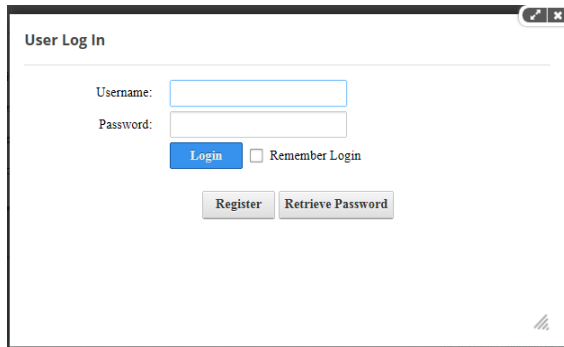


How to Register a waiting youth on MARE's website

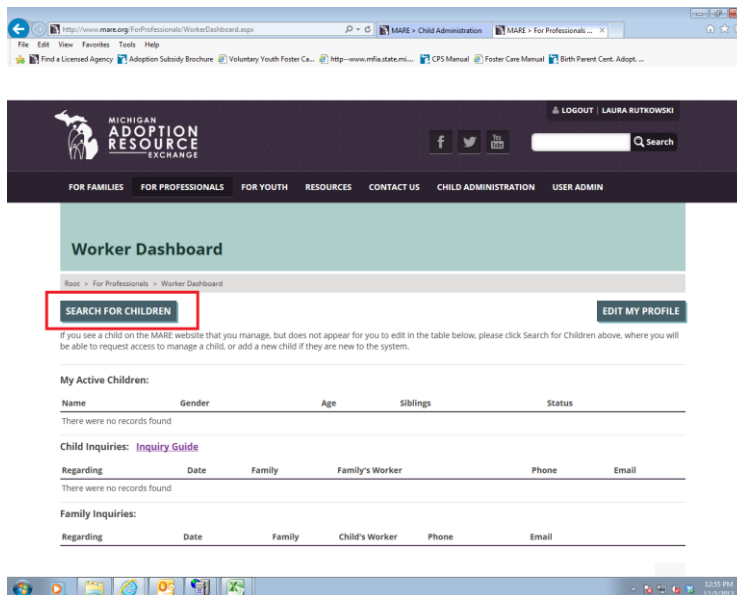
Begin by logging in. Click the box “Log In” in the upper right corner of the home page.



A screenshot of the 'User Log In' form. It features a title bar with a close button. The form has two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a blue 'Login' button and a checkbox labeled 'Remember Login'. At the bottom of the form are two buttons: 'Register' and 'Retrieve Password'.

Go to your Worker Dashboard by selecting “Worker Dashboard” under the “For Professionals” subsection. *Please note, this option will not appear if you are not logged in.

Once on your Worker Dashboard, Click the teal box “SEARCH FOR CHILDREN”.



A screenshot of the MARE Worker Dashboard. The top navigation bar includes links for 'FOR FAMILIES', 'FOR PROFESSIONALS', 'FOR YOUTH', 'RESOURCES', 'CONTACT US', 'CHILD ADMINISTRATION', and 'USER ADMIN'. The 'FOR PROFESSIONALS' section is active. Below the navigation bar is a teal box labeled 'Worker Dashboard'. A red box highlights the 'SEARCH FOR CHILDREN' button. To the right of this button is an 'EDIT MY PROFILE' button. Below these buttons is a table with columns: Name, Gender, Age, Siblings, and Status. The table is empty, with the text 'There were no records found' below it. Below the table is a section for 'Child Inquiries' with a link to 'Inquiry Guide'. This section also has a table with columns: Regarding, Date, Family, Family's Worker, Phone, and Email. It is also empty with the text 'There were no records found' below it. At the bottom is a section for 'Family Inquiries' with a table with columns: Regarding, Date, Family, Child's Worker, Phone, and Email. It is also empty with the text 'There were no records found' below it.

Each worker must use the search menu to check if the child is already registered with MARE. We suggest searching by the child’s last name, since case numbers/person ID numbers are in disarray since MiSACWIS launched & may not match what is in the MARE database. Click “FIND CHILDREN”. Once the list is displayed, select the child by clicking the box next to their name. If the child’s name is not listed, please skip to **no registration identified** instructions listed below.

Child Search

Please search for children that you need to request adoption worker access for. Please use this feature if you have recently been assigned a new child's case and do not currently have access to that child's record on your Worker Dashboard. Staff will review your request and grant access once approved. Please Note: You may be required to submit additional documentation verifying the case transfer.

