



Education – FSC Job Aid

The *Education* screen allows users to document general education information, K-12 school information and any DHS Consents that have been signed. Information entered on the General Education tab will be displayed in the Snapshot Report on the *Summary* screen.

Education

Household Member List

Member Name	Legal Sex	Birth Date	Relationship to HOH	Source
Sally Sunset	Female	01/02/2001	Self	FSC
Sally Sunshine	Female	01/02/2001	Niece	FSC
Sam Sunset	Male	02/03/1995	Brother	FSC

Show entries First Previous 1 Next Last

Education Information

General Education

K-12

Post Secondary

DHS Consent

Current Enrollment Status *

Not Enrolled

Highest grade completed *

-Select-

Child receiving any childhood education services?

-Select-

Early childhood education services received:

None selected

Other Education Service Received

Save

Navigation

- From the **Dashboard**: Locate the desired Case and click on the *Case ID* to bring the Case into focus.
 - Click on the **Case Information** tile. Then click on the **Education** tile.



Education Information – General Education Tab

1. Click on the **General Education** tab below the *Household Member* grid. Then select an individual by clicking on that individual's name in the *Household Member List*. That individual's line in the grid will turn grey to show they have been selected.

The screenshot shows the 'Household Member List' table with three members: Sally Sunset, Sally Sunshine, and Sam Sunset. Sally Sunset is selected. Below the table is the 'Education Information' section with tabs for General Education, K-12, Post Secondary, and DHS Consent. The General Education tab is active, showing fields for Current Enrollment Status (Not Enrolled), Highest grade completed (-Select-), Child receiving any childhood education services? (-Select-), Early childhood education services received (None selected), and Other Education Service Received. A Save button is at the bottom.

Member Name	Legal Sex	Birth Date	Relationship to HOH	Source
Sally Sunset	Female	01/02/2001	Self	FSC
Sally Sunshine	Female	01/02/2001	Niece	FSC
Sam Sunset	Male	02/03/1995	Brother	FSC

Show 10 entries First Previous 1 Next Last

Education Information

General Education K-12 Post Secondary DHS Consent

Current Enrollment Status *
Not Enrolled

Highest grade completed *
-Select-

Child receiving any childhood education services?
-Select-

Early childhood education services received:
None selected

Other Education Service Received

Save

- a. In the **General Education** tab below the *Household Member* grid, update or document the following information:
 - i. *Current Enrollment status*: Select the individual's current enrollment status from the drop-down.
 - ii. *Highest grade completed*: Select the highest grade the individual has completed from the drop-down.
 - iii. *Child receiving any childhood education services?*: Select "Yes" or "No" to answer this question. If the answer is yes:
 1. Select all of the *early childhood education services received* using the multi-select drop-down. If "other" is one of the selections:
 - a. Enter the specific service received in the *Other Education Service Received* field.
- b. **Save** at the bottom of the tab to save the information entered.



Education Information – K-12 Tab

1. Click on the **K-12** tab below the *Household Member* grid. Then select a child by clicking on that child's name in the *Household Member List*. That child's line in the grid will turn grey to show they have been selected.
2. In the **K-12** tab below the *Household Member* grid, update or document the following information:

The screenshot shows the 'K-12' tab in the 'Education Information' section. At the top, there are tabs for 'General Education', 'K-12', 'Post Secondary', and 'DHS Consent'. Below these is a table with columns: 'Date Updated', 'School District of Record', 'Name of School', 'Enrollment Date', 'Date Last Attended', 'Grade Level', and 'Source'. A row of data is shown: '01/16/2017', 'PINE-RICHLAND SD', 'PINE-RICHLAND HS', '01/02/2017', and empty fields for 'Date Last Attended', 'Grade Level', and 'Source'. Below the table, there is a 'Show' dropdown set to '10' and 'entries', and navigation links: 'First', 'Previous', 'Next', 'Last'.

Below the table is a 'School Information' section. It contains a 'Home School' subsection with a checkbox 'Same As Host School?'. Below this are four input fields: 'School District' (dropdown), 'Home Other District Name' (text), 'Name of School' (dropdown), and 'Home Other School Name' (text). Below these are three input fields: 'Enrollment Date' (text), 'Withdrawal Date' (text), and 'Full-Time Student?' (dropdown). Below these are two input fields: 'School District of Record *' (dropdown) and 'Other District Name' (text). Below these are two input fields: 'Name Of School' (dropdown) and 'Other' (text). Below these are four input fields: 'School Contact' (text), 'Grade' (dropdown), 'Student ID Number' (text), and 'PA State ID Number' (text). Below these are four input fields: 'IEP' (dropdown), 'IEP Date' (text), 'Type of IEP' (dropdown), and 'Lunch Eligibility' (dropdown). A 'Save School Info' button is at the bottom.

