TEXAS
Department of Family and Protective Services
Child Protective Services

Texas Adoption Resource Exchange (TARE) User Guide

AdoptChildren.org
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Introduction

Welcome to the Texas Adoption Resource Exchange (TARE) User Guide.

The TARE website is an online tool that allows you to quickly and easily provide the Department of Family and Protective Services (DFPS) with your adoption preferences and interest in adopting Texas children. Your profile is made available to DFPS staff statewide. Staff can view and search the information you provide about your adoption preferences, such as child characteristics, family skills, and the overall level of need you want to parent. Ultimately, it may result in a successful adoptive placement for a child or sibling group with you.

TARE gives you the ability to:

- create and maintain a family profile* that includes adoption preferences.
- search for children available for adoption.
- view the status of your inquiries on TARE children; and
- receive updates on children you have inquired on.

***** When the term "family profile" is used within this document or on the TARE website, it refers to single individuals and married couples (with or without children).

Matching Component

The TARE system has a built-in matching component that automatically compares your adoption preferences (using your family profile) with the child's profile characteristics. The TARE system determines the number of preferences that match with the child's characteristics and assigns a percent value to the match. This match percentage is not the only basis for consideration of your family as a potential adoptive placement. The primary consideration is the child's best interest. In pursuit of the child's best interest, DFPS bases each placement on an informed evaluation and understanding of the child's needs and on the adoptive family's understanding of and potential for meeting those needs.

Matching a child with a family who can meet their needs requires an exchange of information between the child's caseworker and your home worker/case manager. We will request your home screening so that we can determine whether you are a good match for a child or sibling group in TARE. If DFPS considers you as a possible match, your home worker/case manager or the child's caseworker will contact you. Please note that the TARE database is not an all-inclusive list of children waiting for adoption.

Create a TARE Account

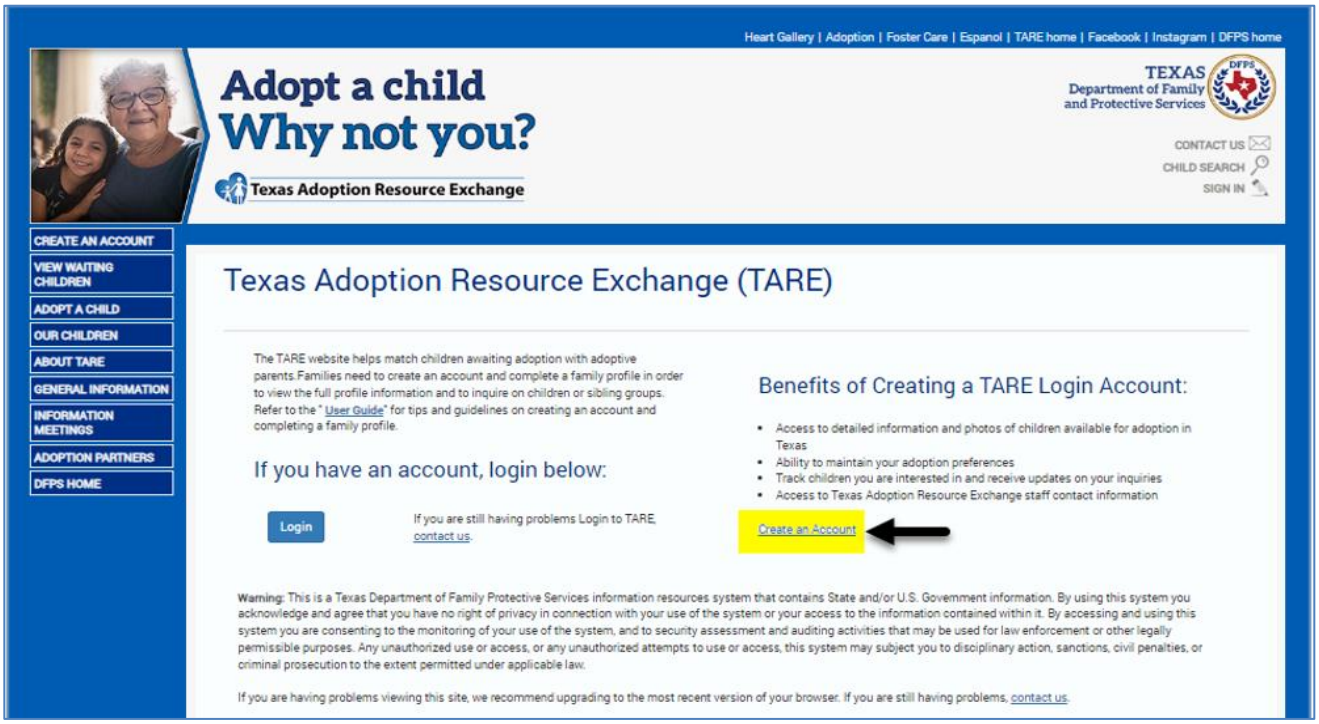
This section describes how to create a login and password to establish a TARE account. The information collected by the TARE system is stored in a secure, password protected database that can only be viewed by DFPS staff and designated partners. Information may be used or shared between DFPS and authorized third parties.

If you are interested in foster care only, please visit the DFPS Foster Care information page rather than creating a TARE account.

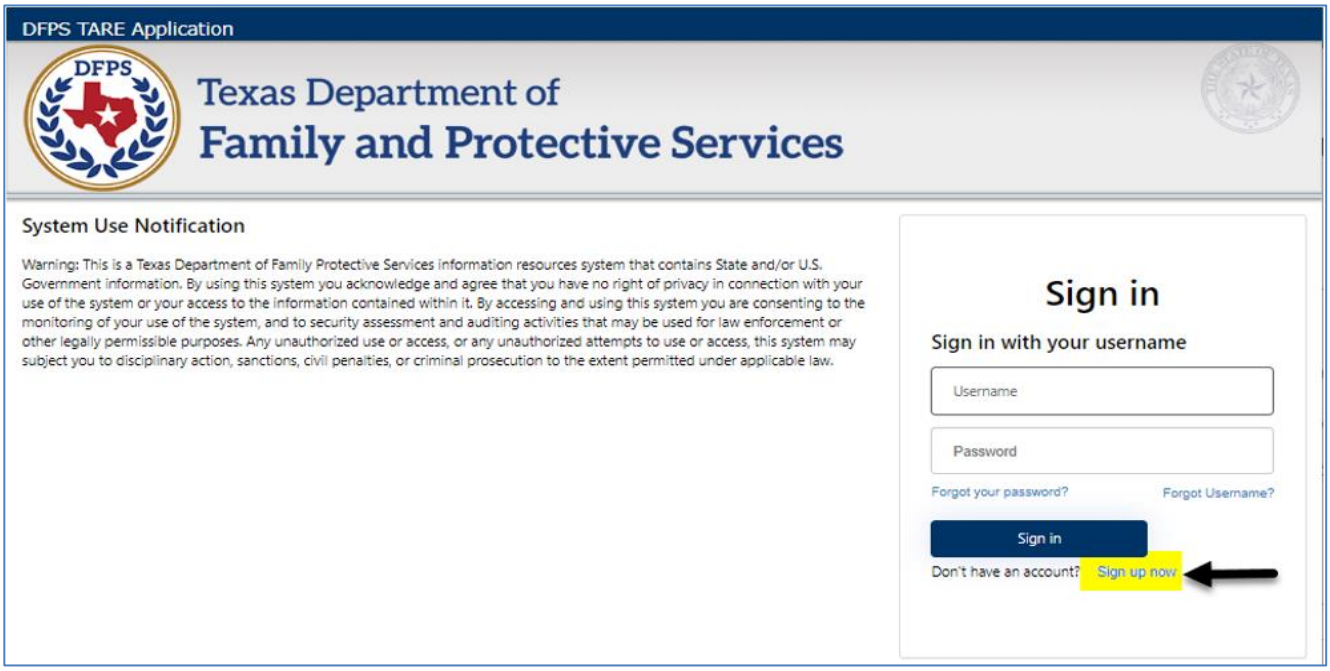
Steps to Create a TARE Account

Follow these steps to create a login account on TARE. Please only create one account per family.

Step 1: From the TARE homepage, click on the **Create an Account** link.

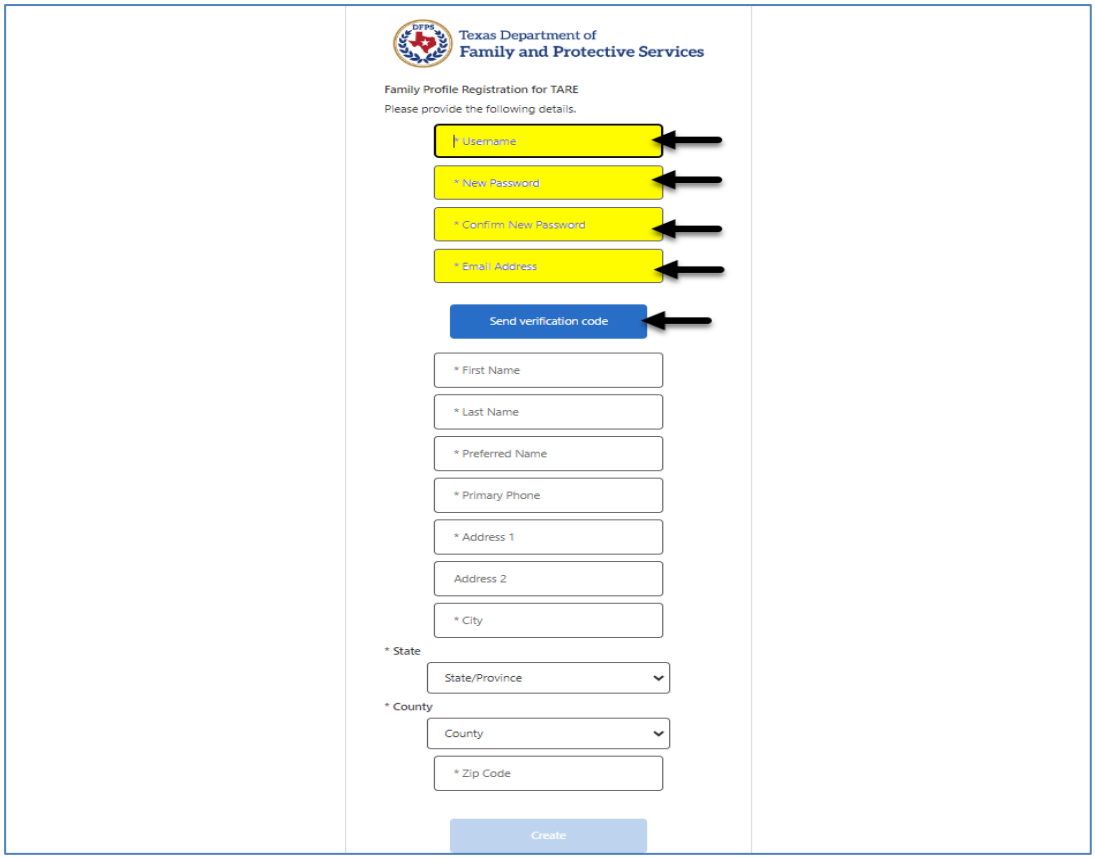


Step 2: The following **Sign in** page appears, click on the **Sign up now** link.

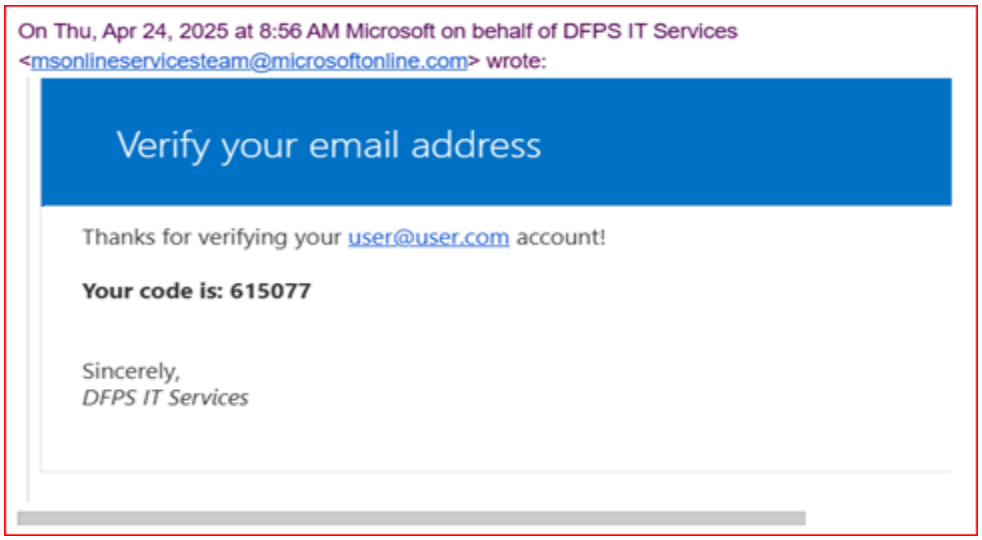


Step 3: The following **Registration** page appears. Fill in the highlighted fields and click the **Send Verification code** button.

***Please note:** Users will need to repeat the emai and verification code step twice as part of the double verification process.



The following email with the **verification code** is sent to the email address you provided during registration.

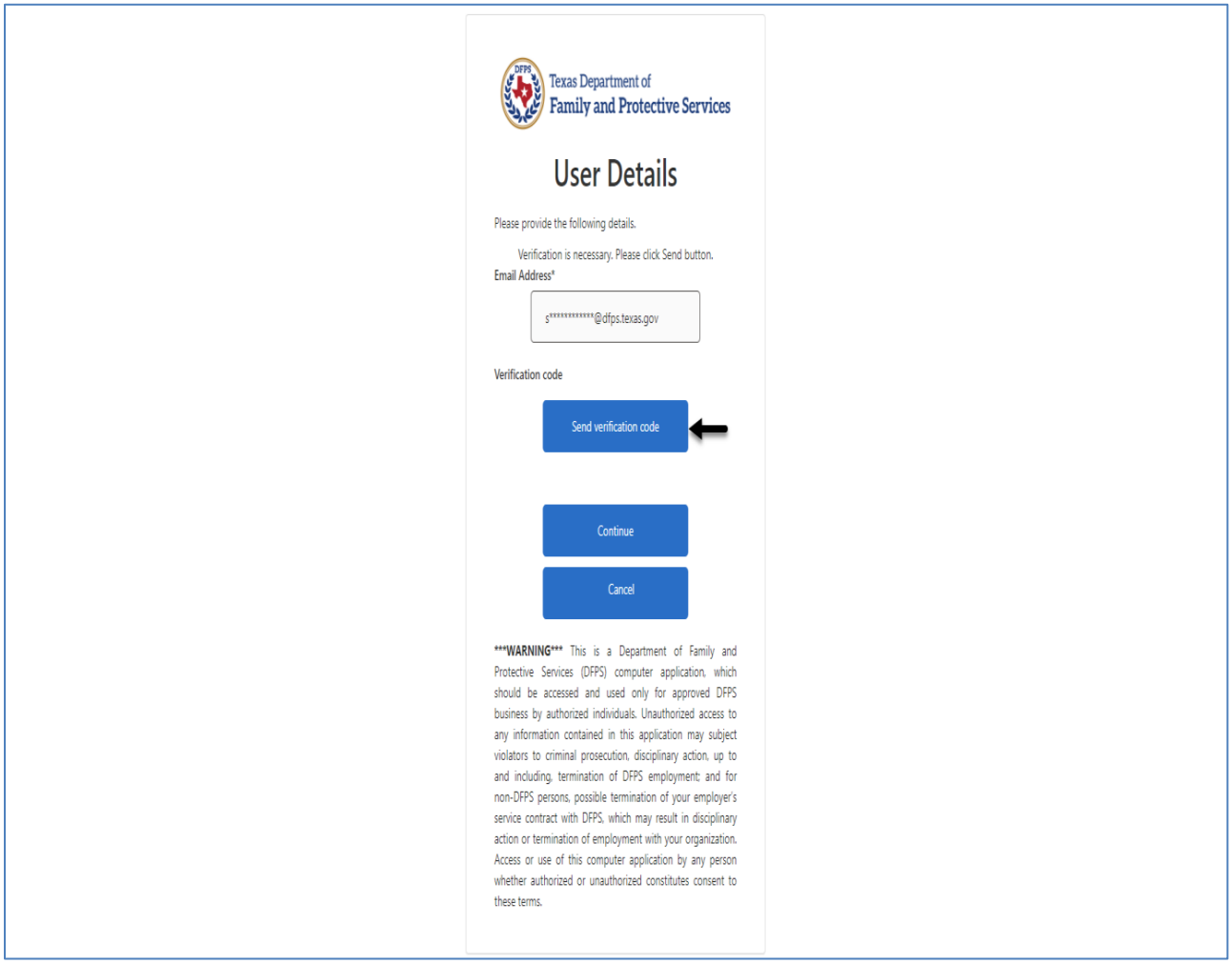


Step 4: Enter the code in the **verification Code** field and click the **Verify code** button.

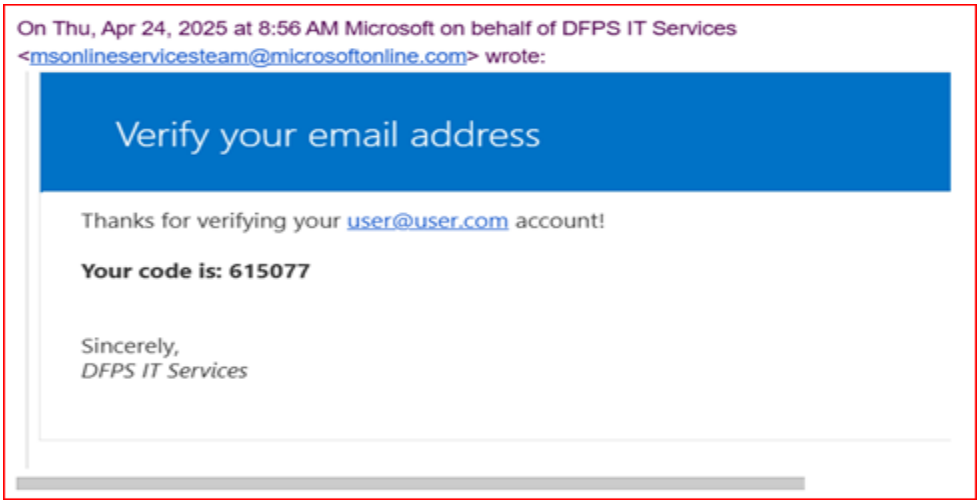
Step 5: The following page appears, fill in the highlighted fields and click the **Create** button.

Step 6: The following **User Details** page appears; Access requires a two-step verification.

