



# Fostering Foster Register

Menu: Focus | Fostering | Foster Register

## Foster Register

Fostering is a way of providing a family life for children who cannot live with their own parents. It is used to provide temporary care while parents get help sorting out problems, take a break, or to help children or young people through a difficult period in their lives. Often children will return home once the problems have been resolved. Others may stay in long-term foster care, some may be adopted and others will move on to live independently. The Local Authority provides a fostering service combined with other agencies.

Click on **New** to set up a new **Fostering Registration**

Use the **Application Register Filter** to list all Fostering applications. Filter options are:  
**Date Range:** All/1 week/1 month/6 months/1 year  
**Application Ref No, Family Name, Given Name, Application Status:** Prospective Application/Approved/App Closed before Assessment/App Closed after Assessment/Under Assessment/DeRegistered/Registered/Suspended.  
 Click **Refresh** to search for applications.

**Carer(s):** summary of Carer(s) matching search criteria

**Placements:** displays existing placements as set up in ICS Person | Links panel | Fostering Placements

**Vacancies:** indicates that the Carer(s) have been approved to foster more than one child e.g. siblings

Carer(s)	Status	Placements	Placement Limit	Vacancies	Open
Application Ref No : 000021 First Applicant Name Gender: Female Current Status : Registered	Registered		2	2	<a href="#">Edit</a>

To view **Placement History** highlight a record and click in **Links** panel.

**Status:** displays **Application Status** selected in Filter

**Placement Limit:** Number of children applicant could foster

**Open:** click on **Edit** to open the **Fostering Chronology**.

The **Fostering Application** and the **Fostering Case Notes** can be accessed from the **Links** panel.



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Menu: Focus | Fostering | Foster Register | New | New Registration

## Fostering Registration

**Registration Details:** **Registration No. & Status** are populated on **Save**. **Registration Date** can be changed before saving.

You cannot create a new registration if an **open** application exists for one or both of the applicants.

The screenshot shows the 'Fostering Registration' form with the following sections and callouts:

- Alert Messages:** A callout box at the top right says 'Alert Messages can be set up here.' with a bell icon.
- 01.Registration Details:** Fields for Registration No (000000), Status, and Registration Date (02.07.2010). A 'Save' button and an 'Alerts' dropdown are highlighted.
- 02.First Foster Carer Summary:** Fields for First Applicant (Family Name, Given Name, Principal Address, Primary Contact Number, e-Mail Address, Gender, Date of Birth). A 'Match' button and an 'Unmatch' button are visible.
- 03.Second Foster Carer Summary:** Similar fields for the second applicant.
- 04.Placement Information:** Fields for Age Range Lower, Age Range Upper, Exemption, Exemption Limit, Placement Limit, and Gender.
- 05.Placement Types:** Radio buttons for Emergency, Long Term, Respite, and Short Term. A 'Table\_ID 1011' is shown.
- 06.Agency Information:** Fields for Agency and Out of Local Authority.
- 07.Specific Placement:** A table with columns: Child, Kinship, Specific Guardianship, Private Fostering, Chargeable, Start Date, End Date. An 'Add' button is highlighted.
- 08.Disabilities:** A list of disabilities with checkboxes. A 'Table\_ID 0030' is shown.

**Foster Carer Summary:** **Match** First Applicant. At least **one** applicant must be matched to a person on the database before the Registration can be saved.

**Placement Information:** Enter **Lower** and **Upper Age Range**, **Exemption** (allowed to exceed number of placements), **Exemption Limit** (maximum number of children to be fostered - mandatory) and the preferred **Gender** of the children.

**Placement Types:** Choose from Emergency, Long Term, Respite or Short Term.

**Agency Information:** Is this Registration with an Agency or Out of Local Authority?

**Specific Placement:** click **Add** if the Carer is requesting a specific type of placement, a child **must** be added to this category.

**Disabilities:** default to a . Click to change to a  if the prospective carer is willing to take a child with a particular disability.

- Related Reference Guides:**
- Fostering\_ Fostering Adoption Enquiry
  - Fostering\_ Fostering Application
  - Fostering\_ Fostering Placements
  - Adoption\_ Adoption Register

**Save.** The **Registration No**, **Status** and **Registration Date** will be populated. These fields can only be changed via the **Fostering Chronology** | New | Application/Registration Status. An application cannot go back from a 'post registration' status to a 'pre-registration' status.