



Fostering Fostering Application

Menu: Focus | Fostering | Fostering Application

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.

Fostering 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**.

Fostering 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 Fostering 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 Fostering Application page.

3. Recruitment Method: select from dropdown.



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Menu: Focus | Fostering | Fostering Application

Fostering Application Definition (cont'd)

4. Placement Information

Age Range Lower	<input type="text"/>	Age Range Upper	<input type="text"/>
No Of Children	<input type="text"/>	Gender of Children	<input type="text"/>

4. Placement Information: enter information relating to the child/ren to be fostered.

5. Fostering Resource Offered

ST Fostering	<input checked="" type="checkbox"/>
LT Fostering	<input checked="" type="checkbox"/>
Kinship Care	<input checked="" type="checkbox"/>
Relief	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Unaccompanied Minors	<input checked="" type="checkbox"/>
Fostering Plus	<input checked="" type="checkbox"/>
Dual Approval	<input checked="" type="checkbox"/>
Parent and Child	<input checked="" type="checkbox"/>

5. Fostering Resource Offered:

All items default to . Change to to show which Resources the Foster Carer/s can offer.

6. Information Pack and Application Progress

Information Pack Sent	<input type="text"/>	Request to Proceed	<input type="text"/>
Information Session	<input type="text"/>	Initial Assessment	<input type="text"/>
Training Completed	<input type="text"/>	Application Received	<input type="text"/>
Approval Completed	<input type="text"/>	Checks Completed	<input type="text"/>

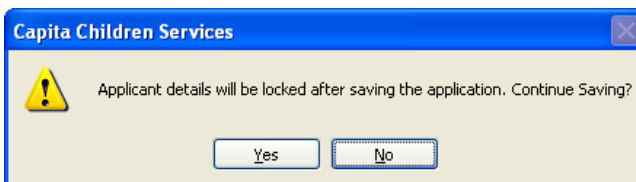
6. Information Pack and Application Progress: select dates from calendar dropdown.

7. Professionals Involved

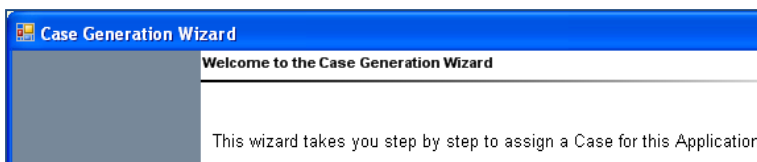
Professional Involved	Start Date	End Date	Role Description	Involvement Type	
					<input type="button" value="+ Add"/> <input type="button" value="X Remove"/> Active Only

7. Professionals Involved:

(Prof.Inv.Type Table_ID 1047)
Click **+ Add** to open the Professional Involved browser. Professionals can be **X Removed**. Check the box to view **Active Only** Professionals.



8. Save. Select **Yes** to confirm.



You will then be taken through the **Case Generation Wizard**.

Once the Case has been created the Fostering Application will be saved with a status of **Prospective Application**. The status of an application can be changed in the **Fostering Chronology**.



Related Reference Guides:

- Fostering_Fostering Placements
- Fostering_Foster Register
- Fostering_Fostering Adoption Enquiry
- Adoption_Fostering Adoption Enquiry



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

