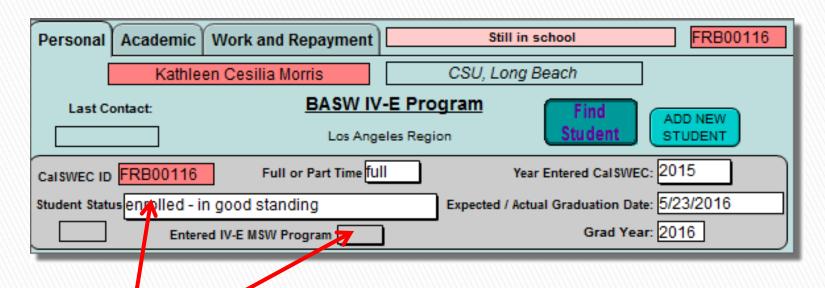


# BASW Graduates Entering The MSW Program

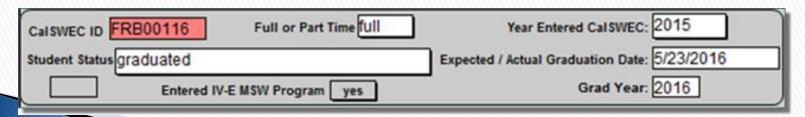
#### Data in the Tutorial

- 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



- 1. Change Student Status to "graduated"
- 2. Select "Yes" in Entered IV-E MSW Program



## Recording Work Status

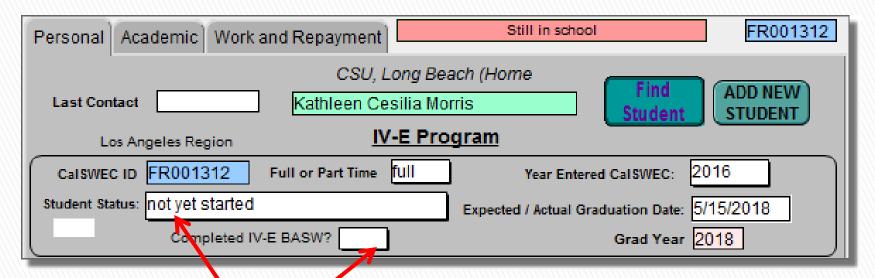
Personal Academic Work and Re	payment Not Worl	FRB00116
Kathleen Cesilia Morris	Post-Graduate Employm	nent
Entered MSW Program ves	Is Work Requirement Done? NO	Grad Date: 05/23/2016
Months of Work Requirement 12		Still working as of:
Expected Completion Date 05/14/2016		TOTAL MONTHS OF SERVICE:
Work Requirement Status Still in School		0.0

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

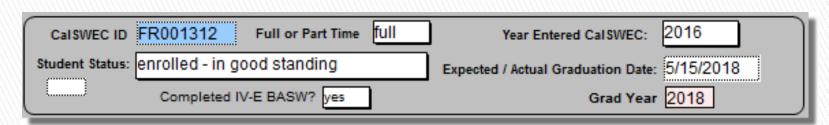
Note what happens to the STATUS or DONE Field

Personal Academic Work	and Repayment Track Grad - In N	MSW Program FRB00116
Kathleen Cesil a Morris	Post-Graduate Employr	ment
Entered MSW Program ves	Is Work Requirement Done? NO	Grad Date: 05/23/2016
Months of Work Requirement 12	]	Still working as of:
Expected Completion Date 05/14/20	)16	TOTAL MONTHS OF SERVICE:
Work Requirement Status Work rec	quirement delayed (Entered MSW	0.0
П		Hantha of

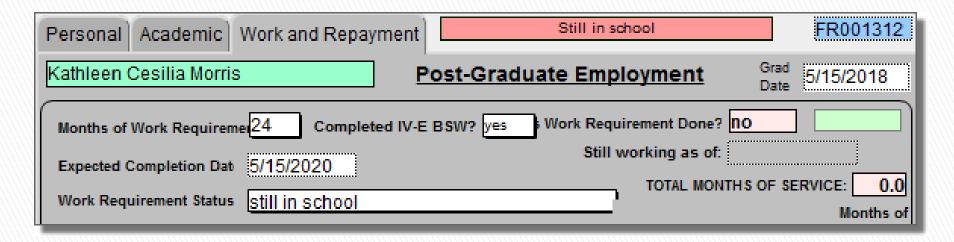
## What to Enter in MSW Program



- 1. Change Student Status to "Enrolled in good ..."
- 2. Select "Yes" in Completed IV-E BASW Program



# Changing Work Requirement



- 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.

#### Contact information

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