

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



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

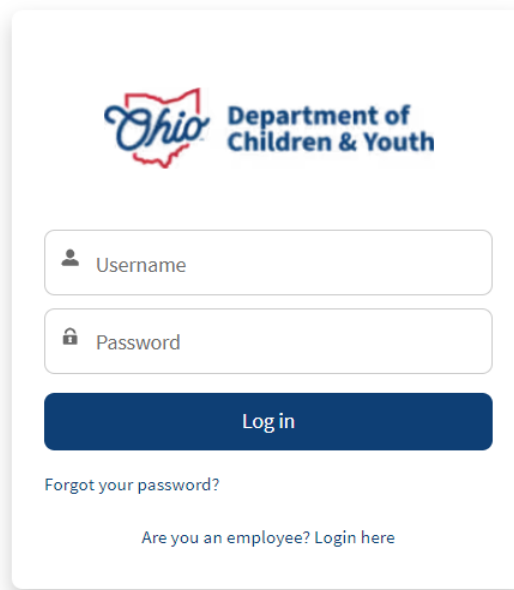
Viewing and Indicating Interest for a Child Match as a Recommending Agency

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 image shows a login interface for the Ohio Department of Children & Youth. At the top, there is a logo with the word "Ohio" in a red script font and "Department of Children & Youth" in a blue sans-serif font. Below the logo are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. A blue "Log in" button is positioned below these fields. Under the button, there is a link "Forgot your password?" and another link "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 match for 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**.

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

3 Male

County

Test County

Zip Code

12345

Place by date

-

School District

Test Coun...

Title IV-E Custody

NO

CM-04

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

12121

Place by date

-

School District

Test City

Title IV-E Custody

NO

CM-0419

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

-

Place by date

-

School District

-

Title IV-E Custody

NO

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

3 Male

County

Test County

Zip Code

12345

Place by date

-

School District

Test Coun...

Title IV-E Custody

NO

CM-04

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

12121

Place by date

-

School District

Test City

Title IV-E Custody

NO

CM-0419

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

-

Place by date

-

School District

-

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

How will this placement be funded?

Long-Term plan for the Youth

Is the youth in Title IV-E custody?

No

Preferred Placement Type

Foster to Adopt

Desired Placement Location

County

County

School District

City

Zip Code

77777

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

Youth Details	
Youth Gender	Youth Age
Male	14
Primary Native Language	Additional Language(s)
English	-
Youth Characteristics or Behavior	Positives about the Youth
-	-
Hobbies, Talents, Skills, and Interests	Is there additional information about the youth that should be taken into consideration to identify appropriate placement options?
-	-
Health & Medical History	
Is the youth on medication?	Medications
No	-
Does the youth have a mental health diagnosis?	Mental health diagnosis or needs
No	-
Does the youth have a physical health diagnosis?	Physical health diagnosis or needs
No	-
Education	
Grade	Virtual
Seventh	No
Is the youth on an IEP or 504 plan?	IEP or 504 plan needs
Yes	-
Visitation & Siblings	
Describe visitation needs for the youth	Sibling(s)
-	-
Does the youth have one or more siblings that need to be placed with them?	
No	

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.

The screenshot shows the 'Indicate Interest' dropdown menu with two options: 'Potential Placement Available' and 'Need additional information'. The 'Indicate Interest' button is highlighted with a red box, and the dropdown menu is also highlighted with a red box.

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:

The screenshot shows the 'Indicated Interest' tab in the Child Match system. The 'Indicated Interest' tab is highlighted with a green box. 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 buttons for 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. A red box highlights a sample placement need for CM-041, showing details like Age & Gender (0 Male), Place by date (08/08/2024), County (Test County), School District (-), Title IV-E Custody (NO), and Zip Code (-).

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.

The screenshot shows the 'Indicated Interest' form. At the top, there are tabs: 'All Open Placement Needs', 'Your Agency's Placement Needs', 'Indicated Interest' (highlighted with a green box), 'Drafts', and 'Saved'. Below the tabs, the form is titled 'Indicated Interest'. It contains several input fields: 'Ohio SACWIS Person ID or Child Match ID', 'County' (a dropdown menu), 'School District' (a dropdown menu), and 'Zip Code'. Below these fields, there is a 'Data placement needed by' field with a date picker and a 'Flags' section with checkboxes for 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'. At the bottom of the form, there are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. Below the form, there is a card for 'CM-000156' with a red 'Immediate' label. The card displays details: 'Age & Gender: 0 Female', 'County: County', 'Zip Code: -', 'Place by date: -', 'School District: -', and 'Title IV-E Custody: NO'. A blue arrow points to the right. In the bottom right corner of the page, there is a chat icon with a red notification bubble.

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.

The screenshot shows the 'Indicate Interest' dropdown menu. At the top, there is a 'Back to Child Match' link. Below it, the match ID 'CM-04' is displayed. To the right of the match ID, there is a 'Save' button and an 'Open' dropdown menu. The 'Indicate Interest' dropdown menu is open, showing two options: 'Potential Placement Available' and 'Need additional information'. Below the dropdown menu, there is a card for 'CM-04' with details: '12 Male', 'Test County', 'Local', '33333', and 'Immediate'. Below the card, there is a section titled '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)

