



Instruction Manual For using the MSW and BASW CalSWEC Student Information System (CSIS)

Student/Graduate Tracking Database

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CSIS MSW INSTRUCTION MANUAL

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LIST OF CSIS LAYOUT SCREENS AND REPORTS

The Layouts and reports used in CSIS are as follows:

1. **DATA ENTRY** – is a 3-tabbed layout with
 - a. Personal Tab
 - b. Academic Tab
 - c. Work and Repayment Tab
2. **Data entry-B** - Data Entry with optional fields.
3. **Student Information** - form to hand out for gathering new student information and Unique ID.
4. **Leave/Work/Payback update** - condensed version of the “Data Entry” layout with data pertaining to Leave, Termination, Employment, Repayment, and Notes.
5. **Fields - Personal** - Table format that contains fields from the Personal Tab except contact information.
6. **Fields – Contact information** - Table format that contains all the contact fields
7. **Fields - Academic Data** - Table format that contains fields from the Academic data layout.
8. **Fields – Work/Repayment** - Table format that contains fields
9. **Fields – Leave/Work/Payback** - Table format that contains fields from Leave/Work/Payback layout.
10. **JOBSEARCH** – new job search layout to be used from now on
11. **Avery 5160 Labels** -this layout generates address labels.
12. **Monitor by Status** - a report that lists all “Check work Status” and “Monitor” students and graduates. The layout includes: “Name” and “County Employee status” sorted by DONE Status.
13. **Monitor by Year** - similar to the report above but by Year of Entry in CalSWEC.
14. **All in Repayment** a report of students to be monitored along with Repayment status and monies owed.
15. **Addresses** - a report of the contact info for students/grads.
16. **Expenses - 2 semesters** - an optional layout for use in entry of specific expenses and calculates totals for part-time students on the 2-semester system.
17. **Expenses - quarterly** - an optional layout for use in entry of specific expenses and calculates totals for part-time students on the quarter system.
18. **Expenses - monthly** - an optional layout for use in entry of specific expenses and calculates totals for part-time students on a monthly basis.
19. **Tracking Letters for Work Obligation** – Track letters sent to and received from Graduates.
20. **Tracking months of work** – Report of the months due and completed for each working graduate.
21. **Work/Payment Report** - a report of the current standing of all students and graduates by their “DONE” field status and the numbers of students and graduates in each category.
22. **Count by Status** – a report of the number of students and grads by their status.
23. **NOTES** – a report by student of entry and grad year, status, and NOTES section.
24. **Student/Grad Information** – Student/Grad contact info, work or repayment info, and notes.
25. **Alumni Update Information** – Layout used for tracking alumni information.
26. **Current Enrollment summary** – Layout of currently enrolled students by Full-Part-time status and year of graduation.

NOTE: Screen shots for some layouts begin on page 31.

STEP BY STEP INSTRUCTIONS FOR COMPLETING THE CSIS

The following information is based on the “Data Entry” layout. All information is required unless noted.



Use this button add a new student to the database. (Do not use any other method to generate a new record) The button generates the following default information in the

record:

- School
- ID with school prefix
- Year entered
- Grad date May 15 of year entered
+1 for BASWs +2 for MSWs
- Months of Work Requirement - default is 24
- Expected Completion date May 14 of grad year + 2
- Work Status default (Still in School)
- Total Grant default \$15,000 for BASWs and \$37,000 for MSWs

The above fields contain default values that should be changed as necessary.

Calculated fields cannot be changed and are colored to differentiate them from the entry fields.

Automatically Calculated or Generated Fields

CalSWEC ID at the top of each record is generated with the school’s initials and appears in in other places on the **DATA ENTRY** layout to identify each record at all times. This field can be changed or corrected.

Student Name (in green) at the top of each record is generated as a header fields and cannot be changed.

Current status (in orange or peach) is also listed in the header. It is generated automatically from information in the record. The default is “*Still in school*”. Terms in this field are calculated as follows:

- **Check work Status**– student has graduated, but an error in the Work section.
- **Check work Status, should be done** – the number of hours worked exceeds the number necessary.
- **Check work Status, should be working** – the job search period has past but grad is not working.
- **County Layoff** –working grads who were laid off and “Reason for Temporary Leave from Work Requirement” field has “County Layoff” checked.
- **DONE - DEFAULTED** – indicates that all means of collecting the money owed have been exhausted and Repayment status is “Sent to IRS” or “Defaulted (Exhausted all options to collect)” and Amount defaulted is not blank.
- **DONE - Waiver** –Waiver has been granted and Date Waiver was approved is filled in.
- **DONE with payment** –Repayment status has “Repayment completed(Paid in full)” and “Amt. Remaining” = “0”
- **DONE with work** – Is Work Requirement Done? field = “YES”, or Work Status = “Work requirement exempted”.
- **MONITOR-Grad in Repayment** –Work Status says default, collections, financial payback, or “No response from student”.
- **MONITOR-Student in repayment** – Student Status is “Terminated” or “Withdrew” or the Termination or Withdrawal section has been filled in.
- **MONITOR-Student on leave** – Student Status is “Gone on leave”, or information in the Temporary Leave from Program section is filled in and date for return is blank or some time in the future.
- **Not working** –Student Status is “graduated” but no County employment or substitute work is entered.
- **Still in School** –Default status when none of the other situations exist.
- **Working** –Student Status is “graduated” and none of the other situations apply, or when graduate went back to work after Repayment has stopped.

Record Created and **Record Modified** dates are automatically entered and update themselves. Nothing need be done with this information. **Do not** change them.

DATA ENTRY - Personal Tab

IV-E Program

- **Year Entered CalSWEC:** *Default is the year the record is generated.* Change this if different. The year might not be the same as the year of enrollment in the MSW program.
-
- **Full or Part Time:** *Default is “full.”* Change this if student is part-time or Advanced Placement
Options are: *Full, Part, & AP* (Advanced Placement)
- **Last Contact:** Date field - insert date of the last contact with the student/grad.
- **Student Status:** *Default is “not yet started”.* Change as student progresses through program.

<i>not yet started</i>	<i>terminated</i>
<i>enrolled - in good standing</i>	<i>terminated while on leave</i>
<i>graduated</i>	<i>withdrew</i>
<i>gone on leave</i>	<i>waiver granted</i>
<i>pending graduation</i>	<i>deceased</i>
<i>probation/suspension</i>	<i>Other...</i>
<i>returned from leave - in good standing</i>	

NOTE: Use “*pending graduation*” when the student has reached graduation date but has not graduated (e.g. Thesis is not completed). Indicate the reason for “*pending*” in the notes section at the end of the record.

NOTE: For “*Other...*” option: Select and enter as much text as needed in the box – it will all be recorded in the database, even if it doesn’t show on the screen. To delete an entry in “*Other...*”, click on it, then delete whatever is entered in the box.

- **Expected/Actual Graduation Date:** Default date is 5/15/20... (year of entry plus 2 for MSWs and plus 1 for BASWs). Change this date for part-time students and update when student graduates. If actual “day” is not known, enter 15.
 - If graduation is delayed, use the date that the papers are signed and cleared, **not the date of the graduation ceremony**. The time clock for procuring employment starts when the graduation papers are cleared.
 - If student terminates, clear or delete the grad date and enter “terminated” in **Student Status**.
 - If student is on leave, enter a new expected graduation date, or delete the date if no date is known.
- **ERROR?** An error message appears if **Expected/Actual Graduation Date** has passed and **Student Status** does not say “**Graduated**” or if **Student Status** does say “Graduated” and **Expected/Actual Graduation Date** is blank or has not occurred yet.

NOTE: Date format: For all dates, use the US standard “month / day / year” all-number date format, it is best to use the 4-digit year. For example, for a birth date of May 22, 1975, enter 5/22/1975, or 05/22/1975. This format prevents a 5/22/2075 entry from occurring. If the day is not known use 15 as in 5/15/2005 for 5/2005.

- **Grad Year:** Automatically calculated from the **Expected/Actual Graduation Date**.

- **Completed IV-E BASW?** (MSW only) If the student completed the IV-E BASW program prior to entering the MSW program check *Yes*.
- **Entered IV-E MSW Program** (BASW only) If student enter IV-E MSW program after completing work requirement check *Yes*.
- **Year in Program:** (MSW only) optional field. Use this field if it works for you. Enter the student's tenure in the program as:

(for full time)		(for part-time)
<i>MSW1</i>	or	<i>PT1</i>
<i>MSW2</i>		<i>PT2</i>
		<i>PT3</i>
		<i>PT4</i>

Student Information

Personal Information

First, Middle, Last Name: Enter the name the student is currently using. If middle name is not known leave the field blank. Change the student name, if student notifies you of a change.

- **Gender, Date of Birth:** Student's gender and date of birth **using 4-digit year** format (See NOTE p.7).
- **Ethnicity:** Select from the following Pop-Up Menu:

African/African American/Black
American Indian/Native Am.
Arab/Arab-American
Armenian
Cambodian
Chinese/Chinese American
East Indian/Pakistani
Eurasian
Filipino
Hmong
Japanese/Japanese American

Korean/Korean American
Latino/Latin American
Mexican American (Chicano)
Polynesian/Pacific Islander
Portuguese
Puerto Rican
Vietnamese/Thai/Other SE Asian
West Indian
White/Caucasian
Multi-Cultural
Other...

If a student's ethnicity is not listed in menu, select "*Other...*" and enter the new ethnicity. For multi-ethnic students: select "*Multi-Cultural*", or enter details in "*Other...*".

