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	Subject/Title: Statewide Foster and Adoptive Parent Tracking Database	
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	<input checked="" type="checkbox"/> BCAL	<input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS

DHS local offices, in collaboration with their local PAFC partners, are required to submit an annual plan describing their efforts to recruit and retain quality foster parents based on the needs of children in out-of-home care. A statewide Foster/Adoptive Parent Database has been developed and can now be accessed through the JJOLT system to assist all DHS offices and PAFC partners in tracking prospective foster and adoptive parent inquiries throughout the foster home certification process to licensure and closure.

The Foster/Adoptive Parent Database will assist agencies to track follow-up efforts with all foster/adoptive and relative referrals for licensure. It tracks all stages of the foster home certification process including inquiry, orientation, submission of the foster home application, PRIDE training, and home visits. The database will track annual and renewal certifications of existing foster homes in addition to foster home closure reasons. The Foster/Adoptive Parent Database will also assist to provide necessary data in the areas of retention, recruitment, and foster/adoptive parent training efforts.

This system was developed to equip all child placing agencies with the same tools for tracking foster/adoptive parent inquiries and to help agencies with their retention and recruitment efforts. The database will also be used to gauge the dropout rate within the foster home certification process. **To ensure the database provides accurate statewide data, it is mandatory that all DHS agencies and PAFC partners utilize the new database.**

Foster/Adoptive Data Base Rollout:

By June 11, 2012, all agencies will have access to the Foster/Adoptive Parent Database. This database was created through JJOLT, and will be accessible to all licensing staff from public and private agencies. Contracted staff will also have access.

By June 15, 2012 directors will need to ensure all workers have a user ID and password to sign-on to JJOLT. If workers do not have a user ID and password or can sign onto JJOLT but do not have access to the Foster/Adoptive Parent Database, the workers will need to contact the JJOLT help desk. Directors need to ensure all workers and first and second line supervisors, have contacted the JJOLT help desk to verify personnel information is accurate. Users will need to ensure that their email address is accurate in JJOLT. Supervisors will need to ensure that their email is accurate and that the staff they supervise are listed correctly. This is done by contacting the JJOLT help desk. The JJOLT help desk can be contacted at (517) 335-3537 from 7:00am-5:30pm EST, Monday through Friday.

By June 15, 2012, Directors will need to ensure that all workers utilizing the Foster/Adoptive Parent Database have been provided a copy of the Foster/Adoptive Parent Database User Guide. Directors will also need to ensure that all staff requiring further training on how to use this database have signed up for training.

To assist directors in meeting these deadlines, a spreadsheet has been created and attached. Please complete the attached spreadsheet and email it to Nicole Leitch at leitchn@michigan.gov by June 15, 2012.

By July 2, 2012, all agencies must start using the Foster/Adoptive Parent Database. All existing foster parent information needs to be added to the database by September 1, 2012. As existing foster homes close, workers must input the existing foster parents' information and closure reason for tracking purposes.

Training:

June 20, 2012: 9 AM to 12 PM in the Dempsy Room, Grand Tower, Lansing.

June 22, 2012: 9 AM to 12 PM in the Conference Room 1A, Grand Tower, Lansing.

June 22, 2012: 1 PM to 4 PM in the Conference Room 1A, Grand Tower, Lansing.

June 25, 2012: 1 PM to 4 PM in the Conference Room 1A, Grand Tower, Lansing.

June 25, 2012: 9 AM to 12 PM in the Conference Room 1A, Grand Tower, Lansing.

June 28, 2012: 9 AM to 12 PM in the Dempsy Room, Grand Tower, Lansing.

Please RSVP to Nicole Leitch at leitchn@michigan.gov by June 15, 2012. A webinar will be available by June 15, 2012. Participants choosing to attend the webinar will receive a webinar site 2 days prior to the webinar.

Feedback/Follow-up:

Staff will be provided with an opportunity to offer feedback on the database. Conference calls have been scheduled for:

August 15, 2012 from 9:30 AM to 11:30 AM.

September 12, 2012 from 9 AM to 11 AM.

October 10, 2012 from 9 AM to 11 AM.

To participate in the phone conference, call 877-873-8018. The access code is 3545840.

FOSTER/ADOPTIVE PARENT DATABASE USER GUIDE

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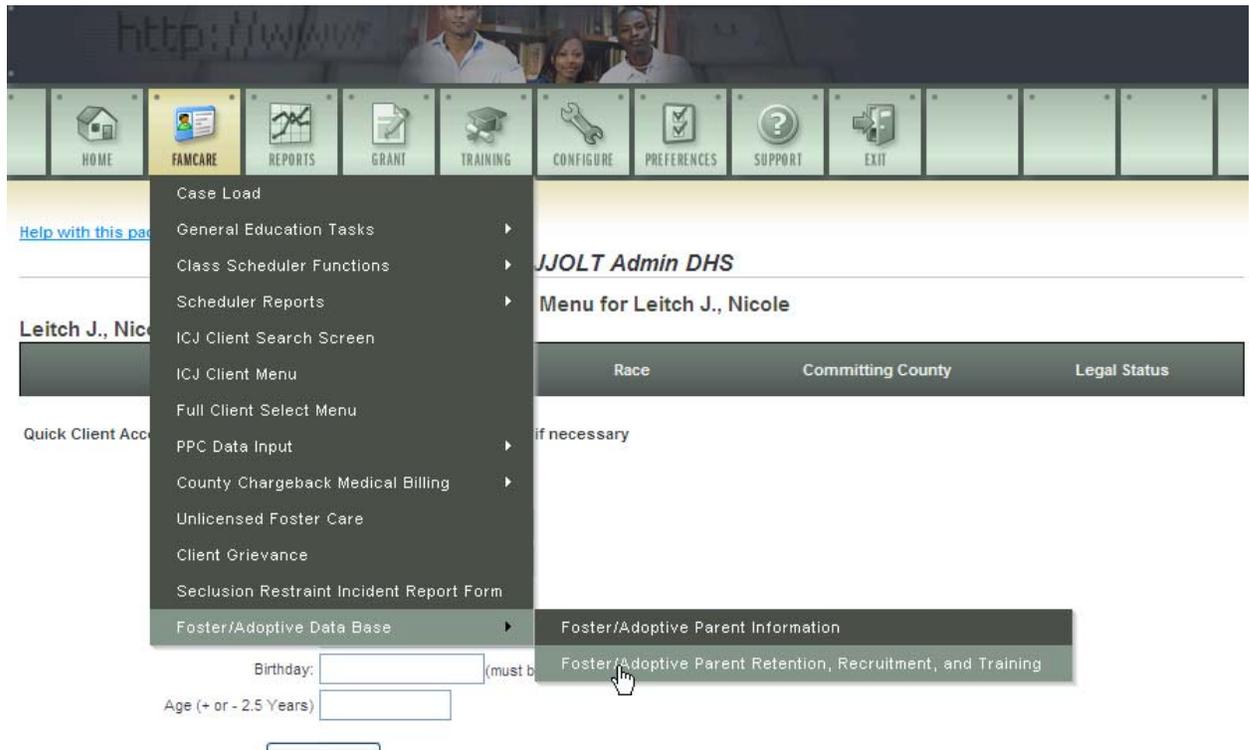
Request User ID and Password

Workers request a user ID and password by contacting the JJOLT help desk at (517) 335-3537.

Getting Started:

Sign into JJOLT at <https://jjolt.famcare.net>.

After signing into JJOLT, you click onto FAMCARE. Scroll the mouse down to Foster/Adoptive Parent Database and click on it. If you are entering a foster/adoptive parent inquiry or an existing foster parent, click on Foster/Adoptive Parent Information. If you are entering a foster/adoptive parent orientation, PRIDE training, other types of foster/adoptive parent trainings, retention activities, or recruitment activities, click on Foster/Adoptive Parent Retention, Recruitment, and Training.



Foster/Adoptive Parent Retention, Recruitment, and Training

The purpose of this database section is to track an agency's orientations, PRIDE trainings, other trainings offered to foster/adoptive parents, recruitment activities, and retention activities.

After selecting Foster/Adoptive Parent Retention, Recruitment, and Training from the FAMCARE menu, select your agency in the Initial Agency Name. Once you have selected your agency name, you may begin adding your agency's orientations, trainings, retention activities, and recruitment activities.

The screenshot shows the top navigation bar with icons for HOME, FAMCARE, REPORTS, GRANT, TRAINING, CONFIGURE, PREFERENCES, SUPPORT, and EXIT. Below the navigation bar is a link for "Help with this page". The main heading is "Foster/Adoptive Parent Retention, Recruitment, and Training". Under "Agency Search Criteria", the "Initial Agency Name" dropdown menu is circled in red. Below this are sections for "Foster Parent Orientation" and "Pride Training", each with "Refresh" and "Add" buttons. The "Foster Parent Orientation" section has a table with columns: Action, Orientation Date, Other Agencies, # Attendees, and Comments.

Creating an Orientation

To add an orientation, click Add under the Foster Parent Orientation section.

This screenshot is similar to the previous one, showing the same interface. The "Initial Agency Name" dropdown menu is visible. In the "Foster Parent Orientation" section, the "Add" button is circled in red. The table below it has columns: Action, Orientation Date, Other Agencies, # Attendees, and Comments.

Clicking Add will open a new screen: Foster Parent Orientation.

Foster Parent Orientation :

Training Information

Orientation Date : 

The orientation date is preselected, but can be changed. Agencies can put future, current, and past orientations into the data base. When creating current or past orientations, all sections are required to be completed.

When creating a future orientation date, all sections will need to be completed except the Attendee Information section.

Agencies must enter data within two business days from an orientation. For example, if an orientation is held on 2/21/12, then all data must be entered in the database by 2/23/12.

Attendee Information

Attendee Information

of Attendees :
of Relative Attendees :
of Non-Relative Attendees :
of Attendees Interested in Adoption Only :
of Attendees Interested in Foster Care And Adoption :

The breakdown of attendees needs to be filled out. # of Attendees is required to be filled out.

If creating an orientation that will take place in the future, this section may be left blank.

Agency Information

The screenshot displays a web form titled "Agency Information". At the top, there is a dropdown menu for "Primary Name of Agency" which is currently set to "Macomb County DHS". Below this is a section titled "Agencies Involved (Select All):" containing a scrollable list of agency names. The name "Michigan Adoption Resource Exchange (MARE)" is highlighted in blue and circled in red. A red arrow points from this circled name to the right side of the form, where the name "Michigan Adoption Resource Exchange (MARE)" is displayed. At the bottom of the form is a "Class Comments" section with a text input field and a "+" button.

This section allows agencies to partner with other agencies for orientations. Your agency needs to be selected under Primary Name of Agency. Any partnering agencies can be added by clicking the agency name in the Agencies Involved list. More than one agency can be selected. Once an agency is selected, the agency name will appear on the right side of the line. Click the agency name again to deselect the agency or click *clear list* at the top of the list.

Any comments regarding the orientation can be typed under the Comments section.

After all information has been completed, click save and the data will be saved.

Editing an Orientation

Agencies will be able to schedule dates for future orientations within the database. This will help agencies plan ahead and be able to provide prospective foster/adoptive parents with timely orientations.

Foster/Adoptive Parent Retention, Recruitment, and Training

Agency Search Criteria

Initial Agency Name:

Foster Parent Orientation

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
Edit	2/23/2012	Michigan Adoption Resource Exchange (MARE)	15	
Edit	3/2/2012	Macomb/Oakland Regional Center Michigan Adoption Resource Exchange (MARE)		

To edit an existing orientation, click edit. This will allow you into the existing orientation and make any necessary edits. When editing an orientation that was created for a future date, you may go back in and fill in the Attendee Information section of the screen. The existing orientation may also be deleted through the editing function.

Creating a PRIDE Training

To add a PRIDE training, click Add under the PRIDE Training section.

Foster/Adoptive Parent Retention, Recruitment, and Training

Agency Search Criteria

Initial Agency Name:

Foster Parent Orientation

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
--------	------------------	----------------	-------------	----------

Pride Training

[Refresh](#) [Add](#)

Action	Attendees	Session Date	Session	Comments
--------	-----------	--------------	---------	----------

Clicking Add will open a new screen: PRIDE Training.

Pride Training :

Training Information

Training Date : 

Session Information

* Session : (Please select)
Session 1 & 2
Session 1
Session 2
Session 3
Session 4

Session 1 & 2 - Hours :

Session 3 - Hours :

The PRIDE training date is preselected, but can be changed. Agencies can enter future, current, and past PRIDE trainings into the data base. When creating a current or past PRIDE sessions, all sections are required to be completed.

When creating a future PRIDE training date, all sections will need to be completed except the Attendee Information section and the Attendee Listing section.

Once a session is selected, it will show up on the right side of the line. The number of hours will need to be filled in. Click the session again to deselect that session.

Agencies must enter data two business days after a PRIDE training. For example, if a PRIDE training is held on 2/21/12, then all data must be entered in the database by 2/23/12.

Attendee Information and Attendee Listing

Attendee Information

of Attendees :

of Relative Attendees :

of Non-Relative Attendees :

of Attendees Interested in Adoption Only :

of Attendees Interested in Foster Care And Adoption :

Attendee Listing

Select Attendee : (please type and press enter)
Brown, Gary
Dodge, Karen L
George, Kristy
Goode, Judith C
King, Sheri L
King, Thomas C
Laikind, Gregory P
Marcum, Geraldine L
McClemore, Geraldine
Rogers, Kelly M
Rogers, Max J
Vittucci, Angelina

Agency Information

Primary Name of Agency :

Agencies Involved (Select) :

(Clear List)

AA Swartz Adoption Attorneys
Adoptaid of Greater Hopes
Adoption Advocates
Adoption Associates, Inc

Click To Remove From List
[Goode, Judith C](#)

Once the PRIDE training has occurred, the Attendee Information will need to be filled in within 2 business days. The # of Attendees is required.

Agencies may also create a list of attendees in the Attendee Listing section. Type in the first letter of the last name of the prospective foster/adoptive parent and a list will appear. Click the name of the attendee and the name of the attendee will show up on the right side of the line.

Agency Information

Agency Information

Primary Name of Agency : Macomb County DHS

Agencies Involved (Select All):

- (Clear List)
- AA Swartz Adoption Attorneys and Child Placing Agency
- Adoptaid of Greater Hopes
- Adoption Advocates
- Adoption Associates, Inc
- Adoption Consultants Inc
- Adoption Options Worldwide, Inc.
- Adoption Pros
- Alcona County DHS
- Alexander Home for Boys
- Alger/Schoolcraft County DHS
- Allegan County DHS
- Alliance for Adoption
- Alpena County DHS
- Alpena/Alcona/Montmorency DHS

Class Comments

Comments :

This section allows agencies to partner with other agencies for PRIDE training. Your agency needs to be selected under Primary Name of Agency. Any partnering agencies can be added by clicking the agency name in the Agencies Involved list. More than one agency can be selected. Once an agency is selected, the agency name will appear on the right side of the line. Click the agency name again to deselect the agency or click *clear list* at the top of the list.

Any comments regarding the PRIDE session can be typed under the Comments section.

After all information has been completed, click save and the data will be saved.

Editing a PRIDE Training

Agencies will be able to schedule dates for future PRIDE trainings within the database. This will help agencies plan ahead and be able to provide prospective foster/adoptive parents with timely PRIDE training.

Foster/Adoptive Parent Retention, Recruitment, and Training

Agency Search Criteria

Initial Agency Name:

Foster Parent Orientation

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
--------	------------------	----------------	-------------	----------

Pride Training

[Refresh](#) [Add](#)

Action	Attendees	Session Date	Session	Comments
Edit		8/25/2012	Session 1 & 2 - Hours : 3 Session 3 - Hours : 3	

To edit an existing PRIDE Training, click edit. This will allow you into an existing PRIDE training and make any necessary changes. When editing a PRIDE training that was created for a future date, you may go back in and fill in the Attendee Information section of the screen. The existing PRIDE training may also be deleted through the editing screen.

Creating Other Trainings

To add other trainings, click Add under the Other Trainings section.

Other Trainings

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
--------	------------------	----------------	-------------	----------

Clicking Add will open a new screen: Other Training.

