



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

September 27, 2016

ALL COUNTY LETTER NO. 16-75

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS

SUBJECT: FOSTER YOUTH DATA SHARED WITH CALIFORNIA DEPARTMENT OF EDUCATION

REFERENCE: SENATE BILL (SB) [91](#) (CHAPTER 49, STATUTES OF 2013);
EDUCATION CODE SECTION [49085](#)

The purpose of this All County Letter is to inform county child welfare and juvenile probation departments that the California Department of Social Services (CDSS) continues to share child-specific data about foster youth with the California Department of Education (CDE). The CDE is matching this information with school enrollment data in order to identify foster youth for Local Education Agencies (LEAs) attending their schools so that the LEAs may, in turn, provide supportive educational services to them.

It is important that county child welfare social workers and county juvenile probation officers input up-to-date and accurate school data into the Child Welfare Services/Case Management System (CWS/CMS) for youth in foster care, as described below. Correct data entry will ensure that youth in foster care receive supportive services from their respective school districts.

Background/Overview

The CDSS is sharing data regarding youth in foster care with the CDE as a result of the passage of SB 91. This bill restructured the way schools are funded to serve the needs of particular student groups. Under SB 91, now referred to as the Local Control Funding Formula (LCFF), schools receive additional funding to support the needs of students who are either in foster care, English language learners, or eligible for free or reduced-price meals, or any combination of the three. Furthermore, under Education Code 52066, all school districts are required to develop Local Control and Accountability

Plans which identify how they will address the needs of these students and provide services that will increase their levels of academic achievement.

It is the goal of SB 91 to ensure additional funding for local schools so that foster youth receive additional support to help them achieve academic success. Statewide and national data show that the academic performance of foster youth is poor compared to other disadvantaged groups. A research study conducted by the Stuart Foundation¹ indicated that foster youth did not perform as well as the general population nor as well as a sample population of students of the same age, race, language and socioeconomic backgrounds. The study found:

- Only 45 percent of foster youth completed high school, compared with 53 percent of similarly disadvantaged youth and 79 percent of the general student population.
- Only 43 percent of foster youth enrolled in community college, compared with 46 percent of similarly disadvantaged youth and 59 percent of the general student population.
- Only 41 percent of the foster youth who enrolled in community college remained enrolled in community college for a second year, compared with 48 percent of similarly disadvantaged youth and 62 percent of the general student population.

In order to assist school districts with identifying students who are in foster care, CDSS is providing the CDE with weekly lists of demographic data including the names and addresses of foster youth and Non-Minor Dependents (NMDs) and their student enrollment data. The CDSS began providing weekly foster youth data files to the CDE in October 2014. For the purposes of LCFF data sharing, “foster youth” is defined as youth who are the subject of a petition filed pursuant to either sections 300 or 602 of the Welfare and Institutions Code including out-of-home placements and those who are receiving court-ordered Family Maintenance (FM) services, and NMDs under the transition jurisdiction of the juvenile court. For more information about the definition of “foster youth” for the purpose of data sharing under the LCFF, please refer to [Education Code Section 42238.01\(b\)](#).

Shared Weekly Data Extracts:

Each Wednesday, CDSS pulls records of youth in foster care from CWS/CMS and sends the information electronically to the CDE. For more information on the CDSS weekly extract methodology, please refer to Attachment A. The CDE matches the youth in the foster care list from CDSS with the students in their statewide data system,

¹ At Greater Risk: California Foster Youth and the Path from High School to College, The Stuart Foundation, 2013, <http://stuartfoundation.org/greater-risk-california-foster-youth-path-high-school-college/>

referred to as the California Longitudinal Pupil Achievement Data System (CALPADS). The CALPADS conducts a match based on name, birthdate and school of enrollment. The CDE then provides local school districts with reports identifying which of their students are in foster care.

