



Educational Screening Tool – Provider Job Aid

The Educational Screening tool is an assessment of a child's educational support needs that is completed by the Placement or Non-Placement service provider. For children in placement or receiving non-placement services, the placement provider is responsible to complete the initial screening. It is due 10 days before the CYF Family Service Plan date or within 30 days of the placement. This assessment is completed in the Case module only in the Educational Screening grouping of screens.

Accessing the Educational Screening screen

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Provider Admin

Case Case Plan Educational Screening

Organizer Focus History

In Focus

User Name:
Charon Franklin Crawford-PCW

Entity Type:
Case

Entity Name:
HARRIS

Entity ID:
47209

Entity Type:
Client

Entity Name:
SON HARRIS

Entity ID:
848398

Educational Screening

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Client

Name	Client ID	Gender	Date of Birth
SON HARRIS	848398	Male	06/15/1999

☒ Active Clients
☐ All Clients

Screening Details

Creation Date	Actual Completion Date	Date Approved	Screening Completed By	School District Data
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New Show Cancel

1. Navigate to the *Educational Screening* screen.
 - a. **My Active Services > Case > Case Plan > Educational Screening**
2. Select the child that is the subject of the screening from the *Client* grid on the *Educational Screening* screen.
3. Click the **[New]** button to create a new Educational Screening.
4. To view an existing screening, select the screening from the *Screening Details* grid and click the **[Show]** button.
 - i. *TIP: As a service provider, you will see all the documented screenings by your agency for the selected child, but you will only be able to edit screenings that you have created.*

Department of Human Services
Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Provider Admin

Help Logout Case

Case Plan Educational Screening

Organizer Focus History

In Focus

User Name:
Robert Mary Pieczynski-PCW

Entity Type:
Case

Entity Name:
Kelly

Entity ID:
47268

Entity Type:
Client

Entity Name:
GEORGE KELLY

Entity ID:
848742

Educational Screening List
* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

General Information

Child's Name Initiated By Status* Status Last Updated Date of Completion*

GEORGE KELLY Find

Educational Screening

- 1. Education Records
- 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)
- 3. School Stability/Prompt Enrollment
- 4. Special School Settings/Situations
- 5. Progress Toward Promotion or Graduation
- 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)
- 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)
- 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)
- 9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Under the *General Information* heading, the name of the Provider user completing the screening will appear in the *Initiated By* field once the screen is saved.
2. Click the *Status* dropdown and select appropriate option.
 - i. *TIP: For Service Coordinator initial entry, select 'In Progress'*
 - ii. *TIP: For Service Coordinator, once screening is complete, select 'Sent to Provider Supervisor'.*
 - iii. *TIP: For Provider Supervisor review, if approved, select 'Approved by Provider Supervisor'*
 - iv. *TIP: For Provider Supervisor review, if not approved, select 'In Progress'*
3. Enter the *Date of Completion*.
4. Click the + signs to expand each of the Nodes of the screening tool.
 - i. *TIP: Be sure to expand all Nodes and sub-nodes to address all questions in the screening tool.*
5. Select or record the appropriate response.
 - i. *TIP: Selecting a response of 'False' will require additional responses.*
6. Enter narrative comments.
 - i. *TIP: As a provider, the CYF Additional Comments field is disabled. This will become the place to see any comments made by the CYF Worker after Provider Approval.*
7. Click the **[Save]** button to save the screening.
 - i. *TIP: If Service Coordinator selected 'In Progress', screen will save*
 - ii. *TIP: If Service Coordinator selected 'Sent to Provider Supervisor', screen will save and an alert will be sent to Provider Supervisor to review and approve the screening.*
 - iii. *TIP: If Provider Supervisor selected 'Approved by Provider Supervisor', screen will save and an alert will be sent to CYF Caseworker and CYF Caseworker Supervisor for review and approval.*
 - iv. *TIP: If Provider Supervisor selected "In Progress", screen will save and Service Coordinator must go back and edit the screening tool before sending back to the Provider Supervisor for a second review.*
8. Once all nodes are complete, change the *Status*, at the top of the page, to 'Sent to Provider Supervisor' to submit the screening for provider supervisor approval. Once reviewed, the provider supervisor will select 'Approved by Provider Supervisor' and the screen will become read only for the provider and the CYF caseworker and supervisor will be responsible for final approval.
 - i. *TIP: The CYF Caseworker/Supervisor has the ability to deem the screening as incomplete. If the status is changed to 'Incomplete – Send back to Provider' an alert will be sent*

to the provider caseworker and supervisor notifying that changes need to be made to the screen. Once changes are made, the provider caseworker must send it back to the provider supervisor to restart the approval workflow.

9. To generate the *General and Special Education/Disability Accommodation Screen* form, click the **[Preview]** button.
10. The **[Instructions]** button opens a new window and displays the 'Educational Supports for Children, Youth and Young Adults' page of the Allegheny County Department of Human Services web-site.

Education Records node

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Provider Admin Help Logout Case

Case Plan Educational Screening

Organizer Focus History

In Focus

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Educational Screening

1. Education Records

☒ A. Parent consent/Judge's order to obtain child's education records is on file

☐ True

☒ False

☐ Initiate diligent search for parent to obtain consent

☐ Obtain parental consent for education records

☐ Obtain certain educational information regarding a child placed in out-of-home care through the school district data sharing agreement

☐ Consult with supervisor and/or county solicitor about how to obtain a court order authorizing the release of education records to DHS

☐ Other follow-up actions (briefly describe)

Comments

☒ B. Up-to-date education records are on file

☐ True

☒ False

☐ Contact school to obtain records

☐ Other(briefly describe)

Comments

☒ 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

☒ 3. School Stability/Prompt Enrollment

☒ 4. Special School Settings/Situations

☒ 5. Progress Toward Promotion or Graduation

☒ 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

☒ 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

☒ 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

☒ 9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the *1. Education Records* node.
 - i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 2 primary questions.
 - i. *TIP: Selecting a response of 'False' will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.

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Educational Screening

☒ 1. Education Records

☒ 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

☒ A. The child has an education decision maker who is acting or attempting to act

☐ True

☒ False

☐ Encourage parent/foster parent/court or appointee/surrogate parent to actively participate in regular education or special education decisions

☐ Request that the school appoint a surrogate parent (for a child whose parent is unknown or can't be located, has no foster parent or other IDEA parent or the child is an unaccompanied youth)

☐ Request that the Court appoint a Special Education Decision Maker (if there is no parent or other IDEA parent actively participating)

☐ Other(briefly describe)

Comments

☒ B. The child has a special education decision maker who is acting or attempting to act

☐ Statement does not apply

☐ True

☒ False

☐ Encourage parent/foster parent/court or appointee/surrogate parent to actively participate in regular education or special education decisions

☐ Request that the school appoint a surrogate parent (for a child whose parent is unknown or can't be located, has no foster parent or other IDEA parent or the child is an unaccompanied youth)

☐ Request that the Court appoint a Special Education Decision Maker (if there is no parent or other IDEA parent actively participating)

☐ Other(briefly describe)

Comments

☒ 3. School Stability/Prompt Enrollment

☒ 4. Special School Settings/Situations

☒ 5. Progress Toward Promotion or Graduation

☒ 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

☒ 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

☒ 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

☒ 9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 2. Education Decision Maker node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
2. Select 'True' or 'False' for the 2 primary questions.
 - i. TIP: Selecting a response of 'False' will require additional selections.
3. Enter appropriate narrative text in the Comments field.

