

Creating a Child Match Placement Need



Knowledge Base Article

Creating a Child Match Placement Need

Table of Contents

Overview	3
Navigating to the Child Match Screen	3
Creating a Placement Need	5
Editing a Child Match Record	9
Viewing Potential Matches	13
Navigating the Child Match Log-In	Error! Bookmark not defined.
Published Placement Need	Error! Bookmark not defined.
Viewing an Open Placement Need	Error! Bookmark not defined.
Child Match Portal Tabs	Error! Bookmark not defined.
Notifications	Error! Bookmark not defined.

Creating a Child Match Placement Need

Overview

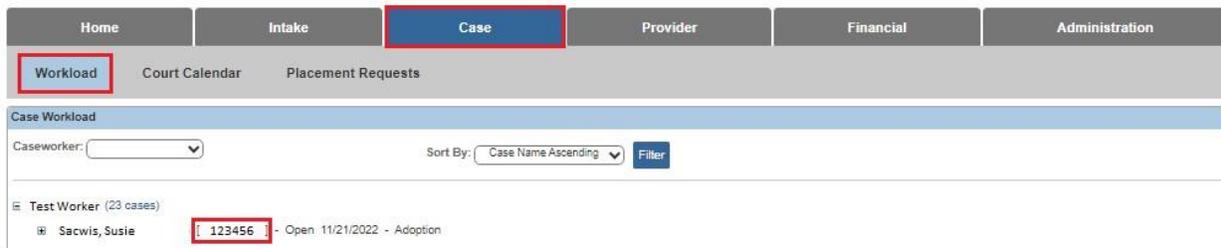
This article describes how to create a Child Match Placement Need within the Ohio SACWIS system and reviews the new functionality within the Ohio Certification for Agencies and Families (OCAF) Salesforce system. The purpose of this functionality is to provide Agencies and Community Partners an efficient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

Important Considerations for Posting:

1. Please do not use identifying information within the post, including child's name, relative names, or exact location.
2. Please do not create multiple Child Need posts for the same youth - all users within OCAF will receive the notification of the post, regardless of their location, so there is no need to create additional requests for a desired placement county.

Navigating to the ICCA Screen

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.



On the **Case Overview** screen, click the **Child Location/ICCA** link on the side navigation bar.

Creating a Child Match Placement Need

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

<>

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices
- Substance Abuse Screening
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement / Guardianship
- Initial Removal
- Potential Adoptive Families
- Child Recruitment
- Pre-Adoptive Staffing/Matching Conference
- Child Location/ICCA**

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption Open (04/03/2024) **SPECIALIZED**

ADDRESS: 123 Test Rd, Test, Oh 12345 CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S): Test Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items Case Alerts Dashboard Assignments / Eligibility

Result(s) 1 to 15 of 30 / Page 1 of 2

04/01/2023 **Child Recruitment Plan is required** Actions... ▾

Person Name / ID:

The **Child Location/ICCA** screen appears, defaulted to the **Child Location** tab.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices
- Substance Abuse Screening
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement / Guardianship
- Initial Removal
- Potential Adoptive Families
- Child Recruitment
- Pre-Adoptive Staffing/Matching Conference
- Child Location/ICCA**

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption Open (04/03/2024) **SPECIALIZED**

Child Location ICCA Family & Permanency Team QRTP / CANS Requirements

Child Location Records Filter Criteria

Child Name:

Date Range: From Begin Date To Begin Date

Status:

Include Created in Error Include Historical

Include Non-Custodial Parent Include Child Location Records for Inactive Members

Creating a Child Match Placement Need

Creating a Placement Need

1. From the **Child Location/ICCA** screen, click the **ICCA** tab.

The screenshot shows the 'Child Location/ICCA' screen. On the left is a navigation menu with various options, with 'Child Location/ICCA' highlighted. The main content area has a header with 'CASE NAME / ID: Sacwis, Susie / 123456', 'Adoption Open (04/03/2024)', and a 'SPECIALIZED' button. Below the header are tabs for 'Child Location', 'ICCA', 'Family & Permanency Team', and 'QRTP / CANS Requirements'. The 'ICCA' tab is active. Underneath is a 'Child Location Records Filter Criteria' section with a 'Child Name' dropdown, a 'Date Range' section with two date pickers, a 'Status' dropdown, and four checkboxes: 'Include Created in Error', 'Include Historical', 'Include Non-Custodial Parent' (checked), and 'Include Child Location Records for Inactive Members'.

