Sometimes a placement needs to be documented in CONNECTIONS after the child has already been placed and/or when the placement resource is already known. This may include placements with emergency certified relative resources, a foster home borrowed from another district, or recording a placement that occurred after hours. In these circumstances, an Exact Search, rather than a Multifacility Search, should be used. Like other searches, an Exact Search requires access to the Placement window (via a workload or from the Placement Dashboard) and the SEARCH PLACE business function.

Preparing for an Exact Search

As with any search, several steps must be completed before an In-Process request can changed to *Ready for Search,* though minimal information may be entered when doing an Exact Search. Necessary steps include:

- Launching the placement request
- Selecting the child(ren) needing placement
- Checking the checkbox indicating that Priority Criteria are complete
- Entering Priority Address and School Address information (or checking that they are not available)

Once the above steps are completed, and prior to changing the status of the request to *Ready for Search,* proceed with the below.

Conducting an Exact Search

1. Highlight the completed request for which you wish to conduct a search.

2. Select "Exact" as the Search Type.

3. Select an Exact Search Reason.
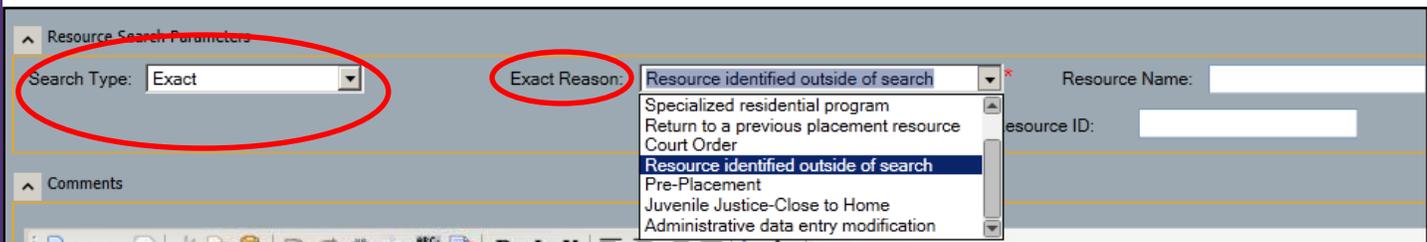
4. Add comments, if desired.

5. The Resource Name and Resource ID fields cannot be manually entered.

   Click the **Exact Resource Search** link in the navigation pane.

   The Exact Resource Search window opens.

5. Search for the resource by name or by Identifier (Resource ID, Vendor ID or Case ID), if known.

6. Select the correct resource from the Resource Search List.

   If searching by Identifier, only one result will return.
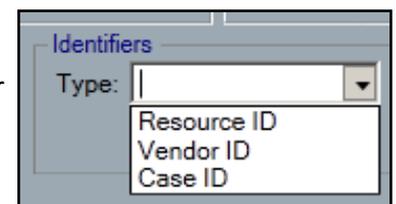
7. Click the **OK** button.

   The Resource Name and Resource ID fields populate.

Exact Reason:	Resource identified outside of search	▼ *	Resource Name:	Green, Kimberly
			Resource ID:	21044895

8. Change the **Request Status** from "In-Process" to "Ready for Search."

   The Placement Search link in the navigation pane enables.

Request Status:	In-Process ▼
	In-Process
	Ready for Search
	Withdrawn

9. Click the **Placement Search** link in the navigation pane.

   The placement Resource Search Results window opens and displays a single highlighted result.

   Count = 1

   Close Request Refer for Placement

10. Click the **Refer for Placement** button.

11. Click the **OK** button in the resulting pop-up message to confirm the agency to which the referral is being sent.

12. Once you've completed the search and referral process, close the Search Results window by using the red X in the upper right corner.

13. On the main Placement window, click the **Referral Detail** link in the navigation pane .

    Placement Options »
    Priority Criteria
    Placement Search
    Referral Detail

14. Click the **Place Child** link in the navigation pane of the Referral Detail window.

    Placement Options »
    Place Child
    Remove Referral

15. Select the Placement Action of "Place".

16. Use the drop-down menus to enter a **Placement Date**, a **Best Fit Reason** and a **Resource Name**.

Placement Action:	▼ *
	Place
	Waitlist
Placement Date:	No Suitable Placement Found
	Placement No Longer Needed
Resource Name:	▼

17. Select the **Activities Placement Type**.

18. Click the **Save & Close** button.

19. Click the **OK** button acknowledging the Placement Request will be closed.

See the Quick Tip, *Verifying a Placement*, for the next step in the process.

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