



Client Education Information - Provider Job Aid

The *Client Education* screen is used to document the details of a child's educational career. The information that appears on this screen will display in several assessment and plans as well as the Educational Screening Tool form.

Accessing and completing the Client Education screen

ent of Human Services County, Pennsylvania	Key Information and Demo
Administration (Appendix Administration) (Appendix Administration)	Help Lagaut Case 🔳
lient Education	
Denotes Required Fields *** Denotes Half-Mandatory Fields #Denotes AFCAF School/Early Learning	3 Fields
Date School District Public School Public School Date	Last Grade Early Early
Updated Name Name Enrollment Date Atte	aded Level Learning/College/University Enrolment Date
A School/Early Learning/College/University Ritrength/New	d C financial Aid
School District Data	•
Enrollment Date Withdrawal Date School District Name	School Name Specify Other*
	2
School Contact Grade	
Student ID Number PA State ID Number	
1EP Date of Last IEP Type of IEP	SAP Referral Lunch Eigibility
Student ESL Homeless 504 Plan	
PSSA Reading Cetepory PSSA Math Category	PSSA Science Category PSSA Writing Category
PSSA Reading Type PSSA Math Type	PSSA Science Type PSSA Writing Type
	1 2 1 2
GPA Weighted GPA GPA Q1	GPA Q2 GPA Q3 GPA Q4
Enrollment/Attendance	
Days of Enrollment Current year attendance rate Pttsburgh Pt Promise Atte	Jblic High School Indance
Absences	Tardies
Days of excused absence Days of unexcused absence	Days of excused tardy Days of unexcused tardy
Suspensions	
Total Days of Suspension In School# of Incidents Dut of School# of Incidents	In School# of Days Out of School# of Days
Absences/Suspensions	
Date Type Excused/Une	xcused
Date Type Excused/UnExcused Notes	1.0000
Early Learning/College/University	
Name Name	Other *
Specify Phone	Ext
Address	
2	
-	
Edit	
College Applied Date Appli	ed Accepted/Denied
Details	
College Applied	Specify Date Applied Accepted/Denied
Expected Graduation Date Special Education Level	
School activities or programs in which the child participates	2
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Do(es) the parent(s) report that the child is demonstrating educational or be	havioral difficulties in school?
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- 1. Bring the client's service episode into focus from the My Services screen.
- 2. Navigate to the *Client Education* screen.
 - a. Referral > Clients > Employment/Education > Education
 - b. Case > Client > Employment/Education > Education
- 3. Complete the required and applicable fields across the tabs.
- 4. Click the **[Save]** button to save the record.
- 5. Click the **[New]** button to create a new *Client Education* record.

Completing the Client Education screen – School/Early Learning/College/University tab (A)

School District Data section

- *i.* TIP: These fields can be populated for CYF active children that are adjudicated Dependent and attend school in the Pittsburgh Public School District, Clairton and Woodland Hills School District. If the information is populated from the PPS information sharing agreement, 'Y' is reflected in the Auto-Populated column of the School/Early Learning grid.
- 1. Enter the *Enrollment Date*, *Withdrawal Date*, *School District Name*, *School Name*, and *Specify Other*, if not populated.
- 2. Enter the School Contact, Student ID Number and PA State ID Number.
- 3. Select the *Grade* of the client child.
- 4. Select 'Yes' or 'No' for IEP. If 'Yes', enter the Date of the Last IEP and the Type of IEP.
- 5. Select 'Yes' or 'No' for SAP Referral.
- 6. Select the type of *Lunch Eligibility*, if applicable and known.
- 7. Select 'Yes' or 'No' for Student ESL, Homeless, and 504 Plan.
- 8. PSSA area.
 - a. Select the appropriate category for *PSSA Reading Category*, *PSSA Math Category*, *PSSA Science Category* and *PSSA Writing Category*, if applicable.
 - b. Select the appropriate category for *Reading Type, Math Type, Science Type*, and *Writing Type*, if applicable.
- 9. GPA area.
 - a. Enter the child's GPA, Weighted GPA, GPA Q1, GPA Q2, GPA Q3 and GPA Q4.
- 10. *Enrollment/Attendance* area.
 - a. Enter the Days of Enrollment, Current year attendance rate, Pittsburgh Public High School Promise attendance rate.
- 11. Absences/Tardies area.
 - a. Enter the Days of excused absence and the Days of unexcused absence.
- 12. Tardies area.
 - a. Enter the Days of excused tardy and the Days of unexcused tardy.
- 13. Suspensions area.
 - a. Enter Total days of Suspension, In School# of Incidents, Out of School# of Incidents, In School# of Days, and Out of School# of Days.

14. Absences/Suspensions area

- a. Enter the Date of the Absence/Suspension.
- b. Select the Type.
- c. Select Excused/Unexcused.
- d. Enter Notes, if applicable.
 - *i.* TIP: Click the **[Save]** button located to the right of the Absences/Suspension grid to save the record.
 - *ii.* TIP: Additional Absences/Suspension records are created by clicking the **[New]** button to the right of the grid.

Early Learning/College/University section

- 1. Select the *Type* of school the child attends. The selection in this field will determine the values available in the *Name* field.
 - *i.* TIP: If 'Other' is selected, the Specify field becomes active and required.
- 2. Select the Name of the school the child attends.
 - *i.* TIP: If 'Other' is selected, the Other field becomes active and required.
- 3. Enter the *Phone* number and *Ext*, if not populated.
- 4. Enter the *Enrolled Date*, if known.

- 5. Click the **[Edit]** button to add the *Address* of the school, if not populated.
- 6. Select the *College Applied*, if applicable.
 - i. TIP: If 'Other' is selected, the Specify field becomes active and required.
- 7. Enter the Date Applied.
- 8. Click the **[Save]** button located to the right of the *Colleges* grid to save the record.
 - *i.* TIP: The Accepted/Denied field is completed when the child is notified of their acceptance or declination from the applied to college.
- 9. Enter the Expected Graduation Date.
- 10. Select the *Special Education Level*, if applicable.
- 11. Enter narrative text describing the School activities or programs in which the child participates.
- 12. Select 'Yes' or 'No' for Do(es) the parent(s) report that the child is demonstrating educational or behavioral difficulties in school?
 - *i.* TIP: If 'Yes' is selected, the Explain field becomes enabled.
- 13. Click the **[Save]** button located to the right of the *College Applied* grid to save your entries.
- 14. Click the **[New]** button to create additional *College Applied* records.

Completing the Client Education screen – Strengths/Needs Tab (B)

- 1. Enter narrative Strengths
- 2. Enter narrative Needs.
- 3. Click the **[Save]** button to save the entries.

Completing the Client Education screen – Financial Aid Tab (C)

- 1. Select the *Financial Aid Type*.
 - i. TIP: If 'Other' is selected, the Specify field becomes active and required.
- 2. Enter the application Date Completed.
- 3. Enter the Date Approved.
- 4. Enter the Amount Received, if applicable.
- 5. Click the **[Save]** button located to the right of the *Financial Aid* grid to save your entries.
- 6. Click the **[New]** button to create an additional *Financial Aid* record.

For more information...

For assistance, please contact the Allegheny County Service Desk at <u>servicedesk@alleghenycounty.us</u> or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to <u>http://servicedesk.alleghenycounty.us</u>.

This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.