



**Texas  
Adoption  
Resource  
Exchange**

**Adopt Children.org  
800-233-3405**

**Texas Adoption  
Resource Exchange  
(TARE)  
User Guide**

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## Texas Adoption Resource Exchange (TARE) User Guide

### 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.

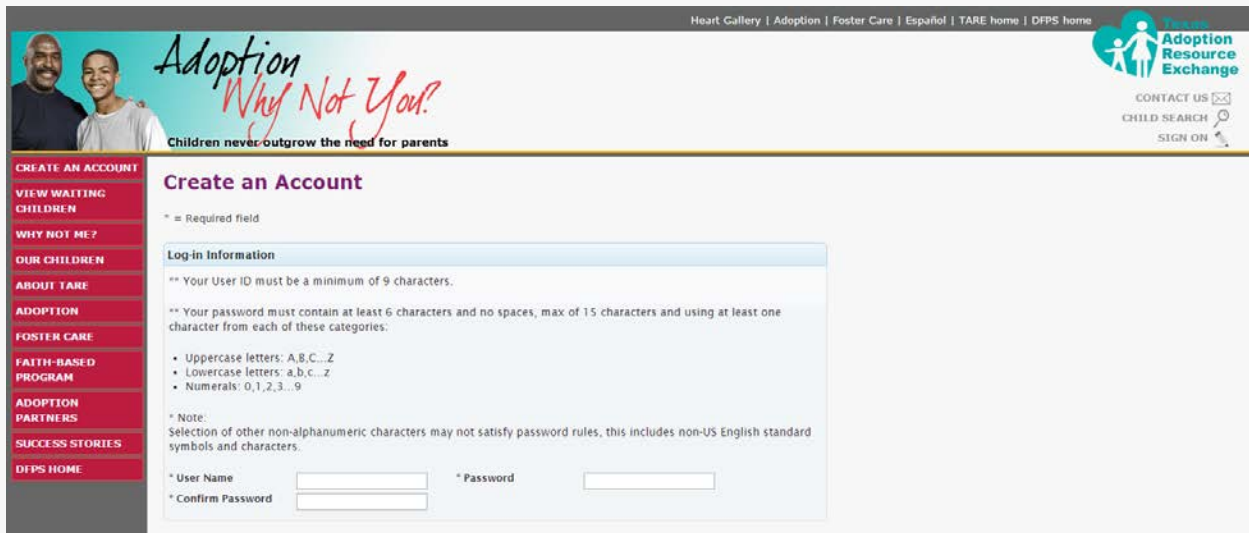
# Steps to Create a TARE Account

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

## STEP 1:

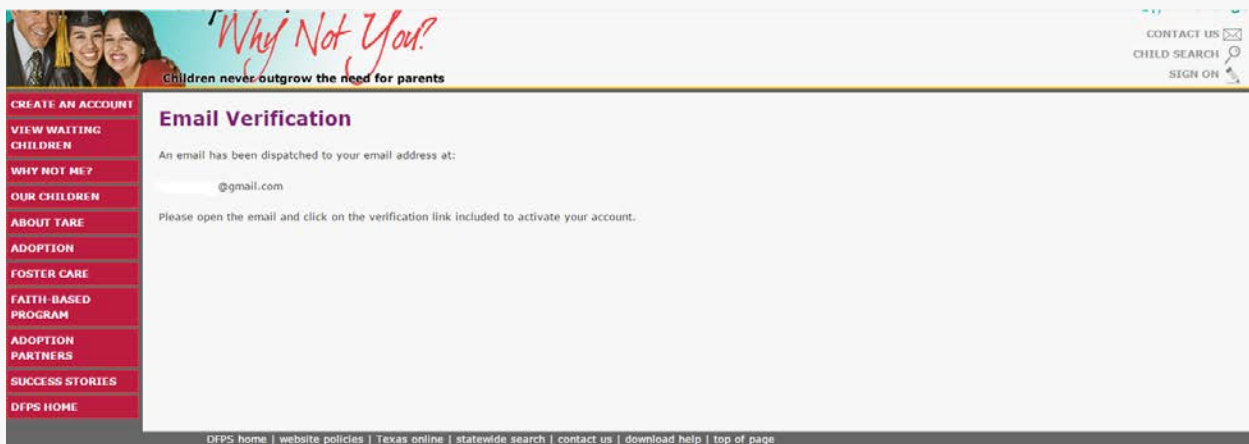
From the [TARE homepage](#), click on **Create an Account** (on the top, left-hand side).

