

# Family User Guide

Welcome to the new MARE website! Agency workers and families from around Michigan gave input on what they would like to see in our website and we believe we have created a user-friendly site that you can navigate with ease. **As of June 2013, Phase I** of the new website will roll out. **Phase II is expected to follow in late Summer 2013** with even more usability for families. We will update this user guide at that point to assist with navigating the 'Family Dashboard'. We are eager for you to use the new website and welcome any feedback you may have.

Please email [Loren\\_Sanders@judsoncenter.org](mailto:Loren_Sanders@judsoncenter.org) with any comments or suggestions.

The first time you visit the new website you will have access to most areas, including viewing the photo listings, videos of the waiting youths, accessing resources, and the MARE newsletters. In order to inquire about a child you must become a 'Registered Family'.

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## How to Register for the MARE Website

Root > User Registration

### Create an Account with MARE

The MARE website requires users to create a username and password to access all of its features. Please complete the form below to obtain full access.

**\*Michigan Families Interested in Adoption** - If you are a family interested in making an inquiry on a child, you must create a login. You will be granted immediate access to the inquiry management system.

**\*Michigan Adoption Workers** - If you are a Michigan adoption worker in need of access to manage child or family cases, your account will need to be verified. Please allow up to 24 business hours for your account to be activated. You will receive an email confirming your account.

**\*Families & Workers Outside of Michigan** - At this time, access to the inquiry portion of the MARE website is only available to Michigan families and workers. All of the features available on this site, (including the ability to inquire on Michigan's waiting children) are available to **all families and workers** on [Adopt US Kids](#). Please create a profile [here](#) to place inquiries if you reside outside of Michigan.

If you have difficulty with this form, please contact MARE at 800-589-6273 or complete [Contact Us](#) form.

All fields are required:

**First Name:**

**Last Name:**

**Email:**  
 Your email address will also be your username when you login

**Password:**  
 Passwords must be at least 7 characters

**Password Confirm:**

**I am registering as:**

A family interested in adoption

An adoption worker

**SUBMIT**

Press "I am registering as: A family interested in adoption" and press "Submit"

You will receive an email confirming your registration and then will have access to the other features of the MARE website! **Log in** by clicking "Login" in the upper right hand corner

**User Log In**

Username:

Password:

**Login**  Remember Login

**Register** **Retrieve Password**

800.589.6273

[mare@judsoncenter.org](mailto:mare@judsoncenter.org)

[www.mare.org](http://www.mare.org)

To view the children's photolistings, click on "For Families" and "Meet the Children"

FOR FAMILIES FOR PROFESSIONALS FOR YOUTH RESOURCES CONTACT US

## For Families

Root > For Families

**New to Adoption**  
Learn about adoption through foster care & find an agency near you.  
[Learn More](#)

**Workers**  
Complete required forms, view waiting families & contact MARE staff.  
[Learn More](#)

**Meet the Children**  
Explore our database of children waiting to find permanent, loving homes.  
[Learn More](#)

**Family Resources**  
Find post-adoption information and other resources.  
[Learn More](#)

**View Waiting Children**

- [Impairment Level Guidelines](#)
- [Recently Matched](#)
- [Listed Children Statistics](#)
- New to Adoption**
- [FAQs](#)
- [Outside Michigan Links & Resources](#)
- [Find a Licensed Agency](#)
- [Adopting a Child in Michigan](#)
- [Adopting an Older Child](#)

### About the "Waiting Children" Listing

- Waiting children are organized with the longest waiting children at the top of the list.

- To read more about the child, click on their name.

- If the child is being photolisted with a sibling they must be adopted with, their names will be connected

- Using the options outlined above, you can filter the listing by unselecting "male" or "female" to view only boys or only girls, and select an age range. Click "Advanced Search" for more search criteria.

- Select if you would only like to view children who have an "Open," "Reviewing Matches" or "Pending Placement" statuses. Read more about Placement Status on the next page.

## View Waiting Children

Root > For Families > View Waiting Children

### Waiting for Adoption ADVANCED SEARCH

Male  Female Age  to   Open  Reviewing Matches  Pending Placement

**LUKE** > OPEN Listing #C05962  
Male  
15 years old  
White

Luke, like his brother Gene, is a very engaging and likable young teen. He enjoys spending one on one time with his caregivers. Luke loves football and has played in the Pop Warner program for the past several years. He notes, "My favorite part about Pop Warner is being part of a team!" Like Gen...

