

Foster Care Meetings (Delaware)

Last Modified on 07/28/2025 9:07 am CDT

Tool Search: Meetings

The guidance provided below is for **Foster Care Meetings** only. Please see the [Homeless Meetings \(Delaware\)](#) for more information on Homeless Meetings.

NOTE: Before a meeting can be saved, it is important to note that ALL required fields in ALL sections for the meeting have been entered with data.

Meetings ☆

A. Student  Student #: 11111 Grade: 10 DOB: 01/28/2011 Counselor: Counselor
 HS Graduation

Meeting Information

Module: (Required) **Type of Meeting: (Required)**

Start Date and Time * **End Date and Time ***

Title: (Required)
Maximum 100 characters

Meeting Format:

Location:

Requested By *
Select at least 1 person and/or enter other person(s):

Other Requested By (maximum 225 characters):

Purpose *
Select at least 1 reason and/or enter other purpose(s):

Other Purpose (maximum 225 characters):

Outcome *
Select at least 1 reason and/or enter other outcome(s):

Other Outcome (maximum 225 characters):

Buttons:

Foster Care Meeting Information Editor

Foster Care Meeting Information Fields

Field	Guidance
Module <i>Required</i>	Use the Module drop-list to select Foster Care .
Type of Meeting <i>Required</i>	The Type of Meeting drop-list is used to select the purpose of the meeting. Once the Foster Care module is selected, users may only select meeting types related to Foster Care.

Field	Guidance
Start Date and Time	This field is used to enter the date and time at which the meeting started.
End Date and Time	In this field, enter the date and time at which the meeting ended.
Title <i>Required</i>	Enter a Title for the meeting. The Title name may not exceed 100 characters.
Meeting Format	Use the Meeting Format to select the format in which the meeting was conducted: In-Person or Virtual .
Location	The Location drop-list is used to select the location at which the meeting occurred.
Requested By <i>Required</i>	<p>Use this drop-list to select the person, or persons, who requested the meeting. Users must enter at least one name.</p> <p>To remove a person from this list after selection, click the X by their name.</p> <p>If the person requesting the meeting does not appear in the list, use the Other Requested By field to manually type in the appropriate name(s).</p>
Purpose <i>Required</i>	<p>Use the Purpose drop-list to select the purpose for the meeting. Only one item from the drop-list may be selected.</p> <p>If the purpose of the meeting does not appear in the drop-list, or the meeting has multiple purposes, use the Other Purpose field to manually type in these purposes.</p> <p>A purpose for the meeting must appear in either the drop-list field or the manual section. A meeting cannot be saved without a purpose.</p>
Outcome <i>Required</i>	<p>Use the Outcome drop-list to select the outcome of the meeting. Only one item from the drop-list may be selected.</p> <p>If the outcome of the meeting does not appear in the drop-list, or the meeting has multiple outcomes, use the Other Outcome field to manually type in these outcomes.</p> <p>An Outcome for the meeting must appear in either the drop-list field or the manual section. A meeting cannot be saved without an outcome.</p>

State Defined Elements

The State Defined Elements fields allow users to make changes specific to the state.

– State Defined Elements

<input type="checkbox"/> School of Origin <input type="checkbox"/> Transportation	Date of Placement Change: <input type="text" value="month/day/year"/> <input type="button" value="Calendar"/>	School to Attend: <input type="text"/>
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Meetings State Defined Elements

Field	Guidance
School of Origin Transportation	This field is not used for state reporting.
Date of Placement Change	Enter the date on which foster care placement for the student changed.
School to Attend	Use the drop-list to select the school the student will attend.

Required Attendees

Use these fields to enter all required attendees for the Foster Care Meeting.

– Required Attendees Best Interest Determination (School Placement for Students Experiencing Foster Care)

Name *	Role/Title	Invited	Attended
<input type="text"/>	Birth parent(s), guardian(s), Relative Caregiver	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		
Name *	Role/Title	Invited	Attended
<input type="text"/>	Representative of DSCYF	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		
Name *	Role/Title	Invited	Attended
<input type="text"/>	Education Decision Maker	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		
Name *	Role/Title	Invited	Attended
<input type="text"/>	Representative of the school of origin	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		
Name *	Role/Title	Invited	Attended
<input type="text"/>	Representative of the school of residence	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		
Name	Role/Title	Invited	Attended
<input type="text"/>	Student	<input type="checkbox"/>	<input type="checkbox"/>
Disagree with Determination	I disagree with the determination because (maximum 255 characters)	Required if the person disagrees with determination	
<input type="checkbox"/>	<input type="checkbox"/>		

