Data Collection for PA's Education for Children and Youth Experiencing Homelessness Program

Evaluation authorized by
the Pennsylvania Department of Education

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Handouts

- **Regional Map and Regional Coordinator and Contact Information**

- **PDE March 30, 2015 Memo regarding data collection**

- **Screenshots of data entry page, explanations, and log-in screen**

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Evaluation Information and Homeless Resources

- **Evaluation Website:** Available November 1, 2015
  - www.aiu3.net/evaluations
  - Link to Data Entry Screen User Log In
  - User Guide
  - Link to help email
  - Link to recorded 'How to Navigate the Data Entry Process'
  - Q & A

- **Homeless Resources:**
  - Center for Schools and Communities
  http://homeless.center-school.org
  - Pennsylvania Department of Education
  www.education.pa.gov/homeless

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The McKinney-Vento Act

- The McKinney-Vento Act outlines how state educational agencies must ensure that each child of an individual experiencing homelessness and each youth experiencing homelessness have equal access to the same free and appropriate public education as other children and youth. This includes a public preschool education as provided to other children and youth.

- McKinney-Vento funds flow from United States Department of Education to State Departments (PDE) of Education based on each state's formula of Title I, Part A funds.

- McKinney-Vento funds are used to fund the Education for Children and Youth Experiencing Homelessness (ECYEH) Program.
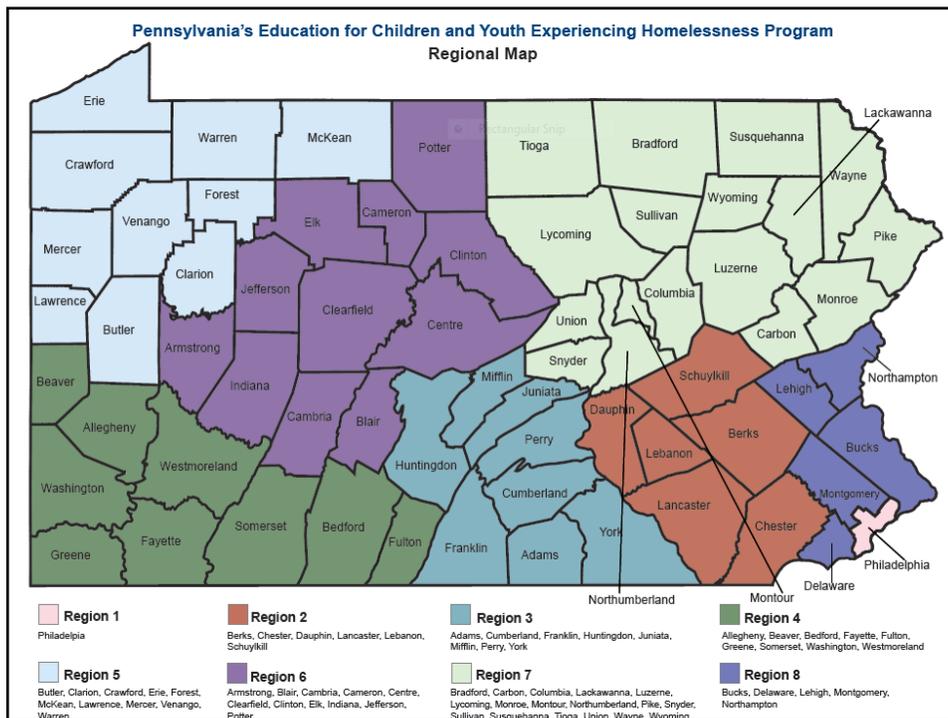
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ECYEH Program

- Education for Children and Youth Experiencing Homelessness (ECYEH)Program is Pennsylvania's implementation of the McKinney-Vento Act. McKinney-Vento funds flow from the PA Department of Education to Regional Offices based on competitive bid.

- Each ECYEH Regional Office has at least one full-time designated Coordinator. ECYEH Staff train, troubleshoot, intervene, support, and collaborate with LEAs, shelters, agencies, and organizations to eliminate and/or reduce educational barriers and ensure that all children and youth experiencing homelessness receive a free and appropriate public education on an equal basis with all other children in the state.

- Each LEA is required to have a Homeless Liaison. This includes school districts, charter or cyber charter schools, and comprehensive technical centers.

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Pennsylvania's Education for Children and Youth Experiencing Homelessness Program
Regional Map

Region 1
Philadelpia

Region 2
Berks, Chester, Dauphin, Lancaster, Lebanon, Schuylkill

Region 3
Adams, Cumberland, Franklin, Huntingdon, Juniata, Mifflin, Perry, York

Region 4
Allegheny, Beaver, Bedford, Fayette, Fulton, Greene, Somerset, Washington, Westmoreland

Region 5
Butler, Clarion, Crawford, Erie, Forest, McKean, Lawrence, Mercer, Venango, Warren

Region 6
Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, Potter

Region 7
Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Montour, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming

Region 8
Bucks, Delaware, Lehigh, Montgomery, Northampton

WHO IS REQUIRED TO REPORT?

