

The program year runs July 1 - June 30. General Directions: Spreadsheets are due to your ECYEH Coordinator on the first Friday of the next month; however, the first spreadsheet of the program year can be submitted for July, August, and September. If you have another system(s) where you track some of this information, please contact Geneva.Johnson@aiu3.net for assistance with completing this spreadsheet using existing data sources.

For each item, please select the category that best represents the child/youth's status for the reporting month.

For July or the first month you have a child/youth experiencing homelessness, their first entry for the program year should reflect their status at the time of identification.

For each subsequent month, please update (as appropriate) the information for any child/youth already on your spreadsheet and then add any new children and youth. **Please do not remove anyone from the spreadsheet during the program year. Updating the information each month provides an historical record for that child/youth.** As such, by the end of the program year, the June spreadsheet will capture all children/youth experiencing homelessness in your district/school/facility for the program year and their information at the end of the year or the time at which they left or became no longer homeless.

NOTE: Your ECYEH Coordinator may ask you only to provide any updates to prior month students AND any new students or some other variation. HOW you provide the information each month may vary by ECYEH Coordinator, BUT the content of what you provide will not. It must represent the data elements and descriptions below.

	Item	Description
A	PA Secure ID	REQUIRED FOR LEAs (district, school, charter schools, AVTSs). MUST be provided if a child/youth is enrolled in public school and the reporting entity is an LEA.
B	Local ID (for non-school age children/youth, school-age children/youth not enrolled in school, and children/youth enrolled in nonpublic school)	REQUIRED for non-school age children/youth, school-age children/youth not enrolled in school, or children/youth enrolled in nonpublic school. Generated by the reporting entity if NOT an LEA. Used to track children and youth within a year or from year to year. A child/youth should only appear once in a given month's spreadsheet (with exceptions for children/youth who switch LEAs or become homeless and no longer homeless in the same month). Non-LEAs have the freedom to determine how a child/youth is coded, but each child/youth should have a different code and that code should be used consistently for that individual.
If a unique ID is entered twice in either the PA Secure ID field or the local ID field, the cell will highlight red to alert you of a possible error. This allows you to check the duplicated IDs for accuracy. However, there are instances in which a student should have more than one record (row), for example, when they become homeless and no longer homeless in the same month. In these few instances, it is OK to have a student ID duplicated and for a student to have more than one row.		
C	Last Name	OPTIONAL. (for internal identification purposes only)
D	First Name	OPTIONAL. (for internal identification purposes only)

E	Date of Birth (optional, for internal identification purposes only)	OPTIONAL. (for internal identification purposes only)
F	Gender	Answer options include Female, Male, Unknown.
G	Date of Identification	Date child/youth was identified as homeless. If the child/youth was homeless in the prior year and at the start of the program year, date of identification should be July 1.
H	Method of Identification	Where/how the youth was identified. Cell dropdown options: Self/Parent Identified, Shelter Visit, School Staff Referral, Survey, Other Referral, Other.
I	Precipitating Event	Event that caused the child/youth to meet the McKinney-Vento definition of homeless. Cell dropdown options: Abandonment, Act of Nature/Natural Disaster, Death of Parent/Guardian, Domestic Violence, Eviction, Fire, Hospitalization of Parent/Guardian, Incarceration of Parent/Guardian, Left Home, Military, Parental Job Loss/Loss of Income, Parent Divorce/Separation, Separated from Family, Other Poverty-related Situation, Other, and Unknown.
J	Unaccompanied Youth	If a child/youth is unaccompanied, select Unaccompanied Youth. If the child/youth is not an unaccompanied youth, select Not Unaccompanied Youth. <i>A homeless unaccompanied youth is a youth who fits the McKinney-Vento definition of homeless AND is not in the physical custody of a parent or guardian, regardless of age. There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a State defines as school aged, unless the child is in special education, in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and is living in a situation that is not fixed, regular, and adequate would be identified as an unaccompanied homeless youth.</i>

		<p>The child/youth's current status as it relates to homelessness and school enrollment status. This status may change during the program year and should be updated in the month the change occurs. Cell dropdown options: Alternative placement, Awaiting school enrollment, Currently enrolled in School, Dropped out (during the current program year), Graduated (at some point during the current program year), Left the region (status unknown), No longer homeless, Withdrew from school (during the current program year), No longer attending school (during the current program year), Other (marked if child is birth-2 or 3-5 not enrolled in pre-k).</p> <p>If an individual is marked 'no longer homeless,' they MUST have a record in the prior month that indicates their status when they were homeless.</p> <p>If an individual was on a prior spreadsheet as currently enrolled in school and withdraws or no longer attends at some point in the year, then they should have a 'withdrew from school/no longer attends' entry in the reporting month when the child/youth left or stopped attending school.</p> <p>If a child/youth becomes homeless and no longer homeless in the same month (and did not have a record in any prior month this program year), complete two rows for the child/youth - one reflecting their status while experiencing homelessness and one reflecting their status as no longer homeless.</p>
K	Student Status	
L	LEA of Origin	Name of District/Charter School prior to precipitating event
M	Date of Attendance after Precipitating Event	If a child/youth's school attendance is interrupted by a change in school or district, indicate the date upon which the youth became re-enrolled in school following the precipitating event. In some cases a child/youth's school attendance is not interrupted, so the day after the identification date would be entered if no school was missed. If LEA of Current Enrollment is different than LEA of Origin, then date of school enrollment applies to Current LEA.
N	LEA of Current Enrollment	District or charter school in which student is currently enrolled.
O	School of Current Enrollment	School in which student is currently enrolled.
P	Current Grade Level	This cell cannot be 'unknown' if student is enrolled in school either K-12 or Pre-K. Cell dropdown options: Birth-2, Ages 3-5 not in Pre-K or K, Pre-K, Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, Grade 9, Grade 10, Grade 11, Grade 12, Out-of-School, Ungraded, Unknown.
Q	Current Nighttime Residence Status	This item must have a current nighttime residence UNLESS 'no longer homeless' is marked in cell 'K.' Cell dropdown options: Doubled-up (e.g. living with another family); Hotels/Motels; Shelters, transitional housing, awaiting foster care; Unsheltered (cars, parks, campgrounds, temporary trailer, or abandoned buildings, Substandard housing is also included here); No longer homeless. IF K = no longer homeless, this cell should also be marked 'no longer homeless.'

