

Kids Central, Inc. System of Care Procedure Manual

Series: Education

Procedure Name: Data Sharing with the School System and Case Management Agency

Procedure Number: 1506

Origination Date: 2/13/2012

Revision Date:

Authority: Fostering Connections to Success and Increasing Adoptions Act (2008); FS 39.984 and Section 1002.22

Reference: CSE 4.05

Attachments: Release of Information

Procedure

It is the procedure of Kids Central Inc. to work with the local school districts, child welfare agencies, Guardian Ad Litem and caregivers to exchange educational data concerning children in out of home care.

General Information:

1. Kids Central, the Department of Children and Families, Case Management Agencies, Guardian Ad Litem and the local school districts will continue to improve the technical interface among state and local automated data systems of the Parties to provide for the efficient sharing of information;
2. Kids Central, child welfare agencies and the local school district will share information to ensure that schools identify youth in care and DCF officials have school records, while ensuring that youth's privacy is protected.
3. Kids Central will obtain appropriate consent or court authorization to share information. Kid Central shall take all steps necessary to promote consent by the court, natural parent(s) and/or legal guardians of the youth to release educational information.
4. Kids Central will work with Mindshare and the local school districts to complete a data interface of information for children in out of home care. The information that will be exchanged will include attendance, behavior, FCAT scores, grades, and other information agreed upon between Kids Central and the local school district.

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5. Kids Central will ensure timely transfer of records between school jurisdictions through establishing protocols to be facilitated by the Educational Liaisons and the designated point person at each school.
6. The school district shall export selected data directly from their school information system on a weekly basis.
7. Kids Central will pull monthly reports from the data system to monitor all children being served.
8. Kids Central will identify trends and adjustments required and notify the multidisciplinary team to schedule a meeting to address the issues.
9. Kids Central will provide information of the data exchange from the school system on each individual child to the case manager or case manager supervisor assigned to the case.
10. Kids Central will ensure, upon proper release, that current psychological and/or psychiatric evaluations of the youth that were obtained and have relevant information related to the educational needs of the youth, shall be provided to the school board, in turn shall ensure that the information is considered in determining the educational, habilitation, job training and employment services required to meet the needs of the youth. A court order for the exchange of information may substitute for a release, if it is determined by the court to be in the best interest of the youth.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date