

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



**Department of
Children & Youth**

Knowledge Base Article

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

Table of Contents

Overview	3
Navigating the Child Match Log-In	3
Viewing Open Placement Needs	4
Indicating Interest	6
Placement Need created by a Community User	7
Placement Need created by a PCSA Worker	8
Saved Placement Needs	10
Updating Indicated Interest	11
Cancelling Indicated Interest	11
Adding/Updating Providers	13
Child Match Portal Tabs	15
Notifications	17

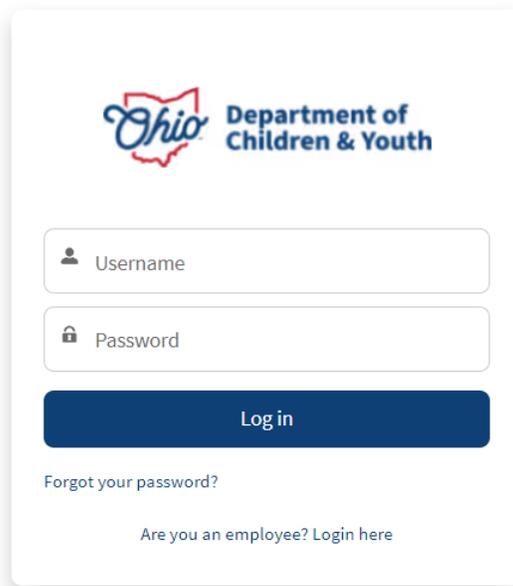
Viewing and Indicating Interest for a Child Match as a Recommending Agency

Overview

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

Navigating the Child Match Log-In

1. Upon initial entry to OCAF Salesforce, the User will be presented with the main **Log In** screen. Here you will enter your **Username** and **Password**.



The screenshot shows a login interface for the Ohio Department of Children & Youth. At the top left is the logo, which includes the word "Ohio" in a stylized blue font and "Department of Children & Youth" in a smaller blue font. Below the logo are two white input fields with rounded corners. The first field is labeled "Username" and has a small person icon to its left. The second field is labeled "Password" and has a small lock icon to its left. Below these fields is a dark blue button with the text "Log in" in white. At the bottom of the form, there are two links: "Forgot your password?" and "Are you an employee? Login here".

Note: Agency Employees can contact the JFS DCY Customer Care Center for assistance at <https://odjfs2.my.site.com/CustomerCareCenter> .

