

**How do I...**

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| <p>Create an Education Record</p> | <ul style="list-style-type: none"> <li>▪ From Desktop menu select <b>Create&gt;Case Work</b>.</li> <li>▪ From Education dropdown list select Education Record.</li> <li>▪ From the Cases group box select the family's name.</li> <li>▪ From the Case Participants group box select the correct individual.</li> <li>▪ Click <b>Create</b>.</li> <li>▪ Review Participant header group box.</li> <li>▪ Review Education Information tab.</li> <li>▪ Review Individualized Education Plan group box.</li> </ul>  | <p><i>An education record supports the maintenance of client educational information throughout a client's history with DCF/Sheriff's Office/Community-Based Care.</i></p> <p><i>Information includes: Individualized Education Plan, Diploma and Certificate Information, and Education History records.</i></p>   |
| <p>Education Information</p>      | <ul style="list-style-type: none"> <li>▪ Date of Current Individualized Education Field.</li> <li>▪ Date of Current Individualized Education Plan Expires field.</li> <li>▪ Select No Individualized Education Plan exists checkbox.</li> <li>▪ Point out the Last Updated By and Date Last Updated fields.</li> <li>▪ Review the Diploma and Certificate Information group box.</li> <li>▪ Click Education History tab.</li> <li>▪ In the Education History groupbox, click <b>Insert</b>.</li> <li>▪ In the School Name field enter name of school.</li> <li>▪ From the School Type dropdown list select the appropriate institution.</li> <li>▪ In the School Address field enter the appropriate information, City, State and Zip.</li> <li>▪ In the School Phone Number field enter the appropriate information.</li> <li>▪ From the School District/County dropdown list select the appropriate county.</li> <li>▪ Point out Program Type and Program fields.</li> <li>▪ From the Current Grade Level dropdown list select the appropriate grade.</li> <li>▪ Point out the Special Education checkbox.</li> </ul> | <p><i>This group box consists of date fields and checkboxes.</i></p> <p><b>NOTE</b></p> <p><i>This information only refers to the most recent Individualized Education Plan; there is no history of Individualized Education Plans. With the Scanning functionality historical Individualized Education Plans can be uploaded and viewed in FSFN.</i></p> <p><i>This section consists of checkboxes and date fields for the user to indicate type of diploma or certificate received.</i></p> |

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| Education Information continued | <ul style="list-style-type: none"> <li>▪ In the Start Date field enter date started at school.</li> <li>▪ End Date field when appropriate.</li> <li>▪ In the Contact Person field enter the appropriate information.</li> <li>▪ In the Contact Phone Number field enter the appropriate information.</li> <li>▪ Point out the Reason for Change field.</li> <li>▪ From the Reason for Change dropdown list, select Enrolled in Public School.</li> <li>▪ Click <b>Continue</b>.</li> </ul> |  |
| Education History               | <ul style="list-style-type: none"> <li>▪ Review the Education History tab.</li> <li>▪ Three hyperlinks: Edit, Notify and Delete.</li> <li>▪ Delete hyperlink.</li> <li>▪ Notify hyperlink.</li> <li>▪ Click <b>Save</b>.</li> <li>▪ Click <b>Close</b>.</li> <li>▪ Click <b>Refresh</b>.</li> <li>▪ Click Cases expando.</li> <li>▪ Click on Education.</li> <li>▪ Click hyperlink for participant to view.</li> </ul>   | <p><i>Because this is the first time that the education record has been accessed, no school information has yet been recorded.</i></p> |

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| <p>Update Education Record</p> | <ul style="list-style-type: none"> <li>▪ From Desktop menu select <b>Create&gt;Case Work.</b></li> <li>▪ Click the yellow case folder icon for family name.</li> <li>▪ Click Education icon.</li> <li>▪ Click the Education Record hyperlink for participant.</li> <li>▪ Click Education History tab.</li> <li>▪ Click the Edit hyperlink for school name.</li> <li>▪ In the School End Date field enter previous day's date.</li> <li>▪ From the Completion Status dropdown list, select Other.</li> <li>▪ Click the Continue button and the <b>Save.</b></li> <li>▪ Click <b>Insert.</b></li> <li>▪ In the School Name field enter school name.</li> <li>▪ In the School Address field enter appropriate information.</li> <li>▪ From the School District/County dropdown list select appropriate information.</li> <li>▪ In the Current Grade Level field enter appropriate grade.</li> <li>▪ In the Start Date field enter today's date.</li> <li>▪ From the Reason for Change dropdown list select the appropriate information from the list.</li> <li>▪ Click <b>Continue.</b></li> <li>▪ Review the new record in the School History group box.</li> <li>▪ Click <b>Save.</b></li> <li>▪ Click Notify hyperlink on the new record.</li> <li>▪ In the Notification Information group box click Text hyperlink.</li> <li>▪ In the Name of Caregiver field enter caregiver name.</li> <li>▪ Enter caregiver address.</li> <li>▪ Enter phone number.</li> <li>▪ Click Close and Return to FSFN.</li> <li>▪ Review Notification.</li> </ul> | <p><i>Child will be attending a new school in a new district or county.</i></p> <p><i>The Education Record hyperlink displays for each child in the case who has a saved record.</i></p> <p><i>The hyperlink will display "Education Record," the date the record was created, and the name of the case participant associated with the record.</i></p> <p><i>The <u>Text</u> hyperlink will generate a pre-filled Microsoft Word template.</i></p> <p><i>This document should be completed by the Case Manager prior to school registration.</i></p> <p><i>The document contains supporting information, i.e., Caregiver information, psychological, psychiatric reports, special needs and signature sign-offs.</i></p> |