Foster Care Requirements & Related Reports

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Definition of Foster Care

"Foster care" is defined as the 24-hour substitute care for children placed away from their parents or guardians and **for whom the Department of Community Based Services (DCBS) has placement and care responsibility.** This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and Preadoptive homes. (45 Code of Federal Regulations (C.F.R.) § 1355.20(a))

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Educational Stability for Children in Foster Care

- **School of Origin:** The school a student is enrolled in when they enter foster care or when they change foster care placements.

- **Immediate Enrollment:** When a best interest determination indicates that it is in a student in foster care best interest to change schools, enrollment must be immediate, even without records.

- **Record Transfer:** New schools must promptly obtain records from previous schools. By the close of business on the day in which records are requested.

- **Point of Contact:** Districts must assign a foster care liaison.

- **Transportation:** LEAs receiving Title I funds must coordinate with child welfare agencies to develop and implement clear written procedures.

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Regulation Citations – KRS 199.802

- Promote expeditious enrollment of students in foster care transferring to a new school or district and the sharing of information among schools, districts, child's case worker and the Cabinet for Health and Family Services (CHFS).
  - **New School –** The enrolling school must immediately submit a records request to the previous school to obtain academic and other records.
  - **Previous School** –Requires that records in the student information system be <u>transferred by the end of the working day on which the request is received</u>. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request.

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Regulation Citations – KRS 620.146

KRS 620.146 - Notice to be given to school personnel of persons authorized to contact or remove a child of whom the cabinet has custody from school grounds.

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Foster Care Data Collection

- This section outlines the data import process of student foster care records in Infinite Campus (IC).

- Data elements populated in a student's Foster Care participation record of IC.

- Optional elements available for entry.

- Records are populated via Student Information | Program Participation | Foster Care

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Foster Care Import Process

- KDE receives a file of foster care data from CHFS weekly.

- The file is imported into IC state and published to district databases.

- A record is published to any district in which the student has been enrolled or are currently enrolled.

- State-created records are populated as *read-only* fields in district databases.

- CHFS data does not include school of origin; this field remains blank.

- State records do not override district-created records.

- Only state-created records are used for state and federal reporting.

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Foster Care Record Data Elements

- **Start Date:** This date will populate as the date the student enters foster care. A new record should be created if a student exits foster care and returns later.

- **End Date:** This date will populate as the date the student exits foster care.

- **Agency:** This field will populate the foster care agency responsible for placement of child.

- **DCBS Case Worker First Name:** This field will populate the first name of the Department of Community Based Services case worker assigned to the student.

- **DCBS Case Worker Last Name:** This field will populate the last name of the Department of Community Based Services case worker assigned to the student.

- **Foster ID:** This field will populate the foster identification number assigned to the child by the Department of Community Based Services when the child is placed in state agency care.

- **DCBS Case Worker Phone:** This field will populate the phone number of the Department of Community Based Services case worker assigned to the student.

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Optional Data Elements

- Program Status: IC core field, not required for KY users.

- School of Origin: Enter the school/district in which student attended prior to placement in Foster Care.

- Comments: Enter any additional comments relevant to placement.

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Reports Related to Foster Care

Staff must work with the IC district administrator to obtain access to relevant reports.

QA Foster Report

Search Terms: QA Foster

- Report Options:
  - Detail Report - provides a list of students indicated as Foster Care, along with inclusion in other student groups.
  - Aggregate Report - provides a table of student counts by grade level and demographic groups.

  Reference the report Quick Reference Card for additional details and screenshots of the report outputs.

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QA Foster Detail Report Usage

- To obtain a list of students identified as foster care in IC.
- Distinguish between records that are district created versus state created.
  - Filter on *Record Owner* column in the report
- Ensure all students identified as foster care are receiving free lunch.
  - Filter on *Economically Disadvantaged* column in the report

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Transient Population

Search Terms: Transient Population

- This report can be used to identify transient students enrolled in a district and/or school.

- Transient definition:
  - Students enrolled in 3 or more schools in the current school year;
  - 5 or more schools in the last 2 school years;
  - or 10 or more schools in the last 5 school years.

This report can be filtered to identify foster student group.

Reference the reports Quick Reference Card for additional details and screenshots of the report output.

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Student Performance Monitoring

Search Terms: Student Performance Monitoring

- The report will generate a list of students enrolled in the school or district selected with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores.

- This report can be filtered on foster care to monitor student performance.

Reference the reports Quick Reference Card for additional details and screenshots of the report output.

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Student Record Transfer Report

- Search Term: Student Record Transfer

- The purpose of this report is to assist district personnel in monitoring records transfer requests for students enrolling from or withdrawing to other Kentucky school districts.

