



Office of Children and Family Services

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Administrative Directive

Transmittal:	16-OCFS-ADM-01
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Office of Strategic Planning and Policy Development Division of Child Welfare and Community Services
Date:	January 26, 2016
Subject:	New York State Education Department Historical Data for Children in Foster Care
Suggested Distribution:	Directors of Social Services Child Protective Services Supervisors Child Welfare Supervisors Foster Care Supervisors Staff Development Coordinators CONNECTIONS Implementation Coordinators
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Attachments:	Attachment A: CONNECTIONS SED Screens Attachment B: State Education Department Definitions

Filing References:

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
12-OCFS-ADM-03 13-OCFS-INF-06		18NYCRR 430.11(c)(1)(i) 18NYCRR 430.12(c)(4)	§106 of the Child and Family Services Improvement and Innovation Act (P.L. 112-34); §204 of the Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351); Education Law §3202(4); Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, et seq.		ACYF-CB-PI-10-11 (July 9, 2010)

I. Purpose

The purpose of this Administrative Directive (ADM) is to advise local department of social services (LDSS) and voluntary authorized agencies of an update to CONNECTIONS that provides historical education records and data from the New York State Education Department (SED), which can be used for the purpose of addressing educational stability of children in foster care.

II. Background

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351) requires state and local child welfare agencies to plan for the educational stability of each foster child. This Act emphasizes the need for collaboration between child welfare and education agencies in order to achieve the goal of educational stability for foster children. OCFS addressed this requirement in 12-OCFS-ADM-03, *New Requirement Regarding Educational Stability of Foster Children*. Caseworkers are responsible for developing a child's educational plan that will meet the best interest of the child. The exchange of information between educational and child welfare systems regarding children in foster care and other out-of-home care, will enhance educational decision-making by caseworkers and the educational stability of children.

The federal [Family Educational Rights and Privacy Act \(FERPA\)](#) protects the privacy of a student's educational records and, with some enumerated exceptions, prohibits the disclosure of a student's educational records to a third party without written parental consent. FERPA regulations¹ define a parent² as "a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." In 2013, FERPA was amended to permit educational institutions to provide, without written parental consent, student information to an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan, when such agency or organization is legally responsible in accordance with state law for the care and protection of the student.³ Any re-disclosure by the child welfare agency or

¹ Family Educational Rights and Privacy Act (FERPA). 20 U.S.C. §1232g; 34 CFR Part 99

² Definition of "parent". 34 CFR § 99.3

³ Uninterrupted Scholars Act (USA). Public Law 112-278.

organization may only be made to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure must be consistent with state laws applicable to protecting the confidentiality of a student's educational records.

According to FERPA, a child welfare or juvenile justice agency that has been ordered by a court to assume the custody and/or guardianship of a child acts as a parent in the absence of a parent or guardian for a child, is legally responsible for a child, or has the right to access a child's case plan may consent to the release of the child's school records to an individual or entity engaged in addressing the child's education needs and authorized by such agency to receive such disclosure, where such disclosure is consistent with state laws applicable to protecting the confidentiality of a student's educational records⁴.

Certain individual child data from SED is necessary for child welfare agencies to continue to support the educational performance of children in foster care or other out-of-home placements who are in the custody of OCFS or the commissioner of a local department of social services (LDSS), facilitate prompt enrollment or re-enrollment in appropriate schools or educational programs, and analyze trends and determine evidence-based practices to improve the educational outcomes of such children.

III. Program Implications

As a result of a data sharing agreement between SED and OCFS, signed February 21, 2014, SED is providing OCFS with historical education records for children and youth in foster care, which will be incorporated into CONNECTIONS. Caseworkers will be able to access the information provided by SED in read-only view (see Section V below for access information). This information is intended to supplement the information that is already available in the existing education module of CONNECTIONS and/or received as a result of a request to the foster care child or youth's most recent school attended. Caseworkers will be able to view a child's education records not just for a given year, but their complete educational history provided by SED. This information record will provide caseworkers with a picture of the educational experiences of foster care children allowing for the preparation, intervention, support and advocacy for educational success, and will promote child well-being and improved child welfare outcomes.

