DRAFT

For RDC-Blackberry, extract from User Guide

J. K-12 Report Card

The K-12 Report Card is intended to track on a monthly basis educational progress of children receiving DCF services who are in Kindergarten through 12th grade. This process should improve the education outcome of at-risk children.

J.1 Completing the K-12 Report Card

1. Highlight K-12 Report Card on the Participant Screen Menu (see Section G. above) and press the track pad to begin the K-12 Report Card.
2. The first outcome category will be displayed along with the five ratings, U (unknown) and NA (not applicable).
3. Use the track pad/ball to scroll up/down to highlight the appropriate rating for this outcome for this participant.
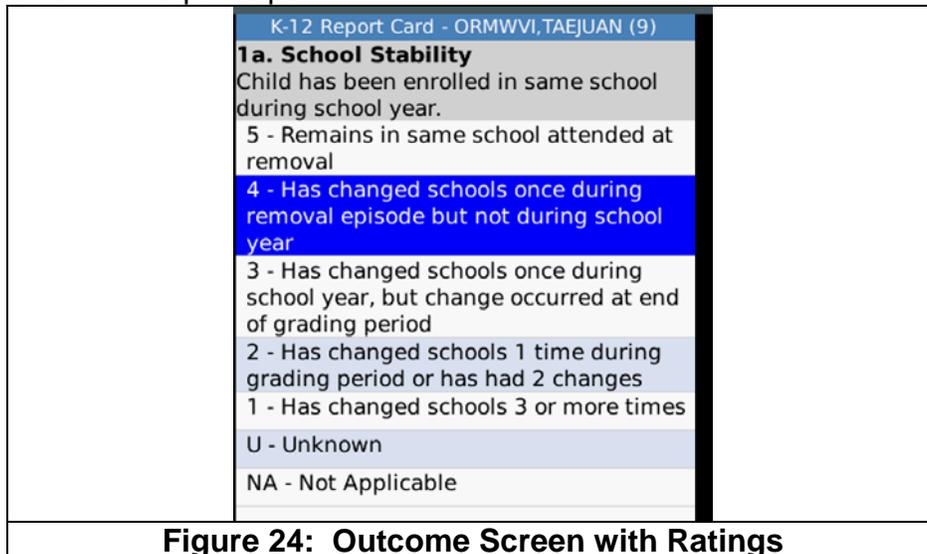

Figure 24: Outcome Screen with Ratings

4. To select the highlighted rating, press the track pad/ball. You will then be prompted to move to the Next domain: With Next highlighted, press the track ball/pad. If necessary, you may select Cancel in order to change the rating selection before moving to the next domain.
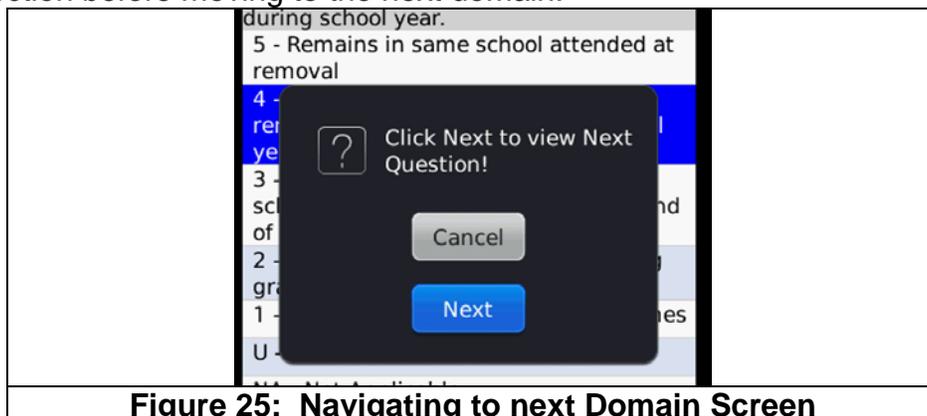

Figure 25: Navigating to next Domain Screen

5. Repeat steps 4 and 5, selecting the appropriate rating in each of the outcomes until all have been completed.

J.2. *Viewing Completed Outcomes*

6. At any time, you may review the ratings that have already been selected by using the track pad/ball to scroll left or right through the outcomes. When scrolling right, you will not be able to move beyond the next domain/outcome that has not yet been rated. A selected rating will be highlighted in green. The rating can be changed at any time until uploaded into FSFN.

