Office of Children and Family Services
CONNECTIONS Case Management

**Impact Analysis**

**<u>Subject</u>**:     Education

**<u>Functional Area</u>**:     Case Management

**<u>Brief Description of Current Function/Process</u>**:
> For children in Foster Care or in Relative or Other Suitable Person Placements, education information and history is captured, and maintained in the hard copy case file.  Certain information is maintained in Progress notes, under the Education Planning purpose.

**<u>What Remains the Same</u>**:
- Section 475 of the Social Security Act (federal law) requires that a foster child's education records, to the extent available, must be included in the child's case plan.  This is a Title IV-E state plan requirement.
- Educational information can be recorded for children up to the age of 23.  The age cut-off is consistent with the federal Educational and Training Voucher (ETV) program funded through "Promoting Safe and Stable Families of 2001 (Public Law 107-133)" appropriations which makes such vouchers available to foster children / former foster children up to the age of 23.
- OCFS Education policy requires the recording of educational information for all children in foster care and it is recommended as a best practice that it be recorded for all children removed under Article 10 of the Family Court Act and placed in the direct custody of a relative or other suitable person.  Recording educational information is optional for children in receipt of preventive or protective services who are living at home with a parent or guardian.
- Current models (who is responsible for the maintenance of the information) may remain the same.
- A hard copy of certain documents must still be maintained in the paper record such as copies of report cards, standardized test results, complete IEP reports and evaluations, etc.

**<u>What is New or Changes</u>**:
- Education details and history is maintained in CONNECTIONS.
- All users who have a role in the stage may view, add or modify the education information for any child in the stage.
- Workers can view an historical education record for a child. In addition, workers with a role in the current stage can view (but not change) Education Information that was recorded in a previous stage   Education Information recorded in a previous stage is displayed ingray.
- New federal law, the Safe and Timely Placement of Foster Children of 2006 requires that foster children be given their educational records, to the extent available, (at no cost) when the child is discharged from foster care to their own care.  The information includes among

other things, the names and addresses of the child's education providers and the child's grade level performance.

## Implications/Considerations:

### System
- Does your organization have an existing system/database that can be replaced by CONNECTIONS? If you maintain two systems, how will updates to both CONNECTIONS and an internal system/database be achieved?
- Certain Education information can be pre-filled in the Permanency Hearing Report.
- A LDSS or VA may identify some new CONNECTIONS users who may be responsible for the entry of Education information.

### Program
- Will the departmental communication flow need to be altered to allow for Education documentation to be entered into CONNECTIONS?
- How are documents shared/passed from one department to another? Will this need to change for B18.9?
- Will your organization capture information on children living at home who are in receipt of preventive and/or protective services?
- Day one of implementation data entry requirements will be as follows for those children in Foster Care or, as a best practice, for Relative or Other Suitable Person Placements: within 45 days of implementation all current educational data must be entered to CONNECTIONS.
- New school year information is expected to be entered by October 1; changes to information should be as close to the actual change as possible.

## Recommendations:
- Determine your organization's policy for entry of educational information in circumstances where it is not required. .
- Determine who will be responsible for the entry and maintenance of this information.
- Determine who will be responsible for loading information on children currently in care.