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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Agenda

Part 1. McKinney-Vento Overview

– Distribution of McKinney Funds/Role of the Education for Children and Youth Experiencing Homelessness Program (ECYEH)
– McKinney-Vento Definition of Homeless
– McKinney-Vento and Title 1

Part 2. Overview of Data Elements

– Why Data Collection
– Completing and Submitting the Student Information and Service Delivery Spreadsheet (SISD)
– Checks for Accuracy
– Technical Assistance

Handouts: Expanded Definitions and Directions, Regional Map and Regional Coordinator and Contact Information

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Evaluation Information and Homeless Resources

- **Evaluation Website:**
  - www.aiu3.net/evaluations
  - Click on Education for Children and Youth Experiencing Homelessness (ECYEH)
  - Student Information and Service Delivery spreadsheet is posted here for download.

- **Homeless Resources:**
  - Center for Schools and Communities
  - http://homeless.center-school.org/index.cfm
  - Pennsylvania Department of Education
  - http://www.portal.state.pa.us/portal/server.pt/community/homeless_education/7491

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McKinney-Vento Act Funds

- Funds flow from United States Department of Education to State Departments of Education based on each state's formula of Title I, Part A funds.
- Funds flow from the PA Department of Education to Regional Offices based on competitive bid.
- Each Regional Office has at least one full-time designated Coordinator.
- 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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McKinney-Vento Definition of Homeless Children and Youth

Homelessness is based on night-time status - in other words, where a child/youth sleeps – and the extent to which the nighttime status is fixed, regular, and adequate. Homeless children and youth may be found in these places or situations:

- Public or private shelters

- Public or private places not designated for, or ordinarily used as, regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.

- Living with a parent in a domestic violence shelter

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McKinney Vento Definition of Homeless Children & Youth

- Individuals and/or families living with relatives or friends due to lack of housing

- Living in transitional housing programs

- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of home by parents or other caretakers.

    These children may be in temporary shelters awaiting assistance from social service agencies, may live alone on the street, or move from place to place among family members, friends, or acquaintances.

- Children of migrant families who lack adequate housing

- Children abandoned in hospitals or awaiting foster care

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McKinney Vento Definition of Homeless Children & Youth

Nighttime Status descriptions are grouped into 4 categories for reporting purposes

- Doubled-up

- Hotels/Motels

- Shelter/Transitional Housing/Awaiting Foster Care

- Unsheltered, which includes substandard housing or housing that does not meet conventional housing codes

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McKinney Vento Definition of Unaccompanied Youth

- A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless.

  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.

- *Guardian refers to legal guardian, which means awarded by a court of law, not a notary.*

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Rights of Eligible Children & Youth

- Immediate enrollment even when records not present
- Remain in the school of origin, if in the student's best interest
- Receive transportation to the school of origin
- Support for academic success

If you have questions regarding eligibility and rights, contact your Regional Coordinator.

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McKinney-Vento and Title I

Students experiencing homelessness are automatically eligible for Title I services regardless of the Title I status of the school they are attending.

For questions about Title I and McKinney-Vento, please contact your district's federal program coordinator or your district's state federal program regional officer OR you may also contact your Homeless Regional Coordinator for assistance or where to turn.

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PA's Education for Children & Youth Experiencing Homelessness (ECYEH)

The program exists to:

- ensure that all homeless children and youth enroll, participate and have the opportunity to succeed in school.

- ensure homeless children and youth receive a free and appropriate public education on an equal basis with all other children in the state.

- eliminate and/or reduce educational barriers through the use of local "best practices" and the authorized activities of the McKinney-Vento Homeless Education Assistance Act.

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The main objectives of the program are to:

- Reduce the disruption in the educational lives of children and youth experiencing homelessness;

- Increase awareness about the nature and extent of the problems children and youth experiencing homelessness have enrolling in and gaining access to educational programs and services;

- Explain laws and policies already in place, which overcome these barriers;

- Build on laws and policies already in place, which overcome these barriers;

- Build the capacity of others to assist identifying, enrolling and ensuring the educational success of homeless children and youth, and;

- Provide opportunities to collaborate with other statewide initiatives such as Title I, special education, early childhood, migrant education, or refugee education.