If you search and cannot find the children in the system yet, you may [Add a New Child](#)

Search for Existing Children:

DHS Case #
First Name
Last Name

FIND CHILDREN **Clear Children**

Select	Listing #	DHS Case #	First Name	Last Name	Date of Birth
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Request Adoption Worker Access

To request adoption worker access for selected children above, please provide the following pieces of information:

Date of case transfer
Agency and/or worker the case was transferred from
Reason for transfer and any other pertinent information

SUBMIT

Once the box for the child is selected, complete the remaining sections of the form including the date of transfer, the agency the case was transferred from and other pertinent information. Complete the form by clicking submit. The case will be assigned to the new Primary Worker's dashboard within 1 business day.

Search for Existing Children:

DHS Case #
First Name
Last Name

FIND CHILDREN **Clear Children**

Select	Listing #	DHS Case #	First Name	Last Name	Date of Birth
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Request Adoption Worker Access

To request adoption worker access for selected children above, please provide the following pieces of information:

Date of case transfer
Agency and/or worker the case was transferred from
Reason for transfer and any other pertinent information

SUBMIT

No registration identified

If the search does not provide the child you are trying to register, click the link "Add a new child" located just above the search menu options. This will bring up a blank child entry form, used for both photolisted (unmatched) registrations as well as (matched) Hold registrations.

Child Search

Root > For Professionals > Search for a Child

Please search for children that you need to request adoption worker access for. Please use this feature if you have recently been assigned a new child's case and do not currently have access to that child's record on your Worker Dashboard. MARE staff will review your request and grant access once approved. Please Note: You may be required to submit additional documentation verifying the case transfer.

If you search and cannot find the CHILDREN in the system yet, you may MARE@dhs.com

Search for Existing Children*

DHS Case #

First Name

Last Name

FIND CHILDREN

Select Listing* DHS Case # First Name Last Name Date Of Birth

Request Adoption Worker Access

To request adoption worker access for selected children above, please provide the following pieces of information:

Date of Case Transfer*

Agency and/or worker the case was transferred from*

Reason for transfer and any other pertinent information*

SUBMIT

You will receive a response within 22 business hours via email. If you are granted access to the child's case, you will see the child on your Worker Dashboard. If additional documentation is needed, MARE will contact you via email. You do not need to be a MARE staff member within the 24-hour timeframe, please contact the MARE Office at 1-800-589-6273 or email mare@dhs.com

Completing a new child registration

Begin by completing the child's case identifying information located under the **Profile** tab. All boxes marked with a * are required fields.

Add Child

Root > For Professionals > Add Child

Register a Child with MARE

Use these forms to register a child with MARE per adoption policy. Before adding a new child, please [search the photolistings](#) to ensure the child is not already in the system.

- The **Profile** tab allows you to register a child under ANY status (Photolisting or Hold). Fields marked with a red star* are required for ALL children, regardless of registration type. Additional fields are for children who are being photolisted and do NOT need to be completed for children who will not appear on the MARE website. (Note: additional fields ARE required for children being photolisted, and a photolisting registration will not be considered complete until all fields and documents are received by MARE.)
- The **Worker/Agency** tab is required for ALL children, regardless of registration type. Please select the assigned worker by searching the database. If the assigned worker is not listed, you may create a profile for that worker.
- The **What I Want People to know** and **What Others Say** tabs should only be completed when a child is being photolisted. Do NOT complete these forms if you are placing a child on HOLD.

If you have questions or difficulty with this form, please contact Charly.Charter@dhscenter.org or Brandon.Moncon@dhscenter.org. Or call 800-589-6273 to receive technical assistance from any MARE staff member.

Profile **Worker/Agency** **What I Want People to know** **What Others Say**

CHILD INFORMATION

Child First Name*

Child Last Name*

Child Nickname

DHS Case Number*

Date of Birth*

Date of Permanent Custody*

County Of Commitment*

Race*

Religious Preference

Gender* ☐ Male ☐ Female

Legal Status* ☐ Legally Free ☐ Legal Risk

Next select the Worker/Agency tab and check the box to Assign to locate yourself & any other relevant supervisors or recruiters.

Add Child

Root > For Professionals > Add Child

Register a Child with MARE

Use these forms to register a child with MARE per adoption policy.