The Importance of Accurate Data Entry:

The CDE is able to achieve a 90 percent match rate statewide, though the match rate varies by county. In order to improve the match, it is important that social workers and probation officers correctly input each foster youth's information to ensure that foster youth can be identified by this process. Accurate data entry will ensure students are identified as foster students which will allow schools to receive funding for the foster youth they serve, and will in turn ensure foster youth students are provided with the supportive educational services they need. Some of the issues leading to the failed data matches are as follows:

1) School Names

Issues resulting in failed data matches occur when social workers or probation officers, (1) do not enter the school name for a youth, (2) type in a school name and do not select a prepopulated school name from the drop down menu in CWS/CMS, or (3) select the wrong school for a youth from a drop down menu in CWS/CMS. Over the years, social workers and probation officers have typed in school names instead of using the drop down menu. This has created multiple names for the same school (e.g. JFK Elementary, J.F.K. Elementary and John F. Kennedy Elementary for JFK Elementary School), but only the official school name in the drop down menu is acceptable and can be used in the matching process. The CDSS is in the process of eliminating duplicate school names to help ensure the correct school name is selected. When selecting the school placement, social workers and probation officers should only select schools from the drop down menu, and review school address and other information associated with that particular school to ensure accurate data entry. Social workers and probation officers should discontinue adding new school placements. If you are having trouble finding the correct school for a client on CWS/CMS, please contact your CWS/CMS administrator for assistance. Official school names can also be found in the California School Directory Search, at <http://www.cde.ca.gov/re/sd>.

2) Court Finding Order

Another CWS/CMS data entry issue that often results in failed data matches is missing information on the Court Finding Order field in the Court Management section of the Client Services application. One of the criteria for a case to be considered mandatory FM for this data match is to have "FM Services Ordered" selected in the Court Finding

Order field. It is crucial for social workers to complete this data entry field in order for CDSS to include all appropriate children in this category for the data extract sent to the CDE for matching.

3) Education Rights Holder (ERH) Information

Frequently, the weekly foster youth data shared with CDE is missing information which identifies the student's ERH. While this information does not affect the match rate, it is important information to be included in the data share, so that LEAs working with a foster youth know who to contact for decisions regarding a youth's education. School staff have a legal duty to work with ERHs surrounding almost every education decision. It is therefore essential that social workers and probation officers enter this information and keep the information current in CWS/CMS. Missing or incorrect ERH information can create a workload issue for both the LEA and the county child welfare agency or probation department if, the school personnel must contact an individual social worker or probation officer to obtain the name and contact information of the child's ERH.

While CWS/CMS does not require an entry of the ERH, CDSS suggests taking the following steps to ensure a child's ERH information is included in the data share:

- In cases where the parent's education rights have been limited, open the Education Notebook in CWS/CMS and then go to the Enrollment Information page. Check the box, "Parental rights to make education decisions for the child have been limited by the court" and then enter the ERH's information in the appropriate fields.
- In cases where the parent's education rights have not been limited, do not check the box and enter the parent's name and contact information for the ERH in the available fields. For further instructions and screen shots regarding how to enter ERH information on CWS/CMS, please refer to Attachment C.
- In cases where the student is not enrolled in a school but ERH information is needed:
 - The CWS/CMS system will not generate the fields to enter ERH information unless a school is entered into the child's Education Notebook. For those children ages zero-five who are not in school but need an ERH for early developmental or Regional Center assessments and interventions, a "non-school placement" can be created. For instructions and screen shots on how to create a "non-school placement" for the purpose of entering a young child's ERH information, please refer to Attachment D.

Data Entry Instructions for the Education Notebook on CWS/CMS:

To properly input the school and school district codes, social workers and probation officers need to enter information accurately into the Education Notebook, located in the Client Management Section of either the Referral or Case Folder in focus. An initial Education Notebook can be created in an open referral or case any time after a child's Client notebook has been created. A subsequent Education Notebook can be created in a referral or case when a child changes schools or changes grades.

For step by step instructions on how to enter school information into the Education Notebook, please refer to Attachment B, which is an excerpt from the "Health and Education Student Guide" for the CWS/CMS application.

You may view the entire "Health and Education Student Guide" by signing onto CWS/CMS and clicking the "help" button and then selecting "Training Portal."

