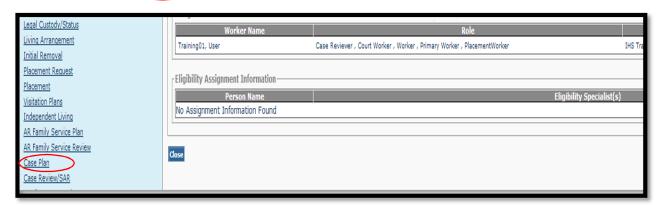
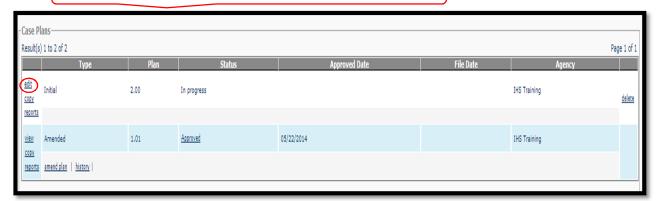
RECORDING PLACEMENT AND SETTING INFORMATION IN THE CASE PLAN

Navigate to the case

1. Click the Case Plan link in the navigation menu



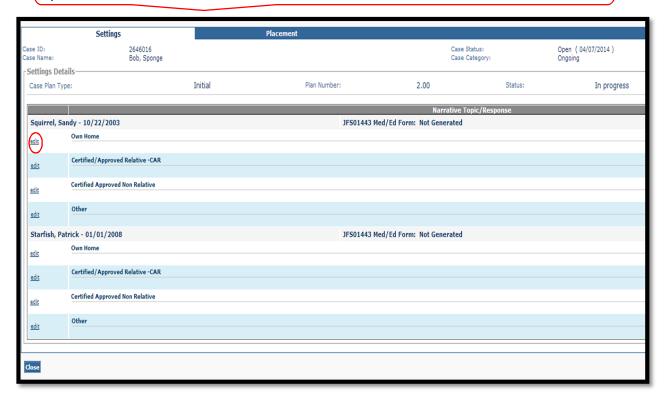
2. Click the Edit link next to the Case Plan "In progress"



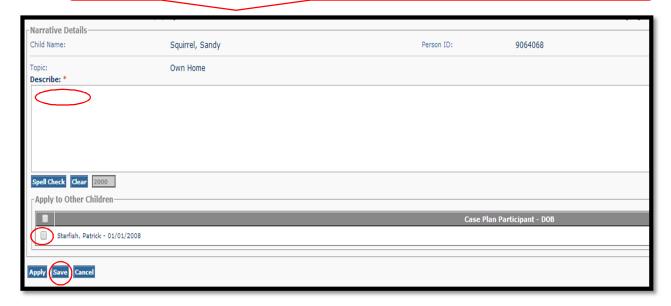
3. Click the Placement Information Link



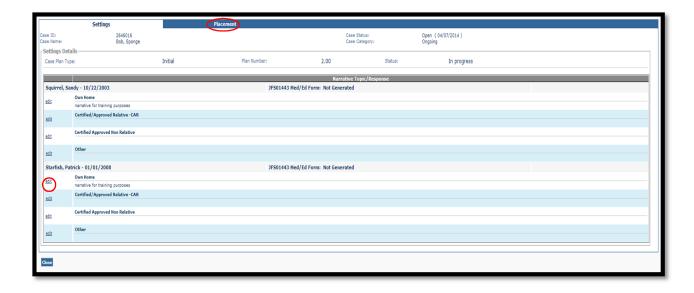
4. The Placement Information link defaults to Settings. Click the Edit link next to the topic for the child



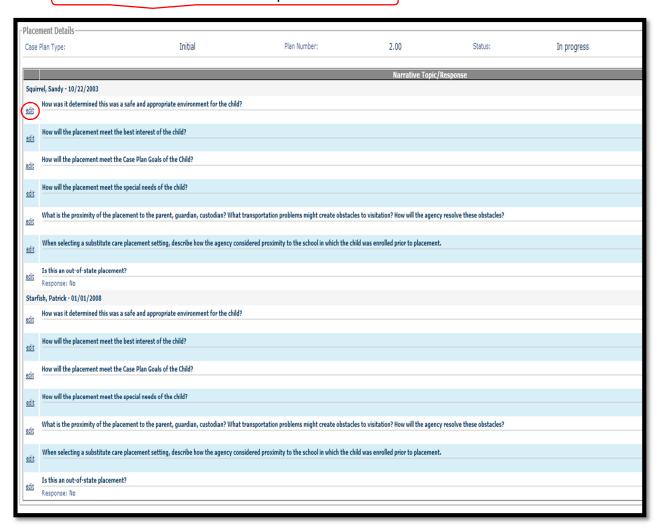
5. Enter Narrative Details for the topic. If there is more than one child, you have the ability to check the box next to the child(ren) name under Apply to Other Children and click the Save button. The information will then be copied to each child selected



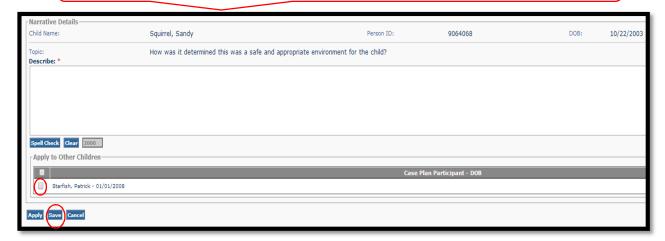
6. Information is now saved for both children. (Remember, each individual child still needs to have a unique response. This can be completed by selecting edit next to the topic and editing the information as necessary). Complete each topic by clicking the edit link and following the steps in #5. When all topics are completed, click the Placement tab



7. Click the Edit link next to the topic for the child



8. Enter Narrative Details for the topic. If there is more than one child and the narrative details are the same, check the box next to the child(ren) name under Apply to Other Children and click the Save button



9. Information is now saved for both children. (Remember, each individual child still needs to have a unique response. This can be completed by selecting edit next to the topic and editing the information as necessaary). Complete each topic by clicking the edit link and following the steps in #10. When all topics are completed, click the Close button