IV. Required Action

As required by 18 NYCRR 430.12(c)(4) and explained in 12-OCFS-ADM-03, *New Requirement Regarding Educational Stability of Foster Children*, caseworkers must record updated education information about each school-age foster child in the CONNECTIONS Education module by October 1 of each school year and whenever a school change occurs.

⁴ 20 U.S.C. § 1232g(b)(1)(L)

Further, OCFS recommends that the policy on educational stability for foster children also be applied, whenever possible, to children removed under Article 10 of the Family Court Act and directly placed in the custody of a relative or other suitable person.

Caseworkers may utilize the SED historical data information to more readily document the foster child's education information within the CONNECTIONS Education Window information fields. This ADM does not change the requirements noted in 12-OCFS-ADM-03.

V. Systems Implications

The CONNECTIONS Education Window has a new option listed as State Education Data; this new link will bring users to the State Education Data screen. (For additional information see Attachment "A" – CONNECTIONS SED Screens.) This screen displays a list containing the name of each child in the stage that the caseworker is in. The caseworker clicks the selected child within the list to access the State Education Data for that child. The State Education Data screen will then show the most recent school year and grade level within the Academic School Year field, with the options to select a prior school year or to view all data. The next field on the State Education Data screen contains information grouped in the following categories: Course and Grade Data, Statewide Standardized Testing Assessments, Educational Programs for Special Populations, Attendance Records, and Enrollment History.

VI. Additional Information

Data for the academic school year will be compiled by SED and made available in CONNECTIONS in mid-September following the close of the prior school year (June 30). Therefore, data from a child or youth's current school year will not be available; a caseworker who needs it will have to obtain it as per 13-OCFS-INF-06, *Family Educational Rights and Privacy Act (FERPA) Update – The Uninterrupted Scholars Act*.

Data Available from SED

SED maintains records for all New York State students with some exceptions for homeschooled and non-public school students. The following entities must report educational data to SED (which is then shared with OCFS for applicable children):

- All public schools and districts with instructional and/or accountability responsibility
 - Includes Special Act school districts and Charter Schools
- All schools operated by state agencies
 - Includes OCFS, the New York State Office of Mental Health (OMH), the New York State Department of Corrections and Community Supervision (DOCCS), etc.
- All child care institutions with affiliated schools that provide educational services (see Article 81 of the Education Law)
- New York State Board of Cooperative Educational Services (BOCES) institutions
- Non-public schools (records for students who participate in any state assessment)
 - SED does not collect data on home schooled or non-public school students unless they take a state assessment test. For those students who take a state assessment test, SED collects enrollment data and assessment data.
- New York State School for the Blind (Batavia)

- New York State School for the Deaf (Rome)

Population for Whom OCFS Receives SED Data

OCFS receives data from SED only for the current foster care population. New data will be requested and collected for all active foster care children in CONNECTIONS while they remain in care. When a child is no longer in active foster care status, the child's records will be retained but there will be no further requests to update his or her education records unless he or she returns to foster care. (For additional information, see Attachment "B" – State Education Department Definitions.)

VII. Effective Date

This policy directive is effective upon issuance.

Thomas R. Brooks

Issued By:

Name: Thomas R. Brooks

Title: Deputy Commissioner

Division/Office: Strategic Planning and Policy Development

Laura M. Velez

Issued By:

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

Courses and Grades

State Education Data - Stage Name - S:nnnn/C:nnnn Print Screen

Options

- View Active
- View All
- SED Definitions

Outputs

- SED Education Report
- Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Grade Level

Courses & Grades **Assessments** **Programs** **Attendance Record** **Enrollment**

Course & Grade Detail

Marking Period	Subject Area	Course Name	Score	Pass / Fail	District	School

Count = xx

**Course and Grade data became available from SED in 2011 and is not required to be submitted to the State Education Dept. All available data is displayed above.

