



CalSWEC

California Social Work Education Center

BASW Graduates Entering The MSW Program

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

When BASWs Graduate

This screenshot shows the initial state of the BASW IV-E Program form. The 'Student Status' dropdown menu is set to 'enrolled - in good standing', and the 'Entered IV-E MSW Program' checkbox is unchecked. Red arrows point from these fields to the instructions below.

Personal	Academic	Work and Repayment	Still in school	FRB00116
Kathleen Cesilia Morris		CSU, Long Beach		
Last Contact:		BASW IV-E Program		Find Student
		Los Angeles Region		ADD NEW STUDENT
CalSWEC ID	FRB00116	Full or Part Time	full	Year Entered CalSWEC: 2015
Student Status	enrolled - in good standing		Expected / Actual Graduation Date: 5/23/2016	
	Entered IV-E MSW Program		Grad Year: 2016	

1. Change Student Status to “graduated”
2. Select “Yes” in Entered IV–E MSW Program

This screenshot shows the form after the changes have been made. The 'Student Status' dropdown menu is now set to 'graduated', and the 'Entered IV-E MSW Program' checkbox is now checked and labeled 'yes'.

CalSWEC ID	FRB00116	Full or Part Time	full	Year Entered CalSWEC: 2015
Student Status	graduated		Expected / Actual Graduation Date: 5/23/2016	
	Entered IV-E MSW Program		Grad Year: 2016	

Recording Work Status

Personal	Academic	Work and Repayment	Not Working	FRB00116
Kathleen Cesilia Morris		Post-Graduate Employment		
Entered MSW Program	yes	Is Work Requirement Done?	no	Grad Date: 05/23/2016
Months of Work Requirement	12	Still working as of:		
Expected Completion Date	05/14/2016	TOTAL MONTHS OF SERVICE:	0.0	
Work Requirement Status	still in school			

Change Work Status to “Work Requirement delayed (Entered MSW Program)”
Change Months of work Requirement to 24.

Note what happens to the STATUS or DONE Field

Personal	Academic	Work and Repayment	Track Grad - In MSW Program	FRB00116
Kathleen Cesilia Morris		Post-Graduate Employment		
Entered MSW Program	yes	Is Work Requirement Done?	no	Grad Date: 05/23/2016
Months of Work Requirement	12	Still working as of:		
Expected Completion Date	05/14/2016	TOTAL MONTHS OF SERVICE:	0.0	
Work Requirement Status	Work requirement delayed (Entered MSW			

What to Enter in MSW Program

Personal Academic Work and Repayment Still in school FR001312

CSU, Long Beach (Home)

Last Contact Kathleen Cesilia Morris **Find Student** **ADD NEW STUDENT**

Los Angeles Region **IV-E Program**

CalSWEC ID: FR001312 Full or Part Time: full Year Entered CalSWEC: 2016

Student Status: not yet started Expected / Actual Graduation Date: 5/15/2018

Completed IV-E BASW? Grad Year: 2018

Two red arrows point from the instructions below to the 'Student Status' and 'Completed IV-E BASW?' fields.

1. Change Student Status to “Enrolled in good ...”
2. Select “Yes” in Completed IV–E BASW Program

CalSWEC ID: FR001312 Full or Part Time: full Year Entered CalSWEC: 2016

Student Status: enrolled - in good standing Expected / Actual Graduation Date: 5/15/2018


Completed IV-E BASW? yes Grad Year: 2018

Changing Work Requirement

Personal	Academic	Work and Repayment	Still in school	FR001312
Kathleen Cesilia Morris		Post-Graduate Employment		Grad Date: 5/15/2018
Months of Work Requirement	24	Completed IV-E BSW?	yes	Work Requirement Done? no
Expected Completion Date	5/15/2020	Still working as of:		
Work Requirement Status	still in school			TOTAL MONTHS OF SERVICE: 0.0
				Months of

1. Change Months of Work ... to the correct amount that reflects BASW and MSW Requirement.
2. Change Expected Completion Date to a new end date that encompasses both BASW and MSW work requirement.

What To Do Next

- ▶ Keep tabs on these BASW Graduates to ensure they complete the MSW program
 - ▶ When they do graduate, follow up with them through their work obligation process.
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