

Printing the MARE confirmation screen for agency records

Select the case you need to edit/update from your Worker Dashboard.

The screenshot shows the 'CHILD INFORMATION' section of the MARE system. The form contains the following fields and values:

- Child First Name*: Joseph
- Child Last Name*: Mare Tester
- Child Nickname: Joey
- DHS Case Number*: Y1234567
- Date Of Birth*: 03-16-2013
- Date Of Permanent Custody*: 12-17-2013
- County Of Commitment*: Monroe
- Race*: White
- Religious Preference: -- Select a value --
- Gender*: Male Female
- Legal Status*: Legally Free Legal Risk
- Goal Date: (empty)
- Goal Type: -- Select a value --

Below this section is the 'REGISTRATION STATUS' section with a 'HELP' link. It includes:

- Photolist? Check if this child needs to be photolisted. Uncheck to remove child from photolisting
- Status*: Relative (dropdown menu)
- Reason to Remove: -- Select a value -- (dropdown menu)
- Case Notes: (empty text area)
- Removal Document Upload: Choose File (button)

The screenshot shows the 'HOLD Status Questions' and 'PHOTOLIST Status Questions' sections of the MARE system.

HOLD Status Questions:

- Photolist? Check if this child needs to be photolisted. Uncheck to remove child from photolisting
- Status*: Relative (dropdown menu)
- Reason to Remove: -- Select a value -- (dropdown menu)
- Case Notes: (empty text area)
- Removal Document Upload: Choose File (button)
- Family's Name*: Laura Mareski
- Child Living at Home?: Yes No
- Out of State Placement?: Yes No
- Date of Hold: 02-05-2014
- Intent to Adopt Signature Page Upload: Choose File (button)

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: (empty text area)
- Upload Photo: Choose File (button)
- NO IMAGE AVAILABLE (placeholder image)

Make any changes/edits as needed including a new registration status, new family name, new worker, updates to the child's impairment levels or personality, or uploading new photolist documents including a recruitment plan, consent form or photo. For this tutorial, the child's registration status was changed from relative to foster parent, a new family name was entered and intent uploaded.

REGISTRATION STATUS [HELP](#)

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

Goal Type: -- Select a value --

Case Discharge Date: -- Select a value --

Reason to Remove: -- Select a value --

Case Notes: [Text Area]

Removal Document Upload: [Choose File](#)

HOLD Status Questions

Family's Name*:

Child Living at Home?*: Yes No

Out of State Placement?*: Yes No

Date of Hold: 02-05-2014

Intent to Adopt Signature Page Upload: [Text Area]

PHOTOLIST Status Questions

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

Upload Photo: [Choose File](#)

Is there another interested family at this time?
 Yes No

If Yes to either question above, explain reason for listing: [Text Area]

Scroll to the bottom of the page and click Submit once all new information is entered. The website will bring up a new page displaying all information that was entered for this case as well as the old information. WORKERS CAN PRINT THIS SCREEN. An email confirmation containing this information may also be sent to the primary adoption worker upon MARE approval.

Worker Dashboard

Root > For Professionals > Worker Dashboard

[SEARCH FOR CHILDREN](#) [EDIT MY PROFILE](#)

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 click Search for Children above, where you will be able to request access to manage a child, or add a new child if they are new to the system.

[WORKER DASHBOARD](#)

The child you were adding/editing was saved

The child profile changes displayed here are pending approval.

A child profile in MARE that you manage has been updated and approved. Please print this page for your records.

Date Changes Submitted: 03-24-2014
Name: Joseph Mare Tester
Date of Birth: 03-16-2013
DHS Case Number: Y1234567
Date of Permanent Custody: 12-17-2013
County of Commitment: Monroe
Registration Status: Relative
Family Name: Laura Mareski
Photo date last updated:
Recruitment plan date last updated:
Consent booklet date last updated:
Narrative fields last updated: 02-05-2014

Field Name	Old Value	New Value
PhotoListType	Relative	Foster Parent
FamilyName	Laura Mareski	Brooks, Jennifer and Matt
DateOfLastHold	2/5/2014 1:24:47 PM	3/24/2014 12:08:13 PM
Intent to Adopt		/Portals/0/ChildDocuments/IntentToAdoptDocuments/MARE Contact Sheet Jan 2014.20140324.120816.pdf

For Families | For Professionals | About MARE |

Once you've printed this information for your records, click the Worker Dashboard box located on the right side of the screen to return to your Worker Dashboard. A green banner indicating the child's case

information was saved and sent to MARE for approval will be displayed at the top. An email confirmation may also be sent to the primary adoption worker upon MARE approval.

The screenshot shows a web browser window with the URL <http://www.mare.org/ForProfessionals/WorkerDashboard.aspx?Message=SaveChild>. The page title is "Worker Dashboard".

At the top, there are two buttons: "SEARCH FOR CHILDREN" and "EDIT MY PROFILE". Below them is a message: "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 click Search for Children above, where you will be able to request access to manage a child, or add a new child if they are new to the system."

The main section is titled "My Active Children:". A green banner states "The child you were adding/editing was saved". Below this is a table:

Name	Gender	Age	Siblings	Status
Joseph Mare Tester	Male	1	0	RELATIVE Child unavailable pending approval

Below the table are sections for "Child Inquiries" and "Family Inquiries", both with "Inquiry Guide" links and "There were no records found" messages. The "Child Inquiries" table has columns: Regarding, Date, Family, Family's Worker, Phone, Email. The "Family Inquiries" table has columns: Regarding, Date, Family, Child's Worker, Phone, Email.

Next is "Six Month Hold Reminders:" with a table:

Child Name	Hold Date	Due Date	Add Report
Joseph Mare Tester	02-05-2014	08-05-2014	Add Report

Finally, there is a "My Families:" section with a table:

Family Name	County of Residence	Foster Care License	Approved Family	Listed in Family Registry
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The browser's taskbar at the bottom shows the time as 12:09 PM on 3/24/2014.