FOSTERING CONNECTIONS: EDUCATION, EMPLOYMENT, HEALTH, CKL YOUTH IN CARE 18 - 21

CREATION DATE: March 23, 2011

The scope of the Fostering Connections enhancements encompasses changes made to existing FACES.NET screens to incorporate requirements related to the Federal Fostering Connections legislation. These changes allow case workers to capture employment, education and other information that is critical for not only case management purposes but also for determining Fostering Connections eligibility.

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.

Currently FACES.NET captures most but not all of the data necessary for youth to qualify under Fostering Connections requirements. In order to capture the requisite data and eventually determine the eligibility of clients within FACES.NET, specific process and screen design changes have been made to the system. This tip sheet will assist with navigating through the enhanced screen changes in FACES.NET.

The changes related to the Title IV-E claiming process and management reports are not included in this document.

Pointers to Remember:

1. Four screens have been updated, enhanced, or utilized for Fostering Connections documentation. The following screens will allow the user to capture the necessary data related to requirements They are:
   A. **Employment screen**
   B. **Education screen**
   C. **Health Appointment screen**
   D. **CKL Ongoing screen**

2. A new "advisory" tickler has been added to the Employment screen. *Example* ?
3. Some data fields are now mandatory that once were non-mandatory.

Employment screen

One of the employment qualifying criteria under Fostering Connections specifies that:

- the youth be employed for at least 80 hours per month (e.g., a youth could be employed part time or full time, at one or more places of employment).

First, place Case record in Focus

Steps include:

Step 1: Hold cursor over **Case**.

Step 2: Click **Client List**.

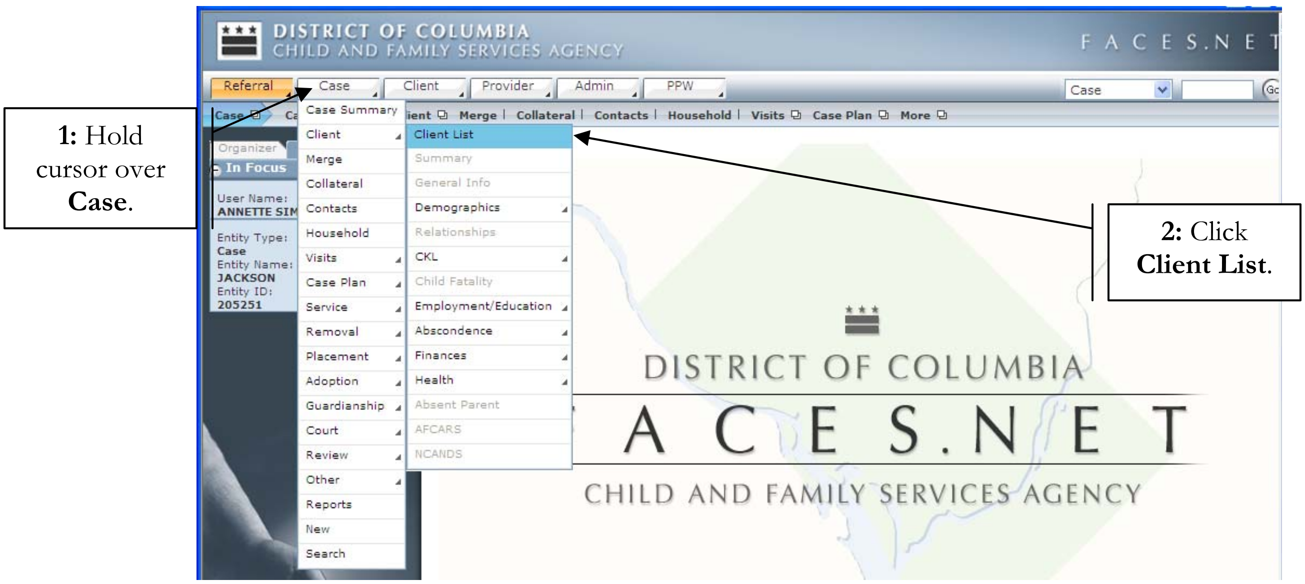

Figure 1

Step 3: Highlight client record you want to view.

Step 4: Click on **Show**.

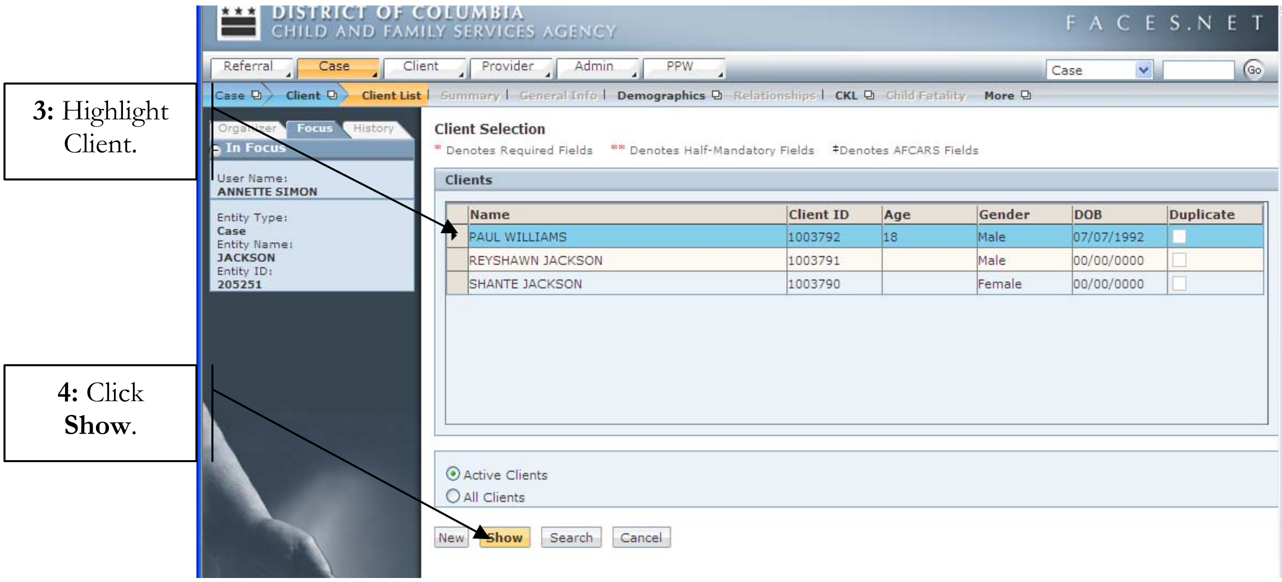

Figure 2

Step 5: Hold cursor over **Client** then **Employment/Education**.

Step 6: Click on **Employment**.

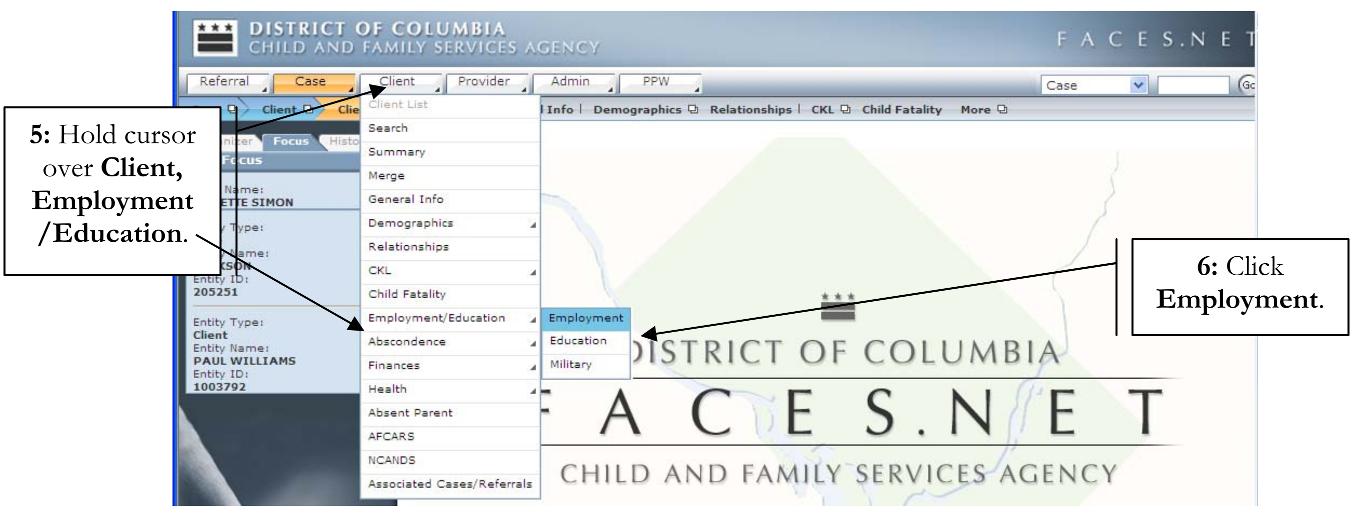

Figure 3

Step 7: Complete both **Client Employment Address** and **Occupation** tabs.

Step 8:   Enter **Start Date**. Enter the date of hire for this employer.

Click and refer to "advisory" icons for field definition clarification. ?