Red callout letters A through K point to the following fields:

- A: Enrollment Date
- B: Withdrawal Date
- C: Full-Time Student?
- D: School District of Record *
- E: Name Of School
- F: School Contact
- G: Grade
- H: Student ID Number
- I: PA State ID Number
- J: Type of IEP
- K: Lunch Eligibility

- a. *Enrollment Date*: Enter the date of enrollment for this school.
- b. *Withdrawal Date*: If applicable, enter the withdrawal date for this school.
- c. *Full-Time Student*: Select whether or not the child is a full time student using the drop-down.



- d. *School District of Record*: Select the child's school district of record from the drop-down. If the school district is not listed, select "Other" and enter the name of the school district in the *Other District Name* field.
- e. *Name Of School*: Select the name of the child's school from the drop-down. If the individual's school is not listed, select "Other" and enter the name of the school in the *Other* field.
- f. *School Contact*: Enter the name of the school contact person for the individual.
- g. *Grade*: Select the individual's grade from the drop-down.
- h. *Student ID Number*: Enter the individual's Student ID number for this school.
- i. *PA State ID Number*: Enter the individual's PA State ID number.
- j. IEP information:
 - i. *IEP*: Select "Yes" or "No" from the drop-down
 - ii. *IEP Date*: If applicable, enter the date of the individual's IEP.
 - iii. *Type of IEP*: If applicable, select the type of IEP from the drop-down.
- k. *Lunch Eligibility*: Select the individual's type of lunch assistance eligibility from the drop-down.

3. ☐ **Home School** : If the school that the child is attending is their home school check the ☐ *Same As Host School?* checkbox. If the child's home school is different, enter the child's home district/school information here.

▼ Home School

☐ Same As Host School?

School District

-Select- ▼

Home Other District Name

Name of School

 ▼

Home Other School Name

- a. *School District*: Select the child's home school district from the drop-down. If the school district is not listed, select "Other" and enter the name of the school district in the *Home Other District Name* field.
- b. *Name Of School*: Select the name of the child's home school from the drop-down. If the child's school is not listed, select "Other" and enter the name of the school in the *Home Other* field.

4. Click to save the information entered in the *School Information* pane.

5. Deleting a School Record:

Date Updated	School District of Record	Name of School	Enrollment Date	Date Last Attended	Grade Level	Source
01/16/2017	PINE-RICHLAND SD	PINE-RICHLAND HS	01/02/2017			 A

Show entries First Previous Next Last

- Click the Delete Icon [] to the right of the School Record in the *K-12 School* grid.
A *Confirm Delete* pop-up will appear:

Confirm Delete

Are you sure you want to delete this record?

Clicking will delete the School Record.

Clicking will cancel the action and the School Record will not be deleted.

- In order to document the *PSSA Result*, *GPA*, *Enrollment/Attendance*, and/or *Absence/Suspension* panes a School Record must be selected from the *K-12 School* grid first. Once these panes have been documented for the selected School Record, click at the bottom of the screen to save the information entered.

K-12: PSSA Result

1. PSSA Result:

▼ PSSA Result

Reading Category A -Select-	Math Category C -Select-	Science Category E -Select-	Writing Category G -Select-
Reading Type B -Select-	Math Type D -Select-	Science Type F -Select-	Writing Type H -Select-

- Reading Category*: Select the Reading Category level from the drop-down.
- Reading Type*: Select the Type of Reading assessment from the drop-down.
- Math Category*: Select the Math Category level from the drop-down.
- Math Type*: Select the Type of Math assessment from the drop-down.



- e. *Science Category*: Select the Science Category level from the drop-down.
- f. *Science Type*: Select the Type of Science assessment from the drop-down.
- g. *Writing Category*: Select the Writing Category level from the drop-down.
- h. *Writing Type*: Select the Type of Writing assessment from the drop-down.

K-12: GPA

1. GPA

The screenshot shows a form titled "GPA" with a dropdown arrow. Below the title are six input fields arranged in two rows. Red callout letters A through F point to each field: A points to the "GPA" field, B points to the "Weighted GPA" field, C points to the "GPA Q1" field, D points to the "GPA Q2" field, E points to the "GPA Q3" field, and F points to the "GPA Q4" field.

