

EDUCATION RECORD

USER GUIDE

EDUCATION RECORD

FUNCTIONALITY ADDRESSED:

- This guide outlines the steps to perform key tasks related to maintaining Educational Information throughout a client's history with DCF/Sheriff's Office/Community-Based Care Partners.
- FSFN also allows users to use the Education window to enter dates that occurred prior to the Case Open date.

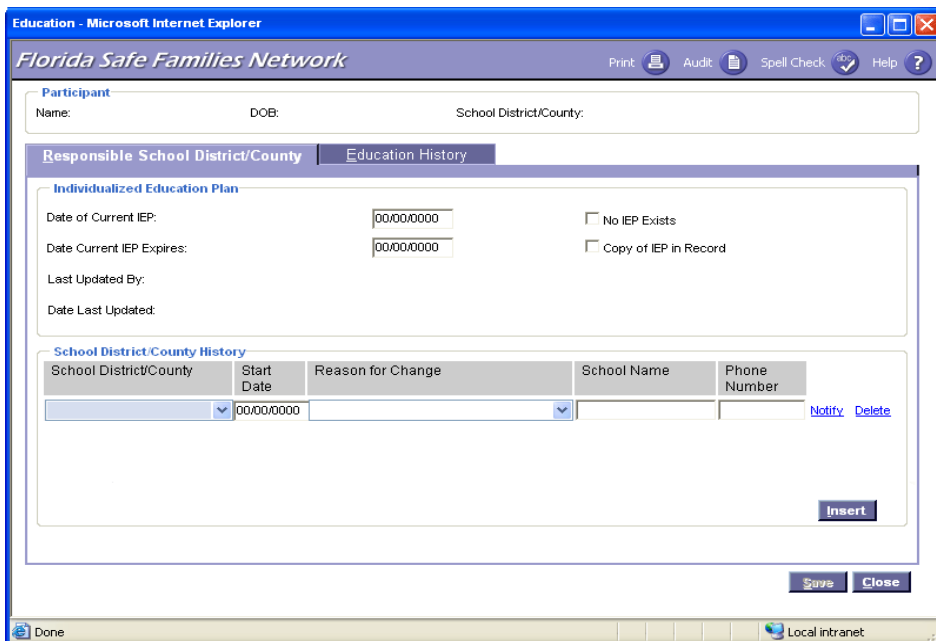
LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- Accumulate Individualized Education Plan (IEP) Details
- Document New School District/County History
- Generate History of the School Districts/Counties Responsible for Educational Programming and for Funding a Child's Education
- Delete a School District/County History Record Row
- Access a Template to Assemble Notifications of Placement
- Create Additional Entry to Generate a New Notification
- Print History of All Notices Sent
- Document if a Child Received a High School Diploma or Certificate Equivalent

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
ACCESS THE EDUCATION WINDOW	<ul style="list-style-type: none"> ▪ Click <i>Create>Case Work>Create Case Items>Education>Education Record.</i> ▪ Select the case from the Cases group box. ▪ Select the participant for the Case Participants group box. ▪ Click Create. ▪ The Education page displays. 	<p>The Education Record is associated with the child's case, and is participant specific.</p> <p>Educational records can be viewed by authorized users and can be updated by users who have a current assignment to the case and the security user group to edit the Educational record.</p> <p>Authorized users can also access an existing Education Record from the Desktop by drilling down on the Case and then the Education icon.</p>

EDUCATION WINDOW



EDUCATION WINDOW

The Education page opens to the default tab, **the Responsible School District/County**. This tab is used to document a history of all School Districts that have been responsible for funding a child's education and displays the individualized education plan information.