- **Previous Name:** If student's name changes (e.g. marriage or divorce), transfer old name to this field, and enter the new name in **Name** fields.

Current Home Address

- **Date of Contact Information Change:** Enter the date of any change in the initial contact information.
- **Street Address, City, State and Zip:** Enter all elements of the student's current physical address.

- **Home Phone, Office/Work Phone, Cell Phone, and Fax:** Enter and identify as many of the student's phone numbers as you can ascertain, (e.g. home: 222-222-2222; office: 333-333-3333; cell phone: 444-444-4444; fax: 555-555-5555).

NOTE: It is important that address and phone entries be kept up to date. If CalSWEC receives notice of a change of address, we will notify you.

NOTE: If the person has completed the program (i.e. finished working) and is now deceased enter **DECEASED** into the Street Address. That way we will not contact them or send out a survey to them.

- **Email1 and Email2:** Enter any email addresses for the student/grad --- school, home, other.

NOTE: Update emails when student graduates.

Current Mailing Address (if different than above)

- **Street / PO Box, City, State and Zip:** Enter the student's current mailing address if it is different from his or her physical address. Otherwise leave these fields blank. DO NOT ENTER "Same" in this section.

Permanent Contact Information (preferably at a different address)

Three people who will know how to contact the Student/Graduate. Fill in as much as possible.

- **Name and Relationship:** Enter the name and relationship of three permanent contacts for the student. Insure that one of them lives at a different address. .
- **Street Address, City, State and Zip:** Enter all parts of the permanent contact's address.
- **Phones and Emails:** Enter phone numbers and emails of contact person.

Residency

NOTE: Residency status must be entered. IV-E students must be US citizens or permanent resident aliens with green cards in order to participate in the program.

- **Country of Origin:** *Default is USA* Change the country if different than USA.
- **Citizenship:** *Default is USA* Change not US citizen.
- **If Foreign-Born US Citizen, Date of Naturalization:** If student was not born in the US, but is now a US citizen, Enter date student became US citizen. If date is not known, verify citizenship and enter Jan. 1 of year student entered. Program. Leave blank if the student is a US citizen.
- **If not US Citizen, a Permanent Resident Alien?:** Enter "YES" if the student is NOT a citizen but **has a Green Card**. Leave field blank if student is US citizen.
- **ERROR** message will appear if the Residency section is not filled out correctly.
- **State of Residence:** Enter state. *Default is "California"*.

The following examples explain the different scenarios for residency:

- Native-born US citizen -- the **Country of Origin** and **Citizenship** fields would both say “USA”;
- Naturalized US citizen -- the **Country of Origin** field would list “*a country other than USA*”; **Citizenship** field should be “USA”, and the **Date of Naturalization** field should have a date;
- Permanent resident alien -- the **Country of Origin** and **Citizenship** fields would both list “*a country other than USA*” and the **If not US Citizen, a Permanent Resident Alien? (Student has a valid Green Card)** field should be “yes”;
- Visiting students **should not** be in the IV-E program.

See page 45 for Federal regulations on Eligible Non-citizens.

DATA ENTRY - Academic Tab

Student’s Languages - (For Bilingual students)

- **Languages:** Select the non-English language spoken by student. Check “Yes” or “No” for “**Spoken?**” and “**Written?**” and enter any second and third foreign languages if appropriate.

NOTE: If languages not listed, **click twice** in the box and type the name of the language.

Undergraduate Degree

(MSW only) **Undergraduate Degree, Institution, and Date:** Enter degree with drop-down menu.

A full list of degrees is on page 30.

Arts

Business

Education

Engineering

Health Sciences

Humanities

Law

Liberal Arts

Physical Sciences

Social Sciences

Social Work

Other...

MSW/BASW Program Information

- **Student ID (Not SSN):** Optional school-based student ID (MSW only) This is NOT the same as the CalSWEC ID.
- **Program Year (MSW):** *Default is “1”*. Enter the number of years student has been in the MSW program. This does NOT refer to their year in the IV-E program, which could be different. Select from the following scroll-box options:

<i>1 - 2 - 3 - 4 - 5 - 6 (MSW)</i>	<i>terminated/withdrew</i>
<i>1 - 2 (BASW)</i>	<i>completed</i>
<i>on leave</i>	<i>Other...</i>
- **Child Welfare Coursework Completed?:** *Default is “no”*. Enter “yes” when the Child Welfare coursework has been completed.
- **Date Completed:** Enter date student finished the Child Welfare coursework.

- **Field of Practice:** (MSW Only) Enter field of practice. Select from the Drop-Down Menu:
Default is “*Child Welfare / Children & Families*”.

Child Welfare/Children & Families
Generalist

Health/Mental Health/Chemical Dependency

School Social Work

Info Not available

Other...

- **Method of Practice:** (MSW Only) Enter method of practice. Select from the Drop-Down Menu:
Default is “*Direct Services*”.

Administration/Mgmt/Planning

C.O.P.A. (USC only)

Community Organization

Direct Services

Generalist

Info Not Available

Other...

Fieldwork Information

- **1st Placement Completed?:** Enter “YES” when student has completed the first field placement.

- **Type:** Enter the type of agency. Default is “*Public child welfare agency*”.

Public child welfare agency

Child welfare agency not public

Community center

Education

Health/mental health/regional center

Other: Substance abuse, APS, probation, homeless shelter

- **Area:** Enter the Service Area of the agency. Use NA for non public child welfare agencies or *Other*.

NA

Adoptions

Concurrent Planning

Dependency Investigation/Court Services

Differential Response

Emergency Response

Family Maintenance

Family Preservation

Family Reunification

FF&FR

Foster Care

Independent Living Skills Program

Intake/Information/Referral

Integrated Continuing Services

Licensing

Mental Health

Permanency Planning

Placement

Program Support

Other

- **Cty:** Enter the County of the placement, or *Other* if it is not listed.
- **Field Faculty:** Enter the name of the Field Faculty.
- **2nd Placement Completed?:** Enter “YES” when student has completed placement. (MSW only. For BASW, use only when student changes placements.)
- **Agency Type, Area, Cty, and Field Faculty:** Enter the type of agency OR enter “NA” if only one year of placement was required. Menus are the same as for 1st placement.

Temporary Leave from IV-E/MSW-BASW Program

- **Program Affected:** If student goes on temporary leave, select the program affected: *IV-E only* or *both MSW-BASW and IV-E*. In an unusual situation, select “*Other...*” and enter an explanation.

- **Reason for Leave:** Select from the following Drop-Down Menu:

NA (or leave blank)
 bereavement
 family emergency
 hardship

illness / disability
 maternity
 probation/suspension
 Other...

- **Leave Date:** Enter the date the student went on leave.
- **Expected/Actual Return Date:** Enter the date the student is expected to return or leave blank if not known. When student returns, change return date to the actual date of return.
- If student does not return fill out **Termination or Withdrawal** section. Use date terminated/withdrew for end of leave date.
- **Months of Leave** calculates automatically as an error check.

Termination or Withdrawal from IV-E/MSW-BASW Program

- **Program Affected:** If the student is terminated or withdraws from school or the IV-E program, indicate which program is affected: *IV-E only* OR *both MSW-BASW and IV-E*. In an unusual situation, select “Other...” and enter an explanation.
- **Reason for Termination or Withdrawal:** Select from the Drop-Down Menu:

NA (or leave blank)
 academic performance
 ethical / criminal
 failed background check

fieldwork performance
 student withdrew
 Did not complete thesis (MSW only)
 Other...

- **Date of Termination or Withdrawal:** Enter the date the student was terminated or withdrew.

NOTE: Be sure that **Student Status** agrees with the information in the **Temporary Leave** or **Termination or Withdrawal**.

Employment History

Years of Prior Experience

- **Public Child Welfare Years, Non-Profit Child and Family Years, and Other Public Social Service Years:** Enter this information in years. For partial years use decimals as follows:

1 month = .083
 2 months = .167
 3 months = .25
 4 months = .33
 5 months = .42
 6 months = .50

7 months = .58
 8 months = .67
 9 months = .75
 10 months = .83
 11 months = .92

Current County Child Welfare Employee while in school

- **County Employee?:** Enter “yes” if the student is employed in county child welfare agency during school, even if the student is on leave from work. This **does not** refer to a field placement.
- **County:** Enter the county where student is employed.
- **Type of Employment:** Select the type of employment from the following Drop-Down Menu:

NA (or leave blank)

Adoptions

Child Welfare

Eligibility

Family & Children's Services

Family Support/Preservation

Foster Care

Mental Health

Permanency Planning

Shelter/Residential Treatment

Other...

- **Type of County Leave:** Students’ records on type of leave for county employees should reflect the most recent information before graduation. Enter the appropriate type of leave from the following options:
 - “*full-time*” if student employee is on full-time leave from county employment during IV–E program;
 - “*part-time*” if the student employee is on part-time leave from county employment during the IV–E program (e.g. is still working part-time while going to school);
 - “*release time*” if student is “released” from work to attend classes.
 - “*none*” if the student IS an employee, but is NOT on any kind of leave during the IV–E program (e.g. is still working full-time).
 - “*NA*” or leave blank if the student is not an employee.
- **Leave Date and Return Date:** Enter dates of employee leave during the IV–E program. Enter anticipated dates until they can be replaced with actual dates.
- **Months of Leave:** Calculates automatically as an error check.

DATA ENTRY –Work and Repayment Tab

Post-Graduate Employment

“**Send Letter**” (in green) A reminder to check on working grads. It will appear for one month every six months after work start date has been entered. This is a trigger for sending an email, follow-up letter, or phoning for verification forms or new contact information. It is for your convenience. You need not do anything with it.