Advisory Example:

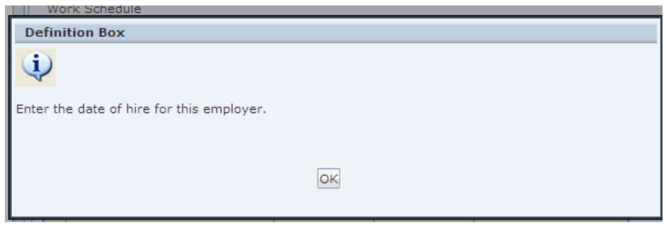

Figure 4

Step 9: Enter **Monthly Hours Employed**. Enter the <u>estimated</u> number of hours of employment for this employer.

Step 10: Click Save.

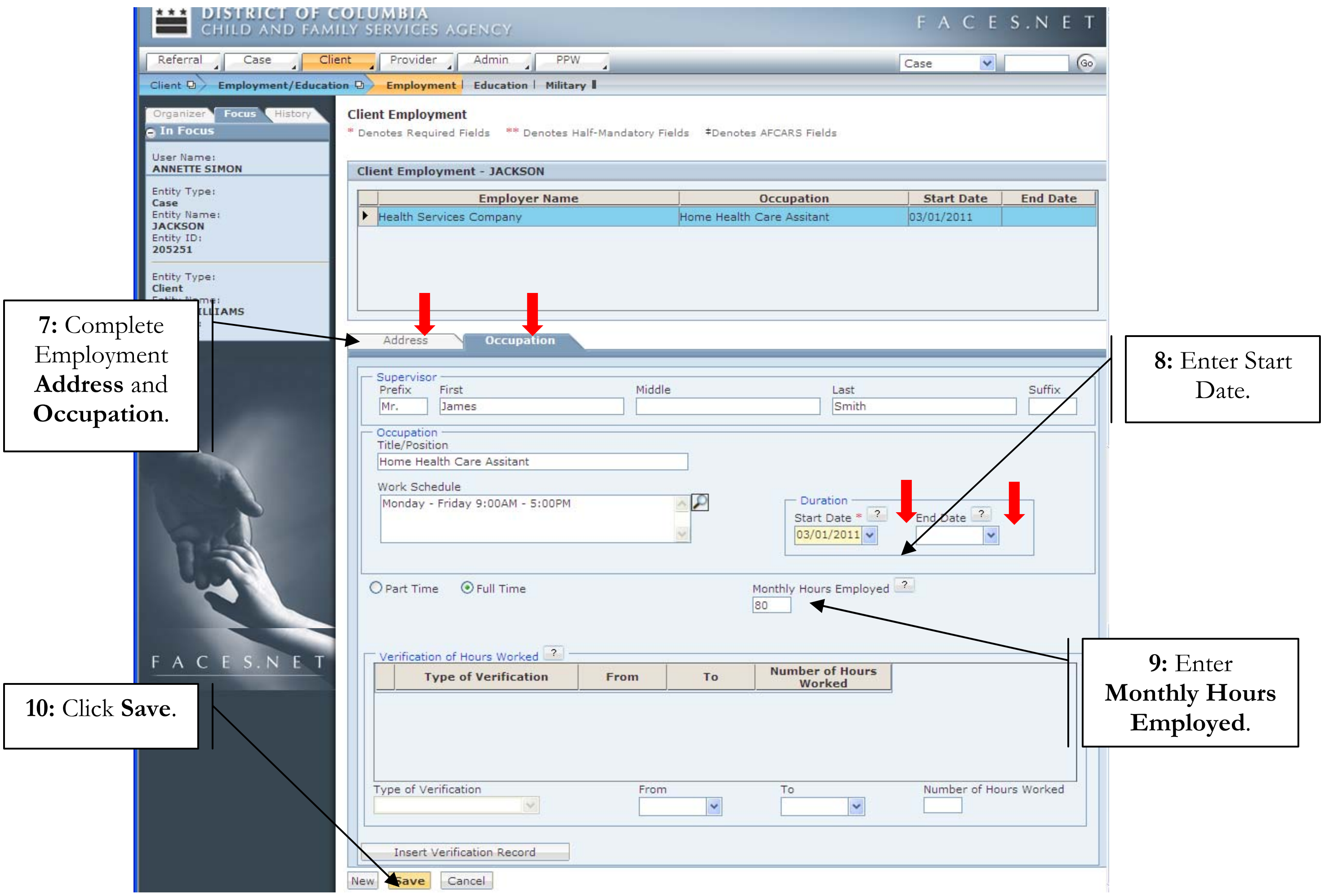

Figure 5

After receiving proof of hours worked, complete the following next steps.

Step 11: Click **Insert Verification Record** button.

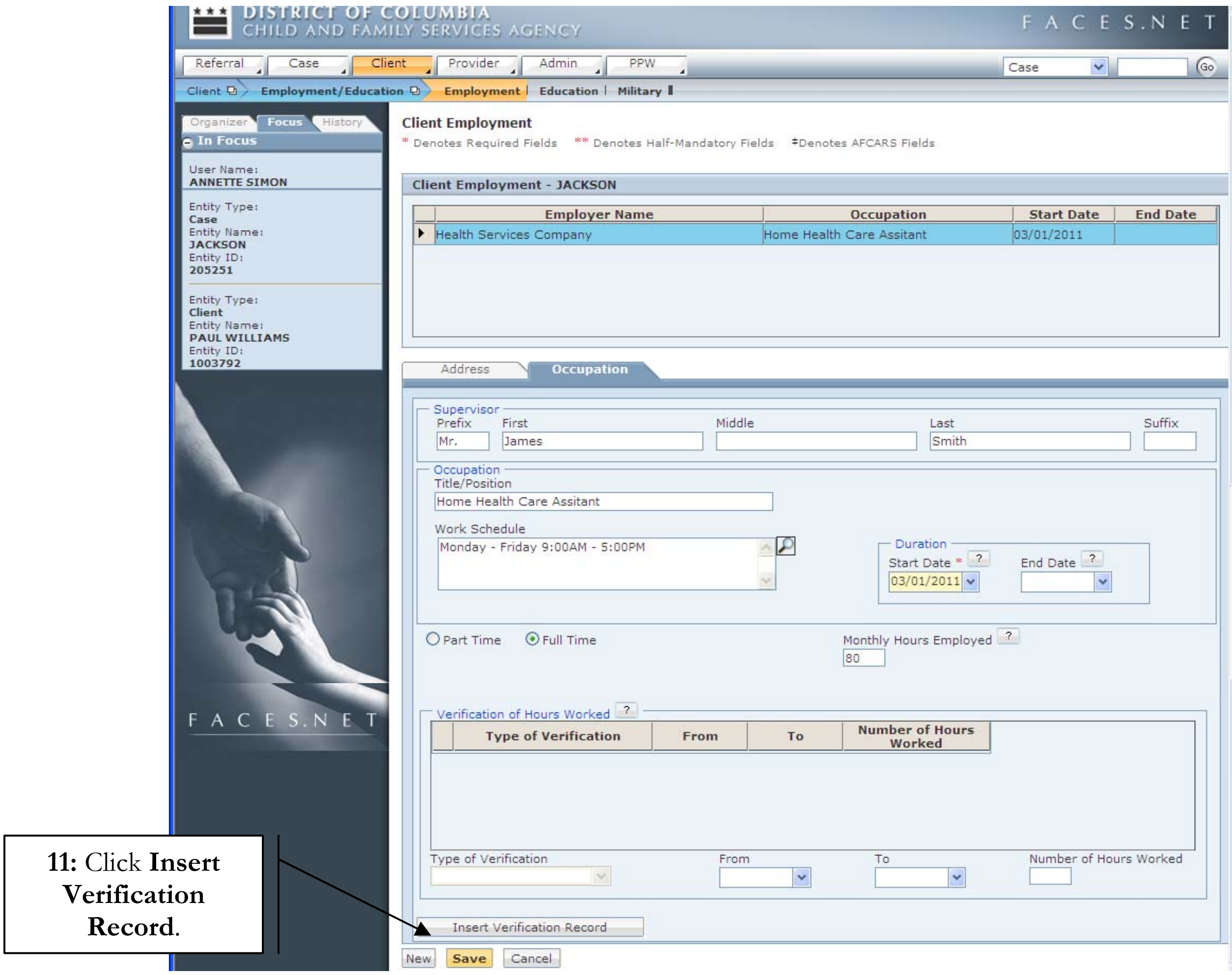

Figure 6

Step 12: Select **Type of Verification** from pick list to document how hours worked were verified.

Step 13: Enter verification **From** date for which this verification is applicable.

Step 14: Enter verification **To** date for which this verification is applicable.

Step 15: Enter **Number of Hours Worked**. This is based on actual number of hours worked as reported on the verification document.

Step 16: Click **Save**.

Step 17: Click **New** to get a new line for entering next time period verification information.