Barriers to School Enrollment - Columns R-X. 'Yes' would be marked if the student experienced the barrier listed below during this program year. 'No' would be marked if the student did not experience the barrier. A barrier is defined as a situation in which difficulties or conflicts have arisen related to the enrollment, attendance, and/or provision of services for children/youth experiencing homelessness. Included would be those difficulties that have required the intervention of the local liaison or other homeless education staff to resolve. These apply to school age students only and may be most applicable when a student is not currently enrolled in their school of origin.

R	Determining eligibility for homeless services	
S	School selection	
T	Transportation	
U	School records	
V	Immunizations	
W	Other medical records	
X	Other barriers	

Column Y addresses students' post-secondary plans.		
Y	Please indicate each student's post secondary plans or indicate Not Applicable for students not yet in Grade 12.	For each Grade 12 student, mark the student's post-secondary plan. Cell drop-down options include: Not applicable (student is not yet in Grade 12), 2-year college/university, 4-year college/university, armed forces, business or trade school, employment, obtain GED (for students who dropped out), other training/education program, other, undecided, and unknown.
<p>Service Delivery – Columns AA-BW. Individuals receiving services or referrals within any of the following categories during the reporting month should be documented here. These include services/referrals that the reporting entity (district, school, facility, etc.) provides. The funding source supporting those services is also designated (options include Title I funding, McKinney-Vento funding, and other funding). McKinney-Vento funds should only be marked if funds were received from the ECYEH Coordinator and those funds were used for one of the listed activities for that individual. Otherwise, Title 1 or other funding should be the funding source. In some cases, a service may have more than one funding source; in those cases, more than one funding option can be marked.</p> <p>Column Z Is marked YES if a child/youth received any of the listed supports, services, technical assistance in Columns AA-BW during the reporting month. If Column Z is marked YES, then the services or supports received should be marked in Columns AA-BW. If Column Z is marked NO, then the remainder of the spreadsheet can be left blank.</p> <p>Some of the items listed involve referrals, which may not directly involve a fee/payment; however, the notation of funding would be tied to the person making the referral. In other words, indicate the funding source used by determining the funding source for the staff's salary. For example, if the Title 1 or Federal Programs person made the referral, it would be marked as 'Title 1,' if another person (funded by local LEA or other funds) made the referral, it would be marked 'Other Funding.'</p>		
Z	Did child/youth receive [the following] services this month?	Mark 'yes' or 'no' if an individual receives any of the items described in AA -AP. If 'no' then the remaining columns AA-AP can be left blank.
AA,AB,AC	Tutoring or other instructional support	Individual receives tutoring, supplemental instruction, or enriched educational services that support PA academic standards or what a child is learning in school. Title 1, SES, 21st Century, ESL, Migrant, Special Education may all fall into this category.
AD,AE,AF	Expedited evaluations	Individual receives expedition of evaluation services. Evaluation services typically refer to special education, gifted education, school lunch programs, ESL, Title 1, or migrant services or programs.
AG,AH, AI	Referrals for medical, dental, and other health services	Individual receives referral for medical, dental, mental, or other health services.
AJ,AK,AL	Transportation	Individual receives assistance to defray the excess cost of transportation, not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected.
AM,AN,AO	Early childhood programs	Individual receives developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.
AP,AQ,AR	Assistance with participation in school programs	Individual receives assistance to attract, engage, and retain homeless children and youth, and unaccompanied youths, in public school programs and services provided to non-homeless children and youth.

AS,AT,AU	Before-, after-school, mentoring, summer programs	Individual participates in before- or after-school mentoring or summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities.
AV,AW,AX	Obtaining or transferring records necessary for enrollment	Individual receives assistance to defray the costs of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.
AY, AZ,BA	Coordination between schools and agencies	Individual receives coordination between schools and agencies providing services to homeless children and youth.
BB,BC,BD	Counseling	Individual receives pupil services (including violence prevention counseling and Student Assistance Programs).
BE,BF,BG	Addressing needs related to domestic violence	Individual receives support to address the particular needs of homeless children and youth that may arise from domestic violence.
BH,BI, BJ	Clothing to meet a school requirement	Individual receives clothing to meet school requirement.
BK,BL,BM	School supplies	Individual receives school supplies, including those supplies to be distributed at shelters or temporary housing facilities or other appropriate locations.
BN,BO,BP	Referral to other programs and services	Individual receives referrals for services that promote improved attendance, behavior, and academic achievement.
BQ,BR,BS	Emergency assistance related to school attendance	Individual receives extraordinary or emergency assistance needed to enable homeless children and youth to attend school.
BT,BU,BV	Other services	Services that do not fall into the categories above. If marked, a description in the following column is needed. More than one service can be described here.
BW	Please describe the other services provided that do not fall into the preceding categories.	This is an open-ended field to allow for a description of the 'other services' a child/youth received during this reporting month.