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.
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.
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.
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.
- AUI3 sends report to Storm Camara, ECYE H 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.
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
Communication and Coordination

- Partnerships with churches, colleges, universities, community-based organizations, corporations/business community, etc.
- School supplies
- Tutoring
- Community Donations
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
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
Data, Data, Data!

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