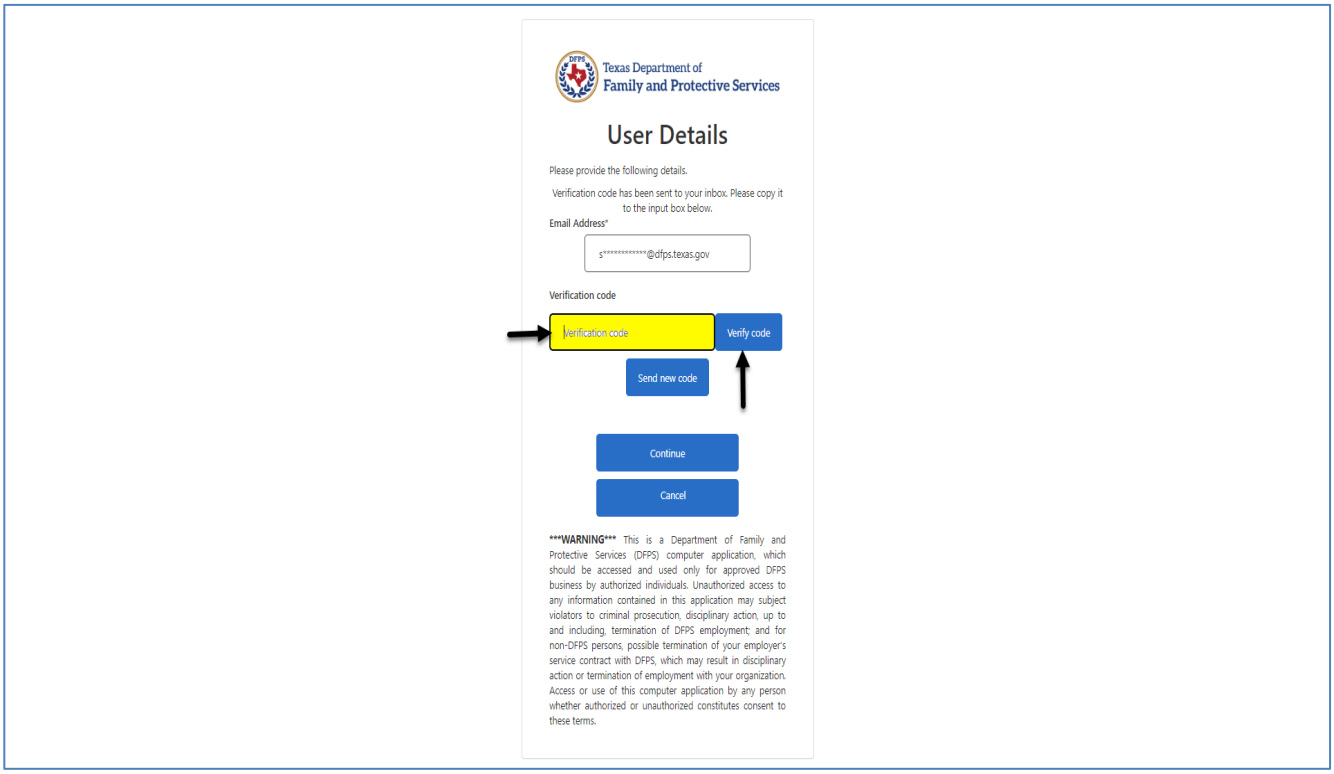
Click the **Send verification code** button.



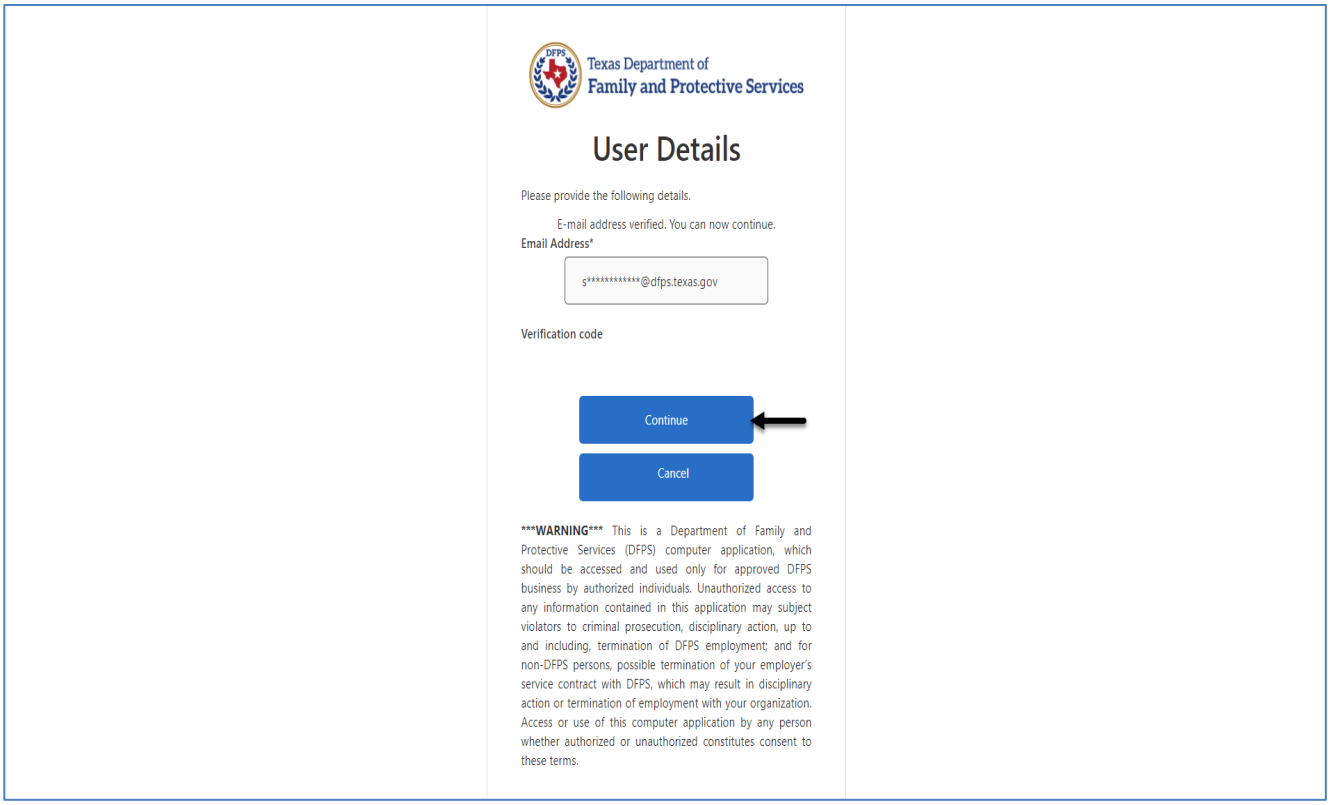
The following email with the **verification code** is sent to the email address you provided during registration.



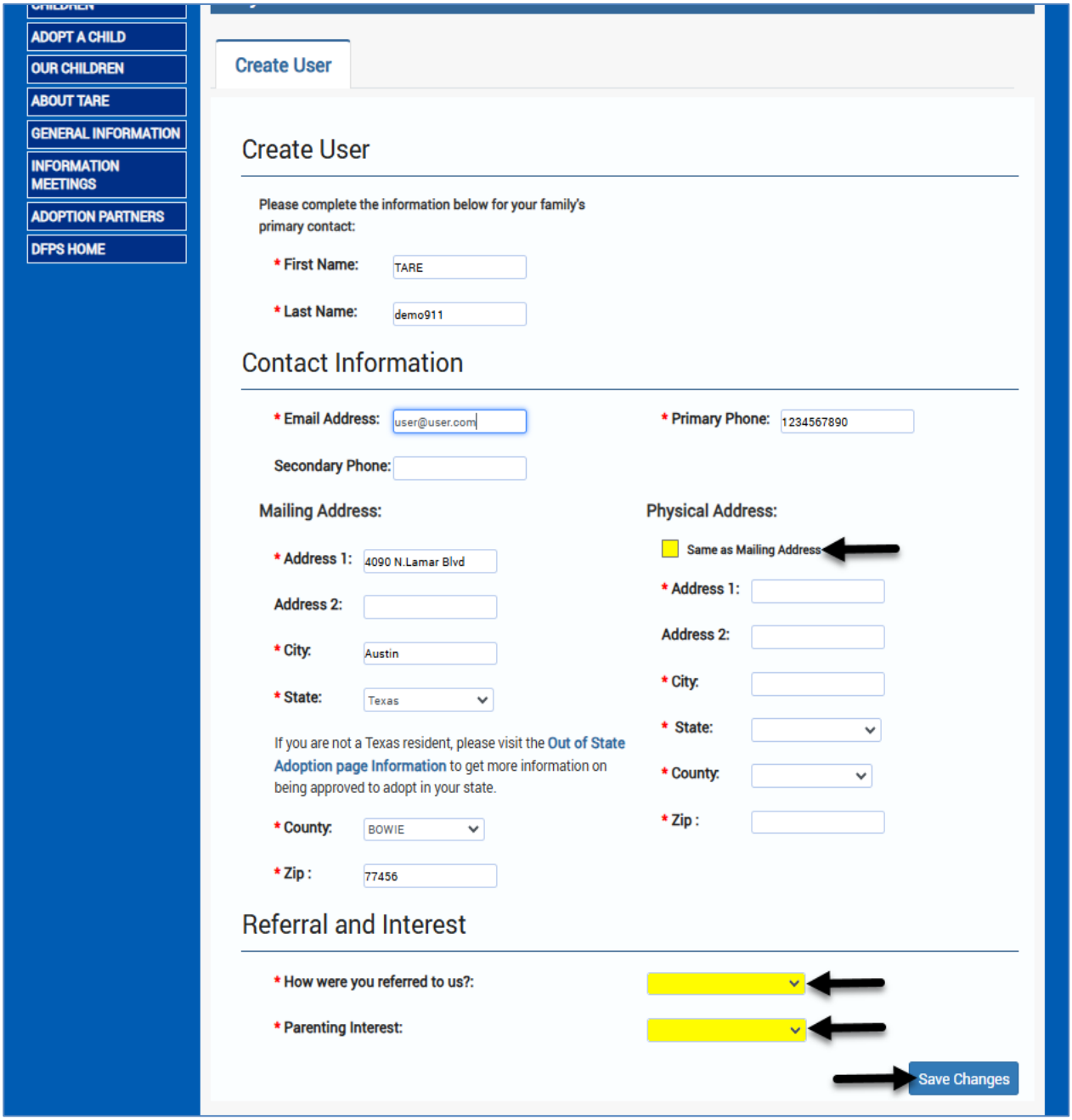
Step 7: The following **User Details** page appears, enter the **verification code** and click the **Verify code** button.



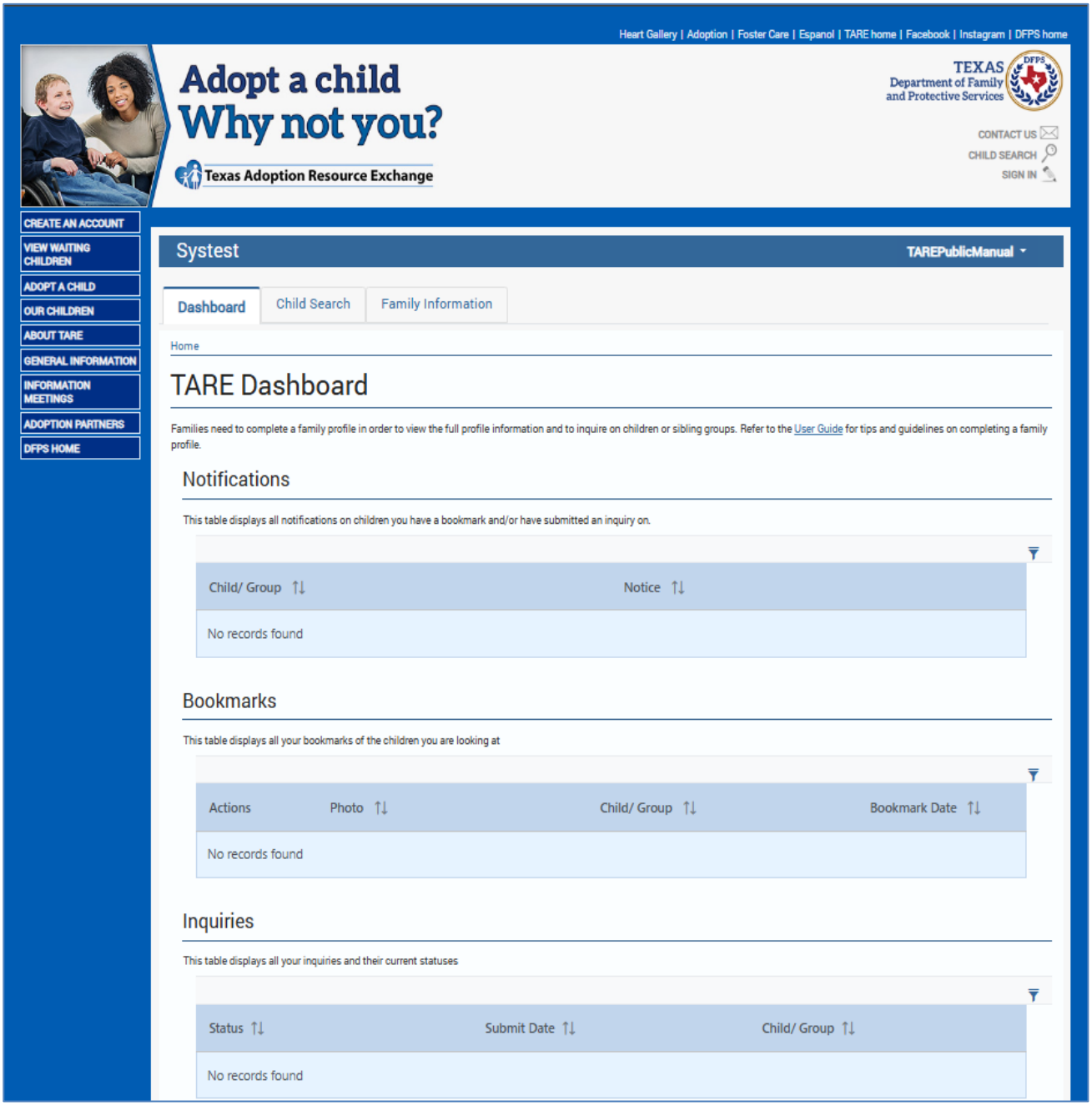
Step 8: The following **User Details** page appears, click the **Continue** button.



Step 9: The following **Create User** page appears, fill in all the required fields and click the **Save Changes** button.



Step 10: The TARE Dashboard page appears, and the login account is now activated. You can begin completing your family profile.



Complete a Family Profile

This section describes how to complete the family profile. You must be logged in and the profile must be 100% complete in order to inquire on children. With a completed family profile, you will be able to:

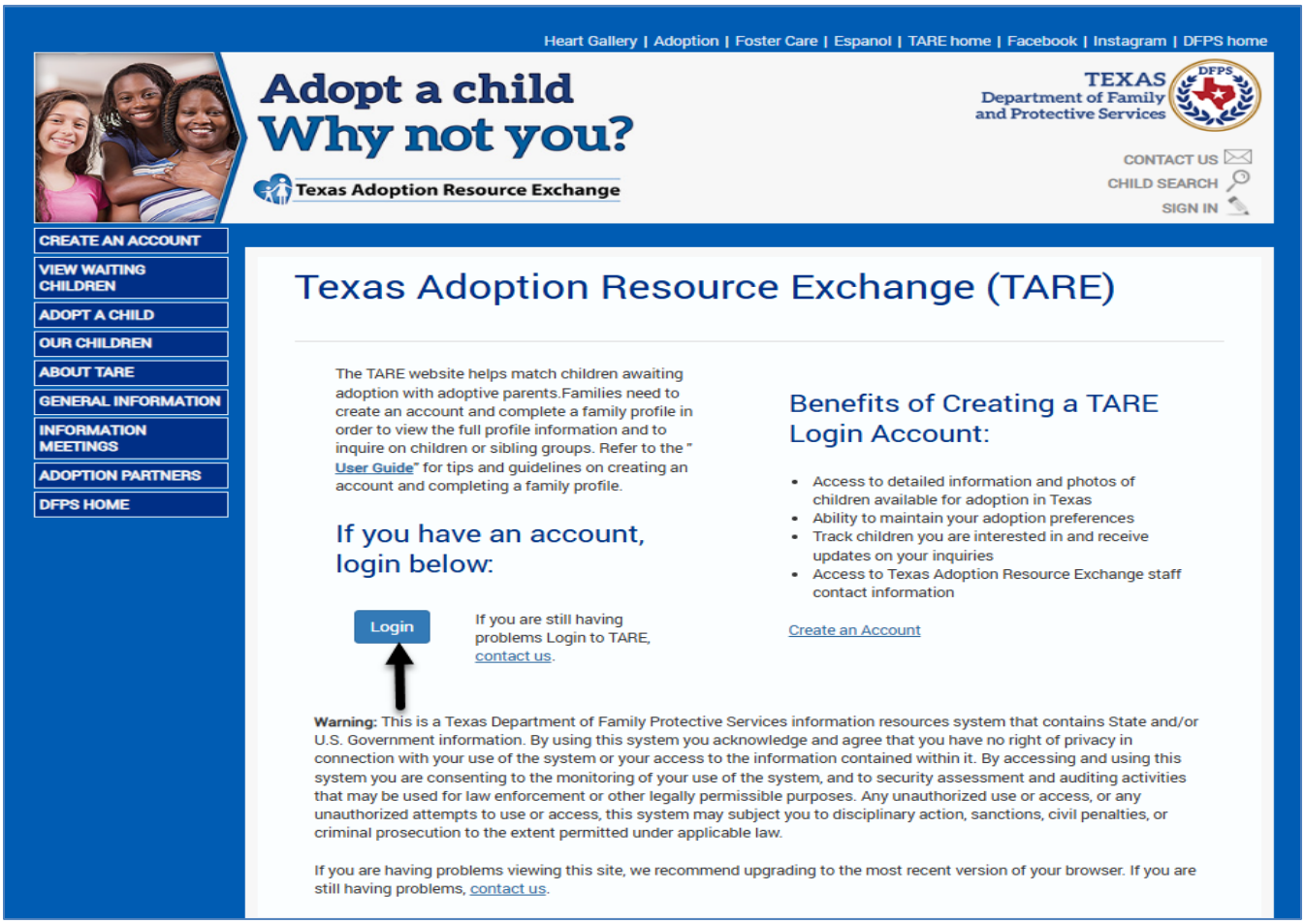
- see more detailed information about the children available for adoption in Texas, including the full profile, additional photos, and special needs and interests.
- see who the assigned TARE coordinator is and access their contact information.
- maintain and change your adoption preferences in the profile.
- inquire on children or bookmark their profile.
- receive notifications regarding children you have inquired on or bookmarked; and
- receive information on children who match the adoption preferences you provide in your profile.

