

Creating a Child Match Placement Need



Knowledge Base Article

Creating a Child Match Placement Need

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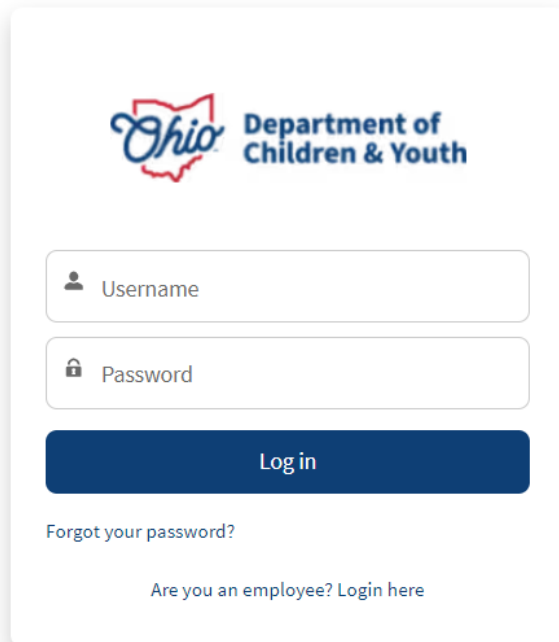
Creating a Child Match Placement Need

Overview

This article describes how to create a Child Match Placement Need and reviews the new functionality within the Ohio Certification for Agencies and Families (OCAF) Salesforce system. The purpose of this functionality is to provide Agencies and Community Partners an efficient way to find Licensed Home Providers and Certified Residential Providers for a youth.

Navigating the Child Match Log-In

1. Upon initial entry to OCAF Salesforce, the User will be presented with the main **Log In** screen. Here you will enter your **Username** and **Password**.

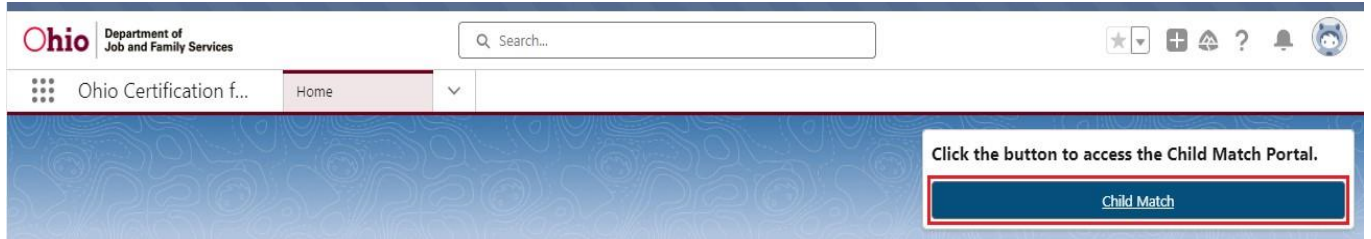


The screenshot shows a login interface for the Ohio Department of Children & Youth. At the top left is the logo, which includes the word "Ohio" in a stylized script and "Department of Children & Youth" in a sans-serif font. Below the logo are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. A dark blue button with the text "Log in" is centered below the password field. At the bottom of the form, there are two links: "Forgot your password?" and "Are you an employee? Login here".

Note: Agency Employees can contact the JFS DCY Customer Care Center for assistance at <https://odjfs2.my.site.com/CustomerCareCenter> .

2. Once you enter your Username and Password, you will be routed to the **OCAF Home** screen.

Creating a Child Match Placement Need

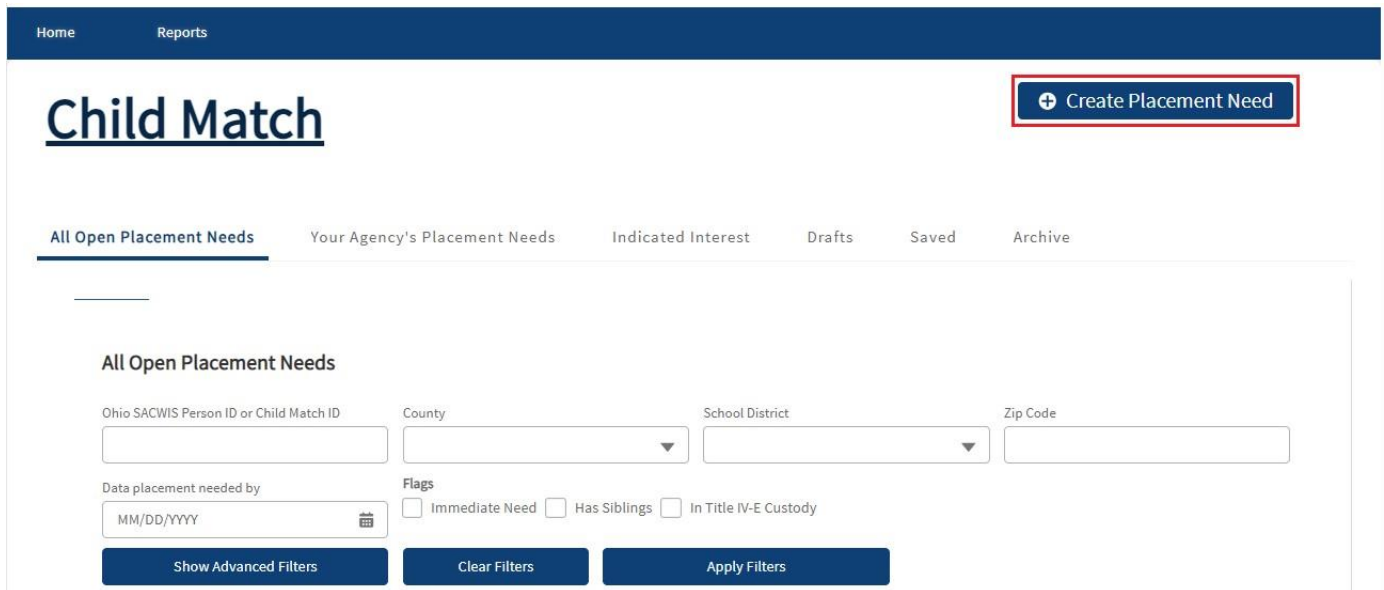


3. Click the **Child Match** button.

You will be routed to the **Child Match Portal**.

