



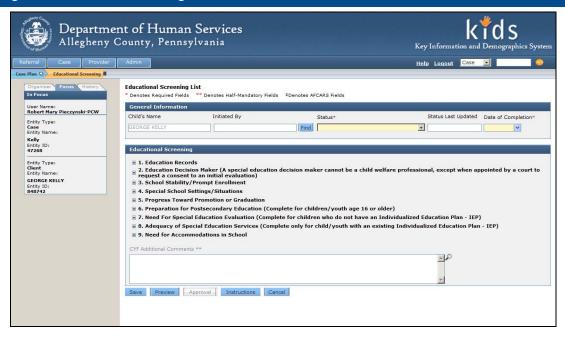
Educational Screening Tool - Provider Job Aid

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



- 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.

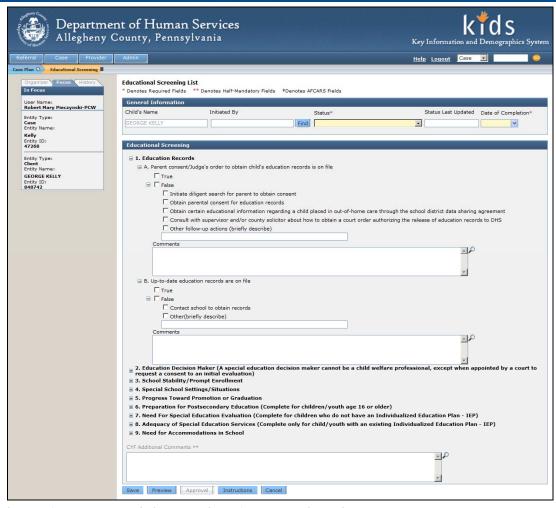


- 1. Under the *General Information* heading, the name of the Provider user completing the screening will appear in the *Initiated By* field once the screen is saved.
- 2. Click the Status dropdown and select appropriate option.
 - i. TIP: For Service Coordinator initial entry, select 'In Progress'
 - 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.
 - 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

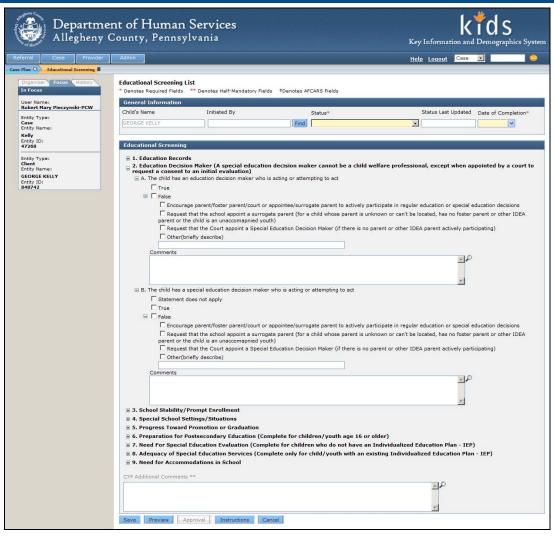
to the provider caseworker and supervisor notifying that changes need to be made to the screen. Once changes are made, the provider caseworker must send it back to the provider supervisor to restart the approval workflow.

- 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.