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 💾 = Unsaved Changes

Courses and Grades (View All Data)

The screenshot displays the 'State Education Data - Stage Name - S:nnnn/C:nnnn' application window. The interface includes a left-hand navigation menu with options like 'Options', 'Outputs', and 'Help'. The main content area is titled 'Child List' and contains a table with columns for Name, Sex, DOB, Age, Person ID, and CIN. Below this is a section for 'Academic School Year' with a dropdown menu and a 'View All Data' checkbox. A horizontal tab bar at the bottom of the main area includes 'Courses & Grades' (selected), 'Assessments', 'Programs', 'Attendance Record', and 'Enrollment'. The 'Courses & Grades' section features a 'Course & Grade Detail' table with columns for School Year, Grade Level, Marking Period, Subject Area, Course Name, Score, Pass / Fail, District, and School. A status bar at the bottom provides a legend for symbols: ! = Sensitive, * = Required, \$ = AFCARS, ✓ = Data Exists, (C) = Complete, a lock icon = Read-Only Mode, and a floppy disk icon = Unsaved Changes.

State Education Data - Stage Name - S:nnnn/C:nnnn

Print Screen

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Courses & Grades Assessments Programs Attendance Record Enrollment

Course & Grade Detail

School Year	Grade Level	Marking Period	Subject Area	Course Name	Score	Pass / Fail	District	School

Count = xx

**Course and Grade data became available from SED in 2011 and is not required to be submitted to the State Education Dept. All available data is displayed above.

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete = Read-Only Mode = Unsaved Changes

Assessments

The screenshot displays the 'State Education Data - Stage Name - S:nnnn/C:nnnn' application window. The interface is divided into a left-hand navigation pane and a main content area. The navigation pane includes sections for 'Options' (View Active, View All, SED Definitions), 'Outputs' (SED Education Report), and 'Help'. The main content area features a 'Child List' table with columns for Name, Sex, DOB, Age, Person ID, and CIN. Below this is an 'Academic School Year' section with a dropdown for 'School Year' and a 'View All Data' checkbox. A horizontal menu at the bottom of the main area includes 'Courses & Grades', 'Assessments' (highlighted), 'Programs', 'Attendance Record', and 'Enrollment'. The 'Assessments' section contains an 'Assessment Detail' table with columns for Test Type, Date, Subject Area, Score Type, Score, Performance, District, and School. A status bar at the bottom provides a legend for symbols: ! = Sensitive, * = Required, \$ = AFCARS, ✓ = Data Exists, (C) = Complete, 🔒 = Read-Only Mode, and 💾 = Unsaved Changes.

State Education Data - Stage Name - S:nnnn/C:nnnn

Print Screen

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year

View All Data

Grade Level

Courses & Grades **Assessments** Programs Attendance Record Enrollment

Assessment Detail

Test Type	Date	Subject Area	Score Type	Score	Performance	District	School

Count = xx

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 💾 = Unsaved Changes

Assessments (View All Data)

The screenshot displays the 'State Education Data - Stage Name - S:nnnn/C:nnnn' application window. The interface includes a left-hand navigation menu with options like 'Options', 'View Active', 'View All', 'SED Definitions', 'Outputs', 'SED Education Report', and 'Help'. The main content area is titled 'Assessments' and features a 'Child List' table with columns for Name, Sex, DOB, Age, Person ID, and CIN. Below this is an 'Academic School Year' section with a dropdown menu and a 'View All Data' checkbox. A navigation bar at the bottom of the main area includes 'Courses & Grades', 'Assessments' (highlighted), 'Programs', 'Attendance Record', and 'Enrollment'. The 'Assessment Detail' section contains a table with columns for School Year, Grade Level, Test Type, Date, Subject Area, Score Type, Score, Performance, District, and School. A status bar at the bottom provides a legend for symbols: ! = Sensitive, * = Required, \$ = AFCARS, ✓ = Data Exists, (C) = Complete, 🔒 = Read-Only Mode, and 💾 = Unsaved Changes.

