

Foster Focus: Education Plan Instructions

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General Information

The Education Plan module allows users to create strength and growth based student goals, track progress and set due dates, document tasks associated with the goals, and securely share progress with other adults responsible for the student's education. Education Plan content and goal parameters can be determined locally by user agencies.

The Education Team

Users can create an education team for the student within the Education Plan module. SCOE recommends that users add contacts to the education team to encourage appropriate sharing of education plan progress. However, this portion of the module is not required for use of the Education Plan.

Education Plan Alerts

Users with access to the Dashboard can receive alerts when Education Plan goals are due soon or overdue. For more information on the Dashboard and Alerts, refer to the instructions on the Resources page in Foster Focus.

Access

A student's Education Plan can be viewed by any user with access to the Ed Plans tab and access to the student. Education Plans can only be modified by users from the same agency that created the Education Plan.

**Counties that previously created Education Plans as part of the Education Equals Partnership also have access to the Interviews, Screens and Summaries shown on the Tools tab below. Contact the Foster Focus administrator at fyssupport@scoe.net if you need assistance with these features.*

Education	Residence	FYS	Personal	Status	Contacts	Health	Documents	Child Reports	Overview	Tools
Interviews	Screens	Screen Summary Page	Ed Plans	Activities Summary						

Creating a New Education Plan

To create a new Education Plan, click on the Tools tab and then click on “New Education Plan”.

Education Plans

No Education Plans exist

Step 1: Gather and Engage Student’s Education Team (Optional)

- Click on “Manage Team Members” to add or update education team members as needed.
- Click on “I need help building my team” to view questions that will help you build a team.

Education Plans

Gather and Engage Student's Education Team

Review the people from the Contact Summary marked as part of the Education Team.

Name	Relationship
Mrs. Jones	CASA
Aunt Marge	aunt
Eugene Jones	FFA Social Worker
Bridget Stumpf	ICM

[I need help building my team](#)

Manage Team Members

Finished

Some contacts, such as placement worker and caregiver(s) may be automatically updated by your child welfare agency. Other contacts, such as education rights holder(s), instructional case manager, or school site staff, may need to be managed manually on the Contacts tab.

Users can view all contacts and add or remove team members on the Contacts/Contact Summary tab.

Local Administrator Note: Managing school district liaison contact information on the School Districts section of the Local Admin page will ensure that the appropriate school district liaison automatically displays in the student’s record based on their current enrollment.

Step 2: Develop Goals for Student's Education Plan

- First, add strength and/or growth areas to be addressed in the Education Plan.
- Select an area from the drop down menu and then write a brief description of the reason the particular growth or strength area was selected or the current status in this area.

Develop Goals for Student's Education Plan

First, choose general growth/strength areas to target. Next, you will add specific goals under each growth/strength area.

Growth Areas: **Strength Areas:**

[Delete this Education Plan](#)

Growth Area:

Add no more than 5 sentences as

- Select one...
- A-G
- Attendance
- Behavior at School
- Building Mentor/Adult Relationships
- Building Peer Relationships
- Character Strengths
- Credit Accrual
- CAASP ELA
- CAASP Math
- Enrichments/Extra-Curricular
- Enroll in Post-Secondary
- Future Expectations
- Grades
- Other Growth Area
- School Stability
- Special Education
- Talents/Interest

- Next, add at least one goal for each of the identified strength/growth areas
- Select "Finished" when all goals have been created.

Hint: Strength and growth areas may have more than one goal if needed.

Example: An attendance growth area may have a goal to address increasing overall attendance and a goal addressing the number of first period tardies.

Hint: Be specific about the intended outcome of the goal and include tasks associated with goal completion.

Example: Student will maintain/increase/complete _____ by _____.

Develop Goals for Student's Education Plan

First, choose general growth/strength areas to target. Next, you will add specific goals under each growth/strength area.

Growth Areas: **Strength Areas:**

Attendance Goals & Tasks
Reason: Student had an 89% attendance rate last school year and was also tardy in first period 10% of the time.
None identified

Enrichments/Extra-Curricular Goals & Tasks
Reason: Student participated on the school soccer team and plans on participating again this year.
None identified

Grades Goals & Tasks
Reason: Student failed Algebra last term and will be repeating the class this year.
None identified

Add Goal

Growth Area:

Status:

Start Date:

Due Date:

Description:

Assigned to: Student Mrs. Jones, CAGA Aunt Marge, aunt Eugene Jones, FFA Social Worker Bridget Stumpf, ICM

Other Participants:

Tasks/Notes:

Managing an Existing Education Plan

Updating the Education Plan

- Once an Education Plan has been created, it can be updated from the Tools/Ed Plans Tab.
- Select “Manage” to open an existing Education Plan created by your agency.