The following **Create an Account** page appears:



## STEP 2:

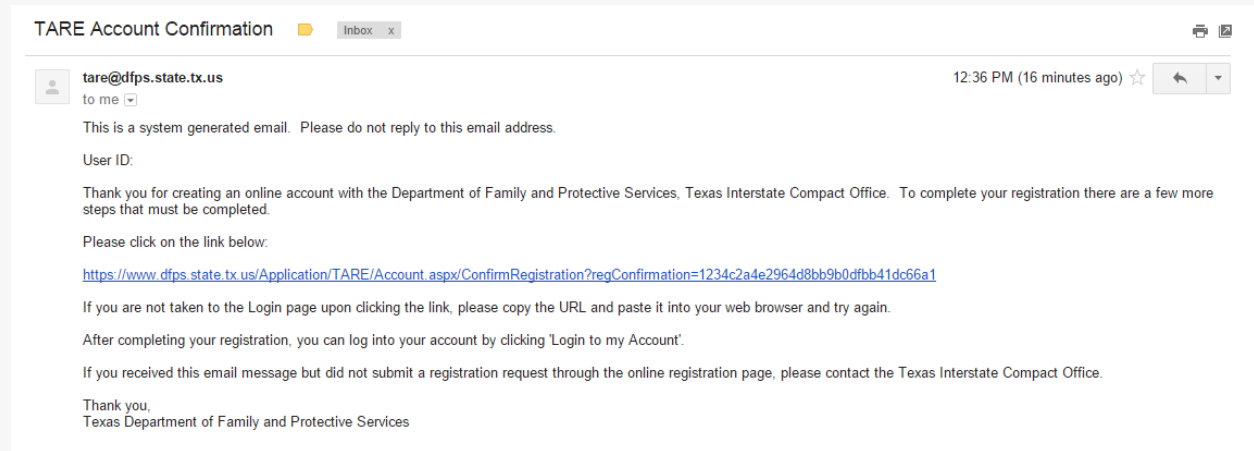
Create a user name and password and then enter the required contact information. Click **Submit**. The following **Email Verification** page appears (and a confirmation email will be sent to the email address you entered):



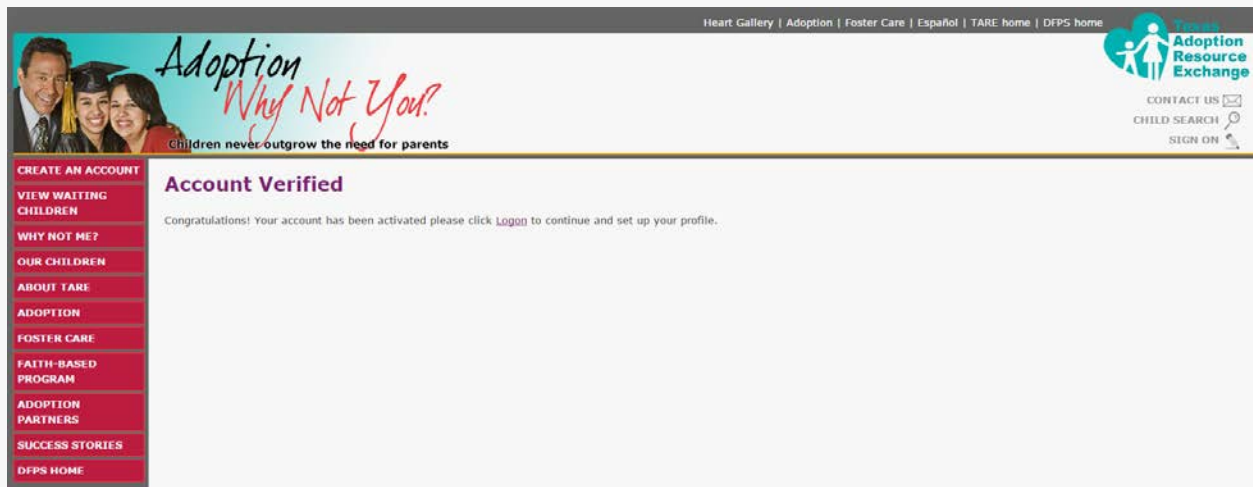
# Texas Adoption Resource Exchange (TARE) User Guide

