

# Education for Children and Youth Experiencing Homelessness ECYEH Background Information and Getting Started

*Evaluation authorized by  
the Pennsylvania Department of Education*

# Evaluation and Data System Information

## Evaluation Website:

- [www.aiu3.net/evaluations](http://www.aiu3.net/evaluations)
- Link to Data Entry Screen User Log In
- Link to help email

**Data entry login site:** <https://egd.aiu3.net/ecyeh>

**NOTE:** Most current versions of most Internet browsers (Internet Explorer, Chrome, Safari, Firefox, Edge) are compatible with the ECYEH web-based data submission process, EXCEPT Internet Explorer 10, which is known to NOT be compatible. If you currently use Internet Explorer 10, you should try another browser or upgrade free to Internet Explorer 11:

<http://windows.microsoft.com/en-us/internet-explorer/download-ie>

# 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, and PreK programs).
  2. All entities, typically shelters or non-LEA prekindergarten programs, receiving direct or indirect services from McKinney-Vento funded staff are also required to report.
    - Direct services are outlined in the McKinney-Vento Act and reflected in the service delivery portion of data collection.
    - Indirect services include outreach activities completed by a staff member whose position is supported through McKinney-Vento Act funds.

# 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, external state 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 for reporting is not available to the LEA. This protects families who want to remain anonymous to the LEA.

# 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/>

# 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](http://www.education.pa.gov/homeless)

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

# Data Collection

Data collection is conducted from multiple sources.

- Reporting entities: LEAs, shelters, prekindergarten programs, ECYEH staff
- PIMS: Reporting Homelessness in PIMs remains a required field since several students are only identified this way each year.
- State academic assessments (PSSA, Keystone Exam, PASA)
- State Migrant Education Program database
- This PPT addresses the web-based ECYEH Data Collection only.

# ECYEH Web-based System

- There will be ONE designated USERID for each reporting entity. This will be the homeless liaison as they are the responsible party for homeless information.
- Designated users' email will serve as the USERID. User will have the capability to change their password.
  - Even if a support staff enters information for the homeless liaison they will use the liaison's ID and can create their own password or they can use the liaison's ID and password created for this system. All communications go to the liaison.
- There is a feature to retrieve a forgotten password (Login Screen).
- There is an option to select 'I have no individuals or updates to report this month.' (Home Tab)
- There is a search option (Entry Tab) to find an individual to update their information.
- You can export data (Report Tab) into Excel to sort, check, etc.
- There are Quick Reference Guides with screenshots for immediate technical assistance (HELP Tab).
- [ecyehsupport@aiu3.net](mailto:ecyehsupport@aiu3.net) link (Help Tab) should be used for questions.



# Things to Consider before Getting Started

- 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.
- If you are an LEA, the LEA of Current Enrollment/Educating LEA **should be entering the individual.** Therefore, the student should attend 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/Education LEA.
  - If a transporting LEA feels compelled to report a student because 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, not your LEA. We will know that the transporting LEA is reporting the student because the student is tied to who reports them. If more than one entity reports the same student that is OKAY. **HOWEVER, we strongly recommend that the educating LEA report the student.** The educating LEA should note transportation under service delivery as 'other.'
- If you are not an LEA, you may only have a Local ID, comprised of the Reporting Entities Name, for example, AIUHS1, AIUHS2, etc. or XYZShelter 1. LEA/school information may not apply to a non-LEA, especially for children under the age of 5.

# Things to Consider before Getting Started

- If a student is attending an IU program in or out of the district use the option under school of current enrollment to select IU classroom/program since the location of the IU classroom 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 use the option under school of current enrollment to select a private/non-public school or institution since the location of the school is not 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 is from another LEA or from out of state.

# Things to Consider before Getting Started

- Every child/student/youth is attached to the user who reports them. LEAs or other reporting entities will only be able to see or access individuals they report. When a liaison changes, all students previously reported by the previous liaison will transfer to the new liaison. Liaison changes must be requested through the ECYEH Regional Coordinator.
- LEAs cannot see students ECYEH staff enter even if they attend their LEA. This is to protect the identity of individuals who request to remain anonymous to the LEA.
- To monitor LEA reporting, ECYEH Staff will be able to see all students reported by all users in their region.
- ECYEH Staff can update a student's record first entered by the LEA and the LEA will be able to see the ECYEH update.
- ECYEH Staff are expected to monitor LEA reporting at least once a month.

# Technical Assistance

- **HELP Tab in Data System**
  - Quick Guides for at-a-glance technical assistance
  - Link to [ecyehsupport@aiu3.net](mailto:ecyehsupport@aiu3.net) for any questions.
  
- **Homeless Resources**
  - Center for Schools and Communities  
<http://homeless.center-school.org>
  - Pennsylvania Department of Education  
[www.education.pa.gov/homeless](http://www.education.pa.gov/homeless)