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

Table of Contents

Department of Children & Youth

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.

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.

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.

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

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	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?
  ◉ No ○ 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	Youth Ohio SACWIS Person ID ⓘ
		mm/dd/yyyy 🗓	

Department of Children & Youth

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 ⓘ	* Placement needed by date ⓘ
● Select Date ○ Immediate	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 ⓘ	* Preferred Placement Type (Select all that apply)
○ Select Date ● Immediate	✔ Foster Home
	✔ Foster to Adopt
	☐ Group Home
	☐ Child Residential Center

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.

* Placement needed by ⓘ	* Placement needed by date ⓘ
● Select Date ○ Immediate	mm/dd/yyyy 📅
* Preferred Placement Type (Select all that apply)	Child / Youth's Permanency Goal
☐ Foster Home ☐ Foster to Adopt ☐ Group Home ☐ Child Residential Center	

Ohio Department of Children & Youth

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**.

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

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**.

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)

Department of Children & Youth

🎓 **Education**

Grade	Online School
[dropdown]	◯ No ◯ Yes
Is the youth on an IEP or 504 plan?	* IEP or 504 plan needs
◯ No ● Yes ◯ In Progress ◯ Needed	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

[text box]

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

[text box] **Add**

SiblingName

[text box]

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**.

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.

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.

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.

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

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

3. Click the **Edit** button.

CM-000

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	-	-

Edit

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	Draft Last Edited By
03/19/2024	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.

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

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6. To **Delete this Draft**, click the **Delete Draft** button.
7. 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 Draft**s 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.

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

Show Advanced Filters	Clear Filters	Apply Filters

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

CM-0003	`Sibilings(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

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.

Department of Children & Youth

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

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

Ohio Department of Children & Youth

Editing an Open Placement Need

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

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

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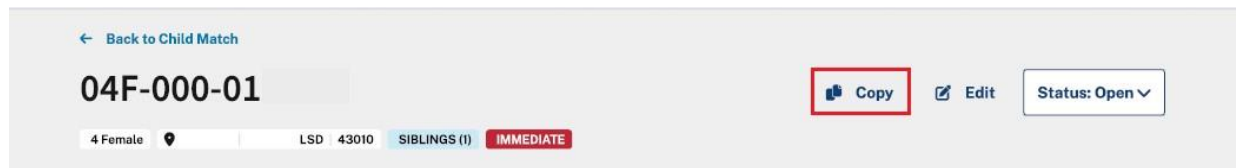
Note: Posts can be edited until they are in a Placed or Canceled status.

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.

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.

Note: Users may hover over the **Information Icon** ℹ️ 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:

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

Department of Children & Youth

Changing a Placement Need Status

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

The **Placement Need** screen appears.

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

- **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.

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.

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

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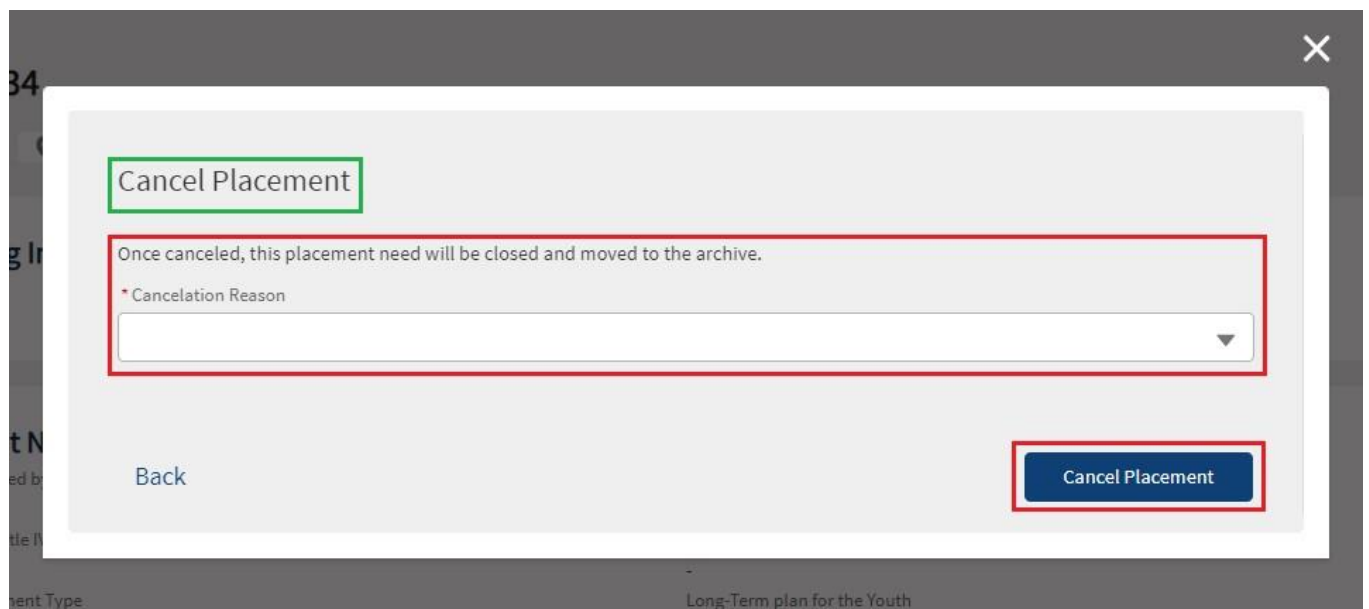
1. Select **Cancel** in the Status dropdown menu.

A **Cancel Placement** box appears.

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

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

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**.

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.

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

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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.
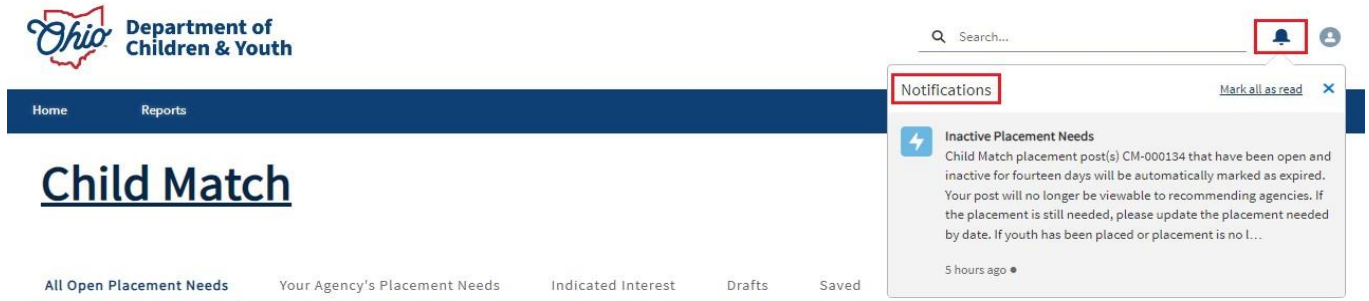
Profile Settings

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.

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.

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

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