EMPLOYMENT, EDUCATION, AND MILITARY SCREENS

CREATION DATE: March 15, 2012

Pointers to Remember:

- 1. Employment, education, and military service information entered on these screens populates to a number of other screens and reports in FACES.NET, including case plans and court reports.
- 2. Schools can be chosen from a list, the addresses of which are already recorded in FACES.NET. If a school is not listed, its information can be entered directly. In this case, please contact the FACES.NET helpdesk so that the information can be added to the list for the benefit of other workers.
- 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. Foster Connections provides CFSA with an opportunity to claim Title IV-E reimbursement for youth between the ages of 18-21, 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.

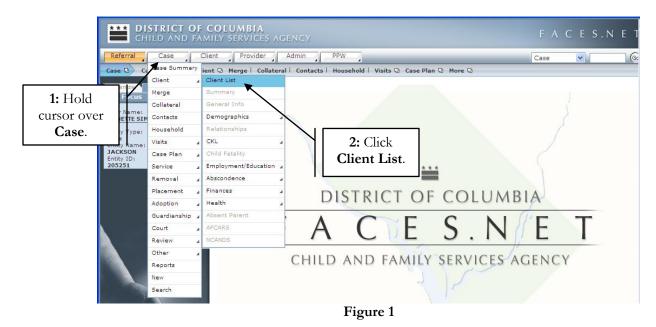
Entering Employment Information

First, place Case record in Focus

Steps include:

Step 1: Hold cursor over Case.





Step 3: Highlight client record you want to view.

Step 4: Click on Show.

	COLUMBIA MILY SERVICES AGENCY Client Provider Admin	PPW		1	Case 🗸	
	ist Summary General Info Demog	raphics 🖸 Relationships CKL	D Child Fata			
rganizer Focus History	Client Selection					
in Focus	* Denotes Required Fields ** Denot	tes Half-Mandatory Fields ‡Den	otes AFCARS F	Fields		
er Name:	Clients					
	Name	Client ID	Age	Gender	DOB	Duplicate
Highlight	PAUL WILLIAMS	1003792	18	Male	07/07/1992	
Client.	REYSHAWN JACKSON	1003791		Male	00/00/0000	
	SHANTE JACKSON	1003790		Female	00/00/0000	
4: Click	© Active Clients					
4: Click Show.						

Figure 2

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

Step 6: Click on Employment.

5: Hold cursor	lient List Info I Demographi earch ummary erge	cs 🛛 Relationships CKL 🔍 Child Fatality More 🔾
5: Hold cursor	ummary	
5: Hold cursor		
	erge	
over Client,	eneral Info	6: Click
Employment	emographics 🖌	
	elationships	Employment.
/Education.	KL 4	
	hild Fatality	***
Entity Type:	mployment/Education 🖌 Employment	=
Client Entity Name:	bscondence A Education	TRICT OF COLLIMPIA
PAUL WILLIAMS Entity ID:	nances A Military	STRICT OF COLUMBIA
1003792	ealth	
	bsent Parent - A	
	FCARS	CIL J.INIL I
	CANDS	
	ssociated Cases/Referrals CHILD A	AND FAMILY SERVICES AGENCY
		Figure 3

Figure 3

Advisory Example:

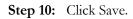
Definition Box		
Enter the date of	hire for this employer.	
	ОК	
	Figure 4	

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.

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



	COLUMBIA AILY SERVICES AGENCY	FACES.NET
Client D Employment/Educa	tion Provider Admin PPW	Case 🗸 🚱
Organizer Focus History In Focus	Client Employment Coucation Finitery = Client Employment * Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields	
User Name: ANNETTE SIMON	Client Employment - JACKSON	
Entity Type: Case Entity Name: JACKSON Entity ID: 205251 Entity Type:	Employer Name Occupation Health Services Company Home Health Care Assitant	Start Date End Date
7: Complete		
Employment	Address Occupation	
Address and Occupation.	Supervisor Prefix First Middle Last Mr. James Smith Occupation Title/Position Smith Home Health Care Assitant Work Schedule Duration Monday - Friday 9:00AM - 5:00PM Image: Compation - Start Date = 03/01/2011 Start Date = 03/01/2011	
F A C E S.N E T	Part Time Monthly Hours Employ 80 Verification of Hours Worked 2	Monthly Hour Employed.
	Type of Verification From To Number of Hour Worked	Number of Hours Worked
10: Click Save.	Insert Verification Record	

Figure 5

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

Step 11: Click Insert Verification Record button.

