



Educational Screening Tool – Job Aid

The Educational Screening tool is an assessment of a child's educational support needs that is completed by the service provider or by the CYF Caseworker, ILI Education Liaison, or the IL Worker. For children in placement, the screen must be completed every six months, and is due 10 days before the CYF Family Service Plan date. The assessment must also be completed within 30 days of any change in placement. For children receiving Non-Placement services, the assessment must be completed once a year, and is due 10 days before the CYF Family Service Plan due date. This assessment is completed in the Case module only in the Educational Screening grouping of screens.

Accessing the Educational Screening screen

Name	Client ID	Gender	Date of Birth
SON MURALI TEST	848386	Female	04/01/2004
MATEEN SPARTAN	848324	Female	01/01/2000
IZZO SPARTAN	848223	Female	
ROBERT SPARTAN	850182	Male	
FIRST SPARTAN	850177	Male	
EARVIN JOHNSON	848539	Male	09/05/2007
ROBERT SPARTAN	850181	Male	
THOMAS SPARTAN	850180	Male	
EARVIN JOHNSON	850179	Male	11/02/2011

1. Navigate to the *Educational Screening* screen.
 - a. **Case > Case Plan > Educational Screening**
2. Select the child that is the subject of the screening from the *Client* grid.
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 DHS employee, you will see all the documented screenings for the selected child, but you will only be able to edit screenings that you have created.*

Documenting an Educational Screening

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Client Provider PS/OC Admin Mainframe iDASH

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

Educational Screening List

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes APCARS Fields

General Information

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

INITIAL TEST Find Initiated by CYF

Educational Screening

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

CYF Additional Comments **

Save Preview Approval Instructions Cancel

1. Under the *General Information* heading, the name of the CYF Caseworker completing the screening will appear in the *Initiated By* field once the screen is saved.
2. As a CYF caseworker, the *Status* field will automatically populate with '*Initiated by CYF*'.
3. Click the *Date of Completion* dropdown and select the date the screening was completed.
4. Click the + signs to expand each of the Nodes of the screening tool.
 - i. *TIP: Be sure to expand all Nodes and sub-nodes to address all questions in the screening tool.*
5. Select or record the appropriate response.
 - i. *TIP: Selecting a response of 'False' will require additional responses.*
6. Enter narrative comments under each Node.
 1. Enter appropriate narrative text in the *CYF Additional Comments* field.
7. Click the **[Save]** button to save the screening.
8. Click the **[Approval]** button to submit the screening for supervisor approval.
 - i. *TIP: The Provider documented assessment has multiple tiers of approval. Service Provider completed assessments will be forwarded to the assigned CYF Caseworker and Caseworker Supervisor for additional levels of approval after the Provider Supervisor has approved.*
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.

Department of Human Services
Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Client Provider PS/OC Admin Mainframe EDASH
Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

IS Focus
User Name: Yolanda Barber
Entity Type: Client
Entity Name: INITIAL TEST
Entity ID: 848695

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

General Information
Child's Name: INITIATE TEST Initiated By: Find Status: Initiated by CYF Status Last Updated: Date of Completion: *

Educational Screening

1. Education Records

A. Parent consent/Judge's order to obtain child's education records is on file
☐ True
☒ False
☐ Initiate diligent search for parent to obtain consent
☐ Obtain parental consent for education records
☐ Obtain certain educational information regarding a child placed in out-of-home care through the school district data sharing agreement
☐ Consult with supervisor and/or county solicitor about how to obtain a court order authorizing the release of education records to DHS
☐ Other follow-up actions (briefly describe)
 Comments:

B. Up-to-date education records are on file
☐ True
☒ False
☐ Contact school to obtain records
☐ Other(briefly describe)
 Comments:

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

3. School Stability/Prompt Enrollment

4. Special School Settings/Situations

5. Progress Toward Promotion or Graduation

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

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

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

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

Department of Human Services
Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Client Provider PS/OC Admin Mainframe EDASH

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

IS Focus

User Name: Yolanda Barber
Entity Type: Case
Entity Name:
Hodge
Entity ID: 47090
Entity Type: Client
Entity Name:
INITIAL TEST
Entity ID: 848695

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

General Information

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

INITIAL TEST Find Initiated by CYF

Educational Screening

1. Education Records

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

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

☐ True
☐ False

☐ Encourage parent/foster parent/court or appointee/surrogate parent to actively participate in regular education or special education decisions
☐ Request that the school appoint a surrogate parent (for a child whose parent is unknown or can't be located, has no foster parent or other IDEA parent or the child is an unaccompanied youth)
☐ Request that the Court appoint a Special Education Decision Maker (if there is no parent or other IDEA parent actively participating)
☐ Other(briefly describe)