If you have any questions about the content of this letter, please contact the Placement Services and Support Unit, at (916) 657-1858 or via email at FosterCareEducation@dss.ca.gov.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachments

Methodology for California Department of Education (CDE) and California Department of Social Services (CDSS) Weekly Data Extract

Data Sources

Data Sources include Child Welfare Services/ Case Management System (CWS/CMS) and California Longitudinal Pupil Achievement Data System (CALPADS). Demographic data from CWS/CMS on youth in foster care is matched with student enrollment data in CALPADS.

Frequency

Weekly – each Wednesday

Population

These extracts include:

- Children ages between four and 21-years-old.
- Children who on the extract date either:
 - Are in mandatory open placement OR
 - Have mandatory open case.
- Children placed in California under jurisdiction of another state.
- Probation-supervised cases, if the child is in an open placement episode.
- Mandatory Family Maintenance (FM) cases¹.

These extracts exclude:

- Children who are not court-dependent (i.e. voluntary placements, non-dependent legal guardian placements, voluntary FM cases).
- Children in non-foster care placements.
- Children placed outside of California under the jurisdiction of California agencies.

¹ To be considered as a mandatory case, the FM case must meet one of the two criteria: child has a court finding order for FM service within the prior 12 months OR child has ended a prior placement episode with legal authority of child welfare or probation within the prior six months.

Education Notebook

Use the Education notebook, located in the Client Management Section of either the Referral or Case Folder in focus, to record and view education information for a child client such as attendance records and report cards. An initial Education notebook can be created in an open referral or case any time after a child's Client notebook has been created. A subsequent Education notebook can be created in a referral or case when a child changes schools or changes grades.

Before an Education notebook can be created, a search must be completed to bring the Education Provider notebook into cache. Open the existing Education notebook to verify one that exists before creating a new one.

Searching for the Education Provider Notebook

1. From the Search drop-down menu, (A) select Start Search, (B) click the Search Type drop-down list, and select Education Provider, (C) select School Category and select Public from the drop-down list, select County and select Sacramento from the drop-down list, select District and select Sacramento City Unified from the drop-list, (D) and click the OK button.