Steps to Complete a Family Profile

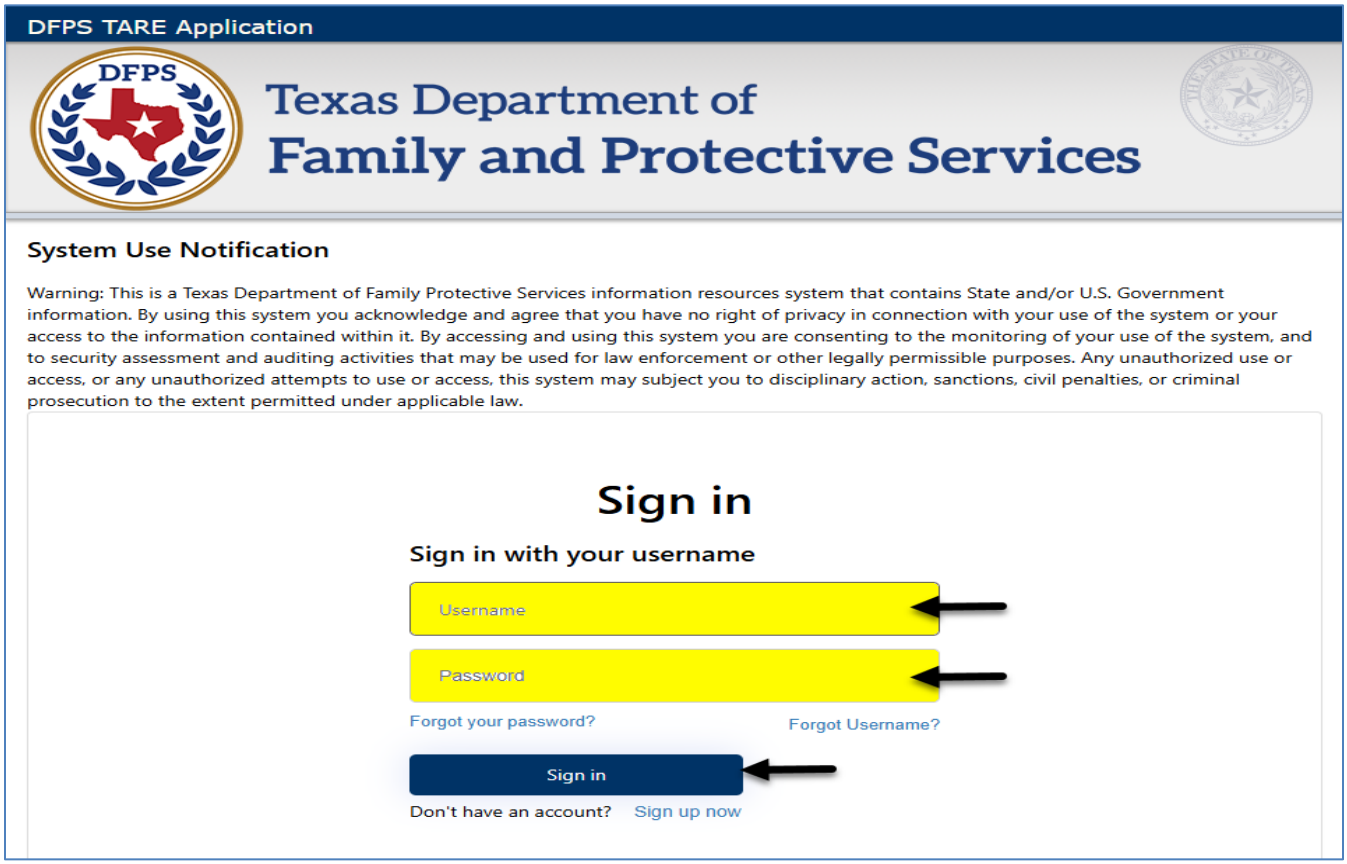
- Follow these steps to complete your family profile in TARE.

Log into the TARE Application

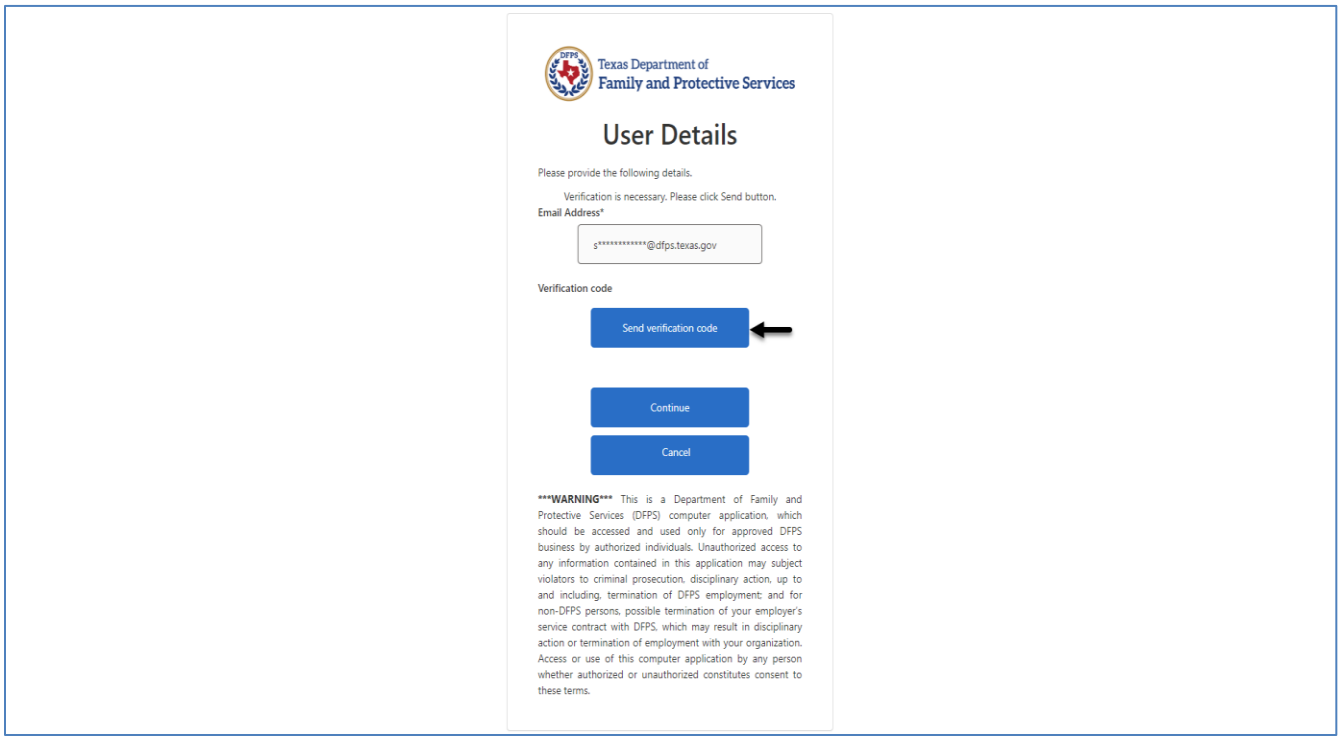
Step 1: From the Login page, click on the **Login** button.



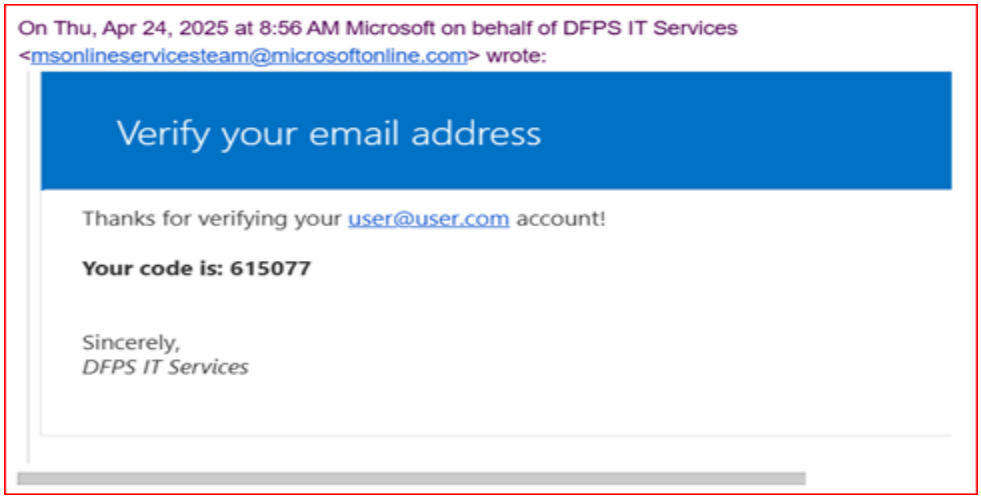
Step 2: Enter your **Username** and **Password**, then click the **Sign in** button.



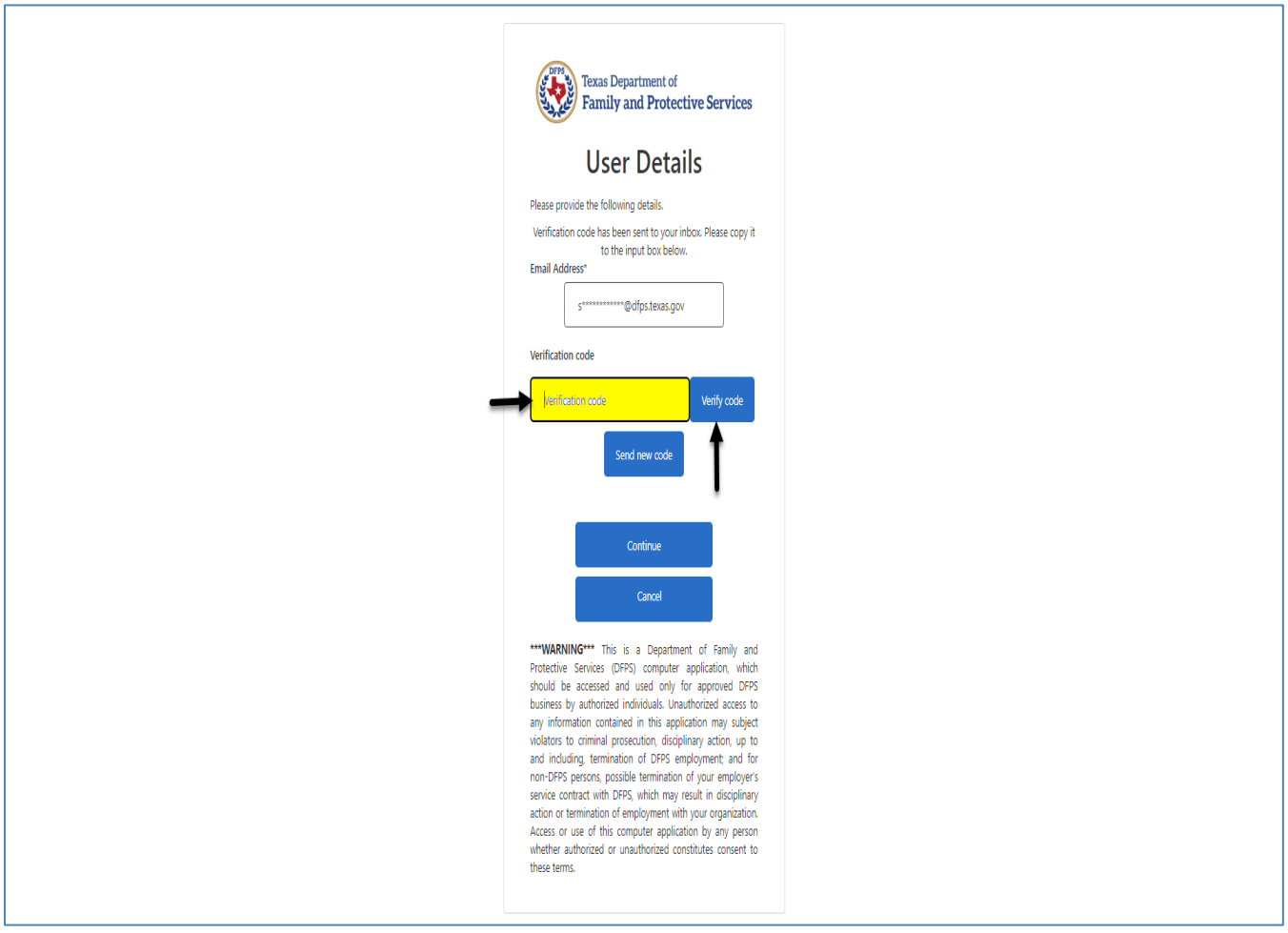
Step 3: The following **User Details** page appears, click the **Send Verification Code** button.



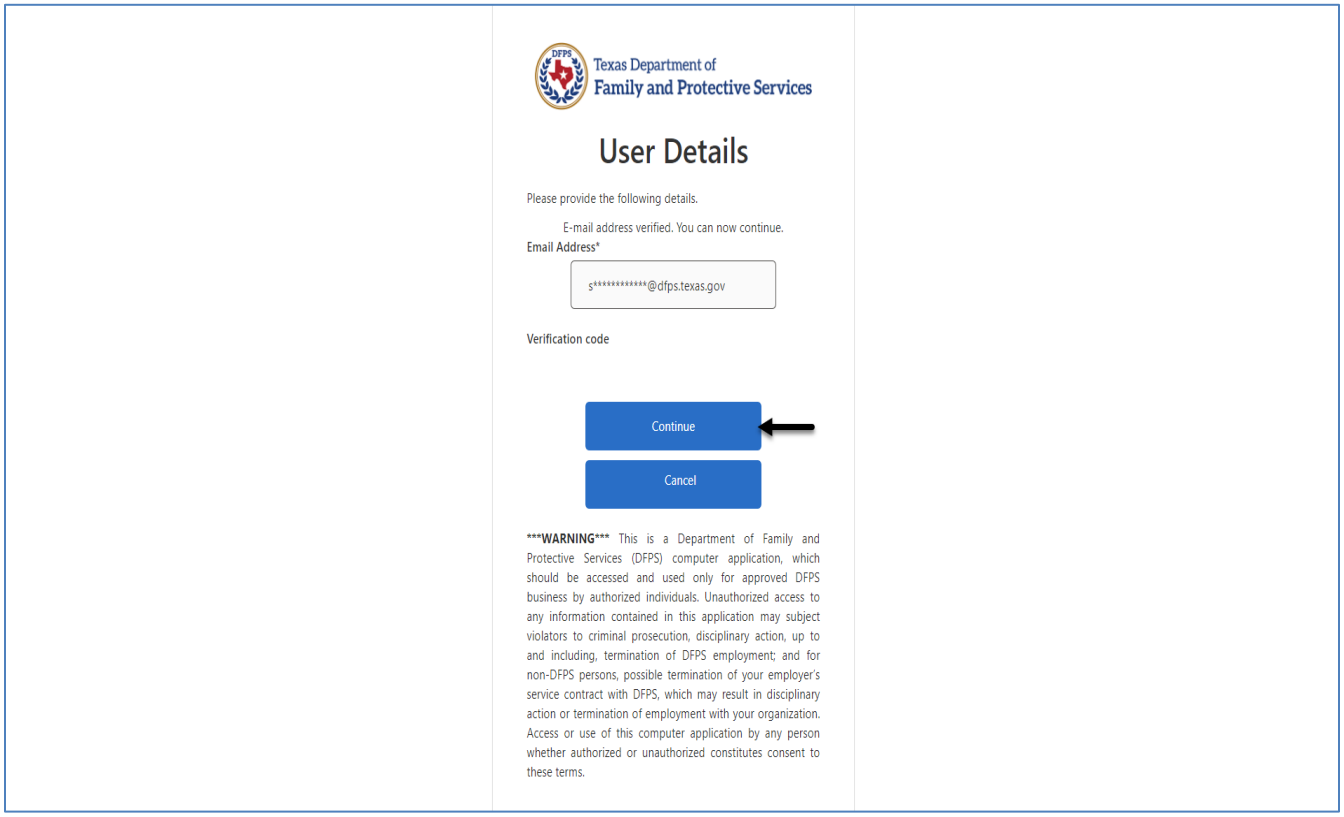
Step 4: The following email with the **verification code** is sent to the email address you provided during registration.



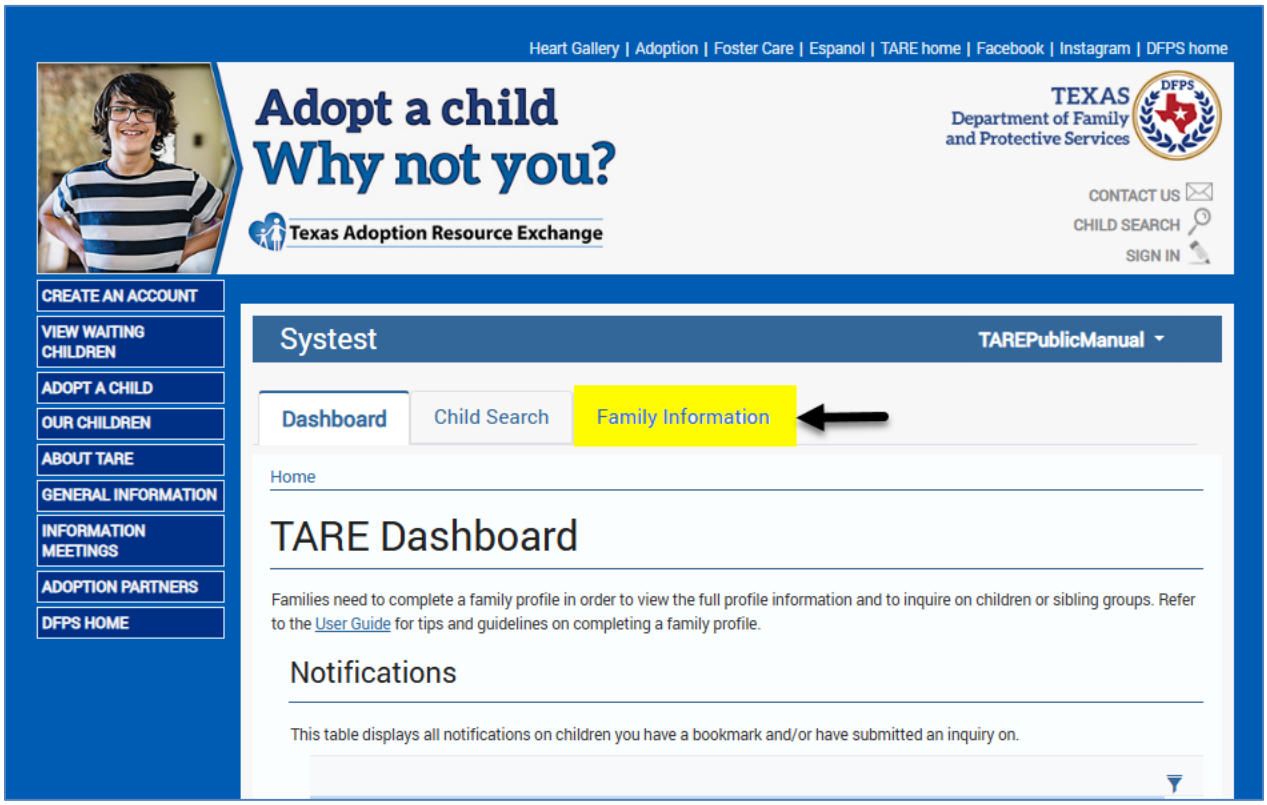
Step 5: The following **User Details** page appears, enter the **verification code**, and click the **Verify code** button.