- The Pennsylvania Department of Education (PDE) is required to report annually to the United States Department of Education (ED) on children and youth meeting the McKinney-Vento Act definition of homelessness.

  1. All LEAs are required to report even if they don't receive services or support from the ECYEH Program.

    - LEAs include school districts, charter and cyber schools, comprehensive technical centers, and IUs including LEA Head Start, Early Head Start, or PreK programs.

  2. All entities, typically shelters or non-LEA prekindergarten programs, receiving direct or indirect services from McKinney-Vento funded staff.

    - Direct services are outlined in the McKinney-Vento Act and reflected in the service delivery portion data collection.

    - Indirect services include outreach activities completed by a staff member whose position is supported through McKinney-Vento funds.

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Why Individual Student Data?

- For Reporting Requirements:

  – Unduplicated counts of homeless children and youth are required for federal reporting

- For Needs Assessment & Evaluation Requirements:

  – Increases analysis flexibility

  – Allows more disaggregation options

  – Allows longitudinal analysis

  – Increases awareness and information quality for decision-making at the local level

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HOW IS THE INFORMATION USED?

- PASecureID is used to pull other required information from PIMS (Pennsylvania Information Management System) or the state Migrant Education Program database (MIS2000).
- Information reported goes through a rigorous cross-referencing, duplication removal, and validation process by the contracted state external evaluators.
- It is used to complete federal reporting and the annual evaluation of the program. Federal reporting is at the LEA and state (SEA) levels. Reporting for the evaluation is at the regional level (ECYEH regions).
- It is used to create a homeless flag for PIMS for other aggregate reporting for this sub-group. The homeless flag is by PASecureID and LEA and is only for students enrolled in a public LEA. The homeless flag provided to PIMS through this process is NOT a part of the student's educational record. Only students who are identified by the LEA in PIMS maintain this coding as part of the educational record.

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Data Safeguarding & Confidentiality

- Evaluators may collect otherwise confidential or sensitive data at the individual level for approved evaluation purposes. See FERPA (34 CFR § 99.31.)
- AIU has Data Safeguarding Protocols:
  - AIU Data Safeguarding Policy
  - AIU Evaluators' data safeguarding plan and practices, including password protection, encryption, restricted access, secure transmission (FTP), confidentiality agreements, destruction of data files
  - AIU observes the Program Evaluation Standards, Joint Committee on Standards for Educational Evaluation. http://www.jcsee.org/

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Evaluation Release/Publication

- AIU does not publish its reports to the public, nor does it release evaluation findings or reports to anyone other than the client program*.
  It is the client program's responsibility to determine how evaluation results are shared. As such, evaluation reports and other documents are posted on PDE's website.
  www.education.pa.gov/homeless

*PDE is the client program. See Evaluation Work Statement posted on the evaluation website for more information.

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Data Collection

Data collection is conducted from multiple sources.

- LEAs, shelters, prekindergarten programs, ECYEH staff
- PIMS
- PSSA
- State Migrant database

The focus of this webinar is on the data submission by required reporting entities.

Evaluators are moving to a web-based system to ease the data transmission process and improve data quality. This should reduce the amount of follow-up and corrections and be a time savings for all parties.

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About the Web-based System

- The information collected in the web-based system is exactly the same as in the spreadsheets. Only how the information is being collected is changing. [data entry screen handout].
- Designated users' email will serve as the USERID. User will have the capability to change their password.
- Log in screen will allow users to select "I have no individuals or updates to report."
- Every child/student/youth will be attached to the user who reports them. Users will only be able to see or access individuals they report. There will be a search option to find an individual to update information. Quick Reports will be built into the system for users to check their information.
- Directions will be imbedded into the data entry screen (? Icon)
- A User Manual with screenshots will also be posted on the evaluation website and emailed to users prior to on-boarding.

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About the Web-based System

- Regional Coordinators will be able to see all students reported by users in their region.
- ECYEH staff will monitor input into the system on at least a monthly basis.
- Evaluators are working with regions with their own systems so that information can be uploaded into the evaluator's system on a monthly basis.
- ECYEH staff will have the opportunity to use the system prior to the on-boarding process.
- System will be live for data entry the first week in November.
- On-boarding process will be staggered to allow regions to enter students identified since July 1, 2015.