Comments

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

☐ Statement does not apply
☐ True
☐ False

☐ Encourage parent/foster parent/court or appointee/surrogate parent to actively participate in regular education or special education decisions
☐ Request that the school appoint a surrogate parent (for a child whose parent is unknown or can't be located, has no foster parent or other IDEA parent or the child is an unaccompanied youth)
☐ Request that the Court appoint a Special Education Decision Maker (if there is no parent or other IDEA parent actively participating)
☐ Other(briefly describe)

Comments

3. School Stability/Prompt Enrollment

4. Special School Settings/Situations

5. Progress Toward Promotion or Graduation

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

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

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

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

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Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Client Provider PS/OC Admin Mainframe EOLSH

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

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General Information

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INITIAL TEST Find Initiated by CYF

Educational Screening

1. Education Records

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

3. School Stability/Prompt Enrollment

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

☐ True

☐ False

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

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

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

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

Other(briefly describe)

Comments

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

☐ Statement does not apply

☐ True

☐ False

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

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

Accompany the parent/guardian to school to enroll child immediately

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

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

Other(briefly describe)

Comments

4. Special School Settings/Situations

5. Progress Toward Promotion or Graduation

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

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

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

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

Department of Human Services
Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Client Provider PS/OC Admin Mainframe EDASH Help Logout Case

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

Signatures Focus History

User Name: Yolanda Barber
Entity Type: Case
Entity Name:
Hodge
Entity ID: 47006
Entity Type: Client
Entity Name:
INITIAL TEST
Entity ID: 848695

Educational Screening List
* Denotes Required Fields ** Denotes Half-Mandatory Fields T Denotes AFCAES Fields

General Information

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

INITIAL TEST Find Initiated by CYP

Educational Screening

1. Education Records
2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)
3. School Stability/Prompt Enrollment
4. **Special School Settings/Situations**

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

☐ True
☒ False

Discuss if school placement is appropriate with child/parent/guardian/provider/education decision maker
Contact school social worker/guidance counselor to discuss if school placement is appropriate
Check the child welfare education screening tool resources for more information about special school settings (i.e. alternative education setting, on-site schools in residential programs, homebound instruction, partial hospitalization programs, cyber schooling, private schools, and home schooling)
Other(briefly describe)

Comments

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

☐ True
☒ False

Encourage parent/guardian to contact school social worker/guidance counselor to find out reason child is not receiving full day of instruction
Contact school social worker/guidance counselor to find out reason child is not receiving full day of instruction
Schedule conference with the school officials to discuss reason child is not receiving full day of instruction
Advocate for child who is in alternative education for disruptive youth at semester review to return to regular school
Other(briefly describe)

Comments

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

☐ True
☒ False

Encourage parent/guardian to contact school social worker/guidance counselor about availability of Advanced Placement, vocational-technical and extra-curricular activities if appropriate
Contact the school social worker/guidance counselor about availability of Advanced Placement, vocational-technical and extra-curricular activities if appropriate
Other (briefly describe-Identify extra-curricular and vocational interests if known)


Comments

5. Progress Toward Promotion or Graduation
6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)
7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)
8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)
9. Need for Accommodations in School


CYP Additional Comments **

Save Preview Approval Instructions Cancel

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



Department of Human Services
Allegheny County, Pennsylvania



Key Information and Demographics System

Referral
Case
Chart
Provider
F&OC
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HomeFrame
EDASH
Help Logout Case

Case Plan > Assessment > Service Plan > Permanency Plan > Transition Plan > **Educational Screening >**

Educational Screening List

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFICARS Fields

General Information				
Child's Name	Initiated By	Status	Status Last Updated	Date of Completion*
INITIAL TEST		Find	Initiated by CTF	

Educational Screening

- # 1. Education Records
- # 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)
- # 3. School Stability/Prompt Enrollment
- # 4. Special School Settings/Situations
- # 5. Progress Toward Promotion or Graduation
 - # A. Child attends school regularly and there are no concerns regarding attendance (i.e., excessive excused or unexcused absences, increased number of suspensions, and/or being chronically late to school)

☐ True

☒ False

☐ Talk with child and parent/guardian about importance of school attendance and consequences of truancy
 ☐ Contact school social worker/guidance counselor to discuss and develop a truancy elimination plan
 ☐ Refer child to a mentoring program to help improve school attendance
 ☐ Refer child to an after-school program to help improve school attendance
 ☐ Refer family to Children, Youth and Families Truancy Prevention Program to help improve school attendances
 ☐ Other (briefly describe-Please indicate how many school days child has missed this year)