Creating a Placement Need

1. On the Child Match Portal **Home** screen, click the **Create Placement Need** button.



The **New Placement Need** screen appears.

Creating a Child Match Placement Need

New Placement Need

Information entered will be used to create a new placement need on Child Match.

* Indicates a required field.

| | |
|--|-------------------|
| Requesting Agency Test County Job and Family Services | Additional Owners |
|--|-------------------|

2. **Requesting Agency** will be auto filled based on the logged in User's current Agency.
3. Select **Yes** or **No** for, **Is this youth in Title IV-E custody?** (Required)
4. If you selected **No**, you must enter narrative in the **Text Box** explaining how funding is being met. (Required)
5. If you selected **Yes**, no Text Box appears.

New Placement Need

Information entered will be used to create a new placement need on Child Match.

* Indicates a required field.

| | |
|---|--|
| Requesting Agency Test County Job and Family Services | Additional Owners |
| * Is this youth in Title IV-E custody? <input checked="" type="radio"/> No <input type="radio"/> Yes | * How will this placement be funded? <input type="text"/> |

6. Enter the **Youth's First Name** (Required)
7. Enter the **Youth's Last Name** (Required)
8. Enter the **Youth's Date of Birth** mm/dd/yyyy (Required)
9. Enter the **Youth's Ohio SACWIS Person ID** if applicable. (Required to enter if the youth is in **Title IV-E Custody**)

Identifying Information

The youth's name, date of birth, and Ohio SACWIS Person ID can only be seen by you, users from your agency, or additional owners of this post.

| | | | |
|--------------------|-------------------|-------------------------------------|-----------------------------|
| * Youth First Name | * Youth Last Name | * Youth Date of Birth mm/dd/yyyy | Youth Ohio SACWIS Person ID |
|--------------------|-------------------|-------------------------------------|-----------------------------|

Creating a Child Match Placement Need

10. If the **Youth's Placement Need** is not needed immediately (i.e., the day the User is creating the Placement Need), select **Placement needed by Select Date**. (Required)
11. Select the **Placement Needed by Date**. (Required)

Important: The date cannot be more than **90 days** from the date the **New Placement Record** is being created.

Placement Need Details

⚠ Do not include identifying information in this section.

| | |
|--|---|
| <p>* Placement needed by ⓘ</p> <p><input checked="" type="radio"/> Select Date <input type="radio"/> Immediate</p> | <p>* Placement needed by date ⓘ</p> <p>mm/dd/yyyy </p> |
|--|---|

Note: Users may hover over the **Information Icon** ⓘ for guidance.

12. If the **Youth's Placement Needed by** is selected as **Immediate**, a Placement Date is not required to be entered. See below:

Placement Need Details


⚠ Do not include identifying information in this section.

| | |
|--|---|
| <p>* Placement needed by ⓘ</p> <p><input type="radio"/> Select Date <input checked="" type="radio"/> Immediate</p> | <p>* Preferred Placement Type (Select all that apply)</p> <p><input checked="" type="checkbox"/> Foster Home</p> <p><input checked="" type="checkbox"/> Foster to Adopt</p> <p><input type="checkbox"/> Group Home</p> <p><input type="checkbox"/> Child Residential Center</p> |
|--|---|

13. Check all that apply for **Preferred Placement Type** (Required)
14. Complete **Narrative for Long-Term Plan for the Youth** (Optional)

Placement Need Details

⚠ Do not include identifying information in this section.

| | |
|---|---|
| <p>* Placement needed by ⓘ</p> <p><input checked="" type="radio"/> Select Date <input type="radio"/> Immediate</p> | <p>* Placement needed by date ⓘ</p> <p>mm/dd/yyyy </p> |
| <p>* Preferred Placement Type (Select all that apply)</p> <p><input checked="" type="checkbox"/> Foster Home</p> <p><input checked="" type="checkbox"/> Foster to Adopt</p> <p><input type="checkbox"/> Group Home</p> <p><input type="checkbox"/> Child Residential Center</p> | <p>Long-Term Plan for the Youth</p> <div style="border: 1px solid #ccc; height: 40px;"></div> |

Creating a Child Match Placement Need

15. Make a selection from the **County** dropdown menu.
16. Make a selection from the **School District** dropdown menu.
17. Enter the **Zip Code**.

Note: At least **one location** field is **Required**.

Desired Placement Location

Please enter as much location information as possible. This data helps recommending agencies search for and find potential placements.

* At least one location field is required.

| | | |
|----------------------|----------------------|----------------------|
| County | School District | Zip Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

18. Select the **Youth Gender** from the dropdown menu (Required)
19. **Youth Age** will auto fill.
20. Select **Primary Native Language** (Required)

Note: If the User selects **Other** for the **Primary Native language**, a **Text Box** will appear **Requiring a Narrative**.


