

Lois Day, Director of Child Welfare Programs**Authorized Signature****Number:** CW-AR-14-001**Issue Date:** 6/13/14**Topic:** Foster Care**Due Date:** 6/13/14**Subject:** Education Information in OR-Kids, Person Management**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                  | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> Health Services                  |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental          |
| <input checked="" type="checkbox"/> Child Welfare Programs  | Disabilities Services(ODDS)                               |
| <input type="checkbox"/> County DD Program Managers         | <input type="checkbox"/> Other ( <i>please specify</i> ): |

**Action Required:**

Each branch office is asked to follow their business process protocols for OR-Kids person management and update the school records of each child in substitute care over the next 30 days. The end of the school year is an ideal time to update the record with current information about school enrollment, grade achievement, high school credits earned, and to electronically file any IEP or 504 plan. [Click here](#) for the Business instructions on the process for entering this information.

**Reason for Action:**

It is vitally important that current education Information for every child in substitute care is accurately input into the Person Management section of OR-Kids for the following reasons:

- In case of an emergency, DHS needs to be able to easily identify where a child attends school.
- Schools are also given extra weight (funding) for children in foster care, and data is extracted and send to the Department of Education from the child's education records in Person Management. When that data is not current, the Department cannot accurately report to the Department of Education the number of foster children in school and schools lose funding.
- DHS needs to report accurate, aggregate education data for children in foster care in our federal reports regarding the educational status of children in our care. To do so the Person Management section of a child's record in OR-Kids must be updated and complete.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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