CHILD AND FAM	C olumbia Ily services agency		FACES.NET
Referral Case Cli	ent Provider Admin PPW		Case 💌 😡
Client D Employment/Educati	on D Employment Education Military		
Organizer Focus History In Focus	Client Employment * Denotes Required Fields ** Denotes Half-Mandatory Fields	‡Denotes AFCARS Fields	
User Name: ANNETTE SIMON	Client Employment - JACKSON		
Entity Type: Case Entity Name: JACKSON Entity ID: 205251	Employer Name Health Services Company Hor	Occupation me Health Care Assitant	Start Date End Date 03/01/2011
Entity Type: Client Entity Name: PAUL WILLIAMS Entity ID: 1003792	Address Occupation		
	Supervisor Prefix First Middle Mr. James Occupation Occupation	Last Smith	Suffix
	Title/Position Home Health Care Assitant Work Schedule Monday - Friday 9:00AM - 5:00PM	Duration Start Date * 2 03/01/2011 v	End Date 2
	Part Time Full Time Verification of Hours Worked	Monthly Hours Employed 80	?
F <u>ACES.NE</u> T	Type of Verification From	To Number of Hours Worked	
Click Insert erification	Type of Verification From	To	Number of Hours Worked
Record.	Insert Verification Record		
	New Save Cancel		

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 <u>actual</u> 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.

Referral Case	Client Provider Admin PPW		Case 💙	Go
	ation D Employment Education Military			
Organizer Focus History In Focus	Client Employment * Denotes Required Fields ** Denotes Half-Mandat	ory Fields [‡] Denotes AFCARS Fields		
User Name: ANNETTE SIMON	Client Employment - JACKSON			
Entity Type: Case	Employer Name	Occupation	Start Date	End Date
Entity Name: JACKSON Entity ID: 205251	Health Services Company	Home Health Care Assitant	03/01/2011	
Entity Type: Client Entity Name: PAUL WILLIAMS Entity ID: 1003792	Address Occupation			
	Prefix First M Mr. James	Middle Last Smith		Suffix
	Occupation Title/Position Home Health Care Assitant			
	Work Schedule			
	Monday - Friday 9:00AM - 5:00PM	V Duration Start Date *		
12: Select	O Part Time O Full Time	Monthly Hours Employ	ed ? I3: Enter]
Type of	Verification of Hours Worked 🔹		From.	
erification.	Type of Verification From	To Number Worked		
	▶ Paystub(s) 03/01/2011		14: Enter 7	Го.
16: Click Save.		From* To* 03/01/2011 03/24/2011	Number of Ho	urs Worked*
17: Click New.	Insert Verification Record			15: Ente Number



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)
 - o Self Reported Hours



Entering Education Information

Pointers to Remember:

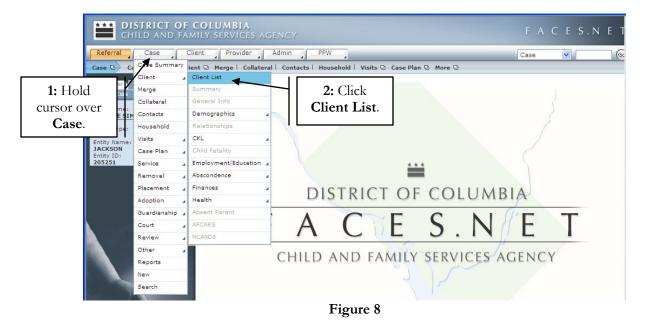
- 1. Each time a child enters a new school or educational information changes, this information should be updated and reflected on the Education Screen in FACES.NET.
- 2. The **Education** screen can be accessed from both the Referral track and the Case track through the client screens.
- 3. The **Enrolled Date** is the first date the child began his current grade.

First, place Case record in Focus

Steps include:

Step 1: Hold cursor over Case.

Step 2: Click Client List.



Step 3: Highlight Client record you want to view.

Step 4: Click on Show.

Referral Case	COLUMBIA MILY SERVICES AGENCY Client Provider Admin PPW				FACE	
Case D) Client D) Client Organizer Focus History o In Focus User Name: ANNETTE SIMON	List Summary General Info Demographi Client Selection * Denotes Required Fields ** Denotes H Clients					
	Name	Client ID	Age	Gender	DOB	Duplicate
3: Highlight	PAUL WILLIAMS	1003792	18	Male	07/07/1992	
Client.	REYSHAWN JACKSON	1003791		Male	00/00/0000	
	SHANTE JACKSON	1003790		Female	00/00/0000	
	DIANESACKOON	1000770	V			
4: Click Show.	Active Clients All Clients					

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

Step 6: Click on Employment.

Child and	OF COLUMBIA Family Services A	GENCY	FACES.NET
Referral	Client Provider	Admin PPW	Case V Gc
Case D Client D Clie	Client List	Info Demographics 🛛 Relationships CKL 🖓 Child Fatality More 🖓	
	Search		
	Summary		
5: Hold cursor	Merge		
over Client,	General Info		
	Demographics		7
Employment	Relationships		
/Education.	CKL 4		
	Child Fatality	6: Click	
Entity Type:	Employment/Education	Employment Education.	
Client Entity Name:	Abscondence 🖌		
PAUL WILLIAMS Entity ID:	Finances 4	Military	A
1003792	Health 🖌		
	Absent Parent	FACTES.N/	F I
	AFCARS		
	NCANDS	CHUR AND FAMILY CEPTION	SENION (
	Associated Cases/Referrals	CHILD AND FAMILY SERVICES AC	JENCY
		3120	
		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.