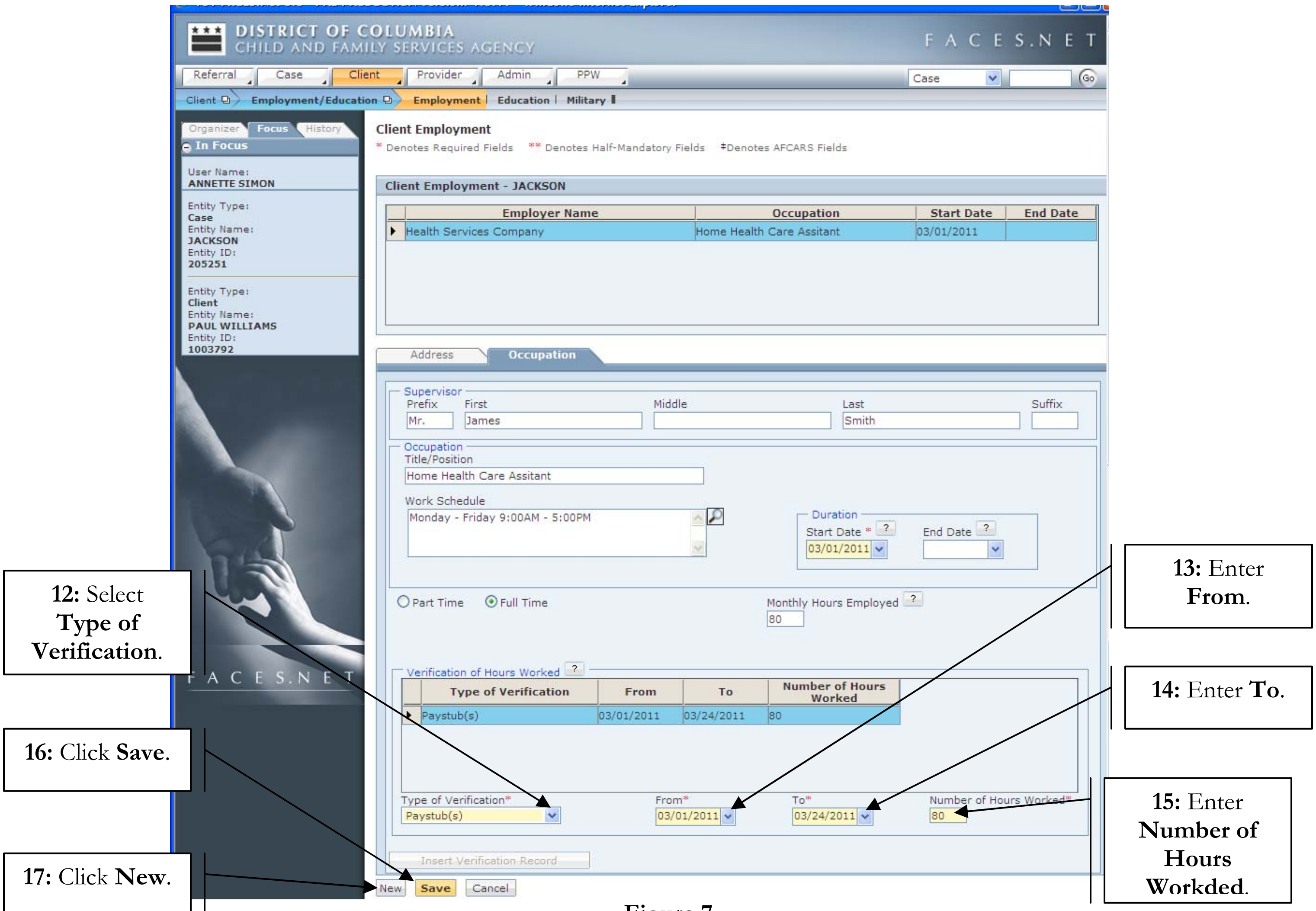

Figure 7

Note:

- Enter **End Date** information if the employee separates from employer.
- The employment **Verification of Hours Worked** documentation is mandatory for Title IV-E Fostering Connections eligibility. It is used to verify actual hours worked during a particular period. The worker will be able to choose one of the following values per record:
  - Letter from the employer
  - Pay stub(s)
  - Self Reported Hours

Education screen

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**.

Step 2: Click **Client List**.

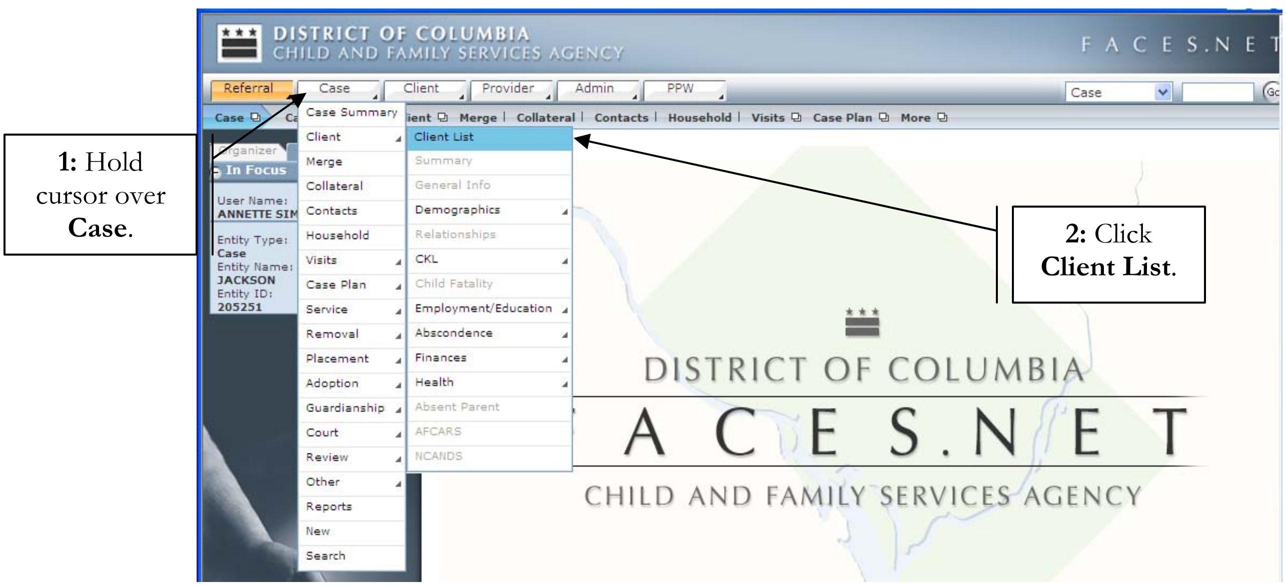

Figure 8

Step 3: Highlight client record you want to view.

Step 4: Click on **Show**.

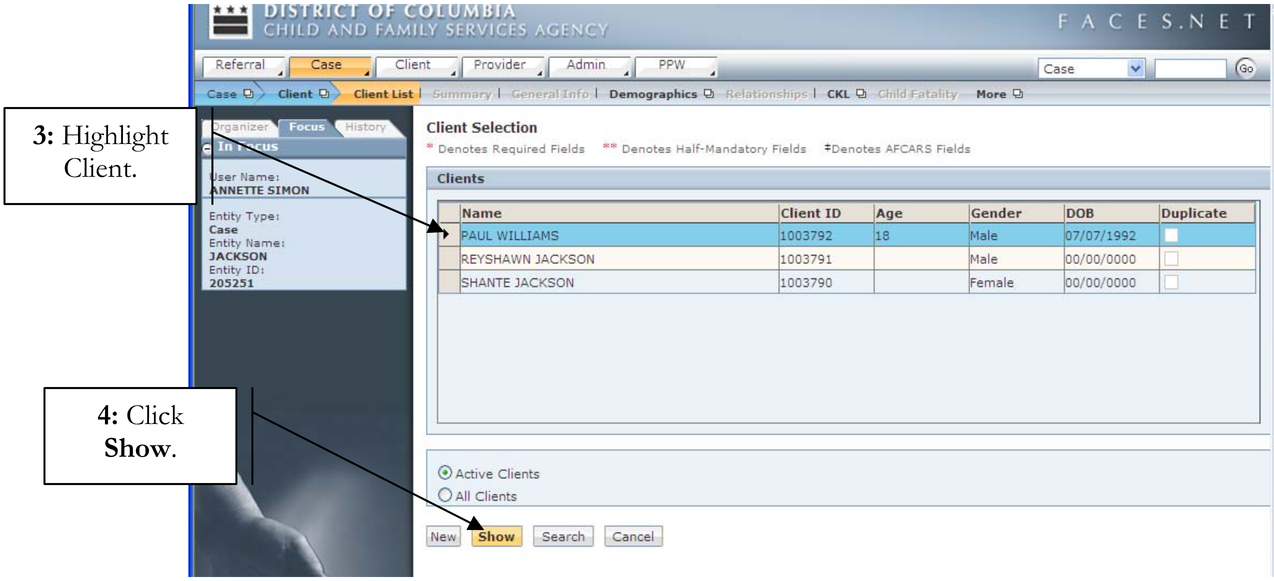

Figure 9

Step 5: Hold cursor over **Client** then **Employment/Education**.

Step 6: Click on **Employment**.

Figure 10

Step 7: Enter School **Type**.

Step 8: Enter School **Name**. *Address information will automatically populate except if "Other" is selected in Type field.*

Step 9: Enter **Grade Enrollment Date**.