## STEP 3:

Open the email and click on the verification link included in the email.



The following **Account Verified** screen appears in your browser window:



The login account is now activated and you can begin completing the 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:

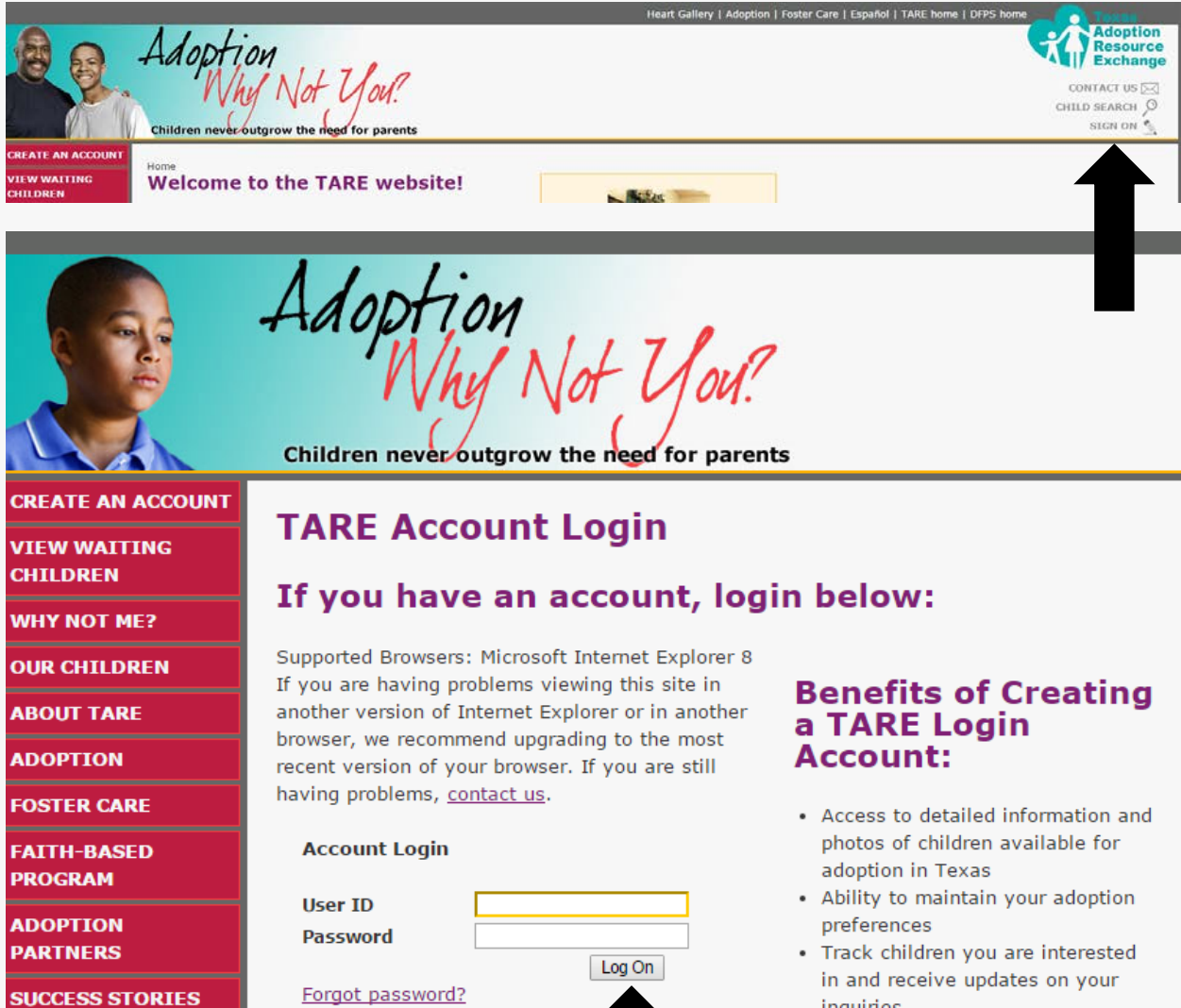
- see more detailed information about the children available for adoption in Texas, including the full profile, additional photos, and special needs and interests;
- see who the assigned TARE coordinator is and access their contact information;
- maintain and change your adoption preferences in the profile;
- 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.

