

CONNECTIONS Quick Tip

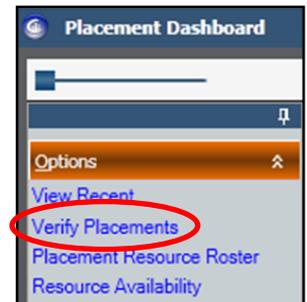
Verifying a Placement

Once a child has been placed with a resource, it must be verified whether or not they physically arrived. This step requires both access to the Placement Dashboard (via the Search/Maintain menu with the PLACE DASH business function) plus the RESOURCE COORD business function (to access the Verify Placement window).

Verifying a Placement

At least twenty-four hours after a child has physically arrived at the placement resource, the placement must be “verified” in CONNECTIONS.

1. Access the Placement Dashboard using the **Placement** link on the Search/Maintain menu. (Note: The workload path cannot be used.)
2. Click the **Verify Placements** link in the navigation pane.
3. On the Verify Placements window, select a child. If a sibling group was placed, you will need to verify each child’s placement individually.



Verify Placements

Children recently placed

From: To: Search Clear

Child Name	PID	Placement Date	Verification Status	Actual Placement Date	Request Closed Date	Activities Result
Collins, Joseph	41742959	09/23/2019			09/24/2019	Pending
Collins, Jane	41742960	09/23/2019			09/24/2019	Pending

4. Use the drop down menu to select the correct verification status.
5. If “Placement Verified” is selected, the **Actual Placement Date** field displays.
6. Enter the correct date of placement, back-dating if needed.

Placement Detail

Child Name: Collins, Joseph

Child PID: 41742959

Resource Name: Moser, Laura

Placement Date: 09/23/2019

Verification Status:

Placement Verified

Child Failed to Arrive

Be sure the date is correct! This is the date that will carry over to Activities and from which placements can be made.

7. Click the Save button.

Placement Detail

Child Name: Collins, Joseph

Child PID: 41742959

Resource Name: Moser, Laura

Placement Date: 09/23/2019

Verification Status: Placement Verified

Actual Placement Date:

The verification status will appear on the dashboard, along with the Actual Placement Date entered, if the child arrived.

Stage ID	Stage	Stage Type	Verification Status	Actual Placement Date
32410587	INV	INI	Child Failed to Arrive	
32410587	INV	INI	Placement Verified	09/23/2019

This will also send a transaction to Activities so the Movement code can be entered there.

Correcting an Incorrect Placement Date

It is extremely important that the Actual Date of Placement be recorded correctly as this will be the date that will be entered in Activities and from which any foster care payments to the resource can be made. If the date is entered incorrectly, it can be corrected prior to the date being saved in Activities, by navigating back to the Verify Placements window using the following steps:

1. Access the Placement Dashboard. (Requires the PLACE DASH business function.)
2. Click the **Verify Placements** link. (Requires the RESOURCE COORD business function.)
3. Since the child's placement has already been verified, you will need to locate the child's closed verification record by entering a date range and clicking the **Search** button. The From: and To: dates entered must be within 30 days of each other.

4. Once you have located the correct verification record, highlight the result.
5. Enter the correct verification choice and date.
6. Click the **Save** button.

The final step in the Placement process is for a worker with the MAINT ACTIVITY business function to save the entry of the placement code (M910, M981 or M982) and Actual Placement Date in Activities.

