

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



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.

Ohio Department of Children & Youth

Search...

Home Reports

Child Match [+ Create Placement Need](#)

[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

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.

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

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.

Ohio Department of Children & Youth

Search...

Home Reports

Child Match

Create Placement Need

Your Agency's Placement Needs Drafts Archive

Your Agency's Placement Needs

Note: Identifying Information should **not** be used in the Placement Need Posting.

The **New Placement Need** screen appears.

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

New Placement Need

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

* Indicates a required field.

Requesting Agency	Additional Owners
Test County Job and Family Services	

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	Additional Owners
Test County Job and Family Services	

* Is this youth in Title IV-E custody?	* How will this placement be funded?
<input checked="" type="radio"/> No <input type="radio"/> Yes	

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

① 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 ⓘ
		mm/dd/yyyy 	

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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.

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

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.

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

13. Check all that apply for **Preferred Placement Type** (Required)
14. Complete **Narrative** for Child/Youth Permanency Goal (Optional)

Placement Need Details

⚠ Do not include identifying information in this section.

<div>* Placement needed by ⓘ</div> <div><input checked="" type="radio"/> Select Date <input type="radio"/> Immediate</div>	<div>* Placement needed by date ⓘ</div> <div><input type="text" value="mm/dd/yyyy"/> ⓘ</div>
<div>* Preferred Placement Type (Select all that apply)</div> <div><input type="checkbox"/> Foster Home</div> <div><input type="checkbox"/> Foster to Adopt</div> <div><input type="checkbox"/> Group Home</div> <div><input type="checkbox"/> Child Residential Center</div>	
<div>Child / Youth's Permanency Goal</div> <div><input type="text"/></div>	

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

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, Child's Positive Attributes and Strengths. (Optional)
24. Complete **Narrative** for, Child's Skills, Talents, Interests and Hobbies (ex: favorite music, sports, books, games, etc.). (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.

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

Youth Details

⚠ Do not include identifying information in this section.

* Youth Gender <input type="text"/>	Youth Age <input type="text" value="0"/>
* Primary Native Language <input 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  <input type="text"/>	Child's positive attributes and strengths <input type="text"/>
Child's skills, talents, interests, and hobbies (ex: favorite music, sports, books, ...  <input type="text"/>	Additional information to help identify appropriate placement  <input type="text"/>

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 Online School. (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)

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

Education

Grade <input type="text"/>	Online School <input 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 <input type="text"/>

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

Add

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**.

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

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

{ "name": "" }

Add

SiblingName

[object Object]

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 j29's sibling?

You indicated that test11 j29 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.

Cancel

No

Yes, Create Sibling Placement Need

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**.

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



✓ 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

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...



Home Reports

Child Match

+ Create Placement Need

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

MM/DD/YYYY

Flags

☐ Immediate Need ☐ Has Siblings ☐ In Title IV-E Custody

Show Advanced Filters

Clear Filters

Apply Filters

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

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.

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

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.

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

6. To **Delete this Draft**, click the **Delete Draft** button.
7. 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 Community Member is making the **Child Match Placement Need** viewable to **Agency Users** and **Recommending Agencies**.

1. 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.

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

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

Immediate

Age & Gender

Place by date

0 Female

-

County

School District

County

-

Zip Code

Title IV-E Custody

-

NO

CM-0003

Siblings(0)

Immediate

Age & Gender

Place by date

0 Female

-

County

School District

County

-

Zip Code

Title IV-E Custody

-

YES

CM-0001

Age & Gender

Place by date

14 Male

04/01/2024

County

School District

County

-

Zip Code

Title IV-E Custody

-

YES

Viewing an Open Placement Need

- 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.

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

Your Agency's Placement Needs

DraftsArchive

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

Immediate

Age & Gender

0 Female

Place by date

-

County

County

School District

-

Zip Code

-

Title IV-E Custody

NO

>

CM-0003

Siblings(0) Immediate

Age & Gender

0 Female

Place by date

-

County

County

School District

-

Zip Code

-

Title IV-E Custody

YES

>

CM-0001

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

CopyEditOpen

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

Is the youth in Title IV-E custody?

Yes

Preferred Placement Type

Foster Home;Foster to Adopt

Requesting Agency

Test County Job and Family Services

How will this placement be funded?