Other Training :

Training Information

Training Date : 03-28-2012

of Attendees :

Name of Training : **Accessing Services** (dropdown menu open)

Format of Training : (Please select) (dropdown menu open)

Agency Information

Primary Name of Agency :

Agencies Involved (Select All):

- (Clear List)
- AA Swartz Adoption Attorneys
- Adoptaid of Greater Hopes
- Adoption Advocates
- Adoption Associates, Inc
- Adoption Consultants Inc
- Attachment
- Building Character/Discipline
- CPR/First Aid
- Empathy
- Fire Safety
- Foster Parent self-care
- Love and Logic
- Medication
- Nurtured Heart Approach
- Other
- Reactive Attachment Disorder/Other Mental Health Disorders
- Trauma
- Understanding Policy/Policy Changes
- Universal Precautions

Other Training dates are preselected, but can be changed. Agencies can enter future, current, and past trainings into the data base. When creating current or past trainings, all sections are required to be completed.

When creating a future training activity, all sections will need to be completed except # of Attendees. For Name of Training, select the topic the training is covering and use the text box to type in the name of the training.

Agencies must enter data within two business days from a training. For example, if a training is held on 2/21/12, then all data must be entered in the database by 2/23/12.

Agency Information

Agency Information

Primary Name of Agency : Macomb County DHS

Agencies Involved (Select All):

- (Clear List)
- AA Swartz Adoption Attorneys and Child Placing Agency
- Adoptaid of Greater Hopes
- Adoption Advocates
- Adoption Associates, Inc
- Adoption Consultants Inc
- Adoption Options Worldwide, Inc.
- Adoption Pros
- Alcona County DHS
- Alexander Home for Boys
- Alger/Schoolcraft County DHS
- Allegan County DHS
- Alliance for Adoption
- Alpena County DHS
- Alpena/Alcona/Montmorency DHS

Class Comments

Comments :

This section allows agencies to partner with other agencies for training. Your agency needs to be selected under Primary Name of Agency. Any partnering agencies can be

added by clicking the agency name in the Agencies Involved list. More than one agency can be selected. Once an agency is selected, the agency name will appear on the right side of the line. Click the agency name again to deselect the agency or click *clear list* at the top of the list.

Any comments regarding the training can be typed under the Comments section.

After all information has been completed, click save and the data will be saved.

Editing Other Trainings

Agencies will be able to schedule dates for future trainings within the database. This will help agencies plan ahead and be able to provide foster/adoptive parents with relevant training opportunities on a consistent basis.

Foster/Adoptive Parent Retention, Recruitment, and Training

Agency Search Criteria

Initial Agency Name:

Foster Parent Orientation

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
--------	------------------	----------------	-------------	----------

Pride Training

[Refresh](#) [Add](#)

Action	Attendees	Session Date	Session	Comments
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Other Trainings

[Refresh](#) [Add](#)

Action	Orientation Date	Other Agencies	# Attendees	Comments
Edit	2/23/2012	Michigan Adoption Resource Exchange (MARE)		

To edit an existing training, click edit. This will allow you into an existing training and make any necessary changes. When editing a training that was created for a future date, you may go back in and fill in the # of Attendees. The existing training may also be deleted through the editing screen.

Creating a Retention Activity

To add a retention activity, click Add under the Retention section.



Clicking Add will open a new screen: Retention Activity.

Retention Activity :

A screenshot of the 'Retention Activity' form. The form is divided into sections: 'Activity Information', 'Agency Information', and 'Agencies Involved (Selected)'. In the 'Activity Information' section, the 'Activity Date' is set to '02/23/2012'. The 'Activity Description' dropdown menu is open, showing a list of options: '(Please select)', 'Appreciation Night', 'Bowling', 'Camp (Family or for Foster Children)', 'Day at a local Park', 'Day at the Zoo', 'Family Picnic', 'Ice Skating', 'Michigan Adventure', 'Movie Night', 'Newsletter', 'Other', 'Roller Skating', 'Sledding', 'Support Group', 'Tickets for local fair/community event', 'Tickets to Movies', and 'Tickets to sporting events'. The 'Other' option is highlighted in blue. A red circle is drawn around the 'Activity Date' and the 'Activity Description' dropdown menu. The 'Agencies Involved' section shows a list of agencies, including 'AA Swartz Adoption Attorneys', 'Adoptaid of Greater Hopes', 'Adoption Advocates', and 'Adoption Associates, Inc'. There is a '(Clear List)' button at the top of this list.

The retention activity date is preselected, but can be changed. Agencies can enter future, current, and past retention activities into the data base. When creating a current or past retention activity, all sections are required to be completed.

When creating a future retention activity, all sections will need to be completed except # of Attendees That are Currently Foster/Adoptive Parents and # of Attendees That are Prospective Foster/Adoptive Parents. If Other is selected for Activity Description, a text box will appear. Complete this text box with the description of the activity.

Agencies must enter data within two business days from a retention activity. For example, if a retention activity is held on 2/21/12, then all data must be entered in the database by 2/23/12.

Agency Information

Agency Information

Primary Name of Agency : Macomb County DHS

Agencies Involved (Select All):

(Clear List)

- AA Swartz Adoption Attorneys and Child Placing Agency
- Adoptaid of Greater Hopes
- Adoption Advocates
- Adoption Associates, Inc
- Adoption Consultants Inc
- Adoption Options Worldwide, Inc.
- Adoption Pros
- Alcona County DHS
- Alexander Home for Boys
- Alger/Schoolcraft County DHS
- Allegan County DHS
- Alliance for Adoption
- Alpena County DHS
- Alpena/Alcona/Montmorency DHS

Class Comments

Comments :

This section allows agencies to partner with other agencies for retention activities. Your agency needs to be selected under Primary Name of Agency. Any partnering agencies can be added by clicking the agency name in the Agencies Involved list. More than one agency can be selected. Once an agency is selected, the agency name will appear on the right side of the line. Click the agency name again to deselect the agency or click *clear list* at the top of the list.

Any comments regarding the retention activity can be typed under the Comments section.

After all information has been completed, click on save, and the data will be saved.

Editing a Retention Activity

Agencies will be able to schedule dates for future retention activities within the data base. This will help agencies plan ahead and be able to provide prospective and current foster/adoptive parents with retention activities showing appreciation and support on a consistent basis.

Retention

Refresh Add

Action	Activity Date	Activity Desc	Other Agencies	# Current	# Prospects
Edit	2/23/2012	Movie Night	Oakland County DHS		

To edit an existing retention activity, click edit. This will allow you into an existing retention activity and make any necessary changes. When editing a retention activity that was created for a future date, you may go back in and fill in the # of Attendees That are Currently Foster/Adoptive Parents and # of Attendees That are Prospective Foster/Adoptive Parents. The existing retention activity may also be deleted through the editing screen.

Creating a Recruitment Activity

To add a recruitment activity, click Add under the Recruitment section.



Clicking Add will open a new screen: Recruitment Activity.

Recruitment Activity :

The recruitment activity date is preselected, but can be changed. Agencies can enter future, current, and past recruitment activities into the database. When creating a current or past recruitment activity, all sections are required to be completed.

When creating a future recruitment activity, only the Activity Date, Activity Description and Name of Event need to be filled in. If Other is selected for Activity Description, a Please Define box will appear. Complete this text box with the description of the activity. Agencies must enter data within two business days from a retention activity. For example, if a retention activity is held on 2/21/12, then all data must be entered in the database by 2/23/12.