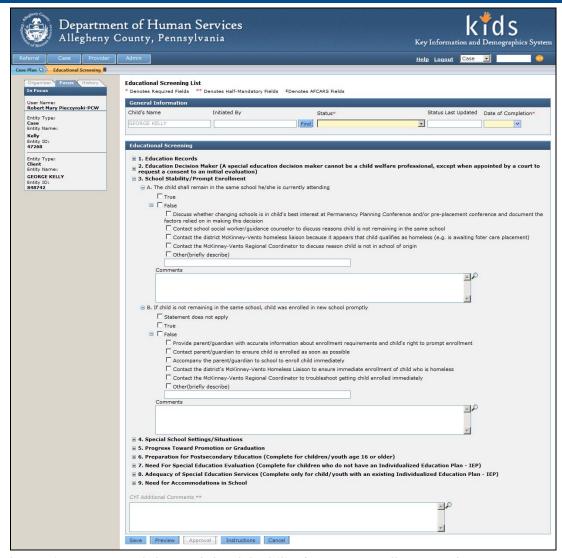
Education Records node



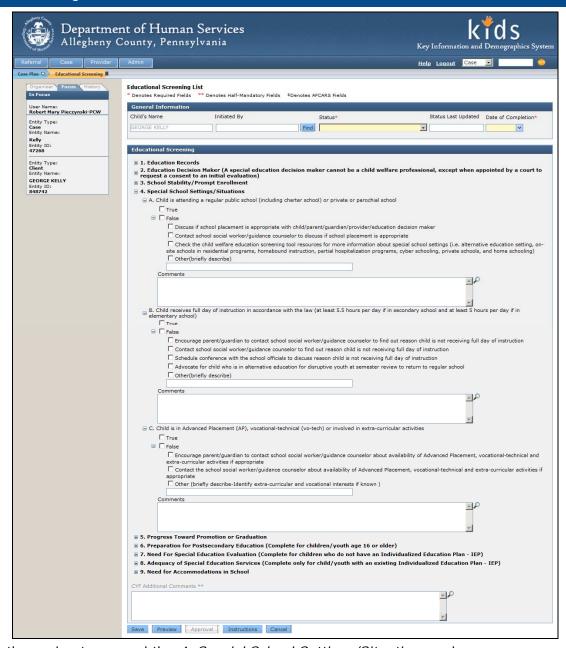
- 1. Click the + sign to expand the 1. Education Records node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
- 2. Select 'True' or 'False' for the 2 primary questions.
 - i. TIP: Selecting a response of 'False' will require additional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



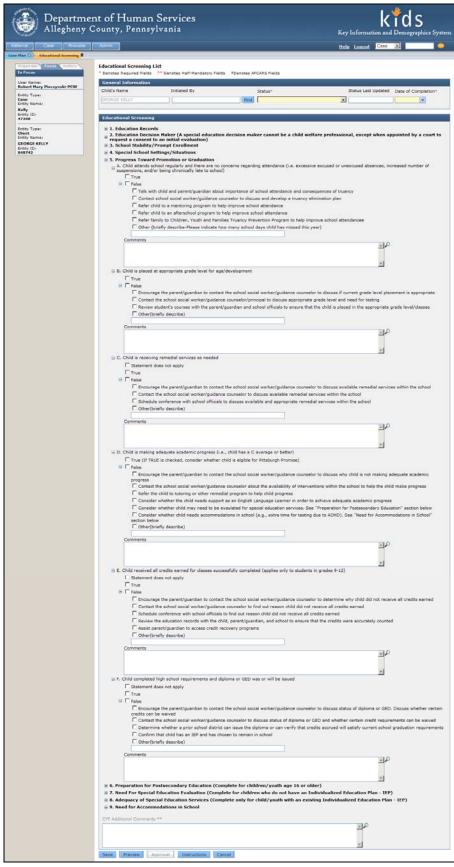
- 1. Click the + sign to expand the 2. Education Decision Maker node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
- 2. Select 'True' or 'False' for the 2 primary questions.
 - i. TIP: Selecting a response of 'False' will require additional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



- 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.



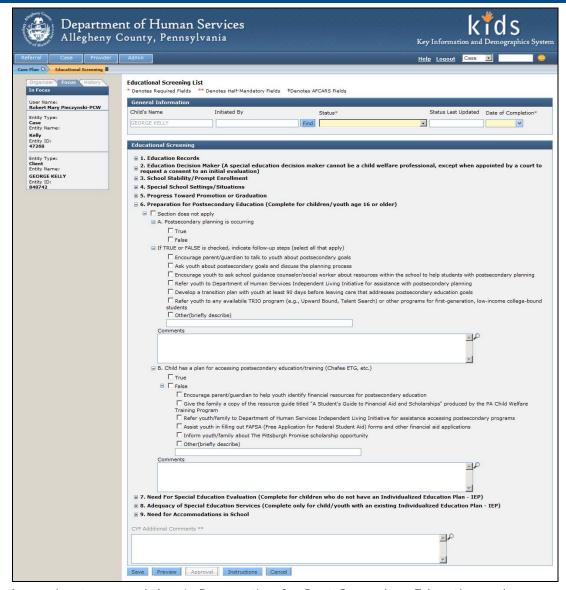
- 1. Click the + sign to expand the 4. Special School Settings/Situations node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
- 2. Select 'True' or 'False' for the 3 primary questions.
 - i. TIP: Selecting a response of 'False' will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