2. Once you enter your Username and Password, you will be routed to the **Salesforce Home** screen.

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



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

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

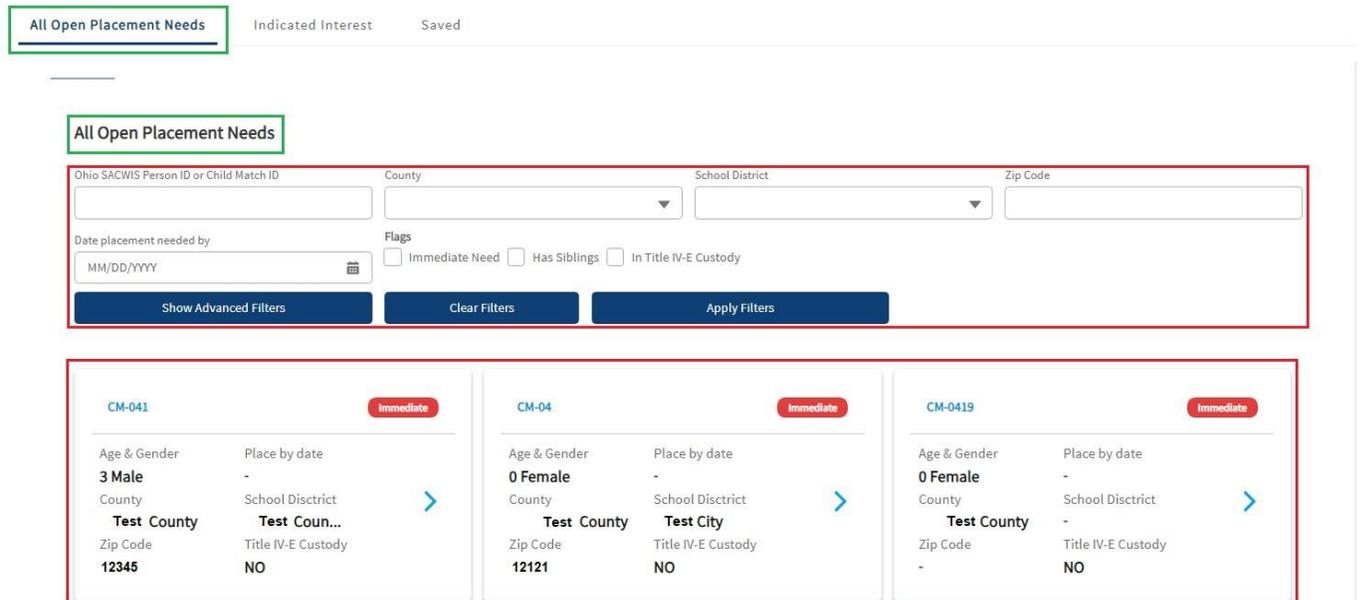
Viewing Open Placement Needs

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

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

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

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



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

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

All Open Placement Needs Indicated Interest Saved

All Open 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

CM-041 Immediate

Age & Gender	Place by date	
3 Male	-	
County	School District	>
Test County	Test Coun...	
Zip Code	Title IV-E Custody	
12345	NO	

CM-04 Immediate

Age & Gender	Place by date	
0 Female	-	
County	School District	>
Test County	Test City	
Zip Code	Title IV-E Custody	
12121	NO	

CM-0419 Immediate

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

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

CM-000 Copy Save Indicate Interest

6 Female County City 77777 Immediate

Placement Need Details

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

Desired Placement Location

County	School District	Zip Code
County	City	77777

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

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

Health & Medical History	
Is the youth on medication?	No
Does the youth have a mental health diagnosis?	No
Does the youth have a physical health diagnosis?	No
Medications	-
Mental health diagnosis or needs	-
Physical health diagnosis or needs	-

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

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

Indicating Interest

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

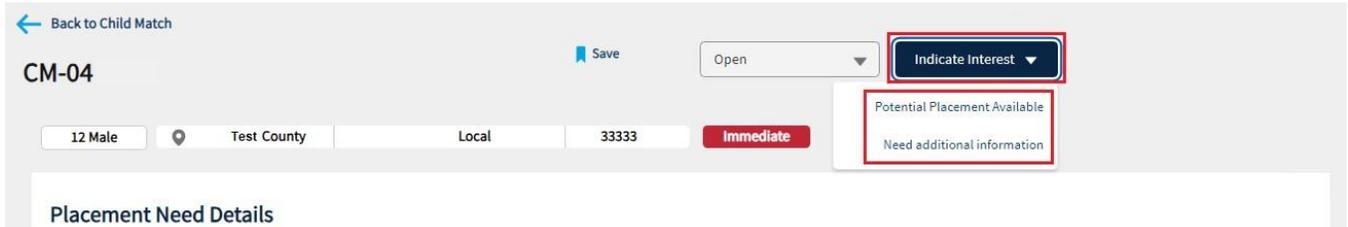
1. At the top of the **Placement Need** profile, click the **Indicate Interest** button.
2. Make a selection from the **Indicate Interest** dropdown menu.
 - Potential Placement Available
 - Need Additional Information

Note: Depending on where the Placement Need was created, the next steps vary. Please see below.

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

Placement Need created by a Community User

Once a User makes a selection from the **Indicate Interest** menu a **Chat** and **Notification Alert** will be shared with the Community User Placement Requestor within the Child Match system.