21. Select **Additional Language(s)**, if any.




Note: If the User selects **Other** for **Additional Languages(s)**, a **Text Box** will appear **Requiring a Narrative**.

22. Complete **Narrative** for, **Youth characteristics or Behaviors**. (Optional)
23. Complete **Narrative** for, **Positives about the Youth**. (Optional)
24. Complete **Narrative** for, **Hobbies, Talents, Skills, and Interests**. (Optional)
25. Complete **Narrative** for, **Additional Information to help identify appropriate placement**. (Optional)

Note: Users may hover over the **Information Icon**  for guidance on answering each question in this section.

Youth Details

 Do not include identifying information in this section.

| | |
|---|---|
| *Youth Gender Female | Youth Age 2 |
| * Primary Native Language <input checked="" type="radio"/> English <input type="radio"/> Spanish <input type="radio"/> Other | Additional Language(s) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other |
| Youth Characteristics or Behaviors  | Positives about the Youth |
| Hobbies, Talents, Skills, and Interests  | Additional information to help identify appropriate placement  |

Creating a Child Match Placement Need

26. Select **Yes** or **No** for, **Does the youth have prescribed medication?** (Optional)

Note: If the User selected **Yes** for, Does the youth have prescribed medication, a **Text Box** will appear **Requiring a Narrative**.

27. Select **Yes** or **No** for, **Does the youth have mental health diagnosis?** (Optional)

Note: If the User selected **Yes** for, Does the youth have mental health diagnosis, a **Text Box** will appear **Requiring a Narrative**.

28. Selection **Yes** or **No** for, **Does the youth have a physical health diagnosis?** (Optional)

Note: If the User selected **Yes** for Does the youth have a physical health diagnosis, a **Text Box** will appear **Requiring a Narrative**.

Health & Medical History

Does the youth have prescribed medication?
 No Yes

Does the youth have a mental health diagnosis?
 No Yes

Does the youth have a physical health diagnosis?
 No Yes

29. Make a selection from the dropdown menu for the youth's **Grade**. (Optional)

30. Select **Yes** or **No** for **Virtual learning**. (Optional)

31. Make a selection for, **Is the Youth on an IEP or 504 plan**. (Optional)

32. If you select **Yes**, **In Progress** or **Needed**, a **Narrative Box** will populate requiring plan needs explanation. (Required)

Education

Grade
Fourth

Virtual
 No Yes

Is the youth on an IEP or 504 plan?
 No Yes In Progress Needed

* IEP or 504 plan needs
Test

33. Enter a Narrative for, **Describe visitation needs for the youth**. (Optional)

34. Make a selection for, **Does the youth have one or more siblings that need to be placed with them**. (Optional, however do not skip this step if the youth has a sibling)

Creating a Child Match Placement Need

Note: If you answered **Yes** to, **Does the youth have one or more siblings that need to be placed with them**, a **Sibling Search** box and **Sibling Name** box will appear to add the sibling. If you answered **No**, you will not be given the option to add a sibling.

Visitation & Siblings

Describe visitation needs for the youth

Does the youth have one or more siblings that need to be placed with them?

No Yes

Search by youth name, Ohio SACWIS Person ID, or Child Match Unique identifier to associate sibling placement needs together. You can also add and remove siblings by editing placement needs.

Sibling Search

SiblingName

Note: Siblings will be linked in the system and their placement requests will be connected.

35. If a sibling already has a **Placement Need completed**, **Search** and click the **Add** button. This will link the **Placement Needs** together.

Does the youth have one or more siblings that need to be placed with them?

No Yes

Search by youth name, Ohio SACWIS Person ID, or Child Match Unique identifier to associate sibling placement needs together. You can also add and remove siblings by editing placement needs.

Sibling Search

SiblingName

Note: Siblings will be linked in the system and their placement requests will be connected.

Note: Siblings will be linked in the system and their placement requests will be connected.

36. Once finished, click **Publish**.

Creating a Child Match Placement Need

Save to Drafts

Cancel

Publish

Note: If you answered **Yes** to the question, Does the youth have one or more siblings that need placed with, and the sibling **does not** have a **Placement Need** completed, once the User clicks **Publish**, the User will be prompted to complete a **new Placement Need** profile for the sibling.

The screenshot shows a dialog box titled "Additional Sibling Placement Need". At the top, there is a yellow diamond icon with a plus sign. Below the icon, the text asks: "Would you Like to create a need for test11 (29's sibling)". Underneath, there are two lines of explanatory text: "You indicated that test11 (29) has siblings. If the sibling does not have a Child Match post, you can create one now." and "You can also create a sibling placement need later by editing your post and adding a sibling." At the bottom, there are three buttons: "Cancel", "No", and "Yes, Create Sibling Placement Need". The "Yes, Create Sibling Placement Need" button is highlighted with a red border.

37. Complete a **Placement Need** for the sibling by clicking the **Yes, Create Sibling Placement Need** button.

38. A **Validation Alert** appears verifying the **Placement Need** has been **Published**.



✓ Your placement need posting has been published. ✕

Search...



39. If you are not ready to Publish the **Placement Need**, the User may click **Save to Drafts**.

Note: If the User is saving a **Placement Need** as a **Draft**, at a minimum Users must enter the youth's **last name** in order for the **Draft** to be saved.

