Adoption
Fostering & Adoption Enquiry

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Records the first contact details of up to two people making an application for Adoption.
When a person or persons make contact with the Local Authority about Adoption the enquiry is recorded.

1. 🔍 **Search** for an existing Adoption Enquiry

2. Open a 📄 **New** Initial Enquiry for Adoption

📝 *If an enquiry is made and the applicant(s) are undecided whether to apply for Adoption or Fostering, a form completed as an Adoption Enquiry may be cloned by clicking **Clone** at the top of the page (once the record has been saved) and changing the Initial Enquiry Outcome Type to **Foster Enquiry.***

3. Enter **Applicant 1 Details**. 👤 **Match**

4. Enter **Applicant 2 Details**. 👤 **Match**

5. Enter details for **Initial Enquiry Outcome**:
Type: Adoption Enquiry
Date of Contact: defaults to SysDate, can change
Enquiry Outcome: select from *No Further Action* or *Assign to Workflow Queue*

6. 💾 **Save.** A saved Adoption Enquiry cannot be edited

If the Enquiry Outcome is *Assign to Workflow Queue* the 🟢 **Add Workflow Item** will open. Enter a **Message**, **Assign To** System User or Post, set **Due** Date. It will appear on Home Page | 🔄 **My Workflow Messages**. An application record is automatically created in the **Adoption Application** focus with a Status of 'Prospective Application'.

📑 **Related Reference Guides:**
- 🟩 Adoption_Adoption Application
- 🟩 Adoption_Adoption Register
- 🟩 Adoption_Adoption Placements
- 🟩 Fostering_Fostering & Adoption Enquiry

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