### STEP 1:

Click on **Sign On** and enter your **User ID** and **Password**, then click **Log On**.



Heart Gallery | Adoption | Foster Care | Español | TARE home | DFPS home

Adoption Why Not You?  
Children never outgrow the need for parents

CONTACT US  
CHILD SEARCH  
SIGN ON

CREATE AN ACCOUNT  
VIEW WAITING CHILDREN

Home  
Welcome to the TARE website!

## TARE Account Login

If you have an account, login below:

Supported Browsers: Microsoft Internet Explorer 8  
If you are having problems viewing this site in another version of Internet Explorer or in another browser, we recommend upgrading to the most recent version of your browser. If you are still having problems, [contact us](#).

**Account Login**

User ID

Password

[Forgot password?](#)

### Benefits of Creating a TARE Login Account:

- Access to detailed information and photos of children available for adoption in Texas
- Ability to maintain your adoption preferences
- Track children you are interested in and receive updates on your inquiries

# Texas Adoption Resource Exchange (TARE) User Guide

This brings you to your **Dashboard** page first. Click on the **Family Profile** link on the right-hand corner of the screen.

**TARE Dashboard**

Home > Dashboard Dashboard Family Profile (Log Off: [username])

For instructions on how to use this site, please check out the [Family Instruction Manual](#).

### Notifications

This table displays all notifications on children you have a bookmark and/or have submitted an inquiry on.

Child/Group	Notice
No data to display	

### Bookmarks

This table displays all your bookmarks of the children you are looking at

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, you will be able to inquire on TARE children and view additional information.

Home > Dashboard > My Profile Dashboard Family Profile (Log Off: [username])

## Family Profile

\* = Required Field

Profile is currently 26% complete

[Change Password](#) [Home Screening Status: N/A](#) [Save Changes](#)

- Family Information
- Parental Expectations
- Adoption Interests
- History
- Child Characteristic Preferences
- Contact Preferences

### Family Information

Please complete the information below for your family's primary contact:

\* First Name  Middle Name

\* Last Name  Suffix

\* Date of Birth  Gender

\* Race

American Indian/Alaskan Native  Asian  Black/African Descent

Native Hawaiian/Pacific Islander  White/European Descent

# Texas Adoption Resource Exchange (TARE) User Guide

## STEP 2: 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, step-children, 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 top or bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

The screenshot shows the 'Family Profile' page with the 'Family Information' tab selected. The page includes a sidebar with navigation options like 'CREATE AN ACCOUNT', 'VIEW WAITING CHILDREN', and 'ADOPTION'. The main content area shows the 'Family Information' form with fields for Name, Middle Name, Last Name, Suffix, Date of Birth, Gender, Race, Ethnicity, and Marital Status. A 'Save Changes' button is highlighted with a black arrow.