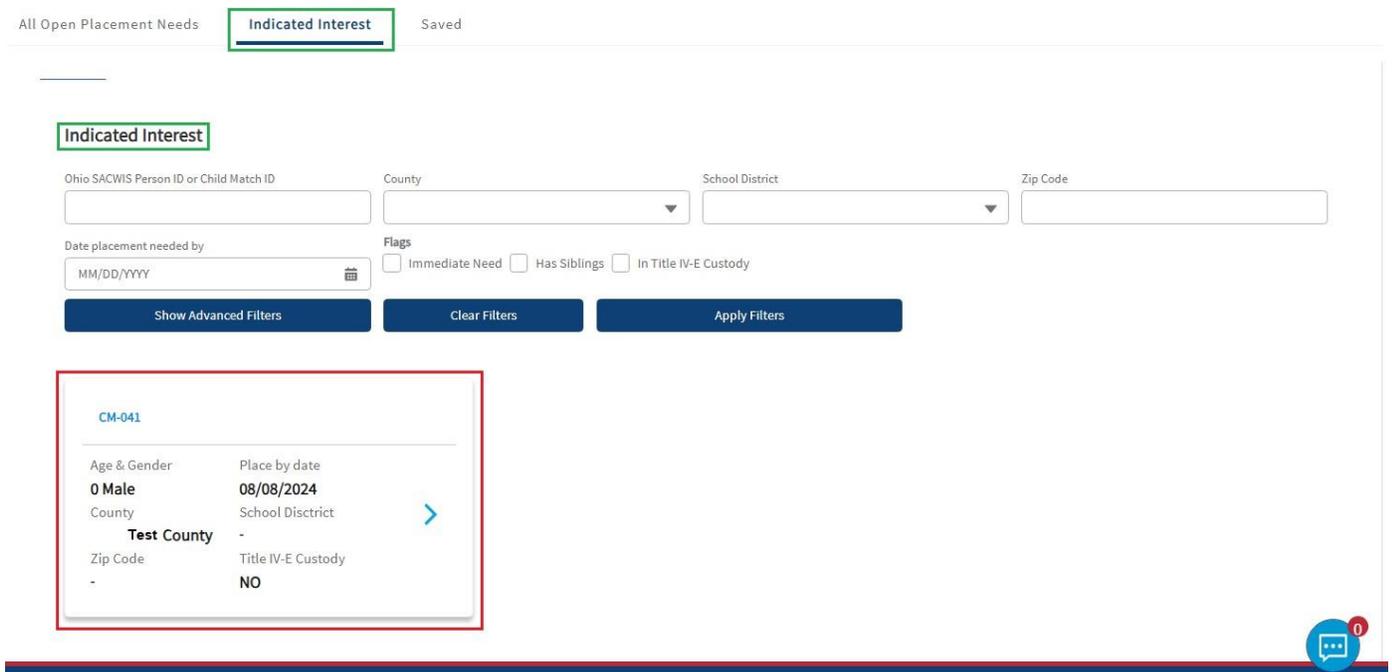


1. If there is a potential placement available, select **Potential Placement Available** from the Indicate Interest dropdown menu.

A **Chat** and **Notification Alert** will be shared with the Community User Placement Requestor.

2. If additional information is needed, select **Need Additional Information** from the dropdown menu. A **Chat** and **Notification Alert** will be sent to the Community User Placement Requestor.

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



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

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

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

Indicated Interest

Ohio SACWIS Person ID or Child Match ID:

County:

School District:

Zip Code:

Data placement needed by: MM/DD/YYYY

Flags: Immediate Need Has Siblings In Title IV-E Custody

Show Advanced Filters Clear Filters Apply Filters

CM-000156 Immediate

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

Chat icon (bottom right)

Placement Need created by a PCSA Worker

Once a User makes a selection from the **Indicate Interest** menu, an **Action Item** is automatically sent to the PCSA **Placement Requester** within the Ohio SACWIS system.

← Back to Child Match

CM-04 Save Open **Indicate Interest** ▼

12 Male Test County Local 33333 Immediate

Potential Placement Available
Need additional information

Placement Need Details

1. If there is a potential placement available, select **Potential Placement Available** from the Indicate Interest dropdown menu.

A **Potential Placement Details** box appears.