- **Months of Work Requirement:** Default is 12 for full-time BASW students and 24 for full-time MSW students. Reset this value for part-time students to 24 (BASWs) 36 or 48 (MSWs), and 12 for AP students.
- **Completed BASW Program?** (MSW only) - Same field as listed on page 7 and only needs to be checked once.
- **Entered IV-E MSW Program** (BASW only) - Same field as listed on page 7 and only needs to be checked once.

- **Still working as of:** Enter a date when a Graduate is definitely still employed in the agency of work obligation.
- **Expected Work Requirement Completion Date:** The default is 2 years from the actual or anticipated graduation date. Enter a new date that corresponds to 2 years after the actual date the graduate is hired. Update it as necessary.
- **Is Work Requirement Done?:** A Calculated field that says YES when the following fields occur:
Work Requirement Status = “*Work requirement exempted*”
OR
Work Requirement Status = “*Work requirement completed*”
AND
Total Months of Service equals or exceeds **Months of Work Requirement**
AND
Expected Completion Date has occurred.
- **Work Requirement Status:** Select from the following Drop-Down Menu. Default is “*Still in school*”.

<i>Still in school</i> [default]	<i>Worked, but now in Repayment</i>
<i>Employment Search in Progress</i>	<i>Work requirement waived</i>
WORK REQUIREMENT BEGUN, VERIFIED	<i>Work requirement exempted</i>
<i>Work requirement begun, needs verification</i>	<i>No Response from Student/Graduate</i>
WORK REQUIREMENT COMPLETED	MONETARY REPAYMENT
<i>Work requirement completed, needs verification</i>	<i>Monetary Repayment, work requirement incomplete</i>
<i>Work requirement stopped (County Layoff)</i>	<i>Deceased</i>
<i>Work requirement delayed</i>	<i>Other...</i>

NOTE: When student has completed payback check “**WORK REQUIREMENT COMPLETED**” and enter all date fields accurately. This triggers eligibility for the Retention Study.

A red error message “**Check Work Status!**” or “**ERROR**” will appear above Work Status for the following problems:

1. **Student Status** = “*graduated*”, **Work Status** = “*Still in school*”, and the **Job 1 County** is filled in;
2. **Work Status** = “*Work requirement completed*” but the **Total Months of Service** is less than the **Months of Work Requirement**;
3. **Work Status** does NOT = “*Work requirement completed*” but the **Total Months of Service** is greater than the **Months of Work Requirement**.

If the error message does occur, check the fields for entry errors. If they are all correct and there is still an error, contact and notify CalSWEC about the problem.

Another red error message “**Check Work Start date**” will appear above Work dates when the work start date is before the Graduation date. The Time Clock for work obligation does not start until the student graduates.

- **County:** Enter the county that hired the graduate.
- **Volunteer?** – Check the box if graduate has elected the Volunteer Option for work obligation.
- **Work Phone:** Enter graduate’s most recent known work phone at this agency.
- **Work Email:** Enter graduate’s most recent known work email at this agency.
- **Start Date:** Enter the date the graduate began employment (use a 4-digit year format).

- **End Date** Enter the date the graduate stopped working for that county, or the work requirement was completed, or the date the work completion form was received.

Months of Service and **Total Months of Service** calculate automatically based upon the dates entered. If graduate leaves employment with one county or agency and is hired by another within the payback period, enter new county info in next rows. **INCLUDE ALL DATES!**

- **Hiring Option or Addendum Signed:** Check “Yes” if student/grad signed a Hiring Option or an Addendum to the alternate Graduate Employment Search. (ONLY FOR YEARS WITH ADDENDUM or HIRING OPTION)
- **Exemption Approval Date:** For graduates who were laid off, worked 14+ months and completed the required search, did not find work, and received an exemption waiver, enter the date of approval.

Approved Substitute Employment

Use this section for graduates who have received an approval for work in an approved Contract Agency.

- **Non Profit Approval Date:** Enter the date that the substitute employment was approved.
- **Agency:** Enter the name of the approved substitute agency here if the graduate becomes employed by any approved non-county agency (e.g. American Indian tribe, state, etc.)
- **IVE Verf’d:** Check the box with an X if the non-profit has IV-E verified clients.
- **Work Phone:** Enter graduate’s most recent known work phone at this agency.
- **Work Email:** Enter graduate’s most recent known work email at this agency.
- **From Date:** Indicate the date on which the graduate began employment with this payback agency. Use a 4-digit year format.
- **To Date:** If the graduate is still working at this agency, leave this field blank. If the graduate left his or her employment, indicate the actual date of leaving.
- **Months of Service** and **Total Months of Service** will calculate themselves based upon the dates entered.

Temporary Leave from Work Requirement

If the graduate takes a leave from work requirement that is not permanent use this section. There are now slots for two work leaves.

- **Reason for Temporary Leave from Work Requirement:** Enter the reason for the leave from the following options:

NA

bereavement

County layoff

family emergency

hardship

illness / disability

maternity

probation/suspension

Other...

- **From Date:** Indicate the date the leave began. Use a 4-digit year format.
- **To Date:** Enter the expected date of return. Update this date if necessary when the graduate returns to work.

NOTE: If the graduate takes a leave and then returns to the same agency, explain the leave in the “Temporary Leave from Work Requirement” section and show the employment on two different rows, with the first employment end date corresponding to the beginning leave date and the second employment start date at the end of the leave date.

Repayment of Cash in Lieu of Work

If the student/graduate did not completing the MSW program or the work requirement fill out this section.

Repayment Status: Select from the following scroll-box options:

<i>NA [or leave blank]</i>	<i>Repayment restarted(Delay ended, now making payments)</i>
<i>Repayment pending (arrangements are being made)</i>	<i>Repayment waived(Need not pay)</i>
<i>Repayment begun(making payments)</i>	<i>Delinquent(Can't locate, no response from student/grad)</i>
<i>Repayment completed(Paid in full)</i>	<i>Sent to Collections agency</i>
<i>Repayment delayed(Until Graduation)</i>	<i>Tax Intercept/Offset</i>
<i>Repayment delayed(Temporarily stopped making payments)</i>	<i>Defaulted (Exhausted all options to collect)</i>
<i>Repayment stopped(No longer making payments)</i>	<i>Sent to IRS</i>
<i>Repayment stopped(Back at work)</i>	<i>Other...</i>

- **Repayment Reason:** Indicate here the reason that that the student/graduate will not be completing the program/work requirement. Select from the following scroll-box options:

<i>NA (or leave blank)</i>	<i>terminated from IV-E program</i>
<i>disability</i>	<i>withdrew from IV-E program</i>
<i>hardship</i>	<i>Other...</i>
<i>unsuccessful job search</i>	

- **Start Date:** Enter date repayment agreement was signed and payment will begin. Use 4-digit year format.
- **End Date:** Enter date that this repayment will end.
- **Total Grant:** default is \$37,000 (*as of 2000*) Change the amount for part time students.
- **Original Amt. Owed:** Enter amount to be repaid. It will be the same as **Total Grant** if no work was done.
Do not include interest.
- **Amt. Remaining:** Enter amount of stipend that remains unpaid, and Update field as new information is received.
- **Monthly Amt:** Enter here the monthly amount that the student graduate is due to pay according to the payment agreement. **Do not include interest but if you must the next two fields will help.**
- **Monthly Int.:** Enter the monthly interest that the is paid (If it is known)

- **Estimated Monthly Amount:** A calculated on Original Amount Owed divided by 60 months, which will not include interest. Nothing need be done with this field

- **Type of Collections:** Select:

University
Foundation
External

Collections Agency
Paid in Full
Other

- **If in Default:** Use this section only if student/graduate is in default, (that is: **ALL MEANS** of collecting repayment have been exhausted).
- **Campus Notified?:** Enter “yes” (if the Campus or foundation was notified) or “no” or “NA” as applicable.
- **CalSWEC Notified?:** Enter “yes” (if the PC, Dean, and CalSWEC Central have been notified) or “no” or “NA” as applicable.
- **Amount Defaulted:** Use this field ONLY when all means of collecting money are exhausted. Enter dollar value of any defaulted amount, that is, any amount that is due but was not collected.
- **Repayment DELAY Reason:** If a repayment agreement is reached, but then this person requests a delay in his or her plan, enter the reason for the delay. Select:

NA (or leave blank)
Disability/ Medical problems

Hardship
Other...

- Enter Repayment **Delay Start** and **Delay End** dates. Update the end date as necessary. Use 4-digit year dates.
- **Repayment WAIVER Reason:** If the school agrees to allow a waiver of repayment for this person for some or all of their stipend, enter the reason for that agreement. Select from:

NA (or leave blank)
Disability/ Medical problems
Hardship

Maternity
Other...

- **Date Waiver Approved by CalSWEC:** Enter the date that Repayment Waiver agreement was approved by CalSWEC Central.

Notes

Notes Field – Use this field at the end of each record for any pertinent, explanatory, or clarifying information on any of the fields or in adding general information about the student/graduate.

Add date and initials to each entry.

Add new entries at the top of the list so they read from most recent to oldest going down.

USING THE JOB SEARCH LAYOUT

The **JOB SEARCH** Layout is for tracking graduate job searches.

Information along the left of the form is automatically generated.

- **Date:** the graduate submits a search grid
- **Status of Search:** Use this field to evaluate the quality of the search. Select from:

Substantial Efforts
Adequate search

Needs Improvement
Other...