Home > Dashboard > My Profile Dashboard Family Profile (Log Off: [redacted])

### Family Profile

\* = Required Field

Profile is currently 26% complete [Change Password](#) **Home Screening Status:** N/A [Save Changes](#)

Family Information | Parental Expectations | Adoption Interests | History | Child Characteristic Preferences | Contact Preferences

#### Family Information

Please complete the information below for your family's primary contact:

* First Name	<input type="text" value="Name"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Last"/>	Suffix	<input type="text" value="-Choose-"/>
* Date of Birth	<input type="text"/>	Gender	<input type="text" value="-Choose-"/>

\* Race

American Indian/Alaskan Native  Asian  Black/African Descent  
 Native Hawaiian/Pacific Islander  White/European Descent

Ethnicity

\* Marital Status



# Texas Adoption Resource Exchange (TARE) User Guide

## STEP 3: 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 top or bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

Dashboard Family Profile (Log Off: [redacted])

## Family Profile

\* = Required Field

Profile is currently 63% complete

[Change Password](#) Home Screening Status: N/A [Save Changes](#)

Family Information Parental Expectations Adoption Interests History Child Characteristic Preferences Contact Preferences

### Parental Expectations

We would like to learn more about your family's expectations and experience. This information will be used to match your family's strengths with children in Texas waiting to be matched with a forever family. [Change Photo](#)

For more information and examples on each of the responses to these questions, please view the [Parental Expectation Examples](#).

\* Flexibility-Time: How flexible is your employer regarding your work absences, flexing work time to meet the needs of family/children?

Flexible Work

\* Togetherness Expectations: What is the expectation for family group

# Texas Adoption Resource Exchange (TARE) User Guide

## STEP 4: 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 determine 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 top or bottom of the page. The percentage completed will update and it will bring you back to the main profile page.

The screenshot shows the 'Family Profile' page with the 'Adoption Interests' tab selected. The page includes a sidebar with navigation options, a top navigation bar, and a main content area. The 'Adoption Interests' section contains several dropdown menus for selecting preferences. The 'Match Rank Order Preferences' section lists various child characteristics that can be ranked. Two black arrows point to the 'Save Changes' buttons at the top and bottom of the page.

**Family Profile**

Dashboard Family Profile (Log Off: )

\* = Required Field

Profile is currently 63% complete

Change Password Home Screening Status: N/A Save Changes

Family Information Parental Expectations **Adoption Interests** History Child Characteristic Preferences Contact Preferences

### Adoption Interests

We would like to learn more about your adoption and parenting preferences. This information will be used to match your family's strengths with children in Texas waiting to be matched with a forever family.

\* Max # of Children willing to Adopt? 3

\* Max age of Children willing to Adopt? Any age

\* Gender of Children willing to Adopt? Does Not Matter

\* Race of Children willing to Adopt? Does Not Matter

\* Ethnicity of children willing to adopt? Does Not Matter

### Match Rank Order Preferences

Select the child characteristic below and use the *Move Up* and *Move Down* buttons to arrange the weighted search criteria in the order of importance from highest to lowest. The match rank order is used to calculate the child match percentage based on your family profile settings and the rank order listed below.

Age  
Gender  
Race  
Siblings  
Behavioral  
Emotional  
Physical  
Medical  
Developmental  
Learning  
Risk Factor

Move Up Move Down Save Changes

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## STEP 5: History tab

Click on the **History** 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 in order 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 [adoptionfamilynetwork@dfps.state.tx.us](mailto:adoptionfamilynetwork@dfps.state.tx.us).

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

The screenshot shows the 'Family Profile' page with the 'History' tab selected. The page title is 'Family Profile' and it indicates the profile is 63% complete. A 'Save Changes' button is highlighted with a black arrow. The 'Family Agency History' section contains a dropdown menu set to 'Yes'. Below it, the 'Agency Information' section has a note that all required information must be filled out, with two input fields for '\* Approved From' and 'Approved To'.

