

ADOPTION RECRUITMENT

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The CFSA Adoption Resource Program recruits pre-adoptive parents and assesses their suitability and appropriateness. Recruitment efforts are recorded in FACES.NET via the Recruitment screen. The following tip sheet discusses recent enhancements to the Recruitment screen in FACES.NET.

Pointer to Remember:



1. The Recruitment screen in FACES.NET now allows workers to record suspended recruitment efforts.

Recording Adoption Recruitment

Steps Include:

Step 1: Put a case in focus from workload by clicking on **My Assignments** from the left window pane in FACES.NET.

Step 2: Highlight the case that you want to view.

Step 3: Click on **Show**.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The 'WorkLoad List' is displayed, showing a table of cases. A callout box labeled '1: Click My Assignments.' points to the 'My Assignments' link in the left-hand navigation pane. Another callout box labeled '2: Highlight case.' points to the row for case ID 192560 in the table. A third callout box labeled '3: Click Show.' points to the 'Show' button at the bottom of the interface.

ID	Restrict	Type	Responsibility	Referral Type	Name	Client	Date Assigned	Open Date	Resp. Time
192568		Case	Family		JACKSON49	SHANTE JAC	01/10/2006	01/06/2006	
192567		Case	Family		JACKSON39	SHANTE JAC	01/10/2006	01/06/2006	
192564		Case	Family		JACKSON38	SHANTE JAC	01/10/2006	01/06/2006	
192563		Case	Family		JACKSON27	SHANTE JAC	01/10/2006	01/06/2006	
192562		Case	Family		JACKSON48	SHANTE JAC	01/10/2006	01/06/2006	
192561		Case	Family		JACKSON37	SHANTE JAC	01/10/2006	01/06/2006	
192560		Case	Family		JACKSON26	SHANTE JAC	01/10/2006	01/06/2006	

Figure 1

Step 4: Hold mouse over **Case**, and then **Adoption**.

Step 5: Click on **List of Clients**.