Save to Drafts

Cancel

Publish

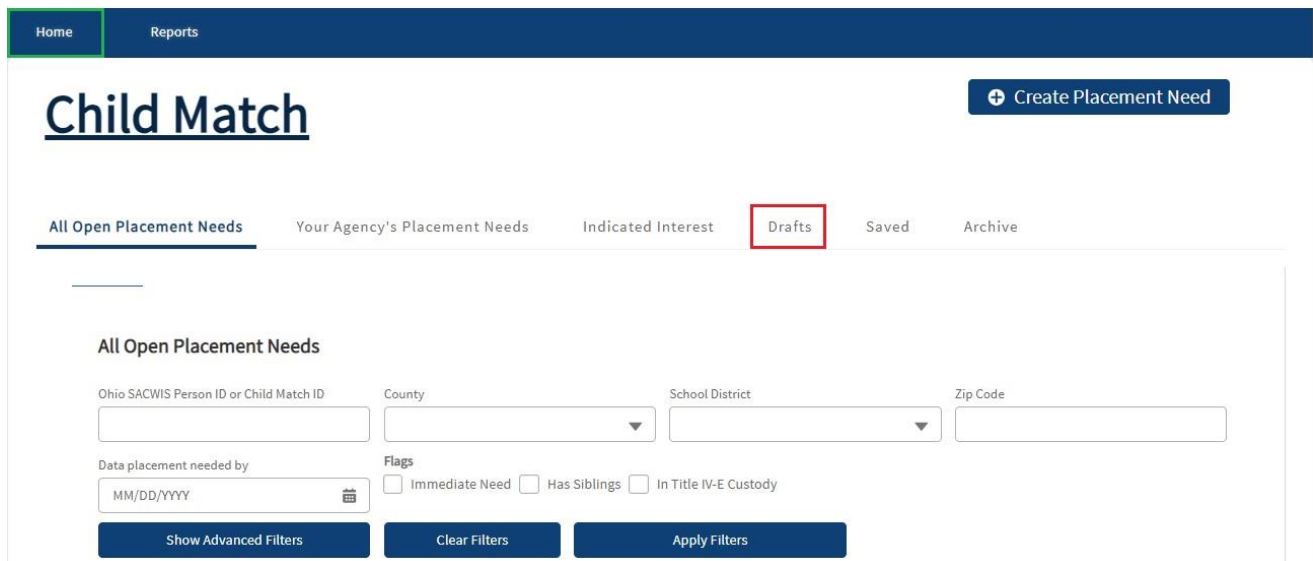
Creating a Child Match Placement Need

The following steps will review how to view and edit saved **Drafts**. If the User **Published the Placement Need**, Skip to **Published Placement Need** on page 13.

Viewing Placement Need Drafts

Note: Drafts will automatically be deleted after **90 days** of no activity.

1. From the **Child Match Portal Home** screen, click the **Drafts** tab.



The screenshot shows the Child Match portal interface. At the top, there is a navigation bar with 'Home' and 'Reports' tabs. Below this is the 'Child Match' header with a 'Create Placement Need' button. A secondary navigation bar contains tabs for 'All Open Placement Needs', 'Your Agency's Placement Needs', 'Indicated Interest', 'Drafts' (which is highlighted with a red box), 'Saved', and 'Archive'. The main content area is titled 'All Open Placement Needs' and contains several filter fields: 'Ohio SACWIS Person ID or Child Match ID', 'County' (a dropdown menu), 'School District' (a dropdown menu), and 'Zip Code'. Below these are 'Data placement needed by' (a date field) and 'Flags' (checkboxes for 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'). At the bottom of the filter section are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'.

The **Drafts** screen appears displaying the **Filter Criteria** and the **Drafts** the User has created.

Note: For Agency Users, this screen will also display any Drafts other Users from their Agency have created.

Creating a Child Match Placement Need

All Open Placement Needs Your Agency's Placement Needs Indicated Interest **Drafts** Saved Archive

Drafts

Ohio SACWIS Person ID or Child Match ID

County

School District

Zip Code

Data placement needed by

Flags Immediate Need Has Siblings In Title IV-E Custody

[Show Advanced Filters](#) [Clear Filters](#) [Apply Filters](#)

| | |
|--|---|
| CM-000 Siblings() Immediate | CM-0001 Siblings() Immediate |
| Age & Gender 2 Female | Age & Gender 2 Female |
| Place by date - | Place by date - |
| County County | County County |
| School District - | School District - |
| Zip Code - | Zip Code - |
| Title IV-E Custody YES | Title IV-E Custody YES |

2. To **View** and/or **Edit** a **Draft**, click the **Blue Arrow** on the appropriate Draft.

[Show Advanced Filters](#) [Clear Filters](#) [Apply Filters](#)

| | |
|--|---|
| CM-000 Siblings() Immediate | CM-0001 Siblings() Immediate |
| Age & Gender 2 Female | Age & Gender 2 Female |
| Place by date - | Place by date - |
| County County | County County |
| School District - | School District - |
| Zip Code - | Zip Code - |
| Title IV-E Custody YES | Title IV-E Custody YES |

The **Child Match Placement Need Draft** appears.

3. Click the **Edit** button.

Creating a Child Match Placement Need

CM-000 Edit

2 Female County Siblings()

Identifying Information

| | | | |
|------------|---------------------|-----------------------------|-------------------|
| Youth Name | Youth Date of Birth | Youth Ohio SACWIS Person ID | Additional Owners |
| Test Youth | 02/01/2022 | - | - |

Placement Need Details

| | |
|-------------------------------------|--|
| Placement needed by date | Requesting Agency |
| - | Wyandot County Job and Family Services |
| Is the youth in Title IV-E custody? | How will this placement be funded? |
| Yes | - |
| Preferred Placement Type | Long-Term plan for the Youth |
| Foster Home;Foster to Adopt | - |

Desired Placement Location

| | | |
|--------|-----------------|----------|
| County | School District | Zip Code |
| County | - | - |

The **Edit Placement Need Draft** screen appears.

