



The Adoption Album 2008

Our Children, Our Families

Rev. 6/1/09

Adoption Album Training Manual



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1. Introduction

The Office of Children & Family Services/New York State Adoption Service (OCFS/NYSAS) in conjunction with OCFS/Information Technology (IT) has developed a browser-based application for The Adoption Album—Our Children, Our Families. This new system improves the current photolisting process and enhances the prospective adoptive parent registry system. This manual is designed to assist both social services districts and voluntary authorized agencies in the use of The Adoption Album.

With this new system in place, the Blue Book will no longer be available in hard copy. The new system provides real-time comprehensive information on each child and the ability for that information to be entered in a more timely and accurate fashion. There are two modules to this system—Child Photolisting and Family Adoption Registry. Together, these modules will help match potential families with available children currently freed for adoption.

Overview of System

Child Photolisting Module

The Child Photolisting module is easier to use. The automated process allows caseworkers to submit an electronic photolisting referral and upload photos to OCFS/NYSAS. The information transmitted to OCFS/NYSAS registers the child for photolisting on the Internet. This process will now be in real time and will speed up the turnaround time from two weeks to a few days.

Caseworkers will access the adoption album using their Lightweight Directory Access Protocol (LDAP) accounts. This will restrict unauthorized users from accessing information maintained in the Adoption Album.

The general public accesses the photolisting of children via the following Internet link: www.ocfs.state.ny.us/adopt/. Limited information describing the children will be available on the Internet.

Family Adoption Registry/Family Photolisting Module

The Family Adoption Registry is a tool for prospective adoptive parents to register to indicate their interest in adopting New York State's Waiting Children. The Family Adoption Registry contains information on families who are interested in adopting photolisted children. This information will be available to adoption staff throughout the state to facilitate the matching of children to prospective families. The Family Adoption Registry is a quick and easy way to match prospective adoptive families and waiting children. Families may also choose to provide a family photo if they wish to be photolisted.

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Login to Production Website

This document will explain how to access browser-based applications that require you to enter account information using a New York State Directory Services (NYS DS) account. **Note that NYS DS accounts are referred to as LDAP accounts.**

How NYS DS Accounts Work

NYS DS accounts let agencies protect and manage access to a variety of applications using a single login ID for each individual user. There are two sets of information you must remember regarding your NYS DS account: your **login ID** and your **password** (also known as account “credentials”). Generally, your login ID will be the same as your Human Services Enterprise Network (HSEN) User ID (the ID you use to log in to the network each day: e.g., “gg9999”). *These accounts are not the same, however:* when you change your HSEN password, you are not automatically changing your NYS DS password.

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Important: Before you begin, you will need two sets of information:

- 1. NYS DS ID and NYS DS Temporary Password** (*for first-time use only*)
Your NYS DS ID is usually the same as your Windows login ID. Your NYS DS *temporary* password is given to you by an application administrator, LAN administrator, supervisor, or the Enterprise Help Desk. The first time you use this password to access an application you will be prompted to reset the password to one known only to you. The next time you log in to the application, you will use the new password.
- 2. NYS DS ID and NYS DS ID Password** (*your “regular” login information*)
This account information consists of your NYS DS ID and the password you selected when you logged in to the application for the first time. Use this password every time you log in to the application unless (a) your password is expiring (at which point you will be prompted to change your password), (b) you have forgotten your password and requested a password reset, or (c) you have been locked out of your account. In the latter two cases, you will be issued a new temporary password that you will use to access the system as if it were your first time using the protected application.

Using Your NYS DS ID to Access a Protected Application for the First Time

Concepts ► You will be asked to create your own password. Your password must be at least 8 characters long and contain at least 1 number and 2 letters. It cannot contain more than 2 repeating characters, or include any part of your name or e-mail address, and it cannot be a password used in the last 1,000 days.

Important ► When an application is referred to as “browser-based,” this means that you access it through your web browser, such as Internet Explorer. You begin accessing the application by locating the Internet Explorer icon on your desktop and launching the browser.