- The **Profile** tab allows you to register a child under ANY status (Photolisting or Hold). Fields marked with a red star* are required for ALL children, regardless of registration type. Additional fields are for children who are being photolisted and do NOT need to be completed for children who will not appear on the MARE website. (Note: additional fields ARE required for children being photolisted, and a photolisting registration will not be considered complete until all fields and documents are received by MARE.)
- The **Worker/Agency** tab is required for ALL children, regardless of registration type. Please select the assigned worker by searching the database. If the assigned worker is not listed, [click here](#) to create a profile for that worker.
- The **What I Want People to Know** and **What Others Say** tabs should only be completed when a child is being photolisted. Do NOT complete these forms if you are placing a child on HOLD.

If you have questions or difficulty with this form, please contact Chaely.Charter@judsoncenter.org or Brandon.Monzon@judsoncenter.org. Or call 800-589-6273 to receive technical assistance from any MARE staff member.

Profile Worker/Agency **What I Want People to Know** What Others Say

AGENCY WORKER INFORMATION

Adoption Workers

☒ Assign Adoption Workers to this child*

Search for Workers:

First Name

Last Name

Agency Name

County

FIND WORKERS Clear Workers

Worker	First Name	Last Name	Agency Name	County	Role
SUBMIT					

In the field immediately below, enter your first name, last name, agency OR county and select the teal box “Find Worker”. The search function works best if you select only one of these options.

documents are received by MARE.)

- The **Worker/Agency** tab is required for ALL children, regardless of registration type. Please select the assigned worker by searching the database. If the assigned worker is not listed, [click here](#) to create a profile for that worker.
- The **What I Want People to Know** and **What Others Say** tabs should only be completed when a child is being photolisted. Do NOT complete these forms if you are placing a child on HOLD.

If you have questions or difficulty with this form, please contact Chaely.Charter@judsoncenter.org or Brandon.Monzon@judsoncenter.org. Or call 800-589-6273 to receive technical assistance from any MARE staff member.

Profile Worker/Agency **What I Want People to Know** What Others Say

AGENCY WORKER INFORMATION

Adoption Workers

☒ Assign Adoption Workers to this child*

Search for Workers:

First Name

Last Name

Agency Name

County

FIND WORKERS Clear Workers

Worker	First Name	Last Name	Agency Name	County	Role
<input checked="" type="checkbox"/>	Laura	Rutkowski			Primary Adoption Worker

Once your name is displayed in the table below, you must select your role for this child’s case. Once a role has been selected, check the box next to your first name. A primary worker must be assigned.

Move back to the child’s Profile and complete the Registration Status. The Registration Status will identify the type of case being registered, hold or photolist.

Registering a new Hold (matched) case

For Hold cases select either “Foster Parent”, “Relative” or “Recruited Family” and complete the required information including the family’s name, yes/no is the child living in the home, yes/no out of state placement, and upload the supporting document. For Foster Parent or Relative Holds this will be the DHS 4809 and for Recruited Family Holds this will be the signature page of the Adoptive Family’s Homestudy.

REGISTRATION STATUS [HELP](#)

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

Status*
 -- Select a value --
 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

Out of State Placement? ☐ Yes ☐ No

Intend to Adopt Signature Page Upload

PHOTOLIST Status Questions

Are foster parents or relatives interested in adopting this child?
☐ Yes ☐ No

Upload Photo

Is there another interested family at this time?
☐ Yes ☐ No

Recruitment Plan Upload

If yes to either question above, explain reason for listing:

Consent Booklet Signature Page Upload

Child's Personality
 Provide a STRENGTH-BASED description of the child including positive characteristics, likes, interests, and special talents. (Including what the child likes to do, collect, watch or read. What makes this child unique? What does he or she do best?)

Registering a new Photolisted (unmatched)

Be sure to check the “photolist” box. Next you must select the child’s status.

Add Child

Root > For Professionals > Add Child

Register a Child with MARE

Use these forms to register a child with MARE per adoption policy.

- The **Profile** tab allows you to register a child under ANY status (Photolisting or Hold). Fields marked with a red star* are required for ALL children, regardless of registration type. Additional fields are for children who are being photolisted and do NOT need to be completed for children who will not appear on the MARE website. (Under additional fields ARE required for children being photolisted, and a photolisting registration will not be considered complete until all fields and documents are received by MARE.)
- The **Worker/Agency** tab is required for ALL children, regardless of registration type. Please select the assigned worker by searching the database. If the assigned worker is not listed, click [Add New](#) to create a profile for that worker.
- The **What I Want People to Know** and **What Others Say** tabs should only be completed when a child is being photolisted. Do NOT complete these forms if you are placing a child on HOLD.