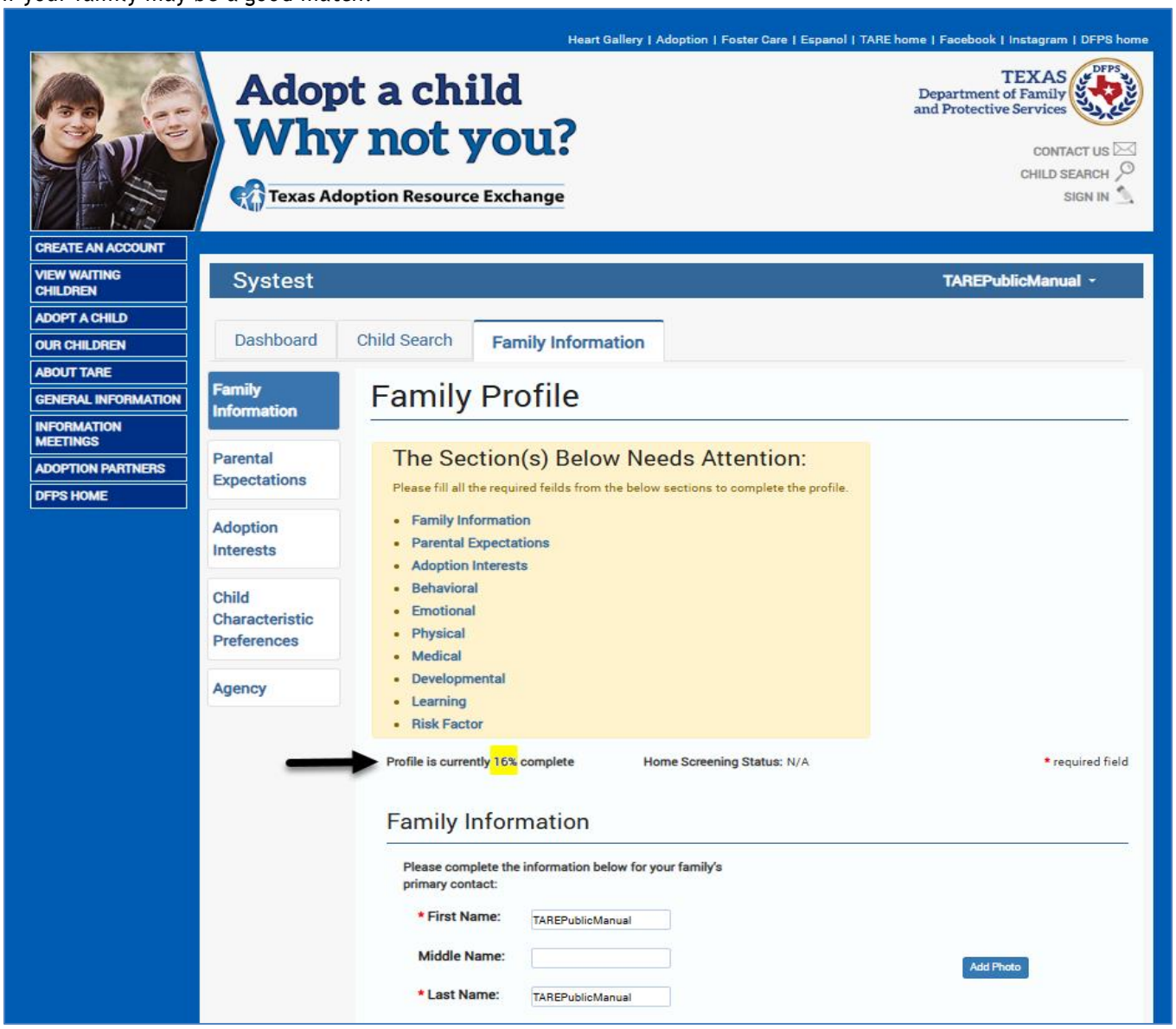
Step 6: The following **User Details** page appears, click the **Continue** button.



Step 7: This brings you to your **Dashboard** page first. Click on the **Family Information** tab.



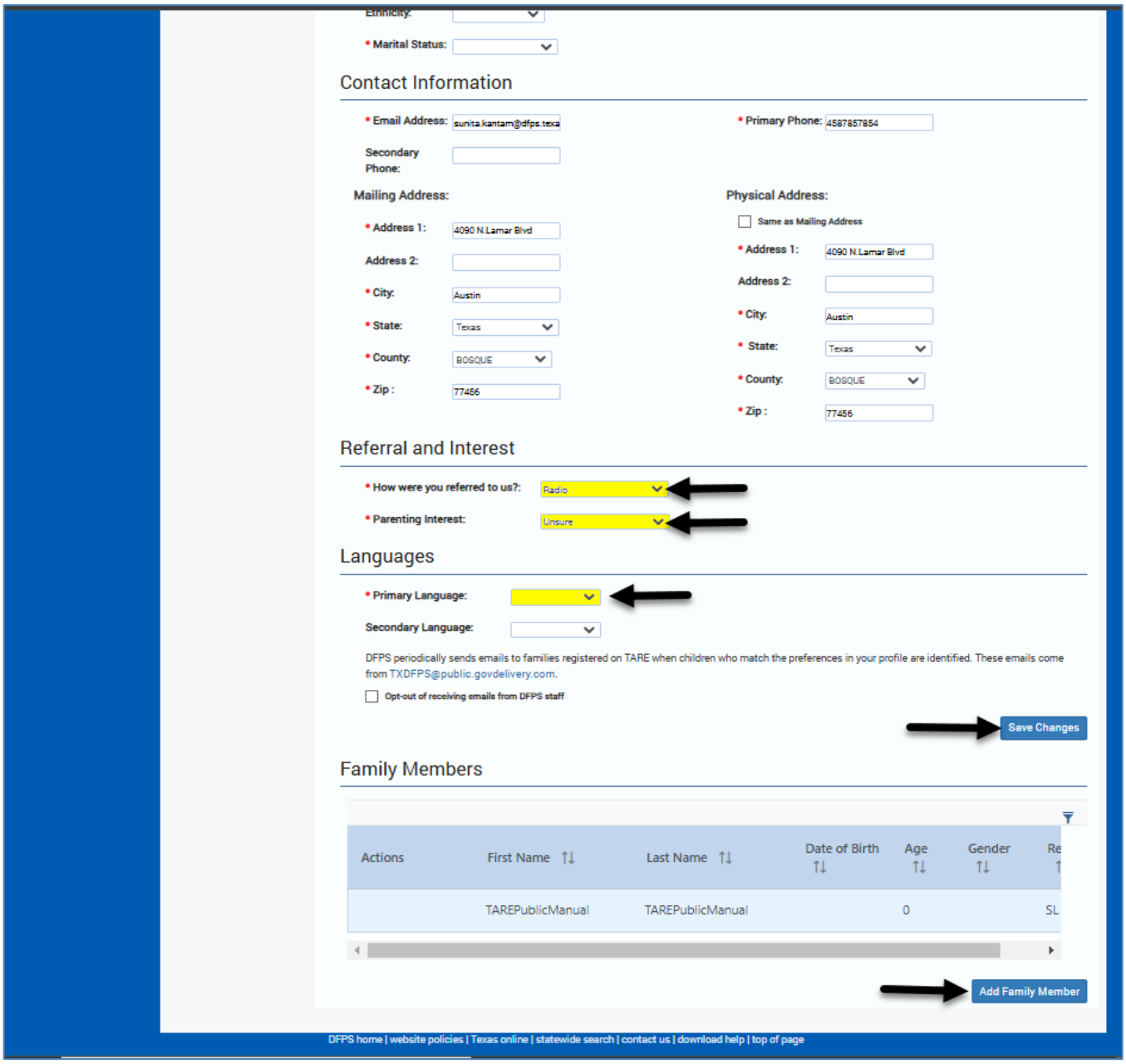
As you complete your profile, you will see the percentage completed displayed and updated as you complete and save each section. Once your profile is 100% complete and your home stud is uploaded you can inquire on children and view additional information. Caseworkers will also be able to review your home study to determine if your family may be a good match.



Family Information tab

You will see the contact information you provided when you created your login account displayed on the screen. Complete the additional contact and family information that is required. All fields with an asterisk (*) are required:

- Fill in Date of Birth.
- Select a Race.
- Select a Marital Status. If you select “Married”, you will be asked to enter your Date of Marriage and your Spouse’s basic information. If you select "Divorced", you will be asked to enter your Date of Divorce.
- To enter any additional family members that live in your house, click on the **Add Family Member** button. Include all children, stepchildren, parents, grandparents, etc., who currently live in your home.
- On the **Languages** tab, select the Primary Language spoken in your home. If more than one language is spoken, select a Secondary language (there is only room for two languages).
- Click **Save Changes** at the bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

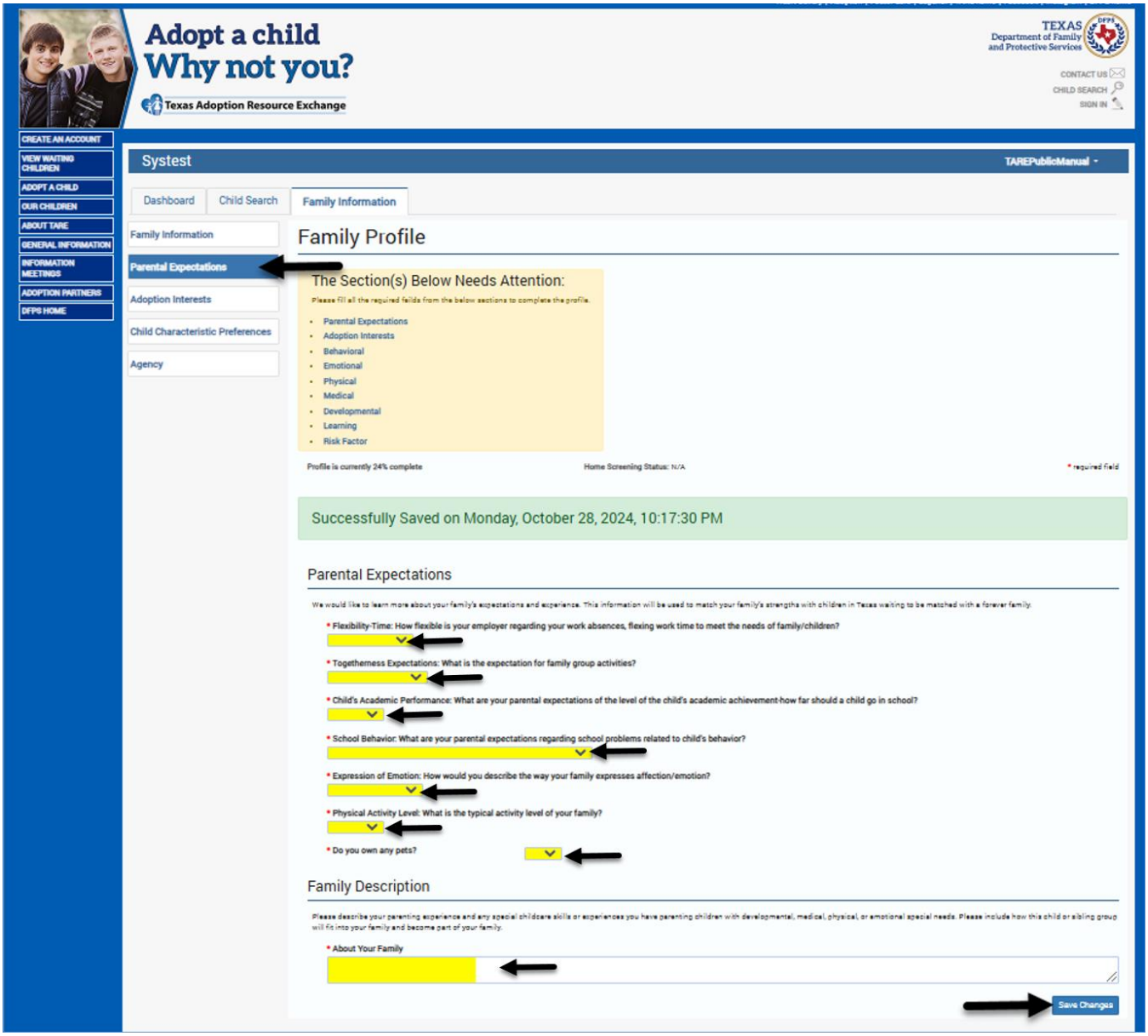

Ethnicity:
* Marital Status:
Contact Information
* Email Address: sunita.kantam@dfps.texa
* Primary Phone: 4587857854
Secondary Phone:
Mailing Address:
* Address 1: 4090 N Lamar Blvd
Address 2:
* City: Austin
* State: Texas
* County: BOSQUE
* Zip : 77456
Physical Address:
Same as Mailing Address
* Address 1: 4090 N Lamar Blvd
Address 2:
* City: Austin
* State: Texas
* County: BOSQUE
* Zip : 77456
Referral and Interest
* How were you referred to us?: Radio
* Parenting Interest: Unsure
Languages
* Primary Language:
Secondary Language:
DFPS periodically sends emails to families registered on TARE when children who match the preferences in your profile are identified. These emails come from TXDFPS@public.govdelivery.com.
Opt-out of receiving emails from DFPS staff
Save Changes
Family Members
Actions
First Name
Last Name
Date of Birth
Age
Gender
TAREPublicManual
TAREPublicManual
0
SL
Add Family Member
DFPS home | website policies | Texas online | statewide search | contact us | download help | top of page

Parental Expectations tab

Click on the **Parental Expectations** tab. This page contains several questions that will help DFPS learn more about your expectations of the children you may be adopting. To see examples of responses to each question, click the **Parental Expectation Examples** link on the screen.

This page also allows you to upload a photo and type in a description if you'd like.

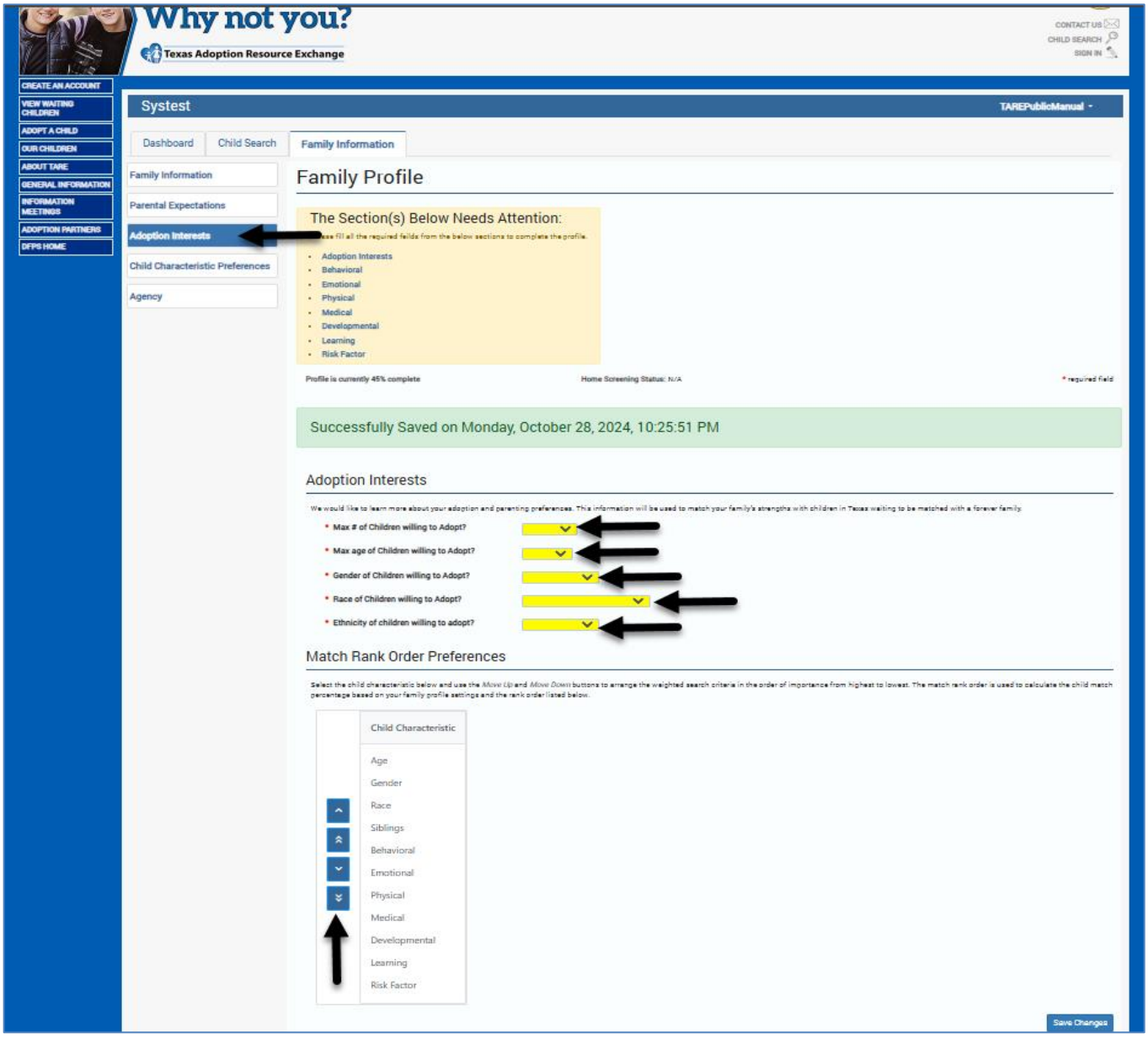
- Answer the questions about the **Parental Expectations**.
- Click on **Change Photo** link to add a photo.
- Type in the **Family Description** textbox to add information about your family; and
- Click **Save Changes** at the bottom of the page. The percentage completed will update and it will bring you back to the main profile page.



Adoption Interests tab

Click on the **Adoption Interests** tab. This page asks a series of questions about your adoption interests. For each child you inquire on in TARE, a match percentage is determined based on how well your profile settings align with the child's characteristics. The information on this page and the **Child Characteristics** page determines the match percentage.