- **Search Forms:** A container field for uploading search forms.
- **Other Docs:** A container field. Insert any other documentation about the search in this field.
- **Job Verification Forms:** A container field for uploading verification forms.
- **Supporting Documentation for Nonprofit Agency:** A container field for uploading verification of eligibility of nonprofit agency.
- **Job Completion Form:** Container field for uploading

USING CONTAINER FIELDS:

“Drag and Drop” or Copy and Paste” documents or Zip files into the container field fields in the JOB SEARCH Layout.

Folders and multiple files can **NOT** be uploaded into a container field unless they are Zip Folders.

To create a Zip folder with multiple files

•**Windows 7 or XP**

- Highlight the files to be zipped.
- Right click on the group
- Scroll down to **Send to**
- Click on “Compressed (zipped) folder”
- The zipped folder will have the name of the first file, which can be changed.
- Windows 2003 and NT require a third-party ZIP tool, like the shareware [PKZip](#), [WinZip](#) or the freeware [7-zip](#) or a free console tool like the GNU version of [unzip.exe](#).

•**MAC**

- To create a ZIP archive go to the **Finder**, find the file(s) to be archived and highlight them. Select **Create Archive of...** or **Archive** from the **File** menu. The Finder will create an archive which will contain the selected files.

SCRIPTS USED IN CSIS

The following scripts are used to create new records, sort, and format, and produce reports. They are located in the Scripts Menu.

- **Add new student** - Adds a new record, and generates the next ID, school, and other default values. Use only this method for correctly adding a record.
- **Sort by Name** - Sorts the records showing by last name.
- **Sort all by Name** - Selects all records and sorts them by last name.
- **Sort by CalSWEC ID** - Sorts the records the records showing by CalSWEC ID.
- **Sort All by CalSWEC ID** - Selects all records and sorts them by CalSWEC ID.
- **Portrait** - Changes page orientation to portrait.
- **Landscape** Changes page orientation to landscape.
- **Monitor by Status** - Selects all students and graduates that have a “MONITOR” status, and sorts by Status and name then opens the “Monitor by Status” layout.
- **Monitor by Entry Year** - Selects all students and graduates that have a “MONITOR” status, and sorts by Year of Entry and name then opens the “Monitor by Status” layout.
- **All in Repayment** –Selects all students and graduates that have are or were in repayment status, sorts by name, and then opens the “All in Repayment” layout.
- **All in Repayment by Full-Part Status** – Similar to “All in repayment” script but sorts by Full/Part Status. Used for Inventory Check.
- **Part-Time expenses** – Selects the part-time students and opens the “Expenses 2 semester” layout in browse mode. Change to Expenses quarterly or monthly layouts if needed.
- **Tracking Letters** - Selects all records with “Working” status, sorts by name, and opens “Tracking Letters for Work Obligation” layout.
- **Tracking Months of Work** - Selects grads with “Check Work Status” or “Working” status, sorts by name, and opens “Tracking months of work” layout in Preview mode.
- **Work/Payback Report** –Selects all records in repayment or in work status except those who are DONE with work or repayment, sorts by Current Status and name, and opens the Work/Payment Report layout.
- **Count by Status** – Lists the number of records by Current Status.
- **Current Enrollment** – Selects and filters data to include only currently enrolled students. It is used for Inventory Check.

FIELD NAMES AND LABELS FOR THE MSW-BASW CSIS

This is an alphabetical list of all the fields that are used in CSIS. The left Column lists the names of the fields, and the right lists the labels as they are written in the “Data Entry” Layout Form.

The **HIGHLIGHTED FIELDS** are calculated fields generated automatically and not used for inputting data.

Field Name	Field Label
ACH Payments	ACH Payments (Optional & on MSW only)
Addendum Signed	Addendum Signed:
Additional Docs	Additional Docs (Container Field)
Alumni Agency	Agency Name
Alumni Comments	Alumni Comments
Alumni employer	Current Employer
Alumni position	Position
Alumni work address	Work Address
Amount Defaulted	Amount Defaulted
Best city	Mailing address or current address for Labels
Best Name	Current First name & Last name
Best state	Mailing address or current address for Labels
Best street	Mailing address or current address for Labels
Best Zip	Mailing address or current address for Labels
BIRTHDATE	Date of Birth
Books tot	Sum of Book fees for 2-Semester Expenses
Books tot Monthly	Sum of Book fees for Monthly Expenses
Books tot quarterly	Sum of Book fees for quarterly Expenses
calc County employee	(# of County of CTY_EM_SW = Yes) not visible
calc cws1 months of service	Months of Service (for Work County #1)
calc cws2 months of service	Months of Service (for Work County #2)
calc cws3 months of service	Months of Service)for Work County #3)
calc done with work requirement	Is Work Requirement Done?
calc full name	Full name
calc months of employee leave	Months of Leave (for Work leave)
calc months of student leave	Months of Leave (for school leave)
calc other1 job months of service	Months of Service (for substitute employment #1)
calc other2 job months of service	Months of Service (for substitute employment #2)
calc other2 job months of service	Months of Service (for substitute employment #3)
calc total months of service	TOTAL MONTHS OF SERVICE (for work)
CALSWEC_ID	CalSWEC ID
Campus	Campus of student (for multiple campus Schools)
CAMPUS_NTF	Campus Notified?
Cell	Cell Phone
CITIZENSHIP	Citizenship
CITY	City (contact info)
Collections Type	Collections Type
Completed IVE BASW	Completed IVE BASW? (IVE Program)
Contract Agency	Contract
Contract Agency 2	Contract
Contract Agency 3	Contract

Field Name	Field Label
Count county employee	Total number of county employees (not visible)
Count of students	Count of CALSWEC_ID (Not visible)
Creation date	<i>Creation date</i>
CTY_EM_CTY	County (for employment while in school)
CTY_EM_SW	County Employee? (for employment while in school)
CTY_EM_TYP	Type of Employment (for employment while in school)
CTY_OR_PRV	County of Residence
Current County	Current County (on Tracking Work Obligation Layout)
CW Service Area1	Area: (of 1 st placement)
CW Service Area2	Area: (of 2 nd placement)
CWS1 Email	Work Email (of first employment)
CWS1 Phone	Work Phone (of first employment)
CWS1_CTY	County (of first employment)
CWS1_FR_DT	From Date (of first employment)
CWS1_TO_DT	To Date (of first employment)
CWS2 Email	Work Email (of second employment)
CWS2 Phone	Work Phone (of second employment)
CWS2_CTY	County (of second employment)
CWS2_FR_DT	From Date (of second employment)
CWS2_TO_DT	To Date (of second employment)
CWS3 Email	Work Email (of third employment)
CWS3 Phone	Work Phone (of third employment)
CWS3_CTY	County (of third employment)
CWS3_FR_DT	From Date (of third employment)
CWS3_TO_DT	To Date (of third employment)
Date of Contact Information Change	Date of Contact Information Change
DEMO ID	ID generated from Self-generated form
DONE	Done, Monitor, Working, Still at School
EH_CTY_LVE	Type of County Leave
EH_LV_END	Return Date (for county employee leave)
EH_LV_STRT	Leave Date (for county employee leave)
EH_NPCF_YR	Non-Profit Child & Family Years
EH_OTHPYSR	Other Public Social Service Years
EH_PCW_YRS	Public Child Welfare Years
Email1	Email1 (contact info)
Email2	Email2 (contact info)
EMCITY	City (Permanent contact info1)
EMCITY2	City (Permanent contact info2)
EMCITY3	City (Permanent contact info3)
Emergency Email	Emails (Permanent contact info1)
Emergency Email2	Emails (Permanent contact info2)
Emergency Email3	Emails (Permanent contact info3)
Emergency Name	Name (Permanent contact info1)
Emergency Name2	Name (Permanent contact info2)
Emergency Name3	Name (Permanent contact info3)
Emergency Relationship	Relationship (Permanent contact info1)
Emergency Relationship2	Relationship (Permanent contact info2)
Emergency Relationship3	Relationship (Permanent contact info3)

Field Name	Field Label
EMPHONE	Phones (Permanent contact info1)
EMPHONE2	Phones (Permanent contact info2)
EMPHONE3	Phones (Permanent contact info3)
EMSTATE	State (Permanent contact info1)
EMSTATE2	State (Permanent contact info2)
EMSTATE3	State (Permanent contact info3)
EMSTREET1	Street Address (Permanent contact info1)
EMSTREET2	Street Address (Permanent contact info2)
EMSTREET3	Street Address (Permanent contact info3)
EMZIP	Zip (Permanent contact info1)
EMZIP2	Zip (Permanent contact info2)
EMZIP3	Zip (Permanent contact info3)
ETHNICITY	Ethnicity
Faculty	Input faculty (Long Beach only)
Fax	Fax (contact info)
Fees tot	Total Fees for 2 Semester Expenses layout
Fees tot Monthly	Total Fees for Monthly Expenses layout
Fees tot quarterly	Total Fees for Quarterly Expenses layout
Field Faculty1	Field Faculty for 1 st placement
Field Faculty2	Field Faculty for 2 nd placement
find error in grad date	(Red error message)
find error in perm res	(Red error message)
find error in Work Status	(Red error message)
FIRST_NAME	First Name
GENDER	Gender
Grand Total	Grand Total (2-Semester Expenses Layout)
Grand Total Monthly	Grand Total (Monthly Expenses Layout)
Grand Total Quarterly	Grand Total (Quarterly Expenses Layout)
Home Phone	Home Phone (contact info)
IVE Notified	CalSWEC Notified? (repayment section)
IVE - MSW	IVE or MSW(not IVE) status (optional field)
Job Completion Form	Job Completion Form (Container Field)
Job search County	County
Job search date applied	Date Applied
Job search Docs	Docs Rcv'd
Job search end date	Search end Date
Job Search Forms	Search Forms (Container field)
Job search IVE Verification	IV-E Vrfy'd
Job Search Notes	Notes for Search
Job search Outcome	Outcome
Job search status	Status of Search
Job supporting docs	Supporting Documentation for Nonprofit Agency (Con)
Job Verification Form	Job Verification Forms (Container Field)
Language1	Languages
Language2	Languages
Language3	Languages

Field Name	Field Label
Last Contact	Last Contact (date)
LAST_NAME	Last Name
Leave which Program	Program Affected (for student leave)
Letter Sent	Date Letter Sent (On Tracking of Work Obligation)
Mail City	City (for mailing address)
Mail State	State (for mailing address)
Mail Street	Street / PO Box (for mailing address)
Mail Zip	Zip (for mailing address)
Materials	Other Docs (Container Field)
MID_NAME	Middle
Miles tot	(Total miles for semester Part-time expenses)
Miles tot Monthly	(Total miles for monthly Partt-ime expenses)
Miles tot quarterly	(Total miles for quarterly Part-time expenses)
modification date	<i>record modified</i>
MomsFirst	
MomsMaiden	
Month	Month (Expenses - Monthly layout)
Monthly Amount	Actual Monthly Amt. (Monthly amount for repayment)
Monthly Estimated Amount	Estimated Monthly Amount: (No Interest included)
Monthly Interest	Monthly Int. (Use if known)
MSW	Entered IV-E MSW Program (BASW Only)
Months of Work Requirement	Months of Work Requirement (default is 24)
My Notes	MY NOTES: (MSW only and optional)
NATRLZ_DT	If Foreign Born US Citizen, Date of Naturalization
Notes for expenses	Notes for expenses: (2-semester expenses layout)
Notes for Monthly expenses	Notes for expenses: (monthly expenses layout)
Notes for quarterly expenses	Notes for expenses: (quarterly expenses layout)
NOTES:	
Number part of csid	(School initials prefix for CalSWEC ID) not visible
O1_FR_DT	From Date (for 1 st approved substitute employment)
O1_OTH_EMP	Agency (for 1 st approved substitute employment)
O1_TO_DT	To Date (for 1 st approved substitute employment)
ORIG_CNTRY	Country of Origin
Original Reimbursement Amount	Original Amt. Owed
Other work Approval date	Approval Date (for approved alternate employment)
Other1 Job Email	Email (for 1 st approved substitute employment)
Other1 Job Phone	Phone (for 1 st approved substitute employment)
Other2 Employment	Agency (for 2 nd approved substitute employment)
Other2 From Date	From Date (for 2 nd approved substitute employment)
Other2 Job Email	Email (for 2 nd approved substitute employment)
Other2 Job Phone	Phone (for 2 nd approved substitute employment)
Other2 To Date	To Date (for 2 nd approved substitute employment)
Other3 Employment	Agency (for 3 rd approved substitute employment)
Other3 From Date	From Date (for 3 rd approved substitute employment)
Other3 Job Email	Email (for 3 rd approved substitute employment)
Other3 Job Phone	Phone (for 3 rd approved substitute employment)

Field Name	Field Label
Other3 To Date	To Date (for 3 rd approved substitute employment)
PB_DLY_DT	Delay Start (date of repayment delay)
PB_DLY_RSN	<u>Repayment DELAY</u> Reason
PB_DUE	End Date (for repayment)
PB_STATUS	Repayment Status
PB_WV_DT	Date Waiver Approved by CalSWEC
PB_WV_RSN	<u>Repayment WAIVER</u> : Reason
PB Start Date	Start Date (for Repayment on BASW only)
PERMRES_SW	If not US Citizen, a Permanent Resident Alien?
PI_BEG_YR	Year Entered CalSWEC
PI_CMP_DT	Date Completed
PI_CW_CMPL	Child Welfare Coursework Completed?
PI_FIELD	Field of Practice (MSW only)
PI_FUL_PRT	Full or Part Time
PI_FW1_AGC	Agency Type
PI_FW2_AGC	Agency Type
PI_GRAD_DT	Expected / Actual Completion Date
PI_METHOD	Method of Practice (MSW only)
PI_PLCMT_1	1st Placement Completed?
PI_PLCMT_2	2nd Placement Completed?
PI_PRG_YR	Program Year (MSW only)
PI_SCHOOL	School
PI_UND_DEG	Undergraduate Degree (MSW only)
PI_UND_DT	Date of Graduation (MSW only)
PI_UND_INS	Institution (MSW only)
Placement Cty1	Cty: (County of 1 st placement)
Placement Cty2	Cty: (County of 2 nd placement)
PREV_NAME	Previous Name
PT Monthly total	Monthly Total (Monthly Expenses Layout)
PTBooks	Books (2-semester expenses Layout)
PTBooks Monthly	Books (Monthly expenses Layout)
PTBooks quarterly	Books (quarterly expenses Layout)
PTFees	Fees (2-semester expenses Layout)
PTFees Monthly	Fees (Monthly expenses Layout)
PTFees quarterly	Fees (quarterly expenses Layout)
PTMiles	Miles or Mileage (2-semester expenses Layout)
PTMiles Monthly	Miles or Mileage (Monthly expenses Layout)
PTMiles quarterly	Miles or Mileage (quarterly expenses Layout)
PTquarterly	Quarter (quarterly expenses Layout)
PTquarterly total	Quarter total (quarterly expenses Layout)
PTSemester	Semester (2-semester expenses Layout)
PTSemester total	Semester total (2-semester expenses Layout)
PTTravel	Travel (2-semester expenses Layout)
PTTravel Monthly	Travel (Monthly expenses Layout)
PTTravel quarterly	Travel (quarterly expenses Layout)
PTTuition	Tuition (2-semester expenses Layout)

Field Name	Field Label
PTTuition Monthly	Tuition (Monthly expenses Layout)
PTTuition quarterly	Tuition (quarterly expenses Layout)
PTYear	Year (2-semester expenses Layout)
PTYear Monthly	Year (Monthly expenses Layout)
PTYear quarterly	Year (quarterly expenses Layout)
Reimbursement Agreement Date	Start Date
Reimbursement Delay to Date	Delay End
Reimbursement Reason	Repayment Reason
Remaining Reimbursement Amount	Amt. Remaining
Responded to Letter	Date Responded (in Tracking of Work Obligation)
school part of csid	(School initials in ID – Not visible)
Send letter	(Reminder to send letter to grad for work update)
SP_LV_RSN	Reason for Leave
SP_LV_RTDT	Expected / Actual Return Date
SP_TRM_RSN	Reason for Termination or Withdrawal
Spoken1	Spoken?
Spoken2	Spoken?
Spoken3	Spoken?
STATE	State
STATE_RES	State of Residence
Status	Year in Program: (MSW Only - MSW1,2 &PT1-4)
Still working date	Still working as of: (date field)
STREET1	Street Address
Student Closed	(Formerly used by Long Beach – may be deleted)
Student Leave Date	Leave Date (for student leave)
Student Status	Student Status
STUDENT_ID	Student ID (Not SSN)
Sum Amount Defaulted	Total Defaulted
Sum of Monthly Amount	Total Monthly repayment (All in Repayment layout)
Sum of Monthly Estimate	Total Monthly Estimate (All in Repayment layout)
Sum of Original Amount Due	Total Original Repayment Amount (Monitored students layout)
Sum of Remaining amount	Total Remaining Repayment Amount (Monitored students layout)
Sum of Total Grant	Total Grant amount (All in Repayment layout)
summary highest # part	(ID calculation – not visible)
Terminate which Program	Program Affected: (termination or withdrawal)
Termination Date	Date of Termination or Withdrawal
Today	Auto entry of Today's date
TOTL_GRANT	Total Grant
Travel tot	Total Travel for 2 Semester Expenses layout
Travel tot Monthly	Total Travel for Monthly Expenses layout
Travel tot quarterly	Total Travel for Quarterly Expenses layout
Tuition tot	Total Tuition for 2 Semester Expenses layout
Tuition tot Monthly	Total Tuition for Monthly Expenses layout
Tuition tot quarterly	Total Tuition for Quarterly Expenses layout
Volunteer1	Volunteer? (in Work Sections)
Volunteer2	Volunteer? (in Work Sections)

Field Name	Field Label
Volunteer3	Volunteer? (in Work Sections)
Work Phone	Office/Work Phone
Work Req't Leave From Date	From Date (1 st work leave)
Work Req't Leave Reason	Reason for Temporary Leave from Work Requirement (1 st work leave)
Work Req't Leave To Date	To Date (1 st work leave)
Work2 Req't Leave From Date	From Date (2 nd work leave)
Work2 Req't Leave Reason	Reason for Temporary Leave from Work Requirement (2 nd work leave)
Work2 Req't Leave To Date	To Date (2 nd work leave)
WR_CMPL_DT	Expected Completion Date (academic progress)
WR_STATUS	Work Requirement Status
Written1	Written?
Written2	Written?
Written3	Written?
year of graduation	Grad Year
ZIP	Zip

FILEMAKER© TIPS

Maintain your latest **CSIS** file in secure folder on your hard drive. Keep the original for a backup, and back it up often by performing a “Save a copy as...”

CAUTION: FileMaker© Pro is VERY interactive. Changes are saved automatically. Be careful not to inadvertently change entries. Always keep a backup copy in case of errors.

NOTE: To delete entries from drop-down menus, select “*Other*” and delete whatever is entered in the window.