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

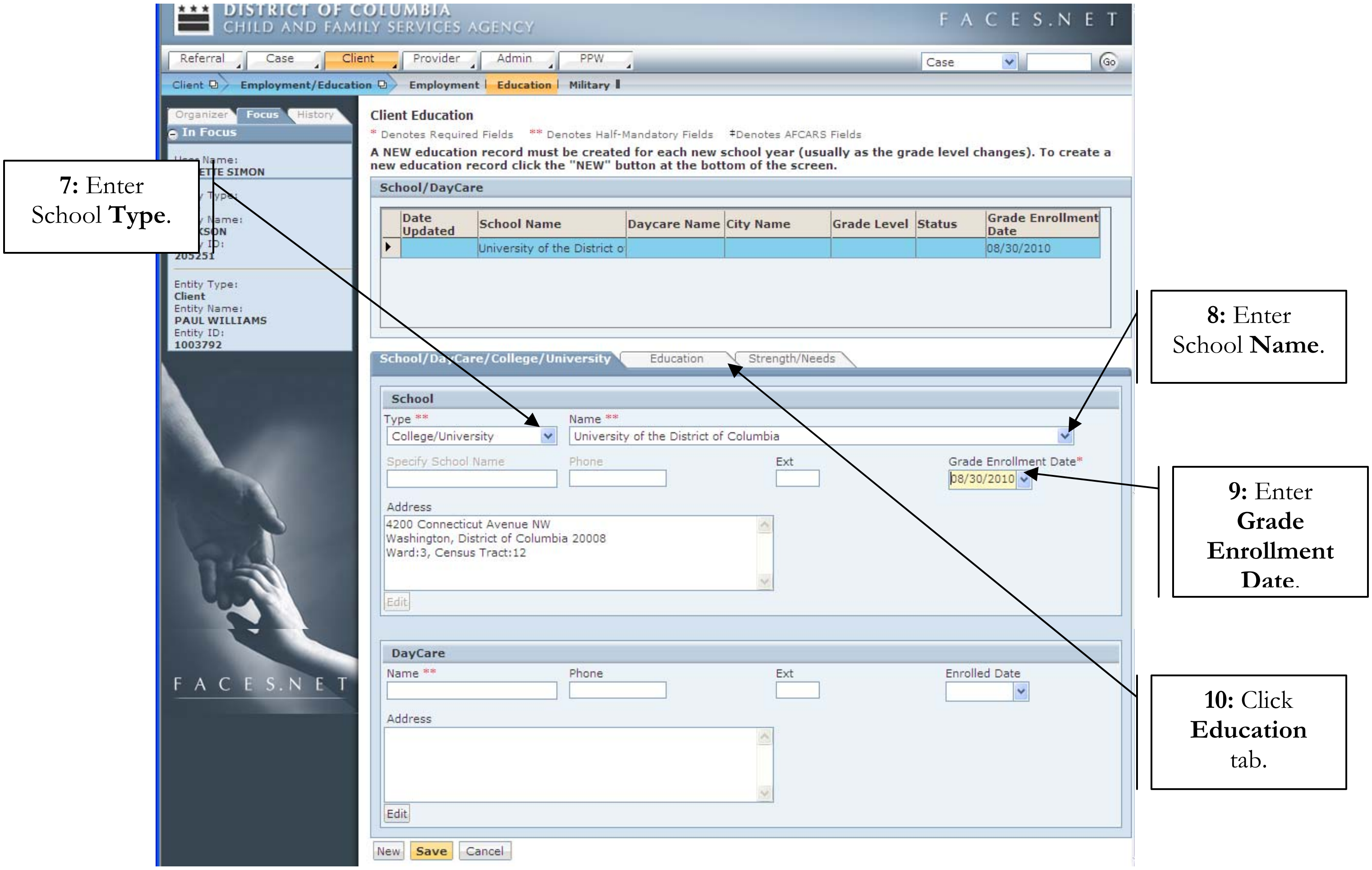

Figure 11

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

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

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

Step 14: Enter **Education Status**.

Step 15: Enter **Enrollment Status**.

Step 16: Click **Save**. (Complete **Strength/Needs** tab as applicable.)

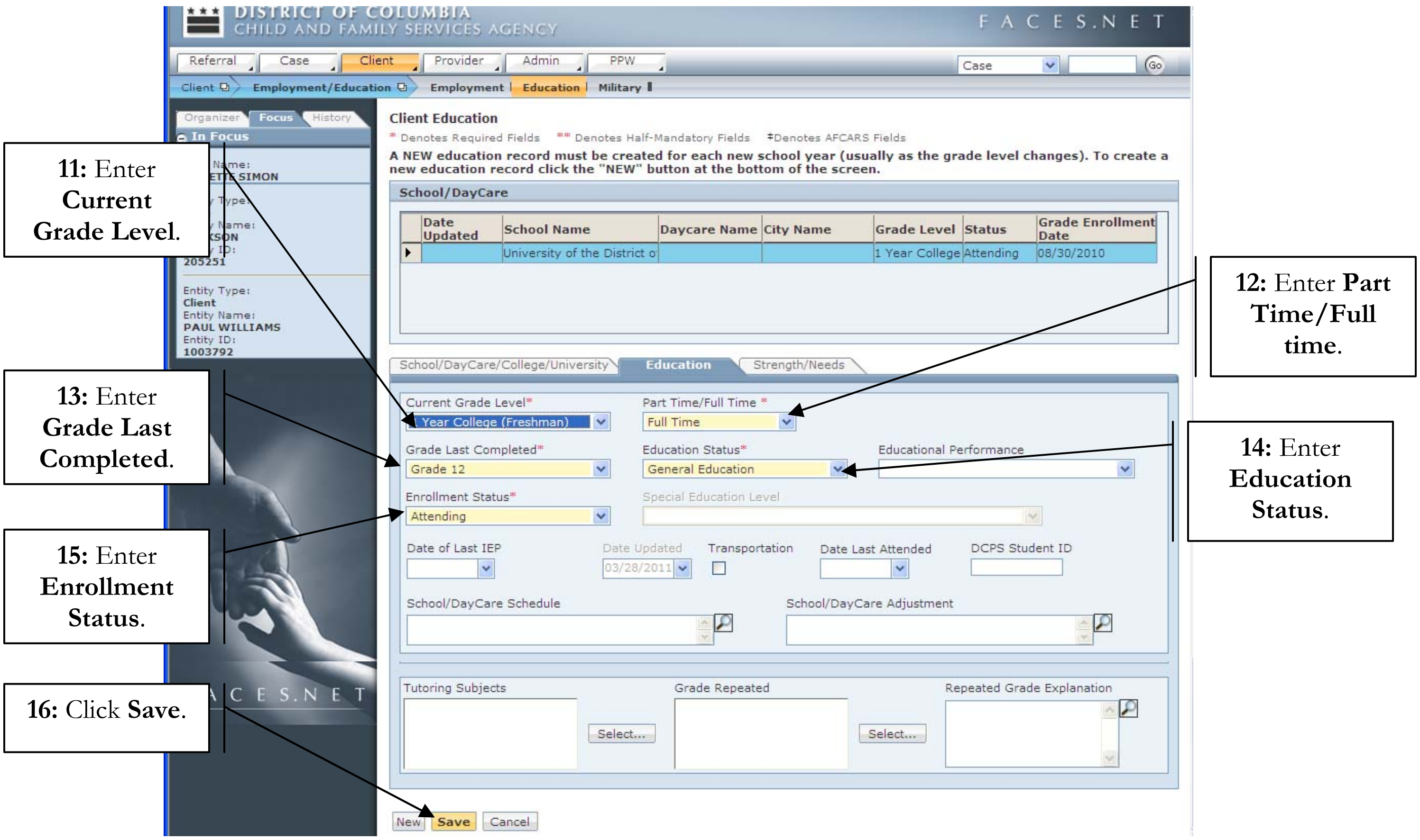

Figure 12

Note:

- 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 <u>mandatory</u> if any of the following values are selected in the **Enrollment Status** field:
  - o Dropped Out
  - o Expelled
  - o GED Completed
  - o Graduated
  - o Promoted

Health Appointment screen

One of the health qualifying criteria under Fostering Connections specifies that:

- The youth is incapable of doing any of the previously described educational or employment activities due to a medical condition.

First, place Case record in Focus

Steps include:

Step 1: Hold cursor over **Case**.

Step 2: Click **Client List**.

