TUTORING
FROM REFERRAL TO SERVICES

Foster Youth Services Coordinating Program

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Tuesday, August 27, 2024

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What made you smile today?

Check-In

Agenda

- Eligibility
- Submitting a Tutoring Referral
- Referrals – Checking the Status of Referral
- Troubleshooting
- Questions and Concerns

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ELIGIBILITY

Eligible Students are:

- Between ages of 5 -21
- Attending a school within Los Angeles County
- Under the jurisdiction of Los Angeles County Dependency Court/DCFS
- And/or under the jurisdiction of the Los Angeles County Delinquency Court/Probation
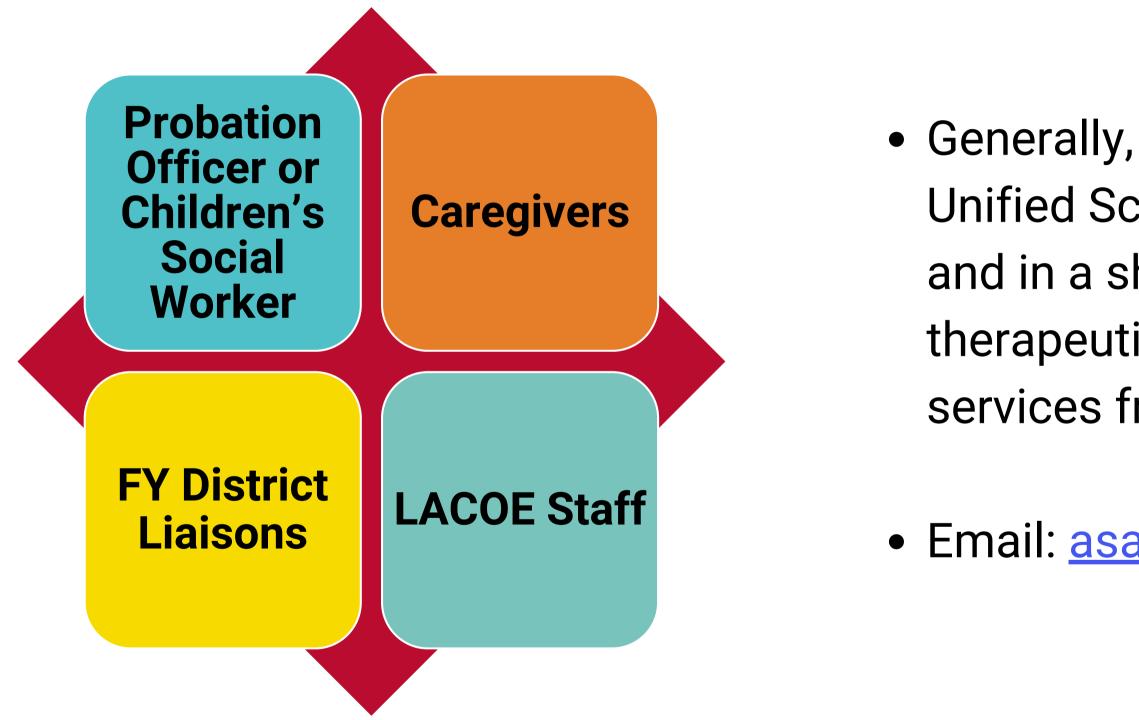
Non - Eligible Students are:

- Receiving services from Regional Center
- Kin-GAP

Submitting a Tutoring Referral

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- Probation Officer or Children's Social Worker
- Caregivers
- FY District Liaisons
- LACOE Staff

- Generally, students residing within LA Unified School District boundaries and in a short-term residential therapeutic program (STRTP) receive services from the district.

- Email: asap@lausd.net

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Contact the caregiver to ensure:

- student's interest in services.
- caregiver support of services.
- the student isn't already receiving services from another program.
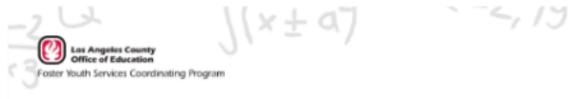- this is not a consumer of the Regional Center.

Once you have verified this information then you may proceed to submit a referral.

TUTORING FLYER

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ACADEMIC SUPPORT SERVICES

Academic support services are available to students in foster care or those on probation via LACOE's Foster Youth Services Coordinating Program.

The 2024 - 2025 online tutoring referral is open.

Referrals are submitted online through our FYS tutoring site (see reverse side for instructions). Eligible students may receive up to 21 hours of in-home, one-on-one tutoring each school year.