If billboard, newspaper ad, TV ad, radio ad, or online ad is selected, put the length of time the billboard or ad was used. Also include the area in which the billboard was located, the TV or radio station that was used, the local newspapers which ran the ad, or the website which published the online ad. For example:

Billboards



Activity Date : 02/23/2012 

Activity Description : A Billboard 

Name of Event : The billboard was up for 3 months on 96 by the Jolly Rd. exit in Lansing

of Inquiries :

of People Signed up for an Orientation :

of Literature Handed Out :

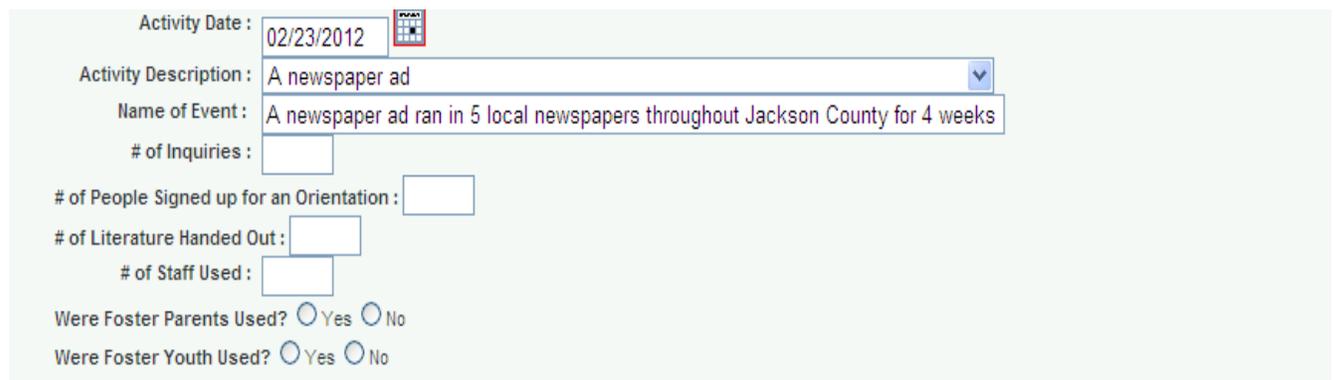
of Staff Used :

Were Foster Parents Used? Yes No

Were Foster Youth Used? Yes No

During the time period the billboard is utilized as a recruitment activity, recruiters will need to track the # of inquiries through the Foster and Adoptive Parent Information database. # of Inquiries will need to be updated periodically to reflect the success of utilizing a billboard. After the billboard is done being used, the remaining fields need to be completed.

Newspaper Ad



Activity Date : 02/23/2012 

Activity Description : A newspaper ad 

Name of Event : A newspaper ad ran in 5 local newspapers throughout Jackson County for 4 weeks

of Inquiries :

of People Signed up for an Orientation :

of Literature Handed Out :

of Staff Used :

Were Foster Parents Used? Yes No

Were Foster Youth Used? Yes No

During the time period the newspaper ad is utilized as a recruitment activity, recruiters will need to track the # of inquiries through the Foster and Adoptive Parent Information database. # of Inquiries will need to be updated periodically to reflect the success of utilizing a newspaper ad. After the ad is done being used, the remaining fields need to be completed.

Radio Ad

Activity Date : 02/23/2012 

Activity Description : A Radio ad 

Name of Event : A radio ad ran for 4 weeks on 100.7 WITL, hitting the greater Lansing area

of Inquiries :

of People Signed up for an Orientation :

of Literature Handed Out :

of Staff Used :

Were Foster Parents Used? Yes No

Were Foster Youth Used? Yes No

During the time period the radio ad is utilized as a recruitment activity, recruiters will need to track the # of inquiries through the Foster and Adoptive Parent Information database. # of Inquiries will need to be updated periodically to reflect the success of utilizing a radio ad. After the ad is done being used, the remaining fields need to be completed.

TV Ad

Activity Date : 02/23/2012 

Activity Description : A TV ad 

Name of Event : A TV ad ran for 4 weeks on a local Oakland County cable channel

of Inquiries :

of People Signed up for an Orientation :

of Literature Handed Out :

of Staff Used :

Were Foster Parents Used? Yes No

Were Foster Youth Used? Yes No

During the time period the TV ad is utilized as a recruitment activity, recruiters will need to track the # of inquiries through the Foster and Adoptive Parent Information database. # of Inquiries will need to be updated periodically to reflect the success of utilizing a TV ad. After the ad is done being used, the remaining fields need be completed.

Online Ads

Activity Date :	<input type="text" value="02/23/2012"/>
Activity Description :	<input type="text" value="On-line/Internet"/>
Name of Event :	<input type="text" value="The Catholic Charities website is always up"/>
# of Inquiries :	<input type="text"/>
# of People Signed up for an Orientation :	<input type="text"/>
# of Literature Handed Out :	<input type="text"/>
# of Staff Used :	<input type="text"/>
Were Foster Parents Used?	<input type="radio"/> Yes <input type="radio"/> No
Were Foster Youth Used?	<input type="radio"/> Yes <input type="radio"/> No

Or

Activity Date :	<input type="text" value="02/23/2012"/>
Activity Description :	<input type="text" value="On-line/Internet"/>
Name of Event :	<input type="text" value="Washtenaw County DHS had an on-line ad on the local Washtenaw County website"/>
# of Inquiries :	<input type="text"/>
# of People Signed up for an Orientation :	<input type="text"/>
# of Literature Handed Out :	<input type="text"/>
# of Staff Used :	<input type="text"/>
Were Foster Parents Used?	<input type="radio"/> Yes <input type="radio"/> No
Were Foster Youth Used?	<input type="radio"/> Yes <input type="radio"/> No

During the time period the online ad or website is being utilized as a recruitment activity, recruiters will need to be tracking the # of inquiries in the Foster and Adoptive Parent Information database. All fields, especially # of Inquiries, need to be updated periodically to reflect the success of utilizing an online ad or website.

Agency Information

Agency Information

Primary Name of Agency : Macomb County DHS

Agencies Involved (Select All):

- (Clear List)
- AA Swartz Adoption Attorneys and Child Placing Agency
- Adoptaid of Greater Hopes
- Adoption Advocates
- Adoption Associates, Inc
- Adoption Consultants Inc
- Adoption Options Worldwide, Inc.
- Adoption Pros
- Alcona County DHS
- Alexander Home for Boys
- Alger/Schoolcraft County DHS
- Allegan County DHS
- Alliance for Adoption
- Alpena County DHS
- Alpena/Alcona/Montmorency DHS

Class Comments

Comments :

This section allows agencies to partner with other agencies for recruitment activities. Your agency needs to be selected under Primary Name of Agency. Any partnering agencies can be added by clicking the agency name in the Agencies Involved list. More than one agency can be selected. Once an agency is selected, the agency name will appear on the right side of the line. Click the agency name again to deselect the agency or click *clear list* at the top of the list.

Any comments regarding the recruitment activity can be typed under the Comments section.

After all information has been completed, click save and the data will be saved.

Editing a Recruitment Activity

Agencies will be able to schedule dates for future recruitment activities within the database. This will help agencies plan ahead and be able to recruit prospective foster/adoptive parents on a consistent basis.

Recruitment					
Refresh Add					
Action	Activity Date	Activity Desc	Other Agencies	Parents Used	Youth Used
Edit	10/3/2011		Michigan Adoption Resource Exchange (MARE)		
Edit	12/4/2011	I-Care 365		Yes	No
Edit	12/1/2011	I-Care 365	Oakland County DHS	No	No
Edit	1/28/2012	I-Care 365	Oakland County DHS	No	No
Edit	1/28/2012	I-Care 365	Oakland County DHS	No	No
Edit	2/3/2012	I-Care 365	Macomb County DHS Oakland County DHS	No	No
Edit	3/3/2012	I-Care 365	Wayne County DHS - Western	No	No
Edit	3/1/2012	I-Care 365	Macomb County DHS	No	No
Edit	3/2/2012	I-Care 365	Macomb County DHS	No	No
Edit	3/3/2012	I-Care 365	Macomb County DHS	No	No
Edit	3/24/2012	I-Care 365		No	No

To edit an existing recruitment activity, click edit. This will allow you into an existing recruitment activity and make any necessary changes. When editing a recruitment activity that was created for a future date, you may go back in and fill in the remaining required fields. The existing recruitment activity may also be deleted through the editing screen.

Foster/Adoptive Parent Information Database

The purpose of this database section is to assist workers with tracking prospective foster and adoptive parents from initial inquiry through the licensing process. The database will help track when and why prospective foster parents drop out of the licensing process and the reasons current foster homes close.

New Prospective Foster/Adoptive Parent Inquiry

Initial Search

After selecting Foster/Adoptive Parent Information from the FAMCARE menu, type in the name of the prospective foster/adoptive parent and press search. **Do not select an agency.** Foster and adoptive parent inquiries need to be entered into the database the day of receiving the inquiry. This will allow workers to stay up to date with inquiries assigned to them.

Help with this page

Foster/Adoptive Parent Database

Agency Search Criteria

Initial Agency Name: (Please select) [v]
Chosen Agency Name: (Please select) [v]

My Search Options

Show My Cases:

Case Search Criteria

Family Last Name: Smith
Family First Name: Joanne
Case ID Number: (ex. 241 = 0000241)

Search

Refresh Add

Records found: 0. Displaying records N/A.