The browser will open in a window. You need to go to the application login page. You do so by entering the application address. Locate the Address bar in the browser window:

Full Version Internet:

<https://www.ocfs.state.ny.us/nysas/>

Full Version Intranet:

<http://ocfs.state.nyenet/nysas/>

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ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under applicable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain a copy, or modify other users' files without express permission;
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
7. You must report any abuse or misuse of this application to OIT and you shall cooperate fully in any investigation into any such abuse or misuse.

[I forgot my password](#)
[Agency Assistance & Contact Information](#)

Note: You can *create* a shortcut to the application by logging in to the application, then selecting the browser icon in the upper left corner of the window and dragging it to your desktop, OR by right-clicking in the application window, selecting **Create Shortcut** from the menu that appears, then answering **OK** in the window that states “**A shortcut to the current page will be placed on your desktop.**” Do not create a shortcut to the login page – instead log in and then create a shortcut to the application home page.



Rules for creating a NYS DS password

1. Your password must be at least 8 characters in length.
2. Your password cannot have been used in the past 1,000 days.
3. Your password cannot contain all or part of your account name.
4. Your password must contain **three** of the following criteria:
 - Uppercase letters (A-Z)
 - Lowercase characters (a-z)
 - Numeric characters (0–9)
 - Non-letter, non-numeric characters (i.e., !, \$, #)
 - Examples include:
 - #Apples\$
 - January1
 - !PurpleR

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2. Child Photolisting Referral

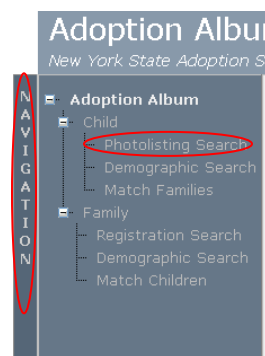


Step-by-Step

Initiate Child Photolisting Referral

Each legally freed child who has been in foster care for a period of three months or more and is not in an adoptive placement must be referred to the Office of Children and Family Services New York State Adoption Services (OCFS/NYSAS) within 10 working days of being freed for adoption, except when a waiver of referral is authorized. The standards for referral and photolisting of children freed for adoption as set forth in OCFS regulations 18 New York State Codes, Rules and Regulations (NYCRR) Part 420 remain in effect.

1. Click the **Navigation** Bar to expand.
2. Select **Photolisting Search** under the Child heading.
3. Enter the Child's CIN or Connections CPID in the space provided. If you do not know the child's CIN or CPID, use the Advanced Search Criteria menu and enter the Legacy Photolisting ID, the caseworker ID, or the child's first and/or last name.
4. Click the **Search** button at the bottom of the page.
5. Select the child from the resulting list and click the **View Summary** or **New Photolisting** button.
6. The child's demographic information will pre-fill from Connections. Complete the **Information** Tab by selecting a **Secondary Language**, a **Legally at Risk** radio button and entering the date the child was **Legally Freed**, then click the **Next** button to save the information and move to the next step.
7. On the **Needs** Tab, information entered in the Health and Education Modules in Connections will pre-fill the narrative boxes and cannot be modified. Select a radio button for the child's need level in the areas of **Physical Health**, **Educational or Learning**, **Mental Health**, and



Note: The results will be returned in a list format with the Photolisting results presented first, followed by the children known to Connections who meet the search criteria entered. Only assigned cases will appear in the list. The caseworker administrator will see all the children who meet the search criteria assigned to his/her agency.

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Developmental Health, then click the **Next** button to save the information and move to the next step.

8. On the **Narratives** Tab, enter the **Child's Public Narrative, Narrative Written by Child** (in his/her own words in the first person), **Caseworker Comments** (enter justification for the needs level selected on the Needs tab and any other essential information affecting the placement of a child).

9. On the **Photos** Tab, pictures may be added to the Adoption Album by using the **Browse** button to **Upload** digital photos that have been scanned or downloaded to the worker's PC (for districts/agencies where this option is available). All others will continue to print the referral and mail the paper copy along with a photo to NYSAS.

10. On the **Siblings** Tab, a list of All Siblings, as reported in Connections, will appear (see **Photolisting Siblings Together** for Step-by-Step Instructions). Select **Next** to save the information and move to the next step.

