

# Don't Panic!

## Surviving Your McKinney-Vento LEA Monitoring Visit

2018 Meeting the Challenge Conference

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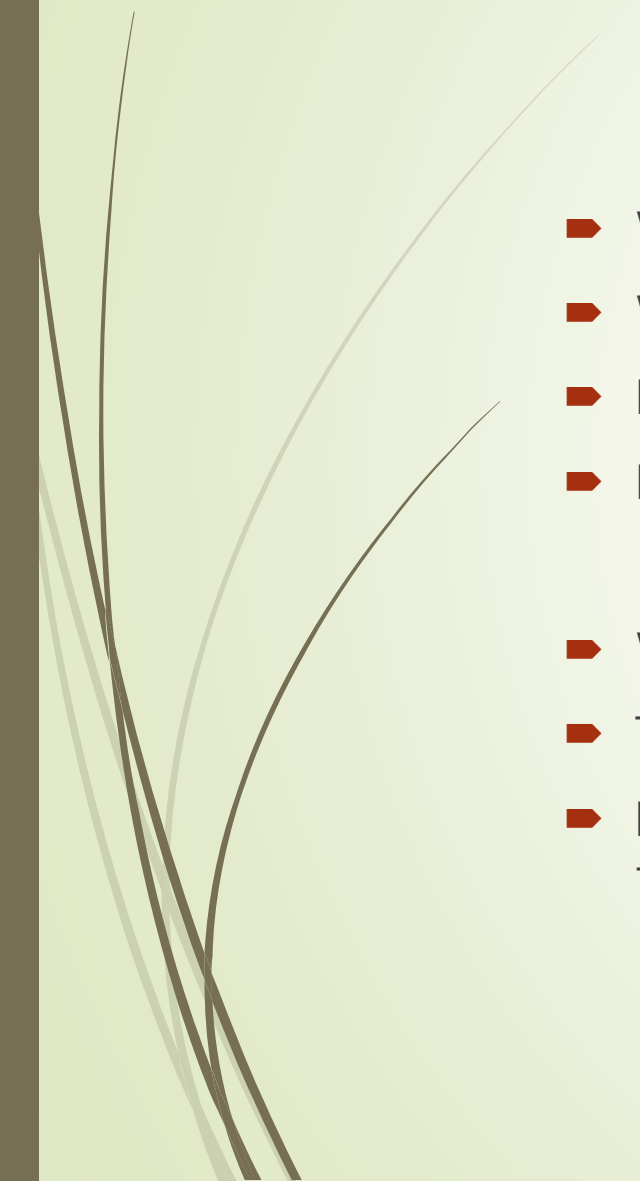


# McKinney-Vento Monitoring Workshop Goals

- Rationale for McKinney-Vento (M-V) monitoring visits
- Process of the monitoring visit
- Role of the Monitor
- Role of the Regional Coordinator
- Completion of the monitoring tool
- Components of the monitoring tool
- Most common findings
- Best monitoring preparation practices
- Your questions
- Best Practices in M-V implementation





# Getting to Know You!

- ▶ Which Region do you work in?
  - ▶ Were you monitored in the 17/18 School Year?
  - ▶ Have you been scheduled to be monitored in the 18/19 School Year?
  - ▶ Do you have concerns about your monitoring?
  
  - ▶ We hope this workshop will help alleviate your concerns.
  - ▶ There will be time at the end of this workshop for your questions.
  - ▶ If you have lingering questions, Barb will be available after the workshop to talk with you.
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# Rationale

- ▶ The McKinney-Vento Homeless Assistance Act is federal law.
  - ▶ The federal government requires that states monitor LEAs for compliant implementation of McKinney-Vento.
  - ▶ Monitoring must be cyclical in nature so every LEA will be monitored every 3 years.
  - ▶ This is an opportunity to review your McKinney-Vento implementation and to look at programmatic improvements. It is NOT an audit.
  - ▶ Our goal is to have a positive, non-threatening review of your work; our visit is not meant to be punitive.
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# What to Expect from the Monitoring Process

- ▶ Monitors work with the Center for Schools and Communities (CSC), the lead agency in the homeless monitoring process, to select dates for the monitoring visits.
- ▶ CSC emails a letter to the superintendent/CEO, homeless liaison, monitor and regional coordinator with the...
  - ▶ Date of your monitoring
  - ▶ Name and contact information of your monitor
  - ▶ Monitoring tool
- ▶ Technical assistance from the Regional Coordinator is available to the LEA to help prepare for the monitoring visit.



