

Kids Central System of Care Procedure Manual

Series: Education

Procedure Name: Collaboration with School Systems, Department of Children and Families, Case Management Agencies and Guardian Ad Litem Programs

Procedure Number: 1501

Origination Date: 2/1/2009

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Authority: 65C-28.005 F.A.C.; McKinney-Vento Act; Interagency Working Agreement.

Reference: CSE 3.01 – 3.02; CSE 4.05

Procedure

It is the procedure of Kids Central to work closely in coordination with the school systems, Department of Children and Families, Case Management Agencies and Guardian Ad Litem Programs serving children in Circuit 5. The results of close collaboration will be improved outcomes for the children served and individualized planning that meets the unique needs of each child.

A. Placement Information

1. The Placement Services will provide daily updates to the schools serving the five (5) counties in Circuit 5.
 - a. An email with the Daily Census Movement Report (DCR) will be sent by Placement Services identifying any child that has a change in his/her placement/living arrangement.
 - b. The DCR Movement Report will include the name of the child, date of birth, the most recent placement, the county, and the name and county of the new caregiver. Included in change of placement are reunifications.
 - c. The information will be sent Monday through Friday to the person listed as the school contact for each county.
 - d. School personnel will request all required information from the child's previous school.
 - e. School personnel will make contact with the child to assess needs and provide support.

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- f. The report will be copied to the director of each case management agency for follow up.
- g. Case managers will contact the guidance counselor or social worker for coordination.

B. On-Going Coordination

1. Educational Liaison will contact Case Manager, school designee and Guardian Ad Litem (GAL) within 72 hours of case assignment to coordinate a meeting.
2. The meeting will be held in the child's current school and the child will be introduced to his/her educational support team.
3. Case manager, Educational Liaison and Guardian Ad Litem (GAL) will provide their contact information to the school system. The school will input this information on the contact sheet.
4. School personnel will contact case manager, Educational Liaison, GAL, biological parents (unless contact with the child is prohibited by the court) and the current caregivers for notification of staffings, development and review of IEP's and other related issues.
5. The case manager will also be responsible for ensuring the biological parents and current caregivers are notified of staffings, development and review of IEP's and other related issues.
6. It is the intent that case managers, biological parents and/or current caregivers attend the staffings (unless prohibited) to ensure full participation in the planning process.
7. It is the intent that case managers and the biological parents attend the staffings (unless prohibited) to ensure full participation in the planning process.
8. All parties will maintain at least monthly contact to ensure the child's unique academic needs are being met.
9. The case manager will report educational information related to the child to the judicial system. This information will include, but is not limited to the name of the school, current grade level, current grades achieved, attendance, behavioral challenges and educational strengths, needs and progress.

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C. Planning and Continuous Quality Improvement

1. Representatives from the school boards, Kids Central, Department of Children and Families, the case management agencies and Guardian Ad Litem Programs will meet at least quarterly to share information, identify and work on issues that need improvement and look for on-going efficiencies.
2. School districts, Kids Central, case management agencies, The Department of Children and families, the Department of Juvenile Justice, Guardian Ad Litem Programs, the Agency for Persons with Disabilities and other community partners will work in accordance with the Statewide Interagency agreement, to include all reporting requirements.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date