11. On the **Administrative** Tab select the **Legal District, Authorizing Agency, Planning Agency, and Photolisting Contact Agency** from the drop-down list (contact information will auto-fill based on the agency selected in the Photolisting Contact Agency drop down). Select the photolisting status and click **Save** (if you are not ready to submit) or **Submit** to submit the referral to NYSAS. If you have not uploaded a photo, you will be required to print a paper copy of the referral by clicking the **Referral Summary** button and sending the paper copy along with a photo to NYSAS.



Digital photos should be 900 X 1200 with a file type of .jpg or .tif.

Note: Your work is saved by selecting the **Back, Save, or Next** button at the bottom of each Tab.

All entries on a Tab are deleted when moving from Tab to Tab without clicking one of these buttons.

Congratulations! You have successfully submitted the Child's Photolisting Referral to NYSAS.

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Step-by-Step

Photolist Siblings Together

Complete steps **1-9** for all siblings who will be photolisted together.

1. Click the **Navigation** Bar to expand.
2. Select **Photolisting Search** under the Child heading.
3. Enter the Child's CIN or Connections PID in the space provided. If you do not know the child's CIN or CPID, use the Advanced Search Criteria menu and enter the Legacy Photolisting ID, the caseworker ID, or the child's first and/or last name.
4. Click the **Search** button at the bottom of the page.
5. Select the child from the resulting list and click the **View Summary** button.
6. Click on the child's **Referral** number on the far left in the resulting grid.
7. On the **Siblings** Tab, a list of All Siblings, as reported in Connections, will appear. If siblings are not identified in Connections, you may search for siblings by entering their CIN. Click the **Create Sibling Group** button.* The child in the referral where you are creating the group will populate the list.
8. To add a sibling, click the **Add Sibling Referral** button. All siblings with active referrals will appear in the list. Click **Add** to select a sibling to add to the group (repeat this process until all siblings who are being photolisted together populate the group).
9. Click the **Group Photos** Tab. Pictures may be added to the Adoption Album by using the **Browse** button to **Upload** digital photos that have been scanned or downloaded to your computer. Click the **Next** button to advance to the next page.

***Note:** All children who will be included in the sibling group, require a referral to be initiated before they may be added to the group.

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Step-by-Step

Edit Photolisting Referral

Edits on a photolisting are only allowed up to the point the referral is submitted to NYSAS.

You may edit any of the enterable fields prior to submission. In addition, workers may download 3 pictures per child. The child's information is pre-filled from Connections and may not be changed. Information contained on the **Needs** tab is pre-filled. You may change the severity level of the need ranging from None to Severe but you may not change the narrative. You may add or delete sibling groups. **Case Manager, Case Planner, Caseworker, Legal District, Authorizing Agency, Planning Agency, and Photolisting Contact Agency** information is drawn from Connections. The photolisting contact is pre-filled with the selection of the **Photolisting Contact Agency**.

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Step-by-Step

Request Photolisting Change

Caseworkers should use the **Change Request** function after the referral has been submitted to NYSAS for approval.

The only changes allowed on an active referral are:

- **Photolisting Status**—requesting a change in the child’s status due to one of the factors below:
 - Not Freed
 - Discharged relative
 - Discharged kinship
 - Returned to parents
 - Over 14
 - Child is 18
 - Child died
 - Discharged
 - Inquiries
 - Visiting
 - Not emotionally prepared
 - Multiple potential families identified
 - Foster parents intend to adopt
 - Child AWOL
 - Kinship placement—No goal of adoption
 - Placed

- **Child’s own Narrative**—change in the child’s narrative, or to add a child’s narrative

- **Caseworker Comments**—to discuss changes in the **Needs** level or other pertinent information that could affect the placement of a child

- **Needs**—when the child’s condition has improved or worsened

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Request Photolisting Change, continued

