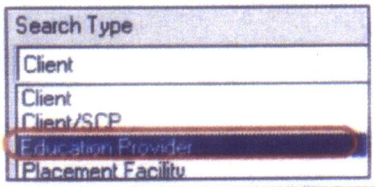
CWS/CMS Education Provider and Education Notebooks Quick Reference Guide

This is a step-by-step guide for entering education information for a client. It will also show you how to create a Health and Education Passport (HEP). Once completed, the HEP is populated with information recorded from the Health, Contact, Education and Client Notebooks.

The Create New Education Provider is disabled in CWS/CMS Client Services. If you are unable to locate the school where the child is enrolled, follow the instructions in the FYI 05-56 dated 12/1/05.

STEP 1. Open the Client Notebook for the child that you want to enter education information. Review the existing Education Notebook pages to determine if information is current and accurate. If the current school is correct, but the grade level needs to be changed, skip to step 6. If the child is no longer at the school listed in CWS/CMS, enter the end date and reason child left for that school and proceed to step 2.

STEP 2. To add a new Education Provider, click the Search drop-down menu. Select Start Search. Click the Search Type drop-down list. Select Education Provider.

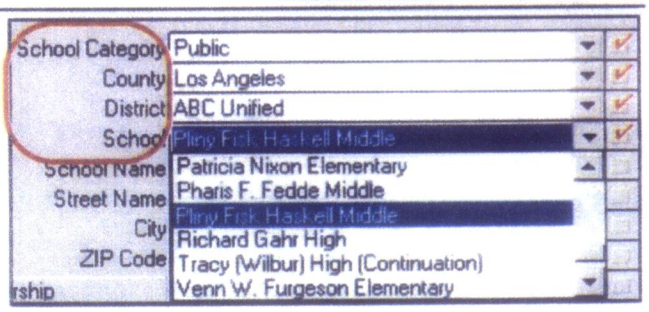


STEP 3. Click the School Category drop-down list. Select Public, Private, Independent or Home.

Click the County drop-down list. Select the County where the school is located. Click the District drop-down list to select the district.

Click the School drop-down list. A list appears alphabetically. Select the school name.

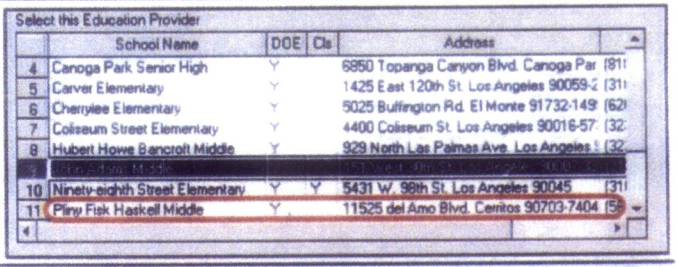
Click the OK button. The Search Results appear.



** **NOTE:** If you are unable to locate where the child is enrolled, e-mail the Department's Education Unit at: inocea@dcfs.lacounty.gov.

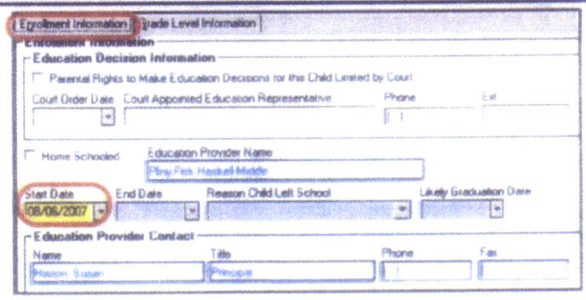
STEP 4. Go to the client management blue button. Click the "+" button under the Education Notebook.

In the New Notebook dialogue box, select the child's school name. Click the OK button.



STEP 5. CWS/CMS automatically attaches the new Education Provider to the client.

Enter all mandatory and known fields on the Enrollment Information Page.



CWS/CMS Health & Education Passport (HEP)
Education Notebook
Quick Reference Guide

Enrollment Information Page

Client Services - Case [Dummy Case] - [Education [Henry Clay Middle]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information | Grade Level Information

Enrollment Information

Education Decision Information

☑ Parental Rights to Make Education Decisions for this Child Limited by Court

Court Order Date	Court Appointed Education Representative	Phone	Ext
05/15/2007	Ms. Patty Smith, Paternal Aunt	(213) 555-5555	

Check box if parent's rights were limited by court. Enter name, relationship to child, phone and date court made the order.