**BRANDON** > OPEN Listing #C06089  
Male  
16 years old  
American Indian/Alaskan Native

Brandon can be a very caring and gentle teen who is playful, considerate and "genuine." He tries hard to please and enjoys receiving positive attention from others. Brandon has been involved in raising baby chickens, roosters and tending to horses. He enjoys being around and taking care of animals. ...

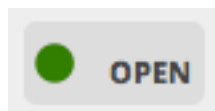
**Siblings:** [MICHAEL](#) »

**MICHAEL** > OPEN Listing #C06090  
Male  
13 years old  
American Indian/Alaskan Native

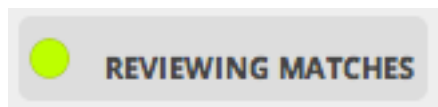
Michael, who goes by Mike, is a young boy who is easy to talk to and respectful of others. He loves outdoor activities and plays well with others. Mike is open and honest when having a conversation and shows compassion for people and animals. He has a lot of friends in school and enjoys having them ...

**Siblings:** [BRANDON](#) »

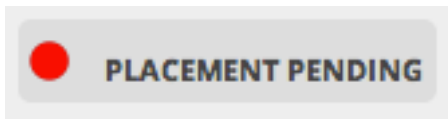
## About Placement Statuses



“My worker is ready to hear about your family to see if we are a good match. Please inquire today!”

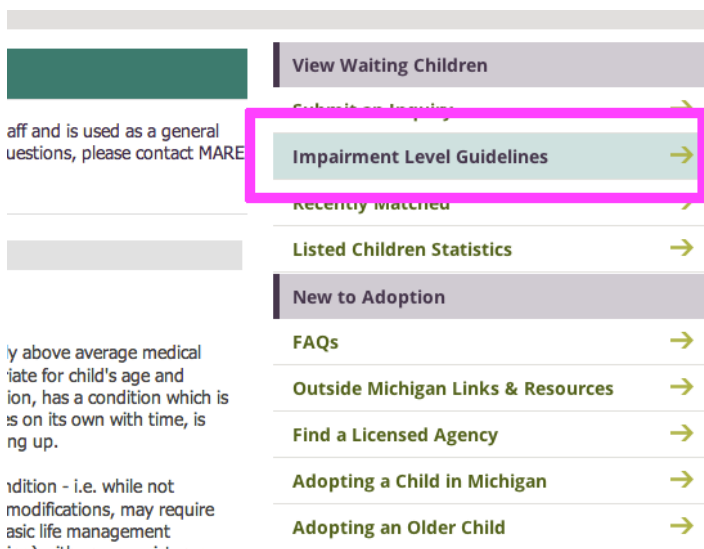


“My worker is busy reading and reviewing all of the homestudies sent recently. If my forever family isn't within these, my worker will let you know by changing my status back to Open.”



“I am almost matched with my forever family! We are having meetings and visits, and soon we will go to court so I can be legally placed with my new family and removed from the MARE website.”

Read more about impairment levels by viewing:



Browse Frequently Asked Questions, resources, agency information, and information about different MARE programs such as the Adoption Navigators and the Family Registry.



## Inquiring on Children


After browsing the children's profiles, if you are interested in learning more about a specific child, please complete an inquiry for them.

### About LUKE

Listing #C05962

**ADD TO INQUIRY**

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LUKE, 14

SHANE CARLEN

● PLACEMENT PENDING

Luke, like his brother Gene, is a very engaging and likable young teen. He enjoys spending one on one time with his caregivers. Luke loves football and has played in the Pop Warner program for the past several years. He notes, "My favorite part about Pop Warner is being part of a team!" Like Gene, Luke enjoys fishing and being outdoors.

Luke has overcome a turbulent past and is doing his best to manage his emotions. He is learning how to improve his problem solving techniques and his reactions to his daily stresses. Luke is working on building and maintaining positive peer relationships. He is learning how to manage his feelings towards his adoption goal.

Luke is in need of an adoptive family who will provide him with a loving, patient and structured home. The family must be willing to advocate for Luke in school and in the community. The adoptive family must be willing to continue and seek out any support services that would be beneficial for Luke. The family must be encouraging and establish a loving and trusting relationship with him. Luke will need a family who will be patient and supportive as he adjusts to a new adoptive home. It will be important for Luke to maintain contact with his brother Gene (C05963).