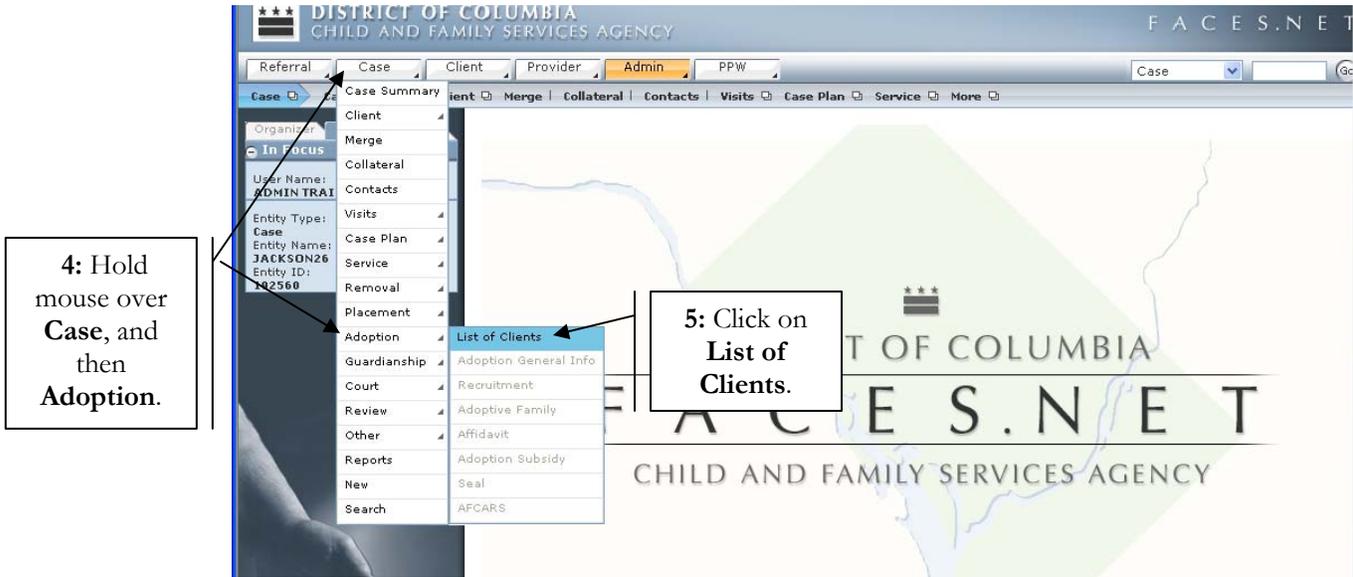


Figure 2

Step 6: Highlight client's name.

Step 7: Click on **Show**.

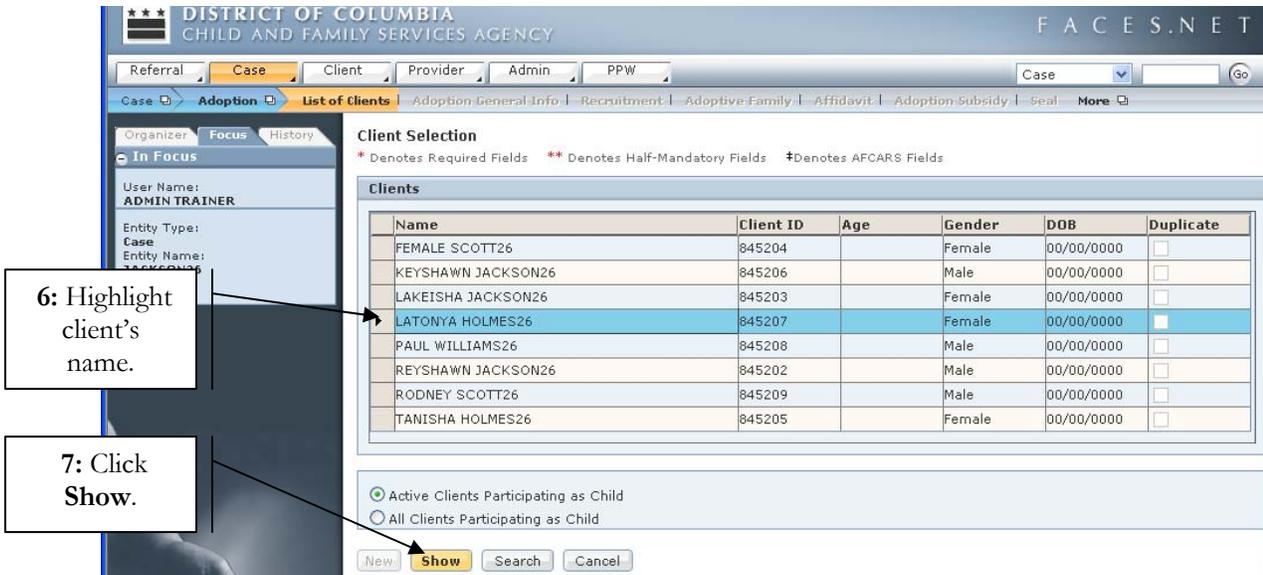


Figure 3

Step 8: Navigate to the **Recruitment** screen.

Step 9: Click **New** to record the date a packet is received for searching for an adoptive home.