Comments

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

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss if current grade level placement is appropriate
 ☐ Contact the school social worker/guidance counselor/principal to discuss appropriate grade level and need for testing
 ☐ Review student's courses with the parent/guardian and school officials to ensure that the child is placed in the appropriate grade level/classes
 ☐ Other(briefly describe)

Comments
- # C. Child is receiving remedial services as needed

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss available remedial services within the school
 ☐ Contact the school social worker/guidance counselor to discuss available remedial services within the school
 ☐ Schedule conference with school officials to discuss available and appropriate remedial services within the school
 ☐ Other(briefly describe)

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

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

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss why child is not making adequate academic progress
 ☐ Contact the school social worker/guidance counselor about the availability of interventions within the school to help the child make progress
 ☐ Refer the child to tutoring or other remedial program to help child progress
 ☐ Consider whether the child needs support as an English Language Learner in order to achieve adequate academic progress
 ☐ Consider whether child may need to be evaluated for special education services. See "Preparation for Postsecondary Education" section below
 ☐ Consider whether child needs accommodations in school (e.g., extra time for testing due to ADHD). See "Need for Accommodations in School" section below
 ☐ Other(briefly describe)

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

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to determine why child did not receive all credits earned
 ☐ Contact the school social worker/guidance counselor to find out reason child did not receive all credits earned
 ☐ Schedule conference with school officials to find out reason child did not receive all credits earned
 ☐ Review the education records with the child, parent/guardian, and school to ensure that the credits were accurately counted
 ☐ Assist parent/guardian to access credit recovery programs
 ☐ Other(briefly describe)

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

☐ Statement does not apply

☐ True

☒ False

☐ Encourage the parent/guardian to contact the school social worker/guidance counselor to discuss status of diploma or GED. Discuss whether certain credits can be waived
 ☐ Contact the school social worker/guidance counselor to discuss status of diploma or GED and whether certain credit requirements can be waived
 ☐ Determine whether a prior school district can issue the diploma or can verify that credits accrued will satisfy current school graduation requirements
 ☐ Confirm that child has an IEP and has chosen to remain in school
 ☐ Other(briefly describe)

Comments
- # 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)
- # 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)
- # 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)
- # 9. Need for Accommodations in School

CTF Additional Comments **

Save
Preview
Approval
Instructions
Cancel

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

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

Preparation for Post-Secondary Education node

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Client Provider FS/OC Admin Mainframe KDASH

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

Organizer Focus History

In Focus

User Name: Yolanda Barber
Entity Type: Case
Entity Name: Hodge
Entity ID: 47096
Entity Type: Client
Entity Name: INITIAL TEST
Entity ID: 848695

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

General Information

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

INITIAL TEST Find Initiated by CYF

Educational Screening

1. Education Records
2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)
3. School Stability/Prompt Enrollment
4. Special School Settings/Situations
5. Progress Toward Promotion or Graduation
6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)

☐ Section does not apply

☐ A. Postsecondary planning is occurring

☐ True
☐ False

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

☐ Encourage parent/guardian to talk to youth about postsecondary goals
☐ Ask youth about postsecondary goals and discuss the planning process
☐ Encourage youth to ask school guidance counselor/social worker about resources within the school to help students with postsecondary planning
☐ Refer youth to Department of Human Services Independent Living Initiative for assistance with postsecondary planning
☐ Develop a transition plan with youth at least 90 days before leaving care that addresses postsecondary education goals
☐ Refer youth to any available TRIO program (e.g., Upward Bound, Talent Search) or other programs for first-generation, low-income college-bound students
☐ Other(briefly describe)

Comments

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

☐ True
☐ False

☐ Encourage parent/guardian to help youth identify financial resources for postsecondary education
☐ Give the family a copy of the resource guide titled "A Student's Guide to Financial Aid and Scholarships" produced by the PA Child Welfare Training Program
☐ Refer youth/family to Department of Human Services Independent Living Initiative for assistance accessing postsecondary programs
☐ Assist youth in filling out FAFSA (Free Application for Federal Student Aid) forms and other financial aid applications
☐ Inform youth/family about The Pittsburgh Promise scholarship opportunity
☐ Other(briefly describe)

Comments

7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)
8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)
9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

