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## ENTERING EDUCATIONAL INFORMATION

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**CREATION DATE:** March 15, 2012



### **Pointers to Remember:**

1. Each time a child enters a new school or educational information changes; this information should be updated and reflected on the **Education** screen in FACES.NET.
2. The **Education** screen can be accessed from both the **Referral** module and the **Case**.
3. The **Enrolled Date** is the first date the child began his current grade.
4. FACES.NET will automatically populate the **Date Updated** in the field as the date you are entering the information.
5. Clicking the **New** button will generate a new line for entering a new school and/or daycare.
6. Fostering Connections provides CFSA with an opportunity to claim Title IV-E reimbursement for youth between the ages of 18 and 21, provided that the child meets certain requirements regarding educational, employment, or documented incapacity. Starting in the Federal FY 2011, states that support foster youth up to age 19, 20, or 21 will receive federal reimbursement. To qualify, youth must be IV-E eligible and:
  - Employed at least 80 hours per month OR;
  - Finishing high school or an equivalency program OR;
  - Enrolled in post-secondary or vocational school OR;
  - Participating in activities to enhance job opportunities OR;
  - Medically incapable of meeting the above criteria.

### **Entering an Education Record for the First Time:**

Two of the education qualifying criteria under Fostering Connections specify that:

- The youth be completing secondary education or a program leading to an equivalent credential (e.g., a youth age 18 and older is finishing high school or taking classes in preparation for a general equivalency diploma exam); OR
- The youth be enrolled in an institution which provides post-secondary or vocational education (e.g., a youth could be enrolled full-time or part-time in a university or college, or enrolled in a vocational or trade school).