Figure 26: Highlight on selected rating
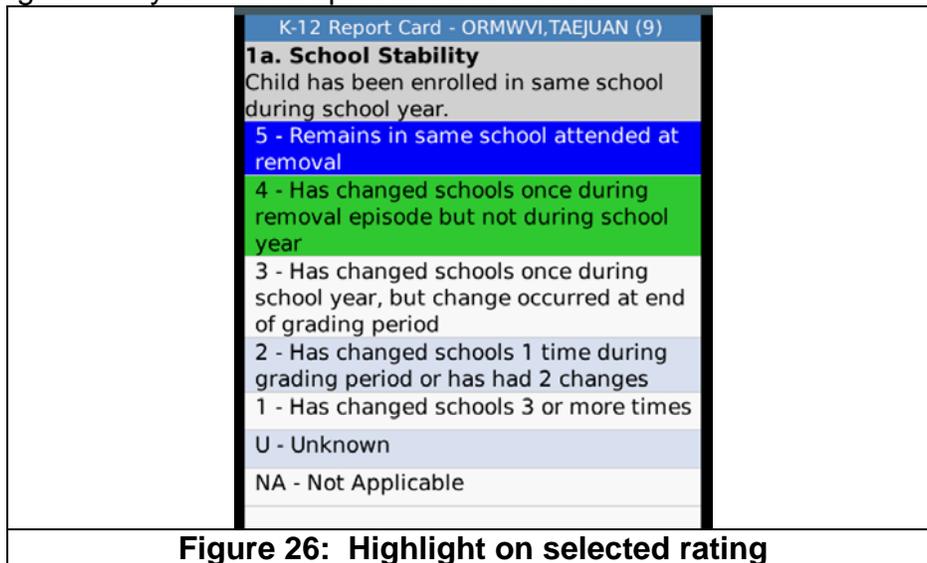
J.3. Comments

7. After all outcomes have been completed, a comments screen is available to record any relevant comments. Only 100 characters/spaces can be entered in the Comment screen.

Figure 27: The Comments screen

DRAFT

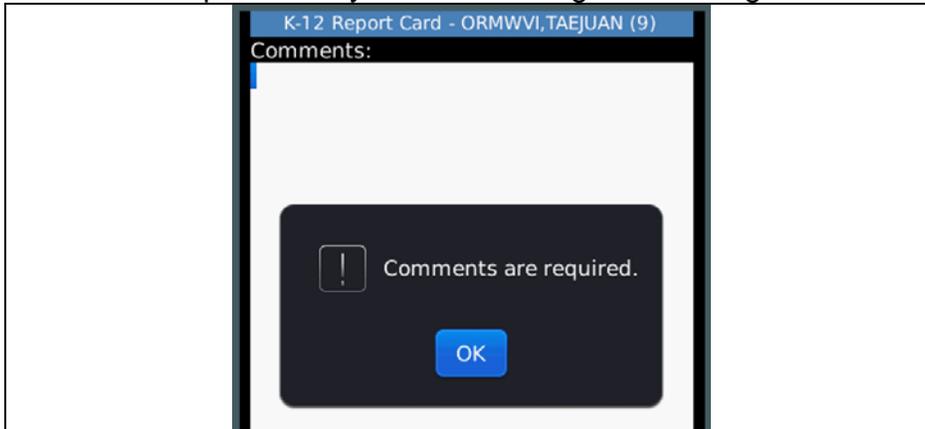8. Comments are required if any outcome was given a rating of other than 4 or 5.

Figure 28: rating of 1, 2, or 3 requires Comments

9. If you scroll away from the Comments screen without saving, text will be lost.

> **WORK HABIT TIP**
> If you have already entered some text, but need to review the Outcome or Ratings before you can complete the Comments, the following may be useful. Save the Report Card with comment as is, then scroll back to the Outcome screen to review the selected rating, then return to the Comments screen, complete the Comments and Save again.

