ADOPTION RECRUITMENT

CREATION DATE: March 14, 2008

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.
- DISTRICT OF COLUMBIA Child and family services agency PPW Referral Case Client Provider Admin ~ Case G Admin 🕒 🖇 System Administration 🗅 Workload Transfer 🗅 Staff 🗅 Training 🕒 Fin Admin 🕒 Alerts | File Cabinet 🕒 Manag More D nt Reports 1: Click My WorkLoad List Assignments. * Denotes Required Fields ** Denotes Half-Mandatory Fields ‡Denotes AFCARS Fields + My Assignments Case / Intake / Other Listing + My Units Program Area* My Workers Other Program Areas FACESNET TRAINING ~ Unit March 2008 ADMIN, T. - Training ADMIN 1760 ~ M T W T F S Workers TRAINER, ADMIN × <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> 8 10 11 12 13 14 15 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 16 17 18 19 20 21 22 23 24 25 26 27 28 29 ID Restricte Type ResponsibilityReferral Type Name Client Date Assigne Open Date Resp. Time <u>31</u> 30 192568 JACKSON49 SHANTE JAC 01/10/2006 Case Family 01/06/2006 192567 JACKSON39 SHANTE JACI01/10/2006 Case Family 01/06/2006 192564 JACKSON38 SHANTE JAC 01/10/2006 01/06/2006 Case Family 2: Highlight JACKSON27 SHANTE JAC 01/10/2006 192563 Case Family 01/06/2006 JACKSON48 SHANTE JACI01/10/2006 192562 Case Family 01/06/2 case. JACKSON37 SHANTE JAC 01/10/2006 192561 Case Family 01/20 19256 Famil ON2 HANTE JA 3: Click *** Indicates Restricted or *A* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security Show. Show Caseload Transfer Summary Edit Name Print Assign/Transfer Close Case Cancel Alerts Restrict Contacts **S**. N
- Step 3: Click on Show.



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

Step 5: Click on List of Clients.



Step 6: Highlight client's name.

Step 7: Click on Show.

| CHILD AND | DF COLUMBIA Family services agency | | | | FACE | S.N E 1 | |
|-----------------------------------|----------------------------------------------------------------------|-----------------------|----------------|----------------|-------------|-----------|--|
| Referral Case | Client Provider Admin PPW | 3 | | | Case 💌 | Ga | |
| Case D Adoption D | List of Clients Adoption General Info Recruitment | Adoptive Family A | ffidavit Ado | option Subsidy | Seal More D | | |
| Organizer Focus Histo In Focus | Client Selection * Denotes Required Fields ** Denotes Half-M | 1andatory Fields #Den | otes AFCARS Fi | elds | | | |
| User Name: ADMIN TRAINER | Clients | Clients | | | | | |
| Entity Type: | Name | Client ID | Age | Gender | DOB | Duplicate | |
| Case Entity Name: | FEMALE SCOTT26 | 845204 | | Female | 00/00/0000 | | |
| | KEYSHAWN JACKSON26 | 845206 | | Male | 00/00/0000 | | |
| 6: Highlight | LAKEISHA JACKSON26 | 845203 | | Female | 00/00/0000 | | |
| client's | LATONYA HOLMES26 | 845207 | | Female | 00/00/0000 | | |
| | PAUL WILLIAMS26 | 845208 | | Male | 00/00/0000 | | |
| name. | REYSHAWN JACKSON26 | 845202 | | Male | 00/00/0000 | | |
| | RODNEY SCOTT26 | 845209 | | Male | 00/00/0000 | | |
| k | TANISHA HOLMES26 | 845205 | | Fernale | 00/00/0000 | | |
| 7. Click | | | | | | | |
| Sh am | Outline officer Preficienting on Ohild | | | | | | |
| Show. | Active Clients Participating as Child | | | | | | |
| | New Show Search Cancel | igure 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.

| | CHILD AND FAM | FACES.NET | | | |
|-----------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------|--|--|
| | Referral Case C | Case 💽 😡 | | | |
| | Case D Adoption D List o | f Clients Adoption General Info <mark>Recruitment</mark> Adoptive Family | Affidavit Adoption Subsidy Seal 🛛 More 🖸 | | |
| 8: Click on | Organizer Focus History In Focus | Select Record * Denotes Required Fields ** Denotes Half-Mandatory Fields ‡De | notes AFCARS Fields | | |
| Recruitment. | Jser Name: ADMIN TRAINER | Recruitment | | | |
| | Entity Type: | Recruitment Type | Initiation Date | | |
| 9: Click | Entity Name: | | | | |
| New. | Entity ID: 192560 | | | | |
| | Entity Type: | | | | |
| | Client Entity Name: LATONYA HOLMES26 Entity ID: 845207 | New Show Cancel | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.

