

How to Create a Child Match Placement Need as a Community Member



**Department of
Children & Youth**

Knowledge Base Article

How to Create a Child Match Placement Need as a Community Member

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How to Create a Child Match Placement Need as a Community Member

Overview

This article describes how a Community Member can create a Child Match Placement Need within the Child Match Portal. The purpose of this functionality is to provide Agencies and Community Partners an efficient way to find Licensed Home Providers and Residential Home Providers for a youth.

Navigating the Community Member Log-In

A **Community Member** may create a **Placement Need** for a youth by accessing the **Community Member Log-In** to the Child Match Portal. To access the **Community Member Log-In** click the link below:

[Child Match Community Log-In](#)

The **Community Member** will be directed to the **Child Match Portal Home** page.

The screenshot shows the 'Child Match' portal interface. At the top left is the Ohio Department of Children & Youth logo. To the right is a search bar and notification icons. Below the logo is a dark blue navigation bar with 'Home' and 'Reports' links. The main content area has a large 'Child Match' heading and a 'Create Placement Need' button. Underneath are three tabs: 'Your Agency's Placement Needs' (selected), 'Drafts', and 'Archive'. The 'Your Agency's Placement Needs' section contains a form with the following fields and options:

- Ohio SACWIS Person ID or Child Match ID:
- County:
- School District:
- Zip Code:
- Data placement needed by: (with a calendar icon)
- Flags: Immediate Need Has Siblings In Title IV-E Custody

At the bottom of the form are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'.

Note: When a Community Member clicks, **Create Placement Need**, they will then be prompted to create a **Child Match Profile**. See Below:

1. The **Community Member** will be prompted to create a **Child Match Profile** for themselves.

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Create Child Match Profile

⚠ You must create a profile before creating a placement need.

Email
j38mathewcommunity@twosummers.com

Name
j38Mathewj38Community

*User Type

*County

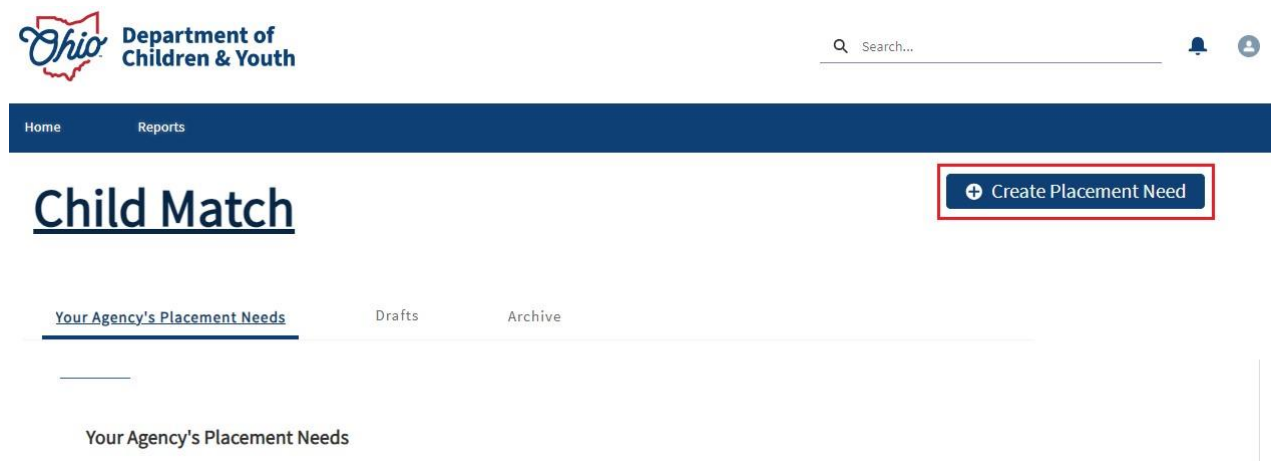
Cancel Create Profile

2. Enter an **Email** for the User.
3. Enter your **Name**.
4. Make a selection from the **User Type** dropdown menu.
5. Make a selection from the **County** dropdown menu.

The **Community User** will then have access to create a **Placement Need**.

Creating a Placement Need

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



The **New Placement Need** screen appears.

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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 Type and County.
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? |

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 ⓘ |
|--------------------|-------------------|-------------------------------------|-------------------------------|

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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.