2. Provide the **Provider ID**. (Required)
3. Provide the **Provider Name**. (Required)

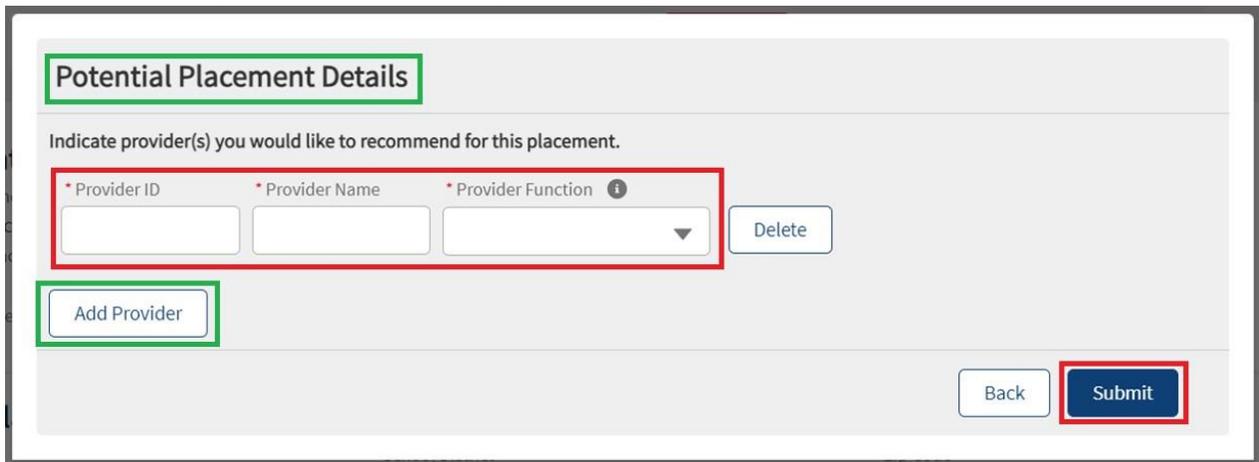
Viewing and Indicating Interest for a Child Match as a Recommending Agency

4. Make a selection from the **Provider Function** dropdown menu. (Required)

Note: User can hover over the  icon for additional information on **Provider Function**.

Note: User may add multiple Providers by selecting the **Add Provider** button. (Shown in Green below).

5. Click the **Submit** button.



Potential Placement Details

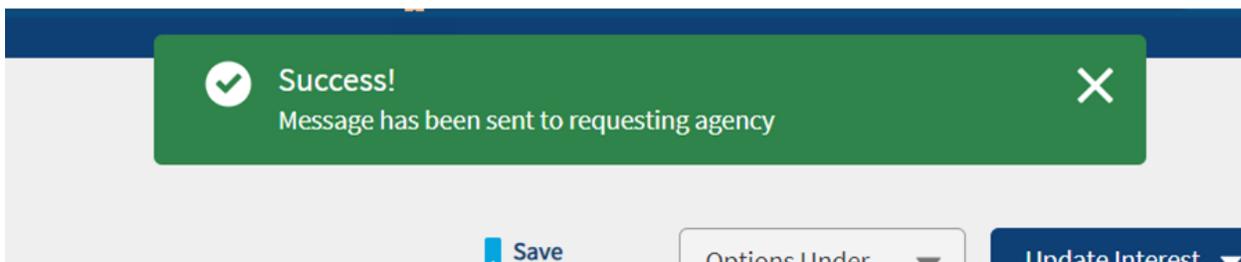
Indicate provider(s) you would like to recommend for this placement.

* Provider ID	* Provider Name	* Provider Function 	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Add Provider

Back Submit

A **Notification** verifies that the Potential Placement Details was sent to the Requesting Agency.



Note: If the User selects Add Potential Provider and clicks Submit without entering the required information, they may receive a "Mandatory Fields" Validation Message. The User should exit out of the Potential Placement Details box and then enter the required Provider information within a new Potential Placement Details box.

Note: If the Provider ID entered is not a valid Provider, a Validation Message will display asking the user to verify the ID and resubmit. The Validation Message displays, "Ohio SACWIS Provider ID(s) #####, ##### are not valid. Please verify and resubmit. All valid Ohio SACWIS Provider IDs have been submitted."

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

6. If additional information is needed, select **Need Additional Information** from the dropdown menu.

The screenshot shows the top section of a web interface for a child match. At the top left is a 'Back to Child Match' link. Below it is the match ID 'CM-04'. To the right are 'Save' and 'Open' buttons. A dropdown menu is open, showing 'Indicate Interest' with a sub-menu containing 'Potential Placement Available' and 'Need additional information'. Below the dropdown are input fields for '12 Male', 'Test County', 'Local', and '33333', followed by an 'Immediate' button. Below these fields is a section titled 'Placement Need Details'.

If the Placement Need was created by a **PCSA user**, an Ohio SACWIS Action Item will notify the PCSA user of the request. A message will display to the Recommending Agency advising the Message has been sent to the Requesting Agency.