☐ Home Schooled

Education Provider Name: Henry Clay Middle

Start Date	End Date	Reason Child Left School	Likely Graduation Date
09/03/2007	06/13/2008	Graduated	06/15/2012

Excluded From Public Schools
Expelled
Graduated
GED
New School Opened
Placement Change
Promoted
Residence Change
School Closure
Transferred

Start date= enrolled in school(s), End date =left school. Choose closest reason. Court wants explanation for changing schools. CSW annotates this in Child Evaluation & briefly in Placement Notebook's id page (see page samples provided).

Education Provider Contact

Name: Gartrell Jackson, Pamela

Fax: ( )

Education Provider Address

No.: 12226 Street: South W

City: Los Angeles ZIP: 90047 ZIP Ext: 5240

School Contact Information populates by utilizing the search – education providers feature.

Special Education Needs of This Child

Indicate briefly if this child has been referred for a Student Success Team (SST) meeting, an Individualized Education Program (IEP) meeting, AB3632, 504 plan or is suspected of having learning delays/ disabilities and is being assessed.

Actual meeting notes or plan descriptions are recorded in the Grade Level Information page under appropriate information type category (see next page).

Ready | Case [Dummy Case] -> Client (Case Focus Child) [Dummy Case] -> Education [Henry Clay Middle]

CWS/CMS Health & Education Passport (HEP)
Education Notebook
Quick Reference Guide

Grade Level Information Page

Client Services - Case [Dummy Case] - [Education [Henry Clay Middle]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information | Grade Level Information

Grade Level Information

+	Grade	Start Date	End Date	Teacher/Counselor
1	8	09/03/2007	06/13/2008	Bob George

Click the + sign to add new grade.

After adding grade enter start date for that grade. End date when promoted to next grade. Grade level Performance – at level. Advance or delays= based on academic assessments

Grade: 8 | Start Date: 09/03/2007 | End Date: 06/13/2008 | Grade Level Performance: 8

Teacher/Counselor Name: Bob George | Hours at School: 8:00am -3:00pm | Education Provider Name: Henry Clay Middle

Add teacher/ counselor – point of contact. Add hours at school. Ed.Provider is populated from enrollment page.

Educational Needs/School Performance/Strengths/Interests

Child performed at grade level likes school. (This box has limited character space, utilize Child Evaluation choice below for indepth information).

Text is limited to two lines, use to highlight only.

Education Record

+	Start Date	End Date	Information Type
2			
3	06/13/2008	06/13/2008	Year-End Report Card
4	03/03/2008	03/03/2008	IEP

Start Date | End Date | Information Type: <None>

<None>
Attendance Record
Child Evaluation
IEP
IFSP (age 0-3)
Progress Record
Year-End Report Card

Education Record Comments

This box has unlimited text capability. Use for complete education narratives utilizing the coordinating categories -

+ To add new records. Text box is unlimited.
Use Child Evaluation to address Court's Expectations:

- Academic 6 month progress
- Awards, Progress, Tutoring, Extracurricular activities
- Suspensions, Expulsions, Opportunity Transfers
- SST mtgs, AB3632, SARB mtgs, 504 plans
- CAHSEE pass/ fail dates - Math and/ or English. For fails comment on plan for assisting youth.
- Does Youth have library card and access?
- 1726 school comments or DCFS request dates
- If youth not in school of origin provide rationale and date court was notified by ex-parte
- If youth is in NPS provide rationale and future plan for less restrictive school setting.
- Case Plan goals to meet academic strengths/ needs, ie: College, Behavior, Counseling, Scholarships

Individualized Educational Plan, include end (renewal) date
Individualized Family Support Plan, generated by Regional Center also needs an end (renewal) date.

Start | Inbox - Micr... | Kids in Arizo... | RE: Donor li... | CWS_CMS | CWSTrace | RE: Donor lis... | CWS/CMS C... | Client Servi... | 12:15 PM

CWS/CMS Health & Education Passport (HEP)
Placement Notebook
Quick Reference Guide

Placement ID Page
Addressing Education Matters

Client Services - Case [Dummy Case] - [Placement [Dummy Home for Dummy Case]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info | ID | Ongoing Requests | Incidental Payments | End Placement/Episode | Temporary Leave | Relative/NREFM Assessment

Identification and Approval

Placement Information

Start Date	End Date	Agreement Effective Date	Agency Responsible	Placement Count
06/17/2009		06/17/2009	County Welfare Department	1