GPA			
GPA	Weighted GPA		
GPA Q1	GPA Q2	GPA Q3	GPA Q4

- a. *GPA*: Enter the overall GPA.
- b. *Weighted GPA*: Enter the overall Weighted GPA
- c. *GPA Q1*: Enter the child's GPA for the first quarter of the school year.
- d. *GPA Q2*: Enter the child's GPA for the second quarter of the school year.
- e. *GPA Q3*: Enter the child's GPA for the third quarter of the school year.
- f. *GPA Q4*: Enter the child's GPA for the fourth quarter of the school year.



K-12: Enrollment/Attendance

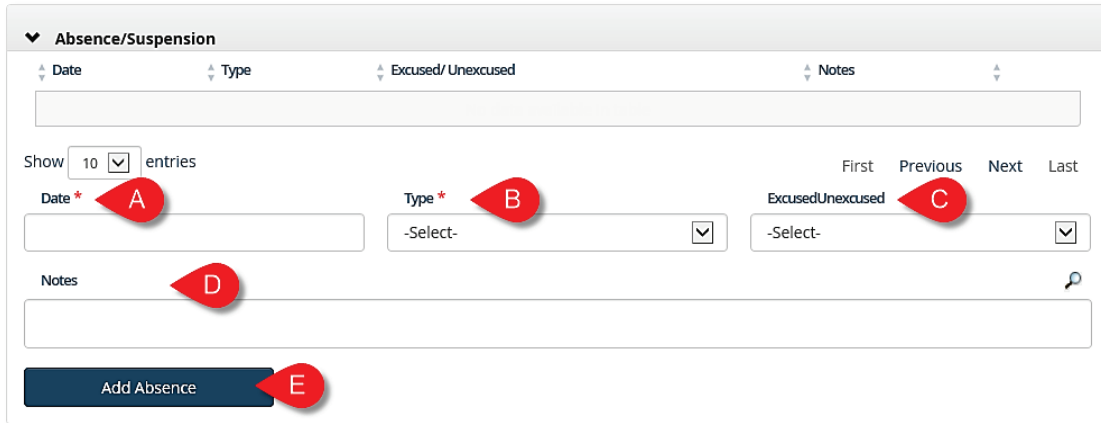
1. Enrollment/Attendance:

▼ Enrollment/Attendance							
Days of Enrollment	A	Current Year Attendance Rate	B	PPHS Promise Attendance	C	Total Days of Suspension	D
Days of Excused Absence	E	Days of Unexcused Absence	F	Days of Excused Tardy	G	Days of Unexcused Tardy	H
In School # of incidents	I	Out of School # of incidents	J	In School # of days	K	Out School # of days	L

- Days of Enrollment*: Enter the number of days the child has been enrolled in the school.
- Current Year Attendance Rate*: Enter the child's current rate of attendance.
- PPHS Promise Attendance*: Enter the child's Pittsburgh Public High School (PPHS) Promise program attendance.
- Total Days of Suspension*: If applicable, enter the total number of days the child has been suspended.
- Days of Excused Absence*: If applicable, enter the total number of days of the child's Excused Absences.
- Days of Unexcused Absence*: If applicable, enter the total number of days of the child's Unexcused Absences.
- Days of Excused Tardy*: If applicable, enter the total number of days of the child's Excused Tardies.
- Days of Unexcused Tardy*: If applicable, enter the total number of days of the child's Unexcused Tardies.
- In School # of Incidents*: If applicable, enter the total number of Incidents of In School Suspension the child has had.
- Out of School # of Incidents*: If applicable, enter the total number of Incidents of Out of School Suspension the child has had.
- In School # of Days*: If applicable, enter the total number of days the child has spent in In School Suspension.
- Out of School # of Days*: If applicable, enter the total number of days the child has spent in Out of School Suspension.

K-12: Absence/Suspension

1. *Absence/Suspension*: If applicable, enter the dates and details of the Youth's absences and suspensions in this pane.



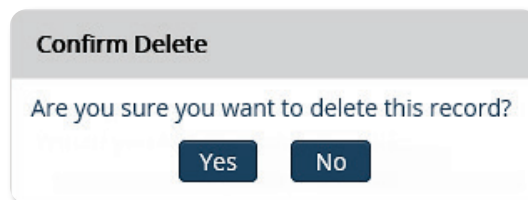
The screenshot shows the 'Absence/Suspension' form. It includes a table with columns: Date, Type, Excused/Unexcused, and Notes. Below the table, there are input fields for Date (marked A), Type (marked B), Excused/Unexcused (marked C), and Notes (marked D). At the bottom, there is an 'Add Absence' button (marked E).

