

# THE FAMILY INTAKE TRACKING TOOL

*A tool for recruiting and tracking the progress of families*

AdoptUSKids offers a tool that can help child welfare professionals respond to prospective foster and adoptive families. The tool provides easy access to the names of families who have contacted AdoptUSKids and indicated an interest in fostering or adopting from foster care. It allows professionals to enter their own contacts as well, following up with potential families as they move through the process of applying to foster or adopt, getting licensed, and becoming a foster or adoptive parent.

Once called the “Recruitment Response Team Database,” the tool has been revised and expanded to offer the following benefits.

## Informed families.

The Family Intake Tracking Tool (FIT Tool) supports our efforts to provide realistic and accurate information to prospective families who come through the AdoptUSKids toll-free number. Our goal is to transfer to states, tribes, or territories families who are informed and ready to move forward.

**AdoptUSKids** Family Intake Tracking Tool asmith | Log Out

**Recruitment Tracking** **Group Detail**

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**Families needing initial contact**

Case #	Name	City	County	Intake Date
<a href="#">AZ150972</a>	Michael Holden Evan Parker	Tempe		11/04/2014
<a href="#">AZ150977</a>	Janiece Janelle	Phoenix	Maricopa	11/03/2014

**Families needing follow-up**

Case #	Name	City	County	Call Back Date
<a href="#">AZ138052</a>	Jennifer Davis Wayne Davis	Tucson	Pima	11/03/2014
<a href="#">AZ149701</a>	Jacqueline King	Phoenix		11/03/2014
<a href="#">AZ147686</a>	Michael James Tony Barker	Tucson		11/04/2014
<a href="#">AZ150971</a>	Madalyn Macneil	Phoenix	Maricopa	11/05/2014
<a href="#">AZ150973</a>	Gary Gianni Renita Ruddock	Chino Valley	Yavapai	11/05/2014

**Figure 1:** The FIT Tool provides easy access to families who have contacted AdoptUSKids. Professionals can also log and track families who have contacted the state directly.

## The features professionals asked for.

Our partners in states across the country told us what they wanted, so we designed the tool to capture family information, track calls or attempts to follow up, and record the steps a family takes on the path to licensure and beyond. The FIT Tool streamlines call tracking and lets professionals look up families by phone number or search for families by status, group, or steps taken — then download these customized reports.

The screenshot displays the FIT Tool interface, divided into two main sections: 'Call Tracking' and 'Family Process'.

**Call Tracking:**

- \*Family Status:** A dropdown menu set to 'Ongoing contact'.
- \*Contact:** Radio buttons for 'Made contact with family' (selected) and 'Did not make contact with family'. Under 'Made contact with family', there are checkboxes for 'By phone' (checked) and 'Sent email'.
- Currently Scheduled Call Back Date:** A date field showing '11/5/2014'.
- \*New Call Back Date:** A date field showing '12/15/2014' with a calendar icon.
- Notes:** A large text area for entering notes.
- Buttons:** 'SAVE' and 'CANCEL' buttons at the bottom.

**Family Process:**

- Check all steps that apply to the family's most current process to foster or adopt from the foster care system.**
- Checkboxes for various steps:
  - Attended orientation
  - Attended parent support group
  - Completed an application to foster or adopt
  - Working with an agency
  - Completed family training
  - Completed the home study process
  - Currently licensed/approved/certified
  - Currently registered on AdoptUSKids
  - Currently have a child or sibling group placed in home
  - Legalized an adoption
  - Had a placement disruption, still continuing process
  - Discontinued the process

Figure 2: The FIT Tool streamlines call tracking and allows professionals to record the steps a family has taken.

## Essential learning.

The tool supports a series of surveys that will help AdoptUSKids track outcomes and understand barriers that families encounter in their journey to foster or adopt. We'll share what we learn via AdoptUSKids technical assistance and communications.



Would you like to learn more or request a demonstration?  
Please get in touch: (800) 901-6911 or [webtraining@adoptuskids.org](mailto:webtraining@adoptuskids.org).



More free resources at:  
[www.adoptuskids.org](http://www.adoptuskids.org)