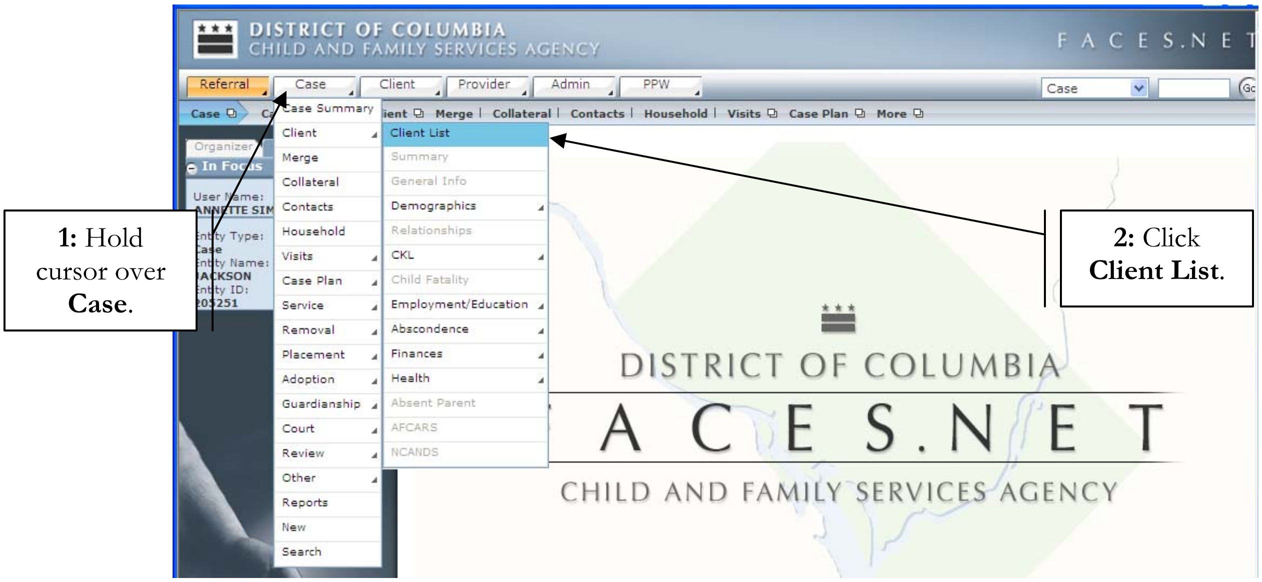

Figure 13

Step 3: Highlight client record you want to view.

Step 4: Click on **Show**.

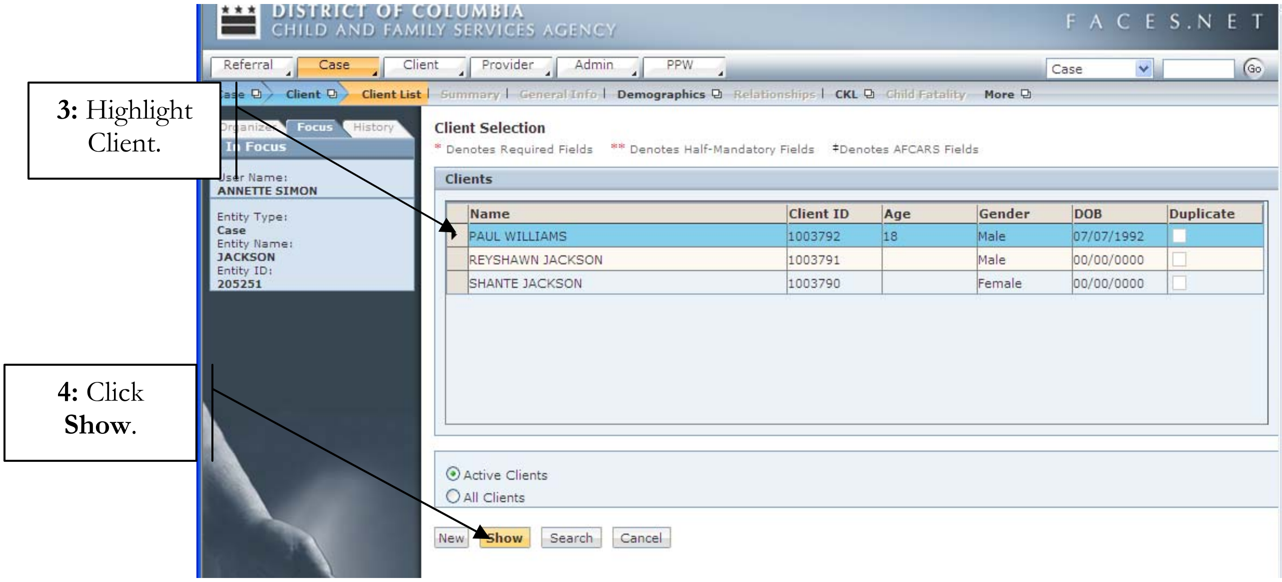

Figure 14

Step 5: Hold cursor over **Client** then **Health**.

Step 6: Click on **Appointments**.

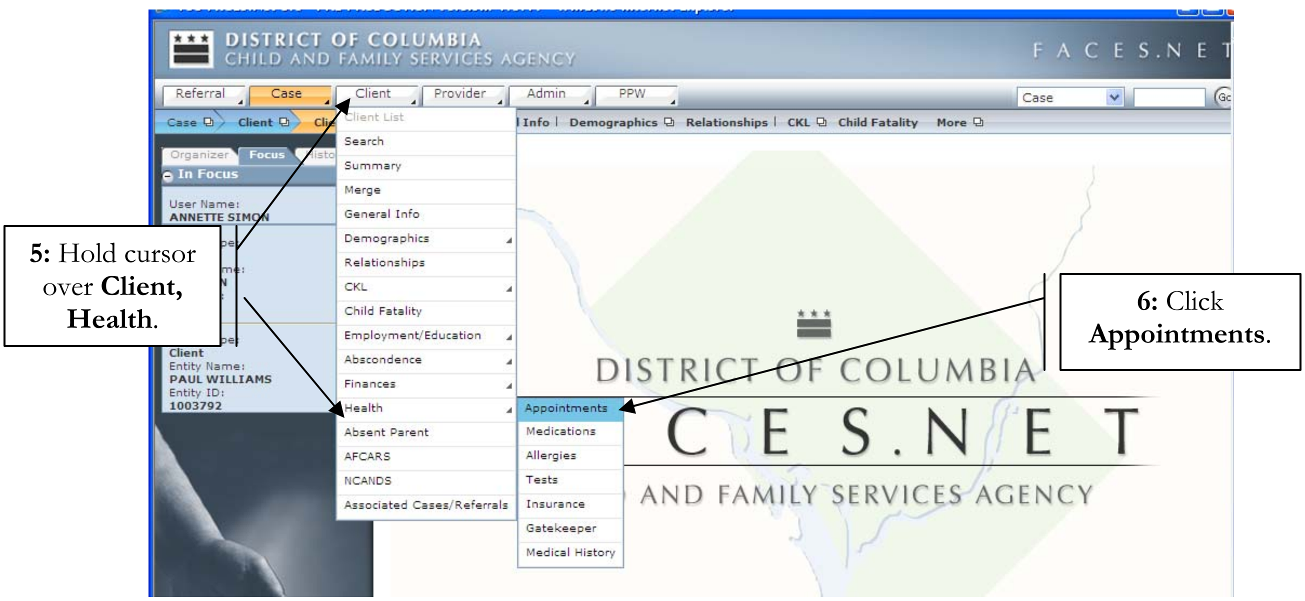

Figure 15

Step 7: Click **New**.

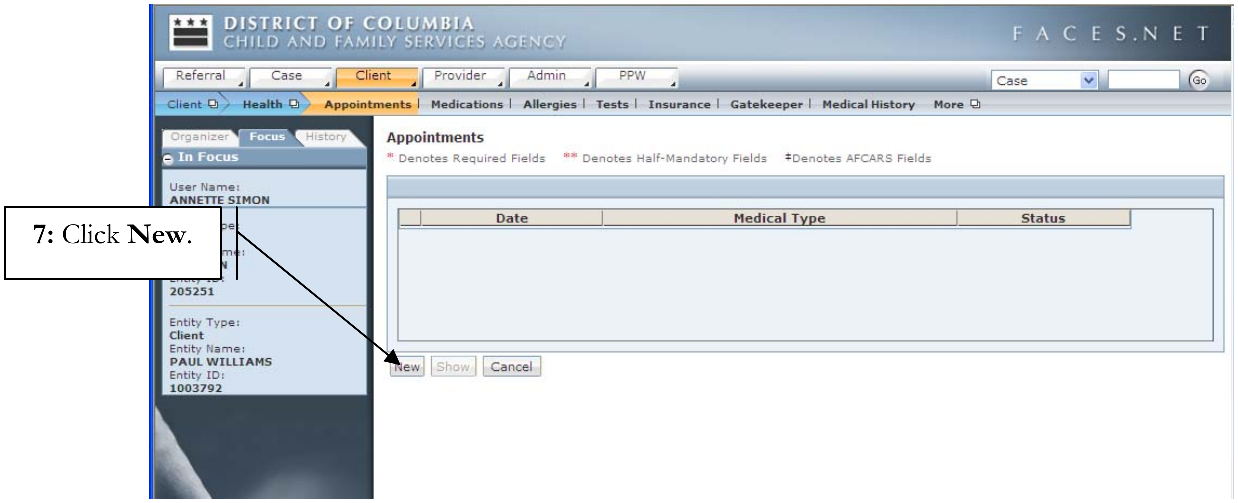

Figure 16

Step 8: Enter **Date** of appointment.

Step 9: Enter **Time** of appointment.

Step 10: Select **AM/PM**.

Step 11: Enter **Medical Type**.

Step 12: Enter **Status**.

Step 13: Enter **Health Professional's name**.

Step 14: Click **Detail** tab.

