



DEPARTMENT OF
JUVENILE SERVICES


Boyd K. Rutherford
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Secretary

EXECUTIVE DIRECTIVE

Title: Education Profiles of Youth	Executive Directive Number: DIR-ED-01-21
Related MD Statute/Regulations: MD Code Ann., Human Services §9-203 and §9-204	Applicable to: All DJS Community Operations and Treatment Program CMS and CMSS, and Regional Directors and Intake Directors
Related DJS Policy/Procedures/Directives: Community Case Management Manual CS-103-13	Effective Date: November 23, 2021 Number of Pages: 3



Sam Abed
Secretary

11/23/2021
Date

DIRECTIVE:

DJS staff shall enter a youth’s education profile and state assigned student ID number into DJS youth data system within the timeframes established by this directive.

DEFINITIONS

Education profile means the demographic information for a youth containing current school, start date, end date, grade level, highest grade level, special education status, and GED or diploma attainment.

State Assigned Student Identifier is the number assigned by the Maryland State Department of Education (MSDE) Unique Student Identifier System (USIS) for each student enrolled in and receiving services in Maryland local school systems. This number remains with the student as long as he/she is a student in a Maryland public school or re-enters a public school in Maryland. This number must be included on new entrants’ and current students’ records.

PROCEDURES

To ensure every youth who enters detention or is under supervision has an accurate education profile created, in ASSIST as shown below and SASID number entered into our data systems, employees shall complete the following:

The screenshot shows the ASSIST software interface for an education profile. The window title is "[Education Profile for 2625680 - Ducky, Daisy Mae Mae]". The interface includes a menu bar (File, Edit, Help, Windows) and buttons for Close and Save. The main area is divided into several sections:

- Schools/Absences:** A tabbed interface with "Schools" selected. It shows "Highest Grade Completed" as 12, and checkboxes for Diploma, GED, and Records Received.
- Schools Table:**

N	* School	County	Start Date	End Date	* Last Grade	Special Education
	Phillips School	Howard	09-21-2021		12	<input type="checkbox"/>
	Phillips School	Howard	09-17-2021		10	<input type="checkbox"/>
	Baltimore Polytechnic Institute Senior	Baltimore City	08-21-2020		12	<input type="checkbox"/>
	Calvert Career Center	Calvert	08-20-2020		12	<input type="checkbox"/>
	Aberdeen High	Harford	08-27-2018	08-28-2018	10	<input type="checkbox"/>
- Testing Info:** Fields for Reading Test Date / Reading Level (02-23-2016 / 03.0) and Math Test Date / Math Level (02-23-2016 / 03.0).
- Vocation Information:** Includes a "Vocational Test" checkbox and two tables:

N	Vocation Interests

N	Vocation Aptitude
- Test Results Table:**

N	Provider / Location	* Test Name	Name of Tester	Pre Test Date	Pre Test Score	Post Test Date	Post Test Score
	test	MACI - Millon Adolesce	test	02-09-2016	12	02-09-2016	34
	test	Gates - McGinite	test	10-16-2018	36	10-30-2018	39
- Metadata:** Created By: Nikia C. Knox on 02-09-2016; Updated By: Debra Drew on 09-21-2021.
- Comments:** A text area containing the word "test".
- Footer:** Includes a Maryland state flag icon, "Select a School", and fields for ASSISTPD, 2.9.7, 2456475:24789, FINKC, SPRVSR, and NUM.

FOR RESIDENTIAL STAFF:

The treatment program CMS shall ensure that education information is obtained at time of admission and create or update the youth’s education profile.

The facility CMS shall obtain the 10 digit SASID number from education staff within 2 two days of admission to detention and enter the number into DJS youth data system on the person view screen under “reference id”, type = SASID.

FOR COMMUNITY CMS STAFF:

Intake

When provided by the youth and family at the intake conference, record and enter the youth’s education profile information into ASSIST within 2 business days, including the youth’s SASID number if available.

PROBATION/AFTERCARE

As part of the investigation process (ICJ home study, social history investigation, waiver or transfer), review and update the youth’s education profile to ensure accurate information is being relayed to the court and parties of record.

Obtain the youth’s SASID number and enter it into DJS youth data system on the person view screen under “reference id”, type = SASID within 25 days of a youth being placed under supervision.

Update the education profile annually or whenever a significant change occurs, indicate changes in education status, school, grade, special education status, or academic achievement.

In METS, enter the numeric number, as shown below, from the client profile – other numbers screen, add type “SASID” and click finish.

Other Numbers						
Actions	Number Type	#	Start	End	Contact Name	Status
	DJS Petition Number	2458357	10/2/2017			Active
	Assist ID	2629992	1/1/1900			Active
	HATS Agency Client ID	00723	1/1/1900			Active
	Other Social Security Number	785709568	1/1/1900			Active

[Add Other Number](#)

Number Type:

Number:

Start Date:

End Date:

Status:

Contact:

Comments: