

# **SM07a: Education**

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**May 12, 2017**



**Change History**

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## 1.1 Introduction

The Education design topic supports the maintenance of client educational information throughout a client's history with Department of Children and Families/Community-Based Care/Sheriff's Office. It allows users to document and maintain an ongoing history of School Districts/County, notifications generated, and the schools that a child has attended throughout the history of his or her involvement with DCF/Community-Based Care/Sheriff's Office Florida Safe Families Network (FSFN) and also allows users to enter dates that occurred prior to the Case Open date. Therefore, users are able to document a child's school history that occurred prior to his or her involvement with DCF/Community-Based Care/Sheriff's Office.

- This topic supports the collection of the following specific parts of a child's educational record:
- A history of the School Districts/Counties responsible for educational programming and for funding a child's education
- Notifications generated and their recipients, Special Education Eligibility (for pre-existing Education History records)
- Exceptional Student Education status
- Individualized Education Plan (IEP) existence
- A history of schools attended by the child

Educational records can be viewed by authorized users and can be updated by users who have a current assignment to the case and the security user group to edit the Educational record.



## 1.2 Pages

### 1.2.1.1 Page – Education Header

**Florida Safe Families Network** | Print | Audit | Spell Check | Help

**Participant**  
Participant Name: [Smith, Ivy Lynn](#) | DOB: 01/01/1994 | School District / County:  
Last Update By: Williams, John | Date Last Update: MM/DD/YYYY

**Education Information** | **Education History**

**Exceptional Student Education / Individualized Education Plan**

Is the child an ESE (Exceptional Student Education) student?  Yes  No  
Does the child have an Individualized Education Plan?  Yes  No  
Date of the most recent Individualized Education Plan: 00/00/0000  
Date Current Individualized Education Plan Expires: 00/00/0000

Copy of Individualized Education Plan in Record  
Is the IEP a Transitional Individualized Education Plan (TEP) for a young adult?  Yes  No  
Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?  Yes  No

**Exceptional Student Education Program(s)**

ESE Program	If Other, specify	Start Date	End Date	Action
Developmentally Delayed (DD): Ages Birth Through 2 Years Old		MM/DD/YYYY	MM/DD/YYYY	Delete
Autism Spectrum Disorder (ASD)		MM/DD/YYYY	MM/DD/YYYY	Delete
Other		MM/DD/YYYY	MM/DD/YYYY	Delete

**Diploma and Certificate Information**

High School Diploma | Graduation Date: 00/00/0000  
 GED Certificate | GED Date: 00/00/0000  
 Certificate of Completion / Special Diploma | Completion Date: 00/00/0000

### 1.2.1.2 Page Navigation and Overview

#### Navigation

The user accesses the Education page through the Create > Case Work menu option, selecting the Education Subject, the Education Record Item, the case, and the participant. The Education Record is associated with the child’s case, is participant specific, and is accessible to authorized users from the Desktop by drilling down on the Case and then the Education icon. If an Education record currently exists, it can be accessed by a hyperlink that displays on Person Book. If the person is a participant in more than one case, multiple



Education records can display. Alternatively, the user can create or access an Education page from Case Book by either selecting the Education hyperlink from the Participant Actions List Box, or by selecting the Create Case Work hyperlink above the center group box to launch the Create Case Work page.

### ***Page Overview***

The Education page consists of a header group box, two tabs, and two pop ups. The header group box is visible from both tabs and includes a participant name, date of birth, and current School District/County. Name and DOB are pre-filled by the system upon opening the page, and School District/county pre-fills when the user documents the current School District /County. The header has a Participant hyperlink to allow quick access to the case participant's Person Management page. In addition, the header displays the user who last updated the Education page, and the date it was updated. This information pre-fills and is system derived. The Education Information tab documents the participant's Exceptional Student Education/Individualized education plan information, the Exceptional Student Education(s) starting and end dates and allows the user to document whether the participant has received a high school diploma or a certificate equivalent to a diploma. Once an appropriate check box is selected, the corresponding Date field becomes enabled for the user to enter a completion date. The Education History tab maintains a history of the schools attended by a participant, which assists in identifying the School Districts responsible for providing a child's education. The Notify hyperlink is used to create a template, which can be sent to the appropriate parties for issuing notifications. The Notify hyperlink, in and of itself, does not notify the parties through the process of generating an e-mail. The user can print the template in order to manually send or deliver the notification. The Maintain Education History pop up, which is launched by selecting the Insert button, allows the user to document information regarding a school the child is currently attending, or a school the child attended in the past. This includes fields such as School Name, School Type, Program Type, Current Grade Level, and Reason for Change.



### 1.2.1.3 Page Information

<b>Group Box</b>	Participant	
<b>Fields</b>	Participant Name	Hyperlink that launches the Person Management page when selected; display format: Last name, first name, and middle name.
	DOB	Child's Date of Birth (DOB); system derived from Person table; not user modifiable; disabled.
	Last Updated by	Name (last, first, middle) of last person to update the Education Information page. System derived from login ID and Worker table when a user updates any field on the Education Information page; displayed as plain black text.
	Date Last Updated	System derived using current date when a user updates any field on the Education Information page; displayed as plain black text.
	School District/County	The current School District/County; system derived pre-filled from Maintain School History pop up; not user modifiable; disabled.

### 1.2.1.4 Background Processing

- The current School District/County; system derived pre-filled from Maintain School History pop up; not user modifiable; disabled.

### 1.2.1.5 Save Processing

- No save processing associated with this page. See Education Information tab for background processing information.



1.2.1.6 Tab – Education Information

Florida Safe Families Network

[Print](#)
[Audit](#)
[Spell Check](#)
[Help](#)

**Participant**

Participant Name: [Smith, Ivy Lynn](#)      DOB: 01/01/1994      School District / County:

Last Update By: Williams, John      Date Last Update: MM/DD/YYYY

Education Information
Education History

**Exceptional Student Education / Individualized Education Plan**

Is the child an ESE (Exceptional Student Education) student?     Yes     No       Copy of Individualized Education Plan in Record

Does the child have an Individualized Education Plan?     Yes     No      Is the IEP a Transitional Individualized Education Plan (TEP) for a young adult?     Yes     No

Date of the most recent Individualized Education Plan:   

Date Current Individualized Education Plan Expires:   

Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?     Yes     No

**Exceptional Student Education Program(s)**

ESE Program	If Other, specify	Start Date	End Date	Action
Developmentally Delayed (DD): Ages Birth Through 2 Years Old		MM/DD/YYYY	MM/DD/YYYY	<a href="#">Delete</a>
Autism Spectrum Disorder (ASD)		MM/DD/YYYY	MM/DD/YYYY	<a href="#">Delete</a>
Other		MM/DD/YYYY	MM/DD/YYYY	<a href="#">Delete</a>

**Diploma and Certificate Information**

High School Diploma      Graduation Date   

GED Certificate      GED Date   

Certificate of Completion / Special Diploma      Completion Date



### 1.2.1.7 Tab Overview

The Education Information tab documents the participant's Exceptional Student Education/Individualized Education Plan information. The user identifies a participant as receiving an Exceptional Student Education (ESE) by selecting the radio button. The user can identify a participant as having an Individual Education Plan (IEP) by selecting a radio button. The date fields of the most recent IEP and its expiration date are enabled and user entered. On this tab, the user can also indicate if the child has an education surrogate parent appointed to him or her either by the district superintendent or dependency court. User can select the check box to identify a copy of the Individualized Education Plan is in the record. If there is no IEP, the check box is disabled to prevent documentation of conflicting information. The Exceptional Student Education Programs group box allows the user to document the ESE programs. The user can choose identified ESE programs from a list or can choose "other" as an option and specify the program. Each program identified has start and end dates. Diploma and Certificate information allows the user to document whether the participant has received a high school diploma or a certificate equivalent to a diploma. Once an appropriate check box is selected, the corresponding Date field becomes enabled for the user to enter a graduation or completion date.



**1.2.1.8 Tab Information**

	Education Information	Documents the participant’s individualized education plan information and allows the user to document whether the participant has received a high school diploma or a certificate equivalent to a diploma.
<b>Group Box</b>	Exceptional Student Education (ESE)/Individualized Education Plan	
<b>Fields</b>	Is the child an ESE student?	Yes/No radio button; enabled; default: null; not required; user modifiable; when “Yes” is selected, "Does the child have an IEP?" and "Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?" become enabled and required. When “Yes” is selected, the Insert button in the Exceptional Student Education (ESE) Program(s) group box is enabled. If “No” is selected, "Does the child have an IEP?" and "Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?" become No and are disabled. Both dates and Copy of Plan check box become disabled if “No” is selected.
	Does the child have an Individualized Education Plan?	Yes/No radio button; disabled; it becomes enabled if “Yes” is selected for "Is the child an ESE student?" If enabled: default: null; user modifiable and required. If “Yes” is selected, the "Date of the most recent Individualized Education Plan" and "Date Current Individualized Education Plan



		Expires" fields become enabled and required. In addition, the "Copy of Individualized Education Plan in Record" check box is enabled. If "No" is selected, dates, Copy of Plan check box, and 'Is the IEP a Transitional Individualized Education Plan (TIEP) for a young adult?' become disabled.
	Date of the most recent Individualized Education Plan	Only enabled and required if "Yes" is selected for the "Does the child have an Individualized Education Plan?" field; user-entered date field; date entered must be equal to or prior to current date; format: MM/DD/YYYY.
	Date Current Individualized Education Plan Expires	Only enabled and required if "Yes" is selected for the "Does the child have an Individualized Education Plan?" field; user-entered date field; date entered must be greater than or equal to the date in the "Date of the most recent Individualized Education Plan" field; format: MM/DD/YYYY.
	Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?	Yes/No radio button; disabled; enabled if "Yes" is selected for the "Is the child an ESE student?" field; if enabled: default: null; user modifiable and required.
	Copy of Individualized Education Plan in Record	Check box indicates that there is a hard copy of the Individualized Education Plan in the child's record; defaults to not select; user-selected check box.
	Is the IEP a Transitional Individualized	Yes/No radio button; enabled and required if "Yes" to "Does the child have an Individualized Education Plan?" radio