Action	Agencies	Name(s)	Assigned Worker	First Contact	Packet Sent	Status
Any matching records would be found here.						

If a matching record is not found, click Add. This will open a new screen: Foster/Adoptive Parent Inquiry. **All fields indicated by a red * are required to be completed.**

Agency Information and Assigned ID

Inquiry
Certification
Licensed
Special Investigations
Training Events
Contacts

Foster/Adoptive Parent Inquiry

Agency Information

Date :

*Name of Agency :

*Assigned Worker :

Secondary Worker :

Contact Information

Foster/Adoptive ID :

*Required Fields

The date is prefilled. Select your agency and assigned workers. Assigned workers are the worker held responsible for contacting the prospective foster/adoptive parent, and getting them to attend an orientation and PRIDE training. If an Adoption or Foster Care Navigator is assigned to the interested family, then they should be assigned as the secondary worker.

Each new inquiry is assigned a Foster/Adoptive ID.

Foster/Adoptive Parent

Foster/Adoptive Parent

Last Name	First Name	MI	DOB	Gender	Occupation
1. *Smith	*Joanne		07/07/1979	Female	School teacher
Race : Other			Other: Hispanic	Mult-Racial : <input checked="" type="checkbox"/>	
2. Smith	Jake			Select	
Race : (Please select)				Mult-Racial : <input type="checkbox"/>	
3.				Select	
Race : (Please select)				Mult-Racial : <input type="checkbox"/>	

*Address :

Apt / P.O. Box :

*City/State/Zip : ,

*County :

*Phone : H: C:

Email :

Relationship Status :

Interested In : Adoption Foster Care Adoption and Foster Care

Existing Foster Parent :

No longer interested in becoming a Foster/Adoptive Parent :

Under the Foster/Adoptive Parent section, all contact information needs to be completed. Per licensing rules, up to three adults are allowed on a foster home license. However, only one contact person must be filled out for the inquiry to be saved in the database.

Inquiry Information

Under *How did you hear about becoming a foster/adoptive parent*, up to 10 items can be selected from the list. Individuals hear about things several times before they act on it, so it is critical that agencies track all the ways individuals hear about becoming foster/adoptive parents. This will allow agencies to develop effective recruitment strategies. Once an item is selected, the item will appear on the right side of the line. Click the item again to deselect the item or click *clear list* at the top of the list.

Date the prospective foster/adoptive parent contacted your agency refers to the initial contact the prospective foster/adoptive parent contacted the agency. This includes the date that they left a voice message requesting information and/or a return call.

Date of initial contact with prospective Foster/Adoptive Parent refers to the initial contact the recruiter and/or licensing specialist has with the prospective foster parent. **This contact needs to be via phone or face to face and must be within 24 hours of the date the prospective foster/adoptive parent contacted your agency.**

Within 2 business days of the Inquiry – Contact the family to see if they have any questions since the initial conversation and explain to them what they can expect at orientation and confirm date/time for the individual orientation if a scheduled orientation

is not available within 2 weeks or confirm date/time of the scheduled group orientation. Enter this contact in Contacts.

Date welcome packet was sent refers to when the worker sends out a “welcome” packet, which includes a letter thanking the prospective foster/adoptive parent for their interest, a schedule of planned orientations and PRIDE trainings, and literature regarding children in foster care, children waiting for adoption, and/or literature regarding your agency. The welcome packet needs to be sent to a prospective foster/adoptive parent within 24 hours of the *Date of initial contact with prospective Foster/Adoptive Parent*.

Date of the next orientation for Foster/Adoptive Parents that can be attended refers to the date of the next orientation the prospective foster/adoptive parent can attend. During the initial contact, the worker needs to invite the prospective foster/adoptive parent to the next orientation. If an immediate orientation (within 2 weeks of the inquiry date) is not available, then a home visit needs to be scheduled within 14 days to provide an individual orientation.

If the prospective foster/adoptive parent is not able to attend the group orientation or cancels the individual orientation, the worker needs to re-schedule the orientation within 48 hours. These contacts need to be tracked through Contacts.

If a prospective foster/adoptive parent is not willing to commit to attending a group orientation or scheduling an individual orientation, then the worker needs to contact the prospective foster parent on a bi-weekly basis to answer any questions or concerns. These contacts need to be tracked through Contacts.

MARE Use Only



The screenshot shows a web form with a yellow header bar that reads "MARE USE ONLY". Below the header, there are three input fields:

- The first field is labeled "Inquiry chose the following Agency:" and contains a dropdown menu with the text "(Please select)".
- The second field is labeled "Why the Inquiry chose this Agency:" and contains a dropdown menu with the text "(please select)".
- The third field is labeled "Adoption Complete:" and contains an empty text box.

This section is for MARE staff and Adoption Navigators only. No other agencies fill out this section. More information is found under **MARE and Adoption Navigator Inquiries**.

Relative Referrals/Inquiries

The screenshot shows a web form with two main sections. The left section, titled 'Inquiry Information', contains a dropdown menu for the question '*How did you hear about becoming a Foster/Adoptive Parent?'. The dropdown is open, showing a list of options: Heart Gallery, I-CARE 365, I-Foster Hope, Local community event (fair, expo, etc.), MARE Publication, MARE Website, Match Party, On-Line Internet, Other ==>, Poster, Relative seeking placement, Relative with a placement (highlighted in blue and circled in red), Save Our Children Coalition, Wendy's Wonderful Kids, and Wendys Wonderful Kids Golf Outing. A red arrow points from this highlighted option to the right section. The right section, titled 'Relative with a placement', is currently empty. Below these sections, there is a checkbox labeled 'Relative Referral' which is checked and circled in red. Below the checkbox are several date fields with calendar icons: '*Date of Relative Placement' (with a 'N/A' checkbox), '*Date Relative Referral Was Received', '*Referring Agency' (with a text input field), '*Date of initial contact with Foster/Adoptive Parent' (with the value '2/24/2012'), '*Date welcome packet was sent' (with the value '2/24/2012'), and '*Date of the next orientation for Foster/Adoptive Parents that can be attended' (with the value '3/2/2012'). At the bottom of this section is the question 'Have you requested information before?' with radio buttons for 'Yes' and 'No'.

For relative referrals/inquiries, entering data under the Agency Information and Foster/Adoptive Parent sections remain the same. Under the Inquiry Information, select *Relative with a placement* for *How did you hear about becoming a foster/adoptive parent*. Then check the Relative Referral box. Date of Relative Placement, Date Relative Referral was Received, and Referring Agency appears.

Date of Relative Placement refers to the date the child(ren) was placed with the relative.

Date Relative Referral was Received refers to when the referring agency provides your agency with the relative information for licensure.

For *Referring Agency*, type in the name of the agency referring the relative to your agency.

Date of initial contact with prospective Foster/Adoptive Parent refers to the initial contact the recruiter and/or licensing specialist has with the relative. **This contact needs to be via phone or face to face and must be within 24 hours of the date the agency received the relative referral.**

Within 2 business days of the Inquiry – Contact the family to see if they have any questions since the initial conversation and explain to them what they can expect at

orientation and confirm date/time for the individual orientation if a scheduled orientation is not available within 2 weeks or confirm date/time of the scheduled group orientation. Enter this contact in Contacts.

Date welcome packet was sent refers to when the worker sends out a “welcome” packet, which includes a letter thanking the relative for their interest in licensure, a schedule of planned orientations and PRIDE trainings, and literature regarding children in foster care, children waiting for adoption, and/or literature regarding your agency. The welcome packet needs to be sent to the relative caregiver within 24 hours of the *Date of initial contact with prospective Foster/Adoptive Parent*.

Date of the next orientation for Foster/Adoptive Parents that can be attended refers to the date of the next orientation the relative can attend. During the initial contact, the worker needs to invite the relative to the next orientation. If an immediate orientation (within 2 weeks of the referral date) is not available, then a home visit needs to be scheduled within 14 days to provide an individual orientation.

*Relative seeking a placement, but does not have placement of the relative, should be handled and entered as a new prospective foster/adoptive parent inquiry.

Editing and Updating Prospective Foster/Adoptive Parent Inquiry

Once an inquiry has been completed, the inquiry can be tracked through the licensing process. Click on Show My Cases to view all cases assigned to you.

Records found: 2. Displaying records 1-2.