The screen (layout) for inputting data is called **Data Entry** and is normally used in “View as Form” mode, which treats each record separately. “View as List” is a continuous scroll of all records.

In table view or in the Table layouts, “**Fields - Student Information**” “**Fields from Academic Data**” and “**Fields from Leave/Work/Payback**” the order and the width of the field columns can be changed.

Some fields in the current CSIS format have drop-down menus. Make a selection using the mouse. When using the “*Other...*” option, select it, then enter as much text as needed in the box provided. Even if all your text does not show on the screen, it will still be recorded in the database.

Many drop-down menus or scroll boxes contain “*NA*”. If a field is not applicable for a given student, you can either leave it blank or choose “*NA*”.

Some fields in CSIS will have a “default value” when the record is created. The default values do not update automatically, but can easily be changed or deleted. If you need help changing or customizing the default values for your school, contact Susan Jacquet. Also please let Susan know whether you like the defaults and revisions, or if you would like them changed in any way.

Please let us know if the calculation fields and error messages are not working correctly or are not helpful.

NOTE: For **ALL dates**, use the US standard “month / day / year” all-number date format. Use the 4-digit year, to avoid a miscalculation of the year. For example, for May 22, 2005, enter 5/22/2005, or 05/22/2005. This format will prevent a 5/22/1905 entry from occurring. If the day is not known use 15 as in 5/15/2005 for 5/2005.

For help with FileMaker use the HELP Menu (F1 key) or use the FileMaker Pro Tutorial created for CSIS. -
Contact Susan Jacquet at (510) 643-9846.

BRIEF CHECKLIST FOR USING THE CSIS DATABASE

STARTING RECORDS FOR NEW STUDENTS

Use information from the “Student Information” printout.



Click on the button:

This button is the only way to create a new record because it will automatically generate the next consecutive ID number, School, and a few other defaults. **DO NOT** use any other method for creating a new record.

Enter **all known information** on the new student. Check the defaults that are generated by the ADD NEW STUDENT button (listed on page 6) to make sure they fit the student’s information. As more information becomes available, update each student’s record (e.g. fieldwork agency, etc.)..

ENTERING UPDATES ON EXISTING STUDENTS

The following fields are generally the ones that will need updating as students progress.

IV-E Program

Update **Student Status**, and **Expected/Actual Graduation Date** as the student status or situation changes.

Student Information

Update **Current**, and **Permanent contact information**. ***PLEASE KEEP FIELDS CURRENT!***

Residency

Update **Date of Naturalization** if this occurs during IV-E Program participation.

Academic Program

Update **Languages** in which a student may have become proficient. Update **Program Year (MSW) Field** and **Method of Practice**, **Child Welfare Coursework Completed?** and **Date Completed**, **1st and 2nd Placement Completed?** and **Agency Type, Area, and Field Faculty**.

Temporary Leave from IV-E/MSW Program and **Termination or Withdrawal from IV-E/MSW Program**

Update **Program Affected**, **Reason**, and **Date** information, if student takes a leave or withdraws from program. When a student returns from leave, update the return date or the DONE field with continue to be “MONITOR – Student on leave”.

Current County Child Welfare Employee while in school

Update county **Leave** information, if necessary. **INCLUDE DATES**.

Repayment of Cash in Lieu of Work

Update **Total Grant Amount** if necessary (especially for part-timers). **INCLUDE DATES**.

ENTERING CHANGES

➤ For Student Leaves

When a student goes on temporary leave from the MSW program the following fields should be updated.

IV-E Program

Update **Student Status**, **Expected/Actual Graduation Date**.

Academic Program

Update **Program Year** (MSW).

Temporary Leave from IV-E/MSW Program

Fill in **Temporary Leave from IV-E/MSW Program** fields.

➤ For New Graduates

Check and update these fields when students graduate:

IV-E Program

Update **Student Status**, **Expected/Actual Graduation Date**.

Academic Program

Update **Program Year** (MSW), **Child Welfare Coursework Completed?** and **Date Completed**.

JOB SEARCH Layout – Track the graduates' job searches and upload docs.

Post-Graduate Public Child Welfare Employment

Update **Months of Work Requirement**, **Expected Completion Date**, **Work Requirement Status** and all **Employment** information (including County, Email, Phone, and Start date). If applicable update **Approved Substitute Employment**.

Repayment of Cash in Lieu of Work

Update **Total Grant Amount**, if necessary.

➤ For Graduates Who Begin Work Requirement

When a student has been employed fill ALL the appropriate fields for employment under the following categories:

Post-Graduate Public Child Welfare Employment or Approved Substitute Employment

Update **Expected Completion Date**, **Work Requirement Status** and all **Employment** information.

➤ For Graduates Who Complete Work Requirement

When a graduate completes work requirement and verification has been received check and update these fields:

Post-Graduate Public Child Welfare Employment or Approved Substitute Employment

Update **Expected Completion Date**, **Work Requirement Status** and all **Employment** information. Be sure that the **Work Requirement Done?** field says “yes”. If this field does not say yes contact Susan Jacquet (510) 643-9846 to work through the problem.

➤ **For Student Terminations, Employment Leaves, Repayment Agreements, Waivers, Or Delays, Defaults**

If a student/graduate leaves the program or work requirement permanently check and thoroughly update any of the following fields that apply.

IV-E Program - Update **Student Status** as appropriate.

Termination or Withdrawal from IV-E/MSW Program - Complete **Termination or Withdrawal from IV-E/MSW Program** fields as appropriate.

Post-Graduate Public Child Welfare Employment -Update **Work Requirement Status** and/or **Temporary Leave from Work Requirement** as appropriate.

Repayment of Cash in Lieu of Work Complete **ALL** fields as appropriate, and be sure to include dates.

BOARD DECISIONS

Board Decision September 22, 1995

The Board passed the motion that CalSWEC will inform the IV-E schools that they have 30 days to complete and submit information pertaining to curriculum snapshot and information for the student tracking system. If not received within 30 days, invoices cannot be processed until these deadlines have been met. A 30-day extension may be requested. A notice of warning will be issued with copies to deans and directors of the schools with an opportunity to appeal. Failure to comply will result in withholding of funds for program support. This withholding of money does not apply to stipends.

Board Decision January 29, 1998

The report of the Student Information System update includes the number of students who have graduated and been placed in counties to date. The Board members want breakdowns by race and second language. In reference to employment payback, CalSWEC is mandated to maintain student addresses throughout their employment payback. Updates are due to CalSWEC every six months. A survey questionnaire has been developed to cover every child welfare worker and supervisor in the state.

Board Decision February 5, 2010

A motion was approved by the CalSWEC Board on February 5, 2010 permitting graduates from the 2008, 2009 and 2010 cohorts to move automatically to a private non profit employment search if the graduate demonstrates a satisfactory documented statewide search for employment in Public Child Welfare and CDSS Adoptions. This Board action is subject to annual review and is approved *for the above cohorts only*. Any consideration to future cohorts will be part of an annual review process. The next review will occur in February 2011.

Given the unusual circumstances of this Action, it is crucial that the Project keep accurate and up to date records of all graduates search activities. Therefore, each time a graduate’s search activities are reviewed a corresponding entry into the CSIS database will be required and data drops to CalSWEC’s central database will be accelerated to every 2 months.

UNDERGRADUATE DEGREE REFERENCE LIST

- | | |
|---|---|
| <p>1. Arts</p> <ul style="list-style-type: none"> ◦ Fine Arts <ul style="list-style-type: none"> ▪ Art ▪ Art History ▪ Dance ▪ Music ◦ Useful Arts <ul style="list-style-type: none"> ▪ Home Economics ▪ Fashion ▪ Public Recreation ▪ Recreation <p>2. Humanities</p> <ul style="list-style-type: none"> ◦ English <ul style="list-style-type: none"> ▪ Literature ▪ Rhetoric ◦ History ◦ Languages <ul style="list-style-type: none"> ▪ French ▪ Linguistics ▪ Spanish ◦ Philosophy ◦ Religion <ul style="list-style-type: none"> ▪ Christian Education ▪ Divinity ▪ Ministerial Work ▪ Theology <p>3. Liberal Arts</p> <ul style="list-style-type: none"> ▪ General Studies ▪ Liberal Studies <p>4. Social Sciences</p> <ul style="list-style-type: none"> ◦ Addiction Studies <ul style="list-style-type: none"> ▪ Chemical Dependency ◦ Anthropology ◦ Communications <ul style="list-style-type: none"> ▪ Mass Communications ◦ Criminology/Criminal Justice ◦ Development <ul style="list-style-type: none"> ▪ Child Development ▪ Early Childhood Development ▪ Human Development ◦ Economics ◦ Ethnic Studies <ul style="list-style-type: none"> ▪ African Studies ▪ Asian American Studies ▪ Black Studies ▪ Chicano Studies ▪ Intercultural Studies ▪ La Raza Studies ▪ Native American Studies ◦ Political Science <ul style="list-style-type: none"> ▪ Government | <ul style="list-style-type: none"> ▪ International Studies ▪ Organizations ▪ Public Administration <p>◦ Psychology</p> <ul style="list-style-type: none"> ▪ Applied Psychology ▪ Behavioral Science ▪ Social Psychology <p>◦ Sociology</p> <ul style="list-style-type: none"> ▪ Families ▪ Social Anthropology ▪ Social Ecology ▪ Social Relations ▪ Urban Studies ▪ Women's Studies <p>5. Physical Sciences</p> <ul style="list-style-type: none"> ▪ Biology ▪ Botany ▪ Forestry ▪ Chemistry ▪ Geography ▪ Physics <p>6. Business</p> <ul style="list-style-type: none"> ▪ Consumer Science ▪ Finance ▪ Human Resources ▪ Managerial Studies ▪ Marketing ▪ Public Relations ▪ Workforce Education and Development <p>7. Education</p> <ul style="list-style-type: none"> ▪ Deaf Studies ▪ Elementary Education ▪ Special Ed ▪ Speech ▪ Art Education <p>8. Engineering</p> <ul style="list-style-type: none"> ▪ Computer Science <p>9. Health Sciences</p> <ul style="list-style-type: none"> ▪ Communicative Disorders ▪ Health and Communicative Services ▪ Nursing ▪ Pre-Med ▪ Public Health <p>10. Law</p> <p>11. Social Work</p> <ul style="list-style-type: none"> ▪ Human Services ▪ Social Welfare |
|---|---|

SCREENS SHOTS OF LAYOUTS FOR MSW CSIS

DATA ENTRY LAYOUT-Personal Tab

Personal	Academic	Work and Repayment	
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record created
Last Contact

Find Student
ADD NEW STUDENT

IV-E Program

CalSWEC ID

Full or Part Time

Year Entered CalSWEC:

Student Status:

Expected / Actual Graduation Date:

Completed IV-E BASW?