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Allegheny County, Pennsylvania

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Case Plan Educational Screening

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2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

3. School Stability/Prompt Enrollment

A. The child shall remain in the same school he/she is currently attending

☐ True

☐ False

Discuss whether changing schools is in child's best interest at Permanency Planning Conference and/or pre-placement conference and document the factors relied on in making this decision

Contact school social worker/guidance counselor to discuss reasons child is not remaining in the same school

Contact the district McKinney-Vento homeless liaison because it appears that child qualifies as homeless (e.g. is awaiting foster care placement)

Contact the McKinney-Vento Regional Coordinator to discuss reason child is not in school of origin

Other(briefly describe)

Comments

B. If child is not remaining in the same school, child was enrolled in new school promptly

☐ Statement does not apply

☐ True

☐ False

Provide parent/guardian with accurate information about enrollment requirements and child's right to prompt enrollment

Contact parent/guardian to ensure child is enrolled as soon as possible

Accompany the parent/guardian to school to enroll child immediately

Contact the district's McKinney-Vento Homeless Liaison to ensure immediate enrollment of child who is homeless

Contact the McKinney-Vento Regional Coordinator to troubleshoot getting child enrolled immediately

Other(briefly describe)

Comments

4. Special School Settings/Situations

5. Progress Toward Promotion or Graduation

6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)


8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

9. Need for Accommodations in School


CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 3. *School Stability/Prompt Enrollment* node.
 - i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 2 primary questions.
 - i. *TIP: Selecting a response of 'False' will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.



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Allegheny County, Pennsylvania



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Help Logout Case

Case Plan Educational Screening

Organizer Focus History

In Focus

User Name:
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Entity Type:
Case

Entity Name:
Kelly

Entity ID:
47268

Entity Type:
Client

Entity Name:
GEORGE KELLY

Entity ID:
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Educational Screening List

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General Information

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Status*
Status Last Updated
Date of Completion**

GEORGE KELLY
Find

Educational Screening

1. Education Records

2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

3. School Stability/Prompt Enrollment

4. Special School Settings/Situations

A. Child is attending a regular public school (including charter school) or private or parochial school

☐ True
☒ False

☐ Discuss if school placement is appropriate with child/parent/guardian/provider/education decision maker

☐ Contact school social worker/guidance counselor to discuss if school placement is appropriate

☐ Check the child welfare education screening tool resources for more information about special school settings (i.e. alternative education setting, on-site schools in residential programs, homebound instruction, partial hospitalization programs, cyber schooling, private schools, and home schooling)

☐ Other(briefly describe)

Comments

B. Child receives full day of instruction in accordance with the law (at least 5.5 hours per day if in secondary school and at least 5 hours per day if in elementary school)

☐ True
☒ False

☐ Encourage parent/guardian to contact school social worker/guidance counselor to find out reason child is not receiving full day of instruction

☐ Contact school social worker/guidance counselor to find out reason child is not receiving full day of instruction

☐ Schedule conference with the school officials to discuss reason child is not receiving full day of instruction

☐ Advocate for child who is in alternative education for disruptive youth at semester review to return to regular school

☐ Other(briefly describe)

Comments

C. Child is in Advanced Placement (AP), vocational-technical (vo-tech) or involved in extra-curricular activities

☐ True
☒ False

☐ Encourage parent/guardian to contact school social worker/guidance counselor about availability of Advanced Placement, vocational-technical and extra-curricular activities if appropriate

☐ Contact the school social worker/guidance counselor about availability of Advanced Placement, vocational-technical and extra-curricular activities if appropriate

☐ Other (briefly describe-Identify extra-curricular and vocational interests if known)

Comments

5. Progress Toward Promotion or Graduation

6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 4. *Special School Settings/Situations* node.
 - i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 3 primary questions.
 - i. *TIP: Selecting a response of 'False' will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

[Referral](#)
[Case](#)
[Provider](#)
[Admin](#)

[Help](#)
[Logout](#)
[Case](#)

[Case Plan](#)
[Educational Screening](#)

