

Getting to know the Family Profiles (worker)

Navigate to a family profile by selecting a family from your “My Adoption Worker Families” section on your Worker Dashboard. You will not be able to access family profiles if you don’t have any MARE families assigned to you. If you *do* have MARE families, but they do not appear on your dashboard, they may not have a profile created, or they may not have you selected as their worker. *Contact MARE with the family name & last known email address to troubleshoot this issue.*



Click the name of a family from your list to open their profile to view & edit.

Next, we'll take a look at what is inside each family profile.

This is an example of a family who is listed on the family registry (or has been at some point). You can tell because they have a “Listing #” at the top of the page. All families should have their required information filled in, even if they are not a registry family. Required info is denoted by a red asterisk (*).

Family Name: Elizabeth . (ID# 892)
Listing #: F08389

Basic Information		Adoption Worker	Approvals	Registry Information	
Your Information First Name* <input type="text" value="Elizabeth"/> Last Name* <input type="text"/> Date Of Birth* <input type="text" value="05-11-1973"/> Marital Status* <input type="text" value="Single"/> Race* <input type="text" value="White"/> Gender <input checked="" type="radio"/> Male <input type="radio"/> Female Occupation <input type="text"/> Religious Preference <input type="text" value="Catholic"/>		Partner Information First Name (2nd Parent) <input type="text"/> Last Name (2nd Parent) <input type="text"/> Date Of Birth <input type="text"/> Marital Status <input type="text" value="-- Select a value --"/> Race <input type="text" value="Other"/> Gender <input checked="" type="radio"/> Male <input type="radio"/> Female Occupation <input type="text"/> Religious Preference <input type="text" value="-- Select a value --"/>	Contact Information Family's Street Address* <input type="text"/> City* <input type="text" value="Lake Odessa"/> State: MI <small>Located outside of Michigan? Please contact AdoptUSKids.</small> Zip Code* <input type="text" value="48849"/> County* <input type="text" value="Ionia"/> Family's Email* <input type="text"/> Family's Phone* <input type="text"/> Secondary E-mail <input type="text"/> Secondary Phone <input type="text"/>		
<input type="button" value="SUBMIT"/>					

The next tab is where the adoption worker is set. Anyone can change this (family, worker, admin). Only MARE admins can select or change a navigator.

Family Name: Elizabeth (ID# 892)
Listing #: F08389

Basic Information **Adoption Worker** **Approvals** **Registry Information**

Adoption Worker Information

Please select your family worker from the drop down menu below. If your worker is not listed, please select either 'No Family Worker Assigned' or 'My Family Worker is not Listed' and complete all fields so that we may contact your worker and ask them to register for the MARE website.

Family Worker*

Simpson, Charlene

Family Navigator Information

(Administrators Only) Please select the family's navigator from the drop down menu below.

Family Navigator

-- Select a value --

SUBMIT

The Approvals tab is where the family or their worker requests that they be added/removed from the registry. They do so by selecting Yes or No from the left side of the page.

This is also where a MARE admin will confirm their addition or removal from the registry. An admin/navigator does this by selecting Yes or No from the right side of the page. Neither the worker, nor the family is able to check the buttons on this side of the page.

Without both "Yes" buttons checked, a profile will not appear in the family registry.

Basic Information **Adoption Worker** **Approvals** **Registry Information**

Approved for Family Registry Listing

Yes No

Families must have an adoption worker assigned before they can be approved for a Family Registry Listing.

List in Family Directory

Yes No

Selecting Yes above will place this family's profile on the MARE Family Registry, which can be viewed by Michigan adoption workers.

Approved Homestudy Upload

Choose File

SUBMIT

Continued below

The Registry Information tab has multiple sections.

The top section is Descriptive Information. This is where families can provide their own written narrative & upload a photo for display on the registry. Navigators may edit this as they see fit. This requires admin/nav approval before it is posted publicly to their registry profile. *Click “yes” to approve the changes above.*

Basic Information **Adoption Worker** **Approvals** **Registry Information**

Descriptive Information

REQUIRES APPROVAL:

Family Description

Elizabeth is a single, professional woman and mother with cross cultural adoption experience, who finalized her daughter's adoption in August of 2013 (DOB:). Elizabeth has earned a Master's Degree in Education and Counseling Psychology. She has also received specialized trainings through her mental health career experience in residential care settings. In addition, she has experience working as a special needs advocate for college

Upload Family Photo

Choose File

Approved?

Yes No

The next section is Experience Information. The family, worker or a MARE admin can fill this out.

Experience Information

Children currently in home:

First Name	Date of Birth	Gender	Race	Relationship	No longer at home
12-13-20XX	Female	Black	Affiliate	Adoptive	<input type="checkbox"/>

ADD ANOTHER CHILD

Family has foster care experience

Yes No

Approved Adoption Homestudy / Family Assessment?

No In Progress Yes

Family has adoption experience

Yes No

Family is currently licensed for foster care

Yes No

Continued below

The next section below is Child Characteristics. Workers can only fill out the right side to show what children the families are actually approved for. Families can only fill out the left side if they would like to

narrow down the field that they are approved for. *For example, the family might be approved for M-F ages 2-12, but they might only want MARE to match them with Females ages 6-10. As long as their request fits within their approved range, we will try to accommodate the family in that manner.* *This is not a required field.

There is a link to our Impairment Guideline handout in PDF format at the bottom of this section to help explain the Physical, Emotional, Mental & Learning Impairment levels more clearly.