Dashboard Family Profile (Log Off: [redacted])

### Family Profile

\* = Required Field

Profile is currently 63% complete

[Change Password](#) Home Screening Status: N/A [Save Changes](#)

Family Information Parental Expectations Adoption Interests **History** Child Characteristic Preferences Contact Preferences

#### Family Agency History

Are you currently working with an agency to open your home to Foster and/or Adopt a child?

#### Agency Information

If you are currently working with an agency to open your home to Foster and/or Adopt a Child please fill out the form below

All required information in this section must be filled out.

\* Approved From

Approved To

# Texas Adoption Resource Exchange (TARE) User Guide

## STEP 6: 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** in order 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 determine the match percentage.

The screenshot shows the 'Family Profile' page in the TARE system. The left sidebar contains navigation links such as 'CREATE AN ACCOUNT', 'VIEW WAITING CHILDREN', and 'ADOPTION'. The main content area is titled 'Family Profile' and shows a progress indicator of 63% completion. The 'Child Characteristic Preferences' tab is selected, and the 'Behavioral' category is active. A dropdown menu for 'Behavioral Overall' is set to '-Choose-'. A large black arrow points to the 'Interest/Hobbies' tab.

- 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 top or 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.

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Dashboard Family Profile (Log Off: [redacted])

## Family Profile

\* = Required Field

Profile is currently 100% complete

Change Password Home Screening Status: N/A Save Changes

Family Information Parental Expectations Adoption Interests History Child Characteristic Preferences Contact Preferences

### Family Information

Please complete the information below for your family's primary contact:

\* First Name  Middle Name

\* Last Name  Suffix

\* Date of Birth  Gender

\* Race

American Indian/Alaskan Native  Asian  Black/African Descent

Native Hawaiian/Pacific Islander  White/European Descent

## STEP 7: 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 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.

Dashboard Family Profile (Log Off: [redacted])

## Family Profile

\* = Required Field

Profile is currently [redacted] complete

Change Password Home Screening Status: N/A Save Changes

Family Information Parental Expectations Adoption Interests History Child Characteristic Preferences Contact Preferences

### Targeted Broadcast Subscription

DFPS periodically sends emails to families registered on TARE when children who match the preferences in your profile are identified. Please check this box to opt-out of receiving emails from DFPS staff.

Opt-out of receiving emails from DFPS staff

To subscribe to receive bi-weekly emails of new children posted on the TARE website, follow this 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.

### Child Characteristics

First Name	<input type="text"/>	Tare Id	<input type="text"/>
Group Type	<input type="text"/>	Age	<input type="text"/>
Gender	<input type="text"/>	Region	<input type="text"/>
Ethnicity	<input type="text"/>		

Race

- American Indian/Alaskan Native
- Asian
- Black/African Descent
- Native Hawaiian/Pacific Islander
- White/European Descent

### Special Needs

Select the highest level of need for each category you are willing to accept.  
\*For more information on each Special Needs category, see the [Special Needs Descriptions](#).

Behavioral	<input type="text"/>	Emotional	<input type="text"/>
Physical	<input type="text"/>	Medical	<input type="text"/>
Learning	<input type="text"/>	Developmental	<input type="text"/>
Risk Factors	<input type="text"/>		



## Search for Children Waiting for Adoption

### Selected Search Criteria

No criteria selected.

### Search Results



Displaying page 1 of 43 (1 through 20 of 844 children)

[First Page](#) | [Previous Page](#) | (Page 1 of 43) | [Next Page](#) | [Last Page](#)

## Texas Adoption Resource Exchange (TARE) User Guide


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 **New Search** to start a new search with different criteria.

