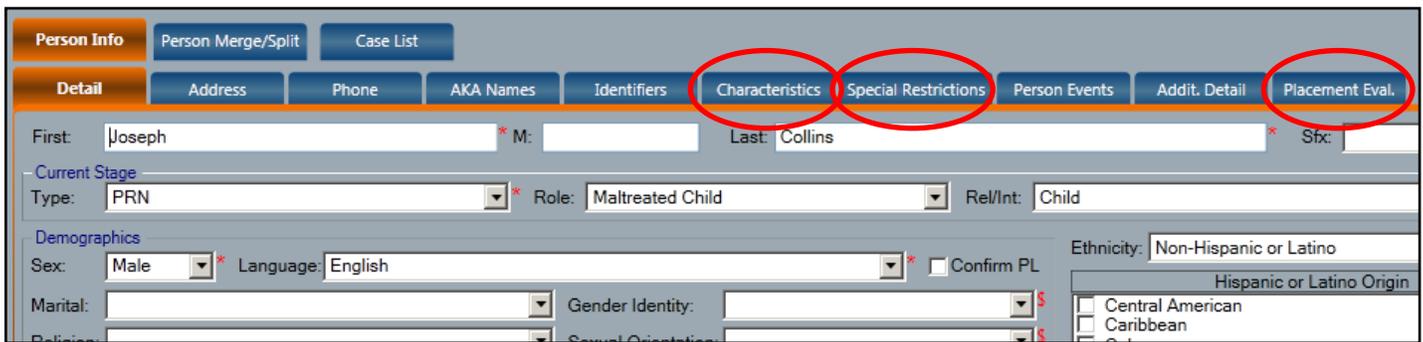


Once a placement request has been created and placed on the Placement Dashboard, the next steps are to (1) verify that all needed sections have been completed and (2) mark it as "Ready for Search." The MAINT PLACE business function is required to modify an existing request. If the request is not being accessed from the workload, the PLACE DASH business function is also required.

## Completing the Request

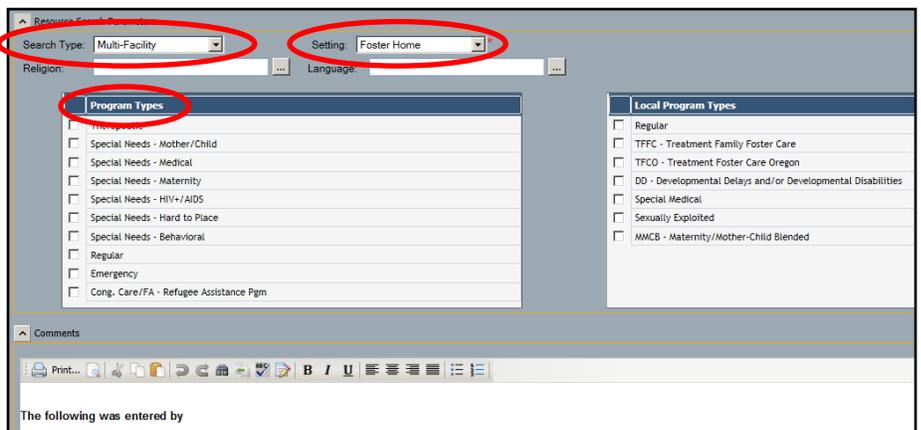
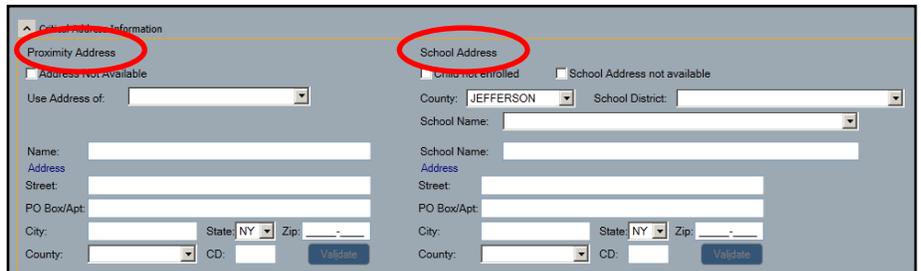
1. The first three steps in creating a request can either be completed from the Person List in a stage on a workload *BEFORE* the placement request is launched or from within the Placement window after launch. Modifying a request that is on the dashboard requires the MAINT PLACE business function.

- Child Characteristics
- Special Restrictions (if any apply)
- Placement Evaluation (not used in the search/match process, but provides additional information for the referral)



The following sections must be completed in the Placement window:

- Address fields (Proximity and School)
- Search Type (Multifacility or Exact)
- Setting (Choose either Foster Care or Congregate Care)
- Program Type(s)



- Priority Criteria (Select which characteristics, if any, are Required, rather than Optional, and check the “Priority Criteria Complete” checkbox.)

<input type="radio"/>	<input type="radio"/>	Bedwetting or encopresis		
<input type="radio"/>	<input type="radio"/>	Chronic medical condition		
<input type="radio"/>	<input type="radio"/>	Complex medication regimen		
<input type="radio"/>	<input checked="" type="radio"/>	Developmental disability		Y
<input type="radio"/>	<input type="radio"/>	Dietary restrictions		
<input type="radio"/>	<input checked="" type="radio"/>	Frequent appointments	Y	Y
<input type="radio"/>	<input type="radio"/>	Goal of adoption		
<input type="radio"/>	<input type="radio"/>	Halal		
<input type="radio"/>	<input type="radio"/>	History of fire-setting behavior		
<input type="radio"/>	<input type="radio"/>	History of frequent AWOLs or running away		
<input type="radio"/>	<input type="radio"/>	History of justice involvement		
<input type="radio"/>	<input type="radio"/>	History of sexual abuse		
<input type="radio"/>	<input type="radio"/>	History of sexual exploitation		
<input type="radio"/>	<input type="radio"/>	Intellectual disability		
<input type="radio"/>	<input checked="" type="radio"/>	Issues with activities of daily living		Y
<input type="radio"/>	<input type="radio"/>	Kosher		

Priority Criteria Complete

Save & Close Save Reset

2. Once the above steps are complete, change the Request Status from “In-Process” to “Ready for Search.”

Options

Requests containing only end-dated children

Child Options

Child Characteristics

Prior Placements - Child

Placement Evaluation

Special Restrictions

Placement Options

Priority Criteria

Placement Search

Referral Detail

Help

Count = 2

Requested Placement Date: 07/30/2019

Request Status: **Ready for Search**

Placement Worker Assigned:

Critical Address Information

Proximity Address

Address Not Available

Use Address of:

School Address

Child not enrolled  School Address not available

County: ERIE School District:

School Name:

3. Click the Save button.

The referral is now ready for a resource search. To conduct a search, the SEARCH PLACE business function is required.

*For the next step in the process, see the Quick Tip, **Searching for Resources and Sending Referrals.***