

## Waiting Child Inquiries

Family and Worker inquiries are automatically sent to Child and Family worker's dashboards via a web based inquiry system. This process is designed to streamline the communication between workers for all inquiries on waiting children.

**Families must be registered with the new MARE website to place an inquiry.** This is not the same as being part of the MARE Family Registry, but simply creating a user account with the website. Family workers are able to submit inquiries on behalf of their families only if the family has registered with the website. (Registration is simple, just click REGISTER in the upper right hand corner, enter the first name, last name, email address and create a password and click submit. The family account is immediately activated and ready for inquiries. Please, only 1 MARE user account per family.)

For Child workers, Inquiries made for children on your case load will be displayed under "Child Inquiries". Each inquiry will provide the Child's name, the interested Family's name, date of inquiry and contact information for the Family's worker.

Worker Dashboard

ADD NEW CHILD

If you see a child on the MARE website that you manage, but does not appear for you to edit in the table below, please contact

My Children:

Name	Gender	Age	Siblings	Status
There were no records found				

Child Inquiries:

Regarding	Date	Family	Family's Worker	Phone	Email
There were no records found					

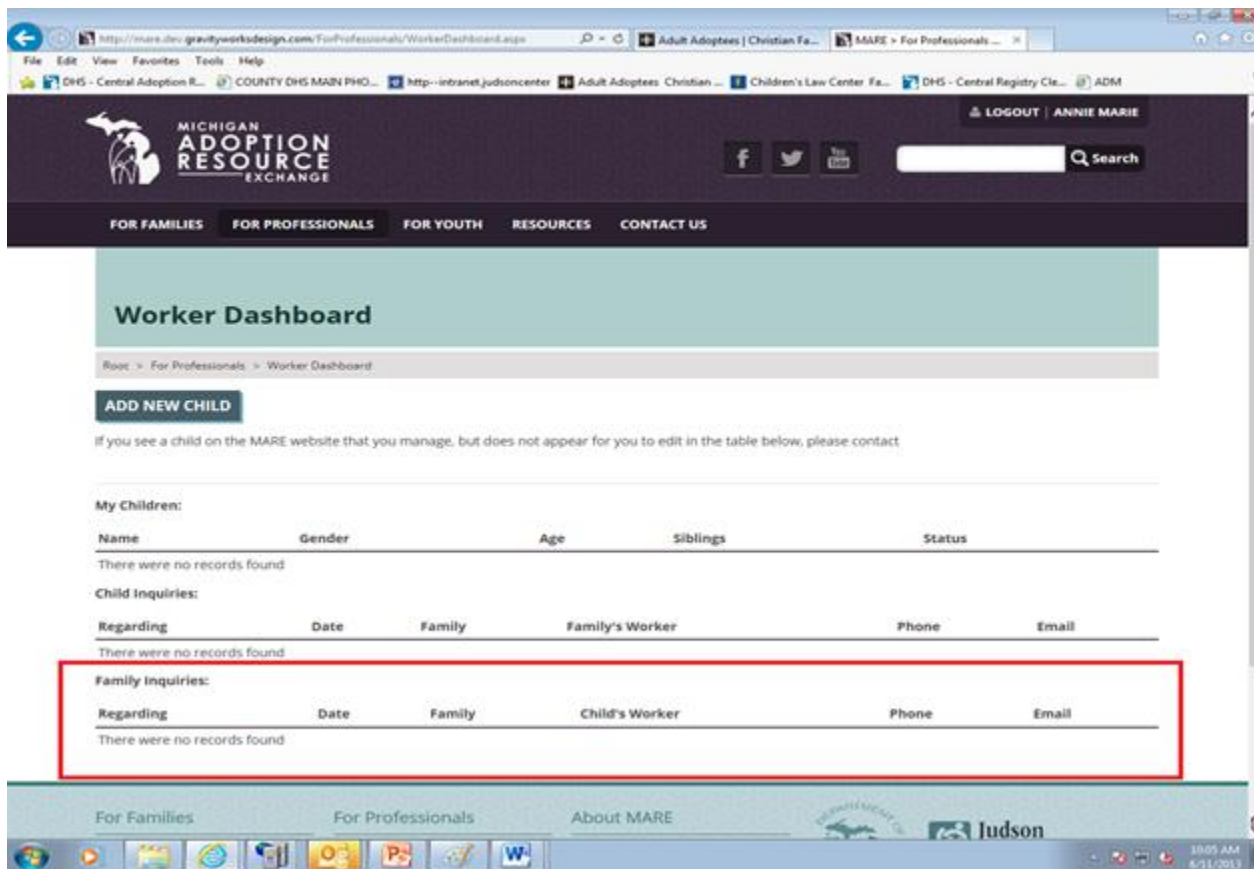
Family Inquiries:

Regarding	Date	Family	Child's Worker	Phone	Email
There were no records found					

For Families For Professionals About MARE Michigan Department of Health and Human Services Judson

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For Family workers, the inquiries placed by any family on your case load will be displayed under “Family Inquiries”. Each inquiry will provide the Child’s name, the interested Family’s name, date of inquiry and contact information for the Child’s worker.



Just as before, Adoption Policy states that Child workers have 21 days past the first displayed inquiry to communicate with the Family’s workers to identify the best family. Child workers are required to contact ALL family worker’s regarding approved or in-process family inquiries.

-This communication may include the Child’s worker requesting the AFA, the Family’s worker sending the AFA, or communication via phone calls or email to determine if the family may be a potential match. If during this initial communication it is determined an interested family is inappropriate due to their ability to meet the child(ren)’s documented needs, the family worker must be notified by the child’s worker of this determination and the inquiry is then complete.

- If no interested family is able to meet the child’s documented needs, the Child worker must notify each Family worker of this determination and the inquiry is then complete.

-Child worker’s, take advantage of the Stages of Photolisting for children with high levels of interest and inquiries. For more information on the Stages of Photolisting click the link or contact MARE Social Work staff.

If you receive an inquiry on your dashboard with incomplete worker information, don’t worry. MARE staff monitors all inquiries and will follow up with any family that submits an incomplete inquiry form. MARE staff will contact you via email with the missing information, once it is identified.

### **Inquiry Follow Ups:**

After 21 days, MARE staff will contact both the Child and Family's workers via email for information regarding the status and outcome of each inquiry. Both workers are required to submit a complete inquiry follow up report by 30 calendar days from the inquiry. (ADM 720)

If either Child or Family workers have any trouble with the Inquiry procedures, **contact Martha Kaczala at MARE at 734.528.2007 or [Martha\\_Kaczala@JudsonCenter.org](mailto:Martha_Kaczala@JudsonCenter.org)** for assistance.