# Role of the monitor

- ▶ Monitors are contracted through the Center for Schools and Communities, CSIU.
  - ▶ Monitors are independent consultants.
  - ▶ They may not be affiliated with any LEA – school district, charter school or IU.
  - ▶ All monitors have at least one year experience monitoring McKinney-Vento.
- ▶ Monitor's responsibilities:
  - ▶ Contact LEA to confirm date and start time
  - ▶ Conduct monitoring visit
  - ▶ Review monitoring tool and supporting documentation with LEA
  - ▶ Interview Homeless Liaison and secure signature
  - ▶ Complete and submit monitoring report
- ▶ Please note: Each monitor has their own style of monitoring visit procedures. While the end product is the same, all monitoring visits may not look the same.





# Role of the Regional Coordinator

- ▶ Your Regional Coordinator (RC) will receive the same email letter that you do and will know about your scheduled monitoring visit.
- ▶ Your RC, or other regional staff, will work closely with you as you prepare for your monitoring visit.
- ▶ Your RC can provide suggestions on how to organize your materials and to select examples of supporting documentation.
- ▶ As part of the monitoring follow-up, RCs work with LEAs to address any compliance issues or programmatic areas in need of improvement.
- ▶ Possible RC follow-up may include training, additional resources or related technical assistance.



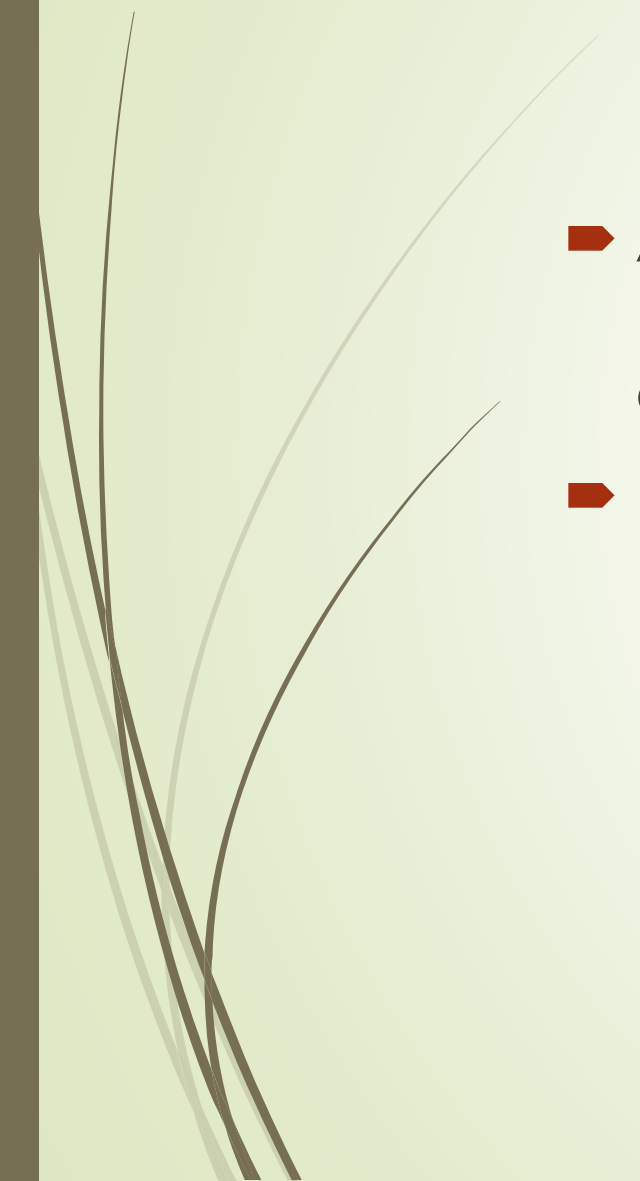
# Tooling Around! Completion of the Monitoring Tool