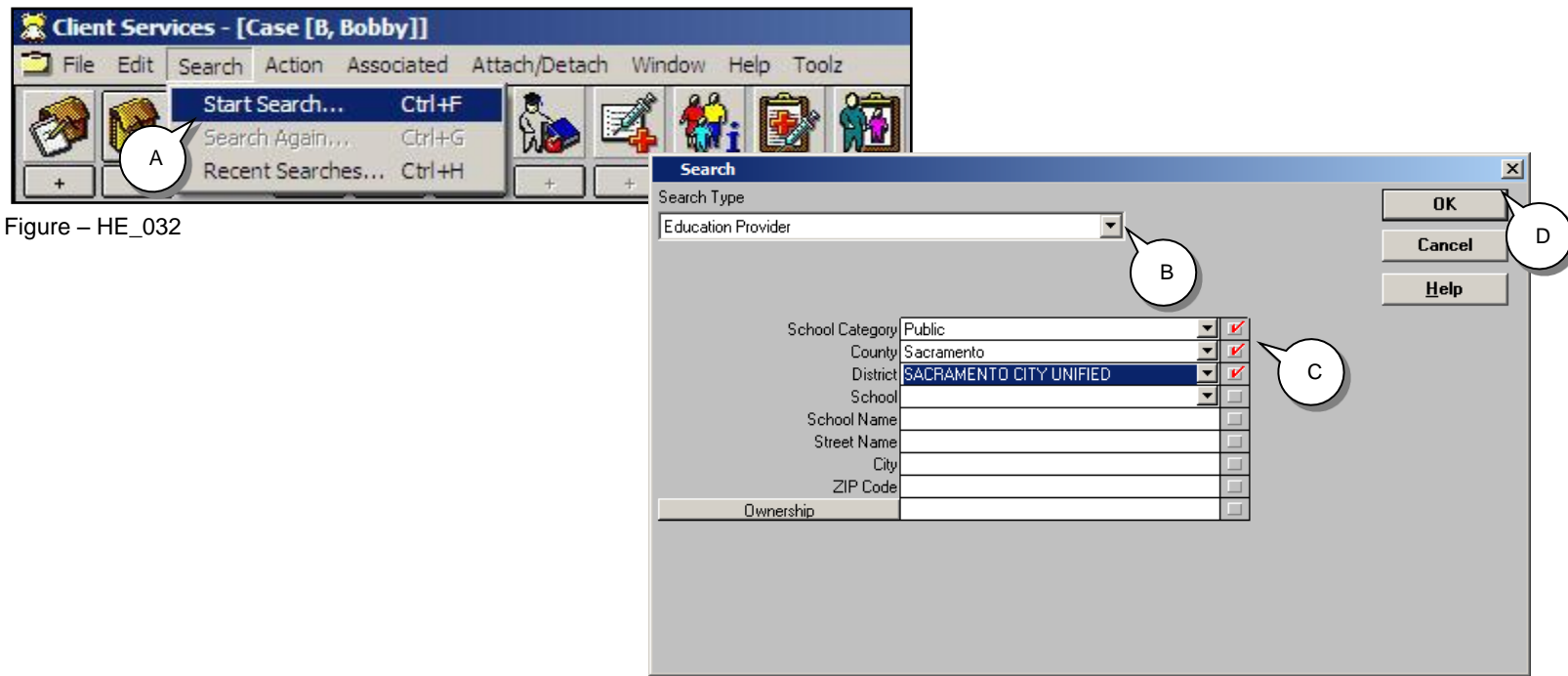


Figure – HE_032

Figure – HE_033

Education Notebook (continued)

2. If the Search Results page displays the child's school, close the Search Results window.

The screenshot shows a software window titled "Client Services - [Search Results [Education Provider Search:Results]]". The window has a menu bar with "File", "Edit", "Search", "Action", "Associated", "Attach/Detach", "Window", "Help", and "Toolz". Below the menu bar are several icons, including a folder and a person. The main content area is divided into two sections: "Search Information" and a table of results.

Search Information

Status

- Sending query to host...1/27/2016 10:32:11 AM
- Host is processing query...1/27/2016 10:32:11 AM
- Processing Complete!...1/27/2016 10:32:11 AM

Search Criteria

- Phonetic Search: No
- Phonetic Street Search: No
- Partial Address Search: No
- School Category: Public
- County: Sacramento

	Name	DOE	Cls	Address	City	ZIP	Phone Number
1	A. Warren McClaskey Adult Education Center	Y		5241 No Way	Sacramento	95819	(916)000-6625
2	Caleb Greenwood Elementary	Y		5457 Phony St	Sacramento	95819	(916)000-6266
3	Kit Carson Middle	Y		5301 Sham St	Sacramento	95819	(916)000-6750
4	Marian A Elementary	Y		2850 Phony St	Sacramento	95819	(916)000-6254
5	Phoebe A. Hearst Elementary	Y		1410 Mock Ave	Sacramento	95819	(916)000-6690
6	Theodore Judah Elementary	Y		3919 No Way	Sacramento	95819	(916)000-6364
7	Bradley Elementary School			6321 False St	Sacramento	95819	(916)000-7720 ext.210
8	Ryder High School			318 Pretend St	Sacramento	95819	(916)000-3838

Figure – HE_034

Close Window:
Press the Ctrl key and the 'W' key simultaneously to avoid closing the wrong window.

Education Notebook (continued)

Create an Education Notebook

3. (A) Click on the “+” Create New Education notebook.