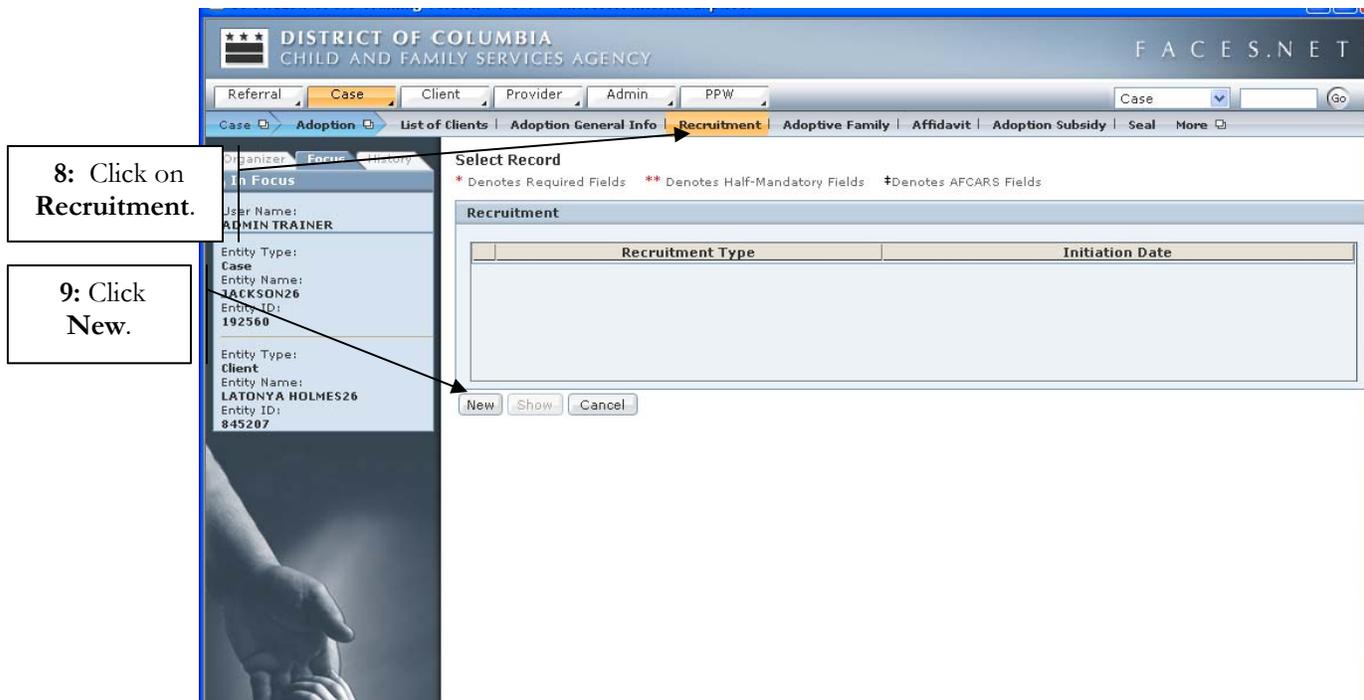


Figure 4

Step 10: Enter the **Matching Initiation Date** in the General Information section of the screen.

Step 11: On the **Matching Results** tab (tab previously named **Placement Efforts**), user should enter all applicable information by selecting the appropriate checkboxes and entering subsequent dates. See the below notes for field explanations. If matching efforts were not successful, user should proceed to step 13.

Step 12: Click **Save**.