1. Click the **Navigation** Bar to expand.
2. Select **Photolisting Search** under the Child heading.
3. Enter the Child's CIN, Connections PID (CPID), or Photolisting ID (PID) in the space provided. If you do not know the child's CIN, CPID or PID, use the Advanced Search Criteria menu and enter the Legacy Photolisting ID, the caseworker ID, or the child's first and/or last name.
4. Click the **Search** button at the bottom of the page.
5. Select the child from the resulting list and click the **View Summary** button.
6. Click the **Change Request** button.
7. Make your change to either the **Photolisting Status, Child's own Narrative, Caseworker Comments, or Needs**, then click the **Submit** button at the bottom of the screen. This will send an e-mail notification to NYSAS of the change request. You will receive an e-mail when either the request has been approved or rejected with a reason for the rejection

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Step-by-Step

Renew Photolisting Referral

The **Renew Photolisting** function is used to update a child who is currently photolisted.

When the **Renew Photolisting** function is used, a child will be assigned a new photolisting ID.

The **Renew Photolisting** function will not allow caseworkers to change Child Data information (CIN, Name, Gender, Ethnicity, Religion, Languages, or Allergies).

Below are the reasons for updating a child:

- Correction needed to the following:
 - Public Narrative
 - Number of siblings photolisted together
 - Change in sibling composition
- 18-month required update
- Replacement of the current photograph

Step-by-Step Instructions:

1. Click the **Navigation** Bar to expand.
2. Select **Photolisting Search** under the Child heading.
3. Enter the Child's CIN, Connections PID (CPID), or Photolisting ID (PID) in the space provided. If you do not know the child's CIN, CPID, or PID, use the Advanced Search Criteria menu and enter the Legacy Photolisting ID, the caseworker ID, or the child's first and/or last name.
4. Click the **Search** button at the bottom of the page.
5. Select the child from the resulting list and click the **View Summary** button.
6. Click the **Renew Photolisting** button.

Note: Your work is saved by selecting the **Previous**, **Save**, or **Next** button at the bottom of each Tab.

All entries on a Tab are deleted when moving from Tab to Tab without clicking one of these buttons.

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7. The child's demographic information will pre-fill from Connections. Complete the **Information** Tab by selecting a **Secondary Language**, a **Legally at Risk** radio button, and entering the date the child was **Legally Freed**, then click the **Next** button to save the information and move to the next step.
8. On the **Needs** Tab, information entered in the Health and Education Modules in Connections will pre-fill the narrative boxes and cannot be modified. Select a radio button for the child's need level in the areas of **Physical Health**, **Educational or Learning**, **Mental Health**, and **Developmental Health**, then click the **Next** button to save the information and move to the next step.
9. On the **Narratives** Tab, enter the **Child's Public Narrative** (see Appendix A for narrative examples), **Narrative Written by Child** (in his/her own words in the first person), **Caseworker Comments** (enter justification for the needs level selected on the **Needs** tab).
10. On the **Photos** Tab, pictures may be added to the Adoption Album by using the **Browse** button to **Upload** digital photos that have been scanned or downloaded to the worker's PC. All others will continue to print the referral and mail the paper copy along with a photo to NYSAS.
11. On the **Siblings** Tab, a list of All Siblings, as reported in Connections, will appear (see **Photolist Siblings Together** for Step-by-Step Instructions). Select **Next** to save the information and move to the next step.
12. On the **Administrative** Tab, select the **Legal District**, **Authorizing Agency**, **Planning Agency**, and **Photolisting Contact Agency** from the drop-down list (contact information will auto-fill based on the agency selected in the Photolisting Contact Agency drop down). Select the photolisting status and click **Save** (if you are not ready to submit) or **Submit** to submit the referral to NYSAS. If you have not uploaded a photo, you will be required to print a paper copy of the referral by clicking the **Referral Summary** button and sending the paper copy along with a photo to NYSAS.

Congratulations! You have successfully submitted the Photolisting Renewal Referral to NYSAS.

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Step-by-Step

Conduct Child Photolisting Search

This function will allow caseworkers to search for children based on selected criteria. Detailed below are the steps to search for children.