* Placement needed by ⓘ
 Select Date Immediate

* Placement needed by date ⓘ
mm/dd/yyyy

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.

* Placement needed by ⓘ
 Select Date Immediate

* Preferred Placement Type (Select all that apply)

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

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.

* 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

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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.

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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 ⓘ |

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? |
| <input type="radio"/> No <input type="radio"/> Yes |
| Does the youth have a mental health diagnosis? |
| <input type="radio"/> No <input type="radio"/> Yes |
| Does the youth have a physical health diagnosis? |
| <input type="radio"/> No <input type="radio"/> 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)

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Education

| | |
|---|--|
| Grade Fourth | Virtual <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Is the youth on an IEP or 504 plan? <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> In Progress <input type="radio"/> 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)

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 |
| <input type="text"/> |
| Does the youth have one or more siblings that need to be placed with them? <input type="radio"/> No <input type="radio"/> 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 | <input type="text"/> | <input type="button" value="Add"/> |
| SiblingName | <input type="text"/> | |

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.**

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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 Add

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**.



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** for the sibling.

Additional Sibling Placement Need

Would you like to create a need for test11 (29's sibling)?

You indicated that test11 (29) has siblings. If the sibling does not have a Child Match post, you can create one now.

You can also create a sibling placement need later by editing your post and adding a sibling.

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**.

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✔ 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.



Cancel



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 14**.

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.



Search...



Child Match



Your Agency's Placement Needs

Drafts

Archive

Your Agency's Placement Needs

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

Date placement needed by

Flags
 Immediate Need Has Siblings In Title IV-E Custody



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

Home Reports

Child Match

+ Create Placement Need

Your Agency's Placement Needs **Drafts** Archive

Drafts

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-0003 **Immediate**

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

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**

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

CM-0001 **Siblings()** **Immediate**

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

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

3. Click the **Edit** button.

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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.

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

Sibling Search Add

SiblingName

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

Save Changes to Draft Delete Draft

Cancel Publish

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

Published Placement Need

By **Publishing the Placement Need**, the Community Member is making the **Child Match Placement Need** viewable to **Agency Users** and **Recommending Agencies**.

- 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**. These are the Placement Needs the Community User has created.

Your Agency's Placement Needs Drafts Archive

Your Agency's Placement Needs

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-000 | CM-0003 | CM-0001 |
|---|---|---|
| <p>Immediate</p> <p>Age & Gender: 0 Female</p> <p>Place by date: -</p> <p>County: County</p> <p>School District: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: NO</p> | <p>Siblings(0) Immediate</p> <p>Age & Gender: 0 Female</p> <p>Place by date: -</p> <p>County: County</p> <p>School District: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: YES</p> | <p>Age & Gender: 14 Male</p> <p>Place by date: 04/01/2024</p> <p>County: County</p> <p>School District: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: YES</p> |

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Viewing an Open Placement Need

2. A Community Member can only view **Active Placement Needs** that they created. Click the **Blue Arrow** on the appropriate **Placement Need** within the **Your Agency's Placement Needs** tab.

The screenshot shows the 'Your Agency's Placement Needs' interface. At the top, there are tabs for 'Your Agency's Placement Needs' (highlighted with a green box), 'Drafts', and 'Archive'. Below the tabs is a search and filter section with the following fields:

- Ohio SACWIS Person ID or Child Match ID: [Text Input]
- County: [Dropdown Menu]
- School District: [Dropdown Menu]
- Zip Code: [Text Input]
- Data placement needed by: [Text Input with calendar icon]
- Flags: Immediate Need Has Siblings In Title IV-E Custody

Below the filters are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. The results section displays three placement need cards:

- CM-000** (Immediate): 0 Female, County -, Title IV-E Custody NO. A blue arrow is highlighted in a red box next to the 'County' field.
- CM-003** (Siblings(0), Immediate): 0 Female, County -, Title IV-E Custody YES.
- CM-0001**: 14 Male, Place by date 04/01/2024, County -, Title IV-E Custody YES.

