

# Foster Care (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](#)

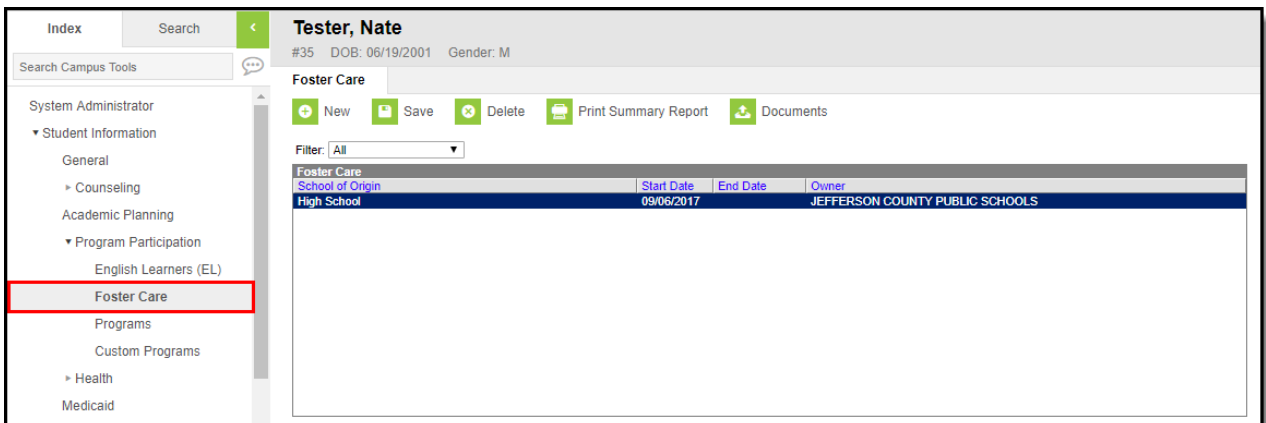


Image 1: Foster Care Tab

## 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

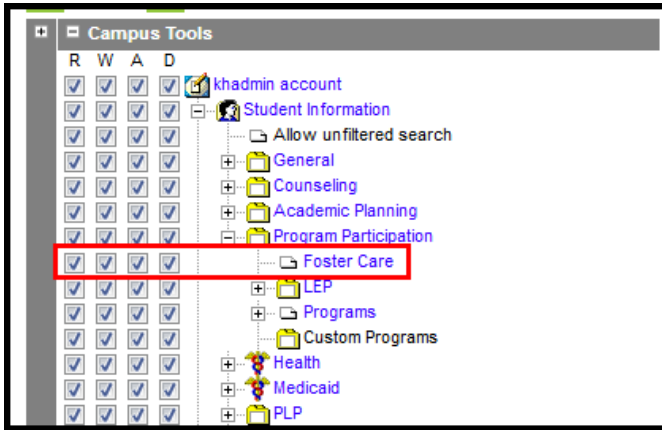


Image 2: Foster Care Tool Rights

## 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.

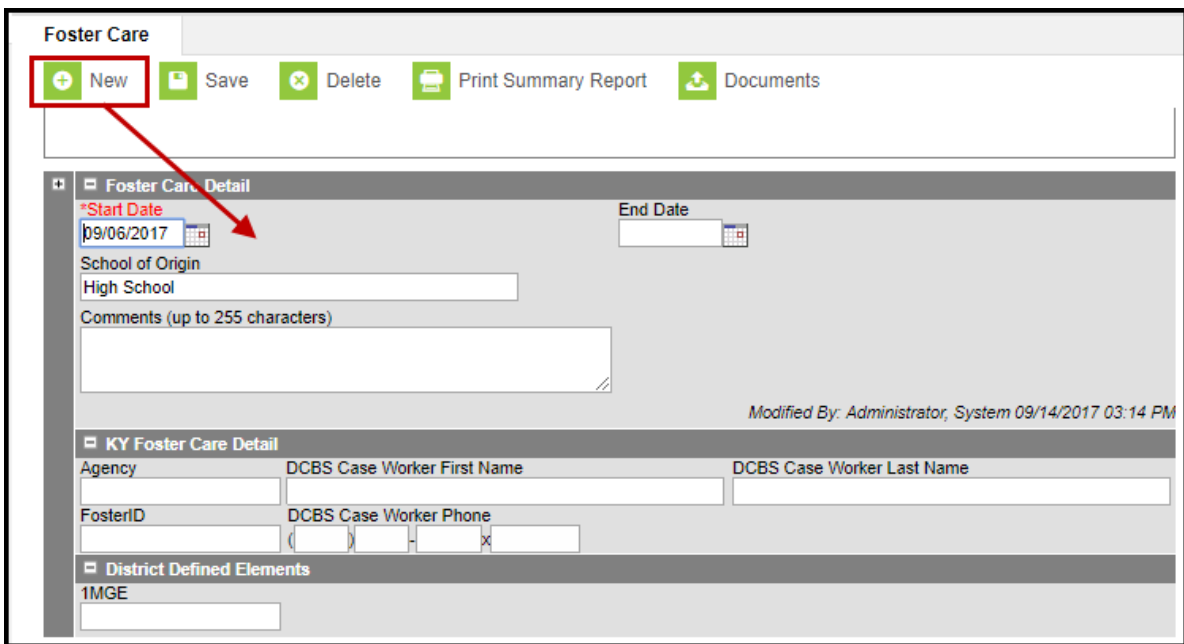


Image 3: Creating a New Foster Care Record

### 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
<b>Start Date</b> <i>Required</i>	Indicates the date the student was first considered to be in the Foster Care program. Dates are entered in <i>mmdyy</i> format, or can be chosen by clicking the calendar icon.	FosterCare.startDate	fostercare.startDate Filter Designer > Query Wizard > Student > Learner > Foster Care > startDate
<b>End Date</b>	Indicates the date the student was no longer considered to be in the Foster Care program. Dates are entered in <i>mmdyy</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
<b>School of Origin</b>	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
<b>Comments</b>	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
<b>Agency</b>	The foster care agency.	FosterCare.agency	fostercare.agency Filter Designer > Query Wizard > Student > Learner > Foster Care > agency
<b>DCBS Case Worker First Name</b>	The first name of the DCBS Foster Care worker.	FosterCare.caseWorkerFName	fostercare.caseWorkerFName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerFName
<b>DCBS Case Worker Last Name</b>	The last name of the DCBS Foster Care worker.	FosterCare.caseWorkerLName	fostercare.caseWorkerLName Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerLName
<b>Foster ID</b>	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
<b>DCBS Case Worker Phone</b>	The phone number of the DCBS Foster Care worker.	FosterCare.caseWorkerPhone	fostercare.caseWorkerPhone Filter Designer > Query Wizard > Student > Learner > Foster Care > caseWorkerPhone
<b>District Defined Elements</b>	Displays any district-specific fields that are used for recording Foster Care information at a specific district. These are created in the <a href="#">Custom</a> 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.

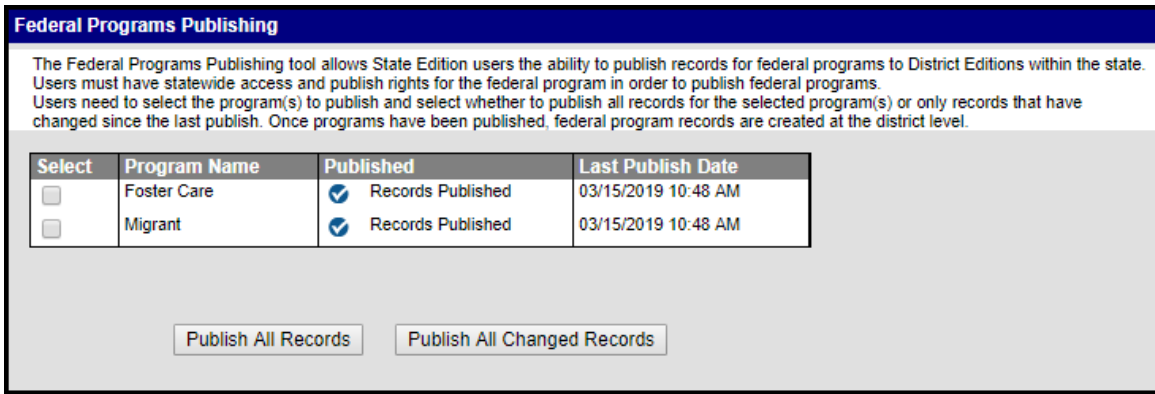
The screenshot shows the 'Foster Care' management interface for a student named Nate Tester. A red box highlights the 'Print Summary Report' button, with a red arrow pointing to a preview of the generated PDF report. The report header includes the school name '275 JEFFERSON COUNTY PUBLIC SCHOOLS District' and the student's name 'Tester, Nate - Foster Care Summary'. Below the header, there are two tables: 'District Foster Care Records' and 'State Foster Care Records'. The 'District Foster Care Records' table contains one entry with a start date of 09/06/2017 and school of origin 'High School'. The 'State Foster Care Records' table is currently empty.

Image 4: Generating the Summary Report

# Publish Foster Care Records from a State Edition to a District Edition

**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.



*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](#)



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