Figure – HE_035

4. Select the (A) child’s school, and (B) click OK.

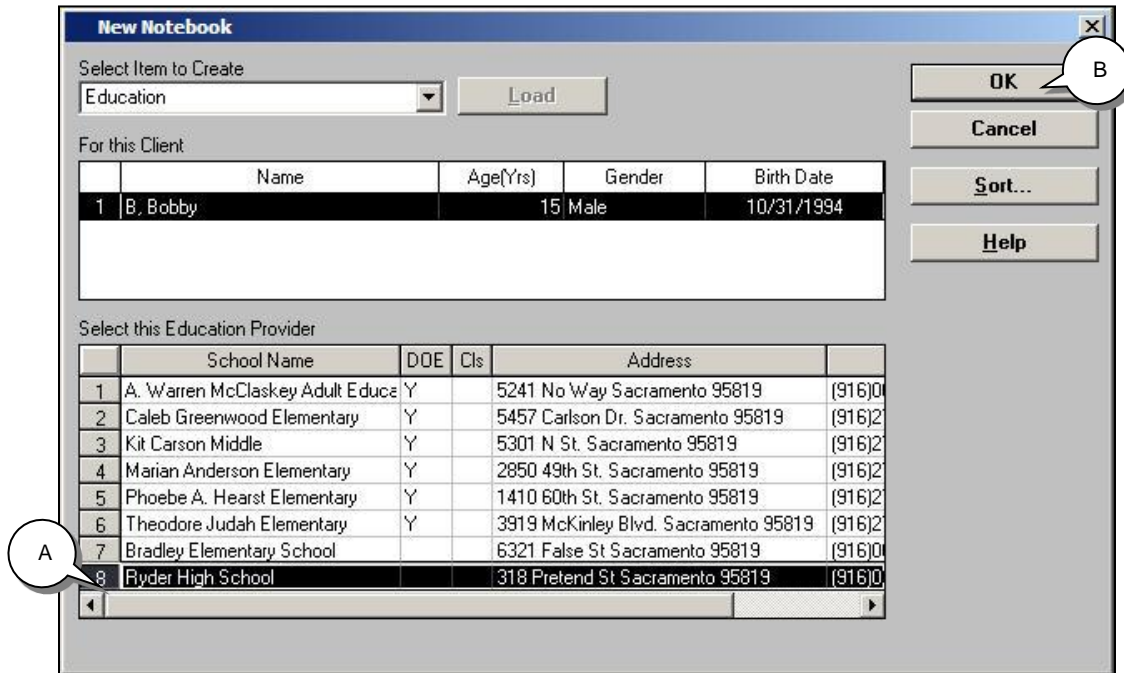


Figure – HE_036

Education Notebook (continued)

Enrollment Information Page

- Complete all mandatory and known fields on the Enrollment Information page. (A) If a decision has been made regarding parental rights to make educational decisions or CAER related information, be sure and record it in the Education Decision Information grid. (B) Record information regarding school of origin information.

Education Decision Information

Parental Rights to Make Education Decisions for this Child Limited by Court

Court Order Date: Court Appointed Education Representative (CAER):

Phone: () - Ext: CAER Relationship to Child:

CAER Comments:

Current School

Home Schooled

Education Provider Name:

Start Date: End Date: Reason Child Left School:

Graduation Type: Graduation Method:

Education Provider Contact

Name: Title:

Phone: Fax:

Education Provider Address

No. Street

City State ZIP ZIP Ext

School of Origin

	Decision Date	Decision	School
+	08/02/2004	Yes	

Decision Date: **Keep Child in School of Origin**

Yes No Not Applicable

Education Provider: Education Provider Address:

Client Special Education

	Instruction Received	Start Date	End Date
+			

Graduated High School

Parental Rights to Make Education Decisions for this Child Limited by Court Check Box:
When checked, the checkmark will populate the same check box found on the Demographics page of the Client notebook and vice versa.

Figure – HE_037

Education Notebook (continued)

Enrollment Information Page (continued)

(C) Complete all mandatory and known fields regarding Current School including graduation information. (D) If minor is receiving special education, record all information in the Client Special Education grid.