J.4. Saving the K-12 Report Card

10. At any point after the first Outcome has been rated, the Report Card may be saved. Press the menu key and select save.
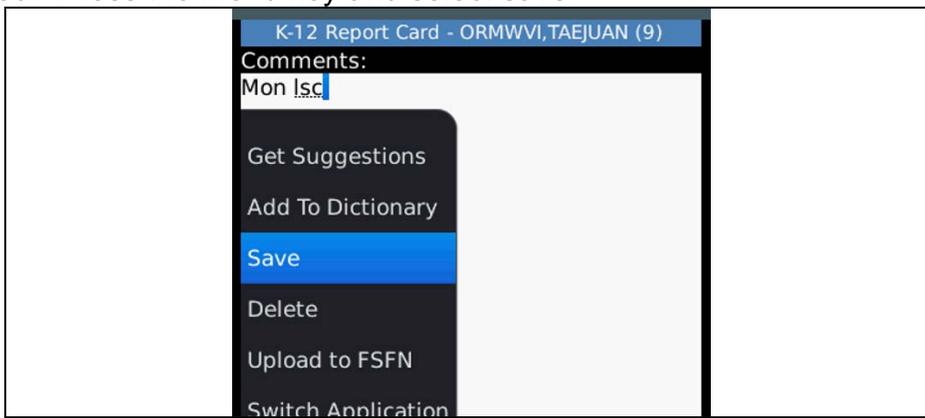

Figure 29: A Report Card can be saved without uploading to FSFN.

11. The Report Card will remain on screen and a message will be displayed reminding you that the Report Card has not been uploaded to FSFN.
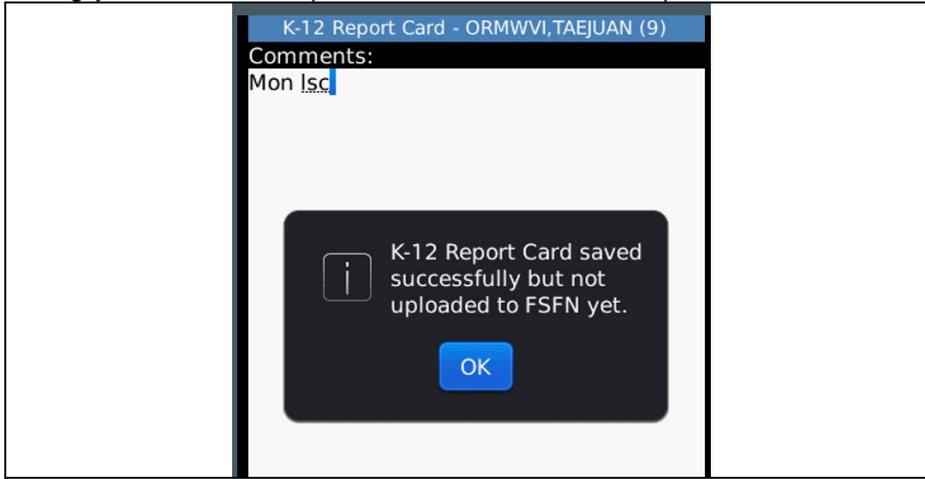

Figure 30: A Report Card can be saved without uploading to FSFN.

