

## 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. Bearch for an existing Adoption Enquiry 🎢 Search 🔁 Collapse Initial Enquiry Family Name Given Name Туре Adoption Enquiry New Initial Enquiry for Adoption 2. Open a New ) If an enquiry is 💾 Save 📔 New 🧺 Workflo made and the Initial Enquiry Outcorr 🔻 Applicant 1 Details | Applicant 2 Details applicant(s) are undecided Match whether to apply Given Name 3. Enter Applicant 1 Details. Match for Adoption or Principal Address Mobile number Primary Contact Number Fostering, a form e-Mail Address completed as an Not Specified **Adoption Enquiry** may be cloned by icant 2 Detail clicking **Clone** at pplicant 2 Details Family Name the top of the Given Name 4. Enter Applicant 2 Details. Match Principal Address page (once the Primary Contact Number Mobile number record has been e-Mail Address saved) and Date of Birth Not Specified changing the **Initial Enquiry** Initial Enquiry Outco 5. Enter details for Initial Enquiry Outcome: 20/04/2010 Outcome Type to Type: Adoption Enquiry Enquiry Outcome Foster Enquiry. Date of Contact: defaults to SysDate, can change **Enquiry Outcome:** select from *No Further Action* or Assign to Workflow Queue add Workflow Item 6. **Save.** A saved Adoption Enquiry cannot be edited Message 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'. Q System User Q Related Reference Guides: Adoption\_Adoption Application Task Adoption\_Adoption Register Adoption Adoption Placements Fostering\_Fostering & Adoption Enquiry Cancel

