



# Adoption Adoption Application

Menu: Focus | Adoption | Adoption Application

Adoption is a way of providing a new family for children who cannot be brought up by their own parents. It is a legal procedure in which all the parental responsibility is transferred to the adopters. Once an Adoption Order has been granted it cannot be reversed, except in extremely rare circumstances. An adopted child becomes a full member of the new family, usually taking the family's name.

The Adoption Application contains the personal details of the applicant/s and information relating to the placement.

## Adoption Application Enquiry

In practice a new Application will be derived from the **Initial Contact**.

Search for an applicant using any known data

Click **Open** or **Open in New Window** to view applicant details

To add an applicant click **New**.

## Adoption Application Definition

Alerts can be set up from here for the current record. These messages are automatically displayed when the record is opened.

**1. Initial Enquiry Details:** summary details of the application: **Application Reference Number** is generated and **Status** is populated when application is first saved. **Application** and **Created On** dates can be changed from system dates. **Method Of Enquiry** is mandatory, select from *Email, Fax, Letter, Telephone, Visit, Other*. **Created By** will be populated with a Login ID. **Case Reference Number** is populated after completing the Case Generation Wizard.

**2. Personal Details:** **Match** First and/or Second Applicant. If the application is accessed from the Workflow queue the **Personal Details** of one or both applicants matched on the Initial Enquiry record will be entered. The applicant details will be locked after saving the application.

**In Use:** The **Initial Enquiry** record is completed and saved. If the Enquiry Outcome is '*Assigned to Workflow Queue*' then when the record is saved the **Add Workflow Item** dialog will be displayed for you to assign the Adoption Enquiry record to the queue of an appropriate Person/s in a specified Post. This allows them to process the application and provides quick access to the Adoption Application page.



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## Adoption Application Definition (cont'd)

**3. Legal status of adopters**

Legal status of adopters

**3. Legal Status of Adopters (Table\_ID 1073):**  
**L1** – Married Couple  
**L2** – Civil Partnership Couple  
**L3** – Different Sex Unmarried Couple  
**L4** – Same Sex Couple not in Civil Partnership  
**L0** – Single Adopter

**4. Recruitment Method**

Recruitment Method

**4. Recruitment Method (Table\_ID-0898):**  
 select from dropdown

**5. Placement Information**

Age Range Lower  Age Range Upper   
 No Of Children  Gender of Children   
 Disability

**5. Placement Information:** enter information relating to the child/ren to be adopted

**6. Information Pack and Application Progress**

Information Pack Sent  Request to Proceed   
 Information Session  Initial Assessment   
 Training Completed  Application Received   
 Approval Completed  Checks Completed

**6. Information Pack and Application Progress:**  
 select dates from calendar dropdown

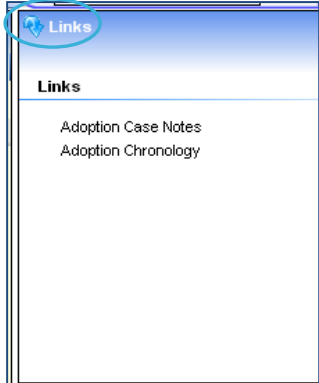
**7. Professionals Involved**

Professional Involved	Start Date	End Date	Role Description	Involvement Type

Active Only

**7. Professionals Involved: (Prof.Inv.Type Table\_ID 1047)**  
 click  to open the Professional Involved browser.  
 Professionals can be  Removed.  
 Check the box to view **Active Only** Professionals.

Both the **Adoption Case Notes** and the **Adoption Chronology** can be accessed from the **Links** panel



- Related Reference Guides:**
- Adoption\_Fostering Adoption Enquiry
  - Adoption\_Adoption Application
  - Adoption\_Adoption Register
  - Adoption\_Adoption Placements
  - Adoption\_Adoption Case Notes
  - Adoption\_Adoption Chronology