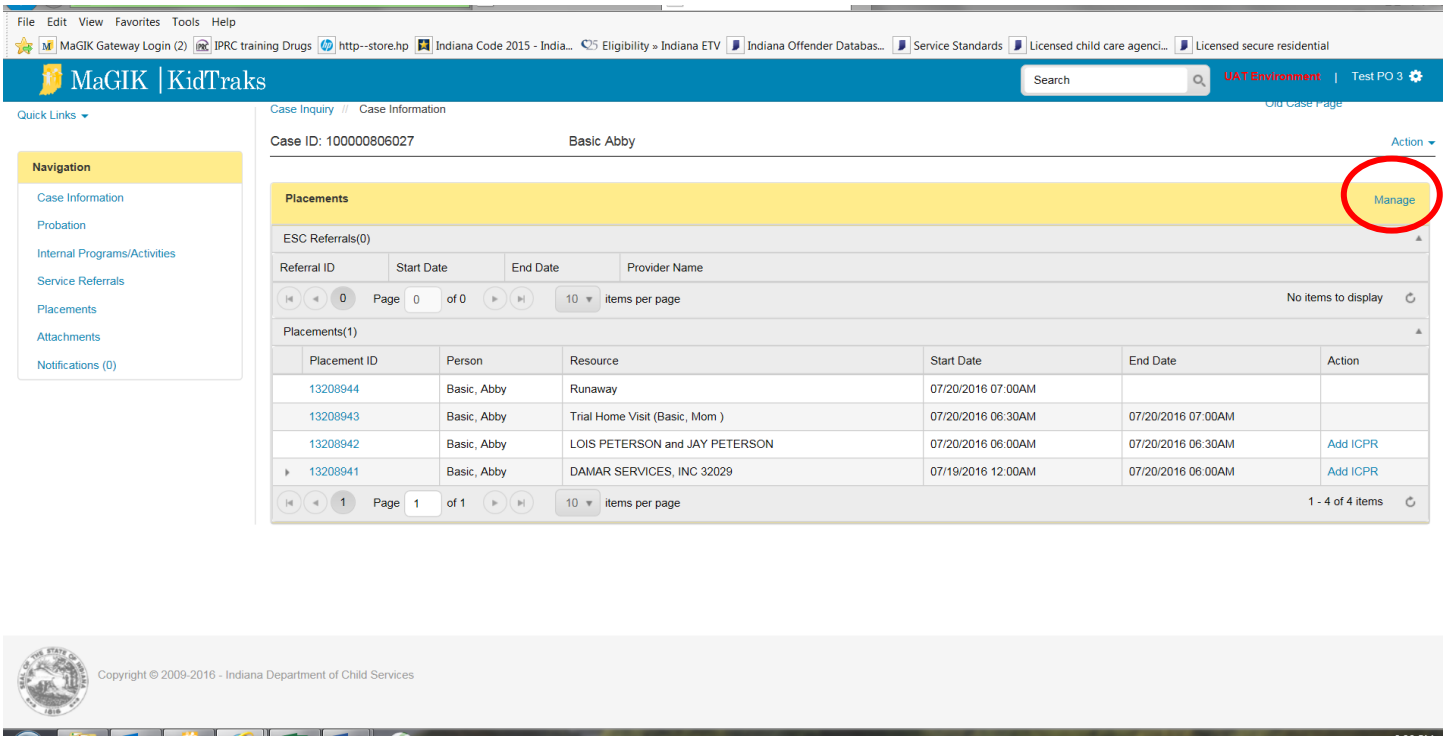
INDIANA DEPARTMENT OF CHILD SERVICES	**INDIANA DEPARTMENT OF CHILD SERVICES** **PROBATION SERVICES MANUAL**	
	Chapter 2: Placements	**Effective Date:** 9/30/2016
	Section 12: Editing Placements	**Version:** 1

