

**Completing the Education Section of  
the JFS 01443 Form -  
Child's Education and Health  
Information Report**



**Knowledge Base Article**

**Completing the Education Section of the JFS 01443 Form -  
Child’s Education and Health Information Report**

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# Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report

## Overview

This article describes how education information recorded in Ohio SACWIS is used to populate the **Education Section** of the **Child's Education and Health Information Report**.

The **Child's Education and Health Information Report** (JFS 01443) is comprised of a Health Section and an Education Section. As stated above, this article addresses only the **Education Section** of the report. Each section is generated separately from the **Forms/Notices** link on the left-hand **Navigation** menu of the **Case**.

## Navigating to the Forms/Notices Link

From the Ohio SACWIS **Home** screen:

1. Navigate to the **Case Overview** screen.
2. Click the **Forms/Notices** link in the **Navigation** menu.

The screenshot shows the Ohio SACWIS interface. At the top, there are tabs for Home, Case, Provider, Financial, and Administration. Below these are sub-tabs for Workload, Court Calendar, and Placement Requests. The 'Case' tab is active. On the left, a navigation menu lists various options, with 'Forms/Notices' highlighted in a red box. The main area displays case information: 'Ongoing Open (10/11/2018)' with a 'HAZARD' status. Below this, there are fields for ADDRESS, CONTACT, AGENCY, PRIMARY WORKER, and SUPERVISOR(S). At the bottom, there is a 'Case Actions' section with links for 'View Case Information', 'Linked Cases', 'Protect Ohio Category', and 'Case Status History'.

The **Forms/Notices** screen displays.

3. In the **Maintain Forms/Notices** grid, Highlight, **JFS 014430 - Child's Education Information** from the Forms/Notices drop-down menu.
4. Click, **Select**.

The screenshot shows the 'Maintain Forms/Notices' screen. The 'Case' tab is active. The left-hand navigation menu is visible, with 'Forms/Notices' highlighted in a green box. The main area shows the 'Maintain Forms/Notices' section with a dropdown menu for 'Forms/Notices' highlighted in a red box. Below the dropdown is a 'Select' button.

The **Reports** screen appears.

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## Generating the Child's Education Information Report

Any reports previously generated will appear in the **Document History** grid.

5. Click, **Generate Report**.

The screenshot shows a web interface with a header 'Case/Workloads/Reports'. Below it is a 'Document Details' section with fields for Document Category, Work Item ID, Task ID, Document Title, Work Item Reference, and Task Reference. The Document Title is 'JFS 01443 - Child's Education Information'. Below this is a 'Document History' section containing a table with columns: ID, Date Created, Employee ID, and Name. The table lists five entries with dates ranging from 05/09/2018 to 12/21/2018. At the bottom of the interface, there is a 'Generate Report' button highlighted with a red box.

The **JFS 01443 - Child's Education Information** grid appears.

6. Make a selection from the **Person** drop-down menu.
7. Enter the **Start Date**.
8. Enter the **End Date**.

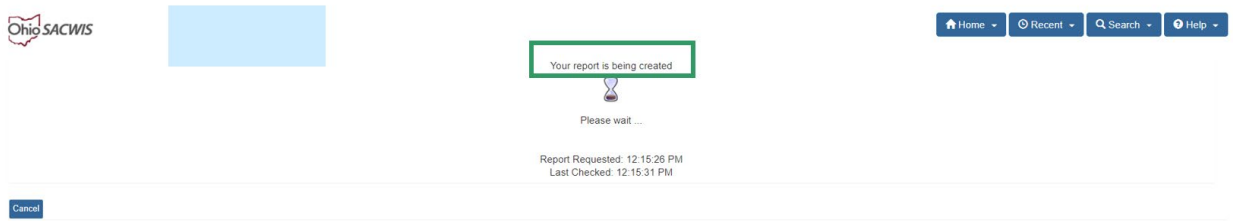
**Note:** Place a checkmark in the check box beside **Sanitize Education Information** if you wish to sanitize the report. This option will leave the name and location of the child's current school(s) off the report. (Optional).

9. Click, **Generate Report**.

The screenshot shows the 'JFS 01443 - Child's Education Information' form. It has fields for Person (a dropdown menu), Start Date, and End Date, all highlighted with red boxes. There is a checkbox for 'Sanitize Education Information' highlighted with a green box. Below these fields is a 'Sanitization Reason' text area. At the bottom left, there are 'Spell Check' and 'Clear' buttons. At the bottom center, there is a 'Generate Report' button highlighted with a red box and a 'Cancel' button.

The following screen appears to let you know the report is being generated.

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Once the report is complete, the **Child's Education and Health Information** report appears in PDF format.

