



JJEMS is the DYS automated system for tracking clients, their activities and programs. In order to identify the educational status and gather educational outcomes in JJEMS, the E-Education Journal E-File located in the Master Folder should be used for all youth. This E-File is used to identify the educational path/status for all DYS youth regardless of being placed in the community or a residential setting. The different educational paths include:

- School-youth is on path to a high school diploma
- Post-secondary-youth who has obtained a high school diploma or high school equivalency and is enrolled in a certificate program, community college, or a four-year college or university
- Dual Enrollment (HS/College)-youth is simultaneously enrolled in a high school and a college setting
- Dual Grade-youth is simultaneously enrolled in 2 grades
- High School Equivalency-youth is preparing for their high school equivalency exam and/or are in a high school equivalency program
- Pre-Post-Secondary-youth is enrolled and awaiting the college semester to start, in process of applying/enrolling, and/or preparing for college readiness assessments, including ACCUPLACER
- No Educational Path-youth is not participating in any of the above educational paths

This Job Aid contains instruction on how to record when a youth's educational status is School, on the path to a high school diploma (middle school, high school, summer school)

It is important that a youth's educational path be entered in JJEMS:

1. Youth in Residential Placement – when a youth changes a DYS placement, a youth's path changes, youth achieves an educational attainment, or youth's school setting changes.
2. Youth in Community Placement – when a youth changes DYS placements (including entry to the community), a youth's path changes, youth achieves an educational attainment, youth's school setting changes or end of an academic year.

Responsible Party:

Community: Education & Career Counselor (ECC)


Residential: Teaching Coordinator

Responsibilities

- ECCs and Teaching Coordinators are responsible for starting and/or ending an education path within 2 business days of entry or exit.

- Education and Career Counselors, Teaching Coordinators, and Caseworkers should be in communication when youth enter an educational status/path; especially when the path changes.
- Education and Career Counselors are responsible for ensuring data integrity (i.e., grade attainments and exit reasons).
- Education and Career Counselor completes Education Journal for all youth in non-DYS residential placements
- Detention Teaching Coordinators:
 - Within 2 school days enter education path by youth self-report
 - Within 7-10 days upon enrollment in Aspen, or upon notification from Student Records Coordinator that school records have been uploaded to Aspen, review Aspen for any additional info and update EEducation Journal
- Treatment Teaching Coordinators enter education path by youth's self-report, when school records have been received, or when Education and Career Counselor confirms.
- Revocation Teaching Coordinators contact Education and Career Counselor to confirm status and update Education Journal within 2 school days of entry and exit

Entering the School Path

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **ENTER** the date that youth started the path
For subsequent entries, **CLICK** [Add New](#), then enter the date.
3. **SELECT** "School" from the "Educational Path" dropdown
4. **SELECT** school year or summer from the "Term" dropdown
5. **SELECT** the "School Placement" by using the  function.
If School name is not available, contact a JJEMS Regional Administrator
6. **SELECT** the "Ed Setting" (choose DYS Residential Program or DYS Residential Summer School, as appropriate, for residential youth) :
 - 766 Day Program
 - 766 Residential Program
 - Adult Education Program
 - Charter School
 - Collaborative
 - DMH Program
 - DYS Residential Program
 - DYS Residential Summer School

Evening Program
Home Schooling
Private
Public Alternative Program
Public School
Summer School
Tutoring
Virtual School

7. **SELECT** Yes/No for the “Repeat Grade?” question to record if the youth is repeating grade from last term.
8. **SELECT** the “Grade in School”
9. **CLICK** Save

When the youth changes program or is released to the community

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** “No Attainment” from the “Attainment earned this period” dropdown.
4. **SELECT** “Program Change” from the “Exit Reason” dropdown
5. **ENTER** the date youth left the program for the “End date” question
6. **CLICK** Save

***** If grade completion is confirmed after change of placement, Education and Career Counselor updates appropriate entry to enter attainment**

If the youth receives their High School diploma or Certificate of Attainment while with DYS

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** either “HS Diploma” or “High School Certificate of Attainment(no MCAS)” from the “Attainment earned this period” drop down.
4. **SELECT** “Successful Completion” from the “Exit Reason” drop down
5. **ENTER** the date the youth received their diploma for the “End date” question
6. **CLICK** Save

(For Community Youth Only) Academic year ends and youth is promoted to the next grade

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** "Grade Completion" from the "Attainment earned this period" dropdown.
4. **SELECT** "Successful Completion" from the "Exit Reason" dropdown
5. **ENTER** the date the school term ended for the "End date" question
6. **CLICK** Save

(For Community Youth Only) Academic year ends and youth is **NOT** promoted to the next grade

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry
3. **SELECT** "No attainment" from the "Attainment earned this period" drop down.
4. **SELECT** "Did Not Complete" from the "Exit Reason" drop down
5. **ENTER** the date school term ended for the "End date" question
6. **CLICK** Save

If youth is removed from school because of an arrest or GCL violation

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** "No Attainment" from the "Attainment earned this period" dropdown.
4. **SELECT** appropriate reason from the "Exit Reason" dropdown (Arrested or Revocated)
5. **ENTER** the date in the "End date" question
6. **CLICK** Save

If youth is removed from school because of an expulsion or the youth withdraws

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** "No Attainment" from the "Attainment earned this period" dropdown.
4. **SELECT** appropriate reason from the "Exit Reason" dropdown (Excluded or Withdrawn)
5. **ENTER** the date in the "End date" question
6. **CLICK** Save

If youth is discharged from DYS without an educational attainment and does not sign a Y.E.S.

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.

2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** "No Attainment" from the "Attainment earned this period" dropdown.
4. **SELECT** "Discharge from DYS" from the "Exit Reason" dropdown
5. **ENTER** the date youth left DYS for the "End date" question
6. **CLICK** Save

If youth's Y.E.S. is terminated without any educational attainment

1. In the MASTER FOLDER **SELECT** E-Education Journal E-File.
2. **CLICK** on the + (plus sign) to open the appropriate entry.
3. **SELECT** "No Attainment" from the "Attainment earned this period" dropdown.
4. **SELECT** "Youth Engaged in Services Terminated" from the "Exit Reason" dropdown
5. **ENTER** the date youth left DYS for the "End date" question
6. **CLICK** Save