- a. *Date*: Enter the Date of the Absence or Suspension
- b. *Type*: Select the type of Absence or Suspension from the drop-down.
- c. *Excused/Unexcused*: If the Type is a type of absence, select whether the absence was "Excused" or "Unexcused" from the drop-down.
- d. *Notes*: If applicable, enter notes regarding the Absence or Suspension.
- e. Click **Add Absence** to add the Absence or Suspension to the *Absence/Suspension* grid.

2. Deleting an Absence or Suspension:

Date	Type	Excused/ Unexcused	Notes	
02/01/2017	Absences	Excused		 A

- a. Click the Delete Icon [] to the right of the Absence or Suspension in the *Absence/Suspension* grid.
A *Confirm Delete* pop-up will appear:



The 'Confirm Delete' dialog box asks: 'Are you sure you want to delete this record?'. It has two buttons: 'Yes' and 'No'.

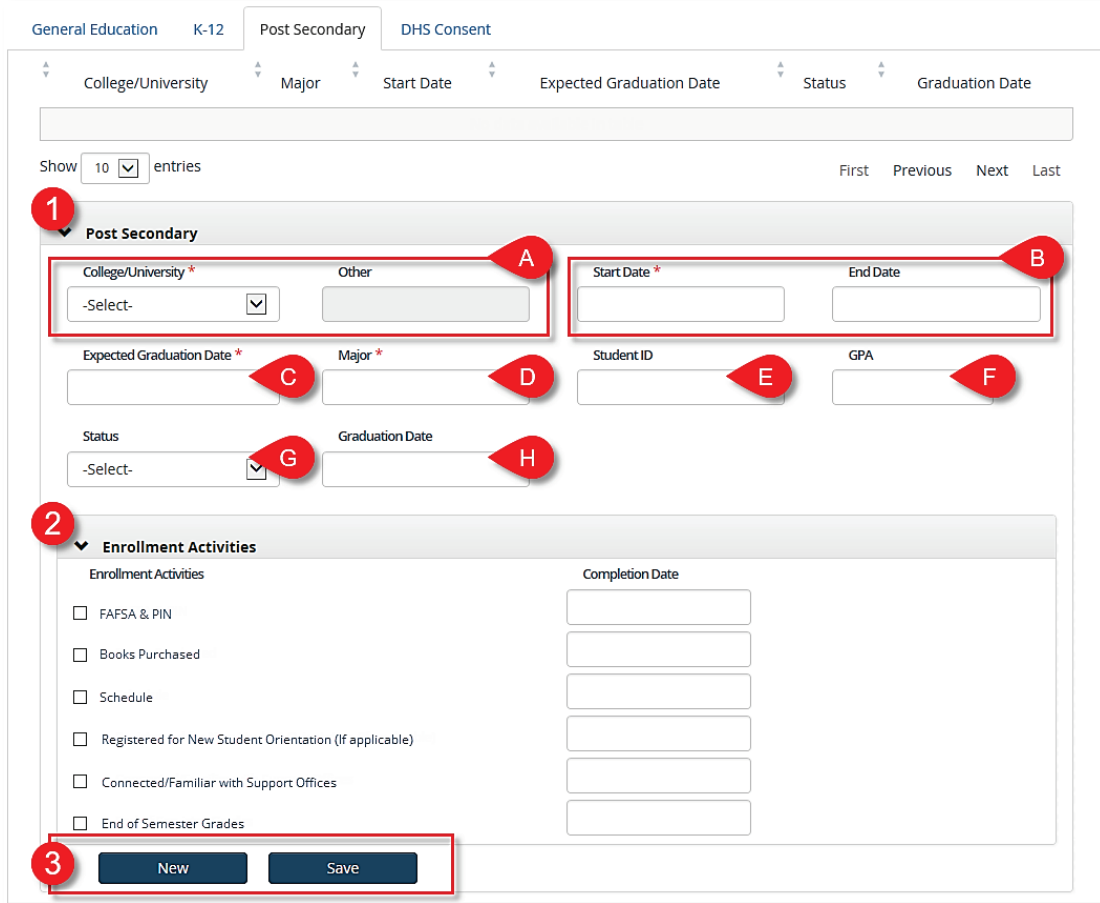
Clicking **Yes** will delete the Absence or Suspension.