- Answer the questions about the **Adoption Interests**.
- Rank the importance of each category in the **Match Rank Order Preferences** section.
- Click **Save Changes** at the bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

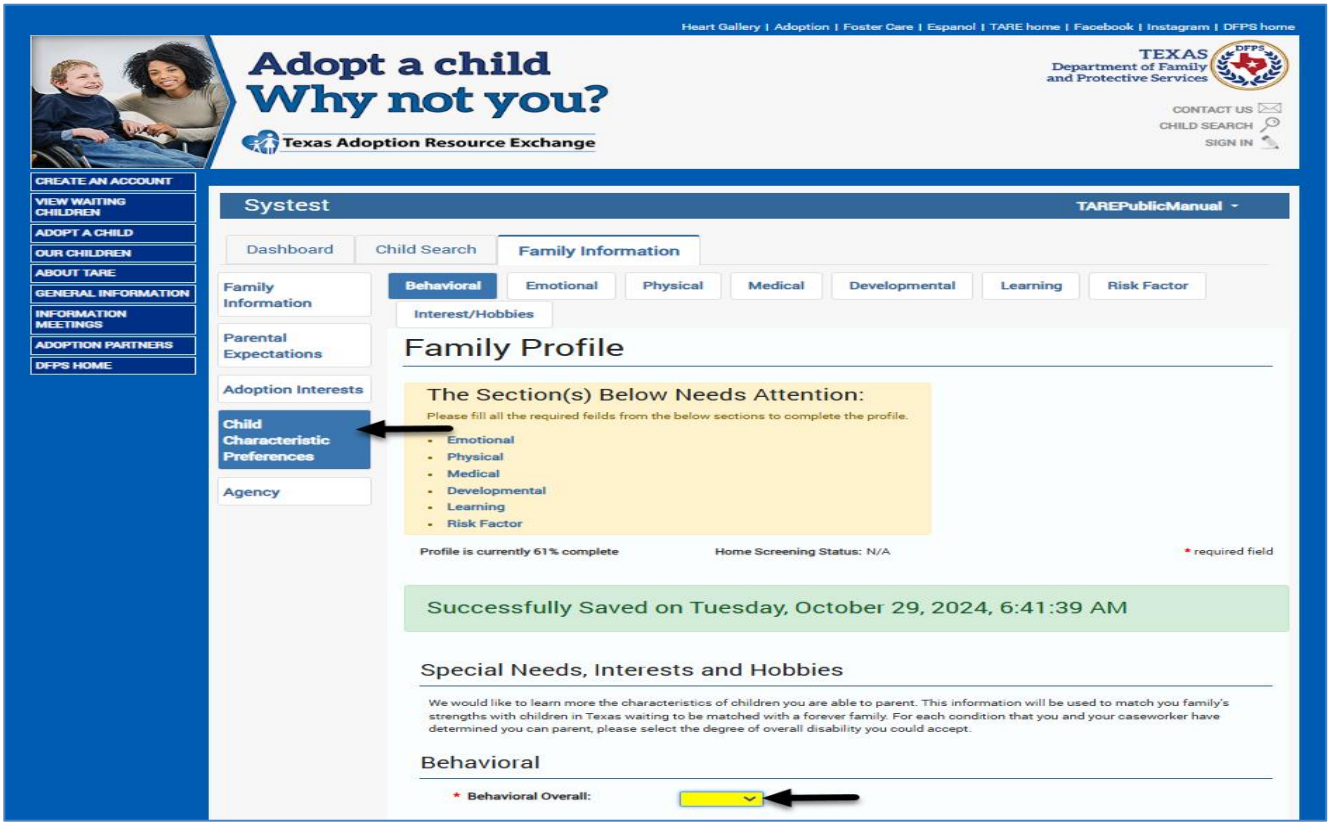


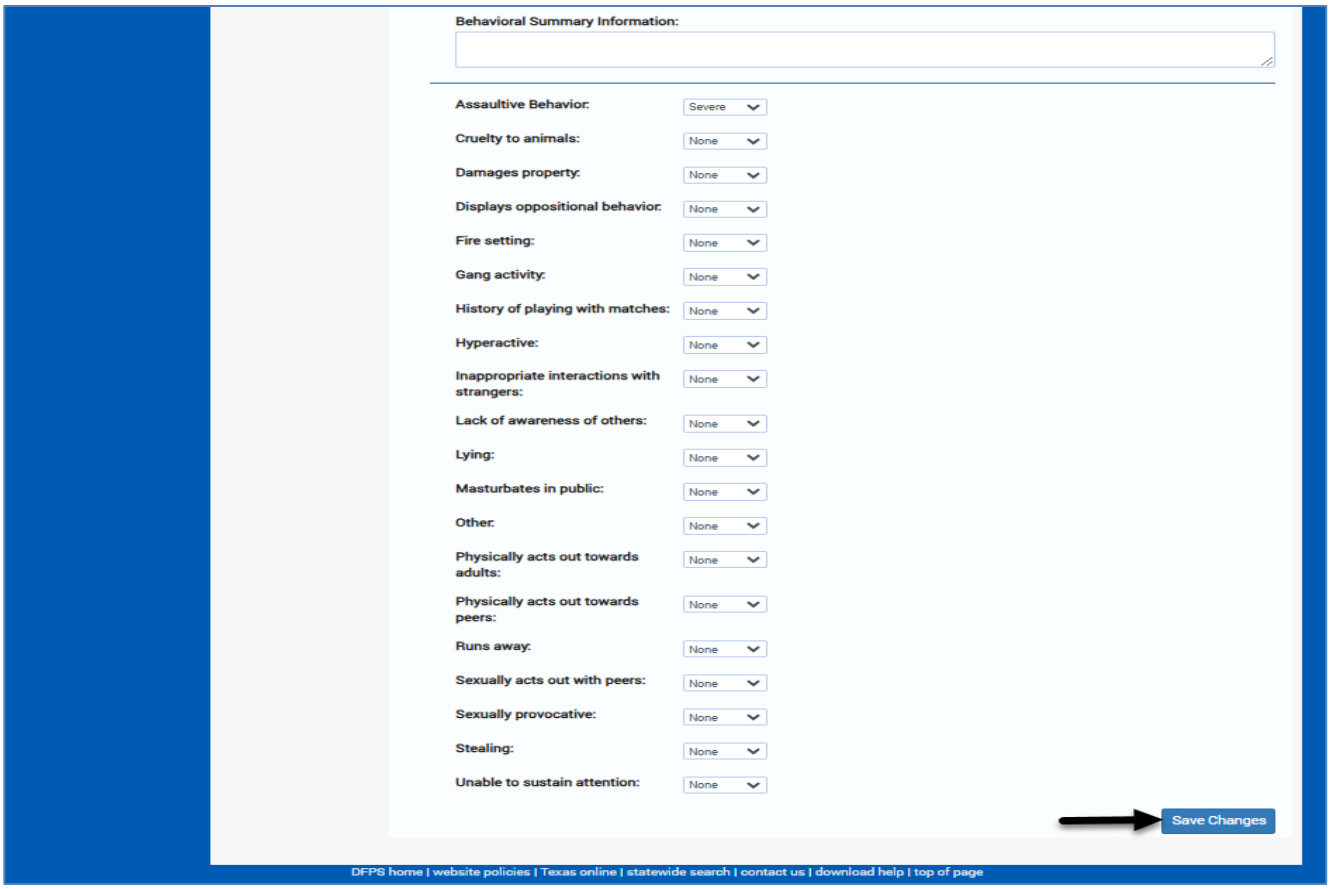
Child Characteristic Preferences

Click on the **Child Characteristic Preferences** tab. This tab contains a list of special needs divided amongst seven categories (Behavioral, Emotional, Physical, Medical, Developmental, Learning, Risk Factor) and one tab for Interests/Hobbies. Please note that **all** seven special needs categories must be completed with at least an **Overall** selection of **None**, **Mild**, **Moderate**, or **Severe** to get the profile to 100% completion.

For each child you inquire on in TARE, a match percentage is determined based on how well your profile settings align with the child's characteristics. The information on this page and the **Adoption Interests** page determines the match percentage.

- Select a Characteristic Category. At the Category level, select the maximum **Overall Level of Severity** of conditions in that category that you are willing to accept from the dropdown box.
    - If you select Severe, children who have Mild, Moderate, or Severe conditions in that category will show up as a potential match.
    - If you select Moderate, children who have only Mild or Moderate conditions will show up as a potential match.
    - If you select Mild, children who have only Mild conditions will show up as a potential match.
- If you would like to identify children who match your preferences at a more detailed level, you may select the **Level of Severity** you are willing to accept for each individual characteristic within a category.
- Click **Save Changes** at the bottom of the page. The percentage completed will update and it will bring you back to the main profile page. If everything has been completed, it should reflect 100% complete.

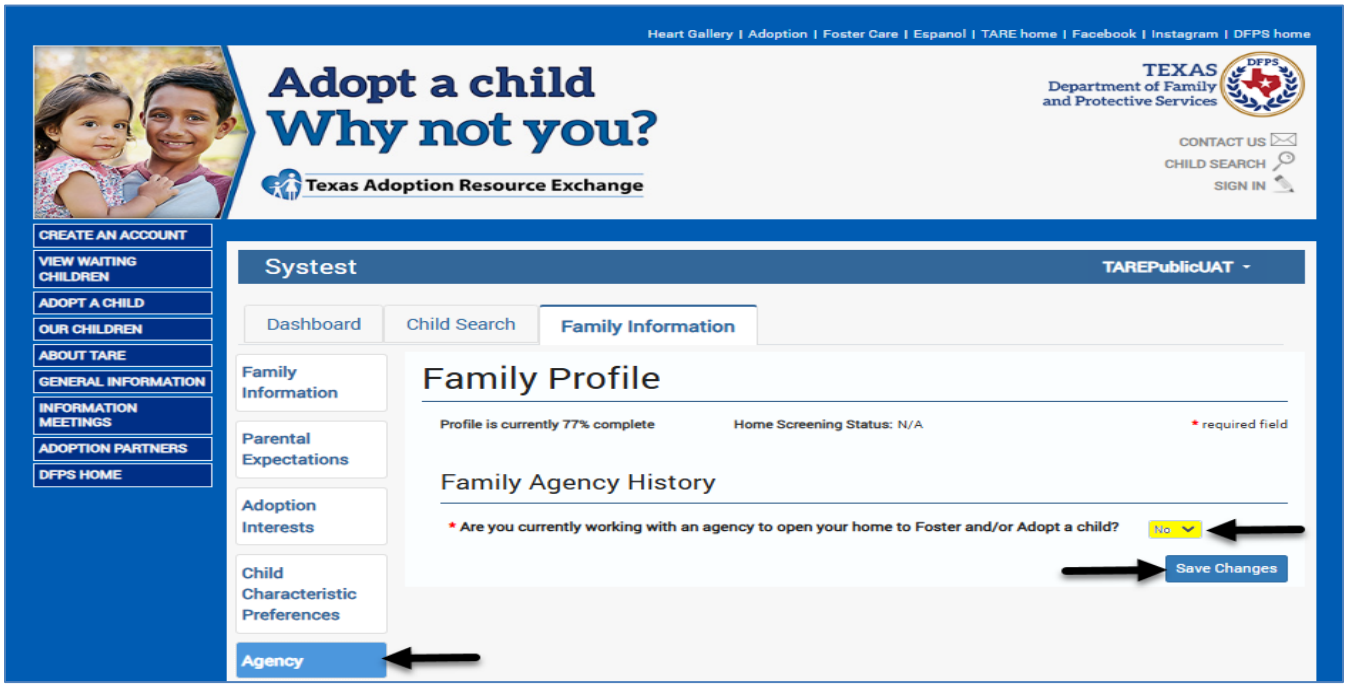

Heart Gallery | Adoption | Foster Care | Espanol | TARE home | Facebook | Instagram | DFPS home
Adopt a child
Why not you?
Texas Adoption Resource Exchange
TEXAS
Department of Family and Protective Services
CONTACT US
CHILD SEARCH
SIGN IN
CREATE AN ACCOUNT
VIEW WAITING CHILDREN
ADOPT A CHILD
OUR CHILDREN
ABOUT TARE
GENERAL INFORMATION
INFORMATION MEETINGS
ADOPTION PARTNERS
DFPS HOME
Systest
TAREPublicManual
Dashboard
Child Search
Family Information
Family Information
Parental Expectations
Adoption Interests
Child Characteristic Preferences
Agency
Behavioral
Emotional
Physical
Medical
Developmental
Learning
Risk Factor
Interest/Hobbies
Family Profile
The Section(s) Below Needs Attention:
Please fill all the required feilds from the below sections to complete the profile.
Emotional
Physical
Medical
Developmental
Learning
Risk Factor
Profile is currently 61% complete
Home Screening Status: N/A
* required field
Successfully Saved on Tuesday, October 29, 2024, 6:41:39 AM
Special Needs, Interests and Hobbies
We would like to learn more the characteristics of children you are able to parent. This information will be used to match you family's strengths with children in Texas waiting to be matched with a forever family. For each condition that you and your caseworker have determined you can parent, please select the degree of overall disability you could accept.
Behavioral
* Behavioral Overall:

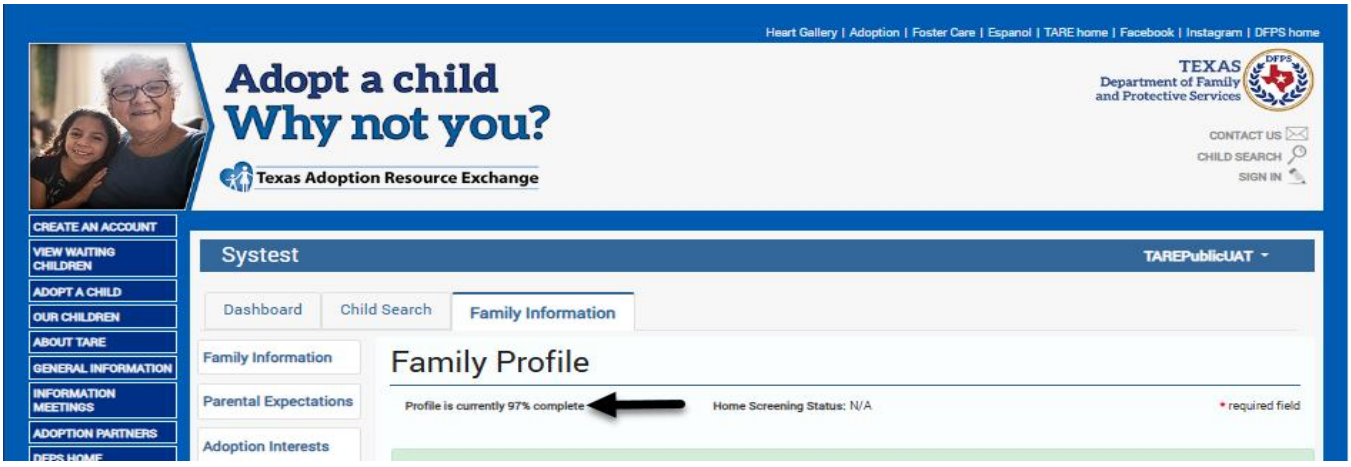

Behavioral Summary Information:
Assaultive Behavior: Severe
Cruelty to animals: None
Damages property: None
Displays oppositional behavior: None
Fire setting: None
Gang activity: None
History of playing with matches: None
Hyperactive: None
Inappropriate interactions with strangers: None
Lack of awareness of others: None
Lying: None
Masturbates in public: None
Other: None
Physically acts out towards adults: None
Physically acts out towards peers: None
Runs away: None
Sexually acts out with peers: None
Sexually provocative: None
Stealing: None
Unable to sustain attention: None
Save Changes
DFPS home | website policies | Texas online | statewide search | contact us | download help | top of page

Agency tab

Click on the **Agency** tab. If you are currently working with an Adoption Agency, select Yes in the question dropdown. You will then be asked to enter the contact information for the agency you are currently working with. This is a very important step for DFPS to receive a copy of your home screening. The system will automatically request a copy of the home screening from your home worker/case manager via email (using the address you provide). A courtesy copy of this email will be sent to your email address as well. Once the home screening is received, DFPS staff will attach it to your profile so that TARE coordinators are able to view it any time you inquire on a child. For faster processing, your home worker/case manager can email the approved, signed home screening to TAREFAMN@dfps.texas.gov.

- Enter the information about your **Adoption Agency** (if applicable)
- Click **Save Changes** at the bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

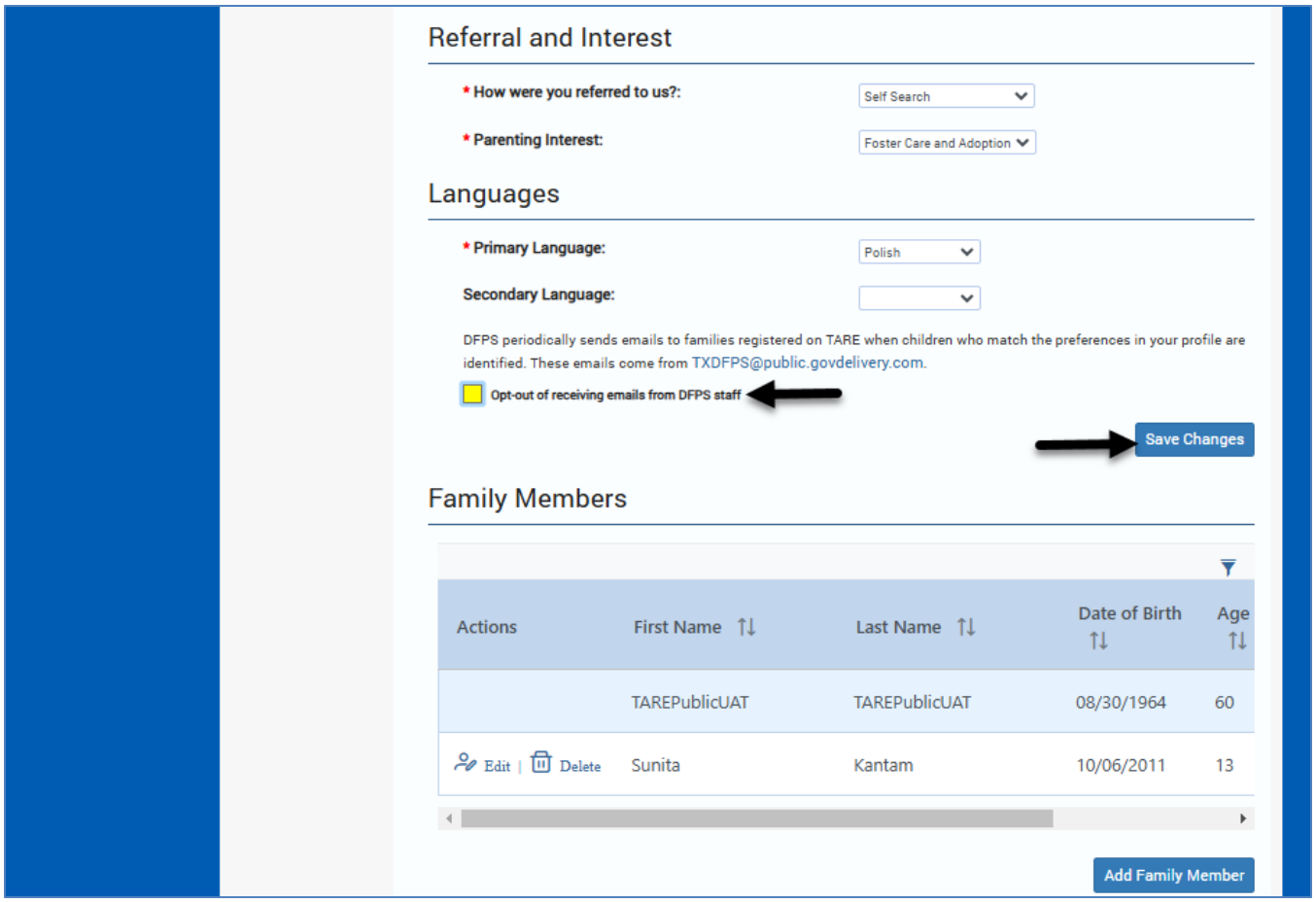




Contact Preferences

If you prefer *not* to receive emails from DFPS staff regarding children who potentially match your preferences, click the **Opt-out** checkbox, and then click **Save Changes.** *Please note this will also make it more difficult for workers to find your profile in searches.