The **Child Location/ICCA** screen appears, displaying the **ICCA** tab page.

2. Make a selection from the **Child Name** drop-down menu (this will activate the Add ICCA button).
3. Click, **Add ICCA**.

The screenshot shows the 'ICCA Filter Criteria' section with a 'Child Name' dropdown, three checkboxes: 'Include Created in Error Child Locations', 'Include Historical', and 'Include ICCA Records for Inactive Members', and a 'Filter' button. Below this is the 'ICCA Records' section, which displays the message 'No ICCA Records have been recorded.' At the bottom, there is a 'Child Name' dropdown with 'Sacwis, Susie - 11/01/2019' selected and an 'Add ICCA' button.

The **Individual Child Care Agreement** screen appears, displaying the **ICCA Topics** pane.

Creating a Child Match Placement Need

The first topic, **Child Location** is highlighted, and defaulted to the **Need for Child Location** tab page.

Note: The information from the circumstances, the reason for removal and what lead to the removal, will display from the non-end-dated Initial Removal record.

4. Select **Yes** or **No** for: **Do you Currently have provider identified for this child?**

Note: If you selected **No**, continue with the next steps in this Knowledge Based Article. If you selected **Yes**, follow the link below to the Knowledge Based Article for **Creating an Individual Child Care Agreement**. [Creating an Individual Child Care Agreement](#).

Individual Child Care Agreement

CASE NAME / ID: Sacwis, Susie / 123456	Adoption / Open (04/03/2024)	
CHILD NAME / ID: Sacwis, Susie / 123456	AGE, DOB: 4, 11/01/2019	ICCA STATUS: In Progress

ICCA Topics

- Child Location (C) **Need for Child Location** (Selected) / Substitute Care Info
- Basic / Background (B) *Some fields empty*
- Medical / Characteristics (M) *Some fields empty*

Information Regarding the Need for a Child Location Setting

Initial Removal Circumstances: PCSA received custody

Initial Removal Reasons: Drug Abuse of parent/caretaker, Neglect

Do you Currently have provider identified for this child? *

Yes No

5. Make a selection for **Select Date** or **Immediate** for **Placement needed by Select Date**. (Required). If **Select Date** is chosen, then user is required to enter the date the Placement is needed by. If the **Youth's Placement Needed** by is selected as **Immediate**, a Placement Date is not required to be entered.

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

6. Make a selection from the dropdown menu for **Child/Youth's Permanency Goal**. (Required)
7. Check all that apply for **Preferred Placement Type** (Required)

Creating a Child Match Placement Need

Information Regarding the Need for a Child Location Setting

Initial Removal Circumstances:
PCSA received custody

Initial Removal Reasons:
Drug Abuse of parent/caretaker, Neglect

Do you Currently have provider identified for this child? *

Yes No

Some Child Match fields will be shared with Child Match. Do not include Personally Identifiable Information (PII) about the child or family in the fields where indicated.

Placement Needed by: *

Select Date Immediate

Placement Needed By Date:

Child/Youth's
Permanency Goal: *

select value

Preferred Placement Type (Select all that apply) *

Foster To Adopt Foster Home Group Home
 Child Residential Center

8. Select **Yes** or **No** for **Does the youth have one or more siblings that need to be placed with them?**
9. If **Yes** is selected, the system will display Active Case Participants with a Sibling relationship to the Youth. **Select sibling(s) that need to be placed with youth.** (Required)

Note: If **No** is selected, no known siblings will display.

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

Yes No

Select sibling(s) that need to be placed with youth

Test, Sibling 1
 Test, Sibling 2

10. Make a selection from the **County** dropdown menu.
11. Make a selection from the **School District** dropdown menu.
12. Enter the **Zip Code**.

Desired Placement Location (At least one location is required):

County:

select value

School Di

select value

Zip Code

13. Enter narrative in response to: **What are the circumstances leading to the current Child Location need?**
14. Enter narrative in response to: **Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.)**

Creating a Child Match Placement Need

15. Enter narrative in response to: **Indicate any placement restrictions (i.e. boys or girls only, no other children, location, etc.)**
16. Enter narrative in response to: **Describe safety and well-being concerns regarding the child.**
17. Enter narrative in response to: **Describe safety and well-being concerns regarding the students and school personnel.**
18. Enter narrative in response to: **Describe safety and well-being concerns regarding the community.**

What are the circumstances leading to the Initial Removal?