Child Characteristics	
REQUESTED INFORMATION <p>TO BE COMPLETED BY THE FAMILY. This section is designed to allow you to express your family's preferences for adoption matching. This will aid MARE in providing your family with appropriate and relevant suggested child matches. This section can be updated as frequently as you like; but PLEASE NOTE that your preferences CANNOT exceed what your family is approved for as specified by your adoption worker in the Approved Information column.</p>	
Child Gender <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Both Age Range Minimum <input type="text" value="5"/> Maximum <input type="text" value="8"/> Siblings? <input type="radio"/> Yes <input checked="" type="radio"/> No No. of Siblings <input type="text" value="0"/> Race of Child <input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> MultiRacial <input type="checkbox"/> Other Physical Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe Emotional Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe Mental Level <input type="radio"/> None <input checked="" type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe Learning Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe	APPROVED INFORMATION <p>TO BE COMPLETED BY THE ASSIGNED ADOPTION WORKER. This section is to identify the child characteristics this family is approved for per the Recommendation section of the BCAL-3130.</p> <p>Child Gender</p> <p><input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Both</p> <p>Age Range Minimum <input type="text" value="5"/></p> <p>Maximum <input type="text" value="8"/></p> <p>Siblings? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>No. of Siblings <input type="text" value="0"/></p> <p>Race of Child</p> <p><input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> MultiRacial <input type="checkbox"/> Other</p> <p>Physical Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe</p> <p>Additional Comments <input type="text"/></p> <p>Emotional Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe</p> <p>Additional Comments <input type="text"/></p> <p>Mental Level <input type="radio"/> None <input checked="" type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe</p> <p>Additional Comments <input type="text"/></p> <p>Learning Level <input type="radio"/> None <input type="radio"/> Mild <input checked="" type="radio"/> Moderate <input type="radio"/> Severe</p> <p>Additional Comments <input type="text"/></p>
<small>For more information about impairment levels, please read our Impairment Level Guidelines.</small>	

The final section is a list of specific child behaviors. Families can fill this out to let MARE know if there are any specific child behaviors that we might be aware of that they are unable or unwilling to

accommodate in their home. *This helps us make better matches, so we don't knowingly match a child who has a history of fire-starting with a family who has had a negative experience with that in the past & is not willing to deal with it again, for example.* *This is not a required field.

Child Behaviors: A Closer Look	
<p>For us to better understand the child(ren) you would like to have in your home, please take a minute to go through this list of potential behaviors or impairments that children may have. Indicate if you are unwilling to accept a child with that characteristic by checking the box. If you select "Other," please give more detail.</p>	
Physical	Emotional
<input type="checkbox"/> All Physical <input type="checkbox"/> Premature Birth <input type="checkbox"/> Amputee <input type="checkbox"/> Asthma <input type="checkbox"/> Blindness <input type="checkbox"/> Cancer <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Craniofacial Anomalies <input type="checkbox"/> Cystic Fibrosis <input type="checkbox"/> Deaf - Complete <input type="checkbox"/> Dwarfism <input type="checkbox"/> Encopresis <input type="checkbox"/> Enuresis <input type="checkbox"/> Epilepsy <input type="checkbox"/> Fetal Alcohol Syndrome <input type="checkbox"/> Fetal Alcohol Spectrum Disorder (FASD) <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Muscular Dystrophy <input type="checkbox"/> Neurofibromatosis <input type="checkbox"/> Paralysis - Partial Paraplegic <input type="checkbox"/> Respiratory Problems <input type="checkbox"/> Rheumatoid Arthritis <input type="checkbox"/> Scoliosis <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Sickle Cell Anemia <input type="checkbox"/> Speech Disorder <input type="checkbox"/> Spina Bifida <input type="checkbox"/> Tourette Syndrome <input type="checkbox"/> Hearing Loss - Partial <input type="checkbox"/> Heart Defect <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Wheelchair Dependent <input type="checkbox"/> Other Physical	<input type="checkbox"/> All Emotional <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Adjustment Disorder <input type="checkbox"/> Anorexia <input type="checkbox"/> Bulimia <input type="checkbox"/> Attachment Disorder <input type="checkbox"/> Bipolar Disorder <input type="checkbox"/> Conduct Disorder <input type="checkbox"/> Depression <input type="checkbox"/> Generalized Anxiety Disorder <input type="checkbox"/> Obsessive Compulsive Disorder <input type="checkbox"/> Oppositional Defiant Disorder <input type="checkbox"/> Post Traumatic Stress Disorder <input type="checkbox"/> Psychosis <input type="checkbox"/> Reactive Attachment Disorder <input type="checkbox"/> Schizophrenic Affective Disorder <input type="checkbox"/> Schizophrenia <input type="checkbox"/> Separation Anxiety Disorder <input type="checkbox"/> Takes Psychiatric Medication <input type="checkbox"/> Cruelty to animals <input type="checkbox"/> Damages to property <input type="checkbox"/> Fire setting <input type="checkbox"/> Masturbates in public <input type="checkbox"/> Physically acts out towards others <input type="checkbox"/> Runs away <input type="checkbox"/> Sexually acts out towards others <input type="checkbox"/> Sexually provocative behavior <input type="checkbox"/> Stealing <input type="checkbox"/> Lying <input type="checkbox"/> Other Emotional
Other	Learning
<input type="text"/>	<input type="checkbox"/> All Learning <input type="checkbox"/> Central Auditory Processing Disorder <input type="checkbox"/>

Continued below

If no changes have been made to the entire profile, you can close the file.

If you have made any changes, click the “submit” button at the bottom of the page. Once the changes are saved, a green bar will appear at the top of the page to notify you. You may now close the file.

Once the changes have been reviewed & approved by an admin, they will be committed to the profile. If you have requested to have the family’s profile added to the registry, it should be posted online at that time. Approval generally takes 1-2 business days.

Contact the family’s navigator or the adoption navigator supervisor with questions:

mare@judsoncenter.org

800-589-6273 [toll free]