Edit Placement Need Draft

This draft not been published to Child Match, and is only visible to . **Drafts will automatically be deleted after 90 days of no activity.**

* Indicates a required field.

Draft Last Edited Date

03/19/2024

Draft Last Edited By

LisaSysTest

Requesting Agency

County Job and Family Services

Additional Owners

* Is this youth in Title IV-E custody?

No Yes

Identifying Information

Note: All fields that were editable during the initial creation of the **Placement Need** can be **edited** on this screen.

- To **Publish the Placement Need Draft**, click the **Publish** button.
- To **Save**, click the **Save Changes to Draft** button.

Creating a Child Match Placement Need

- To **Delete this Draft**, click the **Delete Draft** button.
- To **Exit Draft** without saving or publishing, click the **Cancel** button.

Sibling Search

SiblingName

Note: Siblings will be linked in the system and their placement requests will be connected.

The **Saved Drafts** will appear on the **Drafts** tab screen.

Published Placement Need

By **Publishing the Placement Need**, the User is making the **Child Match Placement Need** viewable to **Recommending Agencies** and **other Users**.

- On the Child Match Portal **Home** screen, Active Placement Needs are located in the **Your Agency's Placement Needs** tab along with the **Filter Criteria**.

All Open Placement Needs **Your Agency's Placement Needs** Indicated Interest Drafts Saved Archive

Your Agency's Placement Needs

Ohio SACWIS Person ID or Child Match ID County School District Zip Code

Data placement needed by

Flags Immediate Need Has Siblings In Title IV-E Custody

| | |
|------------------------------------|---|
| CM-000151 | CM-000134 Immediate |
| Age & Gender 14 Male | Age & Gender 2 Female |
| Place by date 04/01/2024 | Place by date - |
| County - | County - |
| Zip Code - | Zip Code - |
| Title IV-E Custody YES | Title IV-E Custody YES |

Creating a Child Match Placement Need

Viewing an Open Placement Need

1. An **Agency User** may view **Active Placement Needs** by clicking the **Blue Arrow** on the appropriate **Placement Need** within the **Your Agency's Placement Needs** tab.

All Open Placement Needs **Your Agency's Placement Needs** Indicated Interest Drafts Saved Archive

Your Agency's Placement Needs

Ohio SACWIS Person ID or Child Match ID County School District Zip Code

Data placement needed by

Flags Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

| | |
|--------------------------------|---|
| CM-000151 | CM-000134 Immediate |
| Age & Gender 14 Male | Place by date 04/01/2024 |
| County County | School District - |
| Zip Code - | Title IV-E Custody YES |
| > | > |

The **Open Placement Need** profile screen for the youth appears.

CM-0001 Copy Edit Open

14 Male Test County Siblings()

Identifying Information

| | | | |
|------------|-----------------------------------|-----------------------------|------------------------|
| Youth Name | Youth Date of Birth 03/01/2010 | Youth Ohio SACWIS Person ID | Additional Owners - |
|------------|-----------------------------------|-----------------------------|------------------------|

Placement Need Details

| | |
|---|--|
| Placement needed by date 04/01/2024 | Requesting Agency Test County Job and Family Services |
| Is the youth in Title IV-E custody? Yes | How will this placement be funded? - |
| Preferred Placement Type Foster Home;Foster to Adopt | Long-Term plan for the Youth - |

Desired Placement Location

| | | |
|-----------------------|----------------------|---------------|
| County Test County | School District - | Zip Code - |
|-----------------------|----------------------|---------------|

Creating a Child Match Placement Need

Youth Details

| | |
|--|---|
| Youth Gender Male Primary Native Language English Youth Characteristics or Behavior - Hobbies, Talents, Skills, and Interests - | Youth Age 14 Additional Language(s) - Positives about the Youth - Is there additional information about the youth that should be taken into consideration to identify appropriate placement options? - |
|--|---|

Health & Medical History


| | |
|---|--|
| Is the youth on medication? No Does the youth have a mental health diagnosis? No Does the youth have a physical health diagnosis? No | Medications - Mental health diagnosis or needs - Physical health diagnosis or needs - |
|---|--|

Education

| | |
|--|---|
| Grade Seventh Is the youth on an IEP or 504 plan? Yes | Virtual No IEP or 504 plan needs - |
|--|---|

Visitation & Siblings

| | |
|--|-----------------|
| Describe visitation needs for the youth - Does the youth have one or more siblings that need to be placed with them? No | Sibling(s) - |
|--|-----------------|



Editing an Open Placement Need

2. To edit the **Open Placement Need**, click the **Edit** button.

CM-0001
Copy
Edit
Open
Indicate Interest

14 Male
County
Siblings()

Identifying Information

| | | | |
|--------------------------|-----------------------------------|-----------------------------|-------------------|
| Youth Name Test Youth | Youth Date of Birth 03/01/2010 | Youth Ohio SACWIS Person ID | Additional Owners |
|--------------------------|-----------------------------------|-----------------------------|-------------------|

Placement Need Details

| | |
|--|---|
| Placement needed by date 04/01/2024 Is the youth in Title IV-E custody? Yes Preferred Placement Type Foster Home; Foster to Adopt | Requesting Agency County Job and Family Services How will this placement be funded? - Long-Term plan for the Youth - |
|--|---|

Desired Placement Location

| | | |
|------------------|----------------------|---------------|
| County County | School District - | Zip Code - |
|------------------|----------------------|---------------|

Youth Details

| | |
|----------------------|-----------------|
| Youth Gender Male | Youth Age 14 |
|----------------------|-----------------|

Creating a Child Match Placement Need

The **Edit Placement Need** screen appears.