| | Referral Case Client Provider Admin PPW Case Go | | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | 😋 are 🕞 Adoption 🕞 List of Clients Adoption General Info Recruitment Adoptive Family Affidavit Adoption Subsidy Seal More 🗅 | | | |
| 10: Enter | Organizer: Focus History Select Record - JACKSON26 *Denotes required Fields #Denotes AFCARS Fields | | | |
| Matching | Jser Name: General Information General Information | | | |
| Initiation | ntity Type: Matching Initiation Date | | | |
| Date | Lase 03/01/2008 V | | | |
| Date. | Interstance Construction Constr | | | |
| | 122500 New O Update | | | |
| | Entity Type: Clent Matching Results Recruitment Efforts Recruitment Results | | | |
| | Entity Name: TTØNYA HOLNES26 | | | |
| 13: Select | Http://www.internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/internet.com/inter | | | |
| Refer to | | | | |
| | Matching Found Name of the Identified Family(ies) | | | |
| Recruitment. | | | | |
| | | | | |
| | | | | |
| 11: Enter | Matching Stating Date | | | |
| applicable | | | | |
| information | Family Selected Name of the selected family | | | |
| information. | | | | |
| | | | | |
| | Background Conference 12: Click Save. | | | |
| | | | | |
| | FACESNET | | | |
| | New, Save Cancel | | | |





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.

| | General Information | | | - |
|------------------------|--------------------------------------|------------------------------------|-------------------|---------------------------------------|
| ADMIN TRAINER | | | | |
| Entity Type: | Initiation Date | Matching Initiation Date | | |
| Case Entity Name: | 03/01/2008 🗸 | | | 14: Navigate to the |
| JACKSON26 | | | | · · · · · · · · · · · · · · · · · · · |
| 192560 | Type of Recruitment | | | ecruitment Results |
| Entity Type: | New O Update | | | tab. |
| Client Entity Name: | Matching Results Recruitment | t Efforts Recruitment Results | | |
| LATONYA HOLMES26 | | | | |
| 845207 | 🔲 Family Identified From Recruitment | Name of the Identified Family(ies) | | |
| | ✓ | | <u>~</u> <u>~</u> | |
| | | | ~ | |
| | Matching Chiffing Date | | | |
| 15: Enter | Matching Starting Date | | | |
| information | | | | |
| | Family Selected | Name of the selected family | | |
| in applicable | | | <u>~</u> <u>~</u> | |
| fields. | | | ~ | |
| Herdor | | | | |
| | Background Conference | | | |
| | | | | |
| | Eamily Identified for Recruitment | | | |
| | Name of Family | | | |
| FACESNET | | | | |
| | Constitution de la service | CICA Deserves to Jacobia | | |
| | | | | |
| | | | | |
| | Family Inquiry In Response To | Type of CFSA Response | | |
| 16: Click Save. | | | | |
| | | Select | Select | |
| | | | | |
| | New Save Cancel | | | |
| | | Figure 6 | | |

Figure 6

1

- 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.





- 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.

| Organizer Focus History | Select Record - JACKSON26 | | |
|---------------------------|------------------------------|---------------------------------|---------------------|
| e In Focus | *Denotes required Fields | | |
| User Name: | General Information | 3: Navigate to | |
| ADMIN IKAINEK | Matching Initiation Date | / | Recruitment |
| Case | Initiation Date* | | Transi |
| Entity Name: JACKSON26 | | | Efforts tab. |
| Entity ID: | Type of Recruitment | | |
| 4: Select Suspended | ● New ○ Update | | |
| checkbox | Matching Results Recruitm | ent Efforts Recruitment Results | |
| cineenson | | | |
| 845207 | V Suspended | | |
| | Begin Date* | End Date | |
| 5: Enter Begin Date. | 03/18/2008 | | |
| | Suspension Reason* | Comments | |
| (Enter Secondarian | Court Ordered | | P |
| 6: Enter Suspension | | | |
| Reason. | | | |
| | Adopt America (Formerly ASK) | Three Rivers Adoption Council | |
| P | | V | |
| | | | |
| | National Adoption Exchange | Children Awating Parents (CAP) | |
| | | | |
| | Wednesday's Child | | |
| 7: Click Save. | | | 1 |
| FACES.NES | Other | V | |
| | Specify | | |
| | | $\overline{\mathbf{P}}$ | |
| | | | |
| | | | |
| | New Save Cancel | | |
| | | 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.