In Focus

User Name:
Robert Mary Pinczynski-PCW

Entity Type:
Case

Entity Name:
Kelly

Entity ID:
47208

Entity Type:
Client

Entity Name:
GEORGE KELLY

Entity ID:
848747

Educational Screening List

* Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFARS Fields

Child's Name	Initiated By	Status*	Status Last Updated	Date of Completion*
GEORGE KELLY		Find		

Educational Screening

1. Education Records

2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

3. School Stability/Prompt Enrollment

4. Special School Settings/Situations

5. Progress Toward Promotion or Graduation

☐ A. Child attends school regularly and there are no concerns regarding attendance (i.e. excessive excused or unexcused absences, increased number of suspensions, and/or being chronically late to school)

☐ True

☒ False

☐ Talk with child and parent/guardian about importance of school attendance and consequences of truancy

☐ Contact school social worker/guidance counselor to discuss and develop a truancy elimination plan

☐ Refer child to a mentoring program to help improve school attendance

☐ Refer child to an afterschool program to help improve school attendance

☐ Refer family to Children, Youth and Families Truancy Prevention Program to help improve school attendance

☐ Other (briefly describe-Please indicate how many school days child has missed this year)

Comments

B. Child is placed at appropriate grade level for age/development

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss if current grade level placement is appropriate

☐ Contact the school social worker/guidance counselor/principal to discuss appropriate grade level and need for testing

☐ Review student's courses with the parent/guardian and school officials to ensure that the child is placed in the appropriate grade level/classes

☐ Other(briefly describe)

Comments

C. Child is receiving remedial services as needed

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss available remedial services within the school

☐ Contact the school social worker/guidance counselor to discuss available remedial services within the school

☐ Schedule conference with school officials to discuss available and appropriate remedial services within the school

☐ Other(briefly describe)

Comments

D. Child is making adequate academic progress (i.e., child has a C average or better)

☐ True (If TRUE is checked, consider whether child is eligible for Pittsburgh Promise)

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss why child is not making adequate academic progress

☐ Contact the school social worker/guidance counselor about the availability of interventions within the school to help the child make progress

☐ Refer the child to tutoring or other remedial program to help child progress

☐ Consider whether the child needs support as an English Language Learner in order to achieve adequate academic progress

☐ Consider whether child may need to be evaluated for special education services. See "Preparation for Postsecondary Education" section below

☐ Consider whether child needs accommodations in school (e.g., extra time for testing due to ADHD). See "Need for Accommodations in School" section below

☐ Other(briefly describe)

Comments

E. Child received all credits earned for classes successfully completed (applies only to students in grades 9-12)

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to determine why child did not receive all credits earned

☐ Contact the school social worker/guidance counselor to find out reason child did not receive all credits earned

☐ Schedule conference with school officials to find out reason child did not receive all credits earned

☐ Review the education records with the child, parent/guardian, and school to ensure that the credits were accurately counted

☐ Assist parent/guardian to access credit recovery programs

☐ Other(briefly describe)

Comments

F. Child completed high school requirements and diploma or GED was or will be issued

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss status of diploma or GED. Discuss whether certain credits can be waived

☐ Contact the school social worker/guidance counselor to discuss status of diploma or GED and whether certain credit requirements can be waived

☐ Determine whether a prior school district can issue the diploma or can verify that credits accrued will satisfy current school graduation requirements

☐ Confirm that child has an IEP and has chosen to remain in school

☐ Other(briefly describe)

Comments

6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

9. Need for Accommodations in School

CYP Additional Comments **

[Save](#)
[Preview](#)
[Approval](#)
[Instructions](#)
[Cancel](#)

1. Click the + sign to expand the 5. Progress Toward Promotion or Graduation node.

- i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 6 primary questions.
 - i. *TIP: Selecting a response of 'False' will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.