If you have questions or difficulty with this form, please contact Cheryl.Charter@subconcenter.org or Brandon.Monson@subconcenter.org. Or call 800-589-6273 to receive technical assistance from any MARE staff member.

Profile **Worker/Agency** **What I Want People to Know** **What Others Say**

CHILD INFORMATION

Child First Name*

DHS Case Number*

County Of Commitment*
 -- Select a value --

Child Last Name*

Date Of Birth*

Race*
 -- Select a value --

Child Nickname

Date Of Permanent Custody*

Religious Preference
 -- Select a value --

Gender*
☐ Male ☐ Female

Legal Status*
☐ Legally Free ☐ Legal Risk

REGISTRATION STATUS

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

Status*
 -- Select a value --
 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.

This status can be updated through the duration of the child’s case with MARE. Please note the new photolist status options that are now available including Open, Reviewing Home Studies and Placement Pending.

Continue filling out the rest of the **Profile** tab. Be sure to upload the child’s photo, recruitment plan and consent booklet signature page.

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

If Yes to either question above, explain reason for listing

Child's Personality

Provide a STRENGTH-BASED description of the child including positive characteristics, likes, interests, and special talents. (Including what the child likes to do, collect, watch or read. What makes this child unique? What does he or she do best?)

How does the child describe himself/herself

Provide us with information directly from the youth about his or her personality, likes, interests, aspirations and dreams. (Or fill out the [What I Want People to Know](#) tab.) If the youth is not able to provide input, please indicate why.

Current caregiver or other adult input

Please provide us some information from another adult in the child's life (foster parent, therapist, residential staff member, mentor, etc.) or fill out the [What Others Say](#) tab. Describe the child's interaction and behavior in the family or residential setting. (What does this child respond best to in the home and community? What helps him or her do well?)

Physical/Medical Issues

☐ None ☐ Mild ☐ Moderate ☐ Severe

Explain

Emotional/Behavioral/Mental Health Issues

☐ None ☐ Mild ☐ Moderate ☐ Severe

Upload Photo

Choose File

Recruitment Plan Upload

Choose File

Content Booklet Signature Page Upload

Choose File

Once you have finished filling out the **Profile** tab, click submit. **If the child is part of a sibling group, please type in their sibling's information in the box provided before submitting.**

Is this child expected to function independently as an adult?

☐ Yes ☐ No ☐ May need assistance

Education/Learning Level

Grade

<input type="radio"/> Ungraded	<input type="radio"/> 1	<input type="radio"/> 5	<input type="radio"/> 9
<input type="radio"/> Not in School	<input type="radio"/> 2	<input type="radio"/> 6	<input type="radio"/> 10
<input type="radio"/> Preschool	<input type="radio"/> 3	<input type="radio"/> 7	<input type="radio"/> 11
<input type="radio"/> Kindergarten	<input type="radio"/> 4	<input type="radio"/> 8	<input type="radio"/> 12

Education/Learning Impairment Level

☐ None ☐ Mild ☐ Moderate ☐ Severe

Diagnosis and/or Special Education Certification

Describe child's academic functioning, behavior in classroom, peer relations and school likes and dislikes. Also include educational achievements, awards, advanced programs, etc.:

Qualities/Skills of Adoptive Family

Briefly describe the qualities that would be important for a potential adoptive family to demonstrate in order to appropriately address the needs of this particular child. Include other factors to be considered (such as visitations or contact with family members, siblings or foster parents and where those people live, therapeutic services, completion of residential treatment program, etc.) in placement decisions that would best meet this child's needs.

Sibling Information

Sibling Information

☐ Does this child have any siblings registered with MARE?

If this child is not being listed with other siblings at this time, explain why not:

SUBMIT

Last, select the teal "Submit" box located in the lower left portion of the page and your registration is complete! You will receive a confirmation email upon MARE approval.

Please note that if you miss a required field, an error message will pop up in a red banner at the top notifying you of the number of required fields missed. Once you address these items, click submit again, and the form will give you a green banner confirmation. Return to your worker dashboard to verify that the new case registration is complete.

QUESTIONS?

Photolisted case questions

Martha Kaczala, MARE Adoption Worker Liaison, Martha_kaczala@judsoncenter.org, (734) 528-2007

Matched/ Hold case questions

Jeremiah Balazovich, MARE Data Analyst, Jeremiah_balazovich@judsoncenter.org, (734) 528- 2076