New Feature

Inquire on multiple children at once by pressing "Add to Inquiry" and then returning to the listing to continue to read profiles.

Print this page

**Male**  
**15 years old**  
**White**

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**Siblings:**  
 None

After inquiring, the selected child will appear under the "New Inquiry" section of your family dashboard.

### Submit an Inquiry

Root > For Families > View Waiting Children > Submit an Inquiry

To begin an inquiry, click the Add to Inquiry button from any child photolisting page

RETURN TO LIST >

**New Child Inquiries**

*Be sure to complete the form below and click Submit Inquiry at the bottom of this page to send your request.*

Name	Gender	Age	Siblings	
LUKE	Male	15	0	<a href="#" style="color: purple; text-decoration: underline;">REMOVE FROM INQUIRY</a>

Click on "Return to List" to view the photolistings again.

As you read profiles, watch videos, and get to know some pretty amazing kiddos, we hope that you will inquire on any child that you would like to learn more about. Every inquiry you submit will be reviewed and considered by the child's adoption worker. With the added functionalities of our new website, you will now have a better way to manage your personal inquiry history. **No more paper letters will be mailed to your home or to any workers!** Workers will receive instant notification of your inquiry which will streamline the inquiry process.

### New Child Inquiries

Be sure to complete the form below and click Submit Inquiry at the bottom of this page to send your request.

Name	Gender	Age	Siblings	
LUKE	Male	15	0	<a href="#">REMOVE FROM INQUIRY</a>
CALVIN	Male	16	0	<a href="#">REMOVE FROM INQUIRY</a>

**Please Note:** Children waiting for adoption have suffered multiple losses. Oftentimes the only link a child has to his or her past is a sibling. Whenever possible workers try to recruit for and place siblings together. If you request information about one child who is featured as part of a sibling group, the siblings will automatically be added to the inquiry as well. You will automatically be inquiring about all of the siblings listed together, denoted with a sibling icon in your inquiry list. Sibling splits are considered only as a last resort.

#### Your Information

First Name\*

Last Name\*

Gender

Male  Female

#### Partner Information

First Name (2nd Parent)

Last Name (2nd Parent)

Gender

Male  Female

#### Contact Information

Street\*

City\*

State: MI

Located outside of Michigan? Please contact [AdoptUSKids](#).

**When you are ready to proceed and submit your inquiry, fill out "Your Information" as thoroughly as possible.** We collect your contact information, basic demographic information, and your worker information. Your demographic information is for internal purposes only and we utilize this information when applying for our contracts with the State of Michigan and further funding sources.

Race -- Select a value --	Race -- Select a value --	County* Washtenaw
Marital Status -- Select a value --	Marital Status -- Select a value --	E-mail* loren_sanders@judsoncc
I/We have a current foster care license* <input type="radio"/> Yes <input checked="" type="radio"/> No	Approved Adoption Homestudy / Family Assessment* <input type="radio"/> No <input checked="" type="radio"/> In Progress	Phone* (734) 528-2042

If you do not have a worker at the agency, or if you are waiting for a worker to be assigned, select "No Family Worker Assigned" and then "Submit Inquiry"

Please tell us about others currently living in your home (birth/adopted/foster children, relatives, exchange students, pets, etc.)

If you wish, please feel free to share any parenting experience, family strengths, interests, any adoption training, or anything else you feel may be important.

#### Adoption Worker Information

Family Worker

No Family Worker Assigned

Worker Name

Agency Name

Agency Phone #

Worker Email

Agency Address

Agency City

State

MI

Agency Zip Code

If you cannot find your worker in the list, select "My Family Worker is Not Listed" and add your workers information. MARE staff will be notified and will follow up with this worker to address your child inquiry.



**SUBMIT INQUIRY**

If you have any problems submitting your inquiry, please don't hesitate to contact MARE staff as we continue to improve the new website.

Once you submit the inquiry, you will be taken to the top of the page and you'll see "Your Child Inquiry changes have been saved." This message means your inquiry for those children has been sent to MARE, the children's workers, and your worker.

## Submit an Inquiry

Root > For Families > View Waiting Children > Submit an Inquiry

To begin an inquiry, click the Add to Inquiry button from any child photolisting page

Your Child Inquiry changes have been saved.