Need for Special Education Evaluation node

Department of Human Services
Allegheny County, Pennsylvania

kids
Key Information and Demographics System

Referral Case Client Provider FS/OC Admin Mainframe kDASH Help Logout Case

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

Organizer Focus History

In Focus

User Name:
Yolanda Barber

Entity Type:
Case

Entity Name:
INITIAL TEST

Entity ID:
47096

Entity Type:
Client

Entity Name:
INITIAL TEST

Entity ID:
848695

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

General Information

Child's Name	Initiated By	Status	Status Last Updated	Date of Completion*
INITIAL TEST		Find	Initiated by CYF	

Educational Screening

- 1. Education Records
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 - ☐ Section does not apply
 - ☐ A. Child does not appear to have a disability that affects school functioning
 - ☐ True
 - ☐ False
 - ☐ B. Child's academic performance and/or progress does not indicate a need for evaluation for eligibility for special education (including gifted)
 - ☐ True
 - ☐ False
 - ☐ C. Child exhibits no truancy/disciplinary concerns that suggest a need for special education services
 - ☐ True
 - ☐ False
 - ☐ D. Child's family/caregiver does not believe the child needs to be evaluated for special education services, including gifted
 - ☐ True
 - ☐ False
 - ☐ If FALSE is checked for ANY statement above, indicate follow-up steps (select all that apply)
 - ☐ Contact the parent/guardian or special education decision-maker to discuss need for special education evaluation
 - ☐ Request a meeting with school guidance counselor/social worker to identify available interventions within the school that may improve the child's educational functioning
 - ☐ Contact the parent/guardian or education decision-maker to discuss the need for gifted instruction to enhance learning
 - ☐ Request a Permission to Evaluate (PTE) form from the school or find a copy on the Department of Human Services Education webpage
 - ☐ Provide parent/guardian or education decision maker with Permission to Evaluate (PTE) form to be filled out and given to school
 - ☐ Contact Office for Dispute Resolution Special Education ConsultLine at 1-800-879-2301 for further information about eligibility and assistance
 - ☐ Consult with Department of Human Services Office of Behavioral Health to discuss possible special education needs
 - ☐ Assist parent/guardian or special education decision maker to request an Independent Educational Evaluation (IEE) for a child with a suspected disability who was deemed ineligible and/or inform him/her of procedural rights to challenge
 - ☐ Other(briefly describe)

Comments

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

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

Adequacy of Special Education Services node

Department of Human Services
Allegheny County, Pennsylvania

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Key Information and Demographics System

Referral Case Client Provider FS/OC Admin Mainframe kDASH Help Logout Case

Case Plan Assessment Service Plan Permanency Plan Transition Plan **Educational Screening**

Organizer Focus History

In Focus

User Name: Yolanda Barber

Entity Type: Case

Entity Name: INITIAL TEST

Hodge

Entity ID: 47096

Entity Type: Client

Entity Name: INITIAL TEST

Entity ID: 848695

Educational Screening List

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

Child's Name	Initiated By	Status	Status Last Updated	Date of Completion*
INITIAL TEST		Find	Initiated by CYF	

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 - ☐ Section does not apply
 - ☐ A. Current special education services are meeting the child's educational needs and child is making academic progress as indicated in quarterly reports
 - ☐ True
 - ☐ False
 - ☐ B. Child is 14 or older and has special education transition plan in Individualized Education Plan
 - ☐ True
 - ☐ False
 - ☐ C. Child's special education plan is current (reviewed each year) and evaluations have been conducted at the appropriate intervals (every 3 years for all children or every 2 years for children with a diagnosis of Mental Retardation)
 - ☐ True
 - ☐ False
 - ☐ D. Child's family or caregiver believes child's educational needs are being met - included gifted and talented or special education needs
 - ☐ True
 - ☐ False
 - ☐ E. Child is in the least restrictive education environment
 - ☐ True
 - ☐ False
 - ☐ If FALSE is checked for ANY statement above, indicate follow-up steps (select all that apply)
 - ☐ Encourage the parent/guardian or special education decision maker to request an IEP Team meeting
 - ☐ Assist parent/guardian or special education decision maker to schedule conference with special education teacher
 - ☐ Request a special education transition coordinator be assigned
 - ☐ Assist parent/guardian or special education decision maker conference with special education transition coordinator
 - ☐ Encourage the parent/guardian or special education decision-maker to request a re-evaluation of the child
 - ☐ Consult with Department of Human Services Office of Behavioral Health Education Specialist regarding the child's special education needs
 - ☐ Advocate for child to be placed in a less restrictive educational environment
 - ☐ Other(briefly describe)

Comments

9. Need for Accommodations in School

CYF Additional Comments **

Save Preview Approval Instructions Cancel

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

Need for Accommodations in School node

Department of Human Services
Allegheny County, Pennsylvania

KIDS
Key Information and Demographics System

Referral Case Client Provider FS/OC Admin Mainframe EDASH

Case Plan Assessment Service Plan Permanency Plan Transition Plan Educational Screening