	Education Plan (TIEP) for a young adult?	button defaults to null.
<b>Group Box</b>	<b>Exceptional Student Program(s)</b>	At least one ESE Program row is required if "Is child an ESE student?" radio button is "Yes." Display order: Rows without End Date, sorted by most recent Start Date first; then rows with End Date sorted by most recent Start Date.
<b>Fields</b>	ESE Program	Column within repeating group labeled "ESE Program" and contains a drop down. Required if a row is inserted (no blank rows). Allows for rows with same ESE Program, but dates cannot overlap.
	If Other, specify	Column header in repeating group labeled "If Other, specify" and contains an alphanumeric text field; 200 characters. Disabled unless "Other" is selected as the ESE Program; otherwise, field is enabled and required.
	Start Date	Column header labeled "Start Date"; contains a date field; Format: MM/DD/YYYY Cannot be a future date. Enabled and required once ESE Program is selected; cannot have same ESE Program with overlapping dates.
	End Date	Column header labeled "End Date"; contains a date field; Format: MM/DD/YYYY Cannot be a future date or occur prior to Start Date. Enabled once a Start Date is entered; not required; cannot have same ESE Program within overlapping dates.
	Action	Column header labeled "Action" and contains a Delete hyperlink. Displayed and enabled once a row is inserted.



<b>Button</b>	Insert	Enabled when “Yes” is selected for the "Is the child an ESE student?" field. On click, inserts a new row for the ESE Program.
<b>Group Box</b>	Diploma and Certificate Information	
<b>Fields</b>	High School Diploma	Check box indicates child has received a High School Diploma; user-selected check box; defaults to not selected.
	Graduation Date	Date on which child graduated High School; user entered; Enabled if the High School Diploma check box is selected; not required; accepts past, current, or future date.
	GED Certificate	Check box indicates child has received a GED Certificate; user-selected check box; defaults to not selected.
	GED Date	Date on which child received GED Certificate; user entered; enabled when the GED Certificate check box is selected; not required; accepts past, current, or future date.
	Certificate of Completion/Special Diploma	<p>Check box indicates child has received a Certificate of Completion or Special Diploma; user-selected check box; defaults to not selected.</p> <p>Date on which child received Certificate of Completion or Special Diploma; user entered; Enabled when the Certificate of Completion/Special Diploma check box is selected; not required; accepts past, current, or future date.</p>
<b>Buttons</b>	Save	Standard Save processing.
	Close	Standard Close processing.



### 1.2.1.9 Background Processing

- When the user clicks the Delete hyperlink for an ESE Program row, the following validation messages apply:
  - If there is more than one row, the following validation message displays:

"Are you sure you want to delete the selected ESE Program? <Yes> <No>". If "Yes" is selected, the row is removed and the user is returned to the Education page. Otherwise, user is returned to the Education page without deleting the row.
  - If there is only one row and "Is the child an ESE (Exceptional Student Education) student?" is "Yes," the following validation message displays:

"At least one ESE Program is required if the child is an ESE student. You cannot delete the only row. <OK>" After clicking "OK," the user is returned to the Education page.
  - The following validation message is displayed if a row exists within the ESE Programs group box that does not have an End Date, upon selecting "No" for "Is the child an ESE student?"

"At least one Exceptional Student Education Program inserted does not have an End Date. <OK>" Upon clicking "OK," the user is returned to the Education page and the "Is the child an ESE student" still reflects "Yes."

If all rows inserted within the ESE Programs group box have an End Date, upon selecting "No" for "Is the child an ESE student?" the fields within the ESE Programs group box are disabled and the Delete hyperlinks are no longer displayed for each inserted row.

- If the "Is the child an ESE student?" is "Yes" and subsequently changed to "No," if an ESE Program record exists without an End Date, the following validation message is displayed:

"All ESE Programs must be end dated in order to indicate that the child is not an ESE student. Please make the applicable updates. <OK>"
- If the question, "Is the child an ESE student?" is "Yes" and subsequently changed to "No," and one or more ESE Program records exist with End Dates, the inserted records become disabled and grayed out, and the Delete hyperlink(s) display(s).

### 1.2.1.10 Save Processing

- Save processing occurs by clicking Save.



- Upon clicking Save, if “Yes” is selected for the “Is the child an Exceptional Student Education (ESE) student?” field and at least one row does not exist within the Exceptional Student Education Program(s) group box that does not have an End Date, the following validation message displays:

“There must be at least one Exceptional Student Education Program inserted when the child is an Exceptional Student Education (ESE) student. <OK>”
- Upon clicking Save, if “Yes” is selected for the “Is the child an Exceptional Student Education (ESE) student?” field and the user does not indicate “Yes” or “No” for the “Does the child have an Individualized Education Plan?” field, the following validation message displays:

“When a child is an Exceptional Student Education (ESE) student, you must indicate if the child has an Individualized Education Plan. <OK>”
- Upon clicking Save, if “Yes” is selected for the “Is the child an Exceptional Student Education (ESE) student?” field and the user does not indicate “Yes” or “No” for the “Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?” field, the following validation message displays:

“When a child is an Exceptional Student Education (ESE) student, you must indicate if the child has an education surrogate parent appointed to him/her either by the district superintendent or dependency court? <OK>”
- Upon clicking Save, if “Yes” is selected for the “Does the child have an Individualized Education Plan?” field and the user does not enter a date in the “Date of the most recent Individualized Education Plan” field, the following validation message displays:

“When the child has an Individualized Education Plan, you must enter a date for the most recent Individualized Education Plan. <OK>”
- Upon clicking Save, if “Yes” is selected for the “Does the child have an Individualized Education Plan?” field and the user does not enter a date in the “Date current Individualized Education Plan expires” field, the following validation message displays:

“When the child has an Individualized Education Plan, you must enter an expiration date for the current Individualized Education Plan. <OK>”



- Upon clicking Save, if a row has been inserted within the Exceptional Student Education Program(s) group box and the user does not enter a date in the “Start Date” field, the following validation message displays:  
 “A Start Date must be entered when an Exceptional Student Education Program is inserted. <OK>”
- Upon clicking Save, if a row has been inserted within the Exceptional Student Education Program(s) group box and two rows with the same Program and overlapping dates exist, the following validation message displays:  
 “Multiple of the same Exceptional Student Education Programs cannot be inserted with overlapping dates. <OK>”
- Upon clicking Save, if a row has been inserted within the Exceptional Student Education Program(s) group box and the End Date entered precedes the Start Date, the following validation message displays:  
 “The End Date for an Exception Student Education Program cannot precede the Start Date. <OK>”
- Upon clicking Save, if a row has been inserted within the Exceptional Student Education Program(s) group box and the Start Date entered is a future date, the following validation message displays:  
 “The Start Date for an Exceptional Student Education Program cannot be in the future. <OK>”
- Upon clicking Save, if a row has been inserted within the Exceptional Student Education Program(s) group box and the End Date entered is a future date, the following validation message displays:  
 “The End Date for an Exceptional Student Education Program cannot be in the future. <OK>”

### 1.2.1.11 CRUD Matrix

Table Name	Create	Read	Update	Delete
LEA_HISTORY	X	X	X	
EDUCATION	X	X	X	X



### 1.2.2 Tab – Education History

The screenshot shows the 'Florida Safe Families Network' application interface. At the top, there is a navigation bar with 'Print', 'Audit', 'Spell Check', and 'Help' icons. Below this is a 'Participant' section with fields for 'Participant Name' (Smith, Ivy Lynn), 'DOB' (01/01/1994), 'School District / County', 'Last Update By' (Williams, John), and 'Date Last Update' (MM/DD/YYYY). The main content area has two tabs: 'Education Information' and 'Education History', with the latter being selected. The 'Education History' tab displays a table of school records. The table has columns for School Name, School Phone Number, School Address, School Type, School District / County, Program, Program Type, Grade Level, School Start Date, School End Date, Completion Status, Number of Hours Currently Enrolled, Total Credits Earned To Date, Reason for Change, Contact Person, and Contact Phone Number. There are 'Edit', 'Notify', and 'Delete' hyperlinks for each record. An 'Insert' button is located at the bottom right of the table area. At the very bottom of the interface are 'Save' and 'Close' buttons.

#### 1.2.2.1 Tab Overview

The Education History tab maintains a history of the schools that a child has attended, which assists in identifying the School Districts that have been responsible for funding a child’s education. The Notify hyperlink is used to create a template that can be sent to the appropriate parties indicating that a child has been placed into a new school district. The Notify hyperlink, in and of itself, does not notify the parties through the process of generating an e-mail. The user can print the template in order to manually send or deliver the notification.

The Education History group box is sorted each time the Education page is opened, and the records are sorted in reverse chronological order by Start Date, allowing the user to view most current records first. A scroll bar allows the user to access rows not displayed on the tab. In addition, FSFN updates the School District/County field, in the header group box, to



the most current based on the Start Date. Users see the most current Education History record first.

To create a new education history record, the user clicks the Insert button. Upon clicking the Insert button, the Maintain Education History pop up is displayed, allowing the user to document information regarding a school the child is currently attending, or a school the child attended in the past. This includes fields such as School Name, School Type, Program Type, Grade Level and Reason for Change.

Summary information documented on the Maintain Education history pop up is displayed in the Education History group box on the Education History tab. The user can modify the information in the Education History group box by clicking the Edit hyperlink. This also activates the Maintain Education History pop up, which allows the user to modify data in each of the fields of the selected education history record.

A user can delete an Education History group box record by clicking the Delete hyperlink.

### 1.2.2.2 Tab Information

	Education History	Maintains a history of all the schools a child has attended including additional schools and/or work sites. The School History group box is sorted each time the Education page is opened. The School History records are sorted in reverse chronological order by Start Date, allowing the user to view most current records first.
<b>Group Box</b>	Education History	
<b>Fields</b>	School Name	Name of the school; system derived from the School table; pre-filled from the Maintain Education History pop up; read only; not user modifiable; disabled.
	School Address	Address of the school; system derived from the School table; pre-filled from the Maintain Education History pop- up; read only; not user modifiable; disabled.
	School Phone Number	Phone Number of the school; system derived from the School table; pre-filled from the Maintain Education History pop up; read only; not user modifiable; disabled.



	School Type	School type; system derived from the School table; pre-filled from the Maintain Education History pop up; read only; not user modifiable; disabled.
	Program Type	Type of educational programming child is or was receiving; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	Program	Educational program child is or was attending; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	Grade Level	Grade level of the child; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	School Start Date	Date on which child entered school; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	School End Date	Date on which child ended school; pre-filled from Maintain School History pop up; read only not user modifiable; disabled and grayed out; only displays for new Education History records inserted.
	Completion Status	Completion status of the educational programming; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	Number of Hours Currently Enrolled	Number of hours currently enrolled; system derived from Maintain History pop up page; ready only; not user modifiable.
	Total Credits Earned To Date	Total credits earned to date; system derived from Maintain School History pop up page; read only; not user modifiable.
	School District/ County	School District/ County providing educational programming; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	Contact Person	Contact person at school or educational program; system derived from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
	Contact Phone	Telephone number of contact person; system derived



	Number	from the School table; pre-filled from Maintain School History pop up; read only; not user modifiable; disabled.
<b>Links</b>	Notify	Launches Notification pop up for the Education history record.
	Edit	Launches the existing Maintain Education History pop up for the associated Education History record
	Delete	Deletes the Education History record
<b>Buttons</b>	Insert	Launches a blank Maintain Education History pop up
	Save	Standard Save processing.
	Close	Standard Close processing.

**1.2.2.3 Background Processing**

- For each Education History row, the user has the ability to generate a different change in notification text document by clicking the associated Notify hyperlink.
- The Education History group box is filled by retrieving the School table records associated with the child and sorting them in reverse chronological order by start date.
- Users and supervisors can delete a record from the Education History group box once it has been saved. This is accomplished by clicking the Delete hyperlink.
- Users can modify an existing Education History record by clicking the Edit hyperlink.

**1.2.2.4 Save Processing**

- Save Processing is initiated by clicking on the Save command button.

**1.2.2.5 CRUD Matrix**

Table Name	Create	Read	Update	Delete
School	X	X	X	X
Education	X	X	X	



### 1.2.3 Pop-up – Notification

#### 1.2.3.1 Pop-up Navigation and Overview

##### **Navigation**

The user accesses the Notification page by clicking the Notify hyperlink on the Education page, Education History tab.

##### **Page Summary**

The Notification page is used to generate a notification of placement to school Districts/Counties and copies of the notification (for example: CC) to recipients specified by



the user. The notification also indicates whether a child requires special education or related services.

The “Original Sent to” field defaults to the name of the highlighted School District/County entered on the Responsible School District/County tab. The “Recipient Type” for the “Original Sent to” defaults to School District/County. The reason associated with the most recent change of school district/county, also on the Responsible School District/County tab, pre-fills the “Reason” field. The user selects “CC Sent to” and their “Recipient Types.” The “Date Original Sent” field is user entered. The Text hyperlink takes the user to a pre-filled Microsoft Word template. From Microsoft Word, the user can print as many copies of the Notice as he or she needs. The Insert button creates a new entry on the page for users to generate a new notice, and therefore a scroll bar is added to allow the user to scroll between entries. The same pre-filling occurs with the new entry, as with the first entry when launching the page. The user can print a history of the notices sent by selecting the Print Report item from the Options drop down and clicking Go. This generates a list of the notifications associated with the participant’s education record. Therefore, in the event there are multiple Education History records documented within the Education History group box, with which there were notifications generated, this list displays each of them. The fields captured in this list are Recipient, Recipient Type, Reason and Date (Date Orig. Sent).

For each Education History record, the user has the ability to generate a new text template. The user first selects the corresponding Notify hyperlink on the Education History tab to launch the Notifications pop up and then selects the Text hyperlink to generate the template for that specific District/County.

### 1.2.3.2 Pop-up Information

<b>Group Box</b>	Notification Information	
<b>Fields</b>	Reason:	Reason for Change of school District/County drop down; defaults to the value of the most recent record in the School District/County History group box; system derived drop down; disabled; not user modifiable
	Original Sent To:	Recipient of the notification; defaults to the School District/County value of the most recent record in the School District/County History group box; system derived drop down; disabled; not user modifiable



	CC Sent To:	District/County to receive a copy of the notification; user-selected drop down; not required
	Recipient Type:	Type of recipient of notification; user-selected drop down; not required
	Date Orig Sent:	User entered date of original notification; date entered must be equal to or prior to current date; not required.
<b>Links</b>	Text	Launches the Education Notification template.
	Print Report	Generates a list of the Notifications associated with the Child's educational record.
<b>Buttons</b>	Insert	Creates a new entry on the page for users to generate a new notification, pre-filling the same fields as with the first entry.
	Save	Standard Save processing.
	Close	Standard Close processing.

**1.2.3.3 Background Processing**

- Clicking the Text hyperlink generates the document/template, which is intended for notifying the School District/County that was highlighted on the Responsible School District/County tab.
- Clicking the Insert button creates an additional entry on the page for the user to generate a new notification. The same pre-filling occurs with the new entry, as with the first entry when launching the page.

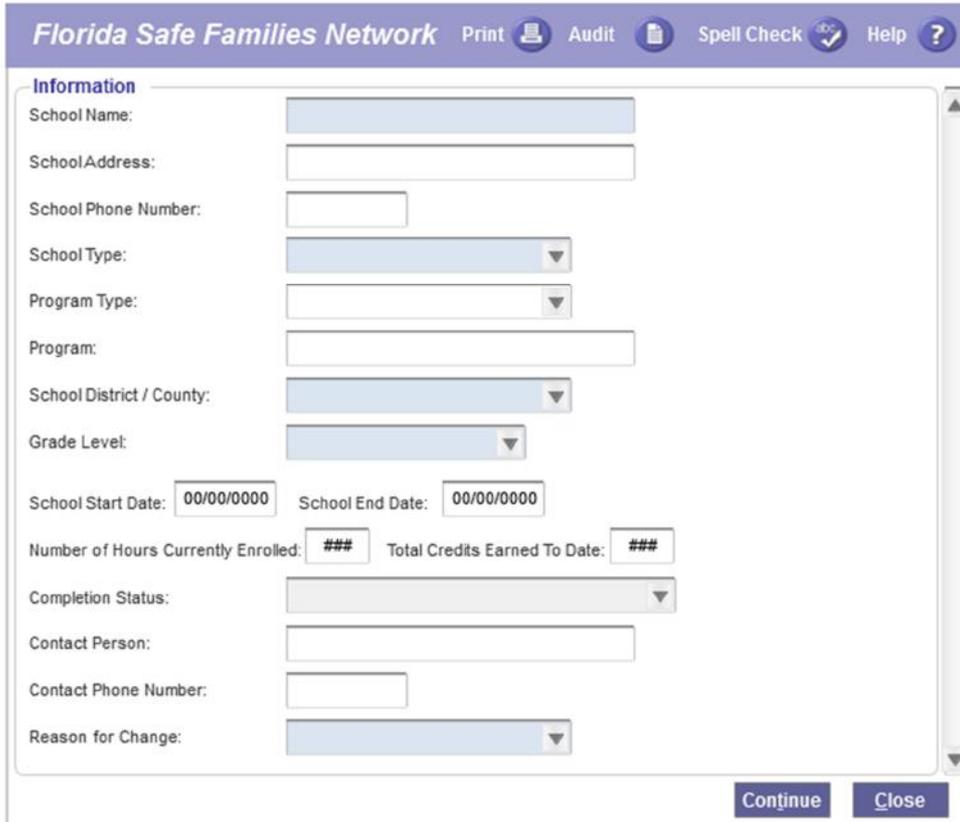
**1.2.3.4 Save Processing**

- Information entered on this pop up is saved to the Education Notification table.

**1.2.3.5 CRUD Matrix**

Table Name	Create	Read	Update	Delete
EDUCATION_NTFCNTN	X	X	X	

## 1.2.4 Pop-up – Maintain Education History



The screenshot shows a web application window titled "Florida Safe Families Network". The window has a menu bar with "Print", "Audit", "Spell Check", and "Help" options. The main content area is titled "Information" and contains the following fields:

- School Name:
- School Address:
- School Phone Number:
- School Type:
- Program Type:
- Program:
- School District / County:
- Grade Level:
- School Start Date:  School End Date:
- Number of Hours Currently Enrolled:  Total Credits Earned To Date:
- Completion Status:
- Contact Person:
- Contact Phone Number:
- Reason for Change:

At the bottom right of the form are two buttons: "Continue" and "Close".

### 1.2.4.1 Pop-up Navigation and Overview

#### **Navigation**

The user accesses the Maintain Education History page by clicking the Insert button or by clicking the Edit hyperlink on the Education History tab of the Education page.

#### **Pop-up Overview**

The Maintain Education History pop up is used to modify existing information or insert new information into the School History group box on the Education History tab of the Education page.

After activating the pop up, the user can add or modify the information in the fields as appropriate. After clicking on the Continue button, summary information is pre-filled into the



Education History group box on the Education History tab of the Education page. The information documented is not saved until Save is clicked on the Education page.

Only one school can exist with a School Start Date, but no end date. A school record can be added, but if there is an existing record without a school end date, the user must enter both a start and end date on the newly inserted record, which provides an historical record if an open record exists.

### 1.2.4.2 Pop-up Information

<b>Group Box</b>	Information	The system includes an edit that does not allow a user to enter a new School Name unless the previous school documented has an End Date. However, the user can insert an historical school record if needed. Only one school can exist at a given point in time with a School Start Date, but no School End Date. The text field allows for up to 75 characters.
<b>Fields</b>	School Name	Name of the school; user-entered text field; required.
	School Address	Address of the school; user-entered text field; not required.
	School Phone Number	Phone Number of the school; user-entered numeric field; not required.
	School Type	School type; user-selected drop down list; required.
	Program Type	Type of educational programming child is or was receiving; user-selected drop down list; not required.
	Program	Educational program child is or was attending; user entered text field; not required.
	School District/County	School District/County providing educational programming; user-selected drop down list; required
	Current Grade Level	Current grade level of the child; user selected drop down; required.
	School Start Date	Date on which child entered school or educational program; user entered; date entered must be prior or equal to current date; enabled; conditionally required if an End Date is entered. Only one School can exist at a given point in time with a School Start Date, but no



Florida Safe Families Network

		End Date. The system does not prevent the user from inserting a school record, but if there is an existing record without a School End Date, the user must enter both a Start and End Date on the newly inserted record that does not overlap with the existing school record dates. Therefore, the user can insert historical records if an open record exists. In addition, if an End Date is entered, a Start Date must be entered and is required.
	School End Date	Date on which child left school or educational program; user entered; date entered must be prior or equal to current date; enabled but not required; the end date can equal, but not be prior to the start date of the next school.
	Number of Hours Currently Enrolled	Number of hours currently enrolled; user entered; not required; no decimal
	Total Credits Earned To Date	Total credits earned to date; user entered; not required; no decimal
	Completion Status	Completion status of the educational programming; user-selected drop down; conditionally enabled but not required if End Date is documented; when End Date is documented, defaults to "Pending;" otherwise disabled.
	Contact Person	Contact person at school or educational program; user entered text field; not required.
	Contact Phone Number	Telephone number of contact person; user entered numeric field; not required.
	Reason for Change	Reason that responsibility for the child transferred to a new school district; conditionally enabled and required if the Education Record being documented is not the first record being inserted on the Education page – Education History tab; the value of "N/A" is only available for selection when the Education Record that is having the Reason for Change documented has a Grade Level of "Pre-School," "Pre-Kindergarten," or "Kindergarten," otherwise this value is not available for selection. Note that when the user is documenting the Reason for Change, it is documenting why the previously documented school was ended and why the current school (this record) is being entered. When documenting an Education Record with a Grade Level of "Kindergarten," the user is indicating why the Reason for Change for where the child was previously