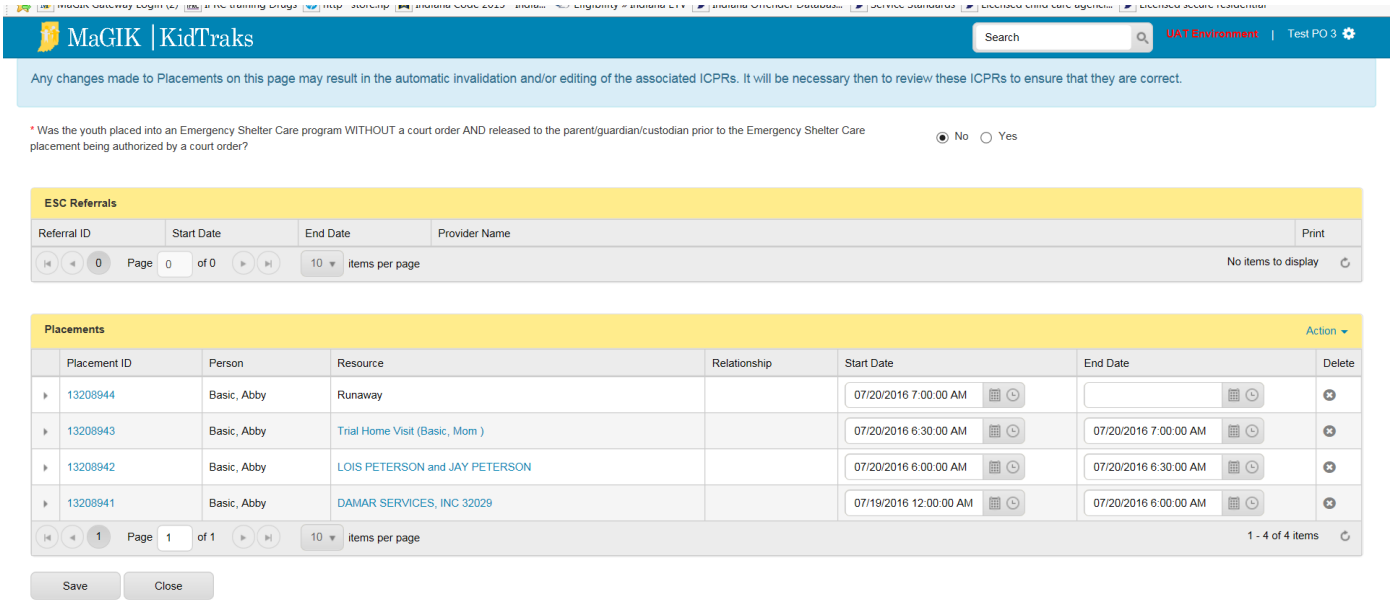
GUIDANCE

Edit Placements

If existing placements need to be modified or edited – sequence of placements is incorrect, dates and/or begin time are incorrect, wrong resource ID was selected for the placement or an earlier placement/THV/runaway is missing, placements can be edited by choosing “Manage” from the Placement Page.