12. To return to the Participant screen, press the back button. If you attempt to leave the Report Card before it has been completed and/or uploaded to FSFN you will be prompted to verify that you really want to exit the Report Card. To exit the Report Card, select Yes at the prompt.
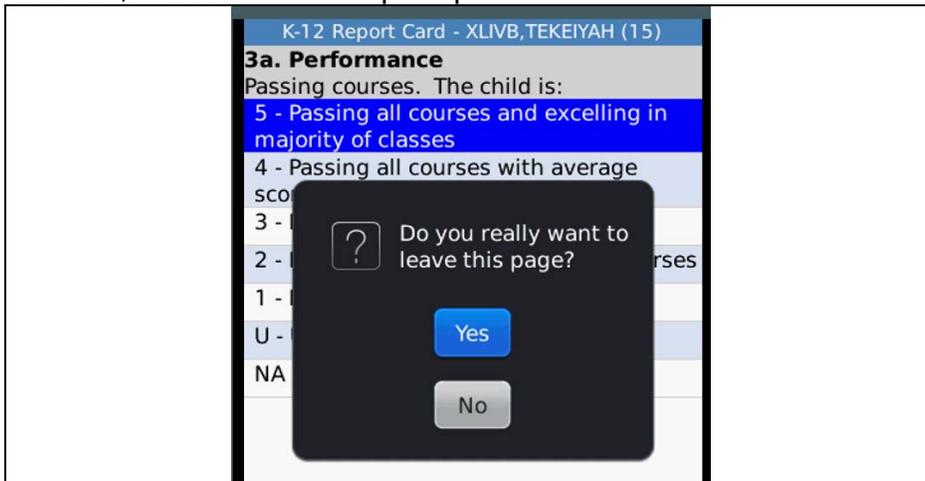

Figure 31: Prompt if exiting before complete and/or uploading.

J.5. Uploading a K-12 Report Card

13. After the Report Card has been completed, it can be uploaded to FSFN. The upload function can be accessed from the Report Card Menu on the Comments screen or from the Participant Menu.

<div align="center">Report Card Menu   Participant Menu</div>
Figure 32: Upload to FSFN

14. After highlighting Upload K-12 Report Card, press the track ball to begin the upload process.
15. A message will be displayed while the Report Card is uploading.

Figure 33: Upload in progress.
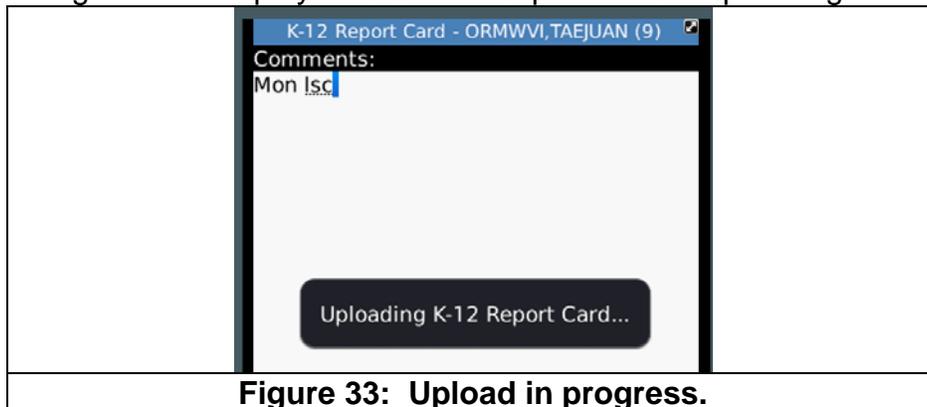
16. A message will display when the upload is complete. Select OK to return to the previous screen.
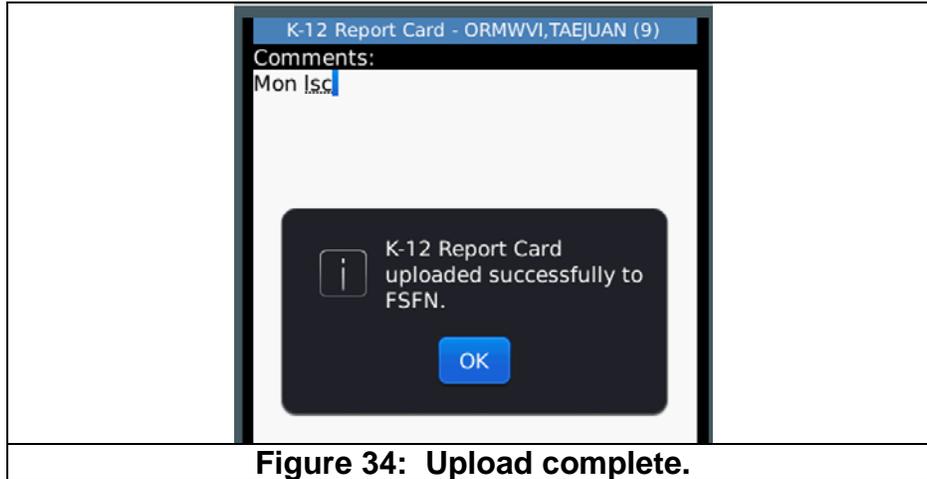

Figure 34: Upload complete.

