

**Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program
2014-15 Data Collection Webinar – Sept. 17, 2014: Participant Questions and Answers
(includes questions/answers from prior webinars and additional post-webinar
questions/answers submitted by evaluator)**

- Q 1:** Can you give us the website where we can download the new *Student Information and Service Delivery Spreadsheet* for data collection?
- A 1:** The direct link is: <http://www.aiu3.net/Level3.aspx?id=7382&>.
- Q 2:** Where do the PASecureID numbers come from?
- A 2:** The PASecureID number is a student specific identifier used in the Pennsylvania Information Management System (PIMS). The student’s school will have that number if the student is enrolled. Contact your PIMS coordinator at the school, or your regional or site coordinator if you are a provider and do not have a student’s PASecureID number.
- Q 3:** If a school has a school-wide Title I program would “tutoring or instructional support” be “yes” for all homeless elementary students on the *Student Information and Service Delivery Spreadsheet*?
- A 3:** If a school has a school-wide Title I program infused as part of the instruction or additional support and all students attending the school receive supports, then “tutoring or instructional support” would be “yes” for all homeless elementary students.
- Q 4:** I complete the *Student Information and Service Delivery Spreadsheet* every month but I only send the students for that month. Should I be adding on to the existing spreadsheet instead?
- A 4:** Yes. You should ‘save as’ the spreadsheet for the new month, update any information as needed for students already on the spreadsheet, and then add any new students and their information.
- Q 5:** How do others collect the information needed for the *Student Information and Service Delivery Spreadsheet*? I am not in the buildings where the students are registered. I can get certain information from our student information system, but there is a lot of other information that is not in our system.
- A 5:** Every district’s homeless liaison does this differently depending on their role in the district. You may need to meet with your student information system coordinator, or the individual(s) with whom a student registers, to determine the best protocol for your district.

- Q 6:** If there is a change of status within the same month is a second entry made? And for subsequent months are both entries maintained, or just the last/second entry?
- A 6:** Just the last/second entry. A student may have two entries if they are identified and no longer homeless in the same reporting period. The first entry represents their status when they were identified and the second represents the updated student status. Please do not change the current school/local education agency (LEA) of enrollment for the second entry.
- Q 7:** If you did not know a student withdrew from the district in June, after the school year ended, do you report that student on your new fiscal year report as “withdrew” or do you not record them at all on the new program year report?
- A 7:** At the beginning of each year (July 1) the *Student Information and Service Delivery Spreadsheet* should only contain those students that are still enrolled in your district/school and remain homeless as of July 1.
- Q 8:** What do I do if a student leaves my district and goes to another?
- A 8:** After you “save as” the *Student Information and Service Delivery Spreadsheet* for the next month, you would update any information. In this case, you would update the “Student Status” column as to the most applicable answer “left region” or “withdrew from school.” All other information would remain the same.
- Q 9:** Do we as the LEA need to track homeless students in charter schools?
- A 9:** In most cases, charter schools are their own LEA. As such, they are responsible for reporting their homeless student data directly to their Education for Children and Youth Experiencing Homelessness (ECYEH) regional office. However, there are a few cases where the charter school is actually a school within a district (in other words a school district charter school). In those cases, the “LEA of current enrollment” would be the school district and the charter school would be the school.
- Q 10:** If we don't have any homeless students in our school(s) do we need to complete a report?
- A 10:** No, but as a courtesy you should inform your regional office that you have no homeless students that month. Each region manages their data collection activity differently, and may require you to send a report noting “zero” homeless students.
- Q 11:** Is “LEA of enrollment” different than “LEA of attendance?”
- A 11:** No, the “LEA of enrollment” should be the same as the LEA the student is attending. The *Student Information and Service Delivery Spreadsheet* only captures “LEA of origin,” “LEA of current enrollment,” and “School of current enrollment.”
- Q 12:** Please explain the difference between “LEA of origin” and “LEA of current enrollment.”