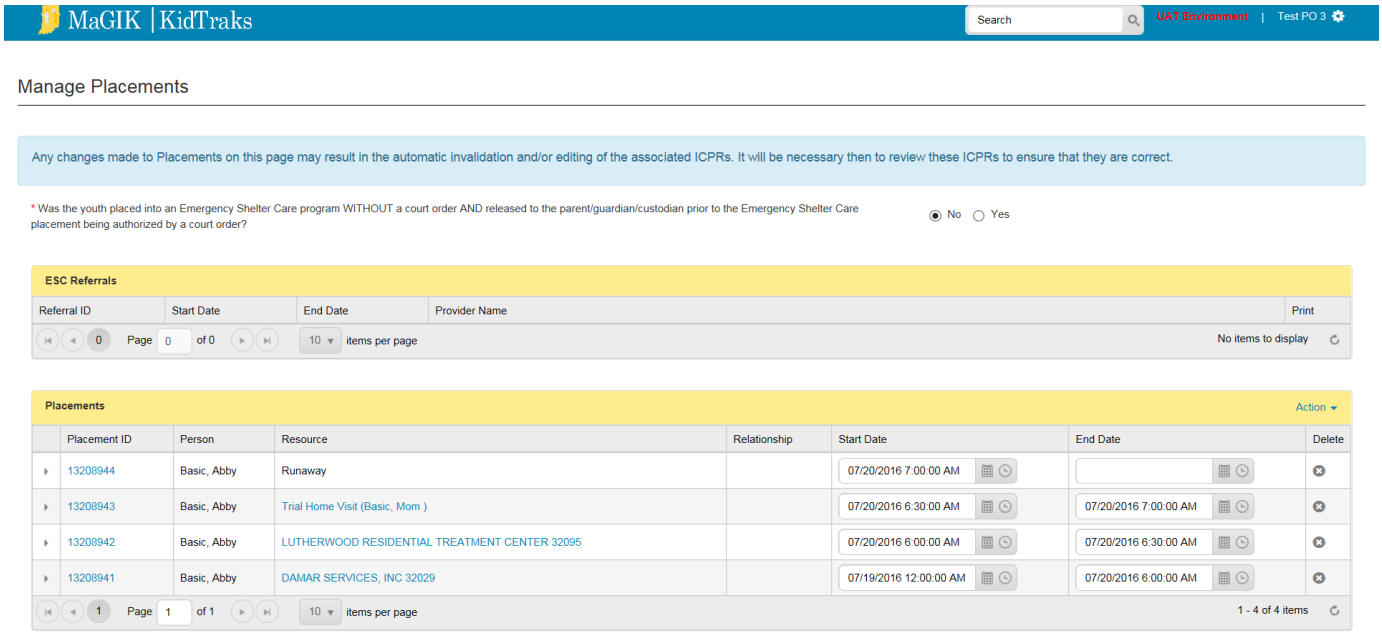


Clicking on the “Manage” link opens the Manage Placement screen which lists all the placement history available to be modified and will also allow the PO to opt to request a placement be deleted.

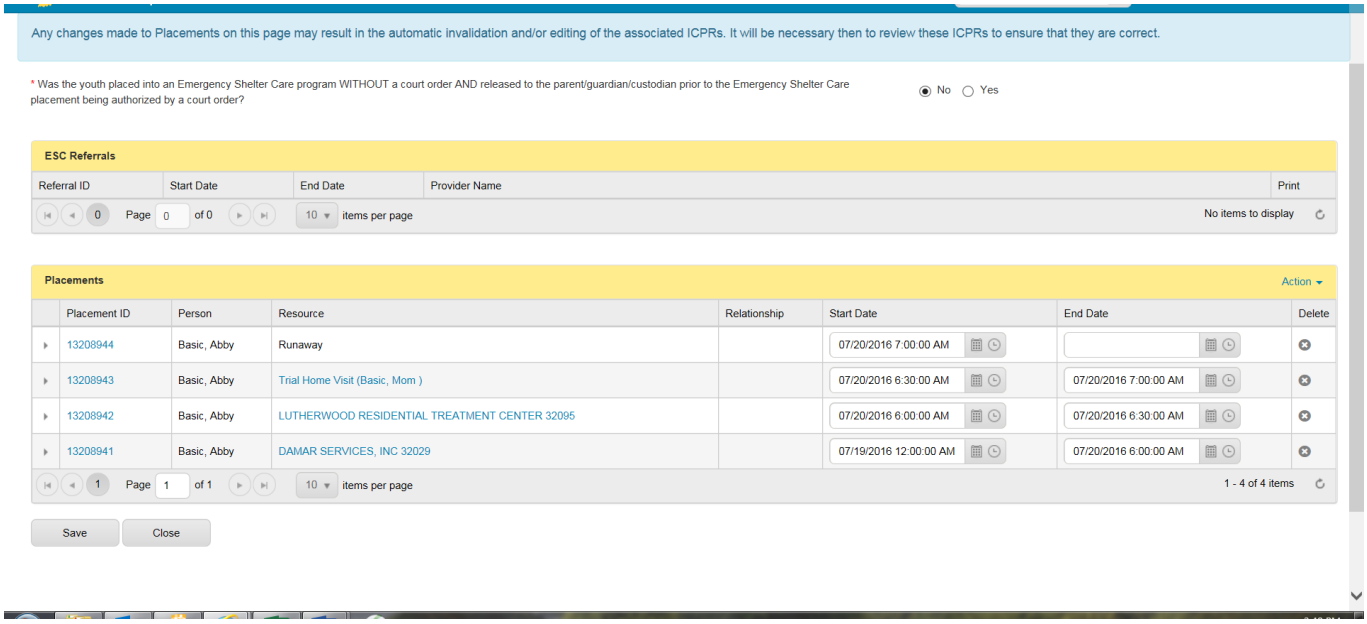


Common reasons to edit placements:

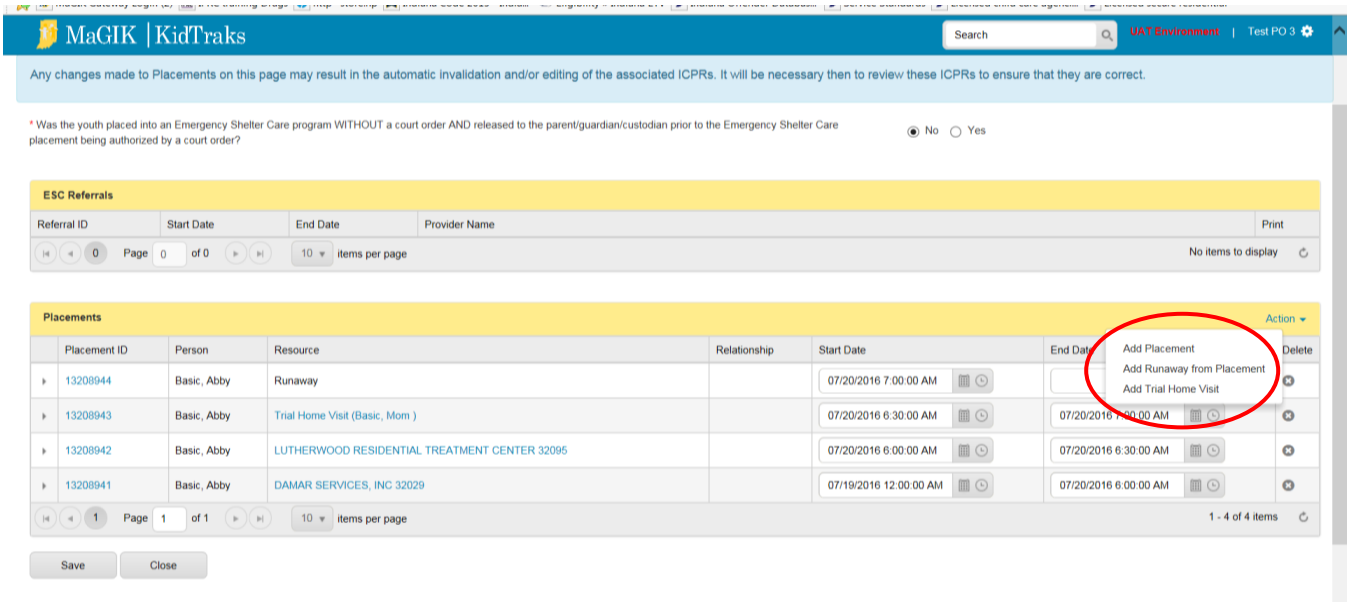
- **Incorrect resource ID originally selected –** there is no need to delete an incorrect resource, it can be modified/corrected by clicking on the resource name that appears in “blue”. The resource search screen is displayed; enter the type of resource and a portion of the name. “Select” the correct resource from the list and the user is returned to the “Manage Placements” screen where an hourglass is displayed until the selected resource auto populates on the page. Once the resource has been replaced, click “Save” and the change will be saved to the case. In this example, Lois and Jay Peterson have been replaced with Lutherwood Residential Treatment Center. (see below)