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About the Web-based System

- On-boarding Schedule
  - Week of Nov 2: Region 8 & Region 7
  - Week of Nov 16: Region 3 & Region 1
  - Week of Nov 23 & 30: Region 4 & Region 6

- Staggered on-boarding provides an opportunity to address any questions, issues or concerns as you begin using the system.
- After on-boarding an individual can be added at any time.
- If you have already submitted 2015-16 to your ECYEH region you will not need to re-enter the information. Evaluators are working closely with regional staff to address these situations prior to on-boarding.

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Getting Started

- Evaluator will email USERID and password the week before on-boarding. The user manual will also be emailed at this time.
- You will need to change your password.
- You should gather all information before you enter an individual. However, you will not be able to enter a individual if you do not have key information: PA Secure ID or Local ID , Name (or partial name), age/grade category, nighttime status, unaccompanied youth status.
  - You can use a local ID until the PASECUREID is known, but you will need to update the PASECUREID.
- You can go in and update information at any time: add PASECUREID; change a student status, or nighttime status; add a barrier or service delivery item.
- The system will keep a record of all changes with a timestamp when the update occurred.
- Use the additional comments box for any other relevant information.
- Drop-down boxes and other quality controls will be built in the data entry process.

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Things to Consider

- Data entry is typically completed by the LEA Homeless Liaison, though this may vary from LEA to LEA.
- Often the Homeless Liaison is not the person doing the initial intake of a student, therefore the intake person must inform the Homeless Liaison of a student's status even if they are not in immediate need of any services.
- The program year runs July 1 to June 30. The data entry system will be tied to the program year.
- For the July 1, 2015-June 30, 2016 reporting period, data entry will be open until July 15, 2016. Once closed you will no longer be able to enter or update any 2015-16 individuals.
- For the July 1, 2016- June 30, 2017 reporting period, data entry will open on July 1, 2016.
- If you have a large number of students who remain homeless as of July 1, there will be a process to exit out of one program year, update any information, and upload into the new year. This will be described in the user manual.

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Things to Consider

- If you are an LEA, the LEA of Current Enrollment/Educating LEA should be entering the individual. Therefore, the student should be in a school within the LEA of Current Enrollment.
- You will only be able to select a school if it is in the LEA of Current Enrollment/Educating LEA.
- If you are a Transporting LEA or sharing transportation back to the school of origin, you should select the Educating LEA as the LEA of Current Enrollment and the school in which the student is being educated.
- We will know that the Transporting LEA is reporting the student because the student is tied to who reports them. Only the reporting entity will be able to see the student they are entering. This protects any student who does not want the Home/Educating LEA to know their student status.
- If more than one entity reports the same student, that is OKAY.

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Things to Consider

- If a student is attending an IU program in or out of the district there will be an option under school of current enrollment to select IU classroom/program since the location where the IU classroom is located may not be in the LEA or the school which the child would typically attend.

- If a student is attending a private/non-public school or institution there will be an option under LEA and school of current enrollment to select a private/non-public school or institution since the location of the school is not located in the LEA/school which the child would typically attend.

- LEA of Origin should be the same as the LEA of Current Enrollment/Educating LEA **UNLESS** the student enrolled in your LEA during the current academic year from another LEA or from out of state.

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Barriers to Education

- A barrier to enrollment is defined as a situation in which difficulties or conflicts have arisen that *delay* enrollment, attendance, and/or provision of services for children/youth experiencing homelessness. Resolving barriers is a primary role of the ECYEH staff.

- **Barriers (√) can be entered at any time as they arise.** Barriers include**:**
  – Determining eligibility for homeless services
  – Determining school selection
  – Setting up transportation
  – Receiving school records
  – Receiving Immunization information
  – Receiving other medical records
  – Other barriers

- ECYEH staff will also have the capacity to enter a barrier for an individual/situation in which they were consulted.

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Service Delivery Documentation

- The intent IS to collect information on the extent to which students receive services related to the McKinney-Vento authorized activities and the accompanying funding sources.

- The intent IS to identify the type/s of support/s being received and the type/s of funding source/s that support the authorized activity.

- The intent IS NOT to design a financial or budget report or to document who is paying for the service/s.

- **Services can be updated or added (√) at any time.**

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Technical Assistance

- For questions regarding policy issues, please contact Sheldon Winnick. swinnick@pa.gov 717-772-2066
- For questions regarding eligibility, enrollment, supports, or service delivery, contact your Regional Coordinator. They can triage your call to the appropriate person if needed.
  - If you are having difficulty reaching your regional coordinator, please contact Lynda Becker at the Center for Schools and Communities. lbecker@csc.csiu.org 717-763-1661, x156
- For system questions there will be a help button on the data entry screen that will send an email to system administrators.
- For questions regarding content, please contact Yolanda Yugar yolanda.yugar@aiu3.net 412-394-5939 or Geneva Johnson at geneva.johnson@aiu3.net 412-394-3475.

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