REQUIRED INFORMATION

The following information is required to submit a tutoring referral:

- **Caregiver Contact Information and Consent**
- **Student Information:** name, date of birth, gender, grade level and courses
- **Placement Type:** and if applicable, the name of the STRTP/group home, or foster family agency
- **Court Status:** open Juvenile Dependency (WIC 300); open Probation/Delinquency (WIC 602); Dual Supervision; or Non-Minor Dependent
- **Los Angeles County Representative Contact Information:** Children's Social Worker (CSW) and/or Los Angeles County Juvenile Probation Officer (PO) information
- **County Office Name**

Please Note:

Requests for higher-level courses require proof of coursework prior to services being provided.

Missing or incorrect information will delay the referral process.

TUTORING REFERRAL PROCESS

Step 1: Visit our webpage or scan the QR code to submit a referral

Step 2: Click on the Submit a Referral icon

Enter student's DOB (MM/DD/YYYY), gender, last name, and first name.

Step 3: Click on the student's name when it displays, or click on the Add New Referral button.

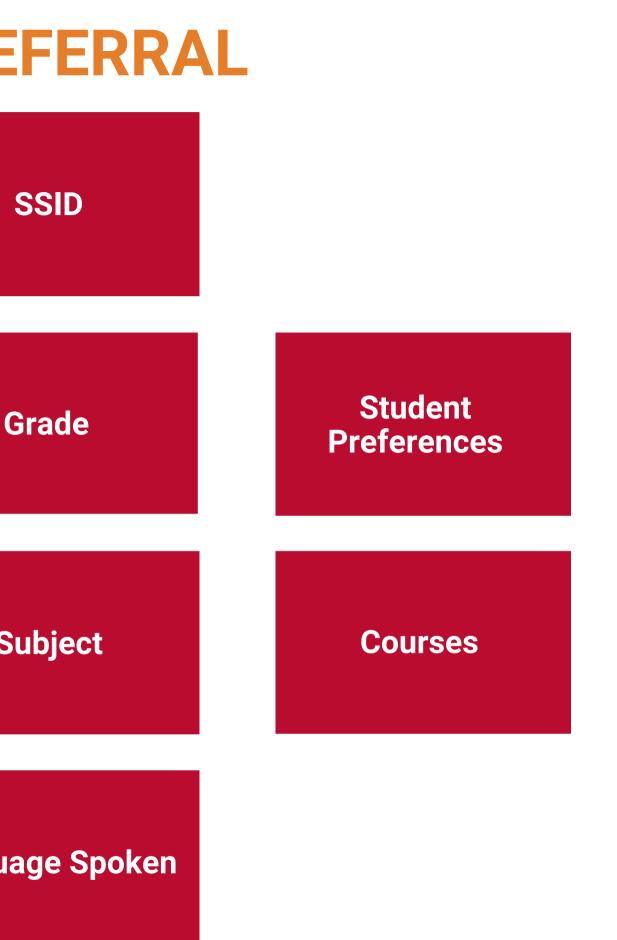**Step 4:** Complete all required fields .

REMINDER:

- You must use the Google Chrome browser to submit a referral.
- Please be sure the student is seeking tutoring, or is aware that a tutor will meet with them.

If you have any questions or concerns, please contact us at: (562) 922-6161, or email fys_tutoring@lacoe.edu.

WHAT'S REQUIRED ON A REFERRAL

Placement Type	**Caregiver Contact Information** (phone number and email address)
Name of Foster Family Agency (if applicable)	**SSID**
Name of STRTP (if applicable)	**Grade**
Organization	**Subject**
Referral Reason(s)	**Language Spoken**
Referrer Relationship	**Student Preferences**
CSW/DPO Contact Information (phone number and email address)	**Courses**

1. Visit LACOE Tutoring Webpage: [LACOE FYS TUTORING](#)

2. Scroll down to locate *Submit a Referral*

3. Enter the student's name, date of birth and 10-digit SSID. Verify the correct name is populated and select

4. Complete the required information and click the *Next* button

5. Read the statement and click *Certify* to submit the referral

6. Once the tutoring referral is submitted, the referrer will receive a confirmation email

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Check the following:

- You have entered the correct SSID

- You have entered the correct name

- You have the correct birthdate

- You are using Chrome as your browser

- You are logged out of EPS

- If this still does not work, email fys_tutoring@lacoe.edu

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Email:
FYS_Tutoring@lacoe.edu