Placement Home	Facility Type	Program Number	Primary Substitute Care Provider
Dummy Home for Dummy Case	Relative/NREFM Home		SCP, Dummy

☐ Emergency Placement
☐ De Facto Parent
☐ Active Confidential Placement

Legal Auth. For Placement: Legal Authority Not Yet Determ
Effective Date:
Care Provider Relationship To Child: Nonrelative Nonguardian

Placement Approval

Approval Status: Request Not Submitted
Date:

Shelter Care Extension Approval

Approval Status: Request Not Submitted
Date:

CHDP Program

Date Substitute Care Provider informed of CHDP Program and brochure given:
☐ Substitute Care Provider Requested CHDP Services

06/19/2009 Date SCP Given HEP and Informed of Purpose

Document date, completed HEP was given and explained to Substitute Care Provider.

Rationale

☐ Certified License Pending Homes: Certification on file that home meets licensing standards and licensed facility not available or does not meet child needs
☐ Approved Homes: This home is suited to the child's needs
☐ Group Homes: Group Home placement is necessary to meet child treatment needs and this facility offers needed services

Rationale Description

Attends same school as prior to placement: Unknown

☑ Considered proximity to the school in which the child was enrolled at the time of placement.

Explanation if the child was not placed in proximity of school:
No placements available in childs school of origin zip codes. Child placed determined by child's needs and the distance is too great for daily commute.

Sibling Placement Rationale

Siblings placed together:
Reason:
Comments:

Indicate if child's placement is outside school of origin's area. Briefly describe and then provide full explanation in Education Notebook's Child Evaluation located ion the Grade Level information Page

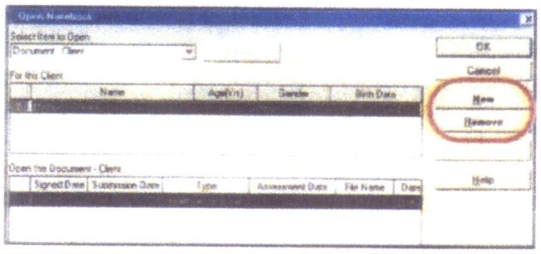
Ready | Case [Dummy Case] -> Client [Case Focus Child] [Dummy Case] -> Placement [06/17/2009]

Start | Inbox - Microsoft Outlook | CWS_CMS | CWSTrace | CWS/CMS Control Panel | Client Services - Case... | 4:24 PM

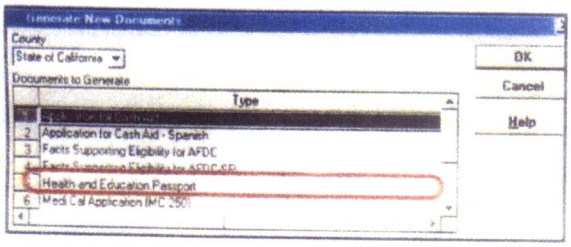
CWS/CMS Health & Education Passport (HEP) Quick Reference Guide

STEP 1. Click on the existing Document - Client Notebook. If an existing HEP is listed, click on that row and click the Remove button. A message is displayed stating: "If you remove this row, you can not replace it. Do you want to proceed?" Click the Yes button.

Click the New button to create the new HEP.

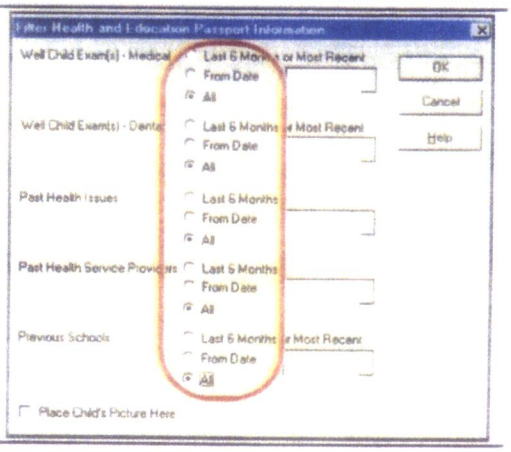


STEP 2. Click the Select Health and Education Passport. Click the OK button. In the Select Client dialog box, select the client that you want the HEP for. Click the OK button.



In the Filter dialog box, select the filter option buttons that you want to populate to the document.

Click the OK button.



STEP 3. The Health and Education Passport Microsoft Word document is populated from the Client, Health and Education, FC 2 Eligibility, Service Provider, Contact, and Case Plan Notebooks.

To print the HEP, click the printer icon. Don't forget to Save to Database.