The screenshot shows a green notification banner with a checkmark icon on the left and an 'X' icon on the right. The text inside the banner reads: 'Success! Message has been sent to requesting agency'. Below the banner are 'Save', 'Options Under', and 'Update Interest' buttons.

The **Placement Needs** profile the User **Indicated Interest** on will now be **viewable** under the **Indicated Interest Tab**, shown in the previous subsection.

Saved Placement Needs

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

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

Note: No Notification will be sent to the Requesting Agency.

The screenshot shows the top section of a web interface for a child match. At the top left is a 'Back to Child Match' link. Below it is the match ID 'CM-04'. To the right are 'Save' and 'Open' buttons. A dropdown menu is open, showing 'Indicate Interest' with a sub-menu. Below the dropdown are input fields for '12 Female', 'Test County', 'County/Ohio Valley Local', 'Siblings(3)', and 'Immediate'. Below these fields is a section titled 'Placement Need Details' with several fields: 'Requesting Agency', 'Parent', 'County', 'How will this placement be funded?', 'Child / Youth's Permanency Goal', 'Is the youth in Title IV-E custody?', 'No', 'Preferred Placement Type', and 'Foster Home'.

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

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

All Open Placement Needs Indicated Interest **Saved**

Saved

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

Date placement needed by Flags

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

Show Advanced Filters Clear Filters Apply Filters

CM-041 Siblings(3) Immediate

Age & Gender Place by date
12 Female -

County School District **>**
Test County **Test Coun...**

Zip Code Title IV-E Custody
- NO

Updating Indicated Interest

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

Cancelling Indicated Interest

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

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

All Open Placement Needs **Indicated Interest** Saved

Indicated Interest

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

Show Advanced Filters Clear Filters Apply Filters

CM-041

Age & Gender	Place by date
0 Male	08/08/2024
County	School District
Test County	-
Zip Code	Title IV-E Custody
-	NO



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

- To cancel interest, click the **Cancel Interest** button.

← Back to Child Match

CM-04 Save Options Under R... **Update Interest** Add/Update Providers **Cancel Interest**

3 Male Test County Test County/Ohio Valley Local 12345 **Immediate**

Placement Need Details

Requesting Agency	Is the youth in Title IV-E custody?
DCYCM ReqPlacement Agency	No
How will this placement be funded?	Preferred Placement Type
test	Foster Home
Child / Youth's Permanency Goal	

A **Cancel Interest** confirmation box appears.

- Enter a **Narrative** for **Cancellation Reason: Agency Discretion**.
- Click the **Cancel Interest** button.

Note: The user may select the **Back** button (shown in Green below) to return to the Placement Need Profile screen without canceling interest.

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

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Cancel Interest

Cancellation Reason: Agency Discretion

* Discretion Detail

Selecting Cancel Interest will cancel interest for all providers previously recommended (not already canceled). If you would like to cancel interest only for certain providers, please use the Add/Update Provider option.

Back Cancel Interest

School District Zip Code

Note: This will **Cancel Interest** for all Providers that have been listed.

A **Validation Message** appears verifying the Indicated Interest has been cancelled. If the Placement Need was completed by a PCSA user, an Action Item will populate in the Ohio SACWIS system for the youth.

Note: To **Cancel Interest** for only one Provider, please follow the steps in Adding/Updating Providers below.



Interest Canceled Successfully

Adding/Updating Providers

If a user **Indicates Interest** for a **Placement Need** and needs to **Add** or **Update** a Provider, they may update the Indicated Interest at any time.

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

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

All Open Placement Needs **Indicated Interest** Saved

Indicated Interest

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

CM-041

Age & Gender	Place by date
0 Male	08/08/2024
County	School District
Test County	-
Zip Code	Title IV-E Custody
-	NO

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

9. To Add or Update a Provider, click the Add/Update Providers button.

[← Back to Child Match](#) Options Under R...

CM-04

3 Male **Test County** Test County/Ohio Valley Local 12345

Placement Need Details

Requesting Agency	DCYCM ReqPlacement Agency	Is the youth in Title IV-E custody?	No
How will this placement be funded?	test	Preferred Placement Type	Foster Home
Child / Youth's Permanency Goal			

A **Potential Placement Details** box appears.