1. Select **Demographic Search** from the Navigation menu under the Child heading.
2. Caseworkers should select criteria based on the type of children they would like to view. Caseworkers must enter the criteria into the **Child Demographic Search** data fields.
 - **Gender:** The system defaults to All. Identify a preference: “M” (Male) or “F” (Female).
 - **Age Range:** The system defaults to 0 to 21. Select the age range of the children you are looking for.
 - **Legally at Risk:** The system defaults to All. Indicate yes or no by selecting that option.
 - **Siblings:** The system defaults to All. Indicate your preference.
 - **Needs:** The system defaults to Severe. Select None, Mild, Moderate, or Severe for each area.

If caseworkers would like to narrow their search further, they should complete the data fields identified below. The system will search for children based on the information provided in the data field.

- **Authorizing Agency**
 - **Planning Agency**
 - **Contact Agency**
 - **Region**
 - **District**
 - **Publication Range**
3. Once the information has been entered, click on the **Search** button. This will allow the system to perform the **Child Demographic Search** function.
 4. To view the child’s information, caseworkers must click on the **View Summary** button.
 5. To return to the list of children, scroll to the bottom of the screen and click on the **Back** button. The number of results on the page may be expanded or reduced by using the drop down at the top of the screen.

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3. Family Adoption Registry

Caseworkers register New York State families that have completed an Application to Adopt in the Family Adoption Registry. Social Services Law 372-b (SSL) and Title 18 of NYCRR 424.2 indicate families who apply to adopt handicapped or hard-to-place children must be registered.

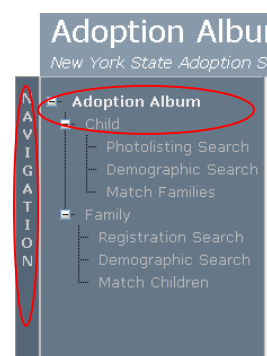


Step-by-Step

Initiate Family Registration/Photolisting

The Family **Registration Search** is used to search for existing registrations or to begin a new registration. The search results will consist of current registrations as well as families that have an open FAD stage in Connections.

1. Click the **Navigation** Bar to expand.
2. Select **Registration Search** under the Family heading.
3. Enter the current Registration ID, the Family's Last Name, or the Family's Registration ID from the old Family Registry (Legacy Registration ID).
4. Click the **Search** button at the bottom of the page.
5. Select the family from the resulting list and click the **View Registration** if they are known to the adoption album or **New Registration** button if they are known to Connections, **or** click the **New Registration** button at the bottom of the screen to launch a new **Family Registration**.
6. **View Registration** will bring up the **Members** tab. You may **Add Parent** or **Add Member** or **Edit/Delete** information on this tab. Once you have entered the parents/members information, click the **OK** button to Add them. Click **Next** to save the information and move to the next tab.



Note: Results will be returned in a list format with the Family Registration results presented first followed by the Families known to Connections who meet the search criteria entered.

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7. On the **Information** tab, enter the **Home Phone, E-mail Address, Home Address, Mailing Address, City, County, State, Zip Code, Primary Language, Secondary Language** (if applicable), and **Pets** next tab.
8. On the **Photos** tab, if the family is not being photolisted select the **No** radio button and select **Next** to move to the next tab. If the family wishes to be photolisted, select the **Yes** radio button. Enter the **Family's Own Narrative**. Caseworkers may add pictures by using the **Browse** button to **Upload** digital photos that have been scanned or downloaded to the worker's PC (for districts/agencies where this option is available.) All others will continue to print the referral and mail the paper copy along with a photo to NYSAS. Click **Next** to save the information and move to the next tab.
9. On the **Child Characteristics** tab use the radio buttons and drop-down lists to describe the child or children the family is seeking. Use of the **All** radio button indicates the family is willing to accept all of the attributes listed. Once the form is completed, click **Next** to save the information and move to the next tab.
10. On the **Administrative** tab, enter your Network ID (User ID) and select the **Homestudy Status** and the **Approval** date (for an approved Homestudy). Click the **Save** button to save the information to the registry or the **Submit** button to submit the photolisting to NYSAS for approval (the **Submit** button will only be available when a family is being photolisted).