Edit Placement Need

Information entered will be used to edit placement need on Child Match.

* Indicates a required field.

| | |
|--------------------------------|-------------------|
| Requesting Agency | Additional Owners |
| County Job and Family Services | |

* Is this youth in Title IV-E custody?

No Yes

Identifying Information

The youth's name, date of birth, and Ohio SACWIS Person ID can only be seen by you, users from your agency, or additional owners of this post.

| | | | |
|--------------------|-------------------|-----------------------|---------------------------------|
| * Youth First Name | * Youth Last Name | * Youth Date of Birth | * Youth Ohio SACWIS Person ID ⓘ |
| Test | Youth | 03/01/2010 | |

3. Once done editing, click the **Publish** button. User will be redirected back to the **Open Placement Need** profile screen.
4. If no changes need to be saved, click the **Cancel** button to be redirected back to the **Open Placement Need** profile screen.

SiblingName

Note: Siblings will be linked in the system and their placement requests will be connected.

Cancel

Publish

The **Open Placement Need** profile screen appear with saved changes.

Copying a Placement Need

The purpose of this functionality is to be able to **Create a New Placement Need** that autofill's with the **same information** as the completed Placement Need being copied. The only information **not copied** over will be the **Placement Needed By Date**.

Creating a Child Match Placement Need

1. To **Copy** a **Placement Need**, Click the **Copy** button.

← Back to Child Match

04F-000-01

4 Female | LSD 43010 | SIBLINGS (1) | IMMEDIATE

Copy Edit Status: Open

The **New Placement Need** screen appears displaying the copied information from the previous completed Placement Need.

2. If the **Youth's Placement Need** is not needed immediately (i.e., the day the User is creating the Placement Need), select **Placement needed by Select Date**. (Required)
3. Select the **Placement Needed by Date**. (Required)

Important: The date cannot be more than **90 days** from the date the **New Placement Record** is being created.

Placement Need Details

⚠ Do not include identifying information in this section.

* Placement needed by ⓘ

Select Date Immediate

* Placement needed by date ⓘ

mm/dd/yyyy

Note: Users may hover over the **Information Icon** ⓘ for guidance.

4. If the **Youth's Placement Needed by** is selected as **Immediate**, a Placement Date is not required to be entered. See below:

Placement Need Details

⚠ Do not include identifying information in this section.

* Placement needed by ⓘ

Select Date Immediate

* Preferred Placement Type (Select all that apply)

- Foster Home
- Foster to Adopt
- Group Home
- Child Residential Center

5. Check all that apply for **Preferred Placement Type** (Required)
6. Complete **Narrative for Long-Term Plan for the Youth** (Optional)

Creating a Child Match Placement Need

Placement Need Details

⚠ Do not include identifying information in this section.

* Placement needed by ⓘ
 Select Date Immediate

* Placement needed by date ⓘ
mm/dd/yyyy

* Preferred Placement Type (Select all that apply)

- Foster Home
- Foster to Adopt
- Group Home
- Child Residential Center

Long-Term Plan for the Youth

Changing a Placement Need Status

1. From the **Your Agency's Placement Needs** tab, select the appropriate **Youth**.

Home Reports

Child Match

Create Placement Need

All Open Placement Needs **Your Agency's Placement Needs** Indicated Interest Drafts Saved Archive

Your Agency's Placement Needs

Ohio SACWIS Person ID or Child Match ID:

County:

School District:

Zip Code:

Data placement needed by:

Flags: Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

| | | |
|--|---|---|
| CM-000156 Immediate Age & Gender: 0 Female Place by date: - County: County School District: - > Zip Code: - Title IV-E Custody: NO | CM-000134 Immediate Age & Gender: 2 Female Place by date: - County: County School District: - > Zip Code: - Title IV-E Custody: YES | CM-000151 Age & Gender: 14 Male Place by date: 04/01/2024 County: County School District: - > Zip Code: - Title IV-E Custody: YES |
|--|---|---|

The **Placement Need** screen appears.

Creating a Child Match Placement Need

CM-000 Copy Edit Open Indicate Interest

14 Male County Siblings()

Identifying Information

| | | | |
|------------|---------------------|-----------------------------|-------------------|
| Youth Name | Youth Date of Birth | Youth Ohio SACWIS Person ID | Additional Owners |
| Test Youth | 03/01/2010 | | - |

2. Make a selection from the **Status** dropdown menu.

CM-000 Copy Edit Open Indicate Interest

14 Male County Siblings()

- **Open Status:** Open Child Match Placement Need viewable to Recommending Agencies for Placement and other Users.
- **Options Under Review:** User is reviewing all the Indicated Interests from Providers for the Youth. The placement Need is still viewable to Recommending Agencies and other Users
- **Placed Status:** The Youth has been placed with a Licensed Provider and is no longer viewable to Recommending Agencies.
- **Cancel:** The Child Match Placement Need is no longer needed or was Created in Error.

Reviewing a Placed Status

When a status is changed to **Placed**, the Placement Need will then be considered **Closed** and moved in the **Archive**.