- A 12:** The “LEA of current enrollment” is where the student is currently enrolled and attending. All students on the *Student Information and Service Delivery Spreadsheet* should be enrolled in the LEA which is submitting the spreadsheet (or left the LEA in the reporting month). The “LEA of origin” would be the LEA the student came from. The “LEA of origin” may or may not be the same as the “LEA of current enrollment” depending on if the student was enrolled in the LEA prior to homelessness or if they came from another LEA. If the student came from out of state, listing the state they came from is adequate for the “LEA of origin.”
- Q 13:** What are the appropriate responses for the Barriers section? Is the answer “yes” if barriers are currently present, but if the school district liaison removes/mitigates a barrier such as transportation, then it is still reported as a barrier on the report?
- A 13:** It depends if the barrier delays school enrollment or attendance. It is not considered a barrier if the issue is mitigated and enrollment/attendance has not been delayed or interrupted.
- Q 14:** Sometimes it can take up to three days to start transportation for a homeless family if it is out of our district (it takes time to set up a van with another district). Should I include this as a barrier? Even if we do set up the transportation within a few days?
- A 14:** Immediate enrollment means that any delay would be considered a barrier.
- Q 15:** The *Student Information and Service Delivery Spreadsheet* is protected and you cannot change a field after you entered it. What do we do in this case? I entered the date identified and now want to change it but I cannot.
- A 15:** This should not be the case. For any *Student Information and Service Delivery Spreadsheet* issues, please contact Geneva Johnson, at the Allegheny Intermediate Unit, at geneva.johnson@aiu3.net or 412.394.3475.
- Q 16:** How are districts able to be recipients of McKinney-Vento funding?
- A 16:** School districts can access McKinney-Vento funded services through their regional or site coordinator office. Each regional office is selected for funding through an open competitive process through a Request for Applications from the Pennsylvania Department of Education. The next three-year cycle begins in the 2014-15 program year.
- Q 17:** Why must we submit data to PIMS in addition to submitting data through the ECYEH reporting system? (Follow up question - So why not drop the PIMS reporting in regards to homeless status?)
- A 17:** Homeless student data is reported to PIMS and through the ECYEH evaluation process because different information is collected, to cross-check between databases to ensure full and accurate data, and to comply with required reporting and evaluation.

Q 18: The *Student Information and Service Delivery Spreadsheet* is submitted in June and not submitted again until September. I do not include students that graduated and are no longer our students on the new report. I have not been indicating a change of status on my June report indicating that a student has graduated. Is that correct?

A 18: Only students who remain homeless as of July 1 remain on the spreadsheet for the next year. Ultimately graduation/drop-out status is finalized later in the year through the homeless flag in PIMS.

Q 19: What if “unknown” is marked in Column Z of the *Student Information and Service Delivery Spreadsheet* for direct supplemental services?

A 19: It would depend. If there is/are service(s) designated in the following columns, then unknown should be marked “yes.” If there is nothing in the following columns it can remain “unknown.” Since service delivery might be documented or updated in a future month’s submission, at some point Column Z would become “yes.” Service delivery information is aggregated at the end of the program year and all service delivery is consolidated into one entry, so if updated at any point in the year then Column Z would have “yes” or remain “unknown.” The consolidated service delivery information is also cross-referenced with other sources so ultimately service delivery for an individual student may be updated from another source/s.

Q 20: If a school district does not become aware that a student is homeless until weeks after the event, do we correct previous reports?

A 20: You do not need to correct previous reports. The date of identification you enter when the student is identified as homeless is sufficient.

Q 21: When a student is identified as homeless, and they have a sibling living with them that either graduated or dropped out who is over the age of 18, do track the sibling in the non-residing spreadsheet?

A 21: If they graduated they would not. If they dropped out and were participating in some type of LEA-provided drop-out, GED, or re-entry program then yes.

See the Pennsylvania Department of Education Basic Education Circular on Enrollment at: http://www.portal.state.pa.us/portal/server.pt/community/purdon's_statutes/7503/enrollment_of_students/507350.

“During the time a child is of school age, the child or student is entitled to attend the public schools of the resident school district or a charter school, or to attend other school districts as an eligible nonresident. Students who turn 21 during the school term are entitled to finish that school term. If a student is under age 21 and has a Graduation Equivalency Diploma (“GED”), the student can enroll in school and work towards a diploma. For subsidy purposes, students who reach age 21 after the school term begins

are eligible to be counted for the entire school term. The Department will accept requests to allow students to be counted in membership for subsidy purposes for an extended school program beyond age 21 if the request includes a hearing officer decision or court order.”

Q 22: If we contract with an outside agency to provide transportation for homeless students who are living outside our district, should this be reported under "child receiving services this month?"

A 22: Yes and district funds would be selected as the funding source.

Q 23: Why is the age/grade category so important?

A 23: If a child/student/youth does not have an age/grade category, they cannot be counted for federal reporting in ED Facts. There is no option for “unknown” in this reporting category. This is particularly true for the preschool-age population. There are three age/grade categories for this group: birth-2; age 3-5 and not enrolled in a pre-kindergarten or kindergarten program, or pre-kindergarten (enrolled in a pre-kindergarten program).

Q 24: How do I code a student that attends an intermediate unit for a special education program?

A 24: The “LEA of current enrollment” would be the school district in which the student is enrolled. However, the school of current enrollment would be the intermediate unit where the student attends school. This is different than when a student is enrolled in a full-time, intermediate unit-operated special education school/center. In this case the “LEA of current enrollment” is the intermediate unit and the “School of current enrollment” is the intermediate unit school.

Q 25: How do I code a student that attends a comprehensive career and technical center?

A 25: Comprehensive career and technical centers are LEAs and complete their own *Student Information and Service Delivery Spreadsheet*. The comprehensive career and technical center would be the “LEA of current enrollment” and the “School of current enrollment.”

Q 26: How do I code a student that attends an occupational technical center?

A 26: Occupational technical centers are not LEAs. The school district in which the student is enrolled is the “LEA of current enrollment” and the “School of current enrollment” is the occupational technical center.