- A foster indicator assists districts in tracking compliance with KRS 199.802which creates specific time requirements for the enrollment, records request, and release of records for students in foster care as discussed in earlier slides.

Reference the reports Quick Reference Card for additional details and screenshots of the report output.

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Suggested Uses of Report

- Monitor timeliness of records transfer requests/releases to identify potential need for additional staff training or guidance.

- Utilize data to inform improvements to processes.

- Monitor compliance with KRS 199.802 requirements for enrolling, requesting and releasing records for students in foster care.

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School Report Card (SRC) – Foster Care

Foster Care indication is used as a disaggregated student group in the Assessment and Accountability domains of Kentucky Department of Education's public School Report Card.

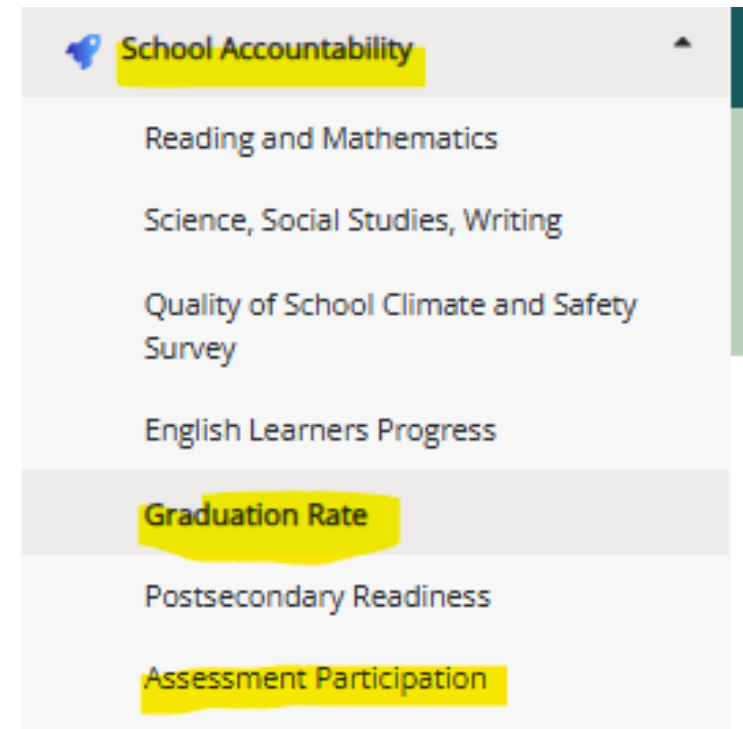The next slides will provide navigation and screenshots of each location.

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SRC School Accountability Domain

School Accountability tables disaggregate data by Foster and Non-Foster for comparison.

- Expand School Accountability
  - Graduation Rate –
    - 4-Year High School Graduation Rate
    - 5-Year High School Graduation Rate
  - Assessment Participation

School Accountability

Reading and Mathematics

Science, Social Studies, Writing

Quality of School Climate and Safety Survey

English Learners Progress

Graduation Rate

Postsecondary Readiness

Assessment Participation

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SRC Academic Performance Domain

Academic Performance tables disaggregate data by Foster and Non-Foster for comparison.

- Expand Academic Performance
  - State Assessments - Proficiency Rates
  - College Admissions Exam

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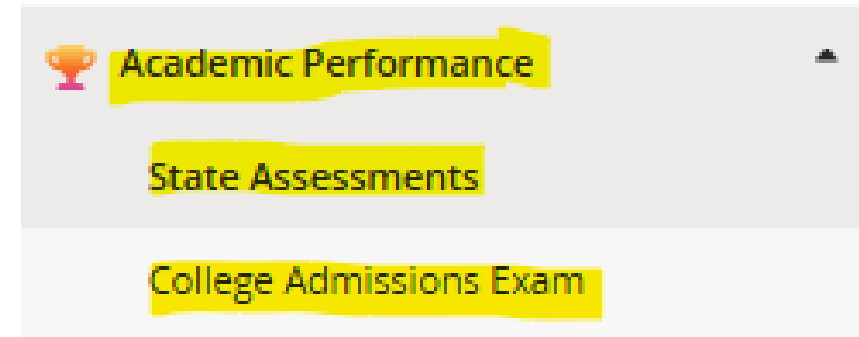
Resources

Kentucky Department of Education's Foster Care website

Foster Care Frequently Asked Questions

Non-Regulatory Guidance: Ensuring Educational Stability and Success for Students in Foster Care

KRS 199.802

KRS 620.146 Guidance

Foster Care Data Standards

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Training

[Infinite Campus Community Foster Care Tab documentation](#)

[Foster Care Student Records Transfer Webinar](#) and [Student Records Transfer PowerPoint](#)

[Best Practices for Expeditious Enrollment and Placement of Students in Foster Care PowerPoint](#)

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