Action	Agencies	Name(s)	Assigned Worker	First Contact	Packet Sent	Status
 Edit Trng Log	Initial : Spaulding For Children	Smith, John Smith, Barb	Miller, George Bailey	10/5/2011	10/5/2011	No Longer Interested
 Edit Trng Log	Initial : Macomb County DHS	Smith, Joanne Smith, Jake	Fremont J., Kristine	2/24/2012	2/24/2012	Pending Orientation

Click on Edit. This reopens the Foster/Adoptive Parent Inquiry and all changes and updates can be made.

Foster/Adoptive Parent Inquiry

Agency Information

Date : 3/28/2012

* Name of Agency : Macomb County DHS

* Assigned Worker : Fremont J., Kristine

Secondary Worker : (Please Select Worker)

Contact Information

Foster/Adoptive ID : 0000156

*Required Fields

Foster/Adoptive Parent

Last Name	First Name	MI	DOB	Gender	Occupation
1. *Smith	*Joanne		07/07/1979	Female	School teacher

Once the prospective foster/adoptive parents or relative caregivers have attended orientation, they have started the certification process. Click the Certification Tab to continue processing the prospective foster/adoptive parent through the licensing process.

Certification Process

Agency Information

Date : 3/28/2012

* Name of Agency : Macomb County DHS

* Assigned Worker : Fremont J., Kristine

Secondary Worker : (Please Select Worker)

Smith, Joanne and, Smith, Jake
 123 Main St.
 Clinton Township, MI 55555
 Macomb
 555-555-5555
 smith@hotmail.com

Prospective Information

Date when Individual/Couple attended Orientation

Smith, Joanne	03/02/2012
Smith, Jake	03/02/2012

If it has been more than 14 days since orientation, and an application has not been submitted, Please indicate the reason for delay : (Please select)

Application Follow-Up Date :

Date Application was Submitted : 03/09/2012

Date of Environmental Request : N/A

Date of Environmental Results Received : N/A

Not interested in applying to become a Foster/Adoptive Parent

Agency and Prospective Information

The assigned worker can be changed at this point from a recruitment worker to a licensing worker for agencies that have separate licensing and recruitment workers.

The date the prospective foster/adoptive parents attended an orientation is entered under the Prospective Information section.

Within two weeks after orientation - Follow up with families that did not submit a signed application. These contacts need to be tracked in Contacts.

After the application has been submitted, send out references, begin checking out of state central registry if needed, request environmental if needed, and submit application and 1326s for enrollment.

Home Visits

Within 30 days (1st Month) of receiving application the following must occur:

Minimum 2 Home Visits

- 1st Home Visit (within two weeks of receiving application) to conduct assessment of physical space, collect medical statements, begin interviews to gather social history, explain the overall process, connect family to a Foster Parent Navigator, and set up the required future face to face meeting with the family.
- 2nd Home Visit - continue interviewing household members, follow up on progress towards completion of PRIDE

Minimum 1 Phone Call above and beyond calls to schedule home visits

- During call, address any concerns or question that the family has and ensure they are aware of the licensing process, timeframes, and expectations. This contact can be tracked through Contacts.

Home visits are added under the Home Visits section by clicking Add.



Action	Date	Contact Type	Comments
Edit	3/22/2012	Face to Face at a home visit	Interviewed Joanne and Jake together and viewed the entire home.

If two home visits are not completed within 30 days of a signed application,
What is the reason for delay? (Please select)

Home visit information can be changed by clicking edit.

Clicking Add will open a new screen: Foster/Adoptive Contact.

Foster/Adoptive Contact

Contact Details

Date :

Type Of Contact : **(Please select)**

Person Making Contact :

Individuals the Contact was With :

Location of Contact :

Notes :

No signatures--new form

Signature:

SAVE

Complete all fields. For Type of Contact select Face to Face at a Home Visit.

Additional Adults in the Home and Substitute Caregivers

Additional Adults in the Home

[Refresh](#) [Add](#)

Action	Name	Lives in Home	Substitute Care Giver	DOB	Physicals Completed	Record Checks Completed	Last Criminal Check
Edit	Jill Johnson		Yes	12/6/1978		3/27/2012	

Additional adults and substitute caregivers are tracked under this section. Click Add to enter an additional adult or substitute caregiver. Clicking Add will open a new screen: Additional Adults in the Home.

Additional Adults in the Home : Joanne & Jake Smith

Adult Information

Date :

Lives In The Home :

Substitute Care Giver :

Name :

Address :

Apt / P.O. Box :

City/State/Zip :

County : **(Please select)**

Phone : H: C:

Email :

Occupation :

DOB :

Physical Completed :

Record Check Comp. :

Last Criminal Check :

Last Central Registry :

Comments :

Complete all fields for an adult living in the home. Complete all fields for a substitute caregiver except physical completed and records check completed.

Record Clearances Submitted and Medicals Completed

Enter the date the worker received the record clearances from the prospective foster/adoptive parents.

The screenshot displays two sections: "Record Clearances Submitted" and "Medicals Complete".

Record Clearances Submitted

Date all Record Clearances Submitted	
Smith, Joanne	03/09/2012
Smith, Jake	03/09/2012

Medicals Complete

Date all Medicals Completed	
Smith, Joanne	03/22/2012
Smith, Jake	03/22/2012

Below the medicals table, there are buttons for "Refresh" and "Add". A "Child 1:" entry is shown with the name "Jake Jr. Smith" and the date "3/22/2012".

Enter the date the medicals were signed by the physician. Click Add to enter additional children in the home. Clicking Add will open a new screen: Children in the Home Not Foster.

Children in Home Not Foster : Joanne & Jake Smith

The screenshot shows the "Child Information" form with the following fields:

- Date: 03-29-2012
- Name: [Empty text box]
- DOB: [Empty text box]
- Medicals Complete: [Empty text box]
- Relationships to Foster/Adoptive Parents: (please select) [Dropdown menu]
- Comments: [Large text area]
- Signature: [Text box]

At the bottom, there is a "SAVE" button and the text "No signatures--new form".

Complete all fields on this screen.

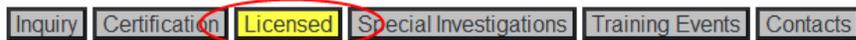
References

References				
Action	Name	Date Sent	Date Rec	Comments
Edit	Jill Johnson	3/12/2012		
Edit	John Knight	3/12/2012		
Edit	Sarah Shell	3/12/2012		

References need to be entered the day the worker sends the references out for tracking purposes. Click on Edit to update the reference section as references are received.

If references are not received two weeks after the references were sent, then the worker needs to contact the reference by phone.

Licensed



Licensed Foster/Adoptive Home

Agency Information

Once the home becomes enrolled, click on the Licensed tab. Clicking the Licensed tab will open a new screen: Licensed Foster/Adoptive Home.

Licensing and Child Demographics for the Home

Enter the Date of Enrollment.

Licensing

Date of Enrollment:

Not Completing Licensing Process

Date Licensing Packet/Initial Home Study sent to BCAL:

Date of Licensure:

License #:

Date License Expires:

Child Demographics For Home

Capacity: (Please Select)

Age Range: To

Will Accept: Female Male Both

Will Accept a Sibling Group: (Please Select)

Will Accept Relative Children Only: (Please Select)

Interested in Adopting: (Please Select)

Will Accept Children that are: Africa American Asian Alaskan/Native American Caucasian Hispanic Pacific Islander Multi Racial All

Will Accept Children with the Following Needs: Emotionally Impaired Visually Impaired Physically Disabled Hearing Impaired Mentally Impaired Specific Learning Disability Medically Diagnosed Condition Speech and Language

Do the Foster Parents Smoke? Yes No

Do the Foster Parents Have Pets? Yes No Types of Pets:

Once the 3130 has been approved by the agency’s supervisor, enter the date the complete licensing packet is sent to BCAL for licensure. Once the home is licensed complete the remaining fields in the Licensing and Child Demographics For Home sections.

Children in the Home and Additional Adults/Substitute Caregivers

Children In Home Not Foster

Refresh Add

Action	Name	DOB	Relationship to Foster/Adoptive Parents	Comments
Edit	Jake Jr. Smith	10/7/2009	Biological Child	

Substitute Care Giver

Children added previously under the Medicals Complete section will automatically be transferred to this section. More children can be added as foster parents adopt by clicking Add. Information can be changed by clicking Edit.