J.6. Report Card Status Indicators

17. If a Report Card was begun and saved, but not completed, an "I" (incomplete) will appear next to the participant's name on the Participant List. A Report Card cannot be uploaded until it has been completed.
18. If a Report Card has been completed and saved, but not yet uploaded to FSFN, a "P" (pending) will appear next to the participant's name on the Participant List. Once the Report Card has uploaded, the "P" disappears.

Figure 35: Participant Report Card status.

WORK HABIT TIP

Once a Report Card has been uploaded, the "P" disappears, so at times it may be difficult to remember if the Report Card has been completed and uploaded or simply not yet completed. When multiple Report Cards need to be completed during the same visit, save completed Report Cards without uploading until all Report Cards at that visit have been completed. The "P" will serve as an indicator of which participants have a completed Report Card and which children do not.

J.7. Error Messages

19. A K-12 Report Card may only be completed for children ages 5-17, inclusive. An error message will be displayed if you attempt to create a Report Card for a participant younger than five or older than 17
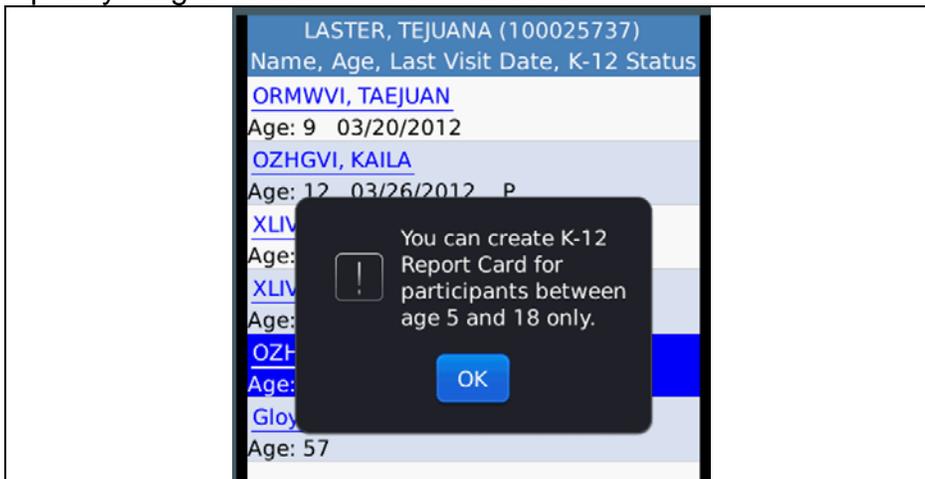

Figure 36: Report Card age limit error.

20. Only a completed Report Card may be uploaded. A message will display if you attempt to upload an incomplete Report Card.
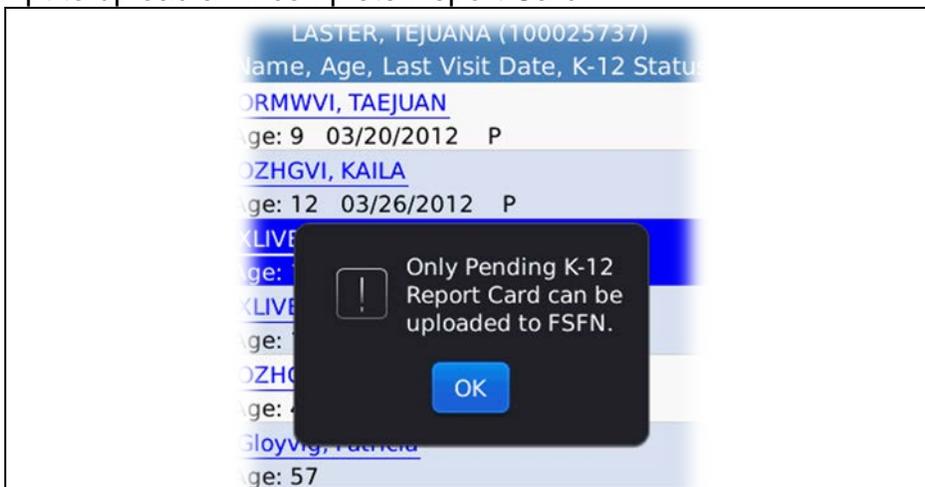

Figure 37: Uploading Incomplete Report Card

J.8.Domains and Outcome Ratings

The following table contains the Domains, Outcomes, and rating scales for the K-12 Report Card.

