

After a search for resources has been conducted and referrals sent, the next step is for the receiving district or agency to accept or decline the referral(s). This is true whether a referral is going to a district for its own foster home, to a voluntary agency as a foster home or congregate care referral or from an agency to its own foster homes for a lateral transfer or step-down program change. The RESOURCE COORD business function is required to respond to a referral in addition to PLACE DASH to access the Placement Dashboard. If designated to receive it, the **Placement Referral Received** notification can help alert staff responsible for monitoring intakes that a new referral has arrived.

### Reviewing an Incoming Referral

1. Access the Placement Dashboard.

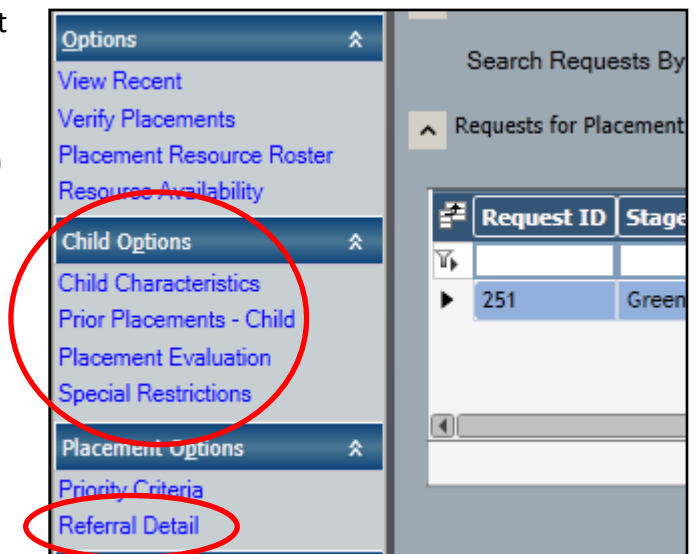
- Voluntary agencies will see only the referrals sent to their own agency.
- District staff will see all referrals sent for each of their placement requests.

2. Select the referral from the Requests for Placement Services grid.

The links in the navigation pane enable to provide information that was recorded about the child(ren) for whom placement is being requested, including:

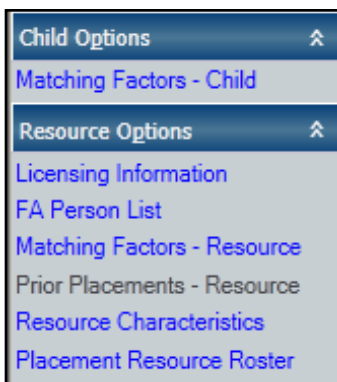
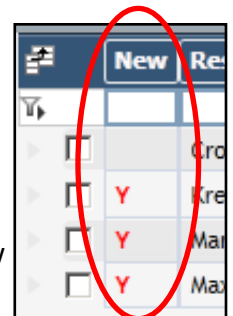
- Child Characteristics
- Prior Placements for the Child
- Placement Evaluation
- Special Restrictions
- Priority Criteria

**This is the same information entered by/available to the person who made the placement referral.**



3. After carefully reviewing the information recorded about the child(ren), click the **Referral Detail** link.

New referrals will display a red **Y** in the **New** column.



4. As you highlight each referral, the Referral Detail window displays additional links to gather and compare information about the child(ren) being placed and the resource(s) to whom a referral was sent.

- **Matching Factors - Child** shows how the characteristics for the referred child(ren) compare with the characteristics of the home.
- **Licensing Information** shows the Setting, Type (Certified Foster Home or Foster/Adoptive Home), Program types (Regular, Therapeutic), Capacity and Age Ranges from the FAD Licensing window.

- **FA Person List** shows the FAD home members (the Foster Parents and their biological and adopted children).
- **Matching Factors - Resource** shows how the characteristics for this home compare to those of the child(ren) for whom a placement resource is being sought.
- **Resource Characteristics** shows what child characteristics the home has experience with or is willing to consider.
- **Placement Resource Roster** shows the list of children currently placed in the home and, if entered, the characteristics associated with each child.

5. Once the information about the child(ren) being referred has been carefully and thoroughly reviewed, each referral must be accepted or declined by using the **Referral Status** drop-down menu.

Referral Status: 

- Accepted
- Declined

- **Declined** means you do not wish to have the child(ren) placed with this resource. If so, a reason for declining the referral must be selected from the **Reason** drop-down menu. If desired, additional comments can be added.

Reason: 

- Foster parent temporarily unavailable
- Cannot be accommodated with current facility population
- Priority characteristic mismatch
- Incorrect facility/bed data
- Characteristics not aligned with child description
- Foster parent preferences changed
- Combined needs of child/sibling group are too severe

- **Accepted** means you are willing to consider having the child(ren) placed with this resource. **THIS DOES NOT MEAN THAT THE CHILD WILL BE PLACED WITH THIS RESOURCE** as a number of referrals may be accepted for a given child or sibling group.

If an interview with the child(ren) or additional documentation information is desired, check the corresponding checkbox(es). Comments can also be entered.

**Agency Requests**

- Interview Child(ren)
- Supporting documentation

6. Click the **Save** or **Save & Close** button to complete this part of the process and send the response to the placing agency.

**Note:** Even if a district (or an agency for lateral transfers or step-down placements, if allowed) wishes to place a child with a resource of their own, a referral must be created.

**For Exact searches only,** CONNECTIONS allows a district to place a child with a resource from the Referral Detail window if the referral has been either accepted within the system or not yet responded to. To do this:

1. Select the resource on the **Referral Detail** window
2. Click the **Place Child** link in the navigation pane.
3. Complete the Place Child window as detailed in steps 6 - 8 in the CONNECTIONS Quick Tip, *Placing a Child.*

**Placement Options** ↑

- Place Child**
- Remove Referral



