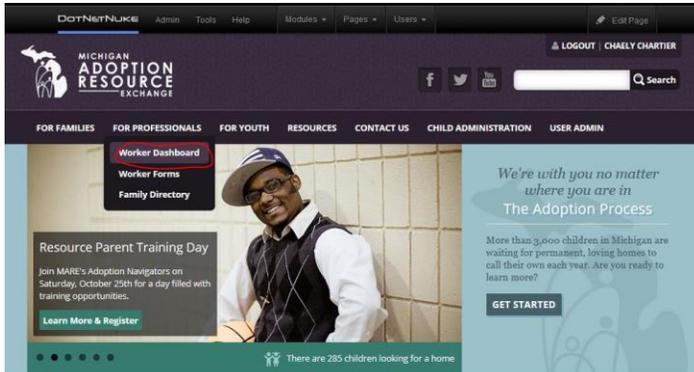


## Changing the Status Of A Registered Case

This tutorial will explain how to edit the details of a case that is already registered; specifically how to change their hold or photolisting status.

1. Visit your dashboard, located under the “For Professionals” tab.



2. Locate the case you would like to edit & click the child’s name.
  - a. If it is not available to click & says “file unavailable pending approval” in the right column, this means there are already changes waiting to be approved by a MARE admin. You may not view or edit the file until the pending changes have been approved.
    - This usually takes a couple of days for a change & a couple of weeks for a case that is waiting to be photolisted. Contact the MARE office if yours has been pending for longer than this. We may be waiting for outstanding information in order to complete your request.
    - If you need to make a change while your file is in this state, contact MARE. An admin can access & edit your file for you, or retrieve information from it while it is in this state if it is an emergency.
3. Correct or update any necessary basic child demographic information at the top of the page.
4. If anything about the child’s placement has changed, update the next section, called “registration status”.
  - a. The dropdown box labeled “Status\*” will give a variety of hold status options.
    - The [HELP](#) link next to the “Registration Status” header will provide more information about what each of the options in the Status dropdown menu mean, if you need additional guidance. Please also feel free to contact MARE to help you decide which option is best for your case.

REGISTRATION STATUS [HELP](#)

Photolisted? Check if this child needs to be photolisted. Uncheck to remove child from photolisting

Status\*

Foster Parent

The statuses of GOAL CHANGE, AGE OUT, OTHER, and NO CONSENT require administrative approval. Please contact MARE to discuss this case if you are selecting one of these statuses.

Continued on the next page

5. If the current hold is no longer a viable placement & you need to photolist the youth, check the “Photolist?” button at the top of the section. The dropdown menu beneath it will now provide new options. Choose “open” to open this listing to the public once it is completed & approved.
  - a. Don’t worry if there is still a family name & hold date filled in below. We will leave that alone for our records & when a new family is selected, we will overwrite it with the new family info.

Photolist? Check if this child needs to be photolisted. Uncheck to remove child from photolisting

Status\*

Open

The statuses of GOAL CHANGE, AGE OUT, OTHER, and NO CONSENT require administrative approval. Please contact MARE to discuss this case if you are selecting one of these statuses.

6. If you have chosen to switch TO a photolist status, you will be required to provide additional information below. Those fields will be indicated with red asterisks (\*) & must be completed in order to submit your hold change form.
  - a. There are additional documents that need to be uploaded. Recruitment plan, consent booklet signature page, & photo. If you do not have these we will contact you by email.
  - b. If you would like to fill out the “What I Want People To Know” & “What Others Say” tabs, those are optional but they help us build a more robust, personalized narrative about each child. We recommend taking a look at them & filling out as much as you & each child are comfortable sharing. Those can be provided to us at a later date, as well.
7. If the child is photolisted & you are placing them on a hold status, uncheck the “photolist” button, select a hold status & fill in the HOLD status questions below. Upload your intent document if it is available.
  - a. If another family name was filled in from a previous hold, just delete it & fill in the new one.
  - b. *You will not be able to edit the hold date if there was already one filled in from a previous hold. That will update itself automatically upon approval by an admin.*
  - c. If you do not have an intent document at this time, you may come back & upload it after the hold form has been approved.

Photolist? Check if this child needs to be photolisted. Uncheck to remove child from photolisting

Status\*

Recruited Family

The statuses of GOAL CHANGE, AGE OUT, OTHER, and NO CONSENT require administrative approval. Please contact MARE to discuss this case if you are selecting one of these statuses.

**HOLD Status Questions**

Family's Name\*  Child Living at Home?\*

Yes  No

Date of Hold  Intent to Adopt Signature Page Upload

**PHOTOLIST Status Questions**

Are foster parents or relatives interested in adopting this child?

Yes  No

Is there another interested family at this time?

Yes  No

Continued on the next page

8. You do not need to add yourself as the worker on the Worker/Agency tab. You are already assigned as the worker if you are able to view & edit the file. You only need to make changes in this tab if you are adding a supervisor or recruiter, or if you are removing yourself from the case AND adding a new primary worker to replace yourself.
  - a. There can only be 1 primary worker assigned. There can be as many supervisors & recruiters as the case requires.
9. Click "submit" at the bottom of the page when you are finished making all changes.
10. A list of the changes that you just made will appear on the page. Take a screenshot & save this for your records.
11. Once an admin reviews the changes, they will approve the file & you should receive a confirmation email.