10. Click, **Save** (this will place a copy of the report in the Document History grid on the Reports page).

**CHILD'S EDUCATION AND HEALTH INFORMATION**

<b>Child's Name:</b>		<b>Date of Birth:</b>	
<b>Person ID:</b>		<b>Agency Case Number</b>	
<b>Reporting Period:</b>	<b>Start Date:</b> 12/02/2019	<b>End Date:</b>	12/09/2019

**EDUCATION SECTION**

**Child's Grade Level:** Pre-Kindergarten

**Change in the child's education information has occurred since the last SAR was held.** No  
**Last SAR was held on:** 10/02/2019

**A. Name(s), address(es), and phone number(s) of the school(s) child is currently attending:**

Primary School Name:	District:	
Start Date:	Category:	Preschool
Address:		
School Contact:	Phone:	Ext:
Secondary School Name:	District:	
Start Date:	Category:	
Address:		
School Contact:	Phone:	Ext:

**B. Name and Address of the school attended by the child at the time of placement.**

School Name:	District:	Start Date:
Category:	Type:	
Address:		

Save
Cancel
Review Parameters

The **Forms/Notices** screen appears.

# Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report

## Entering a Child's Education Information

**Note:** The child's **Education Information** must be entered through the **Person Profile** to appear on the report.

1. Navigate to the **Person** record.
2. Click the **Characteristics** tab.

The **Characteristics** tab page appears.

**Note:** Diagnoses, such as Developmental Delays and/or Learning Disabilities, which may contribute to a child's need for Special Education, are recorded through the **Characteristics** tab.

3. Click, **Close**.

# Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report

The **Person Overview** screen appears.

**Note:** Other Education Information/Records that pull into the report are recorded through the Education link on the School Profile, Performance, and Special Education screens.

4. Click, **Education**, in the navigation pane.

The **School Profile** tab page appears.

## Understanding the Education Section of the Report

The child's Education information pulls into the Education Section of the Child's Education and Health Information Report as described in the following sections.

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### Child's Grade Level

- The grade level for the child is pulled from the child's most recent **Academic Evaluation** record.
- **Academic Evaluation** records are added from the **Performance** screen.

### Change in Education Information/Last SAR Held

- If the education records were created and/or updated since the last SAR date in Ohio SACWIS, the report will automatically display Yes in this section.
- If no education records were created and/or updated since the last SAR date in Ohio SACWIS, the report will automatically display No in this section.
- If no SAR exists on the child's case, the report will automatically display N/A in this section.
- The Last SAR was held on date displays based on the last SAR that was created within the specified reporting period. The report looks to the following three fields (in the order listed) to determine the date:
  - The **SAR Held With Family Date** field.
  - The **Case Review Completed Date** field.
  - The **SAR Approval Date** field.

**Note:** The SAR does not have to be approved for this date to pull into the report.

### Section A: Name and Address of the School the Child is Currently Attending

- Information about the current **Primary School** record that does not have an **End Date** will pull into this section.
- If the current **Primary School** record does not have an **End Date**, then a new Primary School record cannot be created.
- If the current **Secondary School** record does not have an **End Date**, then a new Secondary School record cannot be created.
- **Primary School** refers to the school the child is attending and/or the school the child will graduate from. If a child will graduate from School A, but is also attending a Technical/Vocational School, then the Technical/Vocational School would be the **Secondary School**.

**Note:** When the report is **Sanitized**, the **Child's School(s)** will not display.



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### Section B: School Attended by the Child at Time of Placement

This section populates from the school history based on the date of the **Initial Removal** record for the child. To have a school populate here, you must enter the **Primary School** the child was attending at the time they were removed from the home.

### Section C: Appropriateness of Current Education Setting

- This section pulls from the child's most recent **Academic Evaluation** record.
- The information is recorded on the **Education Performance** tab, in **Part 1** of the **Evaluation**.

### Section D: Efforts to Maintain Child in Same School

- This section pulls from the child's **Initial Removal** record, **Removal Circumstances** page, within the **Case**.
- If a narrative has been recorded, it will display here. This information is editable within a completed **Initial Removal** record, so it can be added if it is missing.

### Section E: Child's Grade Level and Academic Performance

- This section pulls from **Part 1** and **Part 2** of the child's most recent **Academic Evaluation** record.
- The child's **Grade Level** is selected from a drop-down in **Part 1**. If the **Grade Level** is not applicable, the **Reason** is selected from a drop-down. The report will display the selection made.
- If the **Grade Level** is not applicable (N/A) and the **Reason** selected is, **Not of School Age**, the narrative fields on the screen are pre-populated with **Child is not of school age**, which will then display on the report. This narrative can still be edited, if necessary.
- If the checkbox is marked for **Child has Repeated this Grade Level**, the report will display **Yes**; otherwise the report will display **No**.
- If the checkbox is marked for **Child's Educational Needs Require Further Assessment**, the report will display **Yes**; otherwise the report will display **No**. Any narrative recorded in the **Explain** text field will follow.
- **Performance Attributes** are selected by marking all applicable checkboxes in the second section of **Part 1** of the **Evaluation**. All attributes selected will display on the report, separated by commas.

