

# CONNECTIONS Quick Tip

## Placing a Child

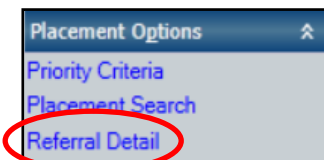
Once a search for resources has been completed, referrals sent and at least one resource has accepted, the next step is to choose the best option from the resources who have accepted and “place” the child(ren) with that resource. The RESOURCE COORD business function is required to access the Place Child window. If access is not through a workload path, PLACE DASH is also needed (to access the Placement Dashboard).

### Placing a Child

1. On the Placement Dashboard grid, select the stage that has received referral responses.

If you are signed up to receive the *Placement Referral Response* notification, you may have received an email stating a referral response has been received.

Request Status	Created By	Worker Assigned	Responses
Referred	A31		5



2. Click the **Referral Detail** link in the left navigation pane.

The grid on the Referral Detail window will display the responses received from each resource to whom a referral was sent.

Name	Referral Sent Date	Response Sent Date	Referral Status
er, Joel	09/20/2019	09/20/2019	Accepted
lene	09/20/2019		
eresa	09/20/2019	09/24/2019	Declined
a	09/20/2019	09/24/2019	Accepted
ha	09/20/2019	09/24/2019	Accepted
omasine	09/20/2019	09/24/2019	Declined

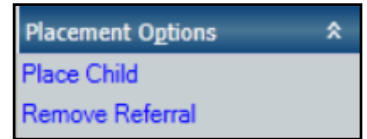
3. Select a resource from the grid to view whether they have accepted and are requesting additional information or an interview with the child(ren) or why they declined, along with any comments that might have been added.

Agency Requests

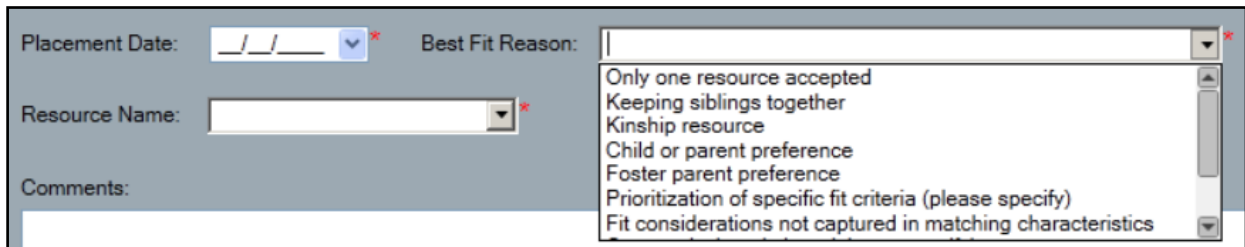
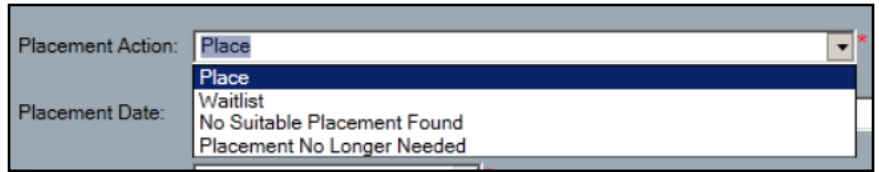
- Interview Child(ren)
- Supporting documentation

4. The left navigation options on this window are the same as the ones on the Placement Search window and allow you to compare the specifics of the resources that have accepted the referral to identify which is the best fit. You may wish to consider things such as:
  - Does this resource have experience with children with these needs? (*Matching Factors—Resource and Resource Characteristics* links)
  - Would the child(ren) be better in a single parent or two parent home? (*FA Person List* link)
  - Would the child(ren) do better in a home with other children or as the only child(ren)? (*Placement Resource Roster* link)
  - Are the characteristics of other children placed in the home a good fit with the children you are looking to place there? (*Placement Resource Roster* link)
  - Which resource offers the best location for school or visitation?

- Once a decision is made, click the **Place Child** link in the navigation pane.
- Complete the Place Child window.



- Choose “**Place**” in the **Placement Action** field.
- Enter a **Placement Date** (can be backdated if appropriate).
- Select a **Best Fit Reason**.



- Use the **Resource Name** drop down menu to select the correct resource (only resources that accepted the referral will appear on list).

Name	Sex	DOB	PID	Activities Placement Type
Collins, Jane	M	09/10/2012	41742960	Not related/no positive prior relationship w child
Collins, Joseph	M	01/01/2010	41742959	Not related/no positive prior relationship w child

- Add **Comments** as needed regarding why this resource was chosen.
- For each child being placed, complete the Activities information grid for Placement Type, and, if appropriate to the selected placement, Transfer Reason and Out of County Reason.

- Click the **Save** button.
- Click “**OK**” to the pop-up message stating that this will close the placement request.



Once a child has been placed, the next step will be to verify whether or not the child(ren) arrived at the selected placement. ***This is a required step which sends the movement codes to Activities. The placement is not complete until this step is done.***

CONNECTIONS will allow either the placing agency or receiving agency to verify a placement, though local protocols may vary.

See the CONNECTIONS Quick Tip, ***Verifying a Placement*** for the next step in the process.

