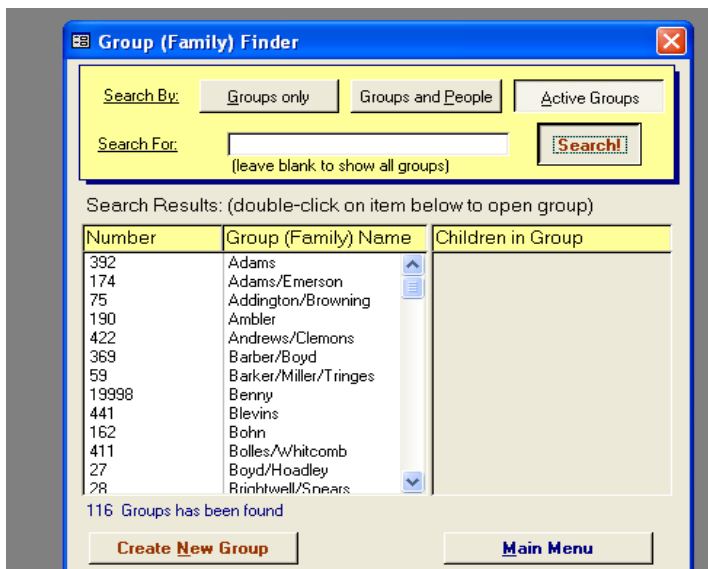


Adding a Placement to a Childs Record V4

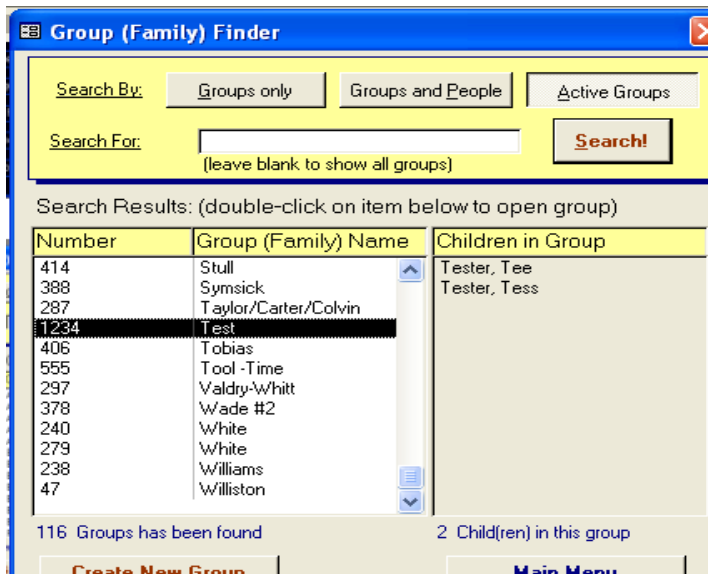


1. On the **Main Menu** click on the **Group/Child Information** Button



2. On the **Group Finder** screen click on the **Search Active Groups** button.

(In Order to add a placement, you must have added a child and group information to your COMET database)



3. Select a group a from the list of Groups highlight and double Click

Adding a Placement to a Childs Record V4

Group (Family) Information

Group Number: 1234 Identifier: Test Group Finder

New Group Delete Group Edit Group Report Menu Main Menu

Children Family Interested Persons/Other Hearings Meeting Court Orders History

New

Go To...	First Name	Middle Name	Last Name	Also known as	Program Closed Case
Go To...	Tee		Tester		
Go To...	Tess		Tester		

Demographics of Tester, Tee

Gender: M Date of Birth: 8/8/2000 Age: 4 yrs. 3 mos. Social Security #: Ethnicity: Caucasian Primary Language: English Secondary Language: Assigned to Program: 7/14/2004 School: Grade: Disabilities: Volunteer: Home Phone: Work Phone: Supervisor Name: Number of placements before assigned to CASA Program: 0 Number of months in prior placements: 0

2 Child Records Entered Placement Screen Split Case Activity

1. On the **Group Information** >screen click on **Placement Screen** button on bottom of Group (Family) information Screen.

*(Note you are entering placement for Child noted by black arrow next to **Go To** button)*

Records Window Help

Export... Mail Recipient (as Attachment)... Zoom Close Comet Tech Support

Child Placement History

Tester, Tee New Placement Back

Placement History Delete Placement

Facility Name	Date Placed	End Date
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Total # of Placements:

Number of months in prior placements: 0 Supervisor Name:

2 Child Records Entered Placement Screen Split Case Activity

2. The **Child Placement History** Screen opens. This opens up the history of placements for child entered into COMET. To add new Placement click on **New Placement** Button

Adding a Placement to a Childs Record V4

The screenshot shows the 'Child Placement History' window for 'Tester, Tee'. An 'Add New Placement' dialog box is open, featuring a 'New Facility' button. The form includes fields for 'Placement Facility & Supervisor' (Annie's House), 'Placement Date' (8/8/2005), 'Placement Reason (20)' (Moved from Temporary Placement), 'Reasonable distance?' (Yes), and 'In County?' (Yes). A 'Placement Notes' text area is also present. The background window shows 'Total # of Placements: 1 Placement Facilities Entered'.

3. Select Placement from Dropdown list – Enter Placement Date, Placement Reason. Press **OK**

*Note: If you are attempting to enter a child into a facility not in COMET. Click on **New Facility** button and add facility before entering child into placement.*

The screenshot shows the 'Child Placement History' window for 'Tester, Tee'. The 'Placement History' tab is active, displaying a table with one entry: 'Annie's House' placed on '08/08/2005'. To the right, detailed information for 'Annie's House' is shown, including 'Type: Group Home', 'Address 1: 1414 Mockingbird Ln', 'City/ST/Zip: Hooverville OH 33988', and contact information for Supervisor, Phone, Fax, and Email. The 'Reason (20): Moved from Temporary Placement' and 'Reas. Distance?: Yes' are also displayed. The background window shows 'Total # of Placements: 1'.

Once the placement has been added a history of Placement and the Facility information will also be displayed.

Click **Back** Button to go back to Group (Family) Information Screen