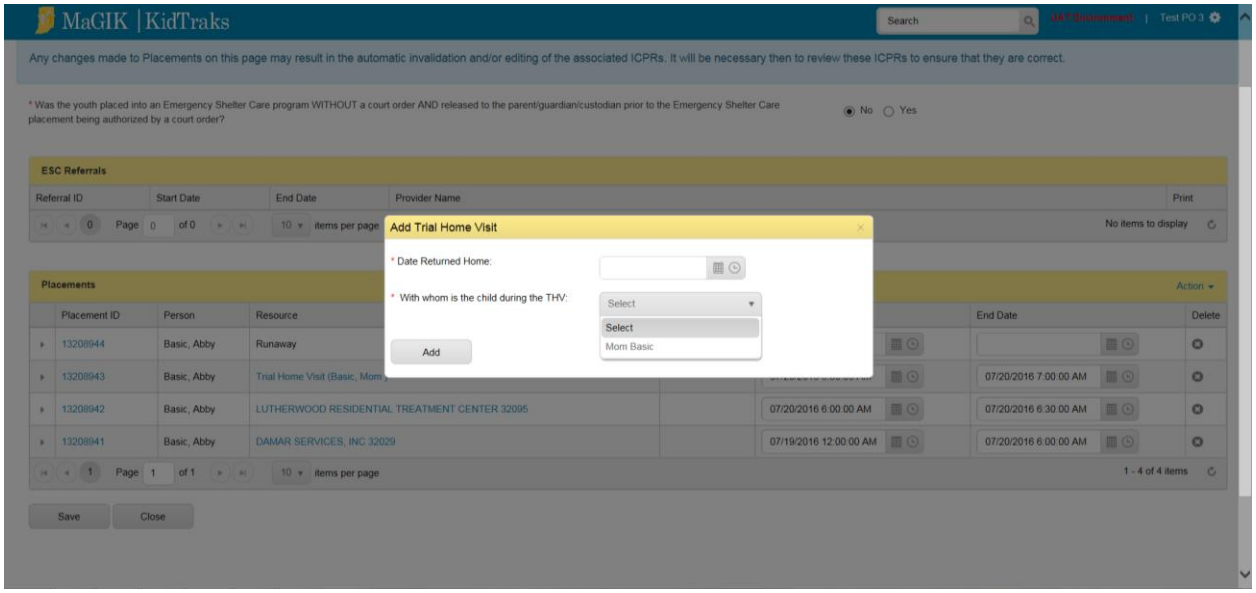
- **Incorrect State Date/Time** – to modify the start date, click on the calendar next to the existing start date that needs to be changed. Find the correct date on the calendar and click on it. The correct date will auto populate onto the "Manage Placements" screen. To modify the time or to change the default of 12 a.m. to the actual time, click on the clock next to the existing time that needs to be changed. Locate the correct time from the list and click on it. The correct time will auto populate onto the "Manage Placements" screen. To save the changes to the case – click "Save".



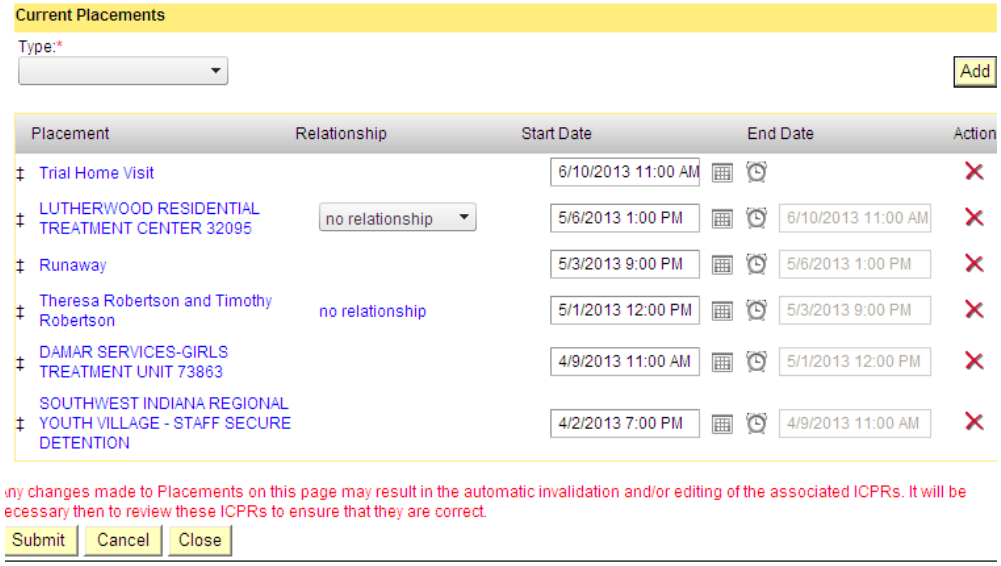
- **Missing Placement/THV/Runaway –** if a placement, such as the initial detention center stay was omitted when initially creating the case, or a THV or runaway period has been mistakenly left out, those corrections can also be made using “Manage Placements”. Click on the “Action” drop down and select whether adding a placement, a THV or a runaway.