It is in the best interest of _____ to be in the custody of _____ County Children Services due to neglect and substance abuse. The siblings lack supervision and the caregivers are using meth.

What are the circumstances leading to the current Child Location need ?

✓ ABC

2000

Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.):

✓ ABC

2000

Indicate any placement restrictions (i.e., boys or girls only, no other children, location, etc.) (Do not include Personally Identifiable Information in this field):

✓ ABC

2000

Describe safety and well-being concerns regarding the child (Do not include Personally Identifiable Information in this field):

✓ ABC

2000

Describe safety and well-being concerns regarding the students and school personnel (Do not include Personally Identifiable Information in this field):

✓ ABC

2000

Describe safety and well-being concerns regarding the community (Do not include Personally Identifiable Information in this field):

✓ ABC

2000

Status:* In Progress

Apply

Save

Cancel

Creating a Child Match Placement Need

Note: To complete the remainder of the **ICCA Topics**, please refer to the linked Knowledge Base Article for completing an Individual Child Care Agreement. [Creating an Individual Child Care Agreement](#)

19. When finished, select **Publish to Child Match** for the **Status**.
20. Click the **Save** button.

Note: User can leave as **In Progress** and click the **Save** button. User can then return and edit Child Match from the Child Location/ICCA screen.

Describe safety and well-being concerns regarding the community (Do not include Personally Identifiable Information in this field):

TEST

ABC

1996

Status: In Progress

Apply Save Cancel

The **Child Match/ICCA** screen displays. The **Child Match** record displays in the grid.

Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Child Location/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools

CASE NAME / ID: **Sacwis, Susie** / 123456 **Adoption** **SPECIALIZED**
Open (04/03/2024)

Child Location: **ICCA** Family & Permanency Team Q RTP / CANS Requirements

ICCA Filter Criteria

Child Name:

Include Created in Error Child Locations
 Include Historical
 Include ICCA Records for Inactive Members

Filter

ICCA Records

Result(s) 1 to 3 of 3 / Page 1 of 1

Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status
edit Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Publish to Child Match

The Child Match has been Published to Child Match in the Ohio Certification for Agencies and Families (OCAF) Salesforce system.

Editing a Child Match Record

1. From the **Child Location/ICCA Records** screen, click **Edit** on the appropriate Child Match record.

Creating a Child Match Placement Need

Note: Agency User can Edit a Published Child Match record and an In Progress record. If the record is In Progress, user can Publish to Child Match through the Edit link. If the information or Status needs updated for a Published Child Match, this is also completed through the Edit link.

The screenshot shows the 'Child Location/ICCA' screen. On the left is a navigation menu with 'Child Location/ICCA' selected. The main content area shows case details for 'Sacwis, Susie' (ID: 123456) under 'Adoption' (Open: 04/03/2024). Below this are tabs for 'Child Location', 'ICCA', 'Family & Permanency Team', and 'QRTP / CANS Requirements'. The 'ICCA Filter Criteria' section includes a 'Child Name' dropdown and checkboxes for 'Include Created in Error Child Locations', 'Include Historical', and 'Include ICCA Records for Inactive Members'. A 'Filter' button is present. Below is the 'ICCA Records' table with 1 result.

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
edit	Sacwis, Scotty Age 8, 10/05/2015				Test County Children Services Board	In Progress	
edit	Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Publish to Child Match	

Note: A Child Match record that has a status of In Progress can be deleted by clicking the **Trash Icon**.

The **Need for Child Location** screen displays.

2. To Publish an **In Progress** Child Match record, change the **Status** to **Publish to Child Match**.
3. Click the **Save** button.