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Pennsylvania Homeless Children's Initiative Regional Map
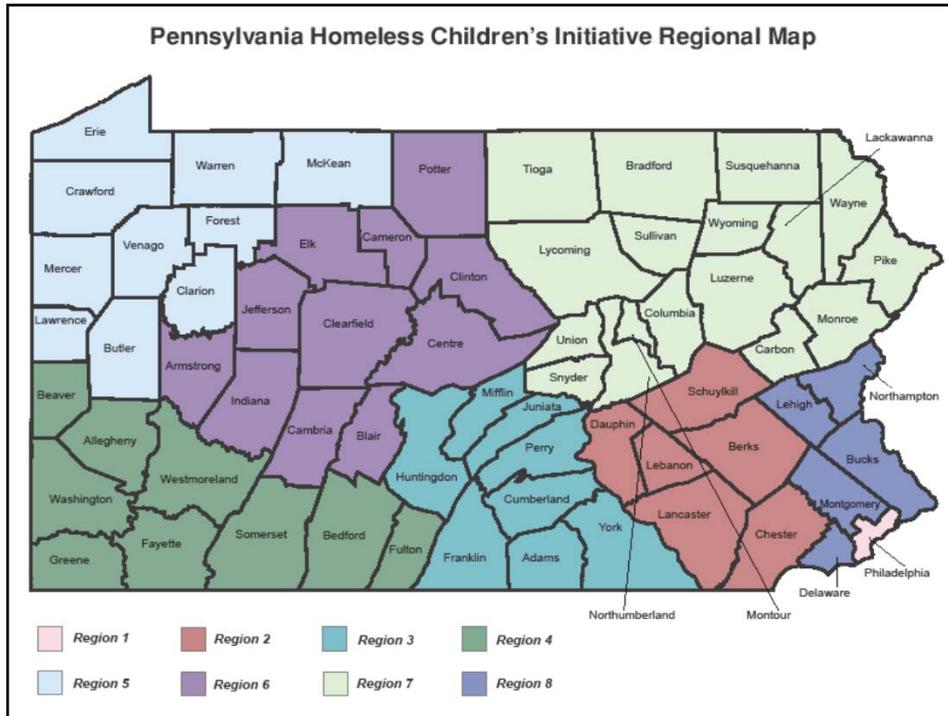
Why Data Collection?

- All LEAs (school districts, charter and cyber schools, comprehensive technical centers, and IUs including LEA Head Start, Early Head Start, or PreK programs) are required to report certain data elements that are used for federal reporting (EDFacts) even if they don't receive services or support from the ECYEH Program.

- ECYEH Program is required to be evaluated annually.

- ECYEH data collection along with a comprehensive verification process is used as the official source of homelessness in PIMS.

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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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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.

(in this case, 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.

The focus of this webinar is on data submission from LEAs.

- The Student Information and Service Delivery Spreadsheet (SISD) includes:
  - Student demographics
  - Homelessness information
  - Student educational barriers
  - Service delivery

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About the SISD Spreadsheet

- The SISD spreadsheet has remained the same since 2012-13; there are currently no additional changes.

- The program year runs July 1-June 30. The first submission represents July through September and should focus on:
  - any students from the prior year continuing to experience homelessness as of July 1 even if they left your LEA prior to the start of the 2014-15 school year.
  - those students identified between July 1 and the start of the school year even if they may no longer be in your LEA.
  - any new students identified since the start of the school year, to the extent possible.
  - any students unknown at the time of the September submission can be captured in the next submission.

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SISD Reporting

- Information collected through the SISD is only one source of information.

- It is cross-referenced with multiple other sources of information to provide a complete picture of identified youth experiencing homelessness.

- It is typically completed by the LEA Homeless Liaison.

- Often the Homeless Liaison is not the person doing the initial intake of a student. It is important for the intake person to inform the Homeless Liaison of a student's status even if they are not in immediate need of any services.

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Completing the SISD Spreadsheet

- **Download the Student Information and Service Delivery Excel file from the evaluation website and save to your computer.**
  - Right click on the link and 'save as' to your computer.
  - Add your LEA or organization name and month name to the title of the workbook. For example, AIU Student Information and Service Delivery, September.
- **Any students from the prior year who continued to be homeless as of July 1 should be included in the current year spreadsheet.**
  - You can hand enter or copy and paste special, selecting paste values to paste their demographic information from the prior year spreadsheet.
  - It is possible that some of these students are no longer at your LEA by the start of school. However, they were your students at the beginning of the program year.
  - Update any demographic information and add service delivery information.
- **Add any newly identified student as of July 1; enter their PAsecureID and provide the requested demographic and service delivery information.**

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Completing SISD Spreadsheet

- **Please do not remove anyone from the spreadsheet during the program year.**

  - Updating the information each month provides a historical record for that child/youth.
  - 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.