The header group box for the Education page is visible from both tabs and includes a child's name, date of birth, and current School District/County. Name and DOB are pre-filled by the system upon opening the page, and School District/County pre-fills when the worker documents the current School District/County.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
INDIVIDUALIZED EDUCATION PLAN (IEP) DETAILS	<p>From the Education page/Responsible School District/County tab/ Individualized Education Plan group box:</p> <ul style="list-style-type: none"> ▪ If no Individualized Education Plan (IEP) exists, enter the beginning and expiration dates for a child's Individualized Education Plan (IEP) in the Date of Current IEP and Date Current IEP Expires fields. ▪ If applicable, check the No IEP Exists checkbox. ▪ If a hardcopy of the IEP is contained in the child's record, check the Copy of IEP in Record checkbox. ▪ Click the Save button. 	<p>When any information in the Individualized Education Plan group box is updated, the user who last updated the information and the date on which the update occurred are pre-filled by FSFN</p> <p>The information documented is not saved until the Save command button is selected on the Education page.</p>
DOCUMENT NEW SCHOOL DISTRICT/COUNTY HISTORY	<p>From the Education page/Responsible School District/County tab/School District County History group box:</p> <ul style="list-style-type: none"> ▪ Click Insert Button. A new row displays under School District County History group box. ▪ From the School District/Count dropdown field, select appropriate school district option. ▪ From the Start Date field, enter the date (equal to or prior to the current date) when the School District/County became responsible for the child, if applicable. ▪ If applicable, select appropriate option from the Reason for Change drop down field. ▪ Use the School Name and Phone Number fields to document the name of the school in the school district and he school phone number, if applicable. ▪ Click the Insert button to add additional School District/County History, or click the Save button. 	<p>A child's education record may contain multiple School District/County History entries, which are created by clicking the Insert button.</p>
GENERATE HISTORY OF THE SCHOOL DISTRICTS/COUNTIES RESPONSIBLE FOR EDUCATIONAL PROGRAMMING AND FOR FUNDING A CHILD'S EDUCATION	<p>From the Education page>School District/County History group box.</p> <ul style="list-style-type: none"> ▪ The School District/County History group box displays a listing of all School Districts that have been responsible for funding a child's education. Once a row is created within this group box, the <u>Notify</u> and <u>Delete</u> hyperlink next to each listing allow the user to create or modify a listing of the history of these School Districts/Counties. 	<p>The School History group box is sorted each time the Education page is opened.</p> <p>The School History records are sorted in reverse chronological order by Start Date, allowing the user to view most current records first.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
DELETE A SCHOOL DISTRICT/COUNTY HISTORY RECORD ROW	From the Education page/Responsible School District/County tab/School District/County History group box: <ul style="list-style-type: none"> ▪ Identify row with appropriate School District/County History record. ▪ Click the <u>Delete</u> hyperlink. ▪ The District/County history row is deleted. 	Once a row is created within this group box, the <u>Notify</u> and <u>Delete</u> hyperlink next to each listing allow the user to create or modify a listing of the history of these School Districts/Counties. Workers and supervisors may delete a record from the School District/County History group box once it has been saved.
ACCESS A TEMPLATE TO ASSEMBLE NOTIFICATIONS OF PLACEMENT	From the Education page/Responsible School District/County tab: <ul style="list-style-type: none"> ▪ Click <u>Notify</u> hyperlink next to displayed School District/County. ▪ The Education Notification pop-up displays. ▪ From the Notification pop-up, enter applicable information. ▪ Click the <u>Text</u> hyperlink next to the Reason field. A pre-filled MS Word template is generated for the Education Notification. 	The Notify hyperlink is used to create a template, which can be sent to the appropriate parties for issuing notifications.