Category #	Rating	Description
1a.		**School Stability:** a. Child has been enrolled in same school during school year.
	5	Remains in same school attended at removal
	4	Has changed schools once during removal episode but not during school year
	3	Has changed schools once during school year, but change occurred at end of grading period
	2	Has changed schools 1 time during grading period or has had 2 changes
	1	Has changed schools 3 or more times
	U	Unknown
	NA	Not Applicable
1b.		**School Stability: b.** If child changed schools during school year, he/she was enrolled;
	5	Within one school day.
	4	Within two school days.
	3	Within three school days.
	2	Within five school days.
	1	Over five school days.
	U	Unknown
	NA	Not Applicable
2.		**Attendance:** The child is free of absences and tardiness.
	5	Zero absences and zero tardies
	4	One excused absence, rare tardies
	3	Two or more excused absences, occasional tardies
	2	One unexcused absence, occasional tardies
	1	Two or more unexcused absences, frequent tardies
	U	Unknown
	NA	Not Applicable

June 6, 2012

3a.		**Performance:** Passing courses. The child is:
	5	Passing all courses and excelling in majority of classes
	4	Passing all courses with average scores/grades
	3	Passing, but struggling
	2	Failing, but in only one or two courses
	1	Failing majority of courses taken
	U	Unknown
	NA	Not Applicable
3b.		**Performance:** Age-appropriate level for Reading and Math. The child scored:
	5	Above the appropriate level in both reading and math
	4	At the appropriate level in both reading and math
	3	At/above in one but below in the other
	2	Marginally below in both
	1	Significantly below in both
	U	Unknown
	NA	Not Applicable
4.		**Student Involvement:** Involvement in extra-curricular programs.
	5	The child has been consistently involved in at least one extra-curricular (school or other) program for more than 3 months
	4	The child became involved in an activity within the prior 3 months
	3	There are plans for the child to begin an activity or child recently completed one
	2	Caregiver/child are willing to explore an activity but no plans are made
	1	There is no willingness to participate
	U	Unknown
	NA	Not Applicable
5.		**Parent Involvement:** Parent or caregiver actively communicates with teacher(s) of the child and participates in school events. The Parent or caregiver:
	5	Has frequent, active communication with child's the teacher and often participates in school events
	4	Has regular, active communication and occasionally participates in school events
	3	Has regular communication but does not participate in school activities
	2	Rarely communicates with the child's teacher and does not participate
	1	Has had no communication
	U	Unknown
	NA	Not Applicable

June 6, 2012

| 6.		**ESE**: Exceptional Child Education (ESE) needs OR Individual Education Plan (IEP). The child:
	5	Has been assessed (or functions such that clearly no formal assessment is needed) and has no ESE needs OR a current IEP is in place
	4	Current educational setting appears to be appropriate
	3	Is in the process of being assessed for educational needs or it is known that an IEP should be developed
	2	Has known ESE needs that are not being addressed but someone is advocating
	1	Has known ESE needs and there is no plan or action steps to address
	U	Unknown
	NA	Not Applicable
7.		**Graduation Progress**: On schedule to graduate from High School or obtain a GED
	5	No barriers that would delay timely graduation OR child is of an age where it is clearly known that he/she is on track
	4	May be some barriers but still believed child will be on track to graduate timely
	3	Sufficient risk factors that make timely graduation an uncertainty
	2	Not on track, but it is possible to remedy the situation
	1	Significantly behind and will require a strong plan
	U	Unknown
	NA	Not Applicable
8.		**Behavior**: Exhibits age appropriate school behavior and participation. The child:
	5	models positive behaviors and often assumes leadership role to positively influence peers and others
	4	Receives all positive feedback from the school for behavior and participation (home notes or citizenship scores on report card)
	3	Receives occasional, minor comments/intervention related to behavior or participation
	2	Receives frequent teacher comments or occasional disciplinary action
	1	Requires frequent teacher comments/disciplinary action and/or parent/teacher conferences or is suspended or expelled from school or becomes involved with **Law Enforcement** for school or school related actions.
	U	Unknown
	NA	Not Applicable
9.		**Mentor:** Child has a connection to the community.
	5	Child has connection thru tutor, surrogate parent for education, big brother/sister, mentor from formal mentoring prgrm, adult voluntary in a svc learning project, etc.
	4	Child referred and on waitlist for approp. connection program.
	3	Child in process of being referred for approp. connection program.
	2	Child not yet been referred to a connection program.
	1	Child has no connection AND appropriate program does not exist
	U	Unknown
	NA	Not Applicable