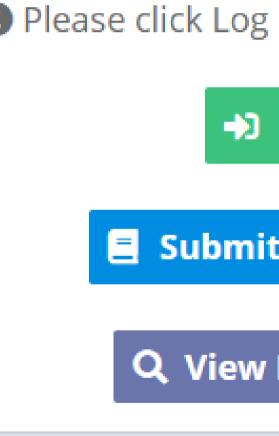**Los Angeles County Office of Education**

- If a referral is considered incomplete, the referrer will receive an email from fys_tutoring@lacoe.edu requesting they submit a new referral

- Information is reviewed and assigned to a tutoring vendor

- Once the vendor receives the referral they will assign it to a tutor within 10 business days

REVIEWING A REFERRAL'S STATUS

- Visit LACOE Tutoring Webpage: LACOE FYS TUTORING

- Click on, *View Existing Referral*

ⓘ Please click Log in to access this Application

⇥ Log In

▤ Submit Tutoring Referral

🔍 View Existing Referral

REFERRAL STATUS

- **Submitted**
  - Pending assignment to tutoring vendor

- **Referred to Tutoring Vendor**
  - Assigned to a tutor

- **Referred to LAUSD**
  - STRTP within LAUSD boundaries
  - Contact asap@lausd.net if there are questions

- **Merged**
  - Duplicate referrals received

- **Completed**
  - Tutoring hours completed

- **Terminated**
  - Services refused by caregiver or student
  - Tutoring vendor unable to contact caregiver/household
  - Placement change leading to ineligibility **or** vendor unable to provide services
  - Student receiving tutoring from another source
  - If terminated, a Letter of Termination will be sent to either CSW or DPO **and** referrer

FREQUENTLY ASKED QUESTIONS

Q: **Who qualifies?**

    A: Funding for Foster Youth Services can only be used for students:
- ages 5-21
- Attending a School within Los Angeles County
- residing within Los Angeles County
  open DCFS/Dependency Court and/or open probation/Delinquency Court Case

Q: **What grade levels?**

    A: K - 12
(College students with open cases may receive tutoring if they continue to have an open case through the age of 21)

Q: **How do you enroll?**

    A: A referral can be submitted online: Tutoring Referral

Q: **Is tutoring at school or at the childs home?**

A: Tutoring typically occurs at the student's home. However, some exceptions can be made to allow the student to be tutored at a local library with **PRIOR** approval from LACOE FYS Tutoring.

Q: **What subjects does LACOE tutoring cover?**

A: Reading, Language Art and Math (Other subjects may be approved)

Q: **Is the tutoring good for all school year?**

A: A typical tutoring referral is approved for 21 hours per academic year. *(Additional hours may be approved on a case by case basis)*

Q: **Is tutoring virtual?**

 A: All tutoring is in person

Q: **What is the provided area for services?**

 A: We provide tutoring throughout Los Angeles County

Q: **How long is the help / how many hrs or minutes/ session?**

 A: 21 Hours total/ Maximum of 2 hours per session/2 sessions per week

Q: **Once a referral is assigned to a vendor, how many times does the vendor/tutor try to contact student/guardian?**

 A: Tipically, a vendor will try 3 times to contact the caregiver to initiate tutoring services.

FREQUENTLY ASKED QUESTIONS

Q: **If a LACOE Foster Youth Direct Service Program Specialist made the referral, can the LACOE Foster Youth Direct Service Program Specialist receive notification that the referral was terminated.**

A: If terminated, a Letter of Termination will be sent to either CSW or DPO and referrer

Q: **Is this still open for college students?**

A: Yes. As long as the student is not over the age of 21 and still has an open case..

Q: **How do we connect students to this resource from our school site?**

A: A referral can be submitted online: [Tutoring Referral](#)

FREQUENTLY ASKED QUESTIONS

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Q: **How long does it take for a student to be connected to a tutor?**

    A: Once a referral is assigned , the student should be contacted within 10 business days.

Q: **How do we get notified when we a student is assigned?**

    A: No notifications are issued, however you can use the view referral status option on EPS to stay up to date with the referral status.

Q: **How can we check the priority and wait time?**

    A: You can use the view referral status option on EPS to stay up to date with the referral status.

Q: **What if the School/STRTP do not appear on the drop down list?**

    A: Email FYS_Tutoring@lacoe.edu

Q: **When do you stop accepting referrals?**

    A: We will continue to accept referrals as long as our budget allows. Once we have reached capacity the turoing referral will no longer be available.

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EVALUATION

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SCAN ME!

Use your phone to scan the QR code with your QR reader app to submit your evaluation.