Organism Focus History

In Focus

User Name: Yolanda Barber

Entity Type: Case

Entity Name: INITIAL TEST

Entity ID: 47096

Entity Type: Client

Entity Name: INITIAL TEST

Entity ID: 040655

Educational Screening List

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes APCARS Fields

General Information

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

INITIAL TEST [Find] Initiated by CYF

Educational Screening


- 1. Education Records
- 2. Education Decision Maker (A special education decision maker cannot be a child welfare professional, except when appointed by a court to request a consent to an initial evaluation)
- 3. School Stability/Prompt Enrollment
- 4. Special School Settings/Situations
- 5. Progress Toward Promotion or Graduation
- 6. Preparation for Postsecondary Education (Complete for children/youth age 16 or older)
- 7. Need For Special Education Evaluation (Complete for children who do not have an Individualized Education Plan - IEP)
- 8. Adequacy of Special Education Services (Complete only for child/youth with an existing Individualized Education Plan - IEP)
- 9. Need for Accommodations in School
 - A. Child does not need accommodations for a Section 504 disability or condition
 - ☐ Statement does not apply
 - ☐ True
 - ☐ False
 - ☐ Contact the parent/guardian or education decision maker to discuss appropriate accommodations needed in school for the child's disability/condition
 - ☐ Assist parent/guardian or education decision-maker to request a meeting with school guidance counselor/social worker to identify available accommodations and develop a 504 Plan
 - ☐ Consult with Department of Human Services Office of Behavioral Health Education Specialist about appropriate accommodations for the child's disability/condition
 - ☐ Other(briefly describe)
 - Comments
- B. Child does not need support (e.g. Student Assistance Program (SAP) for behavioral health or substance abuse)
 - ☐ Statement does not apply
 - ☐ True
 - ☐ False
 - ☐ Contact the parent/guardian/education decision-maker to discuss child's behavioral health and/or substance abuse needs
 - ☐ Assist parent/guardian to schedule a meeting with school guidance counselor/social worker to identify available supports within the school that may address the child's behavioral health and/or substance abuse needs and improve the child's educational functioning
 - ☐ Consult with Department of Human Services Office of Behavioral Health about the child's behavioral health and/or substance abuse needs
 - ☐ Other(briefly describe)
- Comments

CYF Additional Comments **

Save Preview Approval Instructions Cancel

- Click the + sign to expand the 9. *Need for Accommodations in School* node.
 - TIP: Be sure to expand all the sub-nodes by clicking the + signs and address all the questions in this node.*
- Select 'True' or 'False' for the 2 primary questions.
 - TIP: Selecting a response of 'False' will require additional selections.*
- Enter appropriate narrative text in the *Comments* field.

Generate General and Special Education/Disability Accommodation Screen form

- After all applicable Nodes have been documented; enter appropriate narrative text in the *CYF Additional Comments* field.
- Click the **[Save]** button to save the screening.
- Click the **[Approval]** button to submit the screening for supervisor approval.
- To generate the *General and Special Education/Disability Accommodation Screen* form, click the **[Preview]** button.
- Click the printer icon located in the top left corner of the PDF popup screen. 
- Click the **[OK]** button.
 - 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.*

Approving an Education Screen initiated by the Provider

- Once the Provider Supervisor has approved an Education Screening, an alert will be sent to the CYF Caseworker and Supervisor notifying that an Education Screening is awaiting CYF Approval.

2. Using the client and case information in the alert, navigate to the *Educational Screening* in KIDS.
3. After reviewing the educational screening, if approving the information entered by the provider, press the **[Approval]** button and request for approval.
 - a. If the information entered by the provider is incomplete or insufficient one of two options should be followed:
 - i. Add comments to the *CYF Additional Comments* field explaining the necessary changes or concerns and continue with the CYF approval by pressing the **[Approval]** button and requesting for approval from the CYF Supervisor.
 - ii. Send it back to the provider to make requested updates by changing the *Status* to '*Incomplete – Sent back to Provider*'; update the *CYF Additional Comments* with an explanation of the send back and press **[Save]**. An alert will be generated to the provider to tell them that they must review and edit the screening based on comments from the CYF worker.
4. Once the Educational Screening is approved by the CYF Supervisor, the screen will be read only for all users.

For more information...

For more information on this communication or for assistance, please be sure to contact the Help Desk at Helpdesk-dhs@alleghenycounty.us or 412-350-4357 Option 2.