		to entering the current record of “Kindergarten.”
<b>Buttons</b>	Continue	Standard Continue processing.  Note: No save processing is performed until Save is clicked on the Education page.
	Close	Standard Close processing.

### 1.2.4.3 Background Processing

- Upon clicking Continue on the Maintain Education History pop up, information entered pre-fills rows in the Education History group box.
- User can enter a new School Name only if previous School documented has an end date. The user can insert an historical school record if needed. Only one school can exist at a given point in time with a school start date.
- Once the Education page is saved, the records contained in the Education History group box are re-sorted in reverse chronological order on the Education History tab.
- For data from pre-existing records, the Maintain Education History Pop up information could display in the previous format, which includes the Special Education check box and Special Education level drop down. Clarification: Pre-existing records, with the Special Education check box and the Special Education Level drop down continue to display with these fields on the Maintain Education History pop up.
- Upon clicking Continue, if an End Date has been entered but no Start Date exists, the following validation message displays: “You must enter a Start Date if an End Date exists.”
- Upon clicking Continue, if a Start Date has been entered with no End Date and another School Record exists without an End date, the following validation message displays: “Only one open school record can exist at any given time. Please enter the applicable End Date.”
- Upon clicking Continue, if the dates entered overlap any existing school records, the following validation message displays:
  - “School record start and end dates cannot overlap. Please enter the applicable Start and End Dates.” <OK>
  - “Please note that a Start Date for a new record can be equal to the End Date since times are not documented.”



#### 1.2.4.4 1.2.5.4 Save Processing

- No save processing takes place on this page. The Education page creates and updates the following table records:
  - One record in the Education table
  - One or more records in the Education Notification, School, and LEA History tables

#### 1.2.4.5 1.2.5.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
School	X	X	X	X



## 1.3 Inventories

### 1.3.1 Table Descriptions

Table Name	Description
EDUCATION	The EDUCATION table maintains information pertaining to a CASE PART's educational background and special needs such as special education eligibility, dates associated with IEP (Individualized Education Program) and diploma/certificate information. Processes in SM07a (Education) build and maintain this data.
EDUCATION_NTFCTN	The EDUCATION NTFCTN table contains information about notifications generated to educational or child welfare-related agencies, to appropriate recipients specified by the user such as LEA of Jurisdiction, School's LEA, and Residential facility. Processes of SM07a - Education creates and maintains information in this table.
LEA_HISTORY	The LEA HISTORY table maintains history of education agencies responsible for the case participant. Processes of SM07 (Education) build and maintain this information.
SCHOOL	The SCHOOL table contains address and contact information on the schools known to DCF/Community-Based Care/Sherriff's Office or the county agency. Information is created and maintained by processes of SM07a (Education).



## 1.3.2 Reference Data

### 1.3.2.1 Drop Downs

**Field Name:** ESE Programs

**Table Name:**

**Group ID:**

**Values:**

- Autism Spectrum Disorder (ASD)
- Deaf or Hard-of-Hearing (DHH)
- Established Conditions (EC): Ages Birth through 2 Years Old
- Developmentally Delayed (DD): Ages Birth through 2 Years Old
- Developmentally Delayed (DD): Ages 3-5 Years
- Dual-Sensory Impairment (DSI): Deaf-Blind
- Emotional/Behavioral Disability (E/BD)
- Gifted
- Homebound or Hospitalized (HH)
- Intellectual Disability (InD)
- Language Impairment (LI)
- Other Health Impairment (OHI)
- Orthopedic Impairment (OI)
- Specific Learning Disability (SLD)
- Speech Impairment (SI)
- Traumatic Brain Injury (TBI)
- Visual Impairment (VI): Blind and Partially Sighted
- Other



**Field Name:** School District/County, CC Sent To, School District/County  
**Table Name:** CODE\_DESC  
**Group ID:** REGION

**Field Name:** Reason for Change  
**Table Name:** CODE\_DESC  
**Group ID:** EDUCREAS  
**Values:** Child Placed in Pre-Adoptive Home  
Child in DJJ Facility  
Child in Residential Treatment Facility  
Child Placed in new School District  
Department of Education Determination  
Educational Responsibility Out-of-State  
Enrolled in Private School  
Enrolled in Public School  
Parent/Guardian Address Change  
Parent/Guardian Deceased  
Parent/Guardian Whereabouts Unknown  
Parental Rights Terminated  
Promoted  
Retained  
18+: Young Adult Graduated  
18+: Young Adult No Longer Attending/Did Not Graduate

**Field Name:** Recipient Type  
**Table Name:** CODE\_DESC  
**Group ID:** EDCTNOTF  
**Values:** Current School District  
Anticipated School District  
Surrogate Parent  
Department of Education  
DJJ Facility  
Out-of-State Facility  
Residential Treatment Facility  
Out-of-State Facility  
Private Facility