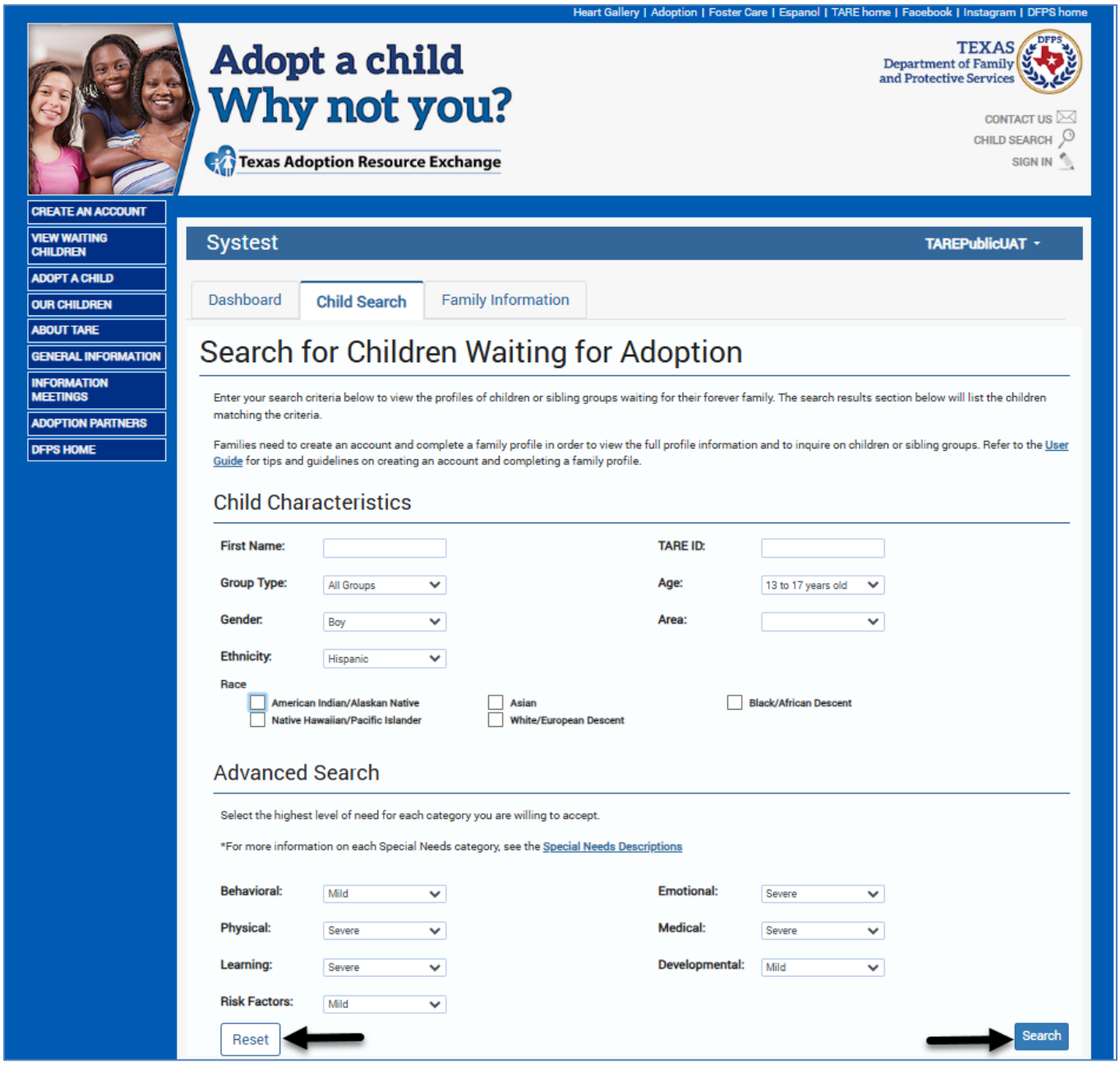
You may also subscribe to a bi-weekly email list of new children who have been added recently to TARE by clicking the **Subscribe** link.



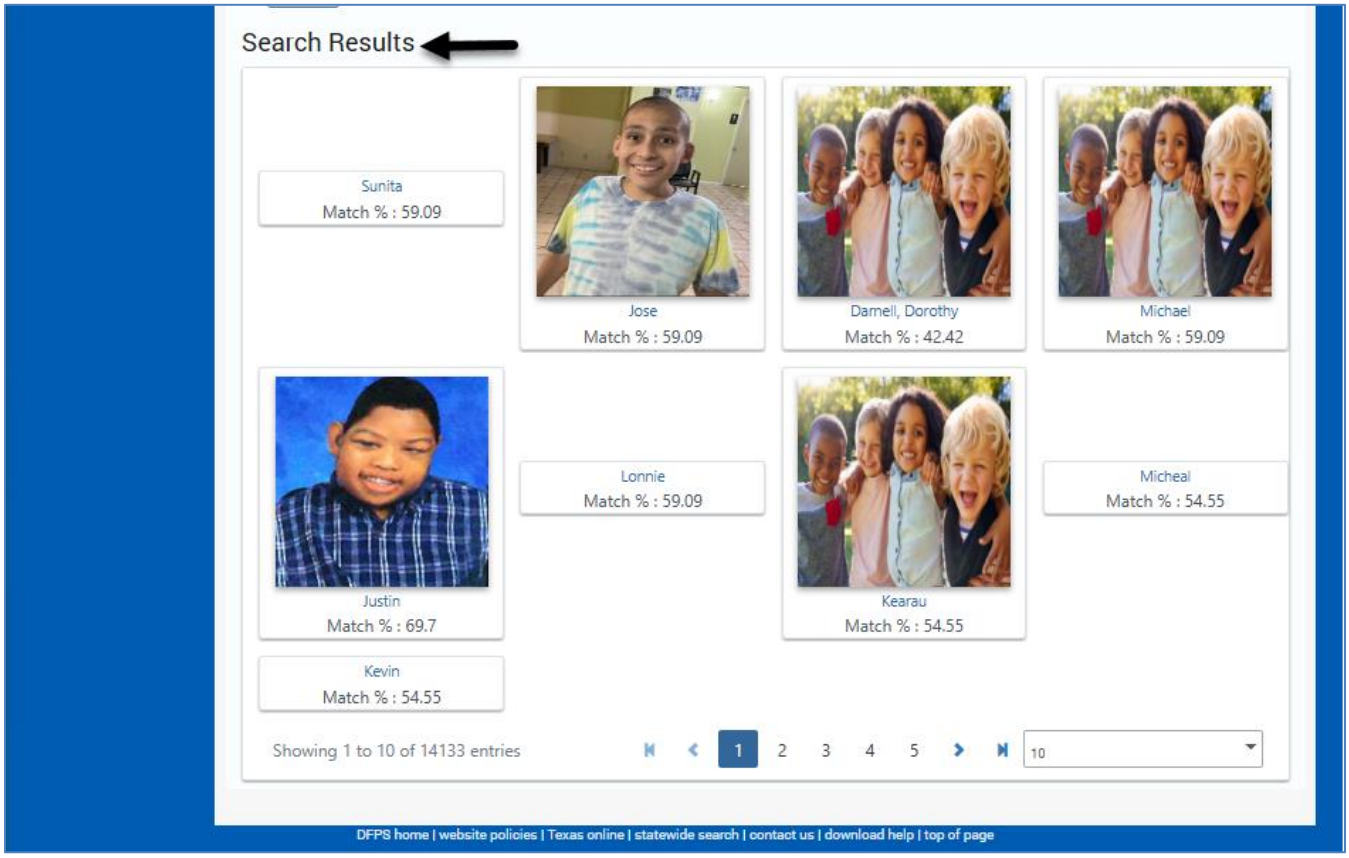
Search for Children Waiting for Adoption

To search for children available for adoption on the TARE website, it's best to login first and then click **View Waiting Children**. When logged in, the preferences you selected in your family profile will be automatically filled in on the search screen. You can change these criteria if you'd like. You can search for children using any combination of search criteria on the screen or by leaving all fields blank (this will bring up all children available for adoption in the TARE database). You must click **Search** to get the result pages.

The search results will be displayed in one or more pages with a photo of the children, their names, and the match percentage. The photo and the name can be clicked to see the child's full profile information. You can use the **Back** button to return to your search results. You can use the **Next Page**, **Last Page**, **First Page**, and **Previous Page** links to scroll through the pages of results. Click **Reset** to start a new search with different criteria.



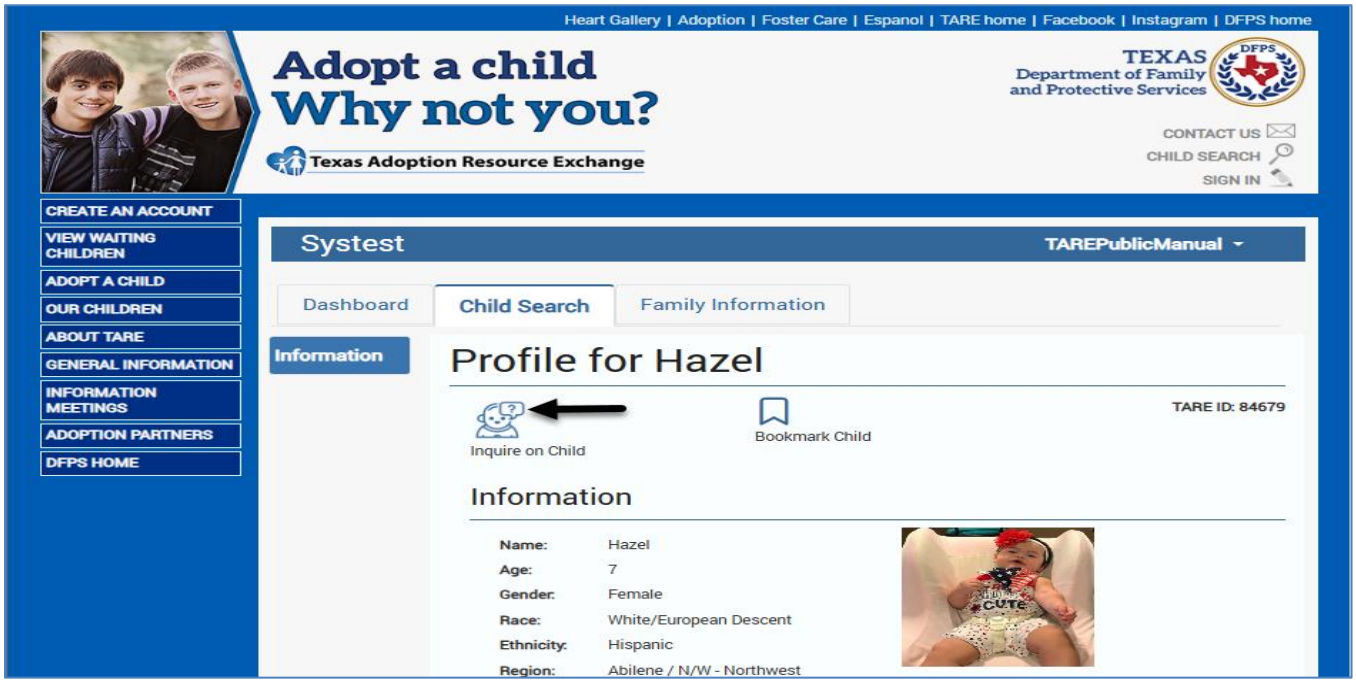
Search Results section appears.



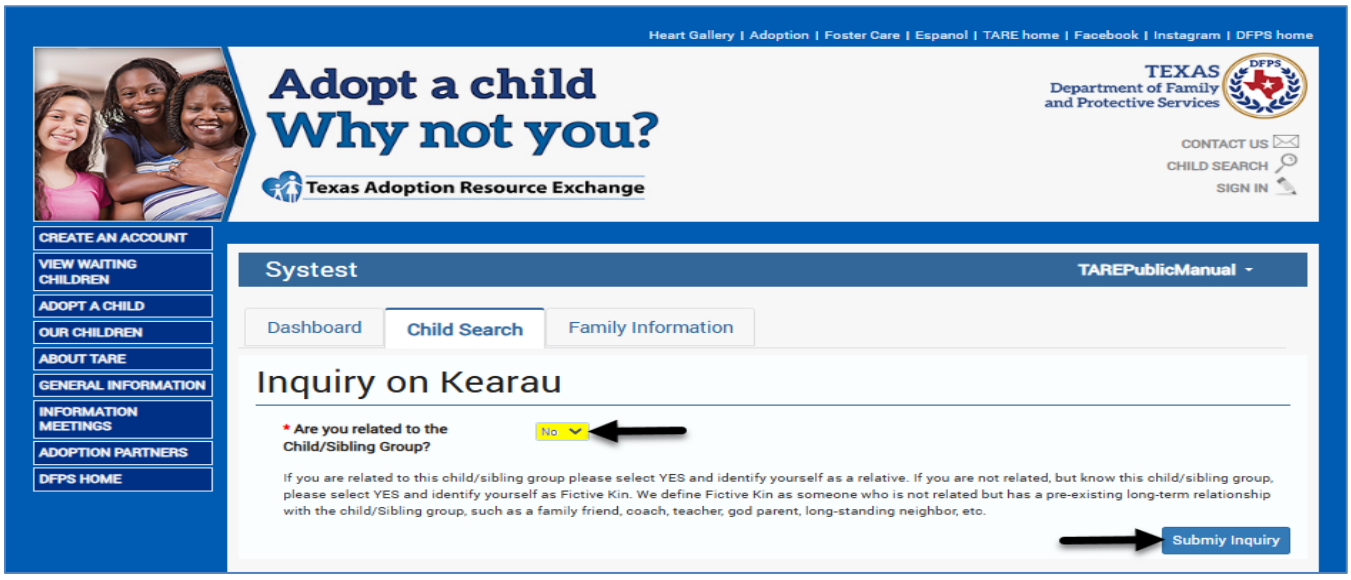
Submit an Inquiry for a Child or Sibling Group

To express interest in becoming an adoptive parent to a child or sibling group on TARE:

- Click the **Inquire on Child** on the child or sibling group's profile (you must be logged in with a completed family profile).
- You will be asked if you are related to the child or group. If you answer Yes, the system will prompt you to describe your relationship to the child.
- Click **Submit Inquiry**.
- The TARE system will record your inquiry and submit it to DFPS staff. You can view your inquiries on the **TARE Dashboard** page.

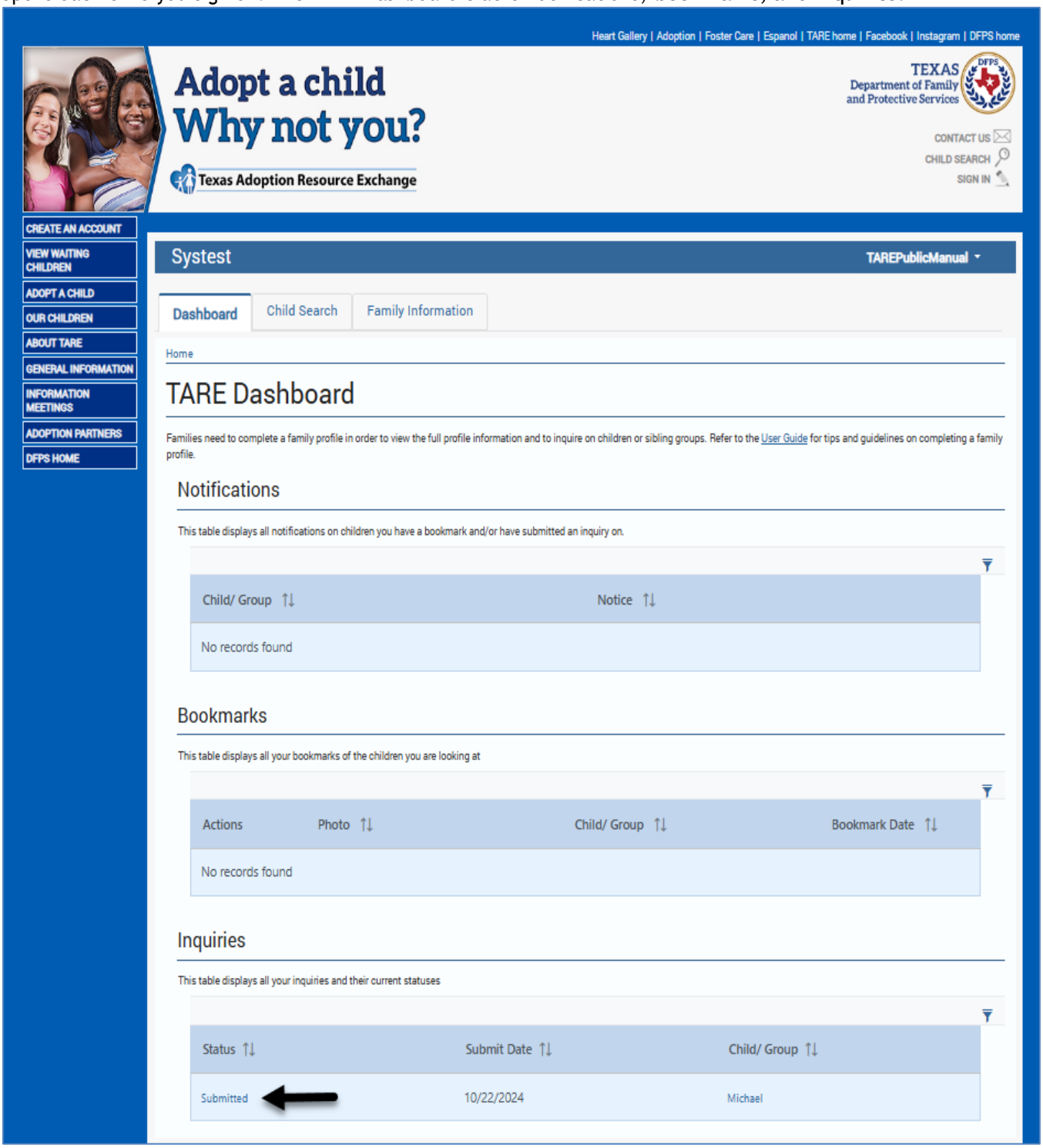


Inquiry on Child page appears.