Referral Case C	Client Provider	Admin PPW	7			Case	v	60
Client Q Employment/Educa	tion 🛛 Employme	nt Education Military	1				2000 (13)	
Organizer Focus History In Focus User Name: ANNETTE SIMON	A NEW educatio	ed Fields ** Denotes Hal n record must be creat record click the "NEW"	ed for each new	school year (u	sually as the gr	ade level	changes). To create	e a
Entity Type: Case Entity Name: JACKSON Entity ID: 205251	Date Updated	School Name University of the District	Daycare Name	City Name	Grade Level	Status	Grade Enrollment Date 08/30/2010	
Entity Type: Chent Entity Name: PAUL WILLIAMS Entity ID:								
7: Enter chool Type .	School/DayCa School ype ** College/Unive Specify School		~	Coumbia Ext	eds	Grad	// /	8: Enter ool Name .
					1	he/2	0/2010 🗸	
	Address 4200 Connectio Washington, Di Ward:3, Censu Edit	strict of Columbia 20008						9: Enter Grade nrollment
	4200 Connectio Washington, Di Ward:3, Censu	strict of Columbia 20008		Ext				Grade
F A C E S.N E T	4200 Connectio Washington, Di Ward:3, Censu Edit DayCare	strict of Columbia 20008 s Tract:12		Ext				Grade nrollment

Figure 11

Day Care information should be completed as needed.

- 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.

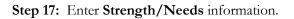
Step 16: Click on Strength/Needs tab.

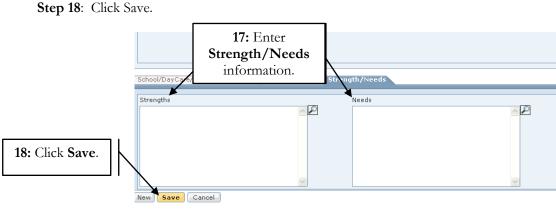
CHILD AND FA	COLUMBIA FACES.NET
Referral Case	lient Provider Admin PPW
Client D Employment/Edu	tion 🕖 Employment Education Military
Organizer Focus History In Focus User Name: ANNETTE SIMON Entity Type:	Client Education * Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields A NEW education record must be created for each new school year (usually as the grade level changes). To create a new education record click the "NEW" button at the bottom of the screen. School/DayCare
Case Entity Name:	Date School Name Daycare Name City Name Grade Level Status Grade Enrollment
JACKSON Entity ID:	Updated School Name Daycare Name Grade Level Status Date Image: Daycare Name University of the District or 1 Year College Attending 08/30/2010
Current Grade Level.	School/DayCare/College/University Education Strength/Needs
13: Enter	Current Grade Level* Part Time/Full Time * 12: Enter Part
Grade Last	I Year College (Freshman) Image: Full Time Grade Last Completed* Education Status*
	Grade 12 General Education
Completed.	Enrollment Status* Special Education Leve
	Attending
15: Enter	Date of Last IEP Date Updated Transportation D ent ID ent ID 03/28/2011
Enrollment	Education 16: Click
Status.	School/DayCare Schedule School/ Education Education Strength/Needs
	tab.
FACES.NE	Tutoring Subjects Grade Repeated Repeated Grade Explanation
FACES.NE	Select
	New Save Cancel
	Eiguno 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
 - Expelled
 - o GED Completed
 - 0 Graduated
 - o Promoted





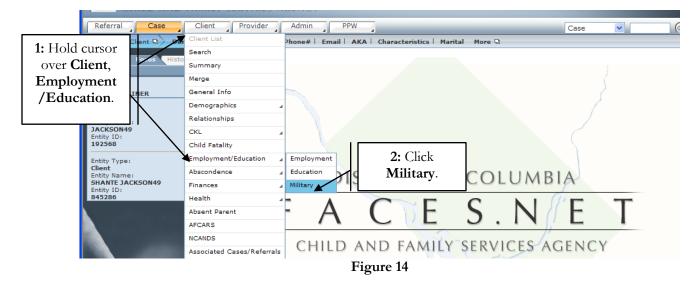


Entering Military Information

Steps Include:

Step 1: Hold cursor over Client, then Employment/Education.

Step 2: Click on Military.



Step 3: Select Branch.

Step 4: Enter Duration of Service.

Step 5: Click Save.

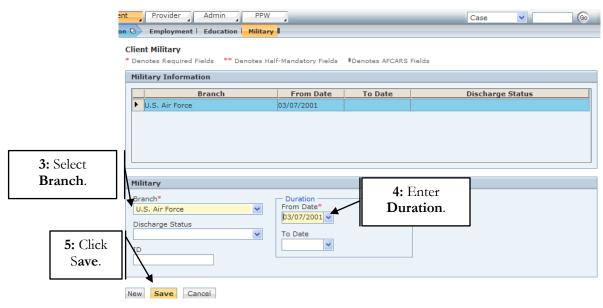


Figure 15