- If you have another system(s) where you track homeless information, please contact Geneva.Johnson@aiu3.net for assistance in completing this spreadsheet using your existing data sources.

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Submitting the SISD Spreadsheet

- **The spreadsheet is due to your Regional Coordinator on the first Friday of following month.**

  - Your Regional Coordinator may ask you to provide the information in a different way. HOW you provide the information each month may vary by region, but the CONTENT of what is provided will not.
  - Your Regional Coordinator has a process in place for this. Please contact your coordinator if you have any questions regarding this process.

- **After each submission, save your spreadsheet with the new month name**.

  - Change the month in the spreadsheet and update information (as applicable) for children/youth currently included in the spreadsheet.
  - Add any new children/youth and their information.

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Checks for Accuracy

- LEA submitting the spreadsheet should be the CURRENT LEA for all students in the spreadsheet, meaning that these students are currently enrolled and attending the LEA submitting the spreadsheet.
- Please use the complete district and school name; do not use initials for the district or school name.
- Be sure to use the "Directions and Expanded Definitions" handout for clarification and drop-down options.
- For students that were homeless last year and continue to be homeless this year, their date of identification should be July 1 and their precipitating event would be the event that is most current to this school/program year.
- Remember to click in the blank [white] cell under the column heading for the drop down options button to appear.

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Checks for Accuracy

- **Student Status** is in relationship to school:

  - **School 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.

- Each student's first entry should reflect their status as of July 1 or when they are first identified for the program year.

  - If a student left school or became 'no longer homeless' before June 30 of the prior year, they should not appear on the current year spreadsheet.
  - If a student left school/is no longer homeless after July 1, they will have two entries, one that reflects their status as of July 1, and one that reflects their final status.
  - If the student's status changed within the same month, the student can have two valid entries.

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Checks for Accuracy

- **Age/Grade Category: ALL entries must have an age/grade.**

  - Birth-2, Ages 3-5 not in preschool, 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.
  - **Unknown is not an option for LEAs completing the spreadsheet.**

- **Unaccompanied Youth (UY)**. An UY is not in the physical custody of the parent or guardian (legal, by court not by notary). An UY can be birth through 21.

  - Answer options are 'unaccompanied', meaning they are NOT in the physical custody of the parent OR 'not unaccompanied', meaning they are in the physical custody of the parent.

- **A night-time residence MUST be listed for EVERY student's first entry.**

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Checks for Accuracy

- **Date identified** as homeless [by reporting entity] should not be blank.

- The **date of enrollment/attendance after precipitating event** means the date in which they were in <u>attendance.</u> A student may still be enrolled, but not attending, after an event that made them homeless. This data element is to document when the student starts attending after the event.

- **PA secure ID** is 10 digits in length. **There MUST be a PA secure ID entered for any student enrolled in school.**

- **Post Secondary Plans:** Only applies to Grade 12 students. If a student is not in grade 12, the only valid response is Not applicable.

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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.

- **Barriers include:**
  - Determining eligibility for homeless services
  - School selection
  - Transportation
  - School records
  - Immunizations
  - Other medical records
  - Other barriers

- It is important to note that some of these items fall under the rights of eligible children and youth (slide 9). They are listed as barriers to determine if delays in enrollment/attendance/services remain.

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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.

- If the response to 'Did student receive direct supplemental services?' (column Z) is 'No,' then all of the following columns must also be 'No' or be left blank;. If 'Yes' is marked in column Z, then one or more service categories should be marked. If any service category is marked, then the response to 'Did student receive direct supplemental services?' is 'Yes.'

- The Service Delivery Section should updated each month with any changes.

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Service Delivery Documentation

- A category such as 'tutoring or instructional support' or 'transportation' may have more than one designation. For example, it is conceivable that a student could have all three funding options marked 'yes'.

- Under 'tutoring or instructional support', supports such as Title 1 Services, RTII, SES, 21st CCLC, IEPs would fall under this category.

- Under 'Counseling', supports such as SAP, D&A or MH counseling as part of SAP partnerships/services would fall under this category.

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Technical Assistance

- For questions regarding policy issues, please contact Sheldon Winnick. swinnick@pa.gov 717-772-2066
- For questions regarding spreadsheet issues, please contact Geneva Johnson. geneva.johnson@aiu3.net 412-394-3475
- For questions regarding spreadsheet content, please contact Yolanda Yugar. yolanda.yugar@aiu3.net 412-394-5939
- 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

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