

Viewing and Indicating Interest for a Child Match as a Recommending Agency



**Department of
Children & Youth**

Knowledge Base Article

Viewing and Indicating Interest for a Child Match as a Recommending Agency

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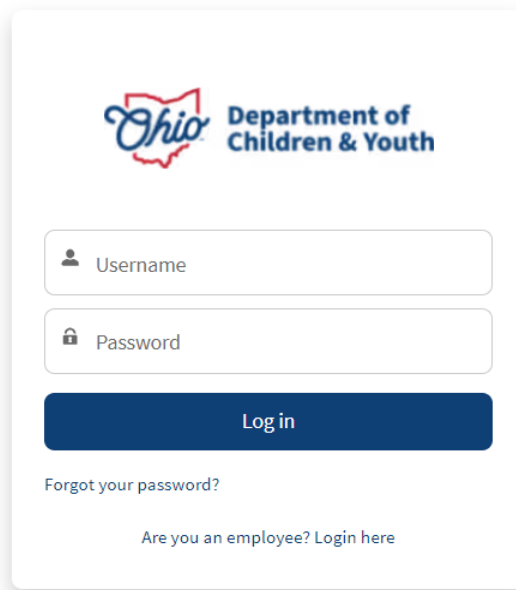
Viewing and Indicating Interest for a Child Match as a Recommending Agency

Overview

This article describes how to view and Indicate Interest on Child Match Placement Needs in the new Child Match 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**.

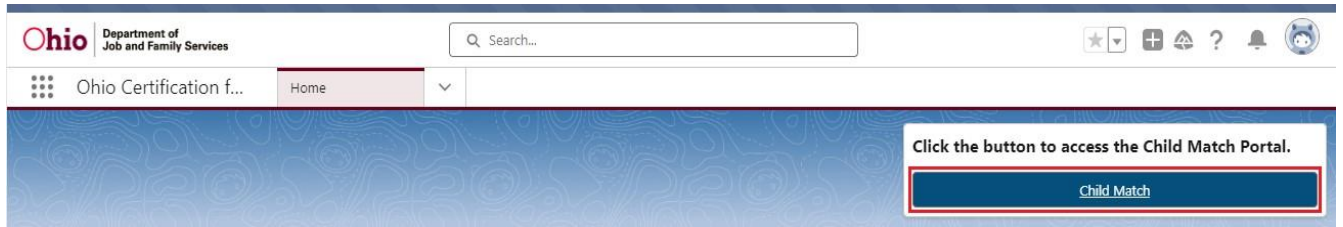


The screenshot shows a login interface for the Ohio Department of Children & Youth. At the top left is the logo, which includes the word 'Ohio' in a stylized script and 'Department of Children & Youth' in a sans-serif font. Below the logo are two input fields: the first is labeled 'Username' with a person 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 **Salesforce Home** screen.