-

Long-Term plan for the Youth

-

Desired Placement Location

County

Test County

School District

-

Zip Code

-

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

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	

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



Ohio Department of
Children & Youth

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

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

County Job and Family Services

Additional Owners

* Is this youth in Title IV-E custody?

☐ No ☒ Yes

Identifying Information

① 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

Test

* Youth Last Name

Youth

* Youth Date of Birth

03/01/2010

* Youth Ohio SACWIS Person ID ⓘ

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.

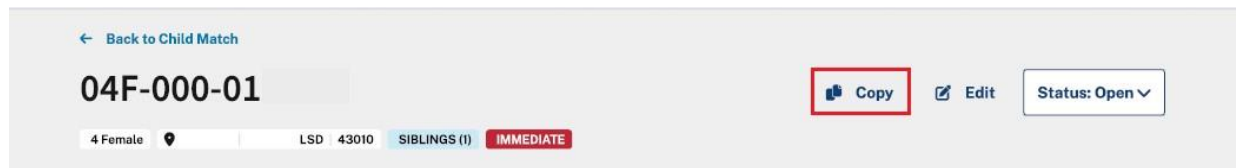
Note: Posts can be edited until they are in a Placed or Canceled status.

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**.

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

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 Child/Youth Permanency Goal (Optional)

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

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

Child / Youth's Permanency Goal

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

Flags ☐ 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-0003 **Siblings(0)** **Immediate**

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

CM-0001

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

The **Placement Need** screen appears.

CM-000 Copy Edit Open

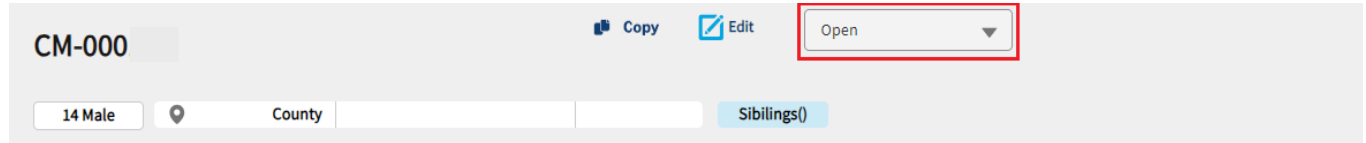
14 Male County Siblings(0)

Identifying Information

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

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

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



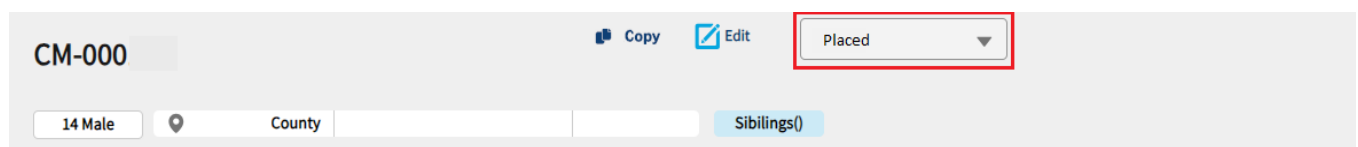
The screenshot shows a form header for 'CM-000'. To the right of the header are 'Copy' and 'Edit' icons. A dropdown menu is highlighted with a red box, showing 'Open' as the selected status. Below the header, there is a '14 Male' button, a location pin icon, a 'County' field, and a 'Siblings()' button.

- **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 the same form header as before, but the dropdown menu is now set to 'Placed' and is highlighted with a red box. The rest of the form elements remain the same.

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)

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

- Click the **Submit** button.

The screenshot shows a modal window titled "Confirm Placement" with a close button (X) in the top right corner. The form contains the following elements:

- A message: "Once confirmed, this placement need will be closed. This post will be visible in the archive."
- A section titled "How did you find the placement?" with three radio button options: "Kinship Caregiver Located", "Child Match", and "Other".
- A dropdown menu for "Recommending agency selected".
- A text input field for "Provider ID of selected provider".
- A dropdown menu for "Service of selected provider".
- A checkbox with the text: "I confirm that this placement is final. After placement is confirmed, this post cannot be reopened or edited."
- Two buttons at the bottom: "Cancel" and "Submit".

