Placement Business Functions

Note: Functions are listed alphabetically, not in order of use in the Placement Process

Business Function	Security Attributes	Description	Recommendations	Comments
ASSIGN PLACE	• Assign Placement	This Business Function provides limited access to a worker for the purpose of assigning an existing placement request to another worker for processing. Workers with this BF can only update the *Placement Worker Assigned* and *Comments* fields of an open placement request. All other information in the body of the request and all left navigation pane options are read-only.	This BF is intended for staff responsible for assigning a placement request to another worker for processing.	This BF is needed in districts or agencies where placement requests are assigned to separate workers for processing. Workers with this BF gain access to the Placement window in one of two ways: 1. from a workload containing the child for whom the placement request has been initiated using the Placement link in the navigation pane. 2. from the Placement Dashboard If the PLACE DASH BF has also been assigned.
INITIATE PLACEMENT	• Initiate Placement	This Business Function allows a worker to initiate a request for placement. Workers with this BF can modify information	This Business Function provides Specialty Path access for workers who are responsible for initiating a placement request but who do not have a role in or	Workers without this BF, but with workload access to a stage can initiate a placement request by using the Placement link on the workload window. When

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<td>in the following fields on the Placement window:

- *Children Needing Placement*
- *Requested Placement Date*
- *Request Status*
- *Placement Worker Assigned*
- *Critical Address Information*
- *Comments*

Other information on the Placement window is read-only unless other BFs are assigned.</td>
<td>workload access to the stage containing the child(ren) to be placed.

Workers with this BF gain access to the Placement window in one of two ways:

1. If the worker is assigned either the PERSON SEARCH or CASE SEARCH BF, they can use the Specialty Path by selecting the corresponding command on the Search/Maintain menu to search for and locate the open stage (INV, FSI, FSS) containing the child(ren) requiring placement and clicking the Placement link in the Specialty Path section of the left navigation pane to access the Placement window.</td>
<td>accessed in this manner, the following fields can be modified:

- *Children Needing Placement*
- *Requested Placement Date*
- *Critical Address Information*
- *Comments*

Additional business functions are needed to process the request further.</td>
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			or	
			2. If the worker is also assigned the PLACE DASH BF, they can access the Placement Dashboard via the Placement command on the Search/Maintain menu and initiate a "New Using" of an existing placement request.	
MAINT PLACE	• Maintain Placement	This Business Function allows a worker to initiate a placement request and complete all the fields on the main Placement window, except for the *Placement Worker Assigned* field (which, if needed, requires either ASSIGN PLACE or INITIATE PLACE). A worker with the MAINT PLACE BF can complete or modify the following fields:	This Business Function should be assigned to workers responsible for initiating a placement request and completing all information up to the point of searching for a suitable placement.	Workers with this BF cannot execute a search or place a child with a resource without also being assigned the SEARCH PLACE BF.

		• *Children Needing Placement* • *Requested Placement Date* • *Request Status* • *Critical Address Information* • *Resource Search Parameters* • *Comments* In addition, the worker with this BF can modify information in the following windows via links in the left navigation pane: • Child Characteristics • Special Restrictions • Priority Criteria • Placement Evaluation		
PLACE DASH	• Placement Dashboard	This Business Function grants access to the Placement Dashboard window via the Placement command on the Search/Maintain menu. The Placement Dashboard displays all placement requests for	This Business Function is appropriate for workers responsible for monitoring and/or maintaining the placement process and for workers responsible for verifying recent placements.	District workers accessing the Placement Dashboard will see • all placement requests created from stages in their district • placement requests created from stages outside of the worker's district that have been referred to their district.

		the worker's district or agency. This BF grants read-only access to all information on requests as well access to the following: • Verify Placement window • Placement Resource Roster report • Resource Availability report	All placements must be verified via the Verify Placement window by either the placing agency or the receiving agency before codes can be entered in Activities for the placed child(ren).	VA workers accessing the Placement Dashboard will see: • requests created by their agency (transfers) • requests referred to their agency (intakes).
RESOURCE ADMIN	• Resource Administrator	This Business Function allows users to modify the Resource Characteristics tab for resources within their own agency using the Resource command on the Search/Maintain menu (statewide) or when accessing the Resource Characteristics window from a FAD stage on a workload (for ACS and VAs only).	This Business Function is appropriate for FAD or other staff responsible for recording Resource Characteristics. Voluntary Agency staff responsible for entering characteristics on congregate care resources must be assigned this BF and add characteristics via the Resource search path as such facilities are not accessible via a workload path.	ACS and Voluntary Agency staff without this BF will have view-only access when using Resource Characteristics link from the workload path. Upstate DSS staff can modify Resource Characteristics through the workload path without this BF.

RESOURCE COOR	• Resource Coordinator	This Business Function, in combination with the PLACE DASH BF, allows users to view and respond to open placement referrals on the Placement Dashboard	This Business Function is intended for voluntary agency workers and for district homefinders responsible for monitoring placement requests and accepting or declining referrals.	This BF allows modify access on the Referral Detail window where the referred-to agency can accept or decline pending referrals.
SEARCH PLACE	• Search Placement	This Business Function allows a worker to: • conduct a search for placement resources • create referrals to potential placement resources • monitor referral responses • select a resource and place the child(ren).	This BF is appropriate for staff responsible for searching for and selecting a placement resource for a child based on the information provided in the placement request.	Users must have this BF to perform these tasks, whether from a workload path or the Placement Dashboard via the Placement command on the Search/Maintain menu. Initial placements, those involving a change in level of care and transfers between voluntary agencies must be done by a District worker.