1. Select **Placed** in the **Status** dropdown menu.

CM-000 Copy Edit Placed Indicate Interest

14 Male County Siblings()

A **Confirm Placement** box appears.

2. Make a selection for, **How did you find the placement?** (Required)

Note: The following questions will be **Required** if the User selects, **Child Match**, for How did you find the placement.

Creating a Child Match Placement Need

3. Make a selection from the dropdown menu for **Recommending Agency Selected**. (Required)
4. Provide the **Provider ID of selected Provider**. (Required)
5. Make a selection from the dropdown menu for **Service of Selected Provider**. (Required)
6. **Check** the box for **I confirm that this placement is final. After placement is confirmed, this post cannot be reopened or edited**. (Required)
7. Click the **Submit** button.

Confirm Placement

Once confirmed, this placement need will be closed. This post will be visible in the archive.

* How did you find the placement?

Kinship Caregiver Located

Child Match

Other

Recommending agency selected

Provider ID of selected provider

Service of selected provider

I confirm that this placement is final. After placement is confirmed, this post cannot be reopened or edited.

Cancel

Submit

8. The **Placement Need** for the youth is moved to the **Archive**.

All Open Placement Needs Your Agency's Placement Needs Indicated Interest Drafts Saved **Archive**

Archive

Ohio SACWIS Person ID or Child Match ID County School District Zip Code

Data placement needed by Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

CM-000136

| | |
|--------------|--------------------|
| Age & Gender | Place by date |
| 14 Male | 04/01/2024 |
| County | School District |
| County - | - |
| Zip Code | Title IV-E Custody |
| - | YES |

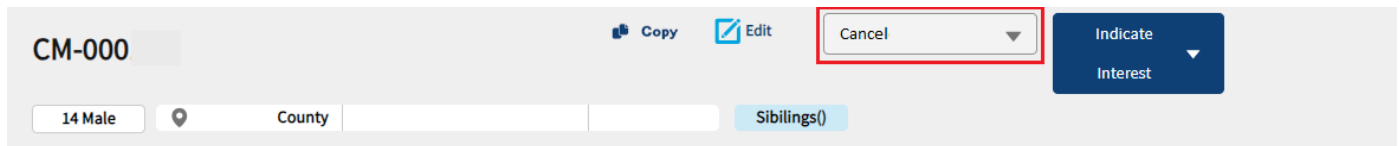
Creating a Child Match Placement Need

Reviewing a Canceled Status

When a status is changed to **Canceled**, the **Placement Need** will then be considered **Closed** and moved in the **Archive**.

Once a **Placement Need** is **Canceled**, this **cannot be undone**. If this was completed in error, a new Placement Need for the youth will need to be completed.

1. Select **Cancel** in the Status dropdown menu.



The screenshot shows a form header for 'CM-000'. On the right side, there is a 'Cancel' dropdown menu highlighted with a red box. Below the header, there are input fields for '14 Male', 'County', and 'Siblings()'. On the far right, there are buttons for 'Indicate' and 'Interest'.

A **Cancel Placement** box appears.

2. Make a selection from the dropdown menu for, **Cancelation Reason**.
3. Click the **Cancel Placement** button.



The screenshot shows a modal dialog box titled 'Cancel Placement'. Inside the dialog, there is a message: 'Once canceled, this placement need will be closed and moved to the archive.' Below this message is a dropdown menu labeled '* Cancelation Reason'. At the bottom of the dialog, there are two buttons: 'Back' and 'Cancel Placement', with the latter highlighted by a red box.

4. The **Placement Need** for the Youth is moved to the **Archive** Tab.

Creating a Child Match Placement Need

Child Match Portal Tabs

The **Child Match Portal Home** screen is where Agency Users and Community Users can create a new Placement Need, view Open Placement Needs, Options Under Review or Active Placement Needs, Indicated Interest, Drafts, Saved and Archives. Please see below for a review of the Child Match Portal Home screen.

1. As shown in green below, the **Home** screen default opens on the **All Open Placement Needs** tab. Here you can view all the current **Placement Needs**.

The screenshot shows the Ohio Department of Children & Youth Child Match Portal. The top navigation bar includes 'Home' and 'Reports' tabs. The main header features the 'Child Match' title and a 'Create Placement Need' button. Below the header, there are several tabs: 'All Open Placement Needs' (highlighted in green), 'Your Agency's Placement Needs', 'Indicated Interest', 'Drafts', 'Saved', and 'Archive'. The 'All Open Placement Needs' section contains a search filter area with fields for 'Ohio SACWIS Person ID or Child Match ID', 'County', 'School District', and 'Zip Code'. There are also checkboxes for 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'. Below the filters are buttons for 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. The main content area displays two placement need cards. The first card, CM-000151, shows a 14-year-old male with a placement date of 04/01/2024. The second card, CM-000134, shows a 2-year-old female with an 'Immediate' status. Both cards list 'County' as a field with a right-pointing arrow. A chat icon is visible in the bottom right corner.

2. **Your Agency's Placement Needs** tab shows **Placement Needs** specific to your Agency.

Creating a Child Match Placement Need

All Open Placement Needs **Your Agency's Placement Needs** Indicated Interest Drafts Saved Archive

Your Agency's Placement Needs

Ohio SACWIS Person ID or Child Match ID

County

School District


Zip Code

Data placement needed by

Flags Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters **Clear Filters** **Apply Filters**

| | |
|------------------------------------|---|
| CM-000151 | CM-000134 Immediate |
| Age & Gender 14 Male | Age & Gender 2 Female |
| Place by date 04/01/2024 | Place by date - |
| County - | County - |
| School District - | School District - |
| Zip Code - | Zip Code - |
| Title IV-E Custody YES | Title IV-E Custody YES |



3. The **Indicated Interest** tab will show **Placement Needs** youth profiles to the Agency User that have Indicated Interests from a Recommending Agency.