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

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

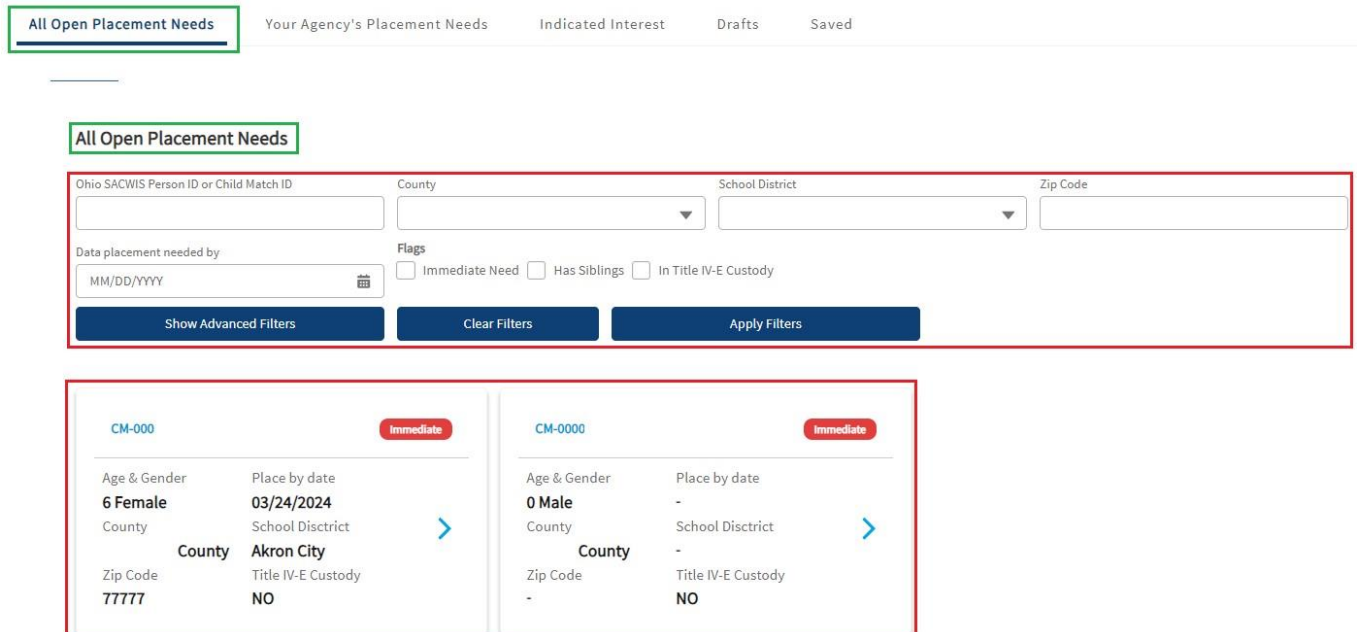
Viewing Open Placement Needs

Once a Placement Requester **Publishes a Placement Need**, the Placement Requester is making the **Child Match Placement Need** viewable to **Recommending Agency Users** and **other Agency Users**.

Recommending Agency Users can then review the **Active Placement Need** profiles and attempt to find a match for a **Provider** in their network.

1. On the Child Match Portal **Home** screen, **Active Placement Needs** are located in the **All Open Placement Needs** tab.

Note: Here is where **Recommending Agencies** can view all the **Active Placement Need** youths and **Filter** the available **Placement Needs**.



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2. A User can use the **Filter Criteria** function to narrow down the **Placement Need** requests specific to their **Providers**.
3. A User may view any **Active Placement Need** by clicking the **Blue Arrow** on the appropriate **Placement Need** profile.

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

All Open 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-000302 Immediate

Age & Gender: **6 Female** Place by date: **03/24/2024**

County: **County** School District: **Akron City** >

Zip Code: **77777** Title IV-E Custody: **NO**

CM-000079 Immediate

Age & Gender: **0 Male** Place by date: **-**

County: **County** School District: **-** >

Zip Code: **-** Title IV-E Custody: **NO**

The **Active Placement Need** profile screen for the youth appears. Here the User may view the **Placement Need** profile and determine if they have a **Provider** for the **Placement Need**.

CM-000 Copy Save Indicate Interest

6 Female County City 77777 Immediate

Placement Need Details

<p>Requesting Agency: County</p> <p>How will this placement be funded?</p> <p>Long-Term plan for the Youth: -</p>	<p>Is the youth in Title IV-E custody? No</p> <p>Preferred Placement Type: Foster to Adopt</p>
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Desired Placement Location

County: County	School District: City	Zip Code: 77777
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Youth Details

Youth Gender	Male	Youth Age	14
Primary Native Language	English	Additional Language(s)	-
Primary Native Language (other)	-	Additional Language(s) (other)	-
Youth Characteristics or Behavior	-	Positives about the Youth	-
Hobbies, Talents, Skills, and Interests	-	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	Medications	-
Does the youth have a mental health diagnosis?	No	Mental health diagnosis or needs	-
Does the youth have a physical health diagnosis?	No	Physical health diagnosis or needs	-

Education

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

Visitation & Siblings

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

Indicating Interest

If a **Recommending Agency** has reviewed the **Placement Need** and determined they have a potential **Provider** for the youth, they will then **Indicate Interest** within the **Active Placement Need Profile**.

1. At the top of the **Placement Need** profile, click the **Indicate Interest** button.
2. Make a selection from the **Indicate Interest** dropdown menu.

Note: Once a User makes a selection from the **Indicate Interest** menu, a **Chat Message** is automatically sent to the **Placement Requester**, along with a **Notification Alert**.