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- The report displays the **Cognitive Functioning** level selected in the drop-down.
- Any narrative entered in the **Performance Details** text field will display.
- Tutoring Needs are documented by selecting all applicable checkboxes in Part 2 of the Evaluation. All selections made will display.
- Graduation Information is recorded in Part 2 of the Evaluation. Any checkboxes marked will display with a Yes on the report; otherwise the report will display No. Dates for Graduation, Expected Graduation, and GED are recorded in the same section and all information entered will display on the report.

### Section F: Medical Condition/Other Circumstance that Prevents the Child from Attending School Full Time

- This information is pulled from the most recent **Medical Treatment** record for the child where this data exists. On the **Medical Treatment** tab, **Treatment Details** page, if the **Treatment Type** is **Medical or Specialist**, the following optional field is present at the bottom of the page:
- **Describe any other pertinent medical information or events the child has had or currently has. Include any condition that is preventing the child from attending school on a full-time basis.**
- The most recent narrative recorded here, if any, will display in this section of the report.

### Section G: Child's Attendance, Social Adjustment, and Behavior Problems

- **Behavior Problems** and **Academic Problems** are selected from drop-down fields in **Part 1** of the **Academic Evaluation** record. The report displays the selections made. If no selection is made, the item will be blank on the report.
- Next the report displays the explanation recorded in the **Behavior Problems / Social Adjustment** text field.
- **School Activities** are documented by selecting all applicable checkboxes in **Part 2** of the **Evaluation**. All selections made will display.
- **Attendance** information is recorded in **Part 1** of the **Evaluation**.
- Select the **Checkboxes** as applicable to indicate the **child misses school** for prolonged periods and/or is **behind academically due to poor attendance**. If the checkbox is marked, the report will display **Yes**; otherwise the report will display **No**. This is followed by the narrative explanation recorded in the **Describe Child's Attendance** text field.

## Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report

- **Suspension, Truancy, and Expulsion** records are added from the **Education Performance** tab. Each record displays on the report with the **Type, Start Date, End Date, and Explanation**. If there are no records, this section will be blank on the report.

### Section H: Developmental Delays or Learning Disabilities

- Information for this section of the report is recorded on the **Special Education** tab.
- The **Basis for Special Education Eligibility Determination** is selected from a push box of categories of eligibility on the **Special Education** tab. Select as many as apply. All categories selected will display on the report, followed by any narrative recorded in the **Explain** field.
- The **Date** of the most recent **Evaluation Team Report (ETR, formerly known as Multi-Factored Evaluation or MFE)** is displayed on the report. MFE/ETRs are recorded on the **Education - Special Education** tab.
- The child's eligibility/enrollment in **Special Education** is designated by selecting the applicable checkbox on the **Special Education** page. The text for whichever checkbox is marked, if any, will display.
- The **Enrollment Date** is recorded in the same section as above, and displays on the report if applicable.
- The **Achievement Level with Special Education** is selected from a drop-down on the **Special Education** page, and displays on the report if applicable. The narrative entered in the **Explain** text field will follow.
- **IEP/504 Plan** information is recorded on the **Education - Special Education** tab.
- Record the **Special Education Contact** person's name, phone number, and email as applicable on the **IEP/504 Plan Information** page. The information contained within the most recent IEP/504 Plan within the report start and end dates will display on the report.
- All **IEP/504 Plan** records that fall within the report parameter dates will display in a grid as in the following example:

Originating School District	IEP/504 Effective Date	IEP/504 Expiration Date	Amendment Date	Reason for Amendment
ABC Schools	02/02/12	02/02/13		
XYZ Schools	02/05/13	02/05/14	05/05/13	Speech therapy services added...

## Completing the Education Section of the JFS 01443 Form - Child's Education and Health Information Report

### Section I: Availability of Education Information

- The Availability of the child's education records is selected from a drop-down on the **Education Performance** tab. If **Unavailable** is selected, an explanation is required. The report displays both the selection made and the narrative as follows:
- **If any of the child's education records are unavailable or inaccessible, indicate the reasons why, as well as the steps being taken to obtain the needed information:**
- **Status of Records:** (Available or Unavailable)
- **Reason for Unavailable Records:** (Narrative...)

### Other Information

- When a Sanitized version of the person's Education and Health Information Report (JFS 01443) is generated, the worker must document that in the Activity Log. A full explanation of the reason(s) for excluding the current school and/or medical provider information (Rule 5101:2-38-08) is required.
- To have the Date of Child's Most Recent Education and Health Information Form (JFS 01443) pull forward into the SAR, a report must be generated and saved for each child.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov) .