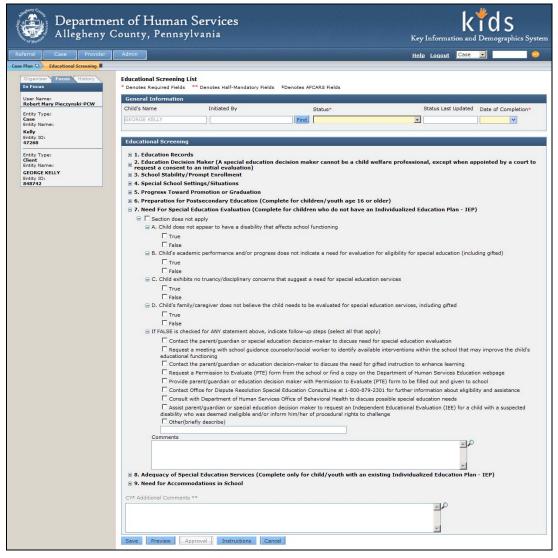
1. Click the + sign to expand the 5. Progress Toward Promotion or Graduation node.

- 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.

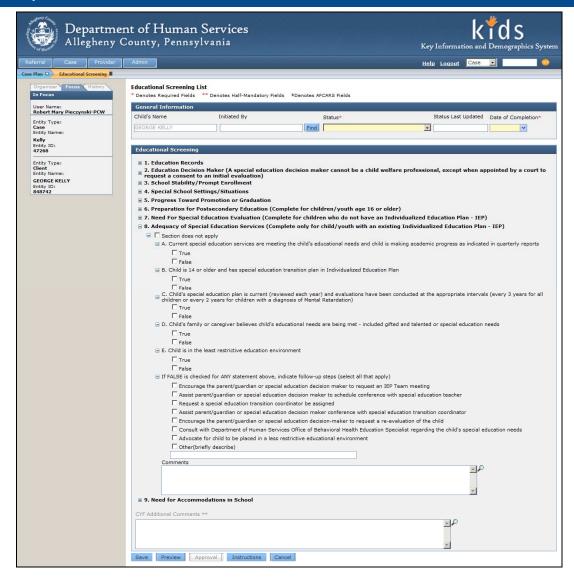
Preparation for Post-Secondary Education node



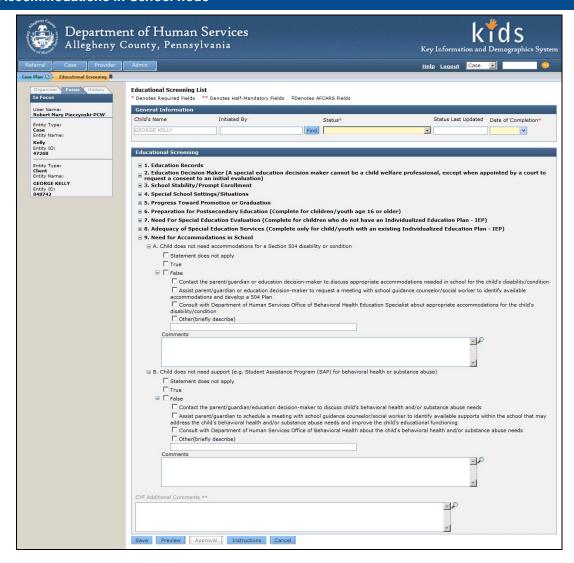
- 1. Click the + sign to expand the 6. Preparation for Post-Secondary Education node.
 - i. TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.
- 2. Select 'True' or 'False' for the 2 primary questions.
 - i. TIP: If Node does not apply, click 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.



- 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.



- 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 guestions.
 - 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://dhswbt.s3.amazonaws.com/KIDSJobAids/index.htm