04 Copy Save Indicate Interest

4 Female LSD 43010 Siblings (1) Immediate

Placement Need Details

"I would like more information" >

"I have a potential placement" >

3. The **Placement Needs** profile the User **Indicated Interest** on will now be **viewable** under the **Indicated Interest Tab**. See Below:

Viewing and Indicating Interest for a Child Match as a Recommending Agency

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

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](#)

CM-000156 Immediate

Age & Gender	Place by date
0 Female	-
County	School District
County	-
Zip Code	Title IV-E Custody
-	NO



- The **Chat** feature can be found on the bottom right-hand side of the screen. An automatic message will be sent via Chat to the **Placement Requester**. You can check your **Chat Messages** at any time.

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

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](#)

CM-000156 Immediate

Age & Gender	Place by date
0 Female	-
County	School District
County	-
Zip Code	Title IV-E Custody
-	NO



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Saved Placement Needs

If a Recommending Agency User does not want to Indicate Interest on a **Placement Need** but wants to come back to review the youth, they can **Save** the **Placement Need**.

1. From the appropriate **Placement Need** profile screen, click the **Save** button.

04F-000-010724

Copy Save Indicate Interest

4 Female LSD 43010 Siblings (1) Immediate

"I would like more information"

"I have a potential placement"

Placement Need Details

2. **Saved Placement Need** profiles can be viewed in the **Saved Tab**. See Below:

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

Saved

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

Data placement needed by MM/DD/YYYY

Flags Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

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

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Withdrawal from Indicated Interest

If a user **Indicates Interest** for a **Placement Need** and then determines they do not have a Provider for the youth, they may **cancel their Interest** at any time.

1. Navigate to the **Indicated Interest** tab.
2. Click the Blue Arrow on the appropriate Placement Need profile.

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

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

CM-0001

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

The youth's **Placement Need** profile screen appears.

3. To Cancel Interest, click the **Cancel Interest** button.

CM-0001 Cancel Interest

14 Male

Placement Need Details

Placement needed by date	Requesting Agency
04/01/2024	County Job and Family Services
Is the youth in Title IV-E custody?	Preferred Placement Type
Yes	Foster Home; Foster to Adopt

A **Cancel Interest** confirmation box appears.

4. Select the appropriate **Cancellation Reason** from the dropdown menu.
5. Click the **Submit** button.

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Cancel Interest

* Cancellation Reason

Back

Submit

A **Validation Message** appears verifying the Indicated Interest has been cancelled.



Interest Canceled Successfully

Child Match Portal Tabs

The **Child Match Portal Home** screen is where Agency Users and Recommended Users can view Active Placement Needs, Indicated Interest, and Saved. Please see below for a review of the Child Match Portal **Home** screen.

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

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

Your Agency's Placement Needs

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

Data placement needed by Flags

MM/DD/YYYY Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

CM-000	Immediate
Age & Gender	Place by date
0 Female	-
County	School District
-	-
County	
Zip Code	Title IV-E Custody
-	NO

CM-000	Siblings(0)	Immediate
Age & Gender	Place by date	
0 Female	-	
County	School District	
-	-	
County		
Zip Code	Title IV-E Custody	
-	YES	

Viewing and Indicating Interest for a Child Match as a Recommending Agency

- The **Indicated Interest** tab will show **Placement Needs** youth profiles that your Recommending Agency has Indicated Interest.

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

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

CM-0001

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

Notifications

The **Notifications** button is used to automatically alert the User of any New Messages, Status Changes for an Indicated Interest, Status Changes for Saved Placement Need profiles, etc.

The screenshot shows the Ohio Department of Children & Youth Child Match interface. The navigation bar includes 'Home' and 'Reports'. The main heading is 'Child Match'. Below the heading are tabs for 'All Open Placement Needs', 'Your Agency's Placement Needs', 'Indicated Interest', 'Drafts', and 'Saved'. A notification pop-up is visible on the right side, titled 'Notifications'. The notification message reads: '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...'. The notification is timestamped '5 hours ago'.

If you need additional information or assistance, please contact the JFS DCY Customer Care Center at <https://odjfs2.my.site.com/CustomerCareCenter>.