	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	7 Louisiana Adoption Resource Exchange
	Part No./Name	3. Using TIPS/LARE For Family Information
	Section No./Name	Using TIPS/LARE For Family Information
	Document No./Name	7-310 Entering A Family Provider Inquiry In The Tips/LARE Sub-System
	Effective Date	April 15, 2015

I.   STATEMENT OF POLICY

All persons who contact (via phone, e-mail, in-person or provider portal) the Department of Children and Family Services (DCFS) to inquire about becoming a foster/adoptive parent shall be entered into TIPS/LARE through the Common Access Front End (CAFÉ) by the Home Development (HD) Intake Worker. This entry is to be submitted as soon as possible but no later than the next working day following the inquiry. Persons who call Home Development by mistake or who are not interested in applying to become a foster or adoptive parent for DCFS need not be entered. When a foster/adoptive applicant submits an inquiry via the CAFÉ Provider Portal, the inquiry should be system generated to the applicable region.

Intake Tracking reports will be generated from the inquiry records in TIPS/LARE. It is, therefore, important for Home Development Intake Workers to enter inquiry data in a consistent and timely manner.

DCFS CW Form * HDU ** 411 Intake Information may be used as a source document to collect the initial information to enter a family, or the information may be data entered directly into the CAFÉ-TIPS/LARE Sub-System from notes or during the intake contact. All persons who are data entered into CAFÉ- TIPS/LARE via a provider name search will be given a TIPS number automatically, if they are not already in the system. A case record folder need not be set up until the family submits an application.

II.   PROCEDURES

A. ENTERING A NEW FOSTER/ADOPTIVE PROVIDER

To create a TIPS/LARE computer record for a family inquiring about becoming a foster or adoptive family, the HD Worker shall complete the following tasks:

1. Conduct a Provider Name Search of the CAFÉ Master Provider Index (MPI) and/or TIPS Provider system on TIPS/LARE Screen 314A: Provider Name Search Criteria by typing in the inquirer's first and last name. If the inquirer is married, conduct a Provider Name Search on both spouses. (Refer to the TIPS Procedural Manual B. TIPS Provider Sub-System).

2. If the inquirer or either adult of a married couple does not already exist as a provider, add the family as a new provider. If they exist as another type of provider, select the family and update the data on the TIPS/LARE Screen 314B: Provider Name Search Results. Select the provider type appropriate for the family via the "pop-up" window that is displayed. Refer to * this section (B. Entering A Previously Closed Foster/Adoptive Provider and C. Generating An Inquiry Log) ** when reopening a closed TIPS provider record.

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	7 Louisiana Adoption Resource Exchange
	Part No./Name	3. Using TIPS/LARE For Family Information
	Section No./Name	Using TIPS/LARE For Family Information
	Document No./Name	7-310 Entering A Family Provider Inquiry In The Tips/LARE Sub-System
	Effective Date	April 15, 2015

3. Complete the mandatory data in CAFÉ which will populate information on TIPS/LARE Screen 351A: Family Intake Information. (Name, geographic and mailing address, referral source, and phone number) Complete the "Record Location" field with the appropriate code for the location of the Home Development Unit. This code is particularly important when later using TIPS/LARE Screen 281A to generate correct Attendance Rosters for the Inquiry Log and orientation and training meeting sign-in sheets.

   If the family is being data entered at a date later than the date of inquiry, change the automatically generated date to the actual date of inquiry.

   For "Responsible Worker", enter the number of the HD Worker who obtained the intake information on the family. This number will be automatically generated if the Intake Worker is the worker who logged into the TIPS/LARE Sub-System.

   If the family is inquiring about a specific child or sibling group in foster care, make every attempt to identify the child, and enter the child's TIPS number or the sibling group's TIPS/LARE identification number in the field "Specific Child Requested" on Screen 351A. If the child is in TIPS/LARE, a Requested Match Referral will be generated to the child's worker.

   SAVE this screen before moving to any other screen. If not saved, the data on this screen and the TIPS number will be lost. No other screen can be completed until Screen 351A has been saved initially. If this screen is not saved before moving to another screen, the family will not be in the TIPS/LARE Sub-System and will need to be re-entered, and a new TIPS number will be assigned.

   If the family is expressing interest in both the foster care and adoption programs, complete the "Dual Certification" field after the TIPS/LARE Screen 351A is saved. This will allow basic identifying information entered on the TIPS/LARE 351A Screen for one program to be copied to the other program. SAVE the screen again if new data has been entered.

4. On TIPS/LARE Screen 352A: Family Characteristics complete the subtype field with the subtype code(s) which appears to be the most correct subtype at the time. Some subtypes may only be used after the home has been certified and approved in that category. Subtypes are changed at a later time if another subtype becomes more appropriate. Dual certification will require provider type 02 (foster home) and 03 (adoptive home).

