

Homeless Meetings (Delaware)

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Tool Search: Meetings

The guidance provided below is for **Homeless Meetings** only. Please see the [Foster Care Meetings \(Delaware\)](#) for more information on Foster Care 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 #: 000000 Grade: 07 DOB: 04/05/2012

Meeting Information

Module: (Required)

Type of Meeting: (Required)

Start Date and Time *



End Date and Time *



Title: (Required)

Maximum 100 characters

Location

Meeting Format:

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)

Save

Cancel

Delete

Delaware Foster Care Meeting Information Editor

Homeless Meeting Information Fields

Field	Guidance
Module Required	Use the Module drop-list to select Homeless .

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

School of Origin
Transportation

Date of Placement Change:
month/day/year

School to Attend:

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 Homeless Meeting.

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

Name *

Role/Title

Representative of the school of origin

Invited

Attended

Disagree with Determination

I disagree with the determination because (maximum 255 characters)

Required if the person disagrees with determination

Name

Role/Title

Student

Invited

Attended

Disagree with Determination

I disagree with the determination because (maximum 255 characters)

Required if the person disagrees with determination

Meetings Required Attendees Editor

Field/Name/Role/Title

Guidance

**Representative of the School of Origin
Required**

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. 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. 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.

Field/Name/Role/Title	Guidance
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
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.
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

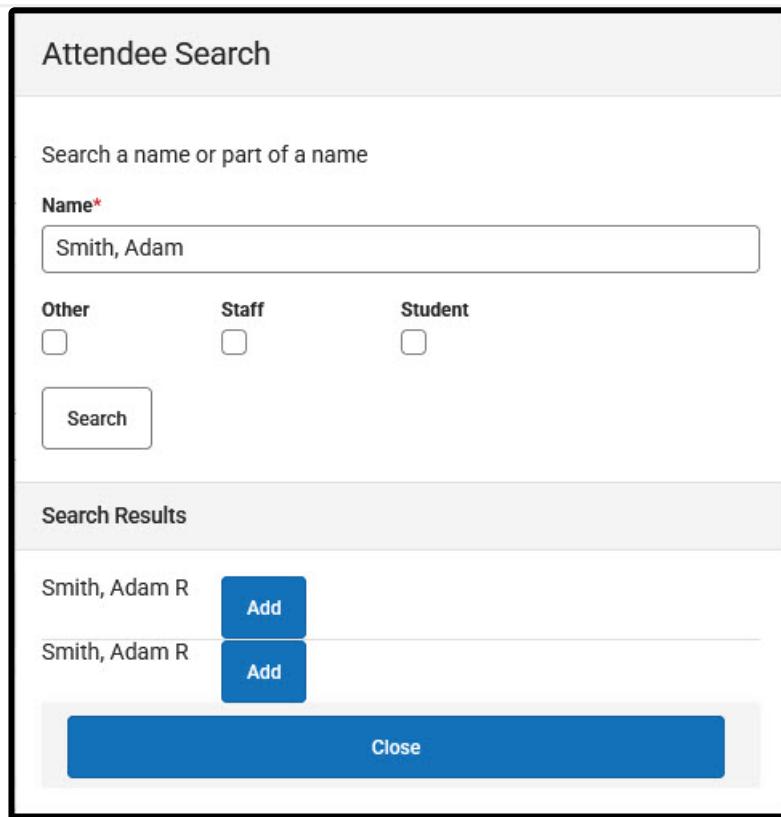
Other Staff Student

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

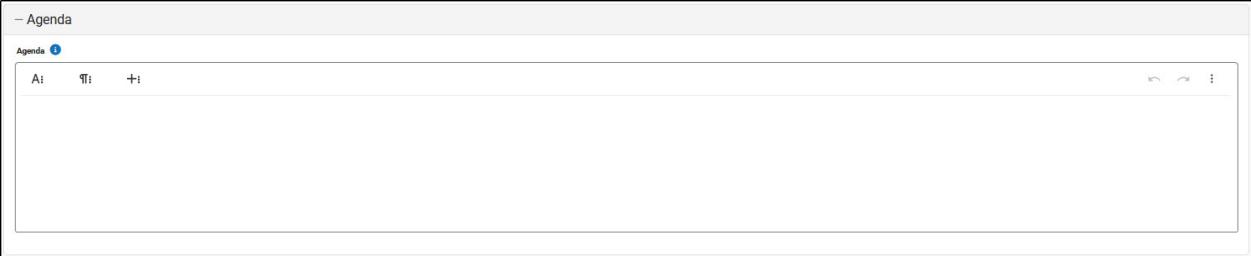
This option allows users to remove any additional attendees who were added to the meeting.

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 the 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.

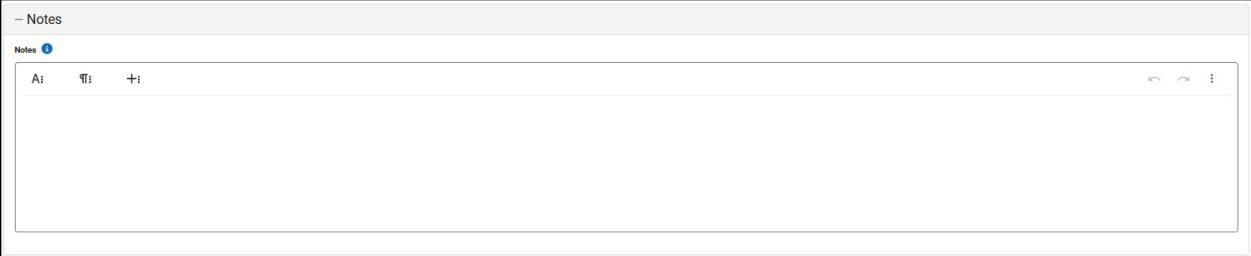


Meetings Agenda Editor

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

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.