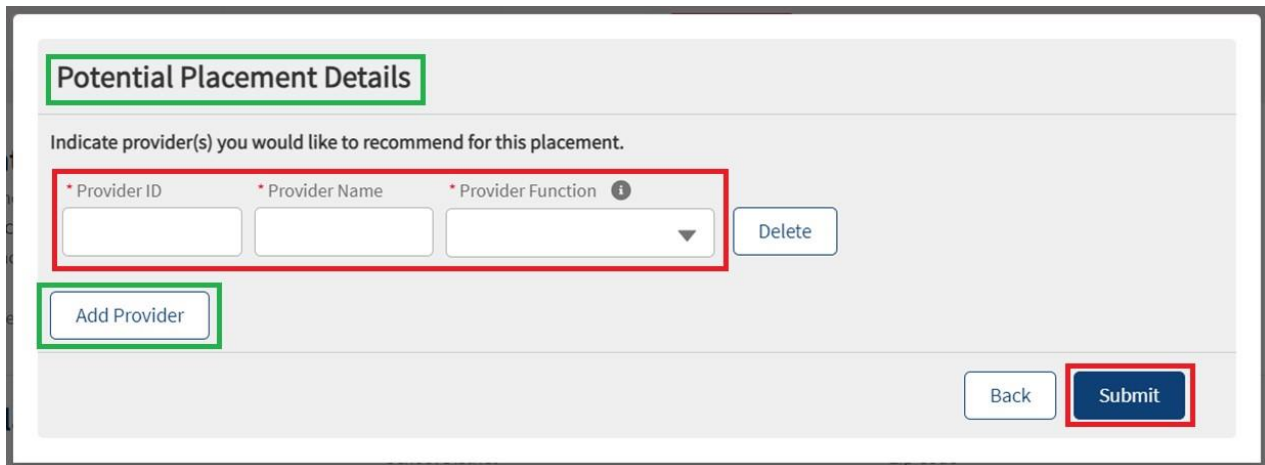
Viewing and Indicating Interest for a Child Match as a Recommending Agency

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

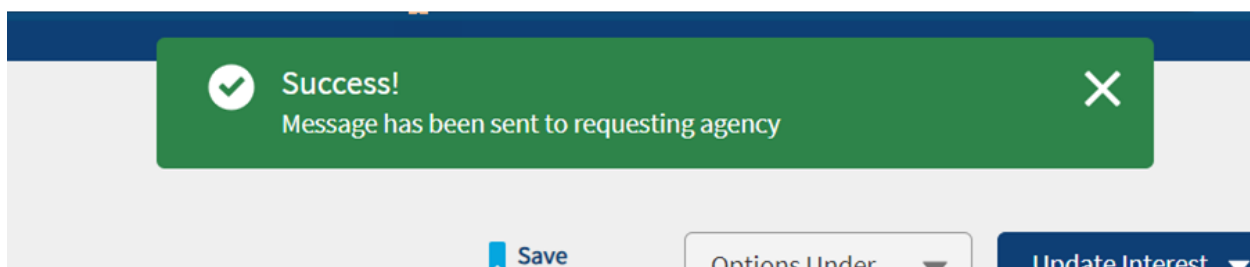
Note: User can hover over the  icon for additional information on **Provider Function**.

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

5. Click the **Submit** button.



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 'CM-04' child match profile. At the top, there is a 'Back to Child Match' link, a 'Save' button, and an 'Open' dropdown menu. Below these, the 'Indicate Interest' dropdown menu is open, showing two options: 'Potential Placement Available' and 'Need additional information'. The 'Need additional information' option is highlighted with a red box. Below the dropdown, there are fields for '12 Male', 'Test County', 'Local', and '33333', followed by an 'Immediate' button. Below these fields, there is a 'Placement Need Details' section.

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 success message banner with a checkmark icon. The text reads: 'Success! Message has been sent to requesting agency'. There is a close button (X) in the top right corner of the banner. Below the banner, there is a 'Save' button, an 'Options Under' dropdown menu, and an 'Update Interest' button.

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 'CM-04' child match profile. At the top, there is a 'Back to Child Match' link, a 'Save' button (highlighted with a red box), an 'Open' dropdown menu, and an 'Indicate Interest' button. Below these, there are fields for '12 Female', 'Test County', 'County/Ohio Valley Local', 'Siblings(3)', and 'Immediate'. Below these fields, there is a 'Placement Need Details' section. The details include: '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:

The screenshot shows the 'Saved' tab selected in a navigation bar at the top. Below the navigation bar, there is a search and filter section. It includes a text input for 'Ohio SACWIS Person ID or Child Match ID', a dropdown for 'County', a dropdown for 'School District', and a text input for 'Zip Code'. There is also a date picker for 'Date placement needed by' with the format 'MM/DD/YYYY'. Below these are three checkboxes under the 'Flags' section: 'Immediate Need', 'Has Siblings', and 'In Title IV-E Custody'. At the bottom of this section are three buttons: 'Show Advanced Filters', 'Clear Filters', and 'Apply Filters'. Below the filter section, a profile card for 'CM-041' is displayed. The card has a 'Siblings(3)' label and an 'Immediate' status tag. The profile details are as follows:

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

A blue arrow points to the right next to the 'School District' field. In the bottom right corner of the interface, there is a chat icon with a red notification bubble containing the number '0'.

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 MM/DD/YYYY

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](#) [Save](#) Options Under R... **Update Interest**

CM-04

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

Update Interest

Add/Update Providers

Cancel Interest

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

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

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

[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.

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

[← Back to Child Match](#) [Save](#) Options Under R... **Update Interest** **Add/Update Providers** Cancel Interest

CM-04

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 **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>	Cancellation 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

Back **Submit**

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

Immediate

Age & Gender

3 Male

County

Test County

Zip Code

12345

Place by date

-

School District

Test Coun...

Title IV-E Custody

NO

CM-04

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

12121

Place by date

-

School District

Test City

Title IV-E Custody

NO

CM-0419

Immediate

Age & Gender

0 Female

County

Test County

Zip Code

-

Place by date

-

School District

-

Title IV-E Custody

NO

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

Age & Gender

0 Male

County

Test County

Zip Code

-

Place by date

08/08/2024

School District

-

Title IV-E Custody

NO

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.





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> .