Creating a Child Match Placement Need

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption / Open (04/03/2024)

CHILD NAME / ID: **Sacwis, Scotty** AGE, DOB: **8, 10/05/2015** ICCA STATUS: **In Progress**

ICCA Topics < Need for Child Location Potential Matches

- Child Location** (C) **Not Completed**
- Basic / Background** (B) **Some fields empty**
- Medical / Characteristics** (M) **Some fields empty**
- Education / Supervision** (E) **Some fields empty**
- Legal History** (L) **Some fields empty**
- Visitation** (V) **Some fields empty**
- Services** (S) **Some fields empty**
- Documentation** (D)

Information Regarding the Need for a Child Location Setting

Initial Removal Circumstances: PCSA received custody Initial Removal Reasons: Drug Abuse of parent/caretaker, Neglect

Do you Currently have provider identified for this child? *
 Yes No

Some Child Match fields will be shared with Child Match. Do not include Personally Identifiable Information (PII) about the child or family in the fields where indicated.

Placement Needed by: *
 Select Date Immediate

Child/Youth's Permanency Goal: * Return the child(ren) to parent/guardian/ Preferred Placement Type (Select all that apply) *
 Foster To Adopt Foster Home Group Home Child Residential Center

Does the youth have one or more placement needs? **Status:** **In Progress** **Publish To Child Match** **In Progress** **Apply** **Save** **Cancel**

The record will now display as **Publish to Child Match** within the ICCA records grid.

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Forms/Notices
 Substance Abuse Screening
 Ongoing Case A/I
 Specialized A/I Tool
 Law Enforcement
 Justification/Waiver
 Case Services
 Legal Actions
 Legal Custody/Status
 Living Arrangement / Guardianship
 Initial Removal
 Potential Adoptive Families
 Child Recruitment
 Pre-Adoptive Staffing/Matching Conference
Child Location/ICCA
 Residential Treatment Information
 Independent Living
 Case Plan Tools
 Visitation Plans
 Review Tools
 Family Team Meeting
 Case Conference Note

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption Open (04/03/2024) **SPECIALIZED**

Child Location ICCA Family & Permanency Team QRTP / CANS Requirements

ICCA Filter Criteria

Child Name:

Include Created in Error Child Locations
 Include Historical
 Include ICCA Records for Inactive Members

Filter

ICCA Records

Result(s) 1 to 4 of 4 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status
edit	Sacwis, Scotty Age 8, 10/05/2015				Test County Children Services Board	Publish to Child Match
edit	Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Publish to Child Match

Creating a Child Match Placement Need

- To update a **Status** or **Edit** youth information on a **Published Child Match**, click the **Edit** link on the appropriate record.

The screenshot shows the 'Child Location/ICCA' screen. On the left is a navigation menu with 'Child Location/ICCA' highlighted. The main content area shows the case name 'Sacwis, Susie / 123456' and the adoption status 'Adoption Open (04/03/2024)'. Below this is a filter section for 'ICCA Filter Criteria' with a 'Child Name' dropdown and three checkboxes: 'Include Created in Error Child Locations', 'Include Historical', and 'Include ICCA Records for Inactive Members'. A 'Filter' button is present. The 'ICCA Records' section shows a table with the following data:

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
edit	Sacwis, Scotty Age 8, 10/05/2015				Test County Children Services Board	Publish to Child Match	
edit	Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Publish to Child Match	

The **Need for Child Location** screen displays.

- To update a Child Match status, select the appropriate **Status** from the drop-down menu.

The screenshot shows the 'Need for Child Location' form. The left sidebar has 'Child Location' selected. The main form area contains several sections: 'Information Regarding the Need for a Child Location Setting', 'Initial Removal Circumstances: PCSA received custody', 'Initial Removal Reasons: Drug Abuse of parent/caretaker, Neglect', 'Do you Currently have provider identified for this child? *' (with 'No' selected), 'Placement Needed by: *' (with 'Immediate' selected), 'Child/Youth's Permanency Goal: *' (with 'Return the child(ren) to parent/guardian/' selected), and 'Preferred Placement Type (Select all that apply) *' (with 'Foster Home' selected). At the bottom, the 'Status: *' dropdown menu is open, showing options: 'Updating', 'Options Under Review', 'Canceled', and 'Placed'. The 'Updating' option is selected. Below the dropdown are 'Apply', 'Save', and 'Cancel' buttons.

Creating a Child Match Placement Need

Note: If only updating the youth's information, Status should remain as **Updating**.

6. If the Child Match was Canceled, a **Cancellation Reason** must be selected.

Documentation D

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

Yes No

Desired Placement Location (At least one location is required):

Custody to Relative

Custody to Non-relative

Reunification

No Agency Custody

Maintained Current Placement

Status: Canceled Cancellation Reason: Apply Save Cancel

7. Click the **Save** button.

The updated record will now display within the ICCA records grid. Any changes saved will also send changes to the **Child Match** system.