The screenshot shows a navigation bar with tabs: Education, Residence, FYS, Personal, Status, Contacts, Health, Documents, Child Reports, Overview, and Tools. Below this is a sub-menu with 'Ed Plans' highlighted. Below the sub-menu is a table titled 'Education Plans' with columns: Status, Goal Progress, Created, Created By, and an action column. The first row shows 'Active' status, 0% goal progress, date 07/14/16, and 'District User' as the creator. The action column contains a 'Manage' button and a red 'x' icon, both highlighted with red arrows.

See graphic below for items 1-6.

1. Add a summary note to the Education Plan as needed.
2. Add or update existing strength and growth areas as needed.
3. Add or update existing goals as needed, including editing text and changing goal status. The goal status can be open, completed, closed but not complete, or on hold.
4. Add student specific To Dos. These will also display on the Student To Dos and My To Dos tabs.
5. View and email the Education Plan PDF document to team members as needed.
6. Change the status of the Education Plan as needed. Education plans can be active, on hold or inactive.

Hint: You may choose to create one Education Plan and use it over multiple school years, or you may choose to make a new Education Plan for each school year and make previous Education Plans inactive.

The screenshot shows the 'Education Plan' management interface. It includes a 'Goal Progress' indicator at 0% complete. There are several sections: 'Summary Note' with a red '1' next to the '[Enter Summary Note]' button; 'Growth Areas' with a red '2' next to the 'Add' button; 'Attendance Goals & Tasks' with a red '3' next to the 'Update' button for a goal about attendance; 'To Dos (0)' with a red '4' next to the 'Add' button; 'Strength Areas' with an 'Add' button; and 'Enrichments/Extra-Curricular Goals & Tasks' with a red '5' next to the 'Email PDF' button. A red '6' is next to the '[Change]' link for the plan's status. A 'View Education Team' link is also visible at the top right.

The Education PDF Document

Below is a partial sample of the Education Plan PDF Document.

Education Plan Report

Summary Information

Student:	Sample M. Youth Jr.	Education Team Members as of 7/14/16:
School:	Concord High	<ul style="list-style-type: none"> • Mrs. Jones - CASA • Aunt Marge - aunt • Eugene Jones - FFA Social Worker • Bridget Stumpf - ICM
Grade Level:	12	
Plan Modified:	7/14/16 by District User	
Goal Progress:	25% complete	

Growth Areas

Attendance Goals & Tasks

Reason: Student had an 89% attendance rate last school year and was also tardy in first period 10% of the time.

Goal: Student increase attendance to 95% or better by the end of term 1.

Due 12/31/16
Start: 7/14/16

Assigned to: Student
Aunt Marge, aunt

Tasks/Notes: Met with student to review city bus schedule and discussed the possibility of carpooling with neighbor on Tuesdays and Thursdays.

Last Modified: Mt. Diablo District User on 7/14/16
Created: Mt. Diablo District User on 7/14/16

Strength Areas

Enrichments/Extra-Curricular Goals & Tasks

Reason: Student participated on the school soccer team and plans on participating again this year.

Goal: Student will participate in soccer tryouts week of 9/1/2016.

Completed 9/02/16
Started: 7/14/16

Assigned to: Student
Aunt Marge, aunt

Tasks/Notes: Aunt Marge committed to providing transportation to and from tryouts and practices this fall. Student must maintain 2.0 progress GPA to participate.//Student participated in soccer tryouts and made the team as of 9/2/2016.

Last Modified: Mt. Diablo District User on 7/14/16
Created: Mt. Diablo District User on 7/14/16

Sample M. Youth Jr. 1

The PDF document can be emailed to education team members from Foster Focus as shown below.

All Education Team members are selected by default. Uncheck the boxes next to team members who should not receive the current PDF version of the Ed Plan. You will receive a copy of the email, and it will be saved under the FYS Notes tab for your reference. You can customize the message that will accompany the attached file below.

Recipients:

Send?	Name	Relationship	Email Address
<input checked="" type="checkbox"/>	Bridget Stumpf	ICM Worker	bstumpf@scoe.net
<input type="checkbox"/>	Aunt Marge	aunt	No email address available
<input checked="" type="checkbox"/>	Eugene Jones	FFA Social Worker	fake@ffa.org

Ed Plan Goals:

Include only this school year's goals in Ed Plan (4 goals)

Include all historical goals in Ed Plan (4 goals)

Email Message:

Attached please find the current Education Plan for student Sample M. Youth Jr..

Please contact me if you have any questions or changes to make to this Education Plan.

Mt. Diablo District User
FYS Liaison
Mt. Diablo Unified
(916) @scoe.net