

# CONNECTIONS Quick Tip

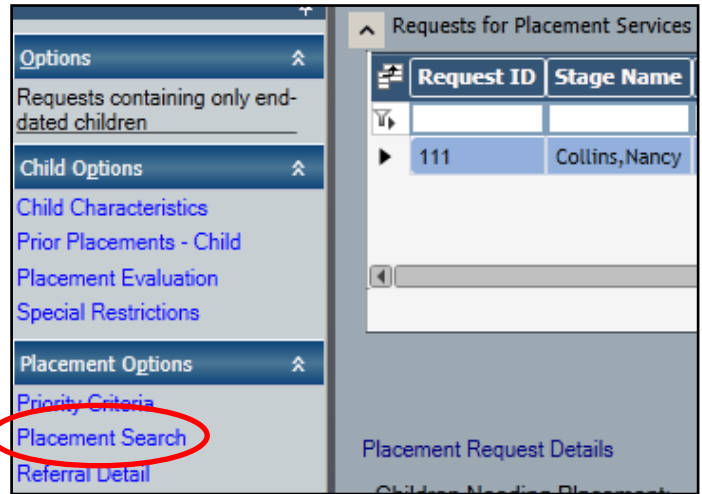
## Searching for Resources and Sending Referrals

Once a placement request has been marked as “Ready for Search,” the next step is to conduct a search for matching resources. The SEARCH PLACE business function is required to do a search and to send referrals. If accessing the Placement window via the Search/Maintain menu rather than from a workload, the PLACE DASH business function is also needed.

### Searching for Matching Resources

1. From the Placement Dashboard, highlight the completed request for which you wish to conduct a search.
2. Click the “Placement Search ” link in the left navigation pane.
3. Review the results to choose the best matches.

For districts, the search returns resources located geographically within your county that have the characteristics marked as Required and the required number of vacancies.



For searches done by agencies, the results will be only resources from your own agency that are physically located within the county that has jurisdiction with the required number of vacancies.

For both, those with the greatest number of matching Optional characteristics and closest to the selected address(es) will be highest on the list.

4. Decide which homes you want to take a closer look at.

You may wish to consider:

- district vs. agency homes

In the D/V column, “D” indicates a district resource, “V,” a voluntary agency one.

Resource Name	VID	Resource ID	D/V	Prior Placements	Vacancies in Placement	Vacancies in Activities	Matching Optional Criteria	Distance from Proximity Address
<input type="checkbox"/> Whitney, Thomasine	00416743	21007515	V		2	2	00 out of 00	1.8
<input type="checkbox"/> Wynn, Angela	00424313	21052550	V		6	6	00 out of 00	2.9
<input type="checkbox"/> Jackson, Darlene	00170518	127079	D		2	2	00 out of 00	3.4
<input type="checkbox"/> Stelios, Costa	00420643	21048756	V		6	6	00 out of 00	4.4

*HINT: Use the **View All** link in the navigation pane to widen a search to all homes with contracted agencies statewide and to those at or over capacity.*

Scroll to the right to see the Agency code for any agency resources

- homes in which the number of vacancies matches closely with the size of sibling group (e.g., saving larger vacancy numbers for larger sibling groups)
- distance to proximity address or school address

Agency ID	Religion	County
P33		ONONDAGA
A31		ONONDAGA
A31		ONONDAGA
C06		ONONDAGA

- To view the details for a particular home, select the home from the Search Results grid and use the tabs that display below to see information such as address, age ranges accepted and capacity of the resource.

VID	Resource ID	D/V	Prior Placements	Vacancies in Placement	Vacancies in Activities	Matching Options
00416743	21007515	V		2	2	00 out of 00
00424212	21007550	V		4	4	00 out of 00

- Links in the left navigation pane can be used to access additional information on that resource and to compare resources to one another.

- **Licensing information** - shows the licensed capacity of the home
- **FA Person List** - lists foster family home members
- **Matching Factors—Resource** - shows how the Child Characteristics match up with the home’s Resources Characteristics.
- **Placement Resource Roster** - displays children already placed in the home and their characteristics.

## Sending Referrals

- Once a decision has been made as to which resource(s) a referral will be sent to, select them (up to 10 at a time) by placing a check in the checkbox for each.
- Click the **Refer for Placement** button.
- Click the **OK** button in the resulting pop-up message to confirm the agencies that will be receiving the referrals.

- Repeat steps 1-3 if you wish to send more than 10 referrals.

Once you’ve completed the search and referral process, close the Search Results window by using the red X in the upper right corner.

