's principles of furthering the best interests of the child and preventing the sale, abduction, exploitation, or trafficking of children; and
- (3) Before entering into an agreement with the primary provider for the provision of adoption services, discloses to the primary provider the suitability information listed in §96.35.

22 CFR 96.46(a)- Foreign Supervised Providers

(a) The agency or person, when acting as the primary provider and using foreign supervised providers to provide adoption services in foreign countries, ensures that each such foreign supervised provider:

- (1) Is in compliance with the laws of the foreign country in which it operates;
- (2) Does not engage in practices inconsistent with the Convention's principles of furthering the best interests of the child and preventing the sale, abduction, exploitation, or trafficking of children;
- (3) Before entering into an agreement with the primary provider for the provision of adoption services, discloses to the primary provider the suitability information listed in §96.35, taking into account the authorities in the foreign country that are analogous to the authorities identified in that section;
- (4) Does not have a pattern of licensing suspensions or other sanctions and has not lost the right to provide adoption services in any jurisdiction for reasons germane to the Convention or the Convention's principles of ensuring that intercountry adoptions take place in the best interests of children and preventing the abduction, exploitation, sale, or trafficking of children; and
- (5) Is accredited in the foreign country in which it operates, if such accreditation is required by the laws of that Convention country to perform the adoption services it is providing.

SUPERVISED PROVIDERS

The Standards require Primary Providers to ensure certain provision of the Supervised Providers.

It is the responsibility of the Primary Provider to ensure the supervised providers meet these requirements.

During submission of self-reports, IAAME will require Primary Providers to submit evidence that the Primary Provider has ensured the Supervised Provider meets these requirements.

SUPERVISED PROVIDERS

In order to show compliance with these Standards, the ASP can submit any and all documentation which would evidence compliance, including, but not limited to,

- ❖ License/Accreditation/Letter of Good Standing
- ❖ Policies and Procedures
- ❖ Background Clearances
- ❖ Documentation from Central Authority
- ❖ References



CONCLUSION

IAAME is appreciative of the cooperation of the ASPs, and the effort that ASPs have put forth to ensure compliance.

If you have further questions regarding self-reports or the information discussed today, please contact your Maintenance and Oversight Analyst.