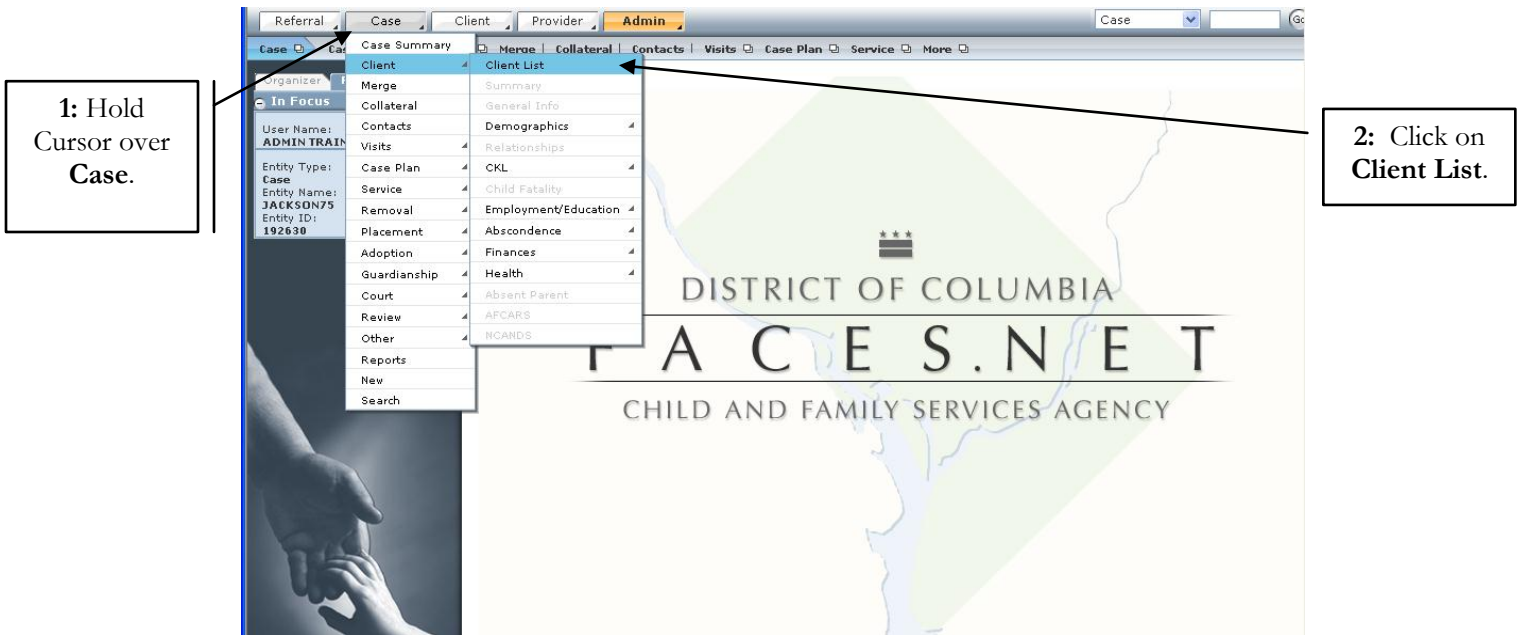
*First, place Case record in Focus*

### **Steps include:**

**Step 1:** Hold cursor over **Case, Client, and Client List**.

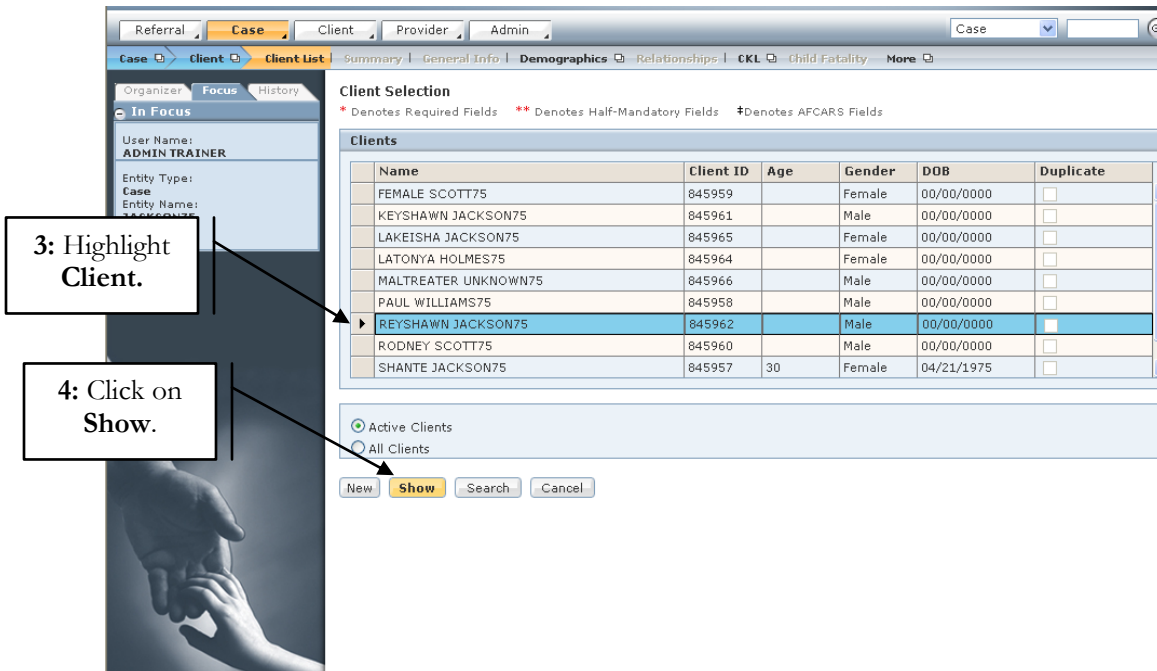
**Step 2:** Click **Client List**.