Grad Year

Year in Program:
 ☐ MSW1
 ☐ MSW2
 ☐ PT1
 ☐ PT2
 ☐ PT3
 ☐ PT4

Personal Information

Student Information

First Name
Middle
Last Name

Gender
Date of Birth
Ethnicity

Previous Name

Date of Contact Information Change:

Current Home Address

Street address
 City, State, Zip
 Home Phone
 Cell Phone
 Email1

County of Residence
 Office/Work Phone
 Fax
 Email2

Current Mailing Address (if different than above)

Street / PO Box
 City, State, Zip

Residency

Country of Origin:
 Citizenship:
 State of Residence:

If Foreign-Born US Citizen, Date of Naturalization:
 If not US Citizen, a Permanent Resident Alien?
 (Student has a valid Green Card)

Permanent Contact Information (preferably at a different address)

	Contact 1	Contact 2	Contact 3
Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Relat.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Street	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
City-Zip	<input style="width: 30%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 40%;" type="text"/>	<input style="width: 30%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 40%;" type="text"/>	<input style="width: 30%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 40%;" type="text"/>
Phones	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Emails	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

DATA ENTRY LAYOUT-Academic Tab

Personal	Academic	Work and Repayment		
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Student's Languages (non-English)

Languages	Spoken?/Written?
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

Undergraduate Degree

Undergraduate Degree:	<input type="text"/>
Institution:	<input type="text"/>
Date of Graduation:	<input type="text"/> IV-E? <input type="checkbox"/>

MSW Program Information

Student ID (Not SSN)	<input type="text"/>	Child Welfare Coursework Completed?	<input type="checkbox"/>	Field of Practice	<input type="text"/>
Program Year (MSW)	<input type="text"/>	Date Completed	<input type="text"/>	Method of Practice	<input type="text"/>

Fieldwork Information

1st Placement Completed?	<input type="checkbox"/>	2nd Placement Completed?	<input type="checkbox"/>
Type:	<input type="text"/>	Type:	<input type="text"/>
Area:	<input type="text"/>	Area:	<input type="text"/>
Cty:	<input type="text"/>	Cty:	<input type="text"/>
Field Faculty:	<input type="text"/>	Field Faculty:	<input type="text"/>

Temporary Leave from IV-E/MSW Program

Program Affected	<input type="text"/>	Reason for Leave	<input type="text"/>
Leave Date	<input type="text"/>	Expected / Actual Return Date	<input type="text"/>
		Months of Leave	<input type="text"/>

Termination or Withdrawal from IV-E/MSW Program

Program Affected:	<input type="text"/>	Date of Termination or Withdrawal	<input type="text"/>
Reason for Termination or Withdrawal	<input type="text"/>		<input type="text"/>

Employment History

Years of Prior Experience	Current County Child Welfare Employee while in school
Public Child Welfare Years: <input type="text"/>	County Employee? <input type="checkbox"/> County: <input type="text"/>
Non-Profit Child & Family Years: <input type="text"/>	Type of Employment: <input type="text"/>
Other Public Social Service Years: <input type="text"/>	Type of County Leave: <input type="text"/> Leave Date: <input type="text"/>
	Months of Leave: <input type="text"/> Return Date: <input type="text"/>

DATA ENTRY LAYOUT-Work and Repayment Tab

Personal	Academic	Work and Repayment		
----------	----------	--------------------	--	--

Post-Graduate Employment

Grad Date

Months of Work Requirement

Completed IV-E BSW?

Work Requirement Done?

Expected Completion Date

Still working as of:

Work Requirement Status

TOTAL MONTHS OF SERVICE:

	County	Volunteer?	Work Phone	Work Email	From Date	To Date	Months of Service:
1.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	
2.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	
3.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	

Exemption Approval Date

Hiring Option or Addendum Signed:

Approved Substitute Employment

Approval Date:

	Agency	IVE Verf'd	Work Phone	Work Email	From Date	To Date
1.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
3.	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Temporary Leave from Work Requirement

	Reason for Temporary Leave from Work Requirement	From Date	To Date
1.	<input style="width: 500px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
2.	<input style="width: 500px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Repayment of Cash in Lieu of Work

Repayment STATUS:

Start Date

End Date

Repayment Reason:

Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	If in Default		
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	Campus Notified?	Cal SWEC Notified?	Amount Defaulted
					<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>

Collections Type:

Estimated Monthly Amount:

Repayment DELAY Reason:

Delay Start

Delay End

Repayment WAIVER Reason:

Date Waiver approved by CalSWEC

Notes:

SCREENS SHOTS OF LAYOUTS FOR BASW CSIS

DATA ENTRY LAYOUT-Personal Tab

Personal	Academic	Work and Repayment			
<div style="display: flex; justify-content: space-between; align-items: center;"> record created <input type="text"/> Find Student ADD NEW STUDENT Last Contact: <input type="text"/> </div> <div style="text-align: center; margin-top: 10px;"> <h3 style="margin: 0;">BSW IV-E Program</h3> </div>					
CalSWEC ID <input style="width: 100px;" type="text"/>		Full or Part Time <input style="width: 50px;" type="text"/>		Year Entered CalSWEC: <input style="width: 50px;" type="text"/>	
Student Status <input style="width: 150px;" type="text"/>		Expected / Actual Graduation Date: <input style="width: 100px;" type="text"/>			
<input type="checkbox"/> Entered IV-E MSW Program <input type="checkbox"/>		Grad Year: <input style="width: 50px;" type="text"/>			
Personal Information		Student Information			
First name <input style="width: 100px;" type="text"/>		Middle <input style="width: 100px;" type="text"/>		Last Name <input style="width: 150px;" type="text"/>	
Gender <input style="width: 50px;" type="text"/>		Date of Birth <input style="width: 100px;" type="text"/>		Ethnicity <input style="width: 150px;" type="text"/>	
Previous Name <input style="width: 150px;" type="text"/>					
Current Home Address			Date of Contact Information Change: <input style="width: 100px;" type="text"/>		
Street address <input style="width: 200px;" type="text"/>			County of Residence <input style="width: 100px;" type="text"/>		
City, State, Zip <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>					
Home Phone <input style="width: 100px;" type="text"/>		Office/Work Phone <input style="width: 100px;" type="text"/>			
Cell Phone <input style="width: 100px;" type="text"/>		Fax <input style="width: 100px;" type="text"/>			
Email1 <input style="width: 100px;" type="text"/>		Email2 <input style="width: 100px;" type="text"/>			
Current Mailing Address (if different than above)					
Street / PO Box <input style="width: 200px;" type="text"/>					
City, State, Zip <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>					
Residency					
Country of Origin: <input style="width: 100px;" type="text"/>		If Foreign-Born US Citizen, Date of Naturalization: <input style="width: 100px;" type="text"/>			
Citizenship: <input style="width: 100px;" type="text"/>		If not US Citizen, a Permanent Resident Alien? <input style="width: 50px;" type="text"/>			
State of Residence: <input style="width: 100px;" type="text"/>		(Student has a valid Green Card)			
Permanent Contact Information (preferably at a different address)					
	Contact 1		Contact 2		Contact 3
Name	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Relat.	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Street	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
City-Zip	<input style="width: 50px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		<input style="width: 50px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		<input style="width: 50px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Phones	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Emails	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>

DATA ENTRY LAYOUT-Academic Tab

Personal	Academic	Work and Repayment	Still in school	
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Student's Languages (other than English)

Language 1		Spoken 1		Written 1	
Language 2		Spoken 2		Written 2	
Language 3		Spoken 3		Written 3	

BSW Program Information

Student ID		Previous Program if any:		Child Welfare Coursework Completed?	no
Program Year	1			Date Completed	

Fieldwork Information

1st Placement Completed?		2nd Placement Completed?	
Type:		Type:	
Area:		Area:	
Cty:		Cty:	
Field Faculty:		Field Faculty:	

Temporary Leave from IV-E/BSW Program

Program affected		Reason for Leave	
Leave Date		Expected / Actual Return Date	
		Months of Leave	

Termination or Withdrawal from IV-E/BSW Program

Program Affected		Date of Termination or Withdrawal	
Reason for leave			

Employment History

<u>Years of Prior Experience</u>		<u>Current County Child Welfare Employee while in school</u>	
Public Child Welfare Years		County Employee?	
Non-Profit Child & Family Years		County:	
Other Public Social Service Years		Type of Employment:	
		Type of County Leave:	
		Leave Date:	
		Months of Leave:	
		Return Date:	