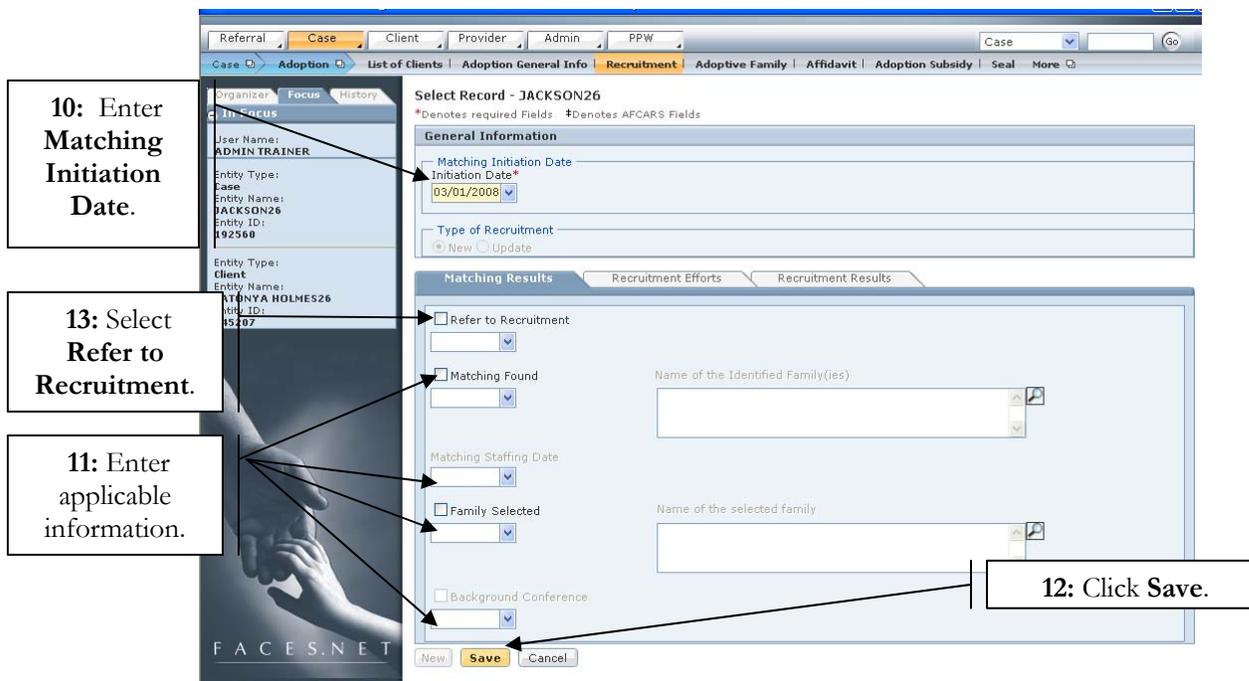


Figure 5



Note:

- **Refer to Recruitment** – Select this checkbox if matching was unsuccessful and the child had to be referred to recruitment.
- **Matching Found** – This field was previously named **Family Identified**. Enter the date that a family was identified through matching efforts. If the checkbox is selected, then worker must enter the **Name of the Identified Family(ies)**.
- **Matching Staffing Date** – This field was previously named **Staffing Date**. Once the worker enters the **Matching Found** date, the worker can enter the date when a Matching Conference is planned. Entering this date allows user to enter the Background Conference date.
- **Family Selected** – If checkbox is selected, then worker must enter the **Name of the Selected Family**.
- **Background Conference** – Enter the date that the conference is scheduled to take place. This field only unlocks when there has been a family identified and when a matching staffing has been planned.

Step 13: Select **Refer to Recruitment** checkbox and enter a subsequent date on the **Matching Results** tab.

Step 14: Navigate to the **Recruitment Results** tab.

Step 15: Enter all applicable information by selecting the appropriate checkboxes and entering subsequent dates. See the below Notes for field explanations.

Step 16: Click **Save**.

The screenshot shows the 'Recruitment Results' tab in the FACES.NET system. On the left, a sidebar displays user information for 'ADMIN TRAINER' and 'L'ATONYA HOLMES26'. The main area is titled 'General Information' and contains several sections: 'Matching Initiation Date' (03/01/2008), 'Type of Recruitment' (New/Update), and three main sections for family identification. The first section, 'Family Identified From Recruitment', includes a checkbox, a date field for 'Matching Staffing Date', and a text field for 'Name of the Identified Family(ies)'. The second section, 'Family Selected', includes a checkbox and a text field for 'Name of the selected family'. The third section, 'Background Conference', includes a date field. Below these are sections for 'Family Identified for Recruitment' (Name of Family), 'Family Made Inquiry' (Family Made Inquiry and CFSA Response to Inquiry), and 'Family Inquiry In Response To' (Family Inquiry In Response To and Type of CFSA Response). At the bottom, there are 'New', 'Save', and 'Cancel' buttons. Three callout boxes are present: Box 14 points to the 'Recruitment Results' tab; Box 15 points to the 'Family Identified From Recruitment' section; and Box 16 points to the 'Save' button.