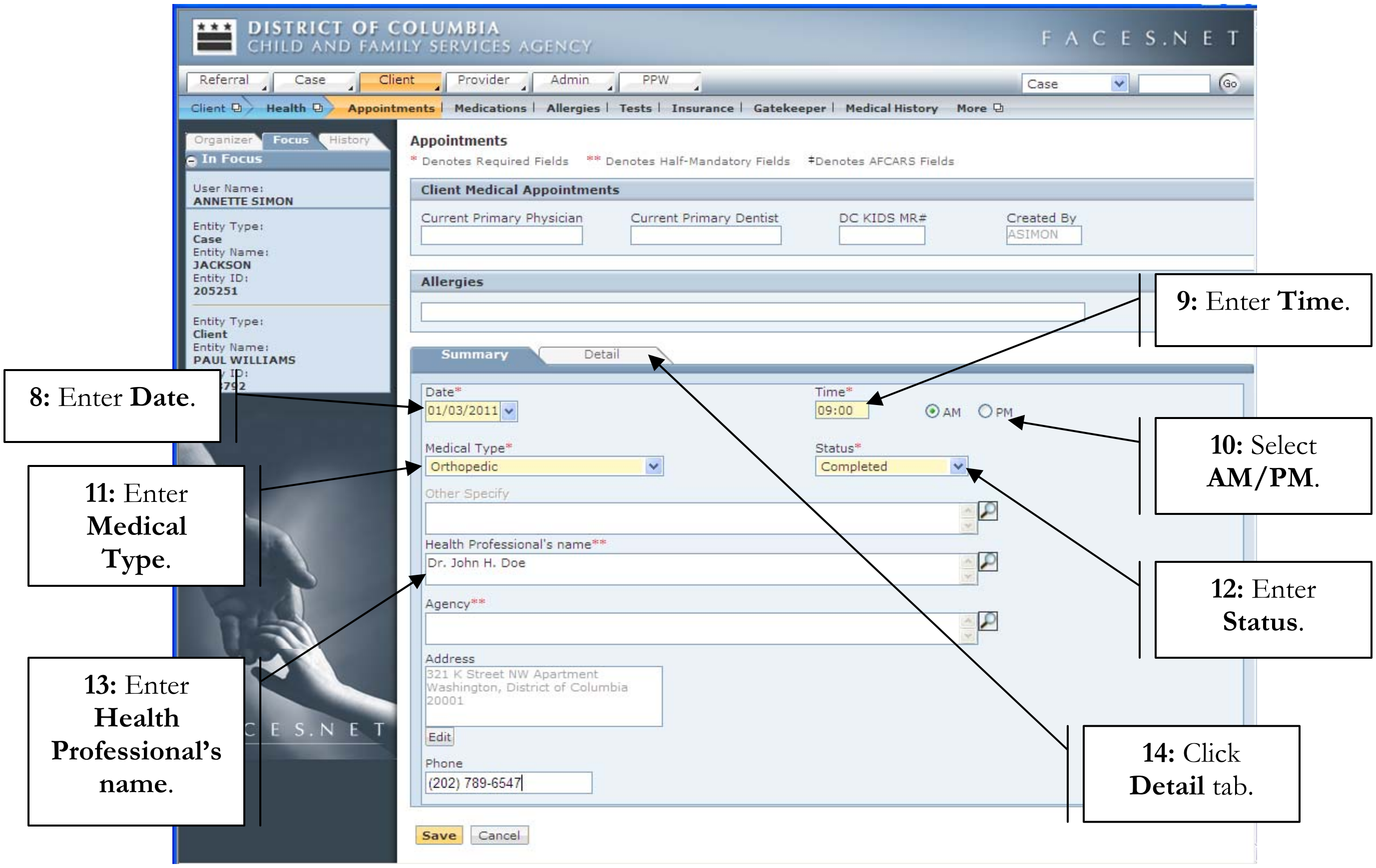

Figure 17

Step 15: Click the **Select…** button to enter **Diagnosis**.

Step 16: Enter **Specialty Update** notes.

Once the physician's assessment has been received in writing, complete the next set of steps.

Step 17: From the **Physician's Assessment** section, click on the check box placing a check mark next to the label: **Physician has provided written notification that the youth has a medical condition that prevents participation in educational or employment activities.**

Step 18: Enter **Effective Date**.

Step 19: Click **Save**.

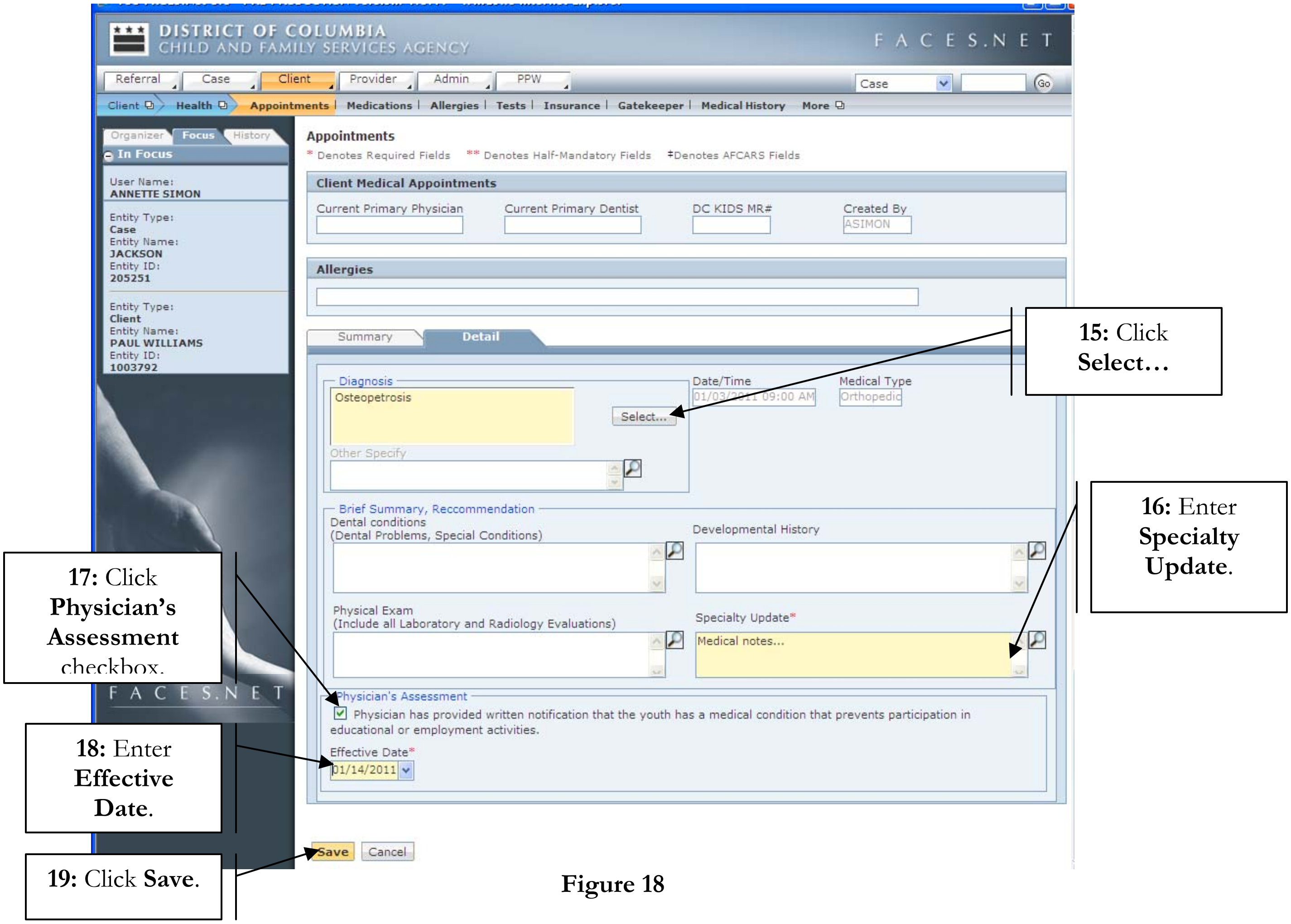

Figure 18

After clicking Save, a pop-up message will appear.

Step 20: Click **Yes** to proceed with saving information.

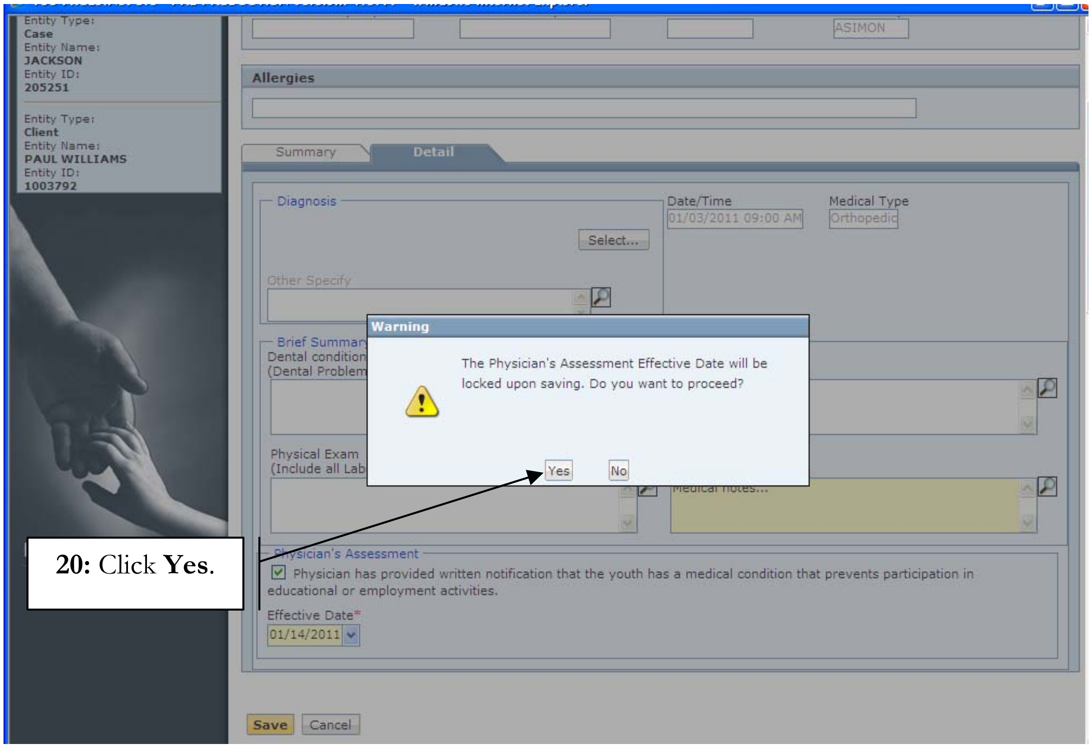

Figure 19

Note:

Following changes have been incorporated on the **Health Appointments** screen:

- A new section **Physician's Assessment** has been added to the **Detail** tab. This section will not display for the Psychological and Immunization medical types. This section will be enabled automatically if the client is aged 17 years and 6 months or greater as of the time of appointment.
- A new checkbox with a label "Physician has provided written notification that the youth has a medical condition that prevents participation in educational or employment activities" has been added to this new section.
- A new date field called **Effective Date** has been added to the new section. This field will allow the user to capture the date on which physician's assessment was obtained in writing. This field will be enabled automatically and become mandatory if the checkbox mentioned above is checked.
- If the checkbox is checked, then the **Health Professional's Name** filed on **Summary** tab will become mandatory *(not Agency field)*.
- If the checkbox is checked and user tries to save the record, the following pop up message will appear:

  > "The Physician's Assessment Effective Date will be locked upon saving. Do you want to proceed?"

  If user selects "**Yes**" then **Physician's Assessment section check box** and **Effective Date** will be disabled.

CKL Ongoing screen

The following screens are currently reserved for OYE staff users only. Specialized FACES.NET security access is needed.

One of the qualifying criteria under Fostering Connections specifies that:

- Participating in a program or activity designed to promote, or remove barriers to employment (e.g., a youth could be in Job Corps or attending classes on resume writing and interviewing skills).

First, place Case record in Focus

Steps include:

Step 1: Hold cursor over **Case**.

Step 2: Click **Client List**.

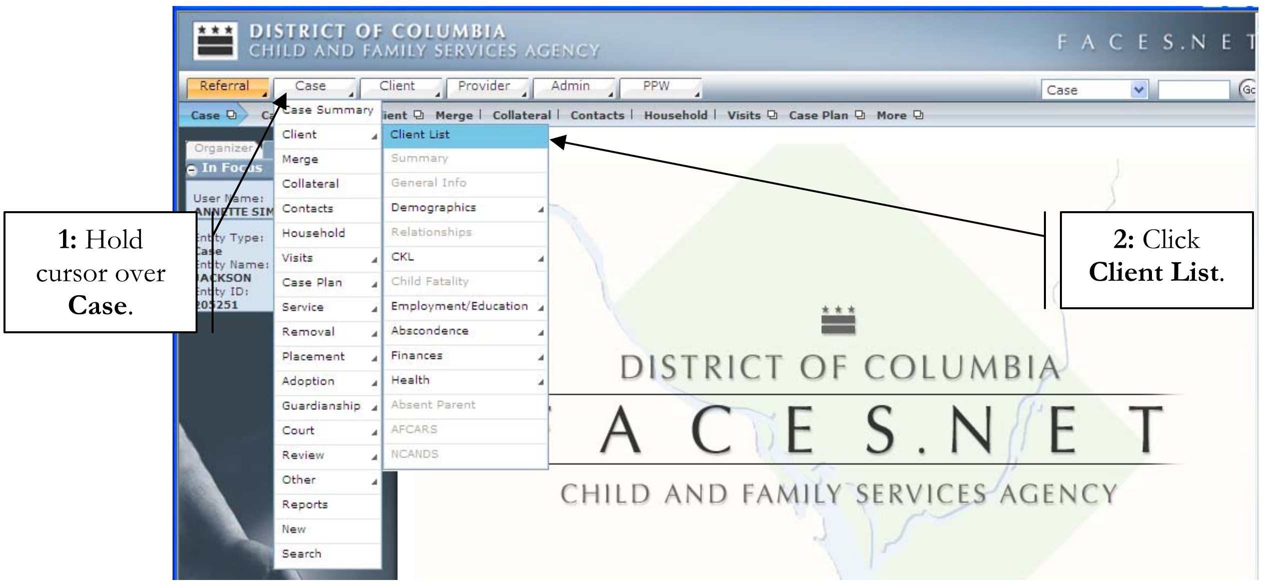

Figure 20

Step 3: Highlight client record you want to view.

Step 4: Click on **Show**.

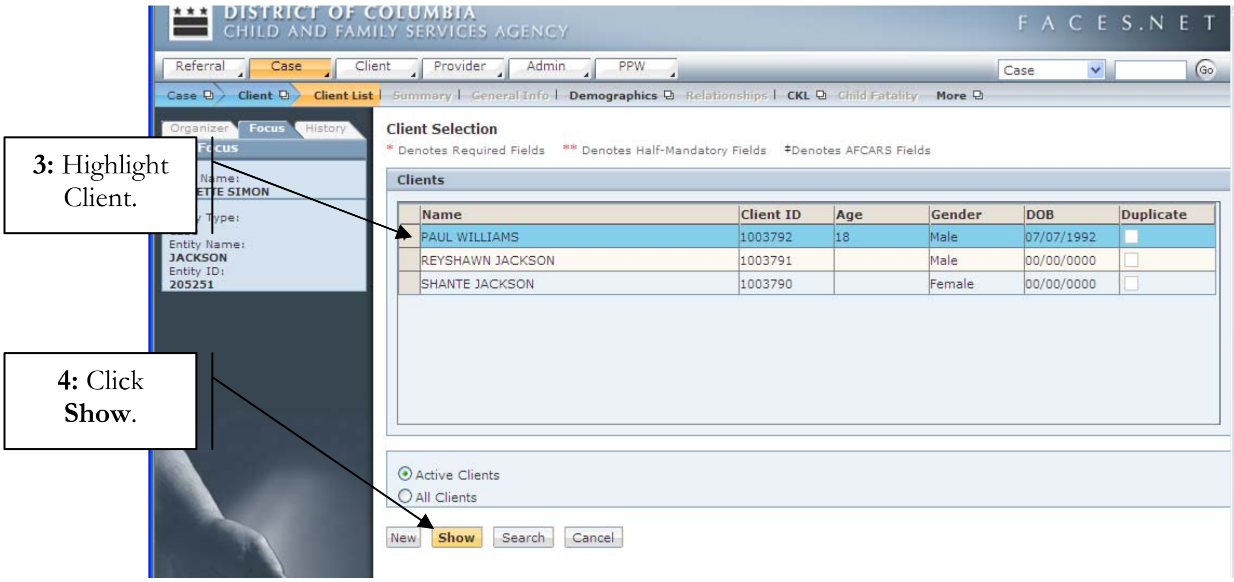

Figure 21

Step 5: Hold cursor over **Client** then **CKL**.

Step 6: Click on **Ongoing**.

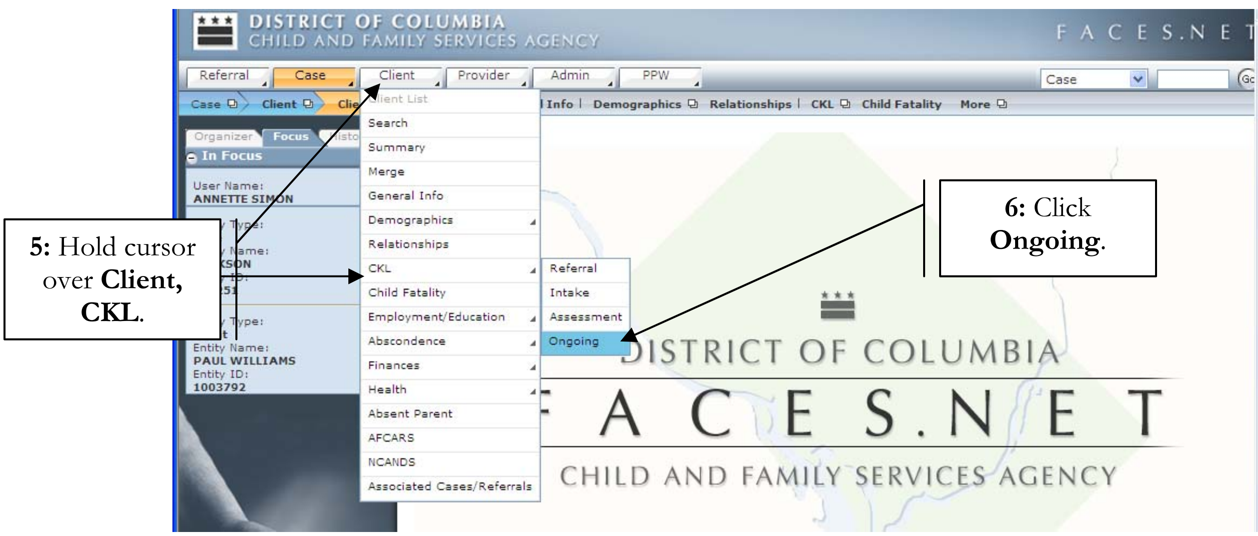

Figure 22

Step 7: Highlight **Assigned Session** to be viewed.

