

COMPLETING EDUCATION INFORMATION FOR THE JFS 1443 (CHILD'S EDUCATION AND HEALTH INFORMATION REPORT)

The child's Education information pulls into the Education Section for the Child's JFS 1443 Child's Education and Health Information Report as described below.

1. Navigate to the Case Overview page. Click the View Case Information Link (There is more than one way to access the child's education tab. For this document we will be accessing the child's education tab through the child's case)

Case Overview

Case ID: 2646016
Case Name: Bob, Sponge
Case Address: [Redacted]
Case Status: Open (04/07/2014)
Case Category: Ongoing
Agency: IHS Training
Geo Code: [Redacted]

Case Actions

- [View Case Information](#) (circled in red)
- [Linked Cases](#)
- [ProtectOhio Category](#)

Case Ticklers

No Ticklers Found

[Manually Dispose of Tickler](#)

[View Case Status History](#) | [View Assignment History](#)

Assignment Information

Worker Name	Role	Agency of Worker
Training01, User	Screening Decision Maker	IHS Training

Eligibility Assignment Information

Person Name	Eligibility Specialist(s)
No Assignment Information Found	

[Close](#)

2. Click the Members Tab

Case > Workload > Case Information

Case ID: 2646016
Case Name: Bob, Sponge
Case Address: /

Case Status: Open (04/07/2014)
Case Category: Ongoing
Agency: IHS Training
Geo Code:

Assignment Information

[View Case Status History](#) | [View Assignment History](#)

Worker Name	Role	Agency of Worker
Training01, User	Screening Decision Maker	IHS Training

Primary Caretaker:
Secondary Caretaker:

Reference List

Reference Type	Reference Number	Description
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[Add Case Reference](#)

[Apply](#) [Save](#) [Cancel](#)

3. Click the Name hyperlink of the child you wish to add education information

Case > Workload > Case Information

Case ID: 2646016
Case Name: Bob, Sponge

Case Status: Open (04/07/2014)
Case Category: Ongoing

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

[View Member History](#)

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	Begin Date	
edit	9064067	Bob, Sponge	10/26/1969	45	Male	Other Pacific Islander	No	04/07/2014	delete
edit	9064068	Squirrel, Sandy	10/22/2003	11	Female	Other Pacific Islander	No	04/07/2014	delete

Inactive Member List

Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	Begin Date
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[Add Member](#)

[Apply](#) [Save](#) [Cancel](#)

5. Click the Education Tab

The screenshot shows the 'Profile' page with the 'Education' tab selected. The page has a navigation bar at the top with links: Profile, Education, Medical, Employment, Military, Background, Delinquency, and SACWIS History. Below the navigation bar is a tabbed interface with tabs: Basic, Demographics, Address, Additional, Characteristics, Safety Hazard, and Confidential Information. The 'Basic' tab is active, showing personal information for 'Squirrel, Sandy'. The 'Person Information' section includes fields for Prefix, First Name, Last Name, Middle Name, Suffix, Gender, SSN, DOB, Age, and Driver's License. There are also checkboxes for 'Safety Hazard Exists', 'Safety Plan Exists', 'Environmental Hazard Exists', 'Protective Service Alert', 'Pregnant', 'Pregnant/Parenting Minor', 'Pregnant/Parenting Youth in Custody', 'Deceased', and 'AWOL'. At the bottom, there is an 'Add AKA' button and a table for 'AKA Names'.

6. Click the Add School Button

The screenshot shows the 'School Profile' page with the 'Add School' button highlighted. The page has a navigation bar at the top with links: Profile, Education, Medical, Employment, Military, Background, Delinquency, and SACWIS History. Below the navigation bar is a tabbed interface with tabs: School Profile, Performance, and Special Education. The 'School Profile' tab is active, showing a table for 'Financially Responsible School District' with columns: Name, Start Date, and End Date. Below this is a 'School History' section with a table for 'Created in Error' and columns: School Name, Type, District Name, Beginning Grade, Start Date, End Date, and Source System Code. At the bottom, there is an 'Add School' button and a table for 'Add School'.

Information about the current Primary School record that does not have an End Date will pull into Section A: “Name and Address of the School the Child is Currently Attending”

Section B: “School Attended by the Child at the Time of Placement” populates from the school history based on the date of the Initial Removal record for the child. You must enter the Primary School the child was attending at the time of removal.