State Education Data - Stage Name - S:nnnn/C:nnnn

Print Screen

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Courses & Grades **Assessments** Programs Attendance Record Enrollment

Assessment Detail

School Year	Grade Level	Test Type	Date	Subject Area	Score Type	Score	Performance	District	School

Count = xx

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 💾 = Unsaved Changes

Programs

State Education Data - Stage Name - S:nnnn/C:nnnn Print Screen

Options ^

- View Active
- View All
- SED Definitions

Outputs ^

- SED Education Report

Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Grade Level

Courses & Grades **Assessments** **Programs** **Attendance Record** **Enrollment**

Program Detail

Program Type	Program	Start Date	End Date	District	School

Count = xx

! = Sensitive *** = Required** **\$ = AFCARS** **✓ = Data Exists** **(C) = Complete** **🔒 = Read-Only Mode** **💾 = Unsaved Changes**

Programs (View All Data)

State Education Data - Stage Name - S:nnnn/C:nnnn Print Screen

Options ^

- View Active
- View All
- SED Definitions

Outputs ^

- SED Education Report

Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Courses & Grades **Assessments** **Programs** **Attendance Record** **Enrollment**

Program Detail

School Year	Grade Level	Program Type	Program	Start Date	End Date	District	School

Count = xx

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 📄 = Unsaved Changes

Attendance

State Education Data - Stage Name - S:nnnn/C:nnnn Print Screen

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Grade Level

Courses & Grades **Assessments** **Programs** **Attendance Record** **Enrollment**

Attendance Record Detail

Date	Description	District	School

Count = xx

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 📄 = Unsaved Changes

Attendance (View All Data)

State Education Data - Stage Name - S:nnnn/C:nnnn Print Screen

Options

- View Active
- View All
- SED Definitions

Outputs

- SED Education Report
- Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Courses & Grades
Assessments
Programs
Attendance Record
Enrollment

Attendance Record Summary

School Year	Grade Level	Description	Count

Count = xx

Attendance Record Detail

School Year	Grade Level	Date	Description	District	School

Count = xx

! = Sensitive
* = Required
\$ = AFCARS
✓ = Data Exists
(C) = Complete
🔒 = Read-Only Mode
💾 = Unsaved Changes

Enrollment

State Education Data - Stage Name - S:nnnn/C:nnnn
Print Screen

Options

View Active

View All

SED Definitions

Outputs

SED Education Report

Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year

Grade Level

View All Data

Courses & Grades
Assessments
Programs
Attendance Record
Enrollment

Enrollment Detail

District	School	Enroll Date	Enrollment Reason	Exit Date	Exit Reason	City	County

Count = xx

District Details

District: Ravenna-Coeymans-Selkirk

Street: 15 Mountain Rd County Name: Albany

City: Ravenna State: NY

Zip: 12143-1234

Geographic Coordinates

Latitude: 40.7127837

Longitude: -74.00594130000002

School Details

School: RCS High School

Street: 2025 Rt. 9W County Name: Albany

City: Ravenna State: NY

Zip: 12143-1234

Geographic Coordinates

Latitude: 42.4980301

Longitude: -73.82299660000001

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Enrollment (View All Data)

State Education Data - Stage Name - S:nnnn/C:nnn
Print Screen

Options

View Active

View All

SED Definitions

Outputs

SED Education Report

Help

Child List

Name	Sex	DOB	Age	Person ID	CIN

Count = xx

Academic School Year

School Year View All Data

Courses & Grades
Assessments
Programs
Attendance Record
Enrollment

Distinct Schools Attended XX

Distinct School Districts XX

Enrollment Detail

School Year	Grade Level	District	School	Enroll Date	Enrollment Reason	Exit Date	Exit Reason	City	County

Count = xx

District Details

District: Ravena-Coeymans-Selkirk
 Street: 15 Mountain Rd County Name: Albany
 City: Ravena State: NY
 Zip: 12143-1234

Geographic Coordinates

Latitude: 40.7127837
 Longitude: -74.00594130000002

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School: RCS High School
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New York State Education Department (SED) Definitions

OVERVIEW:

Through a data sharing agreement with the New York State Education Department (SED), it is now possible to provide workers with historical education records for youth in foster care. The data provided by SED is intended to supplement the data that is currently available in the existing education module.

The purpose of providing this information is to assist in understanding the educational experiences of children in foster care and to better understand what interventions and supports are needed to promote successful educational, well-being, and child welfare outcomes.