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

The screenshot shows the profile screen for placement need CM-0001. At the top, there are buttons for 'Copy', 'Edit', and 'Open'. Below these are tabs for '14 Male', 'Test County', and 'Siblings()'. The main section is titled 'Identifying Information' and contains the following data:

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

How to Create a Child Match Placement Need as a Community Member

Placement Need Details

| | |
|-------------------------------------|-------------------------------------|
| Placement needed by date | Requesting Agency |
| 04/01/2024 | Test 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 |
| Test County | - | - |

Youth Details

| | | |
|---|--|--------------------------------|
| Youth Gender | Youth Age | |
| Male | 14 | |
| Primary Native Language | Additional Language(s) | Additional Language(s) (other) |
| English | - | - |
| 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? | Medications |
| No | - |
| Does the youth have a mental health diagnosis? | Mental health diagnosis or needs |
| No | - |
| Does the youth have a physical health diagnosis? | Physical health diagnosis or needs |
| No | - |

Education

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

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 | |



How to Create a Child Match Placement Need as a Community Member

Editing an Open Placement Need

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

CM-0001 Copy Edit Open

14 Male County Siblings()

Identifying Information

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

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? | 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 | - | - |

Youth Details

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

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

4. Once done editing, click the **Publish** button. User will be redirected back to the **Open Placement Need** profile screen.

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5. 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**.

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



The screenshot shows the top portion of a web interface. At the top left is a link "← Back to Child Match". Below it is a large text field containing "04F-000-01". To the right of this field are three buttons: "Copy" (with a document icon), "Edit" (with a pencil icon), and "Status: Open" (with a dropdown arrow). Below the main text field, there are several smaller elements: "4 Female" with a location pin icon, "LSD 43010", "SIBLINGS (1)", and a red "IMMEDIATE" tag.

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.

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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.

- 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

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

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

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Changing a Placement Need Status

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

Your Agency's Placement Needs Drafts Archive

Your Agency's Placement Needs

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-000 | CM-0003 | CM-0001 |
|------------------------|-------------------------|---------------------------|
| Age & Gender: 0 Female | Age & Gender: 0 Female | Age & Gender: 14 Male |
| Place by date: - | Place by date: - | Place by date: 04/01/2024 |
| County: County | County: County | County: County |
| Zip Code: - | Zip Code: - | Zip Code: - |
| Title IV-E Custody: NO | Title IV-E Custody: YES | Title IV-E Custody: YES |

The **Placement Need** screen appears.

CM-000 Copy Edit Open

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

14 Male County Siblings()

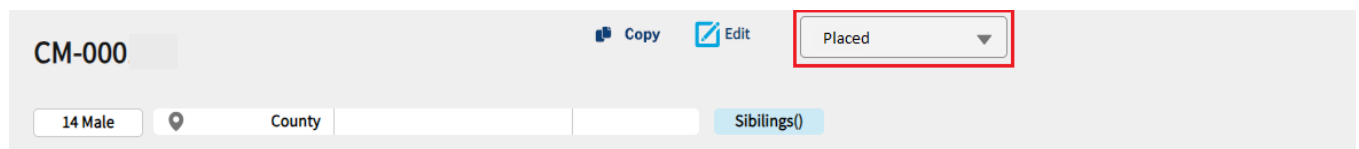
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- **Open Status:** Open Child Match Placement Need viewable to Recommending Agencies for Placement and other Users.
- **Options Under Review:** User is reviewing all the Indicated Interests from Providers for the Youth. The placement Need is still 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.



The screenshot shows a user interface for a child match placement need. At the top left, the ID 'CM-000' is displayed. To the right are 'Copy' and 'Edit' icons. A dropdown menu is open, showing 'Placed' as the selected status. Below this, there are input fields for '14 Male', a location pin icon, 'County', and a 'Siblings()' button.

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.

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.

How to Create a Child Match Placement Need as a Community Member

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

Your Agency's Placement Needs Drafts **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-000 Siblings(0) Immediate</p> <p>Age & Gender: 8 Female Place by date: -</p> <p>County: - School District: ></p> <p>County: -</p> <p>Zip Code: - Title IV-E Custody: YES</p> | <p>CM-003 Immediate</p> <p>Age & Gender: 8 Female Place by date: -</p> <p>County: - School District: ></p> <p>County: -</p> <p>Zip Code: - Title IV-E Custody: NO</p> |
|--|--|