- ▶ The monitoring tool consists of 37 questions related to the LEA's implementation of the McKinney-Vento Homeless Assistance Act.
- ▶ LEA's responsibility:
  - ▶ Complete all information in the first section.
  - ▶ Use check boxes to indicate your answers for each question.
    - ▶ All options with an \* must be available and include all necessary content to receive a "Meets Requirements" rating.
  - ▶ Use the "Other" box to capture your innovative strategies and programming - one size does not fit all!
  - ▶ Gather supporting documentation as evidence for your answers.
  - ▶ Assure all pertinent LEA staff members have input; e.g., Title I Coordinator, Registrar, Food Service, Transportation, Administrators, Data/PIMS, Guidance Counselors, School Nurse, Administrative Assistants, Classroom Teachers, etc.





# The Components of the Tool

- ▶ At this time, we will review the McKinney-Vento Homeless Assistance Act monitoring tool question-by-question.
  - ▶ Please refer to your copy of the monitoring tool.
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# Most Common Findings

- McKinney-Vento (M-V) information not published in student, faculty or family handbooks
- M-V information not presented on website
- Professional development on M-V insufficiently delivered
  - Not frequent enough
  - Not a fully developed presentation
  - Not presented to ALL school staff members
  - Not included in new teacher induction
- Homeless BEC not disseminated to key personnel
- Board Homeless Policy (#251) incomplete or not updated



# Most Common Findings

- ▶ Lack of coordination with local service providers
  - ▶ Insufficient sharing of McKinney-Vento information with other service providers
  - ▶ Shelters not notified of LEA events
- ▶ Lack of understanding on Title I set-aside funds or no Title I Budget available
- ▶ Blank forms submitted as documentation
- ▶ Not accessing resources from Regional Coordinators' website
  - ▶ Forms – BID, ECYEH Intake, Dispute Letter, Residency Questionnaire
- ▶ No separate file for homeless students
- ▶ Lack of attendance at state homeless conference or regional trainings
- ▶ Low rates of students' academic proficiency on PSSAs and Keystone Exams




# Best Practices in Monitoring Process

- Super preparation
  - Start early!
  - Complete monitoring tool thoroughly.
  - Contact all key school personnel and include their input on monitoring tool.
  - Organize documentation for easy access.
  - Assure meeting room is ready.
- Close collaboration with Regional Coordinator
  - Communicate regularly with your Regional Coordinator (RC).
  - Ask RC for suggestions of acceptable supporting documentation.
  - Attend information sessions presented by RC.
  - Invite RC to come to your school to review your preparation.



# You've Survived Monitoring! Now What?


- ▶ Signature page is signed at conclusion of visit on the day of your monitoring.
  - ▶ Monitor completes monitoring report and submits it to AIU3 Evaluation, Grants and Data online system.
  - ▶ AIU3 sends report to Storm Camara, ECYEH State Coordinator at PDE, for review and approval.
  - ▶ After review/approval, monitoring report is sent to LEA Superintendent/CEO, Homeless Liaison, and Regional Coordinator.
  - ▶ Regional Coordinator follows up with LEA to discuss findings and future actions.
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# Your Questions







# Best Practices in McKinney-Vento Homeless Assistance Act Implementation

- ▶ The following slides present best practices in McKinney-Vento homeless program implementation.



