

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



**Department of
Children & Youth**

Knowledge Base Article

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

Table of Contents

Overview.....	3
Navigating to the Forms/Notices Link.....	3
Generating the Child’s Education Information Report	4
Entering a Child’s Education Information	6
Understanding the Education Section of the Report.....	8
Child’s Grade Level.....	8
Change in Education Information/Last SAR Held	8
Section A: Name and Address of the School the Child is Currently Attending.....	8
Section B: School Attended by the Child at Time of Placement.....	9
Section C: Appropriateness of Current Educational Setting	9
Section D: Efforts to Maintain Child in Same School.....	9
Section E: Child’s Grade Level and Academic Performance	10
Section F: Medical Condition / Other Circumstance that Prevents the Child from Attending School Full Time.....	10
Section G: Child’s Attendance, Social Adjustment, and Behavior Problems	12
Section H: Developmental Delays or Learning Disabilities	12
Section I: Availability of Education Information	13
Other Information.....	13

Completing the Education Section the JFS 1443 Form – Children’s Health and 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 is a navigation bar with tabs: Home, Intake, Case (highlighted with a red box), Provider, Financial, and Administration. Below this is a secondary navigation bar with links: Workload, Court Calendar, and Placement Requests. On the left, a vertical navigation menu is visible, with 'Case Overview' at the top and 'Forms/Notices' highlighted with a red box. The main content area displays the following information:

CASE NAME / ID:	<i>Adoption</i>
Sacwis, Susie / 123456	<i>Open (11/21/2022)</i>
ADDRESS:	CONTACT:
123 Test Rd Test, Oh 12345	
AGENCY:	
<i>Test County Children Services Board</i>	
PRIMARY WORKER:	SUPERVISOR(S):
Test, Worker Assign Worker	Test, Supervisor

The **Forms/Notices** screen displays.

3. In the **Maintain Forms/Notices** grid, Highlight, **JFS 01443 - Child’s Education Information** from the Forms/Notices drop- down menu.
4. Click, **Select**.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. Below this is a secondary bar with 'Workload', 'Court Calendar', and 'Placement Requests'. The 'Case' tab is active. On the left is a sidebar menu with options like 'Case Overview', 'Activity Log', 'Attorney Communication', 'Intake List', 'Forms/Notices' (highlighted with a red box), 'Substance Abuse Screening', 'Ongoing Case AI', and 'Specialized AI Tool'. The main content area shows 'CASE NAME / ID: Adoption Sacwis, Susie / 123456' and 'Open (11/21/2022)'. Below this is a 'Maintain Forms/Notices' section with a dropdown menu set to 'JFS 01443 - Child's Education Information' and a 'Select' button highlighted with a red box.

The **Reports** screen appears.

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 the 'Case>Workload>Reports' breadcrumb. Below is a 'Document Details' section with fields for 'Document Category', 'Document Title: JFS 01443 - Child's Education Information', 'Work-Item ID', 'Work-Item Reference', 'Task ID: 10', and 'Task Reference'. Below that is a 'Document History' section with a table:

ID	Date Created	Employee ID	Name
Sacwis, Susie / 123456	04/28/2023 08:38 AM		
Sacwis, Susie / 123456	11/01/2023 08:41 AM		
Sacwis, Susie / 123456	04/22/2024 10:20 AM		

Below the table is another 'Document History' section with 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**.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

JFS 01443 - Child's Education Information

Person: * [Dropdown]
Start Date: * [Date Picker]
End Date: * [Date Picker]

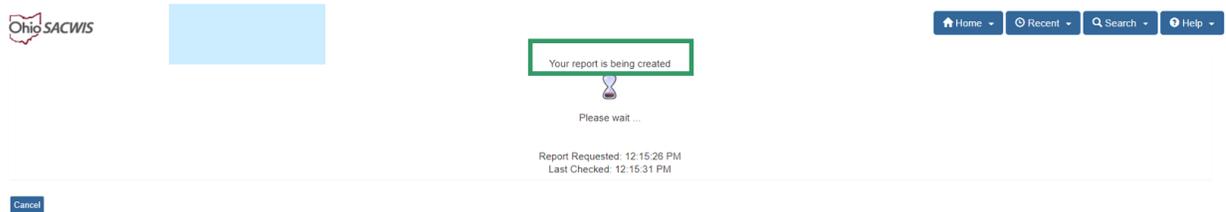
Sanitize Education Information

Sanitization Reason:
[Text Area]

Spell Check Clear

Generate Report Cancel

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



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

Child's Name:	Sacwis, Susie	Date of Birth:	07/03/2009
Person ID:	123456	Agency Case Number:	
Reporting Period:	Start Date: 09/02/2024	End Date:	09/19/2024

EDUCATION SECTION

Child's Grade Level: First

Change in the child's education information has occurred since the last SAR was held. No
Last SAR was held on: 04/23/2024

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

Primary School Name:	Elementary	District:	Eastern
Start Date:	10/02/2015	Category:	Public
Address:		Phone:	Ext:
School Contact:			
Secondary School Name:		District:	

Save Cancel Review Parameters

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

The **Forms/Notices** screen appears.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

< >

Case Overview
Activity Log
Attorney Communication
Intake List
▶ **Forms/Notices**
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement

✔ The report has been saved. ✕

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 Open (11/21/2022)

Maintain Forms/Notices

Forms/Notices:

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.

Basic Demographics Address Additional **Characteristics** Safety Hazard Confidential Information

Person Information

Prefix:

First Name: * Middle Name:

Last Name: * Suffix:

Gender: Male Female Other SSN: Retain Add/Edit

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, **Save**.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

Basic
Demographics
Address
Additional
Characteristics
Safety Hazard
Confidential Information

Documented Person Characteristics

The Characteristics Tab supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a child. [a](#)

A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).

A qualified professional has conducted a medical exam or assessment of this person but the agency has not yet received the results.

Person Characteristics

Characteristic Type:

[Add Characteristic](#)

Created in Error Exclude Include [a](#)

Returned 6 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
edit	Active	Traits/Behaviors/Family History	Unknown		
edit	Attention seeking	Traits/Behaviors/Family History	Unknown		
edit	Emotional/Behavioral	Traits/Behaviors/Family History	Unknown		
edit	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015	

No additional known or applicable characteristics are documented for this person

Apply
Save
Cancel

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.

Person Overview

- Profile
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- CANS Assessment(s)
- SACWIS History
- Relationships

PERSON NAME / ID:
Sacwis, Susie / 123456

Female Age 15, DOB 07/03/2009

123 Test Rd, Test Oh
12345

ENVIRONMENTAL HAZARDS:

RACE: *White*

HISPANIC / LATINO: *No*

HAIR COLOR:

EYE COLOR:

AKA Names

The **School Profile** tab page appears.

School Profile
Performance
Special Education

Name: Sacwis, Susie Person ID: 123456 DOB: 07/03/2009

Financially Responsible School District

	Name	Start Date	End Date
FEDERAL	LOCAL	05/11/2022	09/18/2024

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

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.

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**.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

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

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 Educational 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.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

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.
- 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.**

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

- The most recent narrative recorded here, if any, will display in this section of the report.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information 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.
- **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.

Completing the Education Section the JFS 1443 Form – Children’s Health and Information Report

- **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...

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 have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).