All Open Placement Needs Your Agency's Placement Needs **Indicated Interest** Drafts Saved Archive

Indicated Interest

Ohio SACWIS Person ID or Child Match ID

County

School District

Zip Code

Data placement needed by

Flags Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters **Clear Filters** **Apply Filters**

No Placement Needs found.

Please try modifying your search criteria.

4. The **Drafts** tab will show all the Drafts saved by a User. These Drafts may be Published at any time within **90 days**. Drafts will automatically be deleted after 90 days of no activity.

Creating a Child Match Placement Need

All Open Placement Needs Your Agency's Placement Needs Indicated Interest **Drafts** Saved Archive

Drafts

Ohio SACWIS Person ID or Child Match ID:

County:

School District:

Zip Code:

Data placement needed by:

Flags: Immediate Need Has Siblings In Title IV-E Custody

[Show Advanced Filters](#) [Clear Filters](#) [Apply Filters](#)

CM-000135 Siblings: 0 Immediate

| | |
|-----------------|--------------------|
| Age & Gender | Place by date |
| 2 Female | - |
| County | School District |
| County | - |
| Zip Code | Title IV-E Custody |
| - | YES |

- The **Saved** tab houses all the **Placement Needs** profiles previously saved by a **Recommending Agency**. This is an option for the **Recommending Agency** to review a Placement Need without selecting Indicated Interest.

All Open Placement Needs Your Agency's Placement Needs Indicated Interest Drafts **Saved** Archive

Saved

Ohio SACWIS Person ID or Child Match ID:

County:

School District:

Zip Code:

Data placement needed by:

Flags: Immediate Need Has Siblings In Title IV-E Custody

[Show Advanced Filters](#) [Clear Filters](#) [Apply Filters](#)

CM-000151

| | |
|----------------|--------------------|
| Age & Gender | Place by date |
| 14 Male | 04/01/2024 |
| County | School District |
| County | - |
| Zip Code | Title IV-E Custody |
| - | YES |

CM-000134 Immediate

| | |
|-----------------|--------------------|
| Age & Gender | Place by date |
| 2 Female | - |
| County | School District |
| County | - |
| Zip Code | Title IV-E Custody |
| - | YES |

- The **Archive** tab shows all the **Placement Needs** created by your Agency that have been Placed and Closed.

Creating a Child Match Placement Need

All Open Placement Needs Your Agency's Placement Needs Indicated Interest Drafts Saved **Archive**

Archive

Ohio SACWIS Person ID or Child Match ID:

County:

School District:

Zip Code:

Data placement needed by:

Flags: Immediate Need Has Siblings In Title IV-E Custody

[Show Advanced Filters](#) [Clear Filters](#) [Apply Filters](#)

| | |
|--|--|
| <p>CM-000136</p> <p>Age & Gender: 14 Male</p> <p>Place by date: 04/01/2024</p> <p>County: -</p> <p>School District: -</p> <p>County: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: YES</p> | <p>CM-000155 Siblings() Immediate</p> <p>Age & Gender: 8 Female</p> <p>Place by date: -</p> <p>County: -</p> <p>School District: -</p> <p>County: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: YES</p> |
|--|--|



Notifications

The **Notifications** button is used to automatically alert the User of any status changes for a Placement Need, if a Placement Need has a new Indicated Interest, if a Draft is set to be Archived, etc.



Home Reports

Child Match

All Open Placement Needs Your Agency's Placement Needs Indicated Interest Drafts Saved

Search...

Notifications [Mark all as read](#)

Inactive Placement Needs

Child Match placement post(s) CM-000134 that have been open and inactive for fourteen days will be automatically marked as expired. Your post will no longer be viewable to recommending agencies. If the placement is still needed, please update the placement needed by date. If youth has been placed or placement is no l...

5 hours ago

Creating a Child Match Placement Need

Chat Functionality

Anytime a Recommended Agency selects **Indicate Interest** on a Placement Need profile, a chat message is automatically sent to the Placement Requester who created the Placement Need. The chat feature is located in the bottom right-hand screen. A notification alert is also sent to the Placement Requester.

The screenshot displays the 'All Open Placement Needs' section of a web application. At the top, there are navigation tabs: 'All Open Placement Needs' (selected), 'Your Agency's Placement Needs', 'Indicated Interest', 'Drafts', 'Saved', and 'Archive'. Below the tabs, the 'All Open Placement Needs' section contains several filter fields: 'Ohio SACWIS Person ID or Child Match ID', 'County' (dropdown), 'School District' (dropdown), and 'Zip Code'. There is also a 'Data placement needed by' field with a date picker (MM/DD/YYYY) and a 'Flags' section with checkboxes for 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'. Below the filters are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. Two placement need cards are shown below the filters. The first card, 'CM-000151', lists '14 Male' and 'Place by date 04/01/2024'. The second card, 'CM-000134', is marked 'Immediate' and lists '2 Female'. Both cards show 'County' as '-' and 'Title IV-E Custody' as 'YES'. A chat icon with a notification bubble is visible in the bottom right corner of the interface.

If you need additional information or assistance, please contact the JFS DCY Customer Care Center at <https://odifs2.my.site.com/CustomerCareCenter> .