


## CHAPTER 10. SENDING PLACEMENT REQUESTS

### 10.1. SENDING FROM THE ENROLLMENT SCREEN

#### *Send from Enrollment Screen*


To send Placement Requests directly to Receiving Agencies from the Enrollment Screen:

 HSPnet Policy advises to send all Requests as anonymous until the Placement is confirmed, at which time the Student name will be automatically released.

1. Select **ENROLLMENT** from the left navigation.
2. Click the checkboxes to select specific students, or click **Select All** to select all enrolled students.
3. From **Selected Items** dropdown choose “Send to Receiving Agency - Anonymous.”
4. An Options to Send to RA box will appear with the radio button defaulting to “Send to Receiving Agency for their consideration.” Click **Submit** to send directly to Receiving Agencies as Anonymous Placement Requests.
5. Requests will be sent to the Receiving Agencies and they will appear both in your Outbox and on the Enrollment Screen with Status of “Sent.”

#### *Send Placement Requests and Accept*

To send Placement Requests to Destinations AND Accept on behalf of the Receiving Agency follow these steps:

 Accepting on behalf of the Receiving Agency is typically performed only after mutual agreement by both the Placing and Receiving Agencies, such as when a longstanding agreement to accept students is in place.

1. Select **ENROLLMENT** from the left navigation.
2. Click the checkboxes to select specific students, or click **Select All** to select all enrolled students.
3. From **Selected Items** dropdown choose “Send to Receiving Agency.”
4. Select the radio button for “Accept on behalf of Receiving Agency”
5. Enter a Reason (such as “historical arrangement”) from the dropdown.
6. Click **Submit** to send to Destinations and accept on behalf of the Receiving Agency.
7. Requests will be sent to the Receiving Agencies and will appear both in your Outbox and on the Enrollment Screen with Status of “AccA” (Accepted by Receiving Agency).

***Send Placement Requests and Accept and Confirm***

To send Placement Requests to Destinations AND accept on behalf of the Receiving Agency AND confirm on behalf of the Placing Agency:



Accepting on behalf of the Receiving Agency is typically performed only after mutual agreement by both the Placing and Receiving Agencies, such as when a longstanding agreement to accept students is in place.

1. Select **ENROLLMENT** from the left navigation.
2. Click the checkboxes to select specific students, or click **Select All** to select all enrolled students.
3. From **Selected Items** dropdown choose “Send to Receiving Agency.”
4. Select the radio button for “Accept on behalf of Receiving Agency AND Confirm Placement.”
5. Enter a reason (such as “historical arrangement”) from the Reason dropdown.
6. Click **SUBMIT** to send to Destinations and to accept on behalf of the Receiving Agency AND to confirm.
7. Requests will be sent to the Receiving Agencies and will appear both in your Outbox and on the Enrollment Screen with Status of “Conf”. Student’s name will appear once placement is confirmed.

## 10.2. SENDING FROM THE ENROLLMENT SCREEN

***Sending Placement Requests to Receiving Agency***

To send placement requests direct to the Receiving Agency follow these steps:



BCAHC Policy on privacy and security of personal information requires all Requests to be sent as “anonymous” until the Placement is confirmed, at which time the Student name can be released.

1. Select **INBOX / OUTBOX** (“Outbox”) from the left navigation.
2. Click the checkboxes to select specific students, or click **Select All** to select all students showing in Current View of Outbox.
3. From the **Selected Items** dropdown, select “Send (Anonymous).”
4. Click **SUBMIT** to send Requests to Receiving Agency(ies) for their consideration.
5. Requests will be sent to the Receiving Agencies and will appear in your Outbox with Status of “Sent.”

### 10.3. SENDING FROM THE INDIVIDUAL WORKSHEET (IWS)

#### *Sending Placement Requests to the Receiving Agency*

To send placement requests direct to the Receiving Agency follow these steps:



Once entries are copied to Outbox or sent to Receiving Agencies, you can then split them across multiple destinations or add Linked Destinations (such as Alt/Obs rotations) in the Outbox.

1. Select **INDIVIDUAL WORKSHEET** from the left navigation and select the desired Cohort, term and course from the Current View at the top of the screen.
2. See Chapter Nine on Adding Placement Requests in the IWS.
3. Click the checkboxes to select specific requests, or click **Select All** to select all placement requests.
4. From **Selected Items** dropdown choose **Send Requests to Receiving Agency**
5. Select the **Submit** button.

### 10.4. SENDING FROM THE GROUP WORKSHEET (GWS)

#### *Sending Placement Requests to the Receiving Agency*

To send placement requests to the Nursing Interschool for conflict resolution follow these steps:



Once NIS has received the group requests, conflict resolution will be completed and forwarded to the Receiving Agencies. Placing Agencies then be able to view final placement requests.

1. Select **GROUP WORKSHEET** from the left navigation and select the desired Cohort from the Current View at the top of the screen.
2. See Chapter Nine on Adding Placement Requests in the GWS.
3. Click the checkboxes to select specific students, or click **Select All** to select all placement requests.
4. From **Selected Items** dropdown choose **Send Requests to Interschool**.
5. Select the **Submit** button.