**Step 3:** Once the **Client List** pops-up, highlight the client's name that you wish to bring in focus



**Figure 1**

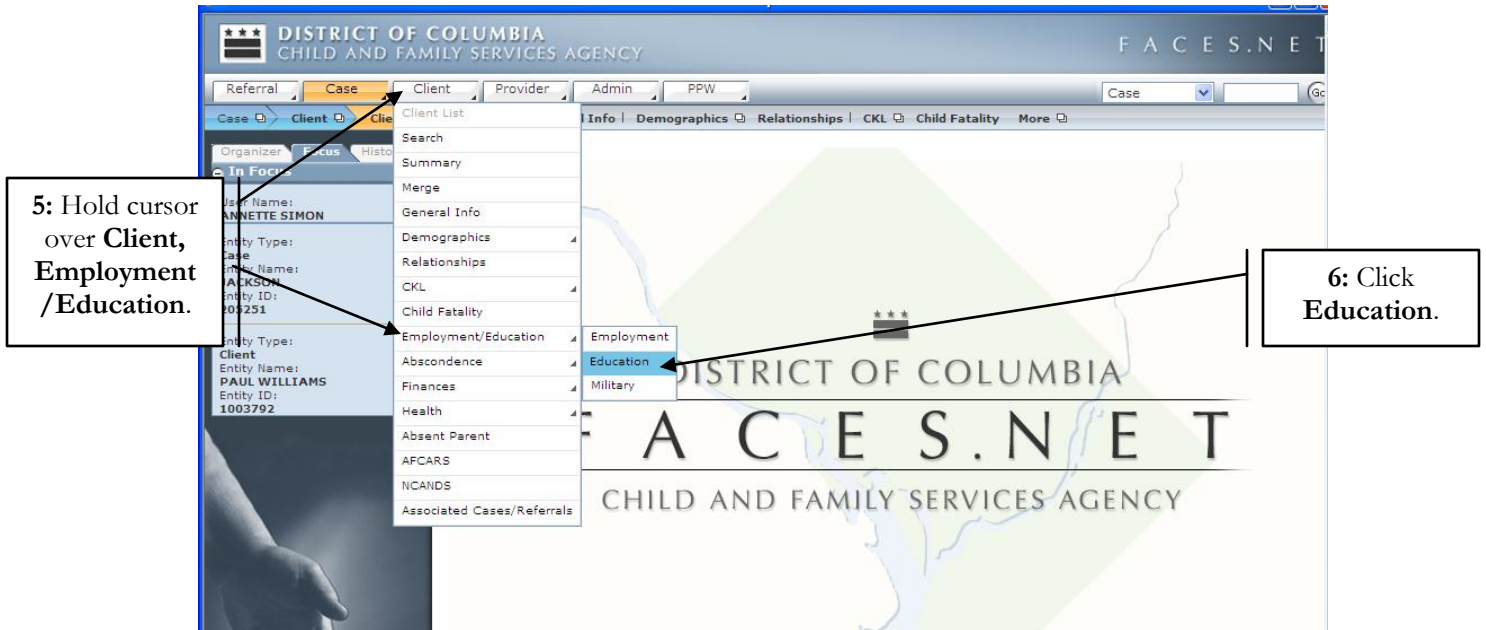
**Step 4:** Click the **Show** button to bring the client's record in focus.



**Figure 2**

**Step 5:** Hold cursor over **Client**, and then navigate down to the **Employment/Education** screen.

**Step 6:** Click on **Education** screen.



**Figure 3**

**Step 7:** Select the **Type**.

**Step 8:** Select the **Name** of the school client is currently attending.

**Step 9:** Enter the **Enrolled Date\***. The enrolled date is the first date the child began his current grade or school.

**Step 10:** Click on the **Education Tab**.

The screenshot shows the 'Client Education' form in the FACES.NET system. The 'Education' tab is selected, displaying a form with the following fields: 'Type \*\*' (a dropdown menu currently showing 'District of Columbia'), 'Name \*\*' (a text field containing 'Adams Elementary School'), 'Phone' (a text field with '(202) 673-7311'), 'Ext' (an empty text field), 'Enrolled Date' (a date dropdown menu), and 'Address' (a text area with '2020 19th Street NW, WASHINGTON, District of Columbia 20009, Ward:1, Census Tract:40.2'). A table above the form lists 'School/DayCare' with columns for 'Date Update', 'School Name', 'Daycare Name', 'City Name', 'Grade Level', 'Status', and 'School Enrollment Date'. The table contains one entry for 'Adams Elementary School'. Callout boxes with arrows point to the 'Type \*\*' dropdown (labeled '7: Select the Type\*\*'), the 'Name \*\*' field (labeled '8: Select the Name\*\* of the School.'), the 'Enrolled Date' dropdown (labeled '9: Enter Enrolled Date\*'), and the 'Education' tab (labeled '10: Click Education tab.').

**Figure 4**



**Notes:**

- Selecting the **Type** of School will offer several options e.g. District of Columbia, Prince George’s County, College/University and Other. Selecting one of these options will determine what listing of schools will populate under the **Name** field. FACES.NET has compiled a listing of all schools in the District of Columbia, Prince George’s County and out of state Colleges/Universities.
- Once you have selected the **Name** of the school, the **Phone** number and **Address** will automatically populate to the fields.
- If a school is not listed, select **Other** from the pick list and specify.
- If the child is attending a Daycare facility, then the Social Worker will have to enter the **Name**, **Phone**, **Address** for the facility and **Enrollment** information.
- If a child is attending both a school and a daycare, then the worker will need to enter the school information and daycare information in order to reflect enrollment for both facilities.
- The Enrolled Date is the first date the child began his current grade or school.