June 6, 2012

J.9. K-12 Report Card Detail Report in FSFN

J.1. Viewing and Printing Detail Report

When the K-12 Report Card is uploaded to FSFN, the data can be viewed and printed from the FSFN 'Reporting function. Data in reports is always one day behind FSFN Production date. Report Card data uploaded today will not be available in the report until tomorrow

To view a K-12 Report Card Detail Report, take the following steps
1. Login to FSFN on your PC or Laptop
2. On your Home Page, select 'Utilities' from the Menu Bar in the upper left of your screen
3. Scroll down the list and select 'Reporting'

Figure 38: Save Child Visit Note
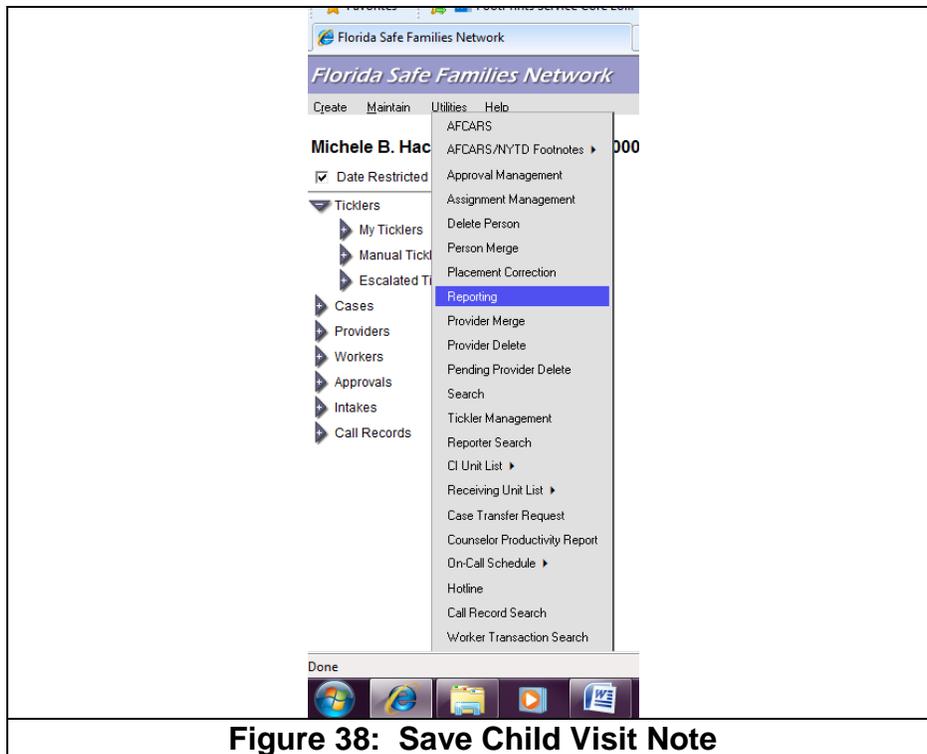
4. On the SAP Business Objects Infoview,
      Select Document List,
      Expand Public Folders
      Select Education Report Card folder
      ….to be determine
5.