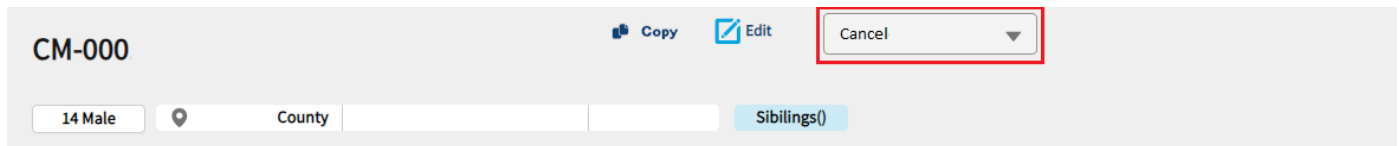
How to Create a Child Match Placement Need as a Community Member

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.

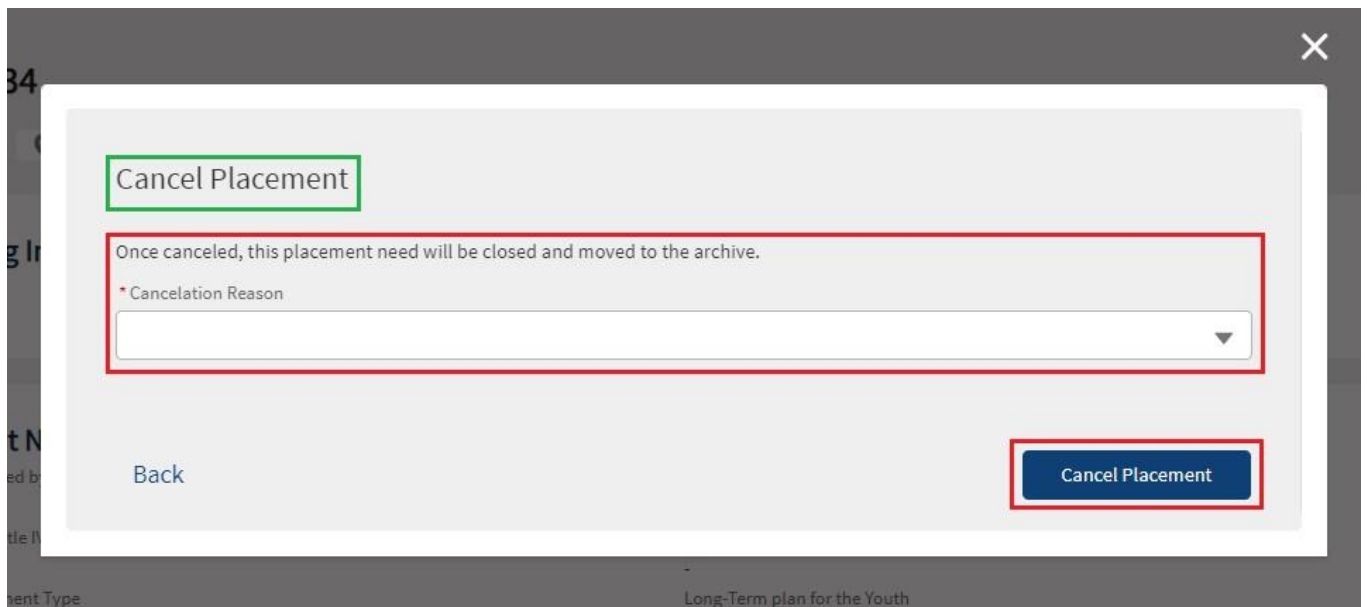
1. Select **Cancel** in the Status dropdown menu.



The screenshot shows a header for a placement need with ID 'CM-000'. To the right of the ID are 'Copy' and 'Edit' icons. A dropdown menu is open, showing 'Cancel' as the selected option, which is highlighted with a red box. Below the header, there are fields for '14 Male', a location pin icon, 'County', and a 'Siblings()' button.

A **Cancel Placement** box appears.

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



The screenshot shows a modal dialog box titled 'Cancel Placement' with a close button in the top right corner. 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 '* Cancellation Reason'. At the bottom left of the dialog is a 'Back' button, and at the bottom right is a blue 'Cancel Placement' button, both highlighted with red boxes.

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

How to Create a Child Match Placement Need as a Community Member

Child Match Portal Tabs

The **Child Match Portal Home** screen is where Community Users can create a new Placement Need, view their Open Placement Needs, Options Under Review or Active Placement Needs, Drafts 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 **Your Agency's Placement Needs** tab. Here you can view all the current **Placement Needs**.