- 10. Provide the **Provider ID**. (Required)
- 11. Provide the **Provider Name**. (Required)
- 12. Make a selection from the **Provider Function** dropdown menu. (Required)

Note: User can hover over the  icon for additional information on **Provider Function**.

13. Make a selection from the **Cancellation Reason** dropdown menu.

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

Note: User may add multiple Providers by selecting the **Add Provider** button. (Shown in Green below).

14. Click the **Submit** button.

Potential Placement Details

Indicate provider(s) you would like to recommend for this placement.

* Provider ID	* Provider Name	* Provider Function <i>i</i>	Cancelation Reason
<input type="text"/>	<input type="text"/>	Children's Residential ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

Add Provider

Note: If the Placement Need was completed by a PCSA user, Provider information will display in the Ohio SACWIS system for the Youth under Potential Matches.

Child Match Portal Tabs

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

1. **All Open Placement Needs** tab shows all the current **Placement Needs**.

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

All Open Placement Needs Indicated Interest Saved

All Open 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

CM-041	CM-04	CM-0419
<p>3 Male</p> <p>Age & Gender: -</p> <p>Place by date: -</p> <p>County: Test County</p> <p>School District: Test Coun...</p> <p>Zip Code: 12345</p> <p>Title IV-E Custody: NO</p>	<p>0 Female</p> <p>Age & Gender: -</p> <p>Place by date: -</p> <p>County: Test County</p> <p>School District: Test City</p> <p>Zip Code: 12121</p> <p>Title IV-E Custody: NO</p>	<p>0 Female</p> <p>Age & Gender: -</p> <p>Place by date: -</p> <p>County: Test County</p> <p>School District: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: NO</p>

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

All Open Placement Needs **Indicated Interest** Saved

Indicated Interest

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

CM-041
<p>0 Male</p> <p>Age & Gender: -</p> <p>Place by date: 08/08/2024</p> <p>County: Test County</p> <p>School District: -</p> <p>Zip Code: -</p> <p>Title IV-E Custody: NO</p>

3. The **Saved** tab will show **Placement Needs** youth profiles that you Saved.

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

All Open Placement Needs Indicated Interest **Saved**

Saved

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

Show Advanced Filters Clear Filters Apply Filters

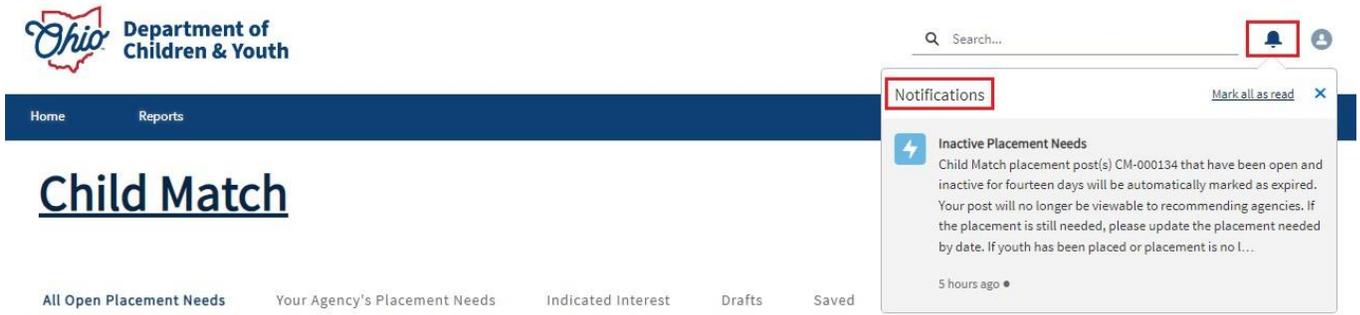
CM-041 Siblings(3) Immediate

Age & Gender	Place by date
12 Female	-
County	School District
Test County	Test Coun...
Zip Code	Title IV-E Custody
-	NO



Notifications

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



Ohio Department of Children & Youth

Home Reports

Child Match

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

Search...

Notifications Mark all as read

Inactive Placement Needs

Child Match placement post(s) CM-000134 that have been open and inactive for fourteen days will be automatically marked as expired. Your post will no longer be viewable to recommending agencies. If the placement is still needed, please update the placement needed by date. If youth has been placed or placement is no l...

5 hours ago

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