### 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** link 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.

#### Profile for [REDACTED]



[Inquire on Child](#)

[Bookmark Child](#)

TARE Id

Information

Special

#### Information

**Are you related to the Child/Sibling Group?**

No ▾

Submit Inquiry

If you are related to this child/sibling group please select YES and identify yourself as a relative. If you are not related, but know this child/sibling group, please select YES and identify yourself as Fictive Kin. We define Fictive Kin as someone who is not related but has a pre-existing long-term relationship with the child/Sibling group, such as a family friend, coach, teacher, god parent, long-standing neighbor, etc.

# 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.

[Home](#) > [Dashboard](#) [Dashboard](#) [Family Profile](#) (Log Off: [redacted])

## TARE Dashboard

For instructions on how to use this site, please check out the [Family Instruction Manual](#).

### Notifications

This table displays all notifications on children you have a bookmark and/or have submitted an inquiry on.

<a href="#">Child/Group</a>	<a href="#">Notice</a>
No data to display	

### Bookmarks

This table displays all your bookmarks of the children you are looking at

<a href="#">Actions</a>	<a href="#">Photo</a>	<a href="#">Child/Group</a>	<a href="#">Bookmark Date</a>
No Bookmarks			

## Bookmarks

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

### Profile for [redacted]

[Inquire on Child](#)

[Bookmark Child](#)



TARE Id

Information

Special

## Information

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**.



## Texas Adoption Resource Exchange (TARE) User Guide

### 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.

<b>Status</b>	<b>Description of Activity</b>
Submitted	Your inquiry was received by DFPS and is waiting to be reviewed by a TARE coordinator.
In Review/Pending	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.
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.
You were not selected for this child	You were not selected as a potential adoptive placement for this child.
Selected	You were selected as a potential adoptive placement for this child.

## Forgot (or Reset) Your Password

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

**STEP 1:** From the **TARE Account Login** page (click **Sign On** from the TARE home page first), click the link **Forgot Password**.

You will see the following screen:

Heart Gallery | Adoption | Foster Care | Español | TARE home | DFPS home

Adoption Why Not You?  
Children never outgrow the need for parents

Texas Adoption Resource Exchange

CONTACT US  
CHILD SEARCH  
SIGN ON

CREATE AN ACCOUNT  
VIEW WAITING CHILDREN  
WHY NOT ME?  
OUR CHILDREN  
ABOUT TARE  
ADOPTION  
FOSTER CARE  
FAITH-BASED PROGRAM  
ADOPTION PARTNERS  
SUCCESS STORIES  
DFPS HOME

### Forgot Password

Please enter your User Name and select 'Next':

\* User Name

DFPS home | website policies | Texas online | statewide search | contact us | download help | top of page

**STEP 2:** Enter your **User Name** and click **Next**.

**STEP 3:** Enter the answer to the security question that you provided when you created your account and click **Next**.

**STEP 4:** A new screen will be provided to enter your new password. Once confirmed, click **Reset Password**.

Heart Gallery | Adoption | Foster Care | Español | TARE home | DFPS home

Adoption Why Not You?  
Children never outgrow the need for parents

Texas Adoption Resource Exchange

CONTACT US  
CHILD SEARCH  
SIGN ON

CREATE AN ACCOUNT  
VIEW WAITING CHILDREN  
WHY NOT ME?  
OUR CHILDREN  
ABOUT TARE  
ADOPTION  
FOSTER CARE  
FAITH-BASED PROGRAM  
ADOPTION PARTNERS  
SUCCESS STORIES  
DFPS HOME

### Forgot Password

#### Enter your new password

\*\* Your password must contain at least 6 characters and no spaces, max of 15 characters and using at least one character from each of these categories:

- Uppercase letters: A,B,C...Z
- Lowercase letters: a,b,c...z
- Numerals: 0,1,2,3...9

\* Note:  
Selection of other non-alphanumeric characters may not satisfy password rules, this includes non-US English standard symbols and characters.

New Password

Confirm Password

DFPS home | website policies | Texas online | statewide search | contact us | download help | top of page