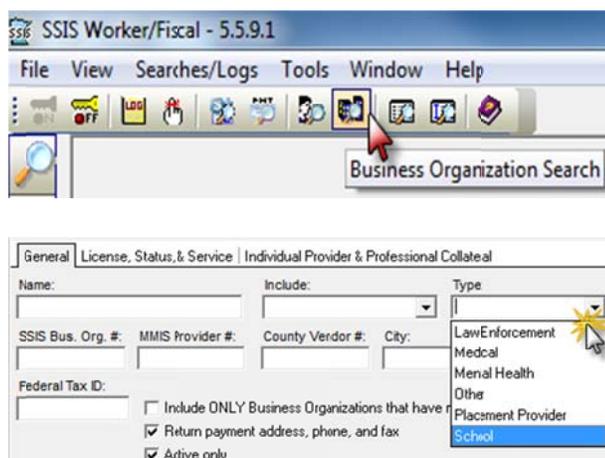


here's info needed to....

Enter School Names Now to Prepare for V5.5 OHPP

SSIS recommends that agencies double-check that all local schools have previously been entered into SSIS as Business Organizations. Many agencies have already done this as they added employment records to Professional Collaterals, or as part of mandatory reporter role entry.

Since the new Out-of-Home Placement Plan requires the entry of the *name* of the school a child in foster care attends, it's best to enter it in advance of V5.5. After V5.5, workers make this selection on the OHPP Setup tab to autofill into the OHPP document. No longer will workers be able to type the name of the school directly into the OHPP.



Since a school needs to be entered as a business organization, and your agency may have limited this SSIS Admin function of Create Bus Org to select staff, one of the preparatory tasks counties and tribes can do now is enter any remaining area schools. Once created, these can easily be selected by workers when entering a child's Education. Without adding these schools to Business Organization, workers cannot proceed to creating the OHPP document from the OHPP Setup, causing worker frustration and potential delays of important documents.

Workers take the next step in this process by creating a new Education record for a child in placement. If a school has been entered for a child within the CWB/Checkup/Education folder on the Tree View, the name displays in the Education drop-down field on the OHPP Setup screen. If this field is blank, click the blue hyperlink to go to the correct Client folder in the Tree View for entering the school record.

OHPP Setup

Education

Education:

School name:

Once an Education record has been selected on the OHPP Setup screen, this is how it displays on the OHPP Document in the Child Well-Being section included in all five OHPP placement reason categories:

Current School Field on the OHPP Document

Child's Well-Being: Education

Is the child enrolled in school? Yes No

Current school: ✓ Name of school autofills here

Current grade:

The hyperlink takes workers to the Client node in the grid for easy Action menu access to a New Education. The worker need only use the School business organization Search button to locate the already-entered school name and select it into the Education record.

Creating a New Education Record for a child

School business organization Legacy school name

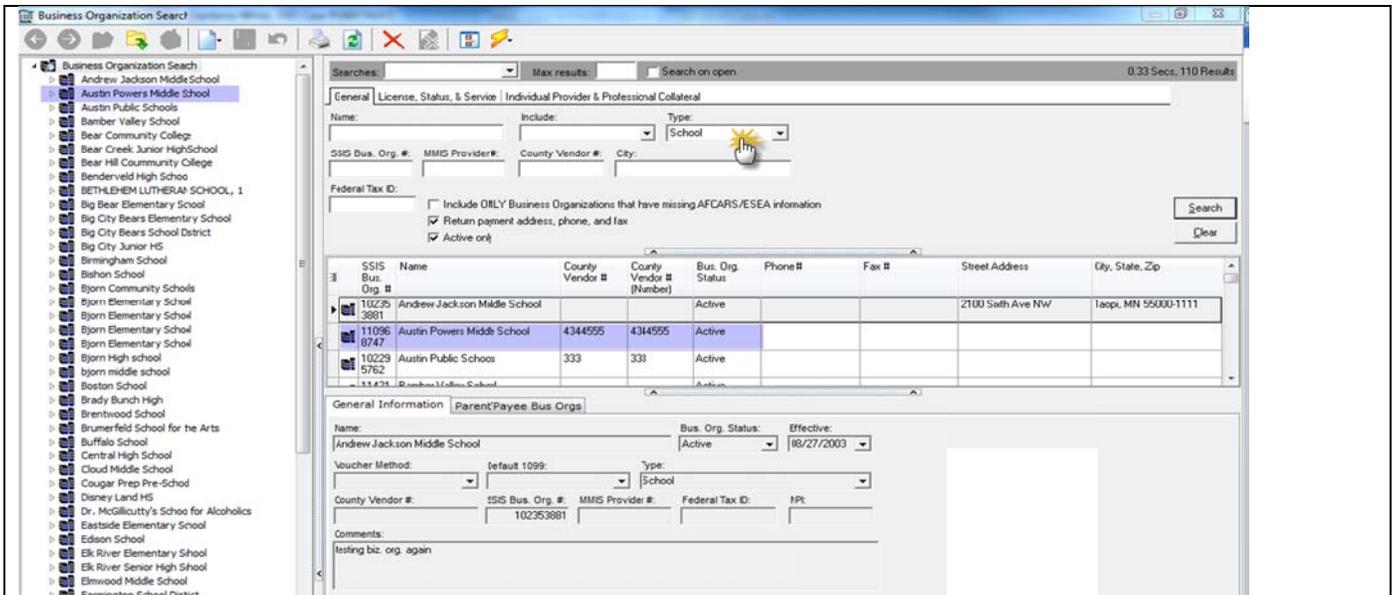
Grade

Schedule

Current as of

Does the child have a specialized education plan? Yes No

Conveniently, once the School business organization search button has been clicked, it automatically opens Business Organization Search with the Type defaulted to School. The list of schools displays immediately in the Grid and Tree View for easy selection.



The following links may provide assistance for agency staff as they list all public and private Minnesota schools:

<http://minnesota.educationbug.org/public-schools/>

[http://education.state.mn.us/MDE/About MDE/Directories/index.html](http://education.state.mn.us/MDE/About_MDE/Directories/index.html)