Client Services - Case [B, Bobby] - [Education [Ryder High School]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information | Grade Level Information | Ryder High School

Current School

Home Schooled Education Provider Name: Ryder High School Likely Graduation Date: Reduced Price Meal Program:

Start Date: 02/12/2004 End Date: Reason Child Left School: Comments: C

Graduation Type: Graduation Method:

Education Provider Contact

Name: G, William Title: Principal Phone: (916) 000-3838 Fax:

Education Provider Address

No.: 318 Street: Pretend St City: Sacramento State: California ZIP: 95819 ZIP Ext:

Client Special Education

+ Instruction Received	Start Date	End Date
	D	

Graduated High School

Special Education Needs of This Child

Client Completed at Least One Semester of College Yes No

Client Attended Postsecondary Ed/Voc Training Yes No

Ready Case [B, Bobby] -> Client (Case Focus Child) [Bobby B] -> Education [Ryder High School]

Figure – HE_038

Education Notebook (continued)

Enrollment Information Page (continued)

- (E) Record if child has completed attended at least one semester of college or attended postsecondary education/vocational training in these fields.

Client Services - Case [B, Bobby] - [Education [Ryder High School]]

File Edit Search Action Associated Attach/Detach Window Help Tool

Enrollment Information | Grade Level Information

Ryder High School

Current School

Home Schooled

Education Provider Name: Likely Graduation Date:

Start Date: End Date: Reason Child Left School: Comments:

Graduation Type: Graduation Method:

Education Provider Contact

Name: Title: Phone: Fax:

Education Provider Address

No.: Street: City: State: ZIP: ZIP Ext:

Client Special Education

+	Instruction Received	Start Date	End Date

Graduated High School

Instruction Received: Yes No Start Date: End Date:

Special Education Needs of This Child: **E**

Client Completed at Least One Semester of College Yes No

Client Attended Postsecondary Ed/Voc Training Yes No

Ready [Case [B, Bobby] -> Client [Case Focus Child] [Bobby B] -> Education [Ryder High School]

Figure – HE_039

Education Notebook (continued)

Grade Level Information Page

7. (A) Click on the “Grade Level Information” page tab. To enter information on the Grade Level Information page; (B) click the “+” in the Grade Level Information grid, and (C) complete all mandatory and known fields.

The screenshot shows the 'Grade Level Information' page in a software application. The window title is 'Client Services - Case [B, Bobby] - [Education [Ryder High School]]'. The 'Grade Level Information' tab is selected. A grid displays two records:

	Grade	Start Date	End Date	Teacher/Counselor	Tutoring
1	9	04/06/2004		Margot S	
2	9	02/12/2004	06/12/2004	Ruth J	

Below the grid, there are form fields for entering details for a new record:

- Grade: 9
- Start Date: 02/12/2004
- End Date: 06/12/2004
- Grade Level Performance: 8
- Received Tutoring:
- Teacher/Counselor Name: Ruth J
- Hours at School: 8:30am-3:20
- Education Provider Name: Ryder High School
- Educational Needs/School Performance/Strengths/Interests: (empty text area)

The 'Education Record' section includes a table with columns for Start Date, End Date, and Information Type. Below this are fields for Start Date, End Date, Information Type, Exam Results, and Education Record Comments. There is also a checkbox for 'Education Transportation Paid by School'.

Enrollment Data:
Enrollment data that includes Grade, Hours at School, Grade Level Performance, and Teacher/Counselor Name can be recorded for multiple grade levels within a single Education notebook.

Education Record:
An Education record can be associated to a single Grade Year record. The Individualized Educational Program (IEP) record can be copied from one year to the next.

Received Tutoring:
To enable the Received Tutoring check box, the client must have a Contact with a Service Category of Education Services and a Service Type of Tutoring within the time frame of the grade level information.

Figure – HE_040

Education Notebook (continued)

Copying the IEP record

When a child has an existing IEP record, it may be copied from one year to the next.

8. (A) Click the “+” in the Grade Level Information grid (B) select the Grade and enter the Start Date (C) Select Information Type as IEP, and enter appropriate information in the Education Record grid.