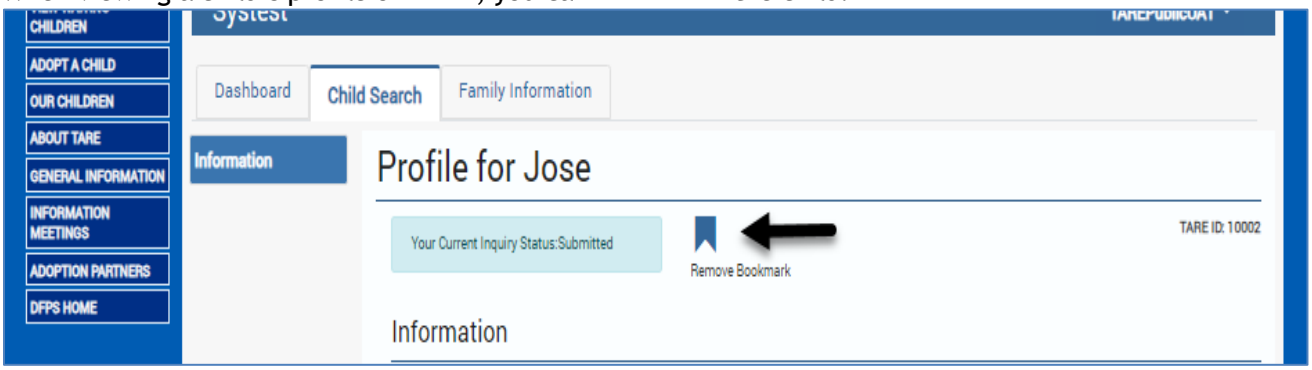
TARE Dashboard

Once you have completed the family profile for TARE, you can submit inquiries on children who are available for adoption. You can then view the status of these inquiries from the **TARE Dashboard**. The dashboard automatically opens each time you sign on. The TARE Dashboard tracks notifications, bookmarks, and inquiries.

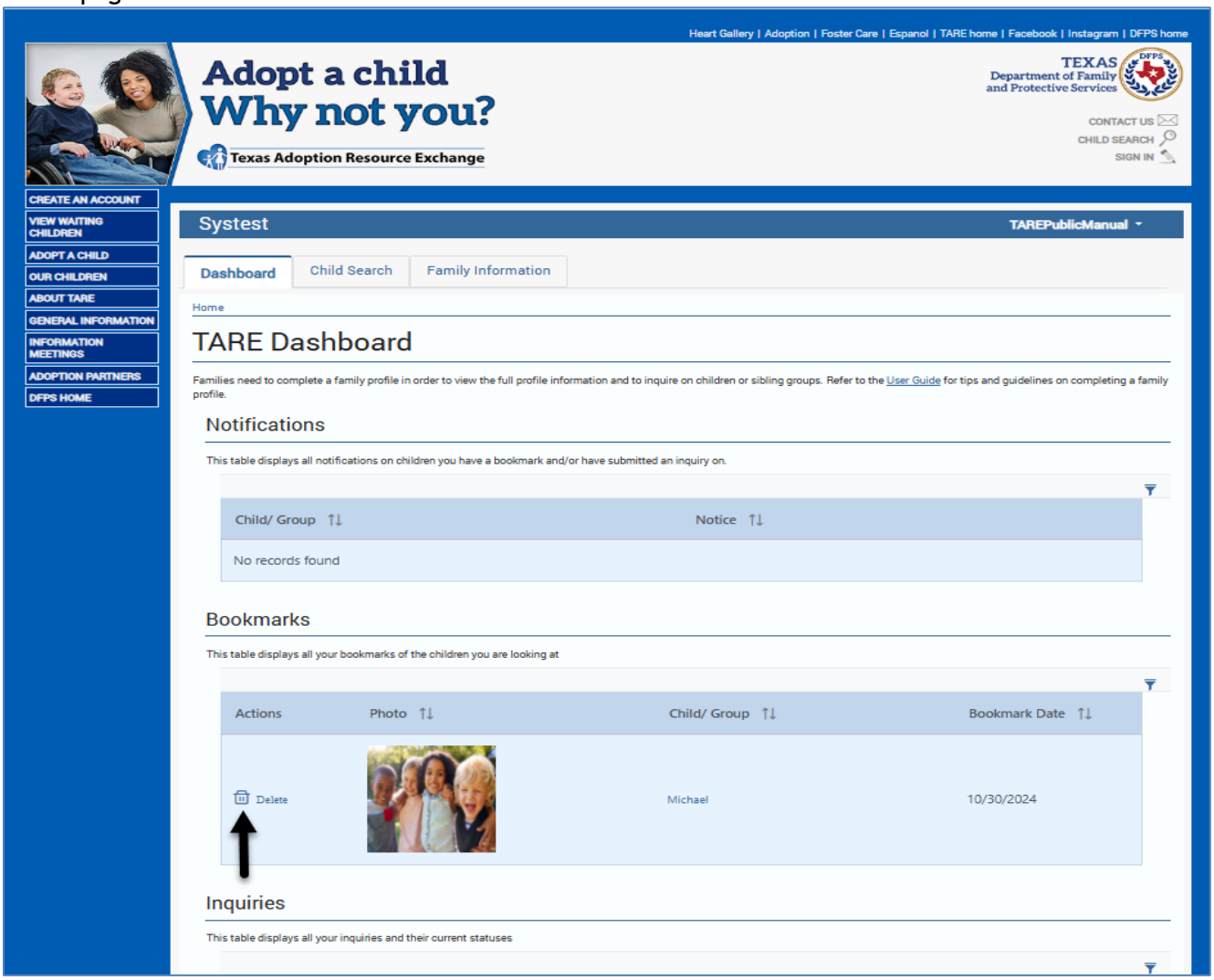


Bookmarks

When viewing a child's profile on TARE, you can **Bookmark** the child:

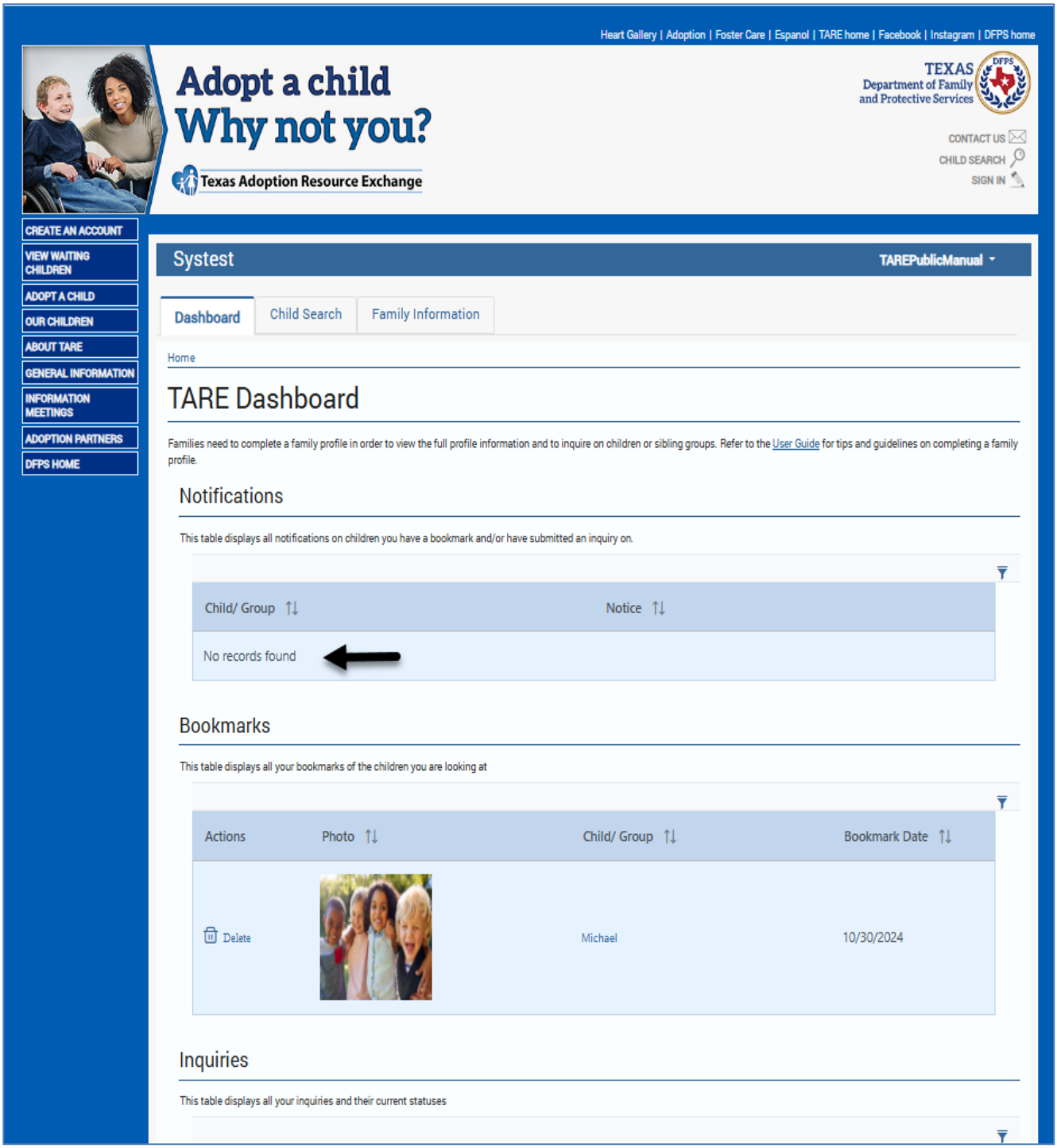


This will save the child on your **Dashboard** so that you can easily retrieve the child's profile information at any time. If you would like to remove a child from your Dashboard, click the **Delete** link on the bookmark or go to the child's page and click **Remove Bookmark**.



Notifications

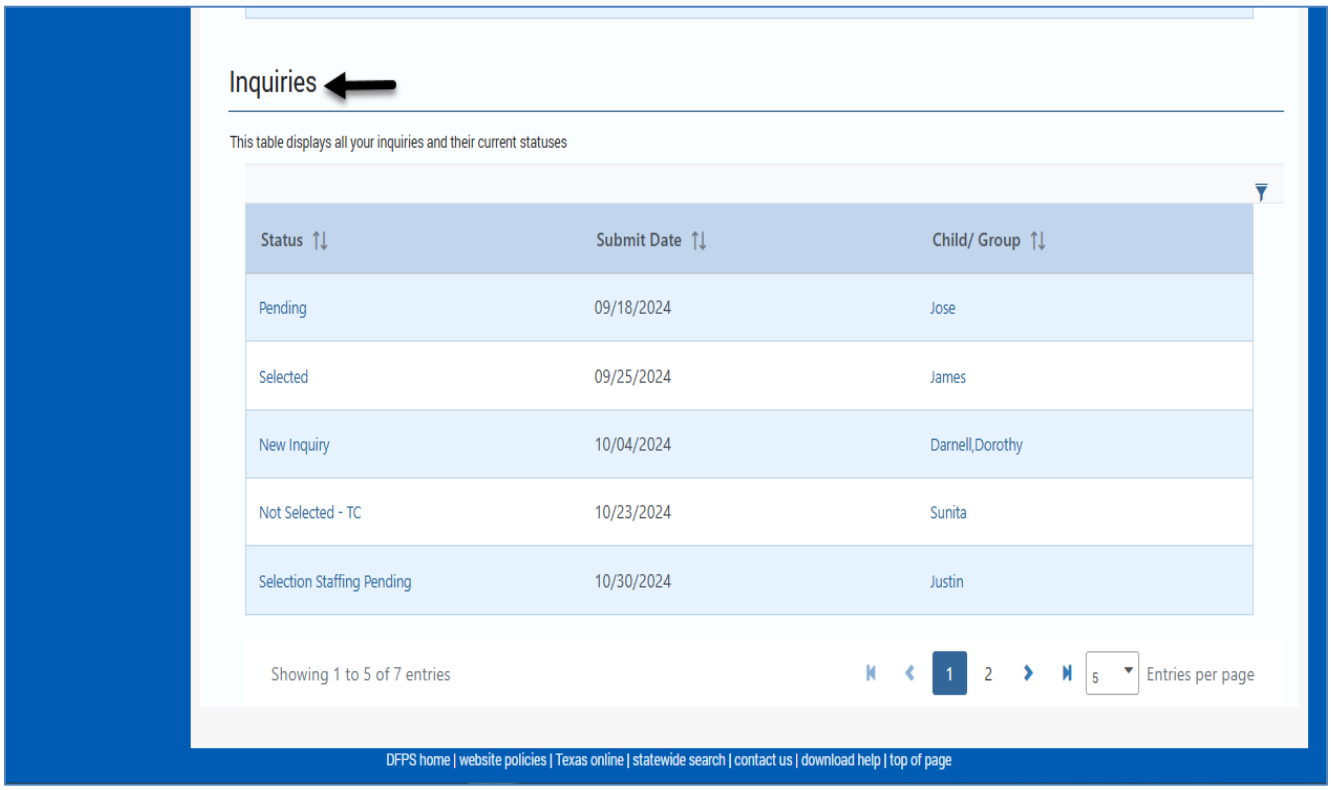
Periodically, children are removed from the TARE website for a variety of reasons (the child's medical or therapy needs have changed; the child is placed with a family; etc.). When a child you have inquired on or bookmarked is removed from TARE, you will receive a notification on your **Dashboard.**



Inquiries

Under the **Inquiries** section of the TARE Dashboard, if you have submitted any inquiries on a child, you will see the inquiry status, the date the inquiry was made, and the child's name (with a hyperlink to their profile, if they are still available for adoption). DFPS staff will update the inquiry status at various stages of the process.

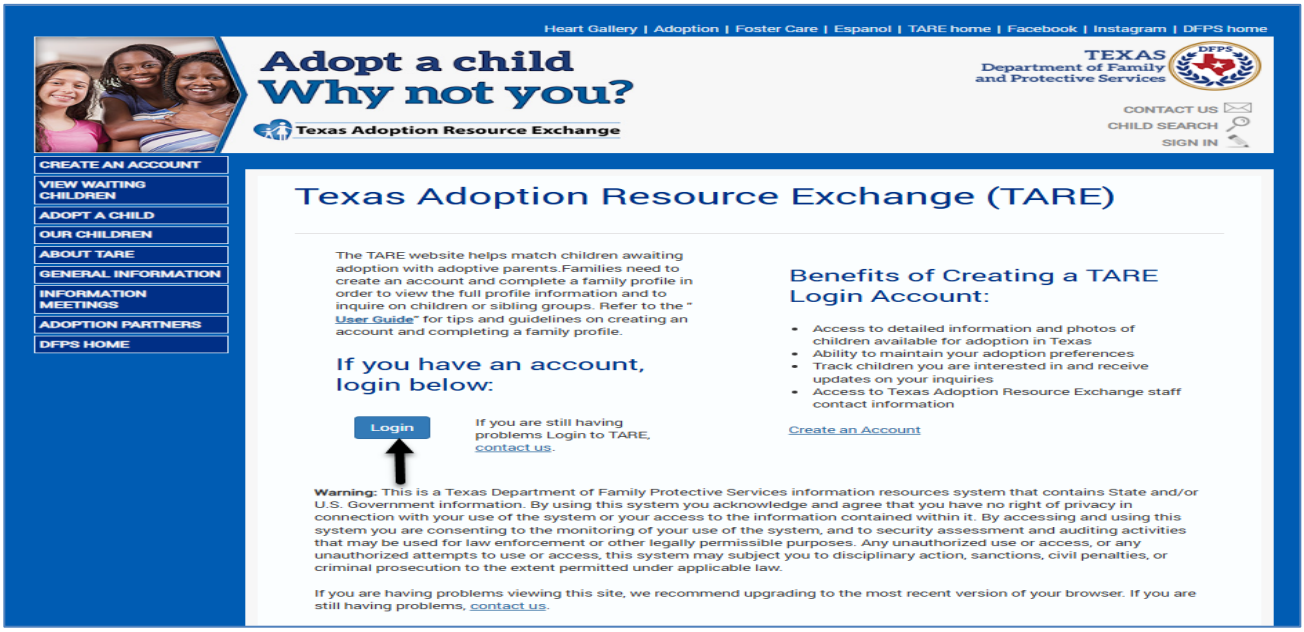
Status	Description of Activity
Family Withdrew	You withdrew your previously submitted child inquiry.
In Review	Your inquiry is currently being reviewed by a TARE coordinator. Staff may be waiting to receive a copy of your home screening from your home worker/case manager, if it has not already been received and attached.
New Inquiry	Your child-specific inquiry was received and should be responded to within three business days of receipt.
Not selected - TC	You were not selected as a potential adoptive placement for this child.
Pending	Your family's home study is not on file with TARE. You may not have a completed home study, or the home study has been requested but not received.
Selected	You were selected as a potential adoptive placement for this child.
Selection Staffing Pending	You are being considered as a potential adoptive parent. You and your home worker/case manager will be contacted by DFPS for the next steps. Please contact your home worker/case manager for status updates.
Submitted	Your inquiry was received by DFPS and is waiting to be reviewed by a TARE coordinator.



Forgot (or Reset) Your Password

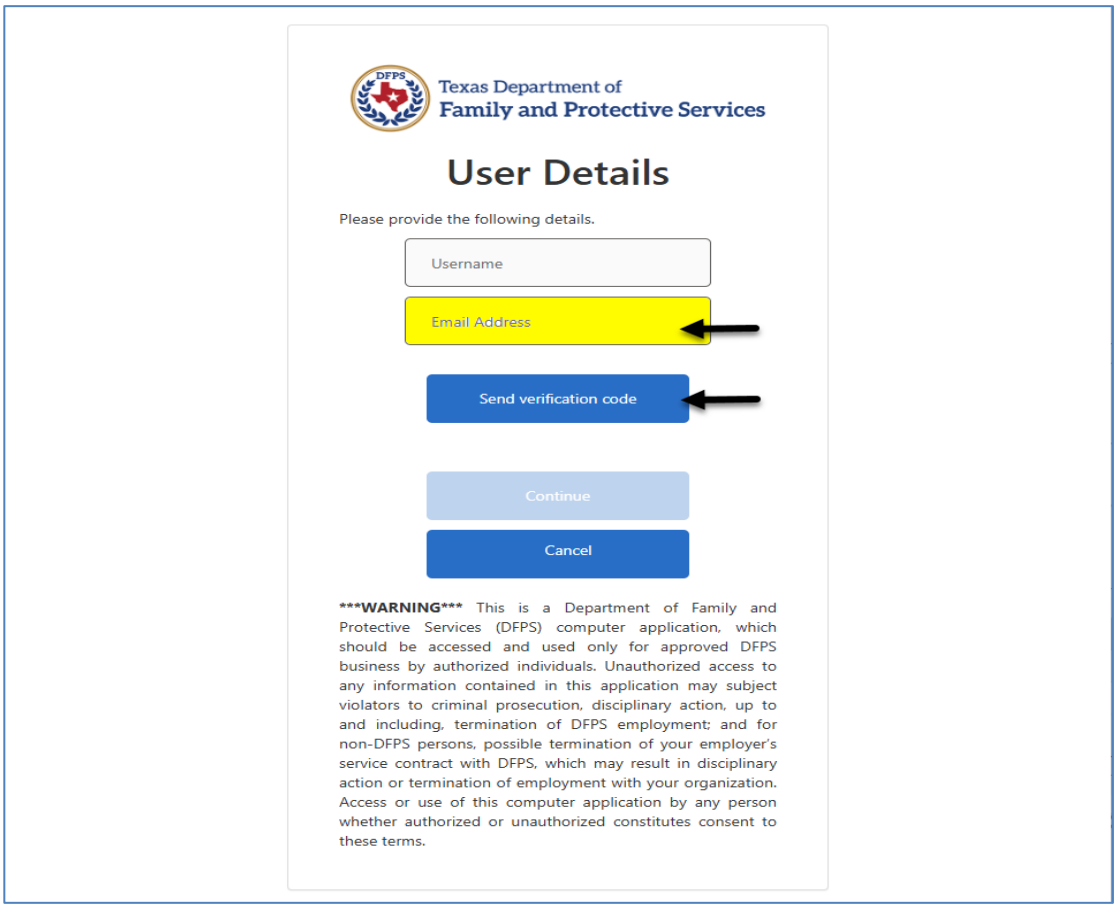
Follow these steps to retrieve a forgotten password or to reset your password.