7. Enter the Required School Details and Click Save

The screenshot shows a web application interface for entering school details. At the top, there are navigation tabs: Profile, Education, Medical, Employment, Military, Background, Delinquency, and SACWIS History. Below these, the child's name is 'Squirrel, Sandy', Person ID is '9064068', and DOB is '10/22/2003'. The main section is titled 'School Details' and contains several fields: 'School District' (dropdown menu showing 'ANNA LOCAL'), 'School Name' (text input), 'Category' (dropdown menu showing 'Public'), 'Start Date' (calendar icon), 'Beginning Grade' (dropdown menu showing 'Seventh'), 'Type' (dropdown menu showing 'Primary'), 'End Date' (calendar icon), 'Ending Grade' (dropdown menu), 'Address' (text input with a 'Search Address' button), 'School Contact' (text input), 'Phone' (text input), and 'Ext.' (text input). Below these fields is a 'Reason for Withdrawal/Transfer' text area. At the bottom, there are buttons for 'Spell Check', 'Clear', and 'Save'. The 'Source System Code' section shows a checkbox for 'Created in Error'. The footer displays 'Created Date: 04/29/2015 12:52:39 PM', 'Modified Date: 04/29/2015 12:52:39 PM', 'Created By: Training01, User', and 'Modified By: Training01, User'. There are also 'Save' and 'Cancel' buttons at the very bottom.

Profile | Education | Medical | Employment | Military | Background | Delinquency | SACWIS History

Name: Squirrel, Sandy Person ID: 9064068 DOB: 10/22/2003

School Details

School District: ANNA LOCAL OR Other District:

School Name: School

Category: Public Type: Primary

Start Date: 09/01/2014 End Date:

Beginning Grade: Seventh Ending Grade:

Address: Search Address

School Contact: Phone: Ext.:

Reason for Withdrawal/Transfer:

Spell Check Clear Save

Source System Code:

Created in Error

Created Date: 04/29/2015 12:52:39 PM Created By: Training01, User

Modified Date: 04/29/2015 12:52:39 PM Modified By: Training01, User

Save Cancel

8. Click the Performance Tab

The screenshot shows the 'Performance' tab selected in a student profile system. The top navigation bar includes links for Profile, Education, Medical, Employment, Military, Background, Delinquency, and SACWIS History. The 'Performance' tab is highlighted with a red circle. Below the tabs, the student's name is 'Squirrel, Sandy', Person ID is '9064068', and DOB is '10/22/2003'. The 'Financially Responsible School District' section contains a table with one entry: 'LEDGEMONT LOCAL' with a start date of '03/01/2015'. The 'School History' section has a table with columns: School Name, Type, District Name, Beginning Grade, Start Date, End Date, and Source System Code. The first row shows 'School' as the name, 'PRIMARY' as the type, 'ANNA LOCAL' as the district, 'Seventh' as the grade, and '09/01/2014' as the start date. There are 'Add School' and 'Add Evaluation' buttons at the bottom of the respective sections. At the very bottom are 'Apply', 'Save', and 'Cancel' buttons.

Name	Start Date	End Date
LEDGEMONT LOCAL	03/01/2015	

School Name	Type	District Name	Beginning Grade	Start Date	End Date	Source System Code
School	PRIMARY	ANNA LOCAL	Seventh	09/01/2014		

9. Select a value for "Availability of Education Record". If education records are available the select the Add Evaluation Button.

This screenshot shows the same 'Performance' tab, but with the 'Availability of Education Record' dropdown menu set to 'Available', which is circled in red. Below this dropdown is a text area for 'Reason(s) for Unavailable Record:'. There are 'Spill Check', 'Clear', and 'Save' buttons. The 'Created Date' and 'Modified Date' fields are empty, as are the 'Created By' and 'Modified By' fields. The 'Academic Evaluation History' section has a table with columns: Evaluation Date, Grade Level, and If N/A, Reason. The 'Suspension/Truancy/Expulsion History' section has a table with columns: Type, Explanation, Grade Level, Start Date, and End Date. Both history sections have 'Add Evaluation' and 'Add Record' buttons respectively. At the bottom are 'Apply', 'Save', and 'Cancel' buttons.

Evaluation Date	Grade Level	If N/A, Reason
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Type	Explanation	Grade Level	Start Date	End Date
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10. Complete Part 1 Academic Evaluation

The screenshot shows the 'Academic Evaluation' form, specifically Part 1. The form is titled 'Academic Evaluation' and contains several sections for data entry. At the top, there are fields for 'Evaluation Date' and 'Grade Level'. Below these, there are checkboxes for 'Child has repeated this grade' and 'Child's educational needs require further assessment'. A large text area for 'Explain:' follows. The form then branches into three main sections: 'Cognitive Functioning', 'School Problems', and 'Describe how the current educational setting is appropriate for the child's needs'. Each section has a 'Spell Check' button and a 'Clear' button. The 'School Problems' section includes dropdown menus for 'Behavior' and 'Academic'. The 'Describe how the current educational setting is appropriate...' section has a 'Spell Check' button and a 'Clear' button. At the bottom, there are fields for 'Created Date', 'Modified Date', 'Created By', and 'Modified By'. The form is framed by a black border.