The screenshot shows the 'Your Agency's Placement Needs' tab selected. Below the tabs is a search and filter section with the following fields:

- Ohio SACWIS Person ID or Child Match ID: [Text Input]
- County: [Dropdown Menu]
- School District: [Dropdown Menu]
- Zip Code: [Text Input]
- Data placement needed by: [Date Picker (MM/DD/YYYY)]
- Flags: Immediate Need Has Siblings In Title IV-E Custody

Below the filters are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'.

The main content area displays three placement need cards, each with a green border:

- CM-000** (Immediate): 0 Female, Place by date: -, County: -, Title IV-E Custody: NO.
- CM-0003** (Siblings(0), Immediate): 0 Female, Place by date: -, County: -, Title IV-E Custody: YES.
- CM-0001**: 14 Male, Place by date: 04/01/2024, County: -, Title IV-E Custody: YES.

2. 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.

How to Create a Child Match Placement Need as a Community Member

Home Reports

Child Match + Create Placement Need

Your Agency's Placement Needs **Drafts** 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-0003 Immediate

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

3. The **Archive** tab shows all the **Placement Needs** created by you that have been Placed and Canceled.

Your Agency's Placement Needs Drafts **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

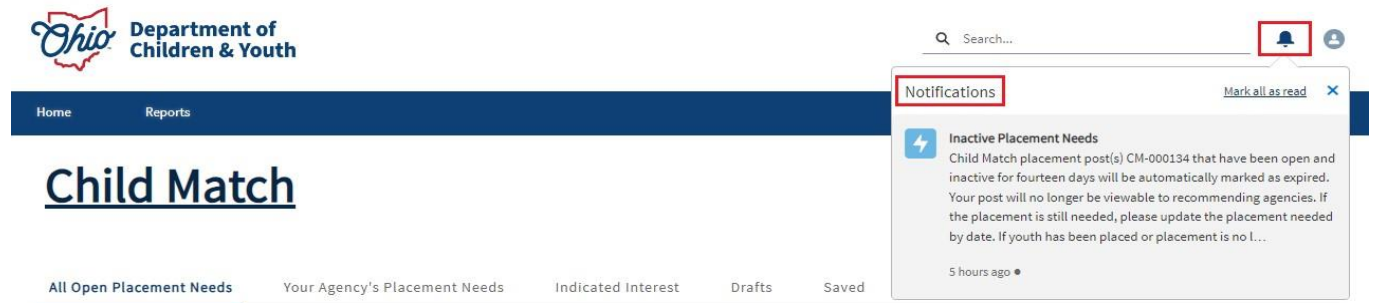
Show Advanced Filters **Clear Filters** **Apply Filters**

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|---------------|--|-----------------|---|--|--------|-----------------|---|---------------|---|--|----------|--------------------|--|---|------------|--|--|--------------|---------------|--|-----------------|---|--|--------|-----------------|---|---------------|---|--|----------|--------------------|--|---|-----------|--|
| <p>CM-000 Siblings(0) Immediate</p> <table border="0"> <tr> <td>Age & Gender</td> <td>Place by date</td> <td></td> </tr> <tr> <td>8 Female</td> <td>-</td> <td></td> </tr> <tr> <td>County</td> <td>School District</td> <td style="text-align: right;">></td> </tr> <tr> <td>County</td> <td>-</td> <td></td> </tr> <tr> <td>Zip Code</td> <td>Title IV-E Custody</td> <td></td> </tr> <tr> <td>-</td> <td>YES</td> <td></td> </tr> </table> | Age & Gender | Place by date | | 8 Female | - | | County | School District | > | County | - | | Zip Code | Title IV-E Custody | | - | YES | | <p>CM-0003 Immediate</p> <table border="0"> <tr> <td>Age & Gender</td> <td>Place by date</td> <td></td> </tr> <tr> <td>8 Female</td> <td>-</td> <td></td> </tr> <tr> <td>County</td> <td>School District</td> <td style="text-align: right;">></td> </tr> <tr> <td>County</td> <td>-</td> <td></td> </tr> <tr> <td>Zip Code</td> <td>Title IV-E Custody</td> <td></td> </tr> <tr> <td>-</td> <td>NO</td> <td></td> </tr> </table> | Age & Gender | Place by date | | 8 Female | - | | County | School District | > | County | - | | Zip Code | Title IV-E Custody | | - | NO | |
| Age & Gender | Place by date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 Female | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County | School District | > | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zip Code | Title IV-E Custody | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - | YES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Age & Gender | Place by date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 Female | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County | School District | > | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| County | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zip Code | Title IV-E Custody | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - | NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