# Who Should Know Who is Homeless?

- ▶ It is important to share information with the people who will be working with homeless students to ensure academic success and physical support.
- ▶ The Homeless Liaison must coordinate with school enrollment/registration staff.
- ▶ The Homeless Liaison must communicate with other school staff members, including the following:
  - ▶ Classroom teachers
  - ▶ Guidance counselors
  - ▶ Student Support Teams (SAP, Child Support Team, MTSS, etc.)
  - ▶ Administrators
  - ▶ Administrative Assistants
  - ▶ Food Service directors and staff
  - ▶ Transportation directors and staff
  - ▶ Any other school staff that interact with students...
- ▶ Internal communication and training with all key members of the educational team must occur regularly.



# Policies, Protocols and Procedures

- Written Policies

... what written M-V policies are in place?

- Documentation

... what documentation is available to demonstrate the identification of and services for students experiencing homelessness?

- Procedures – What is actually happening?

... what protocols or procedures are in place that facilitate the identification of and services for students experiencing homelessness?



# How Can Your Regional Coordinator Help?

- ▶ Training

... for new liaisons, school staff (general orientation or targeted staff groups), school administration, school board, etc.

- ▶ Technical Assistance

- ▶ Resources



# Title I - The Facts You Should Know

- ▶ Your Title I Person!
- ▶ Eligibility for Title I, Part A Services
- ▶ Determining Homeless reservation/set-aside funds
- ▶ How set-aside funds are used
- ▶ The percentage of the set-aside that has been used to date
- ▶ What happens with unspent funds
- ▶ How to ensure coordination between Title I and ECYEH Services



# Disputes!

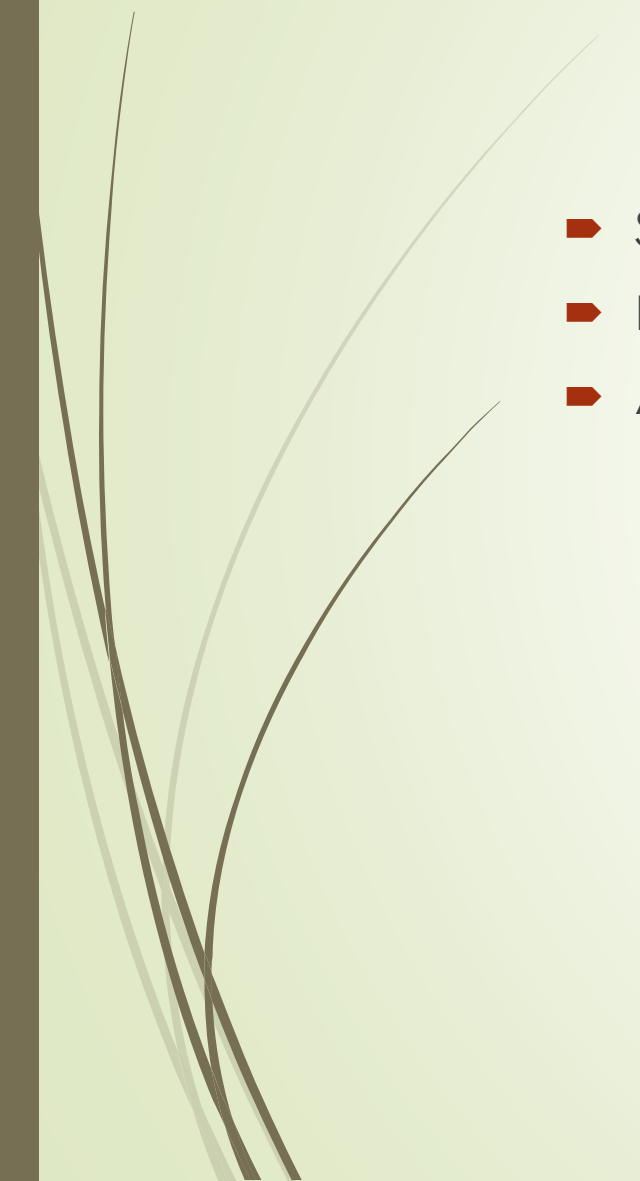
From time to time, disagreements happen. That is why it is important to know the following:

- ▶ Written Dispute procedure – LEAs must have a dispute procedure and use it when necessary
- ▶ The Right to Appeal – exists for all students/families who are not in agreement with a decision regarding eligibility
- ▶ Parent/Student Right to appeal educational placement decisions






# Facilitating Academic Achievement

- ▶ Specific Support interventions
  - ▶ Early Childhood services
  - ▶ Access to healthcare
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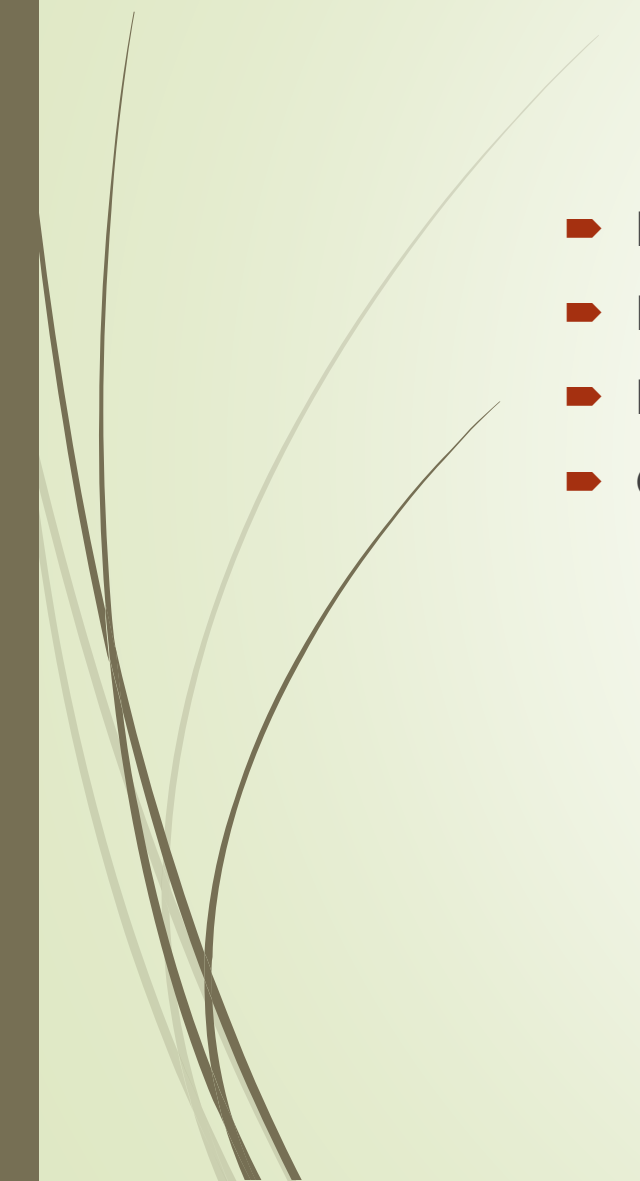


# Communication and Coordination

- ▶ Partnerships with churches, colleges, universities, community-based organizations, corporations/business community, etc.
  - ▶ School supplies
  - ▶ Tutoring
  - ▶ Community Donations
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# Unenrolled and Out-of-School Youth

- Definitions
  - Bringing the students back to school
  - How to identify the unenrolled and out-of-school students
  - Outreach throughout the community
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# Going for the Gold

- ▶ Special services and resources for students using alternative funds
  - ▶ Community donations
  - ▶ Donation drives at schools
  - ▶ Clothing closets
  - ▶ School supplies
  - ▶ Parent groups
  - ▶ Life Skills - in and out of the classroom



# Measuring Student Success

- ▶ How are students scoring on state assessments?
  - ▶ Knowing other factors impacting student proficiency
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# Data, Data, Data!

- ▶ Data entry in the ECYEH Data Management System
  - ▶ PIMS – Pennsylvania Information Management System
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