

Foster Care Tab (Kentucky)

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PATH: Student Information > Program Participation > Foster Care

The Foster Care tool is used to indicate whether a student is in Foster Care. A start and end date is associated with each instance of a Foster Care record. These records are not tied to student enrollments or calendars.

See the core Foster Care article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Foster Care records.

Tool Rights for Foster Care | Create a New Foster Care Record | Print a Foster Care Summary Report | Publish Foster Care Records from a State Edition to a District Edition | Manage Document Upload



Image 1: Foster Care Tab

Tool Rights for Foster Care

Tool rights must be assigned to this tab.

- Read (R) allows the user to view existing Foster Care records
- Write (W) allows the user to edit existing Foster Care records
- Add (A) allows the user to add new Foster Care records
- Delete (D) allows the user to remove Foster Care records



Image 2: Foster Care Tool Rights

Infinite Campus

Create a New Foster Care Record

To create a new Foster Care record for a student, click the **New** icon. See the details below for additional steps and information on filling out the new record.

Foster Care	
🕂 New 🕒 Save	😢 Delete 📄 Print Summary Report 🕹 Documents
Foster Can Detail	
*Start Date 09/06/2017	End Date
School of Origin High School	
Comments (up to 255 ch	racters)
	Modified By: Administrator, System 09/14/2017 03:14 PM
KY Foster Care Deta	
Agency	DCBS Case Worker First Name DCBS Case Worker Last Name
FosterID	DCBS Case Worker Phone
District Defined Eler	ents
1MGE	

Image 3: Creating a New Foster Care Record

To Create a Foster Care Record:

- 1. Click the New icon. A Foster Care Detail editor displays.
- 2. Enter the student's Start Date for Foster Care.
- 3. Enter the School of Origin for the selected student.
- 4. Enter any **Comments** related to the student's Foster Care record.
- 5. If applicable, enter information for state-specific and district-specific Foster Care fields (see the table below for more information about these fields).
- 6. Click the **Save** icon when finished. The new record is visible in the Foster Care Editor.



To modify a Foster Care record, select it from the editor and enter the new information (end date, new comments, etc.).

When a student moves out of Foster Care, edit the record and enter an **End Date**.

If a record was entered in error, click the **Delete** icon to completely remove it.

Field	Description	Database Location	Ad Hoc Field and Location
Start Date <i>Required</i>	Indicates the date the student was first considered to be in the Foster Care program. Dates are entered in <i>mmddyy</i> format, or can be chosen by clicking the calendar icon.	FosterCare.startDate	fostercare.startDate Filter Designer > Query Wizard > Student > Learner > Foster Care > startDate
End Date	Indicates the date the student was no longer considered to be in the Foster Care program. Dates are entered in <i>mmddyy</i> format, or can be chosen by clicking the calendar icon.	FosterCare.endDate	fostercare.endDate Filter Designer > Query Wizard > Student > Learner > Foster Care > endDate



Field	Description	Database Location	Ad Hoc Field and Location
School of Origin	Indicates the school in which the student is enrolled at the time of placement in Foster Care.	FosterCare. schoolOfOrigin	fostercare.schoolOfOrigin Filter Designer > Query Wizard > Student > Learner > Foster Care > schoolOfOrigin
Comments	Lists any additional information related to the student's placement into Foster Care or movement out of Foster Care.	FosterCare.comments	fostercare.comments Filter Designer > Query Wizard > Student > Learner > Foster Care > comments
Agency	The foster care agency.	FosterCare.agency	fostercare.agency Filter Designer > Query Wizard > Student > Learner > Foster Care > agency
DCBS Case Worker First Name	The first name of the DCBS Foster Care worker.	FosterCare. caseWorkerFName	fostercare.caseWorkerFName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerFName
DCBS Case Worker Last Name	The last name of the DCBS Foster Care worker.	FosterCare. caseWorkerLName	fostercare.caseWorkerLName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerLName
Foster ID	The FosterID of the student in foster care.	FosterCare.fosterID	fostercare.fosterID Filter Designer > Query Wizard > Student > Learner > Foster Care > fosterID



Field	Description	Database Location	Ad Hoc Field and Location		
DCBS Case Worker Phone	The phone number of the DCBS Foster Care worker.	FosterCare. caseWorkerPhone	fostercare.caseWorkerPhone Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerPhone		
District Defined Elements	Care informati	worker.caseWorkerPhoneDisplays any district-specific fields that are used for recording Foster Care information at a specific district. These are created in the Custom toolset.			

Overlapping records are not allowed.

- If a new record is added before an existing record has an end date, a warning message displays. Enter an End Date on the existing record before adding a new record.
- If a new record is added that with a start date that is between the start and end dates of a historical record, a warning message displays. Verify the entered date on the new record is correct.

Print a Foster Care Summary Report

Click the Print Summary Report to display a PDF view of the student's Foster Care records.

Tester, Nate #35 DOB: 06/19/2001 Gender: M			
Foster Care			
	Summary Report 🕹 Documents		
Filter: All	$\overline{\mathbf{X}}$		
Foster Care			
School of Origin High School	Stal Date End Date Owner 09/06/2017 JEFFERSON COUNTY PUBLIC S	CHOOLS	
	275 JEFFERSON COUNTY PUBLIC		
	275 JEFFERSON COUNTY PUBLIC SCHOOLS District	Tester, Nate - Fost	er Care Summary
	Generated on 01/02/2018 09:55:22 AM Page 1 of 1	Grade: State I	D: 2120682730
	Sentine of the 22010 State and Auge For F		
	Dis	trict Foster Care Records	
Foster Care Detail	Start Date End Date School of Origin	Comments	Owner
*Start Date 09/06/2017	09/06/2017 High School		JEFFERSON COUNTY PUBLIC SCHOOLS
School of Origin High School			3010023
Comments (up to 255 characters)	St	ate Foster Care Records	
	Start Date End Date School of Origin	Comments	Owner
KY Foster Care Detail			
Agency DCBS Case Worker Fi	irst Name DCBS Case Worker La	ast Name	
FosterID DCBS Case Worker P	Phone		
	×		
District Defined Elements IMGE			
			1

Image 4: Generating the Summary Report



PATH: Program Admin > Federal Programs Publishing

Foster Care records can be published for an individual student from a State Edition to a District Edition using the Federal Programs Publishing tool. This tool is only available to State Edition users.

The Federal Programs Publishing tool allows State Edition users the ability to publish records for federal programs to District Editions within the state. Isers must have statewide access and publish rights for the federal program in order to publish federal programs. Isers need to select the program(s) to publish and select whether to publish all records for the selected program(s) or only records that have hanged since the last publish. Once programs have been published, federal program records are created at the district level.					
rogram Name	Published Last Publish D		Last Publish Date	1	
oster Care	9	Records Published	03/15/2019 10:48 AM	1	
ligrant	Ø	Records Published	03/15/2019 10:48 AM		
	the last publish. Once p rogram Name Ister Care	the last publish. Once program rogram Name Publister Care 🗸	the last publish. Once programs have been published, for rogram Name Published Ister Care Seconds Published	the last publish. Once programs have been published, federal program records are creat rogram Name Published Last Publish Date Ister Care Records Published 03/15/2019 10:48 AM	

Publish State Foster Care Records

Manage Document Upload

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents
- Delete Documents
- Replace Documents
- Edit a Document Name or File Description
- Download Documents

Foster Care		
😌 New 📄 Print Summary Report 🚺 Docume	ents	
Filter: All		
Foster Care		
School of Origin High School	Start Date End Date 09/06/2017	Owner JEFFERSON COUNTY PUBLIC SCHOOLS

Image 5: Adding Documents to a Student's Foster Care Tab