DATA ENTRY LAYOUT-Work and Repayment Tab

Personal		Academic		Work and Repayment		Still in school			
Post-Graduate Employment									
Entered MSW Program		<input type="text"/>		Is Work Requirement Done? NO		Grad Date:		<input type="text"/>	
Months of Work Requirement		<input type="text" value="12"/>							
Expected Completion Date		<input type="text"/>		Still working as of:		<input type="text"/>			
Work Requirement Status		<input type="text" value="still in school"/>		TOTAL MONTHS OF SERVICE:		0.0			
County	Volunteer?	Work Phone	Work Email	Start Date	End Date	Months of Service:			
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0			
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0			
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0			
Exemption Approval Date:				<input type="text"/>		Non Profit Approval Date:			
Addendum Signed:		<input type="checkbox"/>		Approved Substitute Employment			<input type="text"/>		
Agency	IVE Ver'd	Phone	Email	Start Date	End Date				
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0			
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0			
Temporary Leave from Work Requirement									
Reason for Temporary Leave from Work Requirement				Start Date		End Date			
<input type="text"/>				<input type="text"/>		<input type="text"/>			
<input type="text"/>				<input type="text"/>		<input type="text"/>			
Repayment of Cash in Lieu of Work									
Repayment Status:		<input type="text"/>		Start Date		End Date			
Repayment Reason:		<input type="text"/>		<input type="text"/>		<input type="text"/>			
Total Grant	Original Amt. Owed	Amt. Remaining	Actual Monthly Amt.	Monthly Int.	If in Default		Amount Defaulted		
<input type="text" value="\$15000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Campus Notified?	CalSWEC Notified?	<input type="text"/>		
Collections Type:	<input type="text"/>		Estimated Monthly Amount:		<input type="text"/>				
				(No Interest included)					
Repayment DELAY Reason:		<input type="text"/>		Delay Start	<input type="text"/>	Delay End	<input type="text"/>		
Repayment WAIVER: Reason:		<input type="text"/>		Date Waiver		Approved by CalSWEC		<input type="text"/>	
Notes:									

JOB SEARCH FORM

STUDENT INFORMATION LAYOUT - MSW

Student Information

Complete both pages of form

First Name	Middle	Last Name
Gender	Date of Birth	Ethnicity
Previous/Maiden Name:		

Current Home Address and other contact information

Street address	
City, State, Zip	
Home Phone	Fax
Cell Phone	Work Phone
Email1	Email2

Current Mailing Address (if different than above)

Street / PO Box
City, State, Zip

Please list 3 people who will always know how to contact you.

	Contact 1	Contact 2	Contact 3
Name			
Relation to you			
Street			
City, State, Zip			
Phones			
Emails			

Country of Birth:	If Foreign-Born US Citizen, Date of Naturalization
Country of Citizenship:	mm/dd/yy
State of Residence:	If not a US Citizen, what is the expiration date of your green card?
County of Residence:	mm/dd/yy

Languages other than English	Spoken?	Written?
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Undergraduate Degree	
Institution	
Date of Graduation	
Did you complete a IV-E BSW?	<input type="checkbox"/>

Years of Prior Work Experience

Public Child Welfare Years:	<input type="text"/>
Non-Profit Child & Family Years:	<input type="text"/>
Other Public Social Service Years:	<input type="text"/>

Current County Child Welfare Employee while in school

Are you currently a County Child Welfare Employee?	<input type="checkbox"/>	Which County:	<input type="text"/>
Type of County Employment:	<input type="text"/>		
Are you on Leave from the County?	<input type="checkbox"/>	What Type of County Leave:	<input type="text"/>
Leave Start Date:	<input type="text"/>	Return Date:	<input type="text"/>

CalSWEC Self-Generated ID Code

We are interested in linking data from CalSWEC surveys that are given to MSW students and graduates.

It is hoped that this linkage will advance our understanding of the influences of students' views about the profession, child welfare, and public social services on job retention.

Using the codes below helps to ensure confidentiality and anonymity in all our surveys.

To set up YOUR CODE NUMBER, please fill out the following fields.

1. What are the first three letters of your mother's maiden name?

(example: If her name is/was Alice Smith, the letters are SMI)

___ _ _

2. What are the first three letters of your mother's first name?

(example: If her name is/was Alice Smith, the letters are ALI)

___ _ _

Note: If the name has fewer than three letters, fill in the letters from the left and add 0 (zero) in the remaining space(s) on the right].

[example: If her name is/was Lu We, the codes would be LU0 and WE0 .)

STUDENT INFORMATION LAYOUT – BASW

Student Information

Complete both pages of form

First Name	Middle	Last Name
Gender	Date of Birth	Ethnicity
Previous/Maiden Name:		

Current Home Address and other contact information

Street address	
City, State, Zip	
Home Phone	Fax
Cell Phone	Work Phone
Email1	Email2

Current Mailing Address (if different than above)

Street / PO Box
City, State, Zip

Please list 3 people who will always know how to contact you.

	Contact 1	Contact 2	Contact 3
Name			
Relation to you			
Street			
City, State, Zip			
Phones			
Emails			

Country of Birth:	If Foreign-Born US Citizen, Date of Naturalization
Country of Citizenship:	mm/dd/yy
State of Residence:	If not a US Citizen, what is the expiration date of your green card?
County of Residence:	mm/dd/yy

Languages other than English	Spoken?	Written?

Years of Prior Work Experience

Public Child Welfare Years:	
Non-Profit Child & Family Years:	
Other Public Social Service Years:	

Current County Child Welfare Employee while in school

Are you currently a County Child Welfare Employee?	Which County:
Type of County Employment:	
Are you on Leave from the County?	What Type of County Leave:
Leave Start Date:	Return Date:

CalSWEC Self-Generated ID Code

We are interested in linking data from CalSWEC surveys that are given to MSW students and graduates.

It is hoped that this linkage will advance our understanding of the influences of students' views about the profession, child welfare, and public social services on job retention.

Using the codes below helps to ensure confidentiality and anonymity in all our surveys.

To set up YOUR CODE NUMBER, please fill out the following fields.

1. What are the first three letters of your mother's maiden name?

(example: If her name is/was Alice Smith, the letters are SMI)

___ _ _

2. What are the first three letters of your mother's first name?

(example: If her name is/was Alice Smith, the letters are ALI)

___ _ _

Note: If the name has fewer than three letters, fill in the letters from the left and add 0 (zero) in the remaining space(s) on the right].

[example: If her name is/was Lu We, the codes would be LU0 and WE0 .)

TITLE IV-E EXPENSES LAYOUTS

Semester Title IV-E Student Expenses Calculations

Quarterly Title IV-E Student Expenses Calculations

ALUMNI UPDATE INFORMATION

Alumni Update

Date of Contact Information Change:

First Name: Middle: Last Name:

Previous Name:
If applicable

NEW CONTACT INFO:

Street address:
City, State, Zip:
Home Phone:
Cell Phone:
Email:

NEW WORK INFO:

Current Employer:
Agency Name:
Position:
Work Address:
Work Phone:
Work Email2:

Comments:

NONCITIZEN ELIGIBILITY GUIDELINES

The following are eligibility guidelines for noncitizens from:

“Funding Education Beyond High School: The Guide to Federal Student Aid (2008-09)”

US Department of Education Federal Student Aid. p.37.

http://studentaid.ed.gov/students/attachments/siteresources/FundingEduBeyondHighSchool_0809.pdf

Eligible Noncitizen

You must be one of the following to receive federal student aid:

- U.S. citizen
- U.S. national (includes natives of American Samoa or Swain’s Island)
- U.S. permanent resident who has an I-151, I-551, or I-551C (Permanent Resident Card)

If you’re not in one of these categories, you must have an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:

- “Refugee”
- “Asylum Granted”
- “Cuban-Haitian Entrant, Status Pending”
- “Conditional Entrant” (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa (T-2, T-3, or T-4, etc.) holder
- “Parolee” (You must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

If you have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you’re not eligible for federal student financial aid.

If you’re in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, you’re not eligible for federal student financial aid.

Also, people with G series visas (pertaining to international organizations) are not eligible for federal student financial aid. For more information about other types of visas that are not acceptable, check with your school’s financial aid office. Citizens and eligible noncitizens may receive loans from the FFEL Program at participating foreign schools. Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible only for certain types of federal student aid. These applicants should check with their schools’ financial aid office for more information.

FEEDBACK FORM

To All Users of CSIS:

Thank you all for your ideas for improving the Student Information System. Many of them have been incorporated into the FileMaker version that you now use. We will continue to improve the system and will also continue to features, such as Reports, so we welcome your valuable suggestions.

Please email your comments to: sjacquet@berkeley.edu

Or, you can fill out this form (feel free to write on the back or include extra sheets) and mail it to:

Susan E. Jacquet, Ph.D.
California Social Work Education Center (CalSWEC)
UC Berkeley, School of Social Welfare
Marchant Building, Suite 420
6701 San Pablo
Berkeley, CA 94720-7420

or fax it to 510-642-8573. You can also call at 510-643-9846. Thank you!

Are you having any problems with, or do you have any suggestions for, using the FileMaker program itself?

Are you having any problems with, or do you have any suggestions for, the CSIS screens or fields, entering data into the fields, etc.?

Are you having any problems with, or do you have any suggestions for, these CSIS instructions?

Are you having any other problems, or do you have any other suggestions or comments?