Meetings Required Attendees Editor

Field/Name/Role/Title	Guidance
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Field/Name/Role/Title	Guidance
Birth Parent(s), Guardian(s), Relative Caregiver Required	<p>In the Name field, use the drop-list to select a Birth Parent, Guardian, or Relative Caregiver for the student. Only one name may be chosen. To add additional people to this meeting role, add them through the Attendees option. Only persons with Birth Parent, Guardian, or Relative Caregiver status linked to the student display in this list.</p> <p>Use the Invited and Attended checkboxes to record if the person was invited to the meeting and if they attended the meeting. A checked box indicates the person was invited or attended.</p> <p>If the person disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>
Representative of DSCYF Required	<p>In the Name field, type in the name of the Representative of DSCYF. Only one name may be added. To add additional people to this meeting role, add them through the Attendees option.</p> <p>Use the Invited and Attended checkboxes to record if the person was invited to the meeting and if they attended the meeting. A checked box indicates the person was invited or attended.</p> <p>If the person disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>
Education Decision Maker Required	<p>In the Name field, type in the name of the Education Decision Maker. Only one name may be added. To add additional people to this meeting role, add them through the Attendees option.</p> <p>Use the Invited and Attended checkboxes to record if the person was invited to the meeting and if they attended the meeting. A checked box indicates the person was invited or attended.</p> <p>If the person disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>
Representative of the School of Origin Required	<p>In the Name field, type in the name of the Representative of the School of Origin. Only one name may be added. To add additional people to this meeting role, add them through the Attendees option.</p> <p>Use the Invited and Attended checkboxes to record if the person was invited to the meeting and if they attended the meeting. A checked box indicates the person was invited or attended.</p> <p>If the person disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>

Field/Name/Role/Title	Guidance
Representative of the School of Residence Required	<p>In the Name field, type in the name of the Representative of the School of Residence. Only one name may be added. To add additional people to this meeting role, add them through the Attendees option.</p> <p>Use the Invited and Attended checkboxes to record if the person was invited to the meeting and if they attended the meeting. A checked box indicates the person was invited or attended.</p> <p>If the person disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>
Student Required	<p>In the Name field, the name of the Student displays. This may not be edited. To add additional students to this meeting role, add them through the Attendees option.</p> <p>Use the Invited and Attended checkboxes to record if the student was invited to the meeting and if they attended the meeting. A checked box indicates the student was invited or attended.</p> <p>If the student disagrees with the determination, mark the Disagrees with Determination checkbox. If this box is checked, you MUST enter the reason for disagreement in the I disagree with the determination because field.</p>

Attendees

Use the Attendees section to add any additional Attendees not covered in the Required Attendees section.

– Attendees

Mother, Dorothy	Role/Title: 2: Birth parent(s), guardian(s), Relative Caregiver	Attended: <input checked="" type="checkbox"/>	Invited: <input checked="" type="checkbox"/>	Remove
<input type="button" value="Add"/>				

Meetings Attendees Editor

Field	Guidance
Name	The Name of the added attendee displays in this column.
Role/Title	Use the Role/Title drop-list to select the attendee's role or title.
Attended	Mark this option to indicate the person Attended the meeting. Leave the option unchecked if the person did not attend.

Field	Guidance
Invited	Mark this option to indicate the person was Invited to the meeting. Leave the option unchecked if the person was not invited.
Remove	Press Remove to remove the person from the list of Attendees.

Adding an Attendee

To add additional attendees to a meeting, use the Attendees section.

1. Press the **Add** button to search for an attendee.

Attendee Search

Search a name or part of a name

Name*

Smith, Adam

Other Staff Student

Search

Search Results

Smith, Adam R **Add**

Smith, Adam R **Add**

Close

Attendee Search

2. In the **Name** field, enter the name of the Attendee, or partial name, of the person for whom you're searching.
3. Use the **Other**, **Staff**, and **Student** checkboxes to further narrow your search. Depending on the checked boxes, search results will filter out any names not fitting the criteria. If there are no marked checkboxes, all people are included in the search results.
4. Once finished, press **Search**. A list of **Search Results** displays.
 1. From the list, find the person you'd like to add and press the **Add** button next to their name.
 2. People not in the database (those who do not appear in the search results) cannot be added to the meeting.
5. When finished, press **Close**.

Removing an Attendee

This option allows users to remove any additional attendees who were added to the meeting.

1. Find the Attendee you'd like to remove and press **Remove**.
2. The attendee is removed from the meeting.

NOTE: There is no deletion confirmation, so be sure you are removing to appropriate attendee before pressing Remove.

Agenda

If there are any additional agenda items for the meeting, users may enter them here. This is not required.



Meetings Agenda Editor

The screenshot shows a 'Meetings Agenda Editor' window. At the top, there is a toolbar with icons for 'A', 'T', and '+'. Below the toolbar is a large, empty text area for entering agenda items. The window has a standard OS X style with a title bar and scroll bars.

Use the Agenda section to type in any additional agenda items. Users may use the toolbar to format their notes.

Notes

This section allows users to add any additional notes for the meeting. This is not required.



Meetings Notes Editor

The screenshot shows a 'Meetings Notes Editor' window. At the top, there is a toolbar with icons for 'A', 'T', and '+'. Below the toolbar is a large, empty text area for entering meeting notes. The window has a standard OS X style with a title bar and scroll bars.

Use the Notes section to type in any additional meeting notes. Users may use the toolbar to format their notes.

Saving a Meeting

Before a meeting can be saved, it is important to note that ALL required fields in ALL sections for the meeting have been entered with data.

Press **Save** to save the meeting.

Deleting a Meeting

Meetings can be deleted by opening the meeting you'd like to remove.

1. From the Meetings Dashboard, find the meeting you'd like to remove and press **View**.
2. Once the meeting details are displayed, press **Delete**. At the prompt, press **Delete** to remove the meeting or **Keep** to cancel the deletion of the meeting.