Digital photos should be 900 X 1200 with a file type of .jpg or .tif

Congratulations! You have successfully submitted the Family Registration into the Family Registry.

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Step-by-Step

Conduct Family Registration Search

1. Click the **Navigation** Bar to expand.
2. Click on the **Demographic Search** button under the Family Heading.
3. Select the **Gender, Age Range, Maximum Number of Children, Accept Legally at Risk, Needs, Ethnicity, Religion, and Language**, then click the **Search** button (to maximize the number of families returned, you may conduct a search using the default levels by simply clicking the **Search** button).

The resulting list returns families who are registered in the adoption album and match the criteria entered.

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Step-by-Step

Edit Family Registration

You may edit the **Family Registration** until the status is **Registered-Photolisted** by NYSAS.

1. Click the **Navigation** Bar to expand.
2. Click the **Registration Search**.
3. Type in the **Registration ID** or the **Last Name**.
4. Click the **View Registration** button.
5. On the **Members** tab, you may add or delete a **Parent** or **Household Member** by selecting the **Add Parent** button, **Add Member** button, or the **Delete** button. Click the **Next** button to save the information and move to the next screen.
6. On the **Information** tab, you may edit the **Home Phone, E-mail, Address, Languages,** and **Pet** information. Once your changes are complete, click the **Next** button to save your information and move to the next screen.
7. On the **Photos** tab, you may edit the family's own narrative and/or browse to upload a new picture. Click the **Next** button to save your information and move to the next screen.
8. On the **Child Characteristics** tab, you may update any or all of the information on the page. Click the **Next** button to save the information and move to the next page.

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Step-by-Step

Update Family Registration

You may update the **Family Registration** of a family whose status is **Registered-Photolisted** by NYSAS.

1. Click the **Navigation** Bar to expand.
2. Click the **Registration Search**.
3. Type in the **Registration ID** or the **Last Name**.
4. Click the **View Registration** button.
5. On the **Members** tab, you may add or delete a **Parent** or **Household Member** by selecting the **Add Parent** button, **Add Member** button, or the **Delete** button. Click the **Next** button to save the information and move to the next screen.
6. On the **Information** tab, you may edit the **Phone**, **E-mail**, **Address**, **Languages**, and **Pet** information. Once your changes are complete, click the **Next** button to save your information and move to the next screen.
7. On the **Photos** tab, to update a family who is already Registered-Photolisted, click the **Change Request** tab. You may edit the family's own narrative and/or browse to upload a new picture. Click the **Next** button to save your information and move to the next screen.
8. On the **Child Characteristics** tab, you may update any or all of the information on the page. Click the **Next** button to save the information and move to the next page.
9. On the **Administrative** tab you will see the **Photolisting/Registration** status has updated to **Change Requested**. Click on the **Submit** button to send your change request to NYSAS.

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4. Matching and Searching for Children and Families



Step-by-Step

Conduct Child-Family Match

1. Click the **Navigation** Bar to expand.
2. Select **Match Families** under the child heading.
3. Enter the **Referral ID, Child Identification Number (CIN), or Connections Person ID (CPID)** of the child for whom you are seeking a match. Click the Search button.
4. A list of families who match the Child's **Needs level, Age, Gender, Maximum Number of Children**, will display in the grid. You may view the family's information by selecting the **View Registration** button. If the family is photolisted, you will see the **Family Registration Summary** on the window. If the family is not photolisted, you will receive the message that states: *This family is not yet photolisted; select View registration to view the family's registration details.* Click the **View Registration** button at the bottom of the page to view the family's registration information.
5. Click the **Back** button to return to the results screen, or click **Match Families** from the navigation tree to start a new search.

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Step-by-Step

Conduct Family-Child Match

1. Click the **Navigation Bar** to expand.
2. Select **Match Children** under the **Family** heading.
3. Enter the **Family Registration ID** for the family you are seeking to match. Click the **Search** button.
4. A list of children who match the **Child Characteristics** the family entered will display in the grid. You may view the child's information by selecting the **View Summary** button.
5. Click the **Back** button to return to the results screen, or click **Match Child** from the navigation tree to start a new search.