Figure 6



Note:

- **Family Identified From Recruitment** – If checkbox is selected, then worker must enter the **Name of Identified Family(ies)**. Once a family is identified, the Matching Staffing Date can be entered.
- **Matching Staffing Date** – Enter this date when a Staffing Conference is planned. Entering this date allows user to enter the Background Conference date.
- **Family Selected** – If checkbox is selected, then worker must enter the **Name of Selected Family**.
- **Background Conference** – Enter the date that the conference is scheduled to take place. This field only unlocks when there has been a family identified and when a matching staffing has been planned.
- All other data fields on the **Recruitment Results** tab are grayed out and disabled. These fields are from the old version of the **Recruitment Results** tab, and will hold data for old records that were entered under that format.

Recording Recruitment Suspensions

Steps Include:

Step 1: Navigate to the **Recruitment** screen by following steps 1-8 in the previous section.

Step 2: Highlight the appropriate recruitment record and click **Show**. Or click **New** if a previous record does not exist.

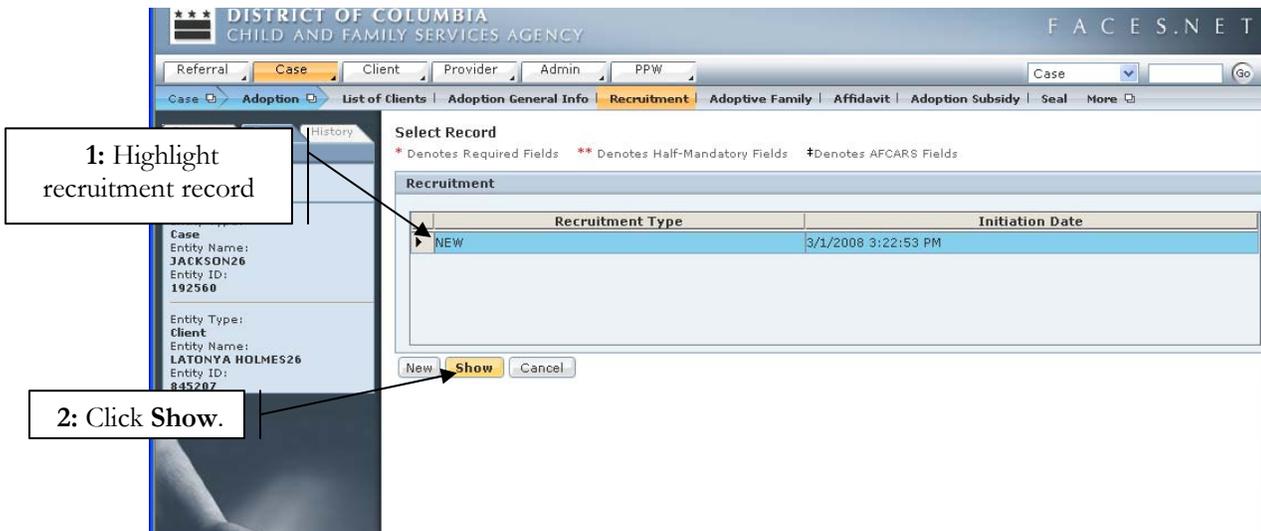


Figure 7

Step 3: Navigate to the **Recruitment Efforts** tab.

Step 4: Select the **Suspended** checkbox.

Step 5: Enter a **Begin Date**.

Step 6: Select a **Suspension Reason**

Step 7: Click **Save**.

3: Navigate to Recruitment Efforts tab.

4: Select Suspended checkbox.

5: Enter Begin Date.

6: Enter Suspension Reason.

7: Click Save.

Figure 8



Note:

- Suspension Reasons currently include: Child adamantly refuses, Child is residential, Court Ordered, Emotionally not ready, Family Identified, Goal to be changed, ICPC issues, Licensing issues, Medically not ready, No waiver of confidentiality, and Therapist recommended.
- When users save the recruitment screen more than once, the record is noted as an update.