How to Create a Child Match Placement Need as a Community Member

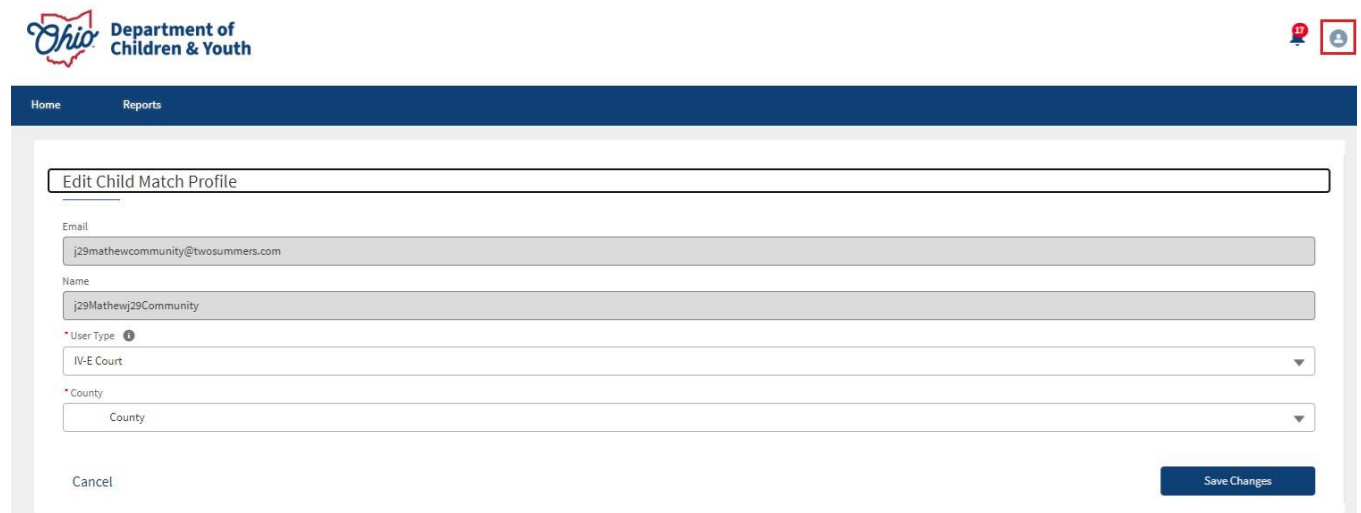
Notifications

The **Notifications** button is used to automatically alert the User if a Placement Need has a new Indicated Interest, if a Draft is set to be Archived, or if a published placement need is set to expire etc.



Profile Settings

The Profile Settings button is used to view and edit the Community Users personal information. A Community User may click the Profile Settings button at any time to review their information.



How to Create a Child Match Placement Need as a Community Member

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 'Your Agency's Placement Needs' interface. At the top, there are tabs for 'Your Agency's Placement Needs', 'Drafts', and 'Archive'. Below the tabs, there are filter fields for 'Ohio SACWIS Person ID or Child Match ID', 'County', 'School District', and 'Zip Code'. A 'Data placement needed by' field is set to 'MM/DD/YYYY'. There are three checkboxes for 'Flags': 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'. Below the filters are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. The main area shows three placement need cards. Each card has a title, ID, and status. The first card (CM-000156) is for a 0 Female, with 'Place by date' as '-', 'County' as '-', and 'Title IV-E Custody' as 'NO'. The second card (CM-000323) is for a 0 Female, with 'Siblings(0)', 'Place by date' as '-', 'County' as '-', and 'Title IV-E Custody' as 'YES'. The third card (CM-000151) is for a 14 Male, with 'Place by date' as '04/01/2024', 'County' as '-', and 'Title IV-E Custody' as 'YES'. A chat icon with a notification bubble is in the bottom right corner.

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