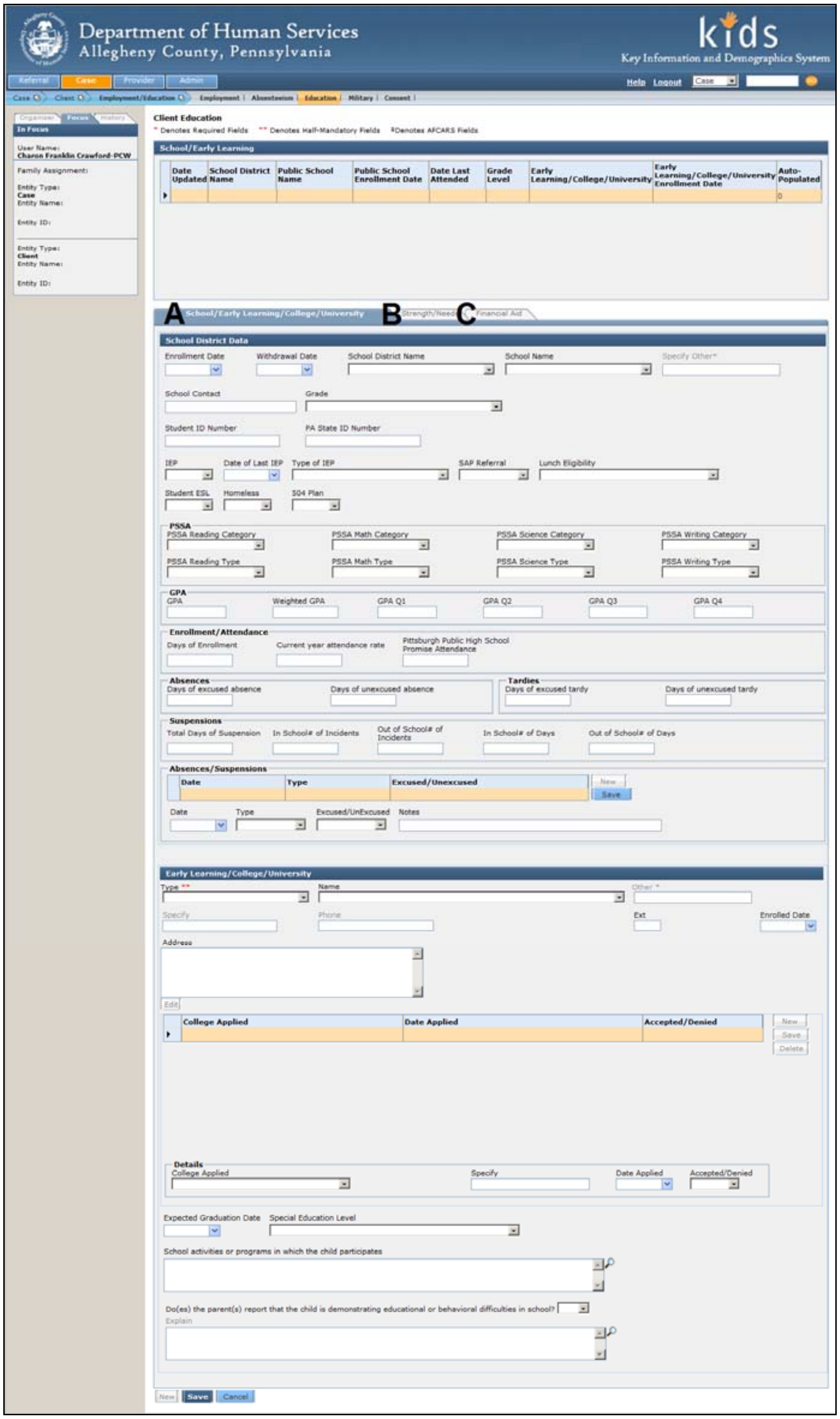
# Client Education Information - Provider Job Aid

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*



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)*

<u>School District Data</u> 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 I*EP 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.*

<u>Early Learning/College/University</u> 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 servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to http://servicedesk.alleghenycounty.us.

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