ICCA Records							
Result(s) 1 to 4 of 4 / Page 1 of 1							
	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
edit	Sacwis, Scotty Age 8, 10/05/2015				Test County Children Services Board	Publish to Child Match	
view	Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Canceled	

Viewing Potential Matches

1. From the **Child Location/ICCA** records screen, select the **Edit** link on the appropriate Child Match record.

Case Overview

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Forms/Notices](#)

[Substance Abuse Screening](#)

[Ongoing Case All](#)

[Specialized All Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive Staffing/Matching Conference](#)

[Child Location/ICCA](#)

[Residential Treatment Information](#)

[Independent Living](#)

[Case Plan Tools](#)

[Visitation Plans](#)

[Review Tools](#)

[Family Team Meeting](#)

[Case Conference Note](#)

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption **SPECIALIZED**
Open (04/03/2024)

Child Location: ICCA Family & Permanency Team QRTIP / CANS Requirements

ICCA Filter Criteria

Child Name: ▼

Include Created in Error Child Locations

Include Historical

Include ICCA Records for Inactive Members

Filter

ICCA Records

Result(s) 1 to 4 of 4 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
edit	Sacwis, Scotty Age 8, 10/05/2015				Test County Children Services Board	In Progress	
edit	Sacwis, Susie Age 4, 11/01/2019				Test County Children Services Board	Publish to Child Match	

Creating a Child Match Placement Need

The **Need for Child Location** screen displays.

2. Click the **Potential Matches** tab.



ICCA Topics < Need for Child Location Potential Matches

Child Location C
Not Completed

Basic / Background B
Some fields empty

Medical / Characteristics M
Some fields empty

Education / Supervision E
Some fields empty

Information Regarding the Need for a Child Location Setting

Initial Removal Circumstances: PCSA received custody

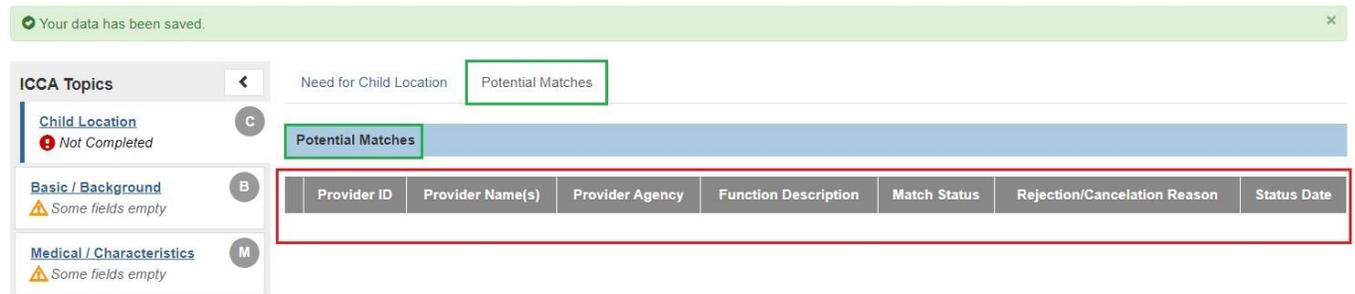
Initial Removal Reasons: Drug Abuse of parent/caretaker, Neglect

Do you Currently have provider identified for this child? *

Yes No

Some Child Match fields will be shared with Child Match. Do not include Personally Identifiable Information (PII) about the child or family in the fields where indicated.

The **Potential Matches** tab displays. Any Potential Matches provided through Child Match by Recommending Agencies will display in the grid below.



✔ Your data has been saved. ✕

ICCA Topics < Need for Child Location Potential Matches

Child Location C
Not Completed

Basic / Background B
Some fields empty

Medical / Characteristics M
Some fields empty

Potential Matches

Provider ID	Provider Name(s)	Provider Agency	Function Description	Match Status	Rejection/Cancelation Reason	Status Date
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3. Click the **Cancel** button to return to the Child Location/ICCA records screen.

After a Placement Need is published through ICCA in Ohio SACWIS and sent to Child Match, Recommending Agencies can view the Active Placement Need in Child Match.

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