Academic Evaluation

Evaluation Date:

Grade Level:

☐ Child has repeated this grade

Explain:

IF N/A, Reason:

☐ Child's educational needs require further assessment

Spell Check Clear 1000

☐ Child is a high achiever ☐ Child achieves at grade level ☐ Child achieves below grade level

☐ Child makes good grades ☐ Child likes School ☐ Child struggles with school

☐ Child desires post-secondary education

Cognitive Functioning:

Performance Details:

Spell Check Clear 3000

School Problems: Behavior: Academic:

Behavior Problems / Social Adjustment:

Spell Check Clear 3000

☐ School age child misses school (or has missed school) for prolonged periods

☐ Academically behind due to poor attendance

Describe Child's Attendance:

Spell Check Clear 3000

Describe how the current educational setting is appropriate for the child's needs, or what actions are being taken to arrange for immediate enrollment in an appropriate educational setting:

Spell Check Clear 4000

Created Date: Created By:

Modified Date: Modified By:

Apply Save Cancel

Section C: “Appropriateness of Current Educational Setting” is pulled from the child’s most recent Academic Evaluation record.

Section G: “Child’s Attendance, Social Adjustment, and Behavior Problems” are selected from drop down fields in Part 1 of the Academic Evaluation record.

11. Select Part 2 Academic Evaluation continued and complete

Profile | Education | Medical | Employment | Military | Background | Delinquency | SACWIS History

Part 1 **Part 2**

Name: Squirrel, Sandy Person ID: 9064068 DOB: 10/22/2003

Academic Evaluation Continued

Tutoring Needs

<input type="checkbox"/> English	<input type="checkbox"/> Science/Biology	<input type="checkbox"/> Reading
<input type="checkbox"/> English as Second Language	<input type="checkbox"/> Math	<input type="checkbox"/> Spelling
<input type="checkbox"/> Foreign Language	<input type="checkbox"/> History/Geography	<input type="checkbox"/> Writing
<input type="checkbox"/> Study Skills	<input type="checkbox"/> Other: <input type="text"/>	

Graduation Information

<input type="checkbox"/> Child is 18, and will graduate prior to 19th birthday	Expected Graduation Date: <input type="text"/>
<input type="checkbox"/> High School Diploma Received	Graduation Date: <input type="text"/>
<input type="checkbox"/> GED Certificate Received	GED Date: <input type="text"/>

School Activities

<input type="checkbox"/> Softball	<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Drama
<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Music/Band
<input type="checkbox"/> Football	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Choir
<input type="checkbox"/> Tennis	<input type="checkbox"/> Track & Field	<input type="checkbox"/> Mentor
<input type="checkbox"/> Basketball	<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Clubs: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>	

Created Date: 01/13/2016 02:06:27 PM Created By: Training01, User
Modified Date: 01/13/2016 02:06:27 PM Modified By: Training01, User

Apply Save Cancel

Section E: “Child’s Grade Level and Academic Performance” pulls from Part 1 and Part 2 of the child’s most recent Academic Evaluation record.

12. Click the Special Education Tab if applicable and enter the ETR/MFP and IEP/504 button clicking the buttons and entering the information. Click Save

The screenshot shows a web-based application interface with a top navigation bar containing tabs: Profile, Education, Medical, Employment, Military, Background, Delinquency, and SACWIS History. The 'Special Education' tab is selected and highlighted with a red circle. Below the navigation bar, the main content area is divided into several sections:

- School Profile**: Includes fields for Name (Squirrel, Sandy), Person ID (2224922), and DOB (10/22/2003).
- Evaluation Team Report (ETR)/Multi-Factored Evaluation (MFE) History**: A table with columns for Date ETR/MFE Completed and Originating School District. An 'Add ETR/MFE' button is present.
- Individualized Education Plan (IEP) History/504 Plan History**: A table with columns for Plan Type, Effective Date, Expiration Date, School District, Special Ed. Contact, and Amendment. An 'Add IEP/504' button is present.
- Special Education Designation**: Includes checkboxes for 'Child enrolled in special education', 'Child eligible but not enrolled in special education', and 'Child not eligible for special education'. It also has fields for Enrollment Date, Explain, and Achievement Level With Special Education.
- Basis for Special Education Eligibility Determination**: Includes a list of available categories (Autism, Blind, Deaf, Developmentally Delayed, Emotional Disturbance) and a 'Selected Categories' list. Buttons for 'Add >' and '< Remove' are present.

At the bottom of the form, there are fields for 'Created Date', 'Modified Date', 'Created By', and 'Modified By'. At the very bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

Section H: “Developmental Delays or Learning Disabilities” information for this section is recorded on the Special Education tab.

Section D: “Efforts to Maintain Child in Same School” pulls from the child’s Initial Removal Record, Removal Circumstances page.

Section F: “Medical Condition/Other Circumswtance that Prevents the Child from Attending School Full Time” pulls from the most recent “Medical Treatment record on the Medical Treatment Tab, Treatment Details.