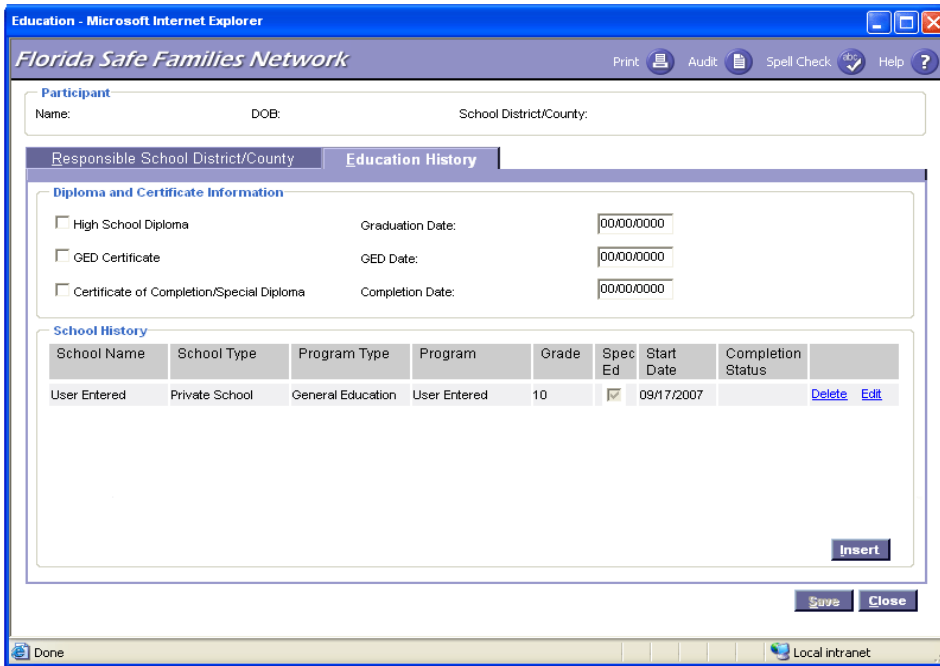
EDUCATION NOTIFICATION POP-UP

EDUCATION NOTIFICATION POP-UP

The Education Notification page is used to generate a notification of placement to school Districts/Counties and copies of the notification (i.e., CC) to recipients specified by the user. The notification also indicates whether a child may require special education or related services.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>CREATE ADDITIONAL ENTRY TO GENERATE A NEW NOTIFICATION</p>	<p>From the Education page/Responsible School District/County tab:</p> <ul style="list-style-type: none"> ▪ Click <u>Notify</u> hyperlink next to displayed School District/County. ▪ Education Notification pop-up displays ▪ Click Insert button. An additional entry on the page displays for the user to generate a new notification. 	<p>A scroll bar is added to allow the worker to scroll between entries when the Insert button is used to add an additional entry.</p> <p>The same pre-filling occurs with the new entry, as with the first entry when launching the page.</p>
<p>PRINT HISTORY OF ALL NOTICES SENT</p>	<p>From Education page/Responsible School District/County tab/School District/County History group box: Identify row with appropriate School District/County History record.</p> <p>Click the <u>Notify</u> hyperlink, and the Notification pop-up page displays.</p> <ul style="list-style-type: none"> ▪ From Options drop down field, select the Print Report item, and then the Go button. ▪ A list of all the notifications associated with the participant's education record is generated. 	<p>The fields captured in the Print Report list are Recipient, Recipient Type, Reason and Date (Date Orig. Sent).</p>
<p>DOCUMENT WHETHER OR NOT A CHILD RECEIVED A HIGH SCHOOL DIPLOMA OR CERTIFICATE EQUIVALENT</p>	<p>From the Education page/Education History tab/Diploma and Certificate Information group box:</p> <ul style="list-style-type: none"> ▪ If the High School Diploma checkbox is selected, enter the two-digit month, two-digit day, and four-digit year the child received diploma graduation in the enabled Graduation Date field. ▪ If the GED Certificate checkbox is selected, enter the two-digit month, two-digit day, and four-digit year the child received the certificate in the enabled GED Date field. ▪ If the Certificate of Completion/Special Diploma checkbox is selected, enter the two-digit month, two-digit day, and four-digit year the child completed the certificate/special diploma in the enabled Completion Date field. ▪ Click the Save button. 	<p>Once an appropriate checkbox is selected, the corresponding Date field will become enabled for the user to record a completion date.</p>

EDUCATION HISTORY TAB



EDUCATION HISTORY TAB

The Education History tab captures diploma and certificate information, and displays a list of all schools that a child has attended.

MAINTAIN EDUCATION HISTORY

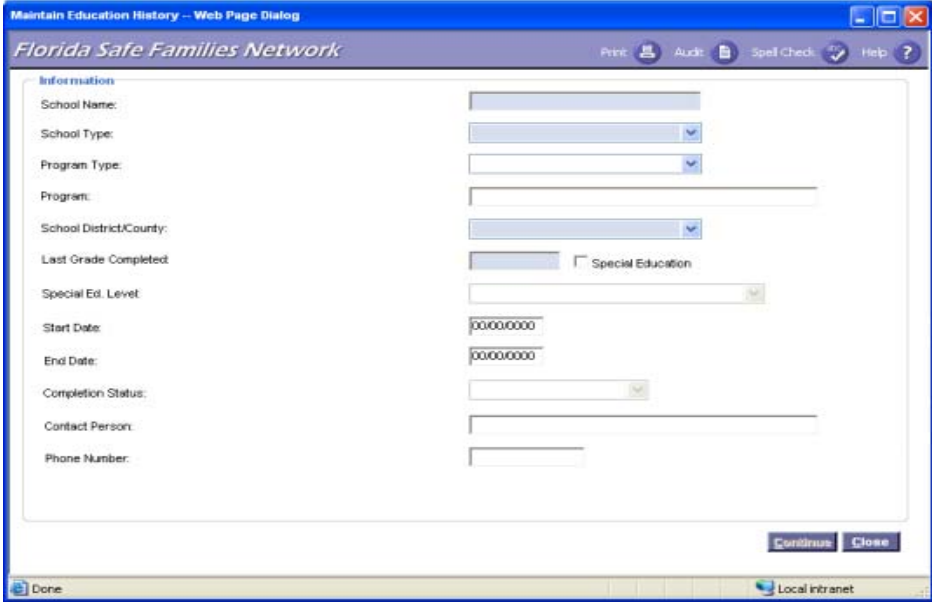
From the Education page/Education History tab/School History group box:

- Click the Edit hyperlink or click the Insert button.

The Maintain Education History pop-up page displays.

School history records are sorted in reverse chronological order by Start Date, allowing the user to view most current records first.

The Insert button is used to create new Education History records; the Delete or Edit hyperlink is used to enter or modify data in all fields of the selected education record.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>MAINTAIN EDUCATION HISTORY POP-UP</p>  <p>MAINTAIN EDUCATION HISTORY POP-UP</p>		<p>The Maintain Education History pop-up page allows the user to document information regarding a school the child is currently attending, or a school the child attended in the past. This includes fields such as school name, school type, and program type.</p>