

CONNECTIONS Quick Tip Initiating a Request with "New Using"

Sometimes a search needs to be done or redone for a case in which a search has previously been initiated. **While only one search request can be open for the same child(ren) at the same time**, the New Using option provides a shortcut by pre-filling various fields in the placement request when a new search needs to be initiated. This may be helpful when requesting placement for additional children in the family or after the first request has been closed, such as when no search results return and you need to switch from a foster home search to one for a congregate care resource.

Two business functions are needed: PLACE DASH (to access the Placement Dashboard) and the MAINT PLACE to complete the new placement request and prepare it for search.

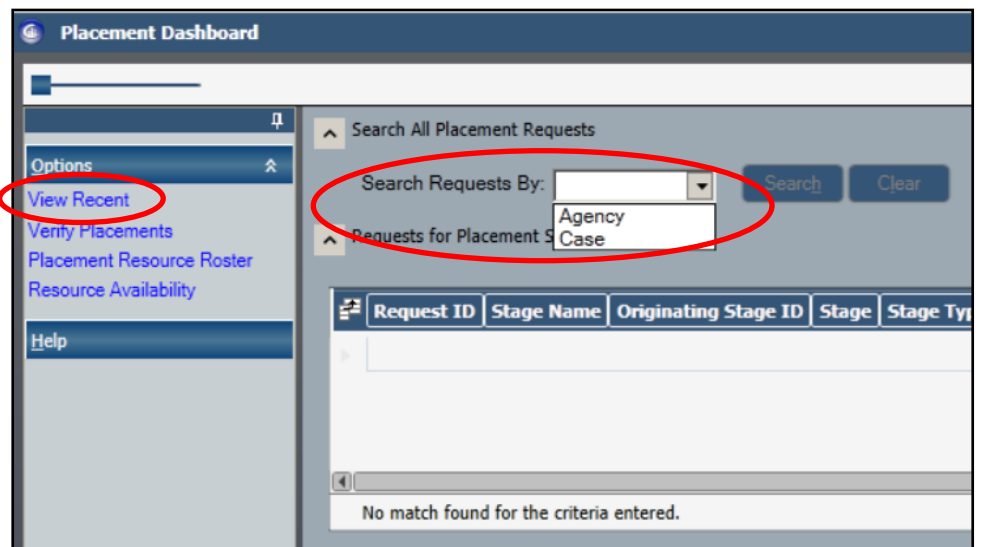
Using the "New Using" Option

1. Access the Placement Dashboard via the **Search/Maintain** menu.

2. Locate the previous request.

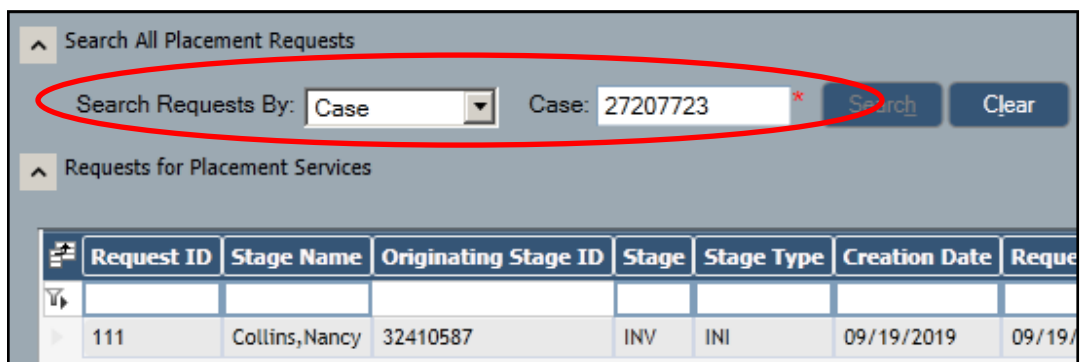
If currently open, it will be listed on the *Requests for Placement* grid.

You can filter the grid by any column to more easily locate the request.



The **Search Requests By** menu can also be used.

Select, **Case**, enter the Case Number and click the **Search** button to locate the desired request.



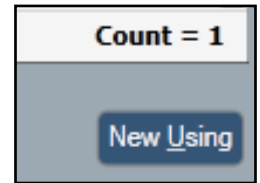
Since closed requests no longer appear on the grid, click the **View Recent** link in the navigation pane to locate a closed request.

You can filter results by the Stage Name column or by the Request Status of "Closed" to more easily locate the correct request.

3. Once you have located the correct placement request, highlight the result.

Request Status
Withdrawn
Closed
In-Process

- Click the **New Using** button to the lower right of the Placement Requests grid.
- Using the checkboxes, in the Children Needing Placement grid, select the child(ren) for whom you are initiating the request.

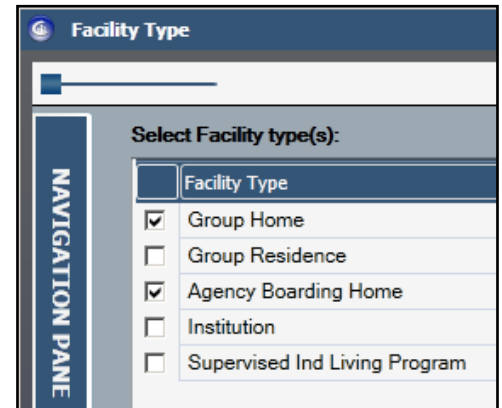


The following information will pre-fill from the earlier request, but should be reviewed and modified as needed for the new request:

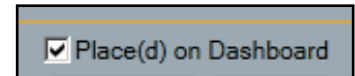
- Proximity Address
- School address
- Resource Search Type (Multifacility or Exact)
- Resource Setting (Foster Home or Congregate Care)
- Program Types
- Facility Types (Congregate Care only)

If changing to a different setting type, you will need to complete parameters specific to that type of search.

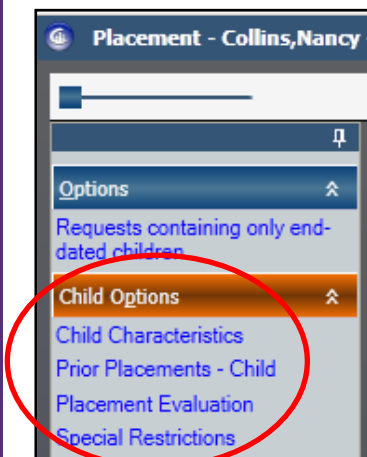
For example, changing from a setting of Foster Care to Congregate Care requires you to select Facility Type(s).



- Add Comments as needed. Comments do not carry over from a previous request.
- Once the request is completed, check the checkbox in the lower right to place the request on the Dashboard.
- Click the **Save & Close** or the **Save** button.



The request is now active on the Dashboard and can be completed and processed like any other active request.



Remember to review the Child Characteristics, Special Restrictions and Placement Evaluation information and update as needed so the most-up-to-date information is used in your resource search. Once a placement request is in process, these can only be updated from within the placement window, which requires the MAINT PLACE business function.