The screenshot shows the 'Client Services - Case [B, Bobby] - [Education [Ryder High School]]' window. The 'Grade Level Information' grid is visible, with a '+' icon in the first column of the third row (Grade 10) circled in red and labeled 'A'. The grid contains the following data:

	Grade	Start Date	End Date	Teacher/Counselor	Tutoring
1	9	04/06/2004	09/13/2004	Margot S	
2	9	02/12/2004	06/12/2004	Ruth J	
3	10	09/13/2004			

Below the grid, the 'Grade' dropdown is set to '10', 'Start Date' is '09/13/2004', and 'End Date' is empty. The 'Education Record' grid is also visible, with a '+' icon in the first column of the first row circled in red and labeled 'C'. The grid contains the following data:

	Start Date	End Date	Information Type
1	09/13/2004	09/13/2005	IEP

The 'Education Record' form below the grid shows 'Start Date' as '09/13/2004', 'End Date' as '09/13/2005', and 'Information Type' as 'IEP'. The 'Education Record Comments' field contains the text 'School District will pay for transportation.' and 'Figure - HE_041'. The 'Education Transportation Paid by School' checkbox is checked.

Attachment C

Entering the “Education Rights Holder” information into the Education Notebook

All youth must have an Education Rights Holder (ERH) identified in the Child Welfare Services/Case Management System (CWS/CMS). This guide will show you how to enter appropriate information when either the birth parent maintains education rights or when the parental education rights are limited and the court has appointed a new ERH. To ensure all fields are complete, please remember to always check the ERH information when adding a new school for the youth.

Scenario #1: Birth Parent maintains education rights/is the ERH

Start with the blue section, and click on the book and apple

Type the parent's name in the box and include a phone number. If the parent has no phone, provide a phone number where the parent can receive messages.

When you are done, save to the database.

Client Services - Case [Bunny, Bugs] - [Education (Palmdale High)]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information | Grade Level Information

Enrollment Information

Education Decision Information

Parental Rights to Make Education Decisions for this Child Limited by Court

Count Order Date: []

Count Appointed Education Representative: [Parent, Betty Sue]

Phone: [(818) 555-5555] Ext: []

School of Origin

Decision Date	Decision	School
[]	[]	[]

Decision Date: []

Keep Child in School of Origin: Yes No Not Applicable

Current School

Home Schooled

Education Provider Name: [Palmdale High]

Start Date: [11/15/2012] End Date: [] Reason Child Left School: [] Likely Graduation Date: []

Education Provider Contact

Name: [Ramos, Kristina] Title: [Principal] Phone: [(661) 273-3181] Fax: []

Education Provider Address

No.: [2137] Street: [East Avenue R]

City: [Palmdale] State: [California] ZIP: [93550] ZIP Ext: [5415]

Client Special Education

Instruction Received	Start Date	End Date
1 Yes	10/12/2004	[]

Instruction Received Start Date: [10/12/2004] End Date: []

Yes No

Special Education Needs of This Child: []

Client Completed at Least One Semester of College **Client Attended Postsecondary Ed/Voc Training**

Ready | [Case [Bunny, Bugs] -> Client [Case Focus Child] [Test Case] -> Education [Palmdale High]

Start | 4:37 PM 4/1/2015

Attachment C

Scenario #2: Birth parent's education rights are limited; the court appointed an ERH:

Client Services - Case [Bunny, Bugs] - [Education [Palmdale High]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Enrollment Information Grade Level Information

Enrollment Information

Education Decision Information

Parental Rights to Make Education Decisions for this Child Limited by Court

Court Order Date: 04/04/2004

Court Appointed Education Representative: Foster Parent, Bob Smith

Phone: (618) 555-5555

Current School

Home Schooled

Education Provider Name: Palmdale High

Start Date: 11/15/2012

Education Provider Contact

Name: Ramos, Kristina Title: Principal Phone: (661) 273-3181

Education Provider Address

No: 2137 Street: East Avenue R

City: Palmdale State: California ZIP: 93550 ZIP Ext: 5415

Client Special Education

Instruction Received	Start Date	End Date
1 Yes	10/12/2004	

Instruction Received

Yes No Start Date: 10/12/2004

Special Education Needs of This Child

Client Completed at Least One Semester of College **Client Attended Postsecondary Ed/Voc Training**

Ready [Case [Bunny, Bugs] -> Client [Case Focus Child] [Test Case] -> Education [Palmdale High]]

Start [Icons] 4:45 PM 4/1/2015

Start with the blue section, and click on the book and apple

- Click this box: Parental Rights to Make Education Decisions for this child limited by Court
- Enter date Court appointed the ERH
- Enter ERH name and relation to child, ie: foster parent, CASA, NREFM, Mentor
- Enter Phone Number

You are done, save to the database.