Parent/Guardian  
School District/County

**Field Name:** School Type  
**Table Name:** CODE\_DESC\_STATIC  
**Group ID:** SCHLTYPE  
**Values:** Alternative School  
Charter School  
RTF Program  
Day Treatment Program  
Early Childhood Program  
Group Home Program  
Head Start  
Home School  
Juvenile Detention/Corrections  
Private School  
Vocational/Technical  
Public School  
2 Year College  
4 Year College or University

**Field Name:** Program Type  
**Table Name:** CODE\_DESC  
**Group ID:** PRGMTYPE  
**Values:** Alternative Pub. School Program  
GED  
Adult Education  
Post-Secondary  
Pre GED  
General Education  
Career & Vocational Education  
Early Childhood Education  
Head Start



**Field Name:** Special Education. Level (Maintain Education History pop-up page)  
**Table Name:** CODE\_DESC  
**Group ID:** SPCEDLVL  
**Values:** Unknown  
Removed less than 21% of day  
(2) Removed More than 60% of day  
(3) Up to full day  
(4) No Specific grade

**Field Name:** Completion Status  
**Table Name:** CODE\_DESC  
**Group ID:** CMPLSTAT  
**Values:** Certificate of Completion  
College Placement Test (CPT) Eligible Certificate of Completion  
Special Certificate of Completion  
Standard High School Diploma  
Standard High School Diploma (GED and Graduation Test)  
Standard High School Diploma (GED and Alternate Assessment)  
Standard Diploma (FCAT waiver)  
Adult Standard High School Diploma  
Adult State of Florida Diploma (GED)  
Special Diploma (Option 1)  
Special Diploma (Option 2)  
State of Florida Diploma (GED)  
Withdrawn (due to expulsion)  
Withdrawn (due to court action)  
Withdrawn (due to non-attendance)  
Other  
Pending



**Field Name:** Current Grade Level  
**Table Name:** CODE\_DESC  
**Group ID:**  
**Values:** College Degree  
Eighth  
Eleven  
Fifth  
Fourth  
Kindergarten  
Ninth  
None  
Non-graded Special Education  
Not Applicable  
First  
Post-Graduate Degree  
Post-Graduate Work  
Pre-Kindergarten  
Pre-school  
Seventh  
Sixth  
Some College  
Tenth  
Third  
Twelfth  
Second  
Unknown  
Vocational/Technical  
Associate Degree



**1.3.3 Automated Messages**

None

**1.3.4 Checklists**

None

**1.3.5 Tasks Due**

None

**1.3.6 Notifications**

Education Change Notification

**1.3.7 Text Templates**

None

**1.3.8 Reports**

None

**1.3.9 Triggers**

None

**1.3.10 Triggers**

None



## 1.4 Requirements

REQ Number	REQ Number
REQT1.25	The system must provide for updates to the Education page.
REQT1.25.1	The system must be updated such that all Education fields captured on the Case Plan template (Attachment E) identified as pre-filling from Education must be added to the Education page if they do not already exist.
REQT1.25.2	The system must include an edit that does not allow a user to enter a new School Name unless the previous School documented has an End Date. Only one School can exist at a given point in time with a Begin Date, but no End Date.
REQT1.25.3	The system must include an edit that when documenting Begin and End Dates for schools, the system cannot allow the dates to overlap. Note: The End Date for one can equal the Begin Date for the next.
REQT1.25.4	The system must be modified to capture the following on the Education page - Education Information tab: 1. Does the child have an Individualized Education Plan with a Yes/No response? 2. If Yes, the date of the most recent IEP: with an associated Date field; only enabled if Yes, otherwise disabled.
REQT1.25.4.1	The system must no longer capture the "Date of Current Individualized Education Plan." Note: Wording on existing Date field was changed to "Date of the most recent Individualized Education Plan."



REQ Number	REQ Number
REQT1.25.4.2	The system must only enable the Date Current Individualized Education Plan Expires field if Yes is selected that the child currently has an IEP.
REQT1.25.4.3	The system must no longer capture the check box "No Individualized Education Plan exists."
REQT1.25.4.4	The system must convert the existing "Date of Current Individualized Education Plan" upon implementing the new fields such that if a date is documented, the #1 question above is captured as Yes and the associated date field captures the Date documented. Furthermore, if no date is documented but the "No IEP exists" check box is selected, the #1 question above is captured as No. In either instance, the field is user modifiable when working within an open FSFN Case.
REQT1.25.6	The system must provide the ability to document "Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?" Yes or No on the Education Information tab.
REQT1.25.7	The system must provide the ability to document "Does the child receive any special educational services?" Yes or No on the Maintain Education History pop up if the Special Education check box is selected. If Yes, a text field labeled "If yes, what are the services?" is enabled and required. Note: This information was moved to the Education Information tab on the Education page.



REQ Number	REQ Number
REQT1.26	<p>The system must support all Education Information being located in one place, instead of multiple places in the system. This information needs to cover AFCARS and Case Plan needs.</p> <p>Note: This does not apply to AFCARS, but it is applicable to SACWIS. Education Information is now in one place within a FSFN Case. In addition, Person Management (CM01) reflects the removal of the participant's current grade level to ensure there is no longer duplication of data.</p>