   If the primary provider type is "02" (foster home), select one or more of the following subtypes:

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	7 Louisiana Adoption Resource Exchange
	Part No./Name	3. Using TIPS/LARE For Family Information
	Section No./Name	Using TIPS/LARE For Family Information
	Document No./Name	7-310 Entering A Family Provider Inquiry In The Tips/LARE Sub-System
	Effective Date	April 15, 2015

- FH - if the family is inquiring about becoming a regular family foster home.

- FR - if the family is inquiring about becoming a foster home for a relative. Upon certification, the subtype FH should be added if the home is also available for children other than the specific relatives the family was certified to foster.

- * RC -** if the family is inquiring about becoming a foster care respite provider in their home for children placed in other foster or adoptive homes.

- * RT -** if the family is inquiring about becoming a retainer home on holidays and week-ends for children placed in residential settings.

If the primary provider type is "03" (adoption), select one or more of the following subtypes:

- AD - if the family is inquiring about becoming a regular adoptive home.

- KA - if the family is inquiring about adopting a foster child who is a relative.

"Payee Indicated" is a mandatory field on Screen 352A which names the payee on any checks issued to the family. Either mother or father or both can be designated as payee at this point. The family's preference can be obtained and entered at a later date prior to certification. Designate at least one of the parents as the payee with an "*".

Complete any other field on this screen if the information is known. All fields on this screen must be completed before the home can be certified (i.e, marital status, race, ethnicity, etc.) for both mother and father, if married.

5. On TIPS/LARE Screen 355A: Type of Child Desired, enter data obtained during the initial inquiry which indicates the number of children, age range, sex, and racial preference the family is interested in fostering or adopting. Indicate disabilities only if the family requests a child with a specific disability. This data shall be reviewed prior to certification, as it is likely to change as the family proceeds through the Home Development process and has more information and experience with children who need placement.

6. On TIPS/LARE Screen 356A: Family Status History, verify that the LARE status indicates "101 Pre-LARE: Pre-Application", and the date of the inquiry.

7. Move to TIPS/LARE Screen 357A: Family Scheduled Events. Enter the actual date the family has agreed to attend the Orientation meeting in the Due Date for the "9002 Group Orientation" event. Unless changed, this field will automatically show a due date of three

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	7 Louisiana Adoption Resource Exchange
	Part No./Name	3. Using TIPS/LARE For Family Information
	Section No./Name	Using TIPS/LARE For Family Information
	Document No./Name	7-310 Entering A Family Provider Inquiry In The Tips/LARE Sub-System
	Effective Date	April 15, 2015

weeks from the date of the inquiry. If the date of the agreed orientation is later than the date automatically shown, add a brief comment as to why, such as "first available orientation" or "at family's request".

8. Refer to Section 7-340, Adding Information and Tracking a Family During the Family Certification Process, for the procedures to complete the family's TIPS/LARE record as they progress through the certification process.

B. ENTERING A PREVIOUSLY CLOSED FOSTER/ADOPTIVE PROVIDER

If, during a name search, it is determined that the family who is reapplying is in a closed TIPS status, the foster/adoptive record must be reopened according to the following instructions:

- If the family is being reopened as the same type of provider, the same TIPS number shall be used, i.e. a closed foster/adoptive home is applying to reopen as a foster/adoptive home.
- After locating the name and TIPS number during the name search, access TIPS/LARE Screen 356: Family Status History via CAFÉ Provider Portal and add the correct open status. This must be completed before any data can be entered on any screen.
- After adding an open status, proceed with updating the record as indicated above in opening a new record. All the Family Scheduled Events may not be necessary depending on how long it has been since the record was open and the circumstances under which the record is being reopened. Follow requirements in the Home Development Program Policy Manual.

C. GENERATING AN INQUIRY LOG

At the end of the work day, the HD Intake Worker should print an Attendance Roster from the TIPS/LARE Screen 281A: Attendance Roster of all persons who inquired on that day by entering the "Event" code 9000, the date of the inquiry, and the record location. This roster may serve as the official intake log for that date; the worker should have a method to verify that all persons show up on the roster. If any are missing, the worker should recheck the TIPS/LARE family record to see that data was correctly entered and SAVED. This procedure is important because if critical data is not saved before leaving the screen, the family involved will not appear on the list from which invitations to the orientation will be prepared and may be lost from the certification tracking system. Verification of the existence of a TIPS/LARE record for a family may also be made from the worker's caseload listing since the caseload will reflect every family the worker entered into the TIPS/LARE Sub-System and Saved on TIPS/LARE Screen 351.

Agency Name	Office of Community Services (OCS)
Chapter No./Name	7 Louisiana Adoption Resource Exchange
Part No./Name	3. Using TIPS/LARE For Family Information
Section No./Name	Using TIPS/LARE For Family Information
Document No./Name	7-310 Entering A Family Provider Inquiry In The Tips/LARE Sub-System
Effective Date	April 15, 2015

III.   FORMS AND INSTRUCTIONS

* DCFS CW Form HDU 411 and Instructions **

IV.   REFERENCES

There are no references associated with this policy.