Entering an Educational Rights Holder for Children not in School

The Child Welfare Services/Case Management System (CWS/CMS) requires that a school be entered into a child's Education Notebook in order to generate the necessary Educational Rights Holder (ERH) fields. Therefore, a non-school placement can be entered into CWS/CMS for purposes of identifying and naming an ERH for those children, ages zero-five, who are not in school, but have an ERH for early developmental or Regional Center assessments and interventions.

The following is a step-by-step guide showing how to enter and access the non-school placement:

The screenshot shows the 'Client Services' application window. A yellow callout box at the top says 'To add this non-school, start by selecting Search' with an arrow pointing to the 'Search' icon in the toolbar. A 'Search' dialog box is open, showing the following fields:

Search Type	Education Provider	
School Category	Home	✓
County		
District		
School		
School Name		
Street Name		
City		
ZIP Code	99999	✓
Ownership		

Buttons: OK, Cancel, Help

Yellow callout boxes on the right provide instructions:

- Search Type
Select "Education Provider"
- School Category
Select "Home"
- Enter Zip Code
99999
- Click Tab on Keyboard and then click OK

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 5/28/2015 and time 5:28 PM.

The full information for the non-school is:

School Category: Home
School Name: Not in School (for ERH Identification Purposes)
Street Name: Created by LA Co. DCFS
City: For ERH Identification
State: California Zip: 99999

Attachment D

Client Services - [Search Results [Education Provider Search:Results]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Search Information

Status

- Sending query to host... 5/28/2015 5:11:48 PM
- Host is processing query... 5/28/2015 5:11:48 PM
- Processing Complete!... 5/28/2015 5:11:49 PM

Search Criteria

- Phonetic Search: No
- Phonetic Street Search: No
- Partial Address Search: No
- School Category: Home
- County: [Empty]

Name	DOE	Cls	Address	City	ZIP	Phone Number
1 Not in School (For ERH Identification Purposes)			Created by LA Co. DCFS	For ERH Identification	99399	

This is the non-school. Once you see this click this X, which will take you back to the child's case.

Ready Search Results [Education Provider Search:Results]

Start [Taskbar icons: File Explorer, Internet Explorer, Windows Media Center, Mail, Word, and two teddy bear icons]

5:11 PM 5/28/2015 [System tray icons: Network, Volume, and Power]

Attachment D

Client Services - [Case [Bunny, Bugs]]

File Edit Search Action Associated Attach/Detach Window Help Tools

ID Svc Comp | Assignment | Trans Req | ICPC-100A | ICPL-100B | Doc Tracking | Spec Proj | Closure Summary

Identification

Case Info

Case Name: Bunny, Bugs
Case Number: 1270-0709-5690-9026979
Start Date: 08/30/2001
County: Los Angeles
State: California
Country: United States

Case Status

Status	Effective Date	End Date
1	Voluntary	01/15/2014

Intervention

Reason: Caretaker Absence/Incapacity
Primary Agency Responsible: County Welfare Department

Case Suspension

Start Date	End Date	Reason for Suspension	
1	06/13/2013	01/15/2014	NMD Reentry as 300

NMD Safety Assessment

Initial Report Date	Caregiver	Facility	Conclusion Date
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New Notebook

Select Item to Create: Education

For this Client:

Name	Age(Yrs)	Gender	Birth Date
1	Case, Test	19 Male	02/22/1996

Select this Education Provider:

School Name	DOE	Cts	Address
7	Not in School (For ERH Identificati		Created by LA Co. DCFS For ERH Identifi

The last Step to add non- school is to click on the plus under the book and apple icon and your non-school will show up for you to add. Save to the database.

Ready | Case [Bunny, Bugs] | 2:47 PM | 5/29/2015