Preparation for Post-Secondary Education node

Department of Human Services
Allegheny County, Pennsylvania

kids
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Referral Case Provider Admin Help Logout Case

Case Plan **Educational Screening**

Organizer Focus History

In Focus

User Name:
Robert Mary Pieczynski-PCW

Entity Type:
Case

Entity Name:
Kelly

Entity ID:
47288

Entity Type:
Client

Entity Name:
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Entity ID:
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Educational Screening List

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General Information

Child's Name Initiated By Status* Status Last Updated Date of Completion*

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6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

☐ Section does not apply

☐ A. Postsecondary planning is occurring

☐ True

☐ False

☐ If TRUE or FALSE is checked, indicate follow-up steps (select all that apply)

☐ Encourage parent/guardian to talk to youth about postsecondary goals

☐ Ask youth about postsecondary goals and discuss the planning process

☐ Encourage youth to ask school guidance counselor/social worker about resources within the school to help students with postsecondary planning

☐ Refer youth to Department of Human Services Independent Living Initiative for assistance with postsecondary planning

☐ Develop a transition plan with youth at least 90 days before leaving care that addresses postsecondary education goals

☐ Refer youth to any available TRIO program (e.g., Upward Bound, Talent Search) or other programs for first-generation, low-income college-bound students

☐ Other(briefly describe)

Comments

☐ B. Child has a plan for accessing postsecondary education/training (Chafee ETG, etc.)

☐ True

☐ False

☐ Encourage parent/guardian to help youth identify financial resources for postsecondary education

☐ Give the family a copy of the resource guide titled "A Student's Guide to Financial Aid and Scholarships" produced by the PA Child Welfare Training Program

☐ Refer youth/family to Department of Human Services Independent Living Initiative for assistance accessing postsecondary programs

☐ Assist youth in filling out FAFSA (Free Application for Federal Student Aid) forms and other financial aid applications

☐ Inform youth/family about The Pittsburgh Promise scholarship opportunity

☐ Other(briefly describe)

Comments

7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 6. *Preparation for Post-Secondary Education* node.
 - i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 2 primary questions.
 - i. *TIP: If Node does not apply, click the 'Section does not apply' checkbox.*
 - ii. *TIP: Both 'True' and 'False' responses will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.

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Case Plan Educational Screening

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☐ Section does not apply

☐ A. Child does not appear to have a disability that affects school functioning

☐ True

☐ False

☐ B. Child's academic performance and/or progress does not indicate a need for evaluation for eligibility for special education (including gifted)

☐ True

☐ False

☐ C. Child exhibits no truancy/disciplinary concerns that suggest a need for special education services

☐ True

☐ False

☐ D. Child's family/caregiver does not believe the child needs to be evaluated for special education services, including gifted

☐ True

☐ False

☐ If FALSE is checked for ANY statement above, indicate follow-up steps (select all that apply)

☐ Contact the parent/guardian or special education decision-maker to discuss need for special education evaluation

☐ Request a meeting with school guidance counselor/social worker to identify available interventions within the school that may improve the child's educational functioning

☐ Contact the parent/guardian or education decision-maker to discuss the need for gifted instruction to enhance learning

☐ Request a Permission to Evaluate (PTE) form from the school or find a copy on the Department of Human Services Education webpage

☐ Provide parent/guardian or education decision maker with Permission to Evaluate (PTE) form to be filled out and given to school

☐ Contact Office for Dispute Resolution Special Education ConsultLine at 1-800-879-2301 for further information about eligibility and assistance

☐ Consult with Department of Human Services Office of Behavioral Health to discuss possible special education needs

☐ Assist parent/guardian or special education decision maker to request an Independent Educational Evaluation (IEE) for a child with a suspected disability who was deemed ineligible and/or inform him/her of procedural rights to challenge

☐ Other(briefly describe)

Comments

8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 7. Need for Special Education Evaluation node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
2. Select 'True' or 'False' for the 4 primary questions.
 - i. TIP: If Node does not apply, click the 'Section does not apply' checkbox.
 - ii. TIP: Selecting a response of 'False' will require additional selections.
3. Enter appropriate narrative text in the Comments field.