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

The screenshot shows the "Archive" page with the following components:

- Navigation tabs: "Your Agency's Placement Needs", "Drafts", and "Archive" (which is highlighted).
- Search filters: "Ohio SACWIS Person ID or Child Match ID", "County", "School District", and "Zip Code".
- "Data placement needed by" field with a date input (MM/DD/YYYY) and a calendar icon.
- "Flags" section with checkboxes for "Immediate Need", "Has Siblings", and "In Title IV-E Custody".
- Buttons: "Show Advanced Filters", "Clear Filters", and "Apply Filters".
- A list of placement needs, with two items highlighted by a green box:

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

CM-0003	Immediate
Age & Gender	Place by date
8 Female	-
County	School District
County	-
Zip Code	Title IV-E Custody
-	NO

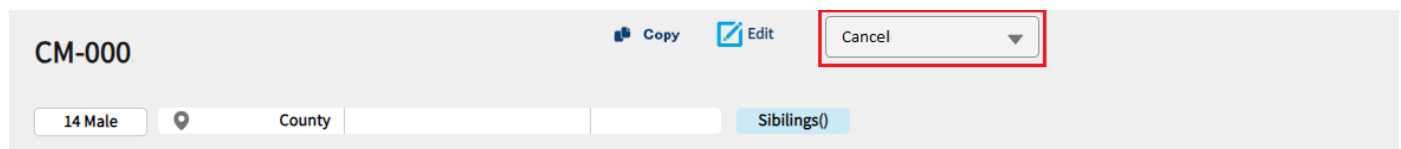
How to Create a Child Match Placement Need as a Community Member

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.

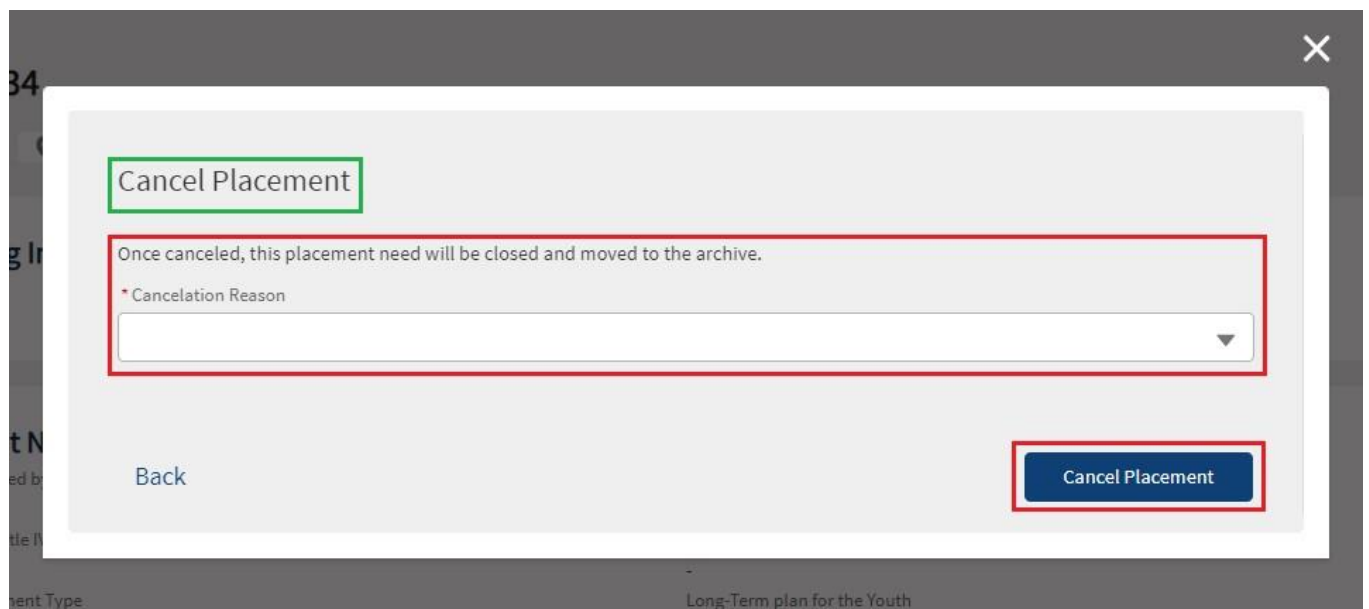
1. Select **Cancel** in the Status dropdown menu.



The screenshot shows a form header for 'CM-000'. To the right of the header are 'Copy' and 'Edit' icons. A dropdown menu is open, showing 'Cancel' as the selected option. 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 box titled 'Cancel Placement'. Inside the modal, there is a text box with the message: 'Once canceled, this placement need will be closed and moved to the archive.' Below this is a dropdown menu labeled '* Cancellation Reason'. At the bottom left of the modal is a 'Back' link, and at the bottom right is a blue button labeled 'Cancel Placement'.