Clicking **No** will cancel the action and the Absence or Suspension will not be deleted.

Post Secondary

- Click on the **Post Secondary** tab below the *Household Member* grid. Then select an individual by clicking on that individual's name in the *Household Member List*. That individual's line in the grid will turn grey to show they have been selected.

In the **Post Secondary** tab below the *Household Member* grid, update or document Post Secondary information. Each semester should be documented separately.



The screenshot shows the 'Post Secondary' tab in a software interface. At the top, there are tabs for 'General Education', 'K-12', 'Post Secondary', and 'DHS Consent'. Below these are columns for 'College/University', 'Major', 'Start Date', 'Expected Graduation Date', 'Status', and 'Graduation Date'. A 'Show 10 entries' dropdown and navigation links ('First', 'Previous', 'Next', 'Last') are also present. The main form area is divided into two sections. The first section, labeled '1' and 'Post Secondary', contains fields for 'College/University' (with a dropdown and 'Other' text field), 'Start Date', 'End Date', 'Expected Graduation Date', 'Major', 'Student ID', 'GPA', 'Status' (with a dropdown), and 'Graduation Date'. Red callouts A through H point to these fields. The second section, labeled '2' and 'Enrollment Activities', contains a list of activities with checkboxes and corresponding 'Completion Date' text boxes. Red callout 3 points to the 'New' and 'Save' buttons at the bottom.

- College/University:** Select the name of the individual's College/University from the drop-down. If the individual's school is not listed, select "Other" and enter the name of the school in the *Other* field.
- Start Date and End Date:** Enter the Start Date of the Semester and, if the Semester is completed, the End Date.
- Expected Graduation Date:** Enter the individual's Expected Date of Graduation.
- Major:** Enter the individual's Major.
- Student ID:** Enter the individual's Student ID for this school.
- GPA:** Enter the individual's GPA.
- Status:** Select the Status from the drop-down.
- Graduation Date:** If applicable, enter the individual's Date of Graduation.



2. **Enrollment Activities:** These Enrollment Activities apply to the Semester that is documented in the *Post-Secondary* section above and will need to be completed for each documented Semester. Check the checkbox next to all of the completed Enrollment Activities. For each checked item enter a *Completion Date*.
3. Click **Save** to save the Semester's information. Click **New** to add another Semester's documentation to the *Post Secondary* Grid.

DHS Consent

1. Click on the **DHS Consent** tab below the *Household Member* grid. Then select an individual by clicking on that individual's name in the *Household Member List*. That individual's line in the grid will turn grey to show they have been selected.
In the **DHS Consent** tab below the *Household Member* grid, document signed DHS 200 forms. Completed forms can be scanned and uploaded in to the **Documents Folder** screen.

The screenshot shows the 'DHS Consent' tab in a web application. At the top, there are tabs for 'General Education', 'K-12', 'Post Secondary', and 'DHS Consent'. Below these, there are fields for 'School District of Record' (PPS), 'Start End' (1/2/2017), and 'End Date'. A 'Show' dropdown is set to '10 entries'. Below this is a 'Consent Details' section with the following fields: 'Type of Consent' (dropdown, labeled A), 'Level of Consent' (dropdown, labeled B), 'Start Date' (text input, labeled C), 'End Date' (text input), 'DHS 200 Completed & Scanned' (checkbox, labeled F), 'School District' (dropdown, labeled G), 'Other' (text input), 'Reason to End Date' (dropdown, labeled H), and 'Comment' (text area, labeled I). A 'Save' button is at the bottom.

- a. **Type of Consent:** Select the type of Consent from the drop-down.
- b. **Level of Consent:** Select the level of Consent from the drop-down.
- c. **Start Date and End Date:** Enter the Start Date of the Consent and, if applicable, the End Date.



- d. *DHS 200*: Once the Consent has been completed and scanned, check the DHS 200 Completed & Scanned checkbox.
 - e. *School District*: Select the Youth's School District from the drop-down. If the School District is not listed, select "Other", and enter the name of the School District in the *Other* field.
 - f. *Reason to End Date*: If the Consent has been end dated, select the reason for the end date from the drop-down.
 - g. *Comment*: If applicable, enter comments about the Consent.
2. Click  to save the *Consent Details* to the *DHS Consent* grid.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>