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Provider Admin Help Logout Case

Case Plan Educational Screening

Organizer Focus History

In Focus

User Name:
Robert Mary Pieczynski-PCW

Entity Type:
Case

Entity Name:
Kelly

Entity ID:
47268

Entity Type:
Client

Entity Name:
GEORGE KELLY

Entity ID:
848742

Educational Screening List
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Information

Child's Name Initiated By Status* Status Last Updated Date of Completion*

GEORGE KELLY Find

Educational Screening

☒ 1. Education Records

☒ 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)

☒ 3. School Stability/Prompt Enrollment

☒ 4. Special School Settings/Situations

☒ 5. Progress Toward Promotion or Graduation

☒ 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

☒ 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)

☒ 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)

☐ Section does not apply

☐ A. Current special education services are meeting the child's educational needs and child is making academic progress as indicated in quarterly reports

☐ True

☐ False

☐ B. Child is 14 or older and has special education transition plan in Individualized Education Plan

☐ True

☐ False

☐ C. Child's special education plan is current (reviewed each year) and evaluations have been conducted at the appropriate intervals (every 3 years for all children or every 2 years for children with a diagnosis of Mental Retardation)

☐ True

☐ False

☐ D. Child's family or caregiver believes child's educational needs are being met - included gifted and talented or special education needs

☐ True

☐ False

☐ E. Child is in the least restrictive education environment

☐ True

☐ False

☐ If FALSE is checked for ANY statement above, indicate follow-up steps (select all that apply)

☐ Encourage the parent/guardian or special education decision maker to request an IEP Team meeting

☐ Assist parent/guardian or special education decision maker to schedule conference with special education teacher

☐ Request a special education transition coordinator be assigned

☐ Assist parent/guardian or special education decision maker conference with special education transition coordinator

☐ Encourage the parent/guardian or special education decision-maker to request a re-evaluation of the child

☐ Consult with Department of Human Services Office of Behavioral Health Education Specialist regarding the child's special education needs

☐ Advocate for child to be placed in a less restrictive educational environment

☐ Other(briefly describe)

Comments

9. Need for Accommodations in School

CYF Additional Comments **


Save Preview Approval Instructions Cancel

1. Click the + sign to expand the 8. Adequacy of Special Education Services node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
2. Select 'True' or 'False' for the 5 primary questions.
 - i. TIP: If Node does not apply, click the 'Section does not apply' checkbox.
 - ii. TIP: Selecting a response of 'False' will require additional selections.
3. Enter appropriate narrative text in the Comments field.

1. Click the + sign to expand the *Need for Accommodations in School* node.
 - i. *TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
2. Select 'True' or 'False' for the 2 primary questions.
 - i. *TIP: Selecting a response of 'False' will require additional selections.*
3. Enter appropriate narrative text in the *Comments* field.

Generate General and Special Education/Disability Accommodation Screen form

1. After all applicable Nodes have been documented, click the **[Save]** button to save the screening.
2. Change the *Status*, at the top of the page, to 'Sent to Provider Supervisor' to submit the screening for provider supervisor approval. Once reviewed, the provider supervisor will select 'Approved by Provider Supervisor' and the screen will become read only for the provider and the CYF caseworker and supervisor will be responsible for final approval.
 - i. *TIP: The CYF Caseworker/Supervisor has the ability to deem the screening as incomplete. If the status is changed to 'Incomplete – Send back to Provider' an alert will be sent to the provider caseworker and supervisor notifying that changes need to be made to the screen. Once changes are made, the provider caseworker must send it back to the provider supervisor to restart the approval workflow.*
3. To generate the *General and Special Education/Disability Accommodation Screen* form, click the **[Preview]** button.

4. Click the printer icon located in the top left corner of the PDF popup screen. 
5. Click the **[OK]** button.
 - i. *TIP: This form generates in a PDF format, which cannot be edited. If modifications are required, they must be made on the Educational Screening screen in KIDS.*

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://dhswebt.s3.amazonaws.com/KIDSJobAids/index.htm>