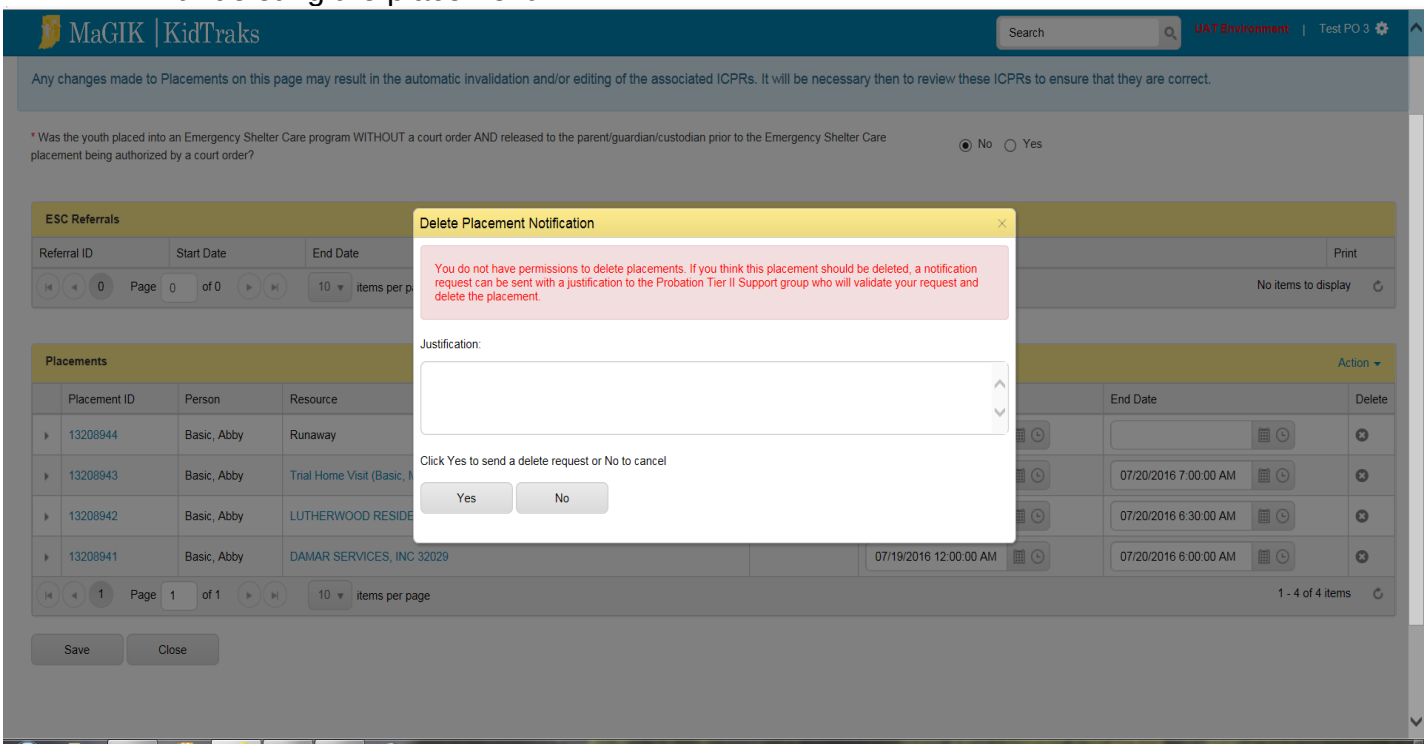
Each selection activates the appropriate pop up screen to enter the data needed – for example if a THV, the data fields will ask the “date returned home” and “with whom is the child during the THV”. Complete the data fields and click “Add” to save to the existing placements on the “Manage Placements” screen.



In this example, the detention center stay which immediately preceded the Damar placement was mistakenly omitted. From type, select “Action” the “Add Placement”. Click on the magnifying glass by the resource ID to search and select the appropriate detention center. Enter the begin date and time and click “Add”. SIRYV – Staff Secure is now appearing as the first placement for this youth’s case.



Once all changes have been made to the placement history, click “Submit” to save the changes to the placement history grid.

The most current placement should not have an end date until the case is finally closed. When closing the case, the “Actual Closing Date” will end date the last placement/THV/runaway.

- **Deleting a Placement –** in the event that a placement cannot be modified/changed using the “Manage Placements”, there is the ability for the a placement to be deleted. If you click on the delete option on the right side of the placement, the message below will appear. Once adding the Justification and selecting “yes”, a message will be sent to the Probation Services inbox and a Service Consultant will contact you. You also can contact your designated Probation Service Consultant directly to assist you with deleting the placement.