

Fostering & Adoption Enquiry

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

1. 🏙 Search for an existing Foster Enquiry 🖰 Search 🔁 Collapse 👻 Initial Enguiry Family Name Given Name Түре Foster Enquiry -**New** Initial Enquiry for Fostering 2. Open a Nev If an enquiry is New 🤘 made and the 🗿 💿 Applicant 1 Det Applicant 2 Details | Initial Enquiry Outcome Applicant 1 Details 🛛 👻 applicant(s) are Applicant 1 Detail undecided Applicant 1 Details Family Name 8 Match whether to apply Given Name 3. Enter Applicant 1 Details. 🚟 Match for Fostering or Principal Address Mobile number Primary Contact Number Adoption, a form e-Mail Address completed as a Gender Date of Birth • Not Specified Foster Enquiry may be cloned by Applicant 2 Detai clicking **Clone** at Applicant 2 Details Family Name 🔏 Match the top of the Given Name 4. Enter Applicant 2 Details. 🔠 Match page (once the Principal Address Primary Contact Number Mobile number record has been e-Mail Address saved) and Date of Birth Gender • Not Specified changing the Initial Enquiry Initial Enquiry Outcon 5. Enter details for Initial Enguiry Outcome: Outcome Type to Foster Enquiry Type Date of Contact 21/04/2010 Type: Foster Enquiry Adoption Enquiry. Enquiry Outcome -Date of Contact: defaults to SysDate, can change Enquiry Outcome: select from No Further Action or Assign to Workflow Queue 🖯 Add Workflow Item Vessage Message 6. 💾 Save. A saved Foster Enquiry cannot be edited If the Enquiry Outcome is Assign to Workflow Queue the SAdd Workflow Item will open. Enter a Message, Assign To System User or Post, set **Due** Date. It will appear on Home Page | **My Workflow** Assign To Messages. An application record is automatically created in the 🔘 System User Fostering Application focus with a Status of 'Prospective Application'. 🔘 Post Related Reference Guides: Task v Fostering_Fostering Application Due Date 28/04/2010 Fostering_Foster Register Fostering Fostering Placements ΟK Cancel Adoption Fostering & Adoption Enquiry

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