STEP 1: From the TARE homepage click the **Login** button.

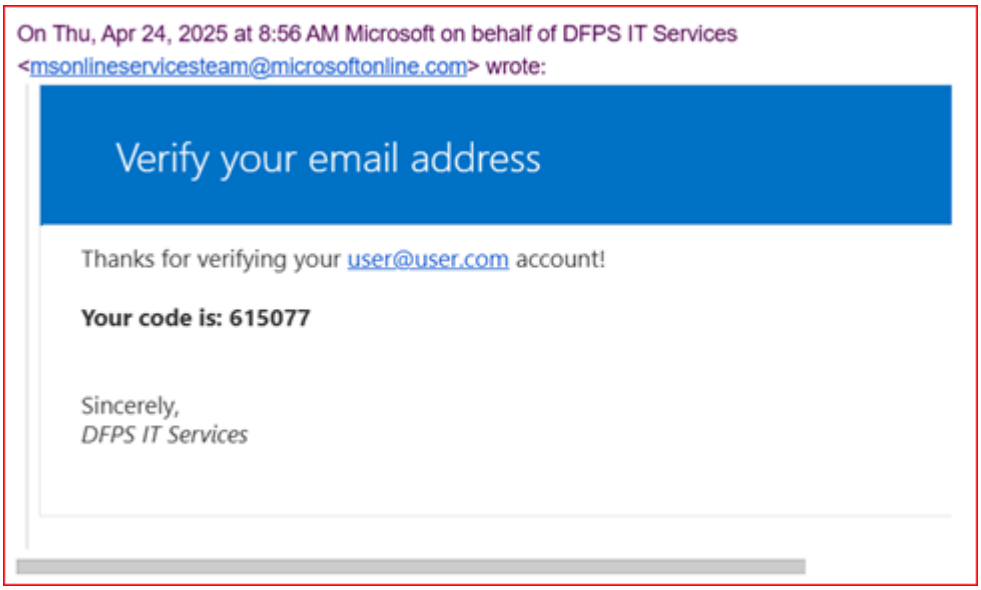


STEP 2: Click on the **Forgot your password** link.

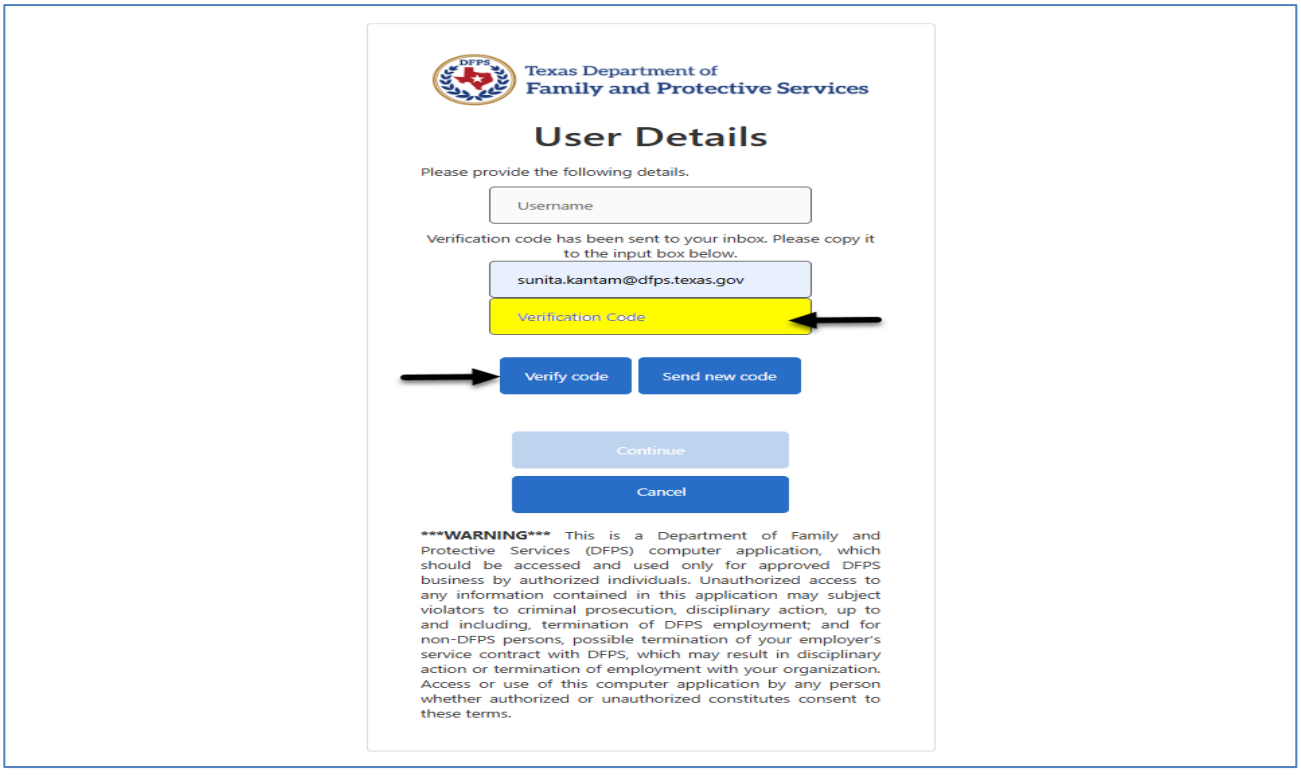
STEP 3: Enter your **Email Address** and click the **Send verification code** button.



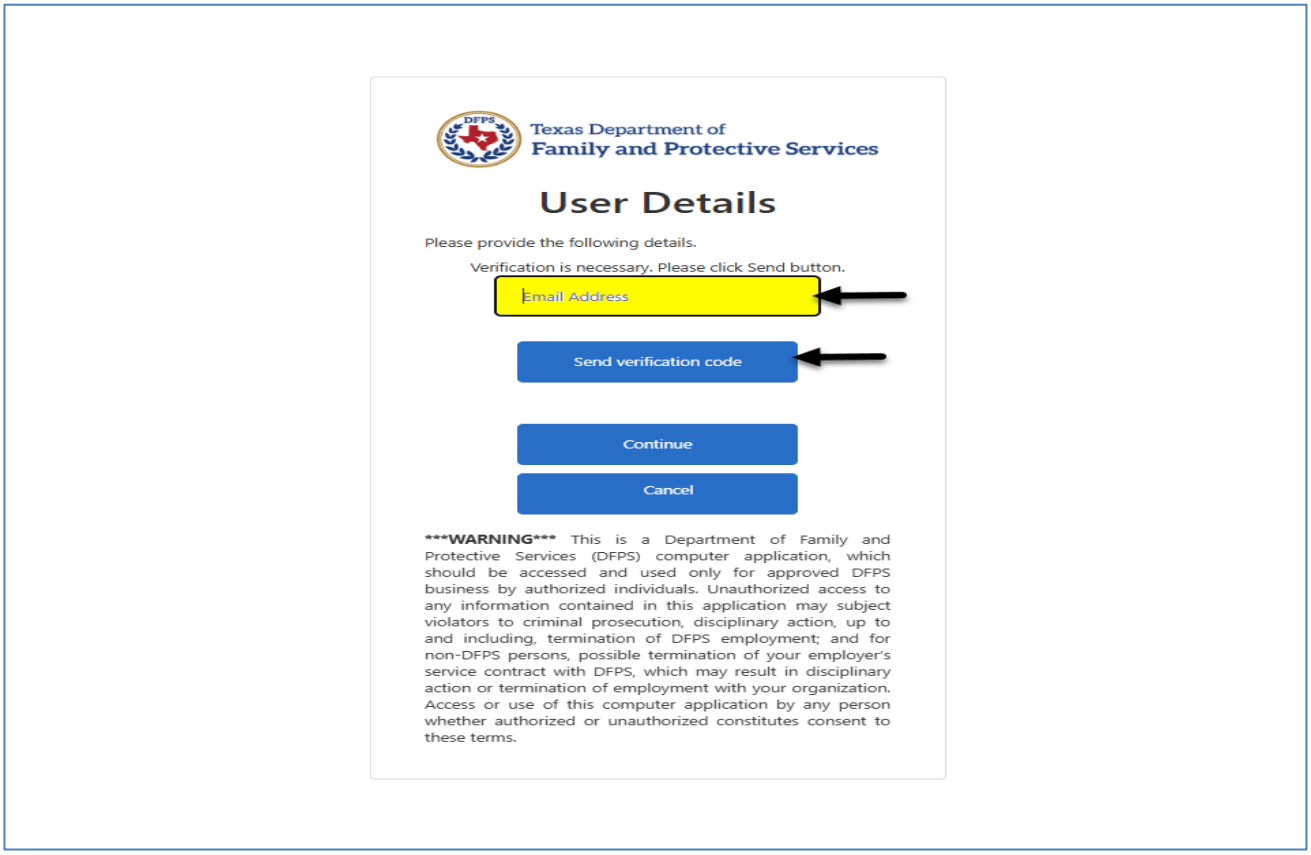
STEP 4: The following email with the **verification code** is sent to the email address you provided during registration.



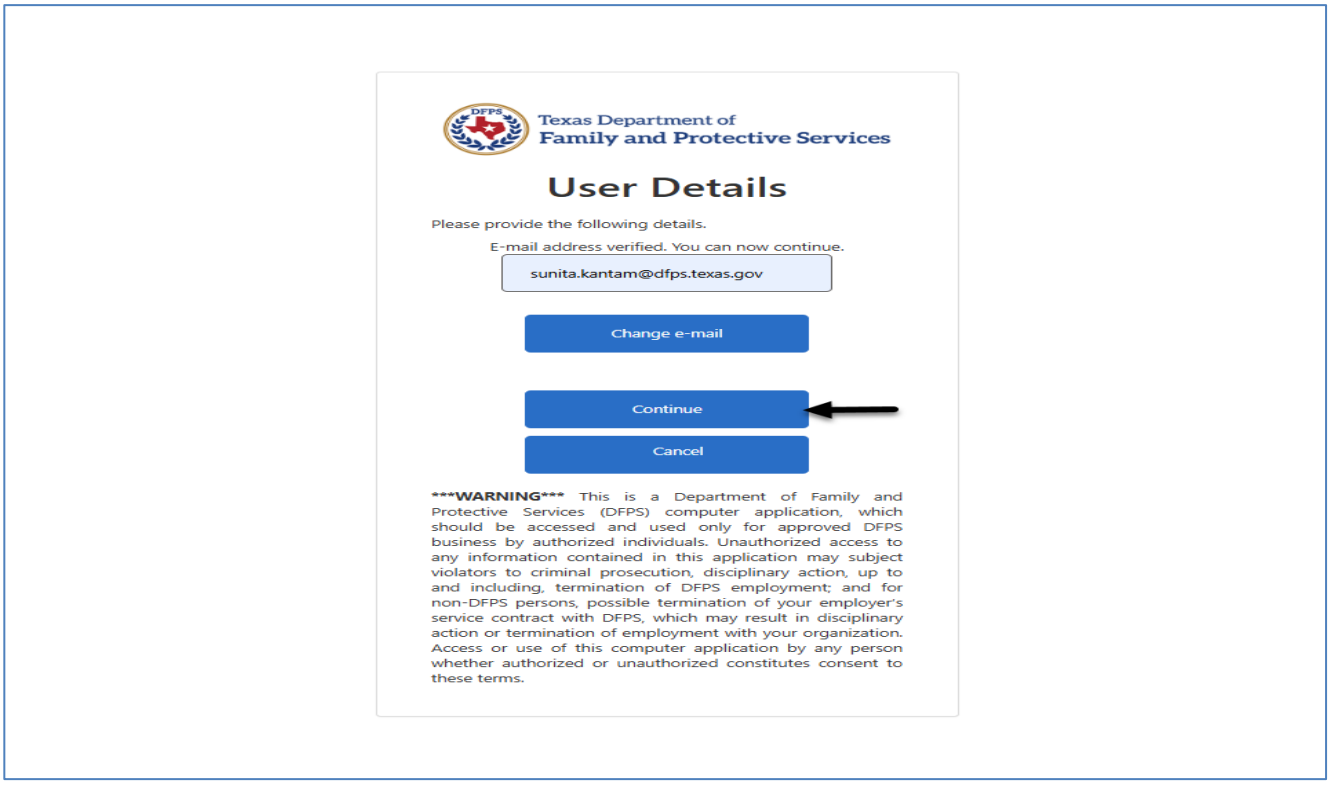
STEP 5: Enter the above sent **verification Code** and click **the Verify code** button.



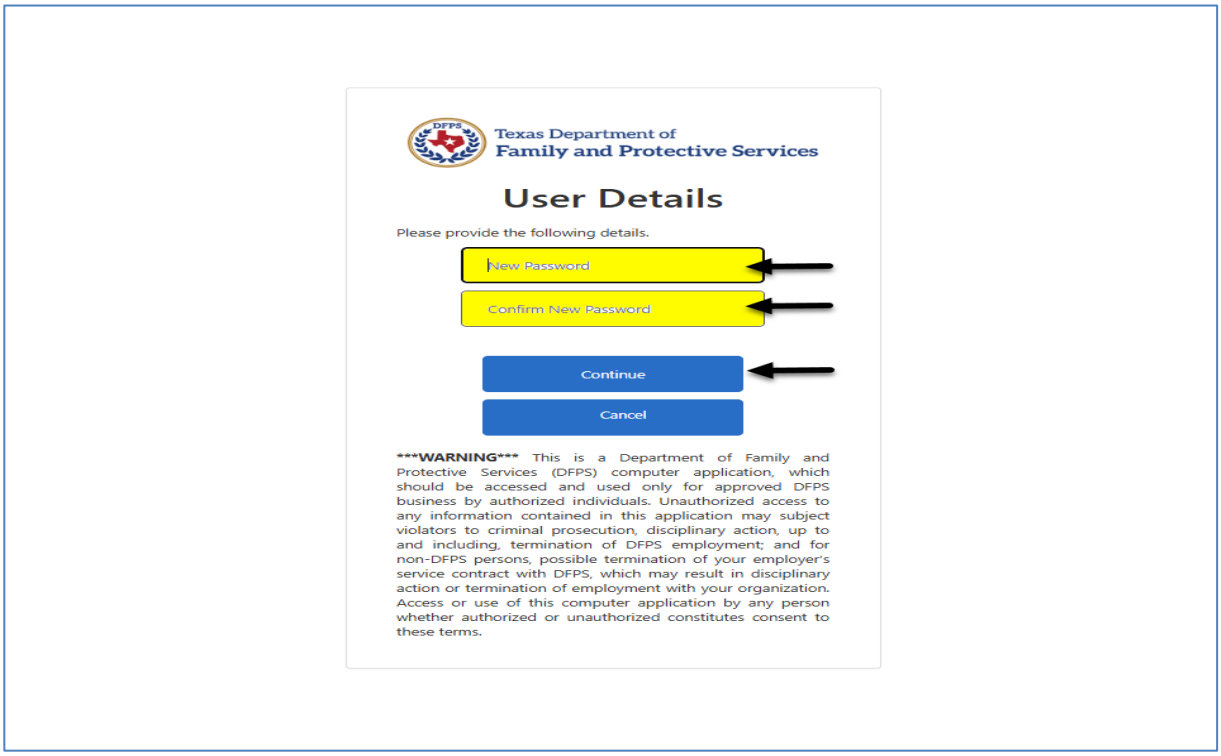
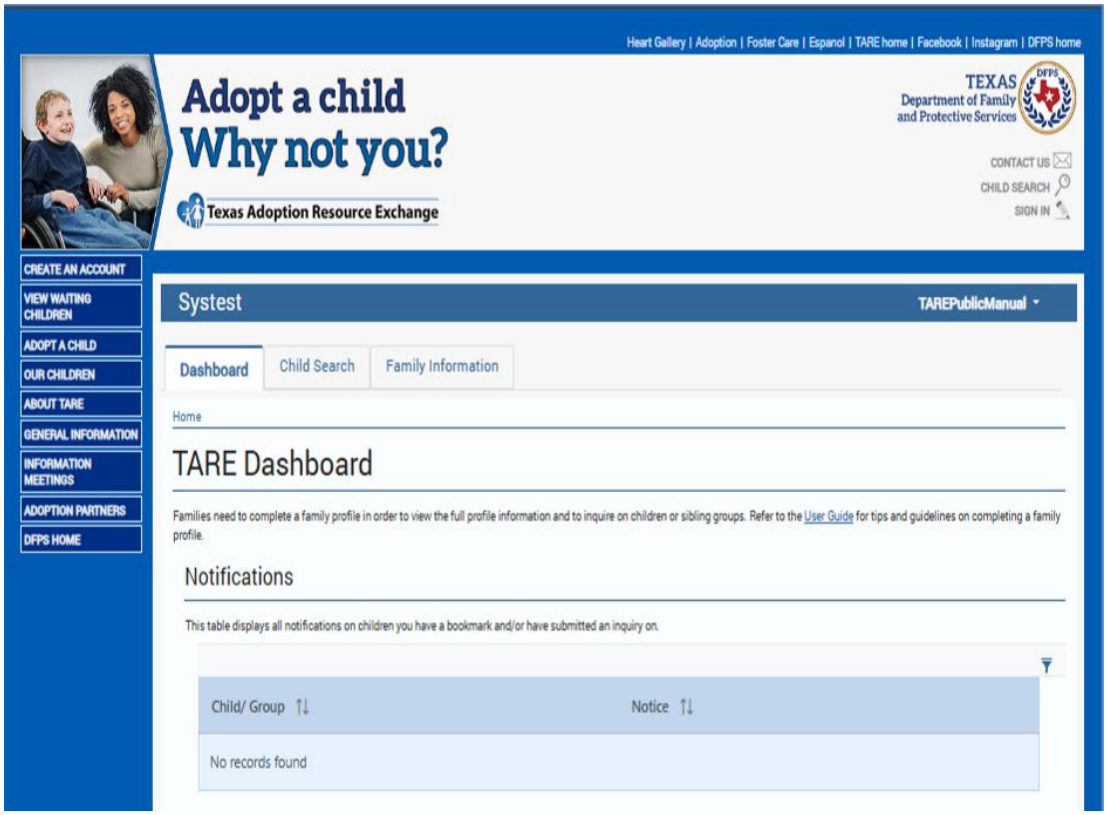
STEP 6: Enter your email address and click the **Send verification code** button.



STEP 7: Click the **Continue** button.



STEP 8: Enter your new password and click the **Continue** button.



STEP 9: The TARE dashboard page appears.