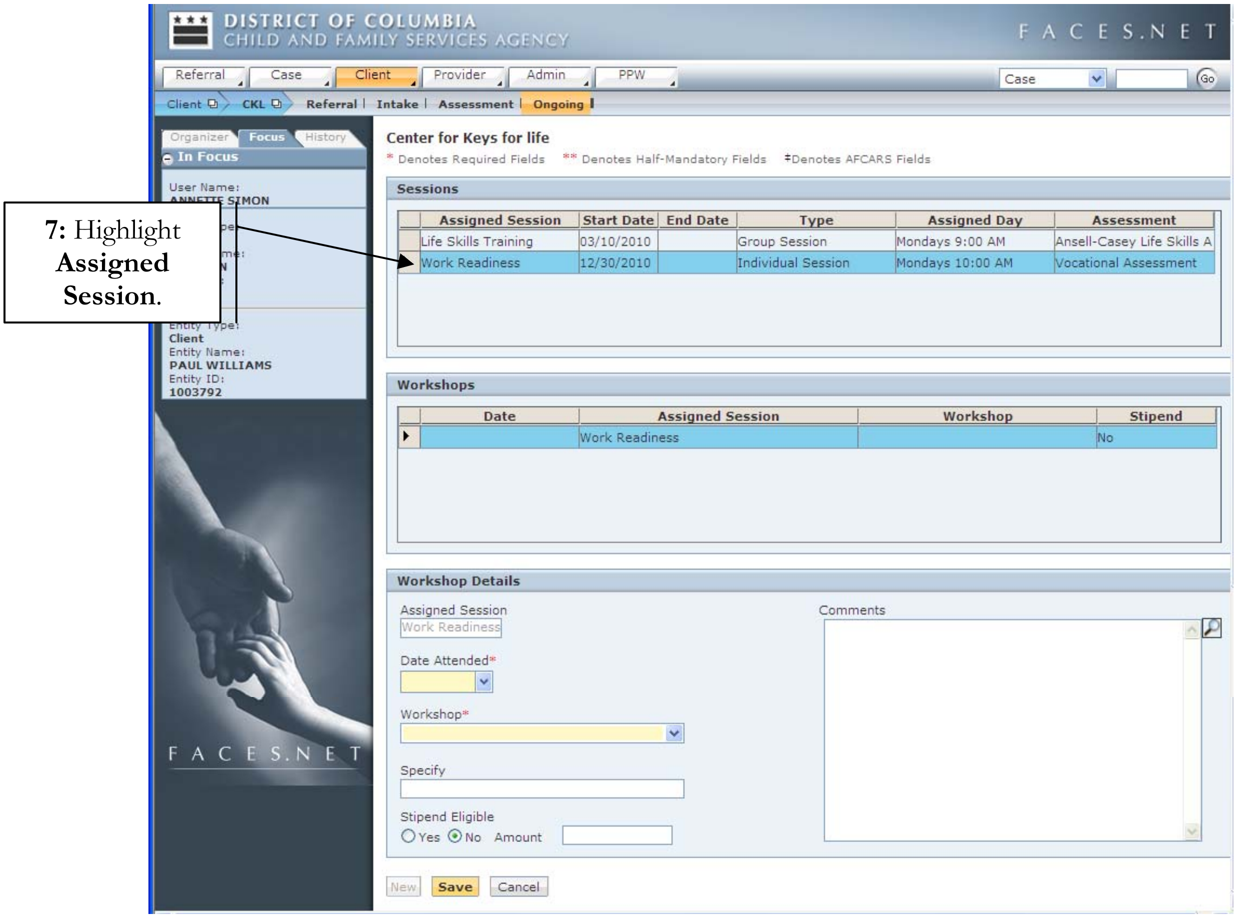

Figure 23

Step 8: Enter **Date Attended**.

Step 9: Enter **Workshop**.

Step 10: Click **Save**.

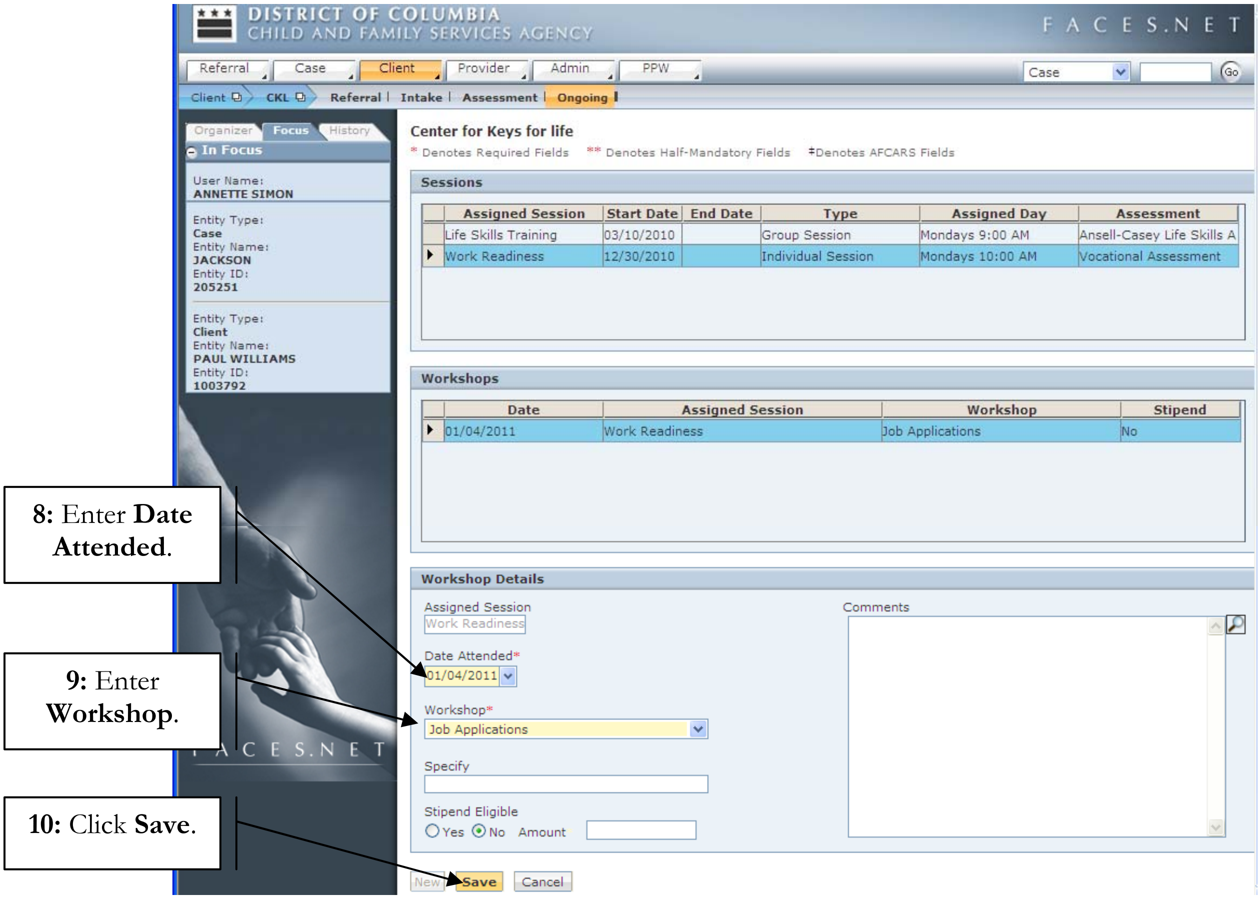

Figure 24

Note:

Client CKL Ongoing screen has not been modified as its current design is sufficient to capture the required data. However, the following values under **Workshop** pick list will be considered as Title IV-E Fostering Connections qualifying workshops under this requirement:

- In College Services Session
  - College Visit
  - Counseling

- Life Skills Training Session
  - Education Planning
  - Interpersonal Skills
  - Job Maintenance
  - Job Seeking
  - Legal Skills
  - Personal Appearance
  - Transportation

- Pre-College Services Session
    - College Tour
    - Counseling

- Special Activities Session
    - Career Fair
    - Teen Conference

- Vocational Training Session
    - Application Assistance
    - Aptitude Testing
    - Counseling
    - Tools for the Trade
    - Uniforms
    - Vocational Referral

- Work Readiness Session
    - Banking – Writing Checks
    - Counseling
    - Cover Letters
    - Internship
    - Job Applications
    - Job Coach
    - Job Search
    - Mock Interviewing
    - Money Management
    - Paycheck – Understanding your Pay Stub
    - Reference Letter
    - Resume Development