RETURN TO LIST >

### Existing Child Inquiries Already Submitted

This list includes all past child inquiries that were submitted by you, or your Adoption Worker

Name	Gender	Age	Siblings	Date of Inquiry	
BRANDON	Male	16	1	06/03/2013 12:26 PM	
MICHAEL	Male	13	1	06/03/2013 12:26 PM	
Amelia	Female	11	1	06/06/2013 10:00 AM	
ASHLEY	Female	15	0	06/07/2013 10:16 AM	
CHRISTINA	Female	16	1	06/07/2013 10:16 AM	
DAVID	Male	12	1	06/07/2013 10:16 AM	
CALVIN	Male	16	0	06/08/2013 09:59 AM	

You will also receive an automated email confirming your inquiry was successfully submitted.

### MARE adoption inquiry submitted

Inbox x



mare@judsoncenter.org

9:59 AM (11 minutes ago) ☆



to me ▾

Your Michigan youth adoption inquiry has been submitted. Your caseworker and the child(ren)'s caseworker have both been notified of your inquiry. Please contact your family worker if you have any questions regarding this inquiry.

[Login to view your inquiries](#)

### Pro Tip

Please add [mare@judsoncenter.org](mailto:mare@judsoncenter.org) to your contact list to ensure emails from our website do not filter in to your Spam folder!

By clicking "Login to view your inquiries," you will be sent back to the website to view **your inquiry history**.

**We are so excited about this new website and hope you find it easier in supporting your journey towards your forever family! If you have any questions, concerns, comments, or praise please contact MARE staff.**

# Photolisting a Child or Sibling Group on MARE

Child Worker submits 1-Child Entry Form, 2-Child Specific Recruitment Plan, 3- Confirmation of Conversation and 4-Photo to MARE Communication Specialist, Brandon Monzon.

Within 14 days, child will be available on mare.org  
 If Recruitment Plan does not meet Best Practice, worker will receive contact from MARE Social Work Staff offering technical assistance. Worker must resubmit Plan or corrections within 14 days. Within 5 days of photolisting, MARE will email Matches-potential matches from the Family registry.

MARE will send an Inquiry letter once a prospective family is interested in the child. The inquiry letter contains the families contact information and their worker's information. Inquiry letters can be for approved families or in-process families, working to complete their home study.

Date Stamp the first inquiry received. Child worker will review all the home studies from the inquiries received and determine the best, most appropriate family. Worker has 21 days from the date of the first inquiry received to select the most appropriate family. Worker must contact every family worker to report if the family is being considered or not. MARE will send Follow Up form 30 days after each inquiry for worker to complete and return to MARE Intake Specialist. Child worker will continue to get monthly Match emails of families from the MARE Family registry.

If no appropriate family inquires, continue recruitment efforts. If the child is still photolisted after 6 months, worker must contact MARE Communication Specialist to schedule a personal video.

If after 12 months, the child is not match or adopted, worker must update and resubmit the child.

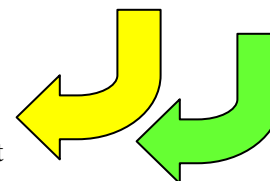
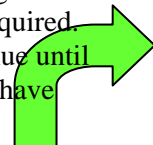
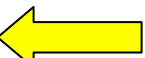
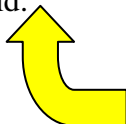
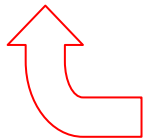
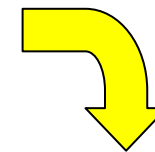
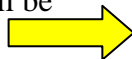
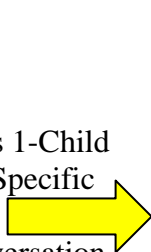
If after reading the Child's assessment the family is no longer interested, family worker will return the child's packet. Child worker will then go to the next best family who inquired. This process will continue until all appropriate families have been considered.

Once the Child Worker has selected 1 family to consider, Child Worker will send the child's packet to the Family's Worker to review with the family. The family has 21 days to review the child's assessment and make a decision.

The family decides to move forward with placement. \*\*\* The Child Worker will place the child on hold by completing a Recruited Family Hold and sending the signature page of the AFA to MARE Data Analyst, Chaely Chartier. Child is removed from mare.org

Once the child is legally placed, Worker sends Order Placing Child- PCA-320 to MARE Data Analyst. MARE no longer tracks the child.

If still on hold after 6 months, worker must complete 6 month hold report.



\*\*\* There is nothing in Policy that determines when to place the child on hold. Some agencies require 3 good visits between the recruited family and child.