**Step 11:** Enter the clients **Current Grade Level**.

**Step 12:** Enter **Part Time/Full Time**.

**Step 13:** Enter **Grade Last Completed**.

**Step 14:** Enter the Clients **Educational Status**.

**Step 15:** Enter the Clients **Enrollment Status** (*Attending, Dropped Out*).

**Step 16:** Click **Save** (*Complete Strengths and Needs tab as applicable*).

**Figure 5**



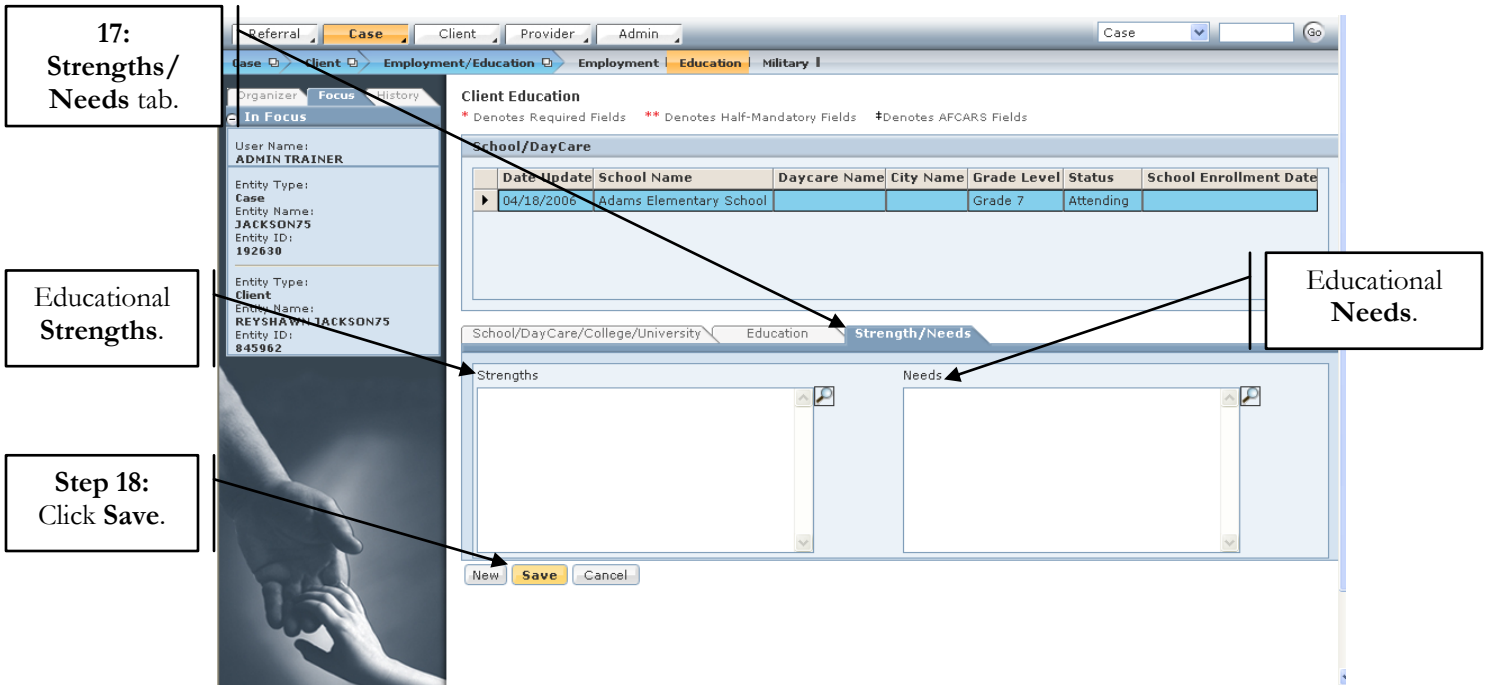
**Notes:**

- Entering current and updated educational information must be repeated each year and/or each time a child leaves one school or daycare facility to attend another.
- The student's **Education Status** field should change each year or occurrence to reflect the status of education (i.e. promoted, graduated, expelled, suspended, etc).
- The **Educational Performance** information should be entered in the given field if known.
- If a child has special education needs under **Educational Performance** the worker should select **Special Education**. Once **Special Education** has been selected **Special Education Level** will become mandatory.
- If a child is repeating the same grade, click **Grade Repeated** and select the appropriate grade. If you select the **Grade Repeated** option the **Repeated Grade Explanation** will become mandatory.
- The **Date Updated** field is a read-only screen. It reflects the date in which the screen was last updated.

- The **Date Last Attended** field will become mandatory if any of the following values are selected in the **Enrollment Status** field:
  - Dropped Out
  - Expelled
  - GED Completed
  - Graduated
  - Promoted

**Step 17:** Additional information pertaining to the client’s educational strengths and/or needs can be entered on the **Strengths/Needs** tab by typing directly into the field.

**Step 18:** Click on the **Save** button to save the educational information.



**Figure 6**