

Kids Central, Inc. System of Care Procedure Manual

Series:	Education		
Procedure Name:	K-12 Educational Report Cards		
Procedure Number:	1508		
Origination Date:	7/9/2012	Revision Date:	
Authority:	Chapter 39.0016, Fostering Connections Act, Interagency Agreement Between the Department of Children and Families, Department of Education, Florida Agency for Persons with Disabilities and Florida Agency for Workforce Innovation.		
Reference:	CSE 2.04; CSE 3.01 – 3.02; CSE 4.04		
Attachments:	K-12 Report Card Request for Tutoring		

Procedure

It is the procedure of Kids Central to provide an educational plan for each child in out of home care. The purpose of the K-12 Report Card is to improve academic performance and enable student grade/credit progression towards graduation without incident. The K-12 Report Card is a tool to help Family Care Managers assess the child's educational progress and to start a conversation with caregivers and others regarding the child's current educational needs.

A. K-12 Report Card:

1. Within 30 days of case assignment, all children in out of home care ages 5-17 in kindergarten through 12th grade under Kids Central Inc and its contracted agencies' supervision will receive a K-12 Report Card. This plan is to be made in conjunction with the Case Plan for the case by the Family Care Manager.
2. The K-12 Report Card will be completed every 30 days from the date of the initial score card completion until court supervision is terminated. This includes children with a removal episode who were reunified with a parent.
3. The K-12 Report Card has 9 items or indicators of the child's educational status.
 - a. Child's report card and or school records
 - b. FCAT scores
 - c. Caregiver/parent
 - d. Child
 - e. Teacher
 - f. Guidance Counselor
 - g. Guardian Ad Litem

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4. The Family Care Managers must:
 - a. Explain the K-12 Report Card to the caregiver/parent and involve them in the scoring process.
 - b. Encourage the caregiver/parent to be actively engaged with the school and the child's teacher and/or guidance counselor.
 - c. Work together with the caregiver/parent, teacher, guidance counselor, Guardian Ad Litem and Educational Liaison (if applicable) to address any of the 9 indicators that have low scores.
5. Once the K-12 Report Card is completed, the Family Care Manager will forward a copy and a referral form to the Education Program at Kids Central if the child has one of the following issues:
 - a. Below grade level
 - b. Special Education Placement
 - c. 504 Plan
 - d. Attendance Issues
 - e. Behavior Issues
 - f. Credit Deficient
 - g. Low scores on any of the 9 indicators if it impedes the child's progress in school.
6. The Supervisor of the Education Program will assign the case to the appropriate staff.
7. Once assigned, the Education Staff will review the referral form and K-12 Report Card and coordinate all needed services with the Family Care Manager, school designee, and GAL.
8. The Family Care Manager will give the K-12 Report Card to Children's Legal Services to be filed with the Court for its review and approval.

B. Tutoring Referrals:

1. A Family Care Manager can complete a referral to request tutoring through the Education Program for children who have a "D" average or below, in danger of failing, Level I FCAT scores, and/or developmentally delayed.
2. A Family Care Manager must include with their tutoring referral: FCAT scores, current grades, Active IEP, last Judicial/Status review and source information recommending tutoring.
3. The Education Program will determine if the referral is appropriate and will select the most appropriate tutoring service to meet the child's needs.

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4. The tutoring referral and attached information will be submitted to the Utilization Management Program by the Education Program for approval.
5. If the tutoring referral is approved, the Education Program will notify the Family Care Manager of the approval of tutoring services.

Approved By:

John Cooper, Chief Executive Officer

Date