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

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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 displays the 'Your Agency's Placement Needs' tab, which is highlighted with a green border. Below the tab, there are search filters 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 three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. The main content area shows three placement need cards, each with a green border. The first card is for CM-000, a 0 Female, with 'Immediate' status. The second card is for CM-0003, a 0 Female, with 'Siblings(0)' and 'Immediate' status. The third card is for CM-0001, a 14 Male, with 'Immediate' status. Each card displays fields for Age & Gender, Place by date, County, School District, Zip Code, and Title IV-E Custody.

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
0 Female	0 Female	14 Male
Place by date: -	Place by date: -	Place by date: 04/01/2024
County: -	County: -	County: -
Zip Code: -	Zip Code: -	Zip Code: -
Title IV-E Custody: NO	Title IV-E Custody: YES	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.

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[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

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

MM/DD/YYYY

Flags

☐ Immediate Need ☐ Has Siblings ☐ In Title IV-E Custody

Show Advanced Filters

Clear Filters

Apply Filters

CM-000

Siblings(0)

Immediate

Age & Gender

Place by date

8 Female

-

County

School District

County

-

Zip Code

Title IV-E Custody

-

YES

CM-0003

Immediate

Age & Gender

Place by date

8 Female

-

County

School District

County

-

Zip Code

Title IV-E Custody

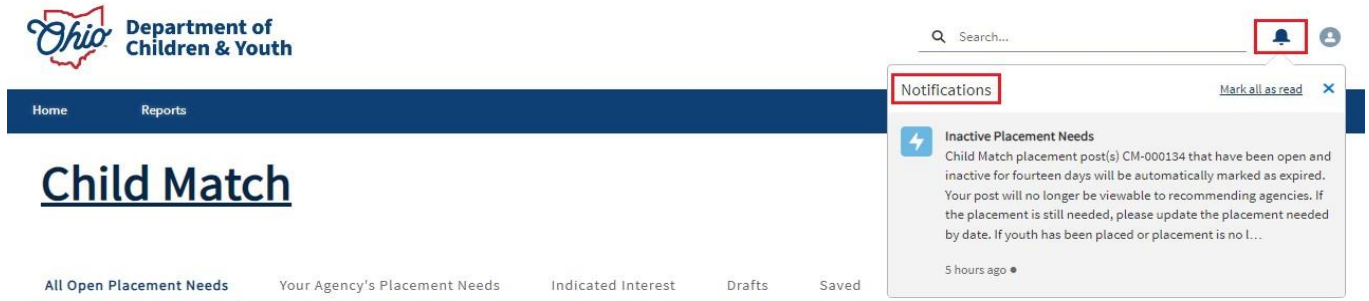
-

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.

A screenshot of the 'Edit Child Match Profile' form. The form is titled 'Edit Child Match Profile' and contains the following fields: 'Email' (j29mathewcommunity@twosummers.com), 'Name' (j29Mathewj29Community), '* User Type' (IV-E Court), and '* County' (County). There are 'Cancel' and 'Save Changes' buttons at the bottom right. The Ohio Department of Children & Youth logo is in the top left corner.

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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, the main section is titled 'Your Agency's Placement Needs'. It contains several filter fields: 'Ohio SACWIS Person ID or Child Match ID' (text input), 'County' (dropdown), 'School District' (dropdown), and 'Zip Code' (text input). Below these is a 'Data placement needed by' field with a date picker (MM/DD/YYYY). To the right of these fields are 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'. Below the filters, there are three cards representing placement needs:

- Card 1 (CM-000156):** Immediate. Age & Gender: 0 Female. Place by date: -. County: -. School District: -. Zip Code: -. Title IV-E Custody: NO.
- Card 2 (CM-000323):** Siblings(0), Immediate. Age & Gender: 0 Female. Place by date: -. County: -. School District: -. Zip Code: -. Title IV-E Custody: YES.
- Card 3 (CM-000151):** Age & Gender: 14 Male. Place by date: 04/01/2024. County: -. School District: -. Zip Code: -. Title IV-E Custody: YES.

In the bottom right corner, there is a chat icon with a red notification bubble containing the number '1'.

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