The information captured is grouped into the following categories:

- Course and Grade Data
- Statewide Standardized Testing Assessments
- Educational Programs for Special Populations
- Attendance Records
- Enrollment History

Data Available from SED

SED records are essentially available for all New York State students with some exceptions for homeschooled and non-public students. The following entities must report their data to SED, which can then be captured by the New York State Office of Children and Family Services (OCFS):

- All public schools and districts with instructional and/or accountability responsibility
 - Includes Special Act districts and Charter Schools
- All schools operated by state agencies
 - Includes OCFS, Office of Mental Health, Department of Correction and Community Supervision, etc.
- All child-care institutions with affiliated schools that provide educational services (see Article 81 of New York State Education Law)
- BOCES institutions
- Nonpublic schools (records for parentally placed students who participate in any state assessment)
 - SED does not collect data on home schooled or nonpublic students unless they are taking part in state assessments. In those cases, there will be enrollment data and assessment data for home schooled and nonpublic students.
- New York State School for the Blind (Batavia)
- New York State School for the Deaf (Rome)

OCFS Population Receiving SED Data

Data will be requested and collected for all children in CONNECTIONS with a program choice of placement or if they are designated as “in-care” in the activities module. When a child is no longer in active foster care status, his/her records will be retained, but there will be no further requests to update his/her education records unless he/she returns to foster care status.

When is SED Data Collected and Updated?

Data for the academic school year is compiled and available in CONNECTIONS in mid-September, following the close of the prior school year (June 30). Therefore, data from the youth’s current school year is not available.

Why Is There Missing, Incomplete, or an Absence of Data for a Selected Child?

Potential reasons why there is no SED data for a child:

- The child is home schooled or attended a nonpublic school.
- The child has never been in active foster care status.
- The child could not be matched with SED records due to data inconsistencies.
- The child was not actively in foster care when the sex trafficking build was put into production.
- The child has recently been placed in foster care and the data link to SED has not been established. New child records are linked approximately every two weeks.
- The child has recently had a Person Identification (PID) change. SED data is directly linked to a youth’s PID and new SED records must be requested for the new PID. Data will be available approximately two weeks after a PID change.

Potential reasons for missing/incomplete data when SED data is available for a child

- Incomplete data provided by SED.
- The previous school year data has not been loaded into CONNECTIONS yet. Previous school year data should be available in mid-September, following the close of the school year (June 30).
- Schools are not required to report the data to SED. This is the case for course and grade data - Schools may optionally provide this data, but it is not required by SED.
- Data for the current school year is not available until mid-September, following the close of the prior school year (June 30).

Performance/Standard Achieved Descriptions

Performance and a student’s standard achieved (the grouping of how a student performs relative to others) is constantly being updated. For additional information, please visit the following SED link for tools for understanding the data and for score-to-performance level conversion charts.

For additional details, please visit the SED page: <http://www.p12.nysed.gov/irs/ela-math/>

Overview - Data Categories (Window Tabs)

Courses and Grades

SED began tracking course and grade data from educational institutions in 2011. Originally, the data was required to be submitted by all New York State education institutions, but it is now optional and at the discretion of each institution. A disclaimer has been added to the window to advise users that there may be no data if the educational institution chose not to submit any.

Assessments

Displays various state testing assessments that were taken during the school year.

Examples include: Regents Exams, Elementary Exams, DIBELS, Terra Nova, etc.

The performance field is the level of standard achieved by the student. It is a text description and grouping of how the student scored relative to others.

Examples Include: At or Above Proficiency Level, Scored 85 – 100, NYSAA-Level 2, etc.

Programs

Displays data on various educational programs for special populations.

Examples Include: Autism, Learning Disability, Visual Impairment, etc.

Attendance Record

Displays attendance events and the dates on which they occurred.

Examples Include: Tardy, Excused Absence, In-School Suspension, etc.

Enrollment

Displays data showing a child's movement and enrollment at each school attended. Workers can select a school from the enrollment list to view additional details on the selected school and school district. Additional details include address information and geographic coordinates.

Additional Resources

NYSED Student Information Repository System (SIRS) - <http://www.p12.nysed.gov/irs/sirs/>