

**RTOS – Academic Information/School Attendance Data Entry Instructions**  
**October 22, 2014**

The screenshot displays the RTOS web application interface. At the top left, the logo reads "IDCFs | RTOS". To the right, it indicates the user is "Logged on : CAY0189" with links for "Change Password" and "Logout". Below this is a navigation menu with items: Home, Residents, UIR, Agency, Reports, Data Admin, and Help. Underneath the menu are two buttons: "Save & Exit" and "Edit Without Saving". At the bottom, there is a tabbed interface with five tabs: Summary, Clinical Information, Academic Information, Vocational Information, and Assessments.

School Attendance information captured in the RTOS Academic Information area is now being monitored as part of a DCFS performance measurement initiative. Effective immediately, please use the following data entry instructions to ensure accurate reporting.

**1. Current Enrollment – Enrolled in School?**

The screenshot shows the "Current Enrollment" section of the form. It includes a question: "\*Enrolled In School:" with two radio button options: "Yes" and "No". Below this is another question: "\*Original Enrollment Date: What date was the child first placed in the school?"

- a. Indicate whether the ward was enrolled in school at any time during the previous six months using the Yes/No option under Current Enrollment.
- b. If NO, skip the remainder of the School Attendance information data entry area. Continue data entry at the Academic Performance area. This evaluation will not be counted for performance measurement purposes.
- c. If YES, then proceed with the School Attendance information data entry.

**2. School Attendance**

The screenshot shows the "School Attendance" section of the form. It includes a section titled "In the last 6 months:" with two input fields: "\*School Days Attended:" and "\*School Days Scheduled:". Below these fields is a note: "Note: A day scheduled should be determined according to the child's school calendar. If the school calendar includes a half-day, this is considered a day scheduled. Likewise, a day attended is determined by school policy. Excused or unexcused absences are not considered a day attended. If the child attends a portion of the school day, school policy should indicate the number of hours needed for attendance credit. Do not include, as a day scheduled or attended, any day that the youth was not in your program. These days include days on-run, in detention, or in a psychiatric hospital."

- a. If the ward is enrolled in school (as determined above), then School Attendance information is required.
- b. Both the School Days Attended and School Days Scheduled must be filled in using the following rules:
  - i. A day scheduled should be determined according to the child's school calendar. If the school calendar includes a half-day, this is considered a day scheduled. Likewise, a day attended is determined by school policy. Excused or unexcused absences are not considered a day attended. If the

child attends a portion of the school day, school policy should indicate the number of hours needed for attendance credit. (see item v. below)

- ii. Contrary to the instructions displayed on the screen (shown in the screen print above), DO include in School Days Scheduled any scheduled school day that the youth was not in residence at your program due to on-run, detention, or psychiatric hospitalization.
  - iii. Enter ONLY integer numbers of days from 0 to 180 for both fields. Remember, use only the previous SIX months of the ward's school history.
  - iv. "School Days Attended" must be less than or equal to "School Days Scheduled"
  - v. For students with hour-by-hour or period-by-period attendance records, at least 2 ½ hours of recorded attendance is required to count for a ½ day attended, at least 5 hours is required to count as a full day attended.
- c. Time frame – There are two exceptions to using the previous SIX months of the ward's school history to determine School Days Scheduled and School Days Attended. These are as follows:
- i. Admission Evaluation – enter only the School Days Scheduled and School Days Attended since the ward was placed at your agency.
  - ii. Discharge Evaluation – enter only the School Days Scheduled and School Days Attended since the last half-year RTOS evaluation.

### 3. Examples

- a. Ward was not enrolled in school for the entire six-month period prior to this RTOS evaluation.
  - i. Select NO under "Current Enrollment" – no further school information required
- b. Ward was enrolled in school during a short period of the previous six months.
  - i. Select YES under "Current Enrollment"
  - ii. Determine School Days Scheduled and School Days Attended from ward's school records
  - iii. Enter ONLY School Days Scheduled and School Days Attended while the ward was enrolled.
- c. Ward is enrolled in school and was placed at your agency a few weeks ago
  - i. Select YES under "Current Enrollment"
  - ii. Determine School Days Scheduled and School Days Attended from ward's school records
  - iii. Enter ONLY School Days Scheduled and School Days Attended SINCE the ward was placed at your agency
- d. Ward's Academic Information was captured at the last RTOS evaluation two months ago. Ward was discharged last week.
  - i. Enter ONLY School Days Scheduled and School Days Attended since the last RTOS evaluation, up to the date of the ward's discharge.

Note: The Academic Information data capture page is faulty – it may indicate it is incomplete even though all the data has been filled out.

**Instructions on completing the RTOS evaluation process:**

- Fill out the appropriate academic information.
- Disregard any messages indicating that the section is incomplete.
- All data you enter WILL be saved.

In such cases, use the following steps to complete your RTOS evaluation:

1. In the "Unable to Complete" area below, check the "Unable to Complete Evaluation" checkbox.
2. In the "Select Reason" dropdown, select "Other".
3. In the "Specify Other Reason" text area, enter any additional information about the incomplete evaluation, e.g. "Academic information data entry problem".