Substitute care givers and additional adults added previously under Additional Adults in the Home section will automatically be transferred to Substitute Care Giver section. Additional adults can be added by clicking Add. Information can be updated or changed by clicking Edit.

Name of Foster Children

Refresh Add

Action	Name	DOB	Date of Placement	Date of Move	Reason for Move
--------	------	-----	-------------------	--------------	-----------------

Placements of foster children can be tracked in the Name of Foster Children section. Once a foster child is placed in the home, click Add. Clicking Add will open a new screen: Foster Children In Home.

Foster Children In Home : Joanne & Jake Smith

Child Information

Date : 03-29-2012

Name :

DOB :

Date of Placement :

Date of Move :

Reason for Move : (Please select)

Comments :

Enter the foster child's information. When the child is moved, the date and reason need to be entered.

Closure

The screenshot shows a 'Case Closure' form. At the top, there is a 'Date of Closure' field with the value '03/16/2012'. Below this is a 'Reason(s) For Closure (Select all that apply):' section. A list of reasons is displayed, with 'Adoption' and 'Family Needs' highlighted in blue. Red circles are drawn around 'Adoption' and 'Family Needs' in the list. Red arrows point from these circles to the 'Adoption' and 'Family Needs' labels on the right side of the form. Other reasons in the list include Administrative Close, Attending School, Burn out/demands/stress, Change in licensee group, Death of licensee, Difficult foster child(ren), Expectation to work with birth parents, Expenses due to fostering, Frustration with system, Investigation due to allegations of child abuse/neglect, Job demands, and Lack of response.

When a foster home closes, enter the date of closure and choose the reason(s) for closure. Up to 5 reasons for closure can be selected. Once a reason is selected, the reason will appear on the right side of the line. Click the reason again to deselect the reason or click *clear list* at the top of the list.

When Prospective Foster/Adoptive Parents are No Longer Interested

The data base tracks prospective foster/adoptive dropping out at various times during the licensing process.

Data for when a prospective foster/adoptive parent is no longer interested in pursuing licensure prior to attending an orientation is captured under the Inquiry tab on the Foster/Adoptive Parent Inquiry screen.



Foster/Adoptive Parent Inquiry

Existing Foster Parent :

No longer interested in becoming a Foster/Adoptive Parent :

Date :

Reason : (please select)

- (please select)
- Chose infant, international, or other type of adoption
- Do not meet qualifications
- Expectation to work with birth family
- Foster care/adoption is too intensive/too much paper work
- Licensing process is too intensive/too much paper work
- No Response
- Not interested at this time, but maybe interested at a different time
- Not the right time
- Other ==>
- Personal/family health issues
- Relative child moved/went back home

Inquiry Information

*How did you hear about

- (Clear List)
- A Billboard
- A F/A Parent recruitment
- A family member/friend
- A Newspaper Ad
- A Radio Ad
- A TV Ad
- Adopt US Kids

Once the prospective foster/adoptive parent is no longer interested, the worker will no longer receive reminders for follow up.

Data for when a prospective foster/adoptive parent is no longer interested in pursuing licensure, but has attended an orientation is captured under the Certification tab on the Certification Process screen.

Inquiry **Certification** Licensed Special Investigations Training Events Contacts

Certification Process

Agency Information

Date : 3/28/2012

* Name of Agency : Macomb County DHS

* Assigned Worker : Fremont J., Kristine

Secondary Worker : (Please Select Worker)

Smith, Joanne and, Smith, Jake
 123 Main St.
 Clinton Township, MI 55555
 Macomb
 555-555-5555
 smith@hotmail.com

Prospective Information

Date when Individual/Couple attended Orientation

Smith, Joanne 3/2/2012

Smith, Jake 3/2/2012

Date Application was Submitted : 3/9/2012

Date of Environmental Request : N/A

Date of Environmental Results Received : N/A

Not interested in applying to become a Foster/Adoptive Parent

(please select)

Once the prospective foster/adoptive parent is no longer interested, the worker will no longer receive reminders for follow up.

Data for when a prospective foster/adoptive parent is no longer interested in pursuing licensure, but has submitted an application and is currently enrolled is captured under the Licensed tab on the Licensed Foster/Adoptive Home screen.

Inquiry Certification **Licensed** Special Investigations Training Events Contacts

Licensed Foster/Adoptive Home

Agency Information

Date: 3/28/2012

* Name of Agency: Macomb County DHS

* Assigned Worker: Fremont J., Kristine

Secondary Worker: (Please Select Worker)

Smith, Joanne and, Smith, Jake
123 Main St.
Clinton Township, MI 55555
Macomb
555-555-5555
smith@hotmail.com

Licensing

Date of Enrollment: [calendar icon]

Not Completing Licensing Process

(please select) [dropdown arrow]

Date Licensing Packet/Initial Home Study sent to BCAL: [calendar icon]

Date of Licensure: [calendar icon]

License #: [text input]

Date License Expires: [calendar icon]

Once the prospective foster/adoptive parent is no longer interested, the worker will no longer receive reminders for follow up.

Entering Existing Foster Parents

After selecting Foster/Adoptive Parent Information from the FAMCARE menu, type in the name of the current foster parent and press search. **Do not select an agency.**

Help with this page

Foster/Adoptive Parent Database

Agency Search Criteria

Initial Agency Name: (Please select)
Chosen Agency Name: (Please select)

My Search Options

Show My Cases:

Case Search Criteria

Family Last Name:
Family First Name:
Case ID Number: (ex. 241 = 0000241)

Records found: 0. Displaying records N/A.

Action	Agencies	Name(s)	Assigned Worker	First Contact	Packet Sent	Status
Any matching records would be found here.						

If no records are found, click Add. This will open a new screen: Foster/Adoptive Parent Inquiry.

Foster/Adoptive Parent Inquiry

Agency Information

Date :

*Name of Agency :

*Assigned Worker :

Secondary Worker :

Contact Information

Foster/Adoptive ID : **0000156**

*Required Fields

Foster/Adoptive Parent

#	Last Name	First Name	MI	DOB	Gender	Occupation
1.	<input type="text" value="*Smith"/>	<input type="text" value="*Joanne"/>	<input type="text"/>	<input type="text" value="07/07/1979"/>	<input type="text" value="Female"/>	<input type="text" value="School teacher"/>
		Race : <input type="text" value="Other"/>	Other: <input type="text" value="Hispanic"/>		Multiracial : <input checked="" type="checkbox"/>	
2.	<input type="text" value="Smith"/>	<input type="text" value="Jake"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
		Race : <input type="text" value="(Please select)"/>			Multiracial : <input type="checkbox"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
		Race : <input type="text" value="(Please select)"/>			Multiracial : <input type="checkbox"/>	

*Address :

Apt / P.O. Box :

*City/State/Zip : ,

*County :

*Phone : H: C:

Email :

Relationship Status :

Interested In : Adoption Foster Care Adoption and Foster Care

Existing Foster Parent :

No longer interested in becoming a Foster/Adoptive Parent :

Complete all fields in the Agency Information section and Foster/Adoptive Parent section. Check the Existing Foster Parent box. This will allow the worker to bypass the rest of the sections. Click the Licensed tab and complete entering data into the Licensing, Child Demographics for the Foster Home, Child in Home Not Foster, Substitute Caregiver, and Name of Foster Children sections.

Entering Training Events

PRIDE training can be tracked during the licensing process and continuing education/training can be tracked after the foster parent becomes licensed.

Inquiry Certification Licensed Special Investigations **Training Events** Contacts

Training Events

Agency Information

Date : 3/28/2012

*Name of Agency : Macomb County DHS

*Assigned Worker : Fremont J., Kristine

Secondary Worker : (Please Select Worker)

Smith, Joanne and, Smith, Jake
123 Main St.
Clinton Township, MI 55555
Macomb
555-555-5555
smith@hotmail.com

Pride Training

Refresh Add

Action	Attendee	Session Date	Session	Comments
--------	----------	--------------	---------	----------

Other Training

Refresh Add

Action	Attendee	Training Date	Training Name	Training Format
--------	----------	---------------	---------------	-----------------

To add training, click the Training Events tab. To enter orientation and PRIDE training sessions, click Add under PRIDE training. Clicking Add will open a new screen: PRIDE Training.

PRIDE Training : Joanne & Jake Smith

Training Information

Training Date : 03-29-2012 

Attendee Name : Joanne and Jake Smith

Session Information

* Session : (Please select)
Orientation
Session 1 & 2
Session 1
Session 2
Session 3

Orientation - Hours : 3

Session 1 & 2 - Hours : 3

Total Hours : 6

Training Agency : Macomb County DHS

Comments :

Enter the attendees names. Choose the sessions attended and the length of time for the training. Then choose the agency presenting the PRIDE training.

To enter continuing education/training, click Add under Other Training. Clicking Add will open a new screen: Other Training.

Other Training : Joanne & Jake Smith

Training Information

Training Date : 03-29-2012 

Attendee Name : Joanne Smith

Name of Training : Attachment

Format of Training : Class Room

Training Hours : 1 (Must Be Numeric and At Least One Hour)

Training Agency : Bethany Christian Services

Comments :

Complete all fields. For Name of Training, select the topic the training is covering and use the text box to type in the name of the training.

Entering Contacts

To enter contacts, click the Contacts Tab and click Add.

Inquiry Certification Licensed Special Investigations Training Events **Contacts**

Contacts

Agency Information

Date : 3/28/2012

*Name of Agency : Macomb County DHS

*Assigned Worker : Fremont J., Kristine

Secondary Worker : (Please Select Worker)

Smith, Joanne and, Smith, Jake
123 Main St.
Clinton Township, MI 55555
Macomb
555-555-5555
smith@hotmail.com

Contact Information

Refresh Add

Edit	Date of Contact: 3/22/2012	Type of Contact: Face to Face at a home visit
Person Making the Contact: Kristine Freemont		Individuals the Contact was With: Joanne and Jake Smith
Location of the Contact: The Smith Home		
Notes: Interviewed Joanne and Jake together and viewed the entire home.		

Clicking Add will open a new screen: Foster/Adoptive Parent Contact.

Foster/Adoptive Contact

Contact Details

Date :

Type Of Contact : (Please select)

Person Making Contact :

Individuals the Contact was With :

Location of Contact :

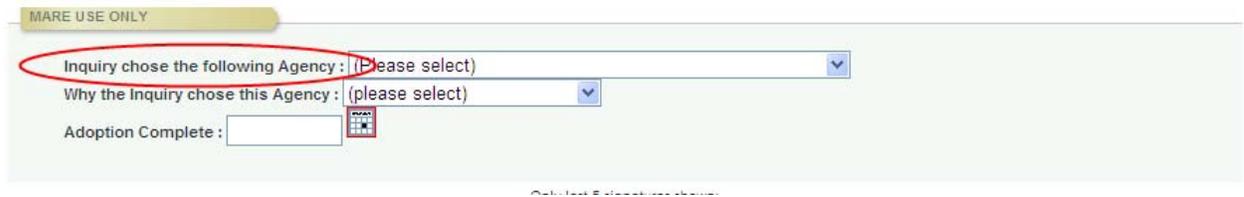
Notes :

All fields need to be completed. However, Location of Contact is only completed when a face to face contact is made.

MARE, Adoption Navigator, and Foster Care Navigator Inquiries

MARE staff, Adoption Navigators, and Foster Care Navigators follow the same procedure for entering a new foster/adoptive inquiry. Adoption Navigators and Foster Care Navigators will have access to all inquiries to provide support and guidance to prospective foster and adoptive parents. Foster Care Navigators will provide support and assistance through the licensing process and through the first foster child placement.

Adoption Navigators will provide support and assistance until the adoption is completed. Adoption Navigators will need to complete the MARE Use Only section on the Foster/Adoptive Parent Inquiry screen.



MARE USE ONLY

Inquiry chose the following Agency : (Please select)

Why the Inquiry chose this Agency : (please select)

Adoption Complete :

Adoption Navigators will assist prospective adoptive parents in choosing an agency. Even after the inquiry chooses an adoption agency, Adoption Navigators need to continue to monitor the inquiry for support.

Special Investigations

Special Investigations are tracked under the Special Investigations tab. To add a special investigation, click Add.

Inquiry Certification Licensed **Special Investigations** Training Events Contacts

Special Investigations

Agency Information

Date:

* Name of Agency:

* Assigned Worker:

Secondary Worker:

Smith, Joanne and, Smith, Jake
123 Main St.
Clinton Township, MI 55555
Macomb
555-555-5555
smith@hotmail.com

Investigation Details

[Refresh](#) [Add](#)

Clicking Add will open a new screen: Foster/Adoptive Special Investigation.

Foster/Adoptive Special Investigation

Rules Listing

[Refresh](#) [Add](#)

Action	Rule Violation	Outcome
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Investigation Details

Date of Initiation:

Date of Completion:

If Past 45 Days, Reason For Delay:

Date the Corrective Action Plan signed:

Date the Corrective Action Plan Completed:

Foster Home Demographics

Caregiver 1:
Name: Smith, Joanne DOB: 07/07/1979 Gender: Female
Race/Ethnicity: Hispanic Occupation: School teacher
Relationship Status: Married

Caregiver 2:
Name: Smith, Jake DOB: Gender:
Race/Ethnicity: (Please select) Occupation:

Click Add to enter alleged rule violations. Clicking Add will open a new screen: Foster/Adoption Special Investigation Rules Violation. Click *Click Here to Select a Rule*. A new screen will open with all licensing rules. Choose the alleged licensing rule

violation. Only one rule can be selected at a time. Additional alleged rule violations can be selected by clicking Add on the Foster/Adoptive Special Investigation screen.

Foster/Adoptive Special Investigation Rules Violation

Rule Violation Detail

[Click Here to Select Rule](#)

Findings : Compliance Non-Compliance

After the special investigation is completed, click Edit, under the Investigation Details on the Special Investigations screen.

Investigation Details

[Refresh](#) [Add](#)

	Alleged Rule Violation: 202(b) - Found In Non-Compliance 202(d) - Found In Non-Compliance	Date of Initiation: 3/2/2012	Date of Completion: 3/23/2012
If Past 45 Days, Reason for Delay:			
Date the Corrective Action Plan Signed: 3/23/2012			
Date the Corrective Action Plan Completed: 3/29/2012			
Demographics of Foster/Adoptive Home:			
Caregiver 1:			
Name: Smith, Joanne DOB: 07/07/1979 Gender: Female			
Race/Ethnicity: Hispanic Occupation: School teacher			
Relationship Status: Married			
Caregiver 2:			
Name: Smith, Jake DOB: Gender:			
Race/Ethnicity: (Please select) Occupation:			

Only last 5 signatures shown:

Then click Edit under Rules Listing on the Foster/Adoptive Special Investigation screen.

Foster/Adoptive Special Investigation

Rules Listing

[Refresh](#) [Add](#)

Action	Rule Violation	Outcome
	202(b): Household member shall: Have a temperament, habits, and reputation that will not impair the care	In Non-Compliance
Edit	202(d): Household member shall: Be willing to accept a foster child into the foster home as a member of the household	In Non-Compliance

Then click if the foster family was found in compliance or non-compliance.

Foster/Adoptive Special Investigation Rules Violation

Rule Violation Detail

Alleged Rule Violation : 202(b): Household member shall:
Have a temperament, habits, and reputation that will not impair the care

Findings : Compliance Non-Compliance

Transferring a Current Foster Home to a New Agency

After all three parties, the foster parent, the transferring agency, and the accepting agency have agreed on the transfer, the transferring agency will change the agency in the foster parents' case to the accepting agency.

The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: 'Inquiry', 'Certification', 'Licensed', 'Special Investigations', 'Training Events', and 'Contacts'. The 'Licensed' tab is highlighted in yellow and circled in red. Below the navigation bar, the title 'Licensed Foster/Adoptive Home' is displayed. Underneath, there is a section titled 'Agency Information'. This section contains several fields: 'Date' with the value '3/28/2012', '* Name of Agency' with a dropdown menu showing 'Macomb County DHS' (circled in red), '* Assigned Worker' with a dropdown menu showing 'Fremont J., Kristine', and 'Secondary Worker' with a dropdown menu showing '(Please Select Worker)'.

Once the transferring agency has selected the accepting agency, the foster home information will only be seen by the accepting agency.

The same process can be used for transferring an inquiry or when a foster/adoptive parent chooses to change agencies during the licensing process.