

## ECYEH Data QUICK GUIDE: 2019-20 Directions Update

There have been additional updates/clarifications to the directions due to more non-LEAs using the ECYEH Reporting System, changes in ESSA, changes in federal reporting requirements, and to remedy ongoing data entry errors.

- ❖ ECYEH Data is an annual data reporting system, not a data warehouse. As such, the system is reset at beginning of each program year and all prior year entries are removed. The program year runs July 1 through June 30. The reporting window opens the Tuesday after Labor Day and closes on June 30 at 5PM.
- ❖ Any prior student who continues to experience homelessness as of July 1 or who are identified as experiencing homeless between July 1 and the start of the school year should be reported even if they withdraw from school or become housed before the school year begins. The same applies to any younger siblings of such students who are not yet enrolled in school (generally referred to as the “under 5 population”).
- ❖ You must have ID, age/grade category, nighttime status, and living arrangement for an individual record to be saved.
- ❖ You cannot delete a record once entered. If entered in error, put a note in the comment box that is provided: ERROR-BAD ID, ERROR-DUPLICATE RECORD, ERROR-NOT HOMELESS.

### ***PASecureID – This field is required for LEAs.***

A PASecureID MUST be provided if a child/youth is enrolled in public school AND the reporting entity is an LEA (district, school, charter/cyber charter, IU, CTC [comprehensive technical center]).

Pre-kindergarten children enrolled in an LEA-operated or funded program such as PreK Counts, Head Start, and Early Head Start should also have a PASecureID. Every LEA has a PIMS coordinator responsible for PASecureIDs if assistance is needed in obtaining a student’s ID.

If an identified child is enrolled in a pre-kindergarten program but does not have a PASecureID, use the *Local ID* coding described below for non-enrolled siblings of identified students.

### ***Local ID – This field is required for the following populations.***

The local ID is generated by the reporting entity. Populations coded this way include:

- Under 5 siblings of enrolled students who are not enrolled in a pre-kindergarten program **or** the pre-kindergarten program does not use PASecureIDs.
- Non-LEAs reporting on children/youth residing in their facility or attending their school/program.

The local ID should include some aspect of the entity name and a numerical count of the individual, for example: xxxSTH1 (shelter/ transitional housing), xxxxHS1 (Head Start), or xxxEHS1 (Early Head Start), or xxxPKC1 (PreK Counts), or xxxSD1, xxxSD2 (School District).

## Notes:

Younger siblings of enrolled students should also be noted as younger siblings in the **Student Status section** and the LEA of Current Enrollment for the enrolled student should be selected for the younger sibling as well.

For younger siblings enrolled in non-LEA pre-kindergarten programs AND reported by the LEA the xxxSD1 local ID coding protocol should be used. The LEA of Current Enrollment of their enrolled sibling(s) should be selected and the name of the non-LEA pre-kindergarten program should be identified under LEA of Origin.

Some LEAs maintain a numerical ID for their internal student management systems. LEAs may include this as well, but NOT in place of the PAsecureID.

### ***Last Name – This field should not be left blank.***

Used for internal identification purposes only. Full name is desired. Partial Name that includes first 3 letters is helpful.

### ***First Name - This field should not be left blank.***

Used for internal identification purposes only. Full name is desired. Partial Name that includes first 3 letters is helpful.

### ***Date of Birth – This field should not be left blank.***

Select month, then day, then year.

Used for internal identification purposes only.

### ***Gender***

Answer options include Female, Male, Unknown.

### ***Age/Grade Category - This is a required field.***

Drop-down options include: Birth-age 2, Ages 3-5 not Pre-K or K, Pre-K (includes Head Start, Early Head Start, Pre-K Counts), K4 (4-year-old kindergarten), K5 (5-year-old 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, Grade 13, Ungraded, out of school youth (school age, but no longer enrolled in school).

If identified during the summer, enter the grade the student will be entering in the fall.

If a student recently graduated or dropped-out, grade 12 or the grade last enrolled should be selected and then can be noted as graduated or dropped out in the comment box.

Grade 13: This grade level is for students who remain in high school for more than four years in order to take part in a program that bridges the high school to college transition. Examples include early or middle college programs. Grade 13 is not to be used for students who are repeating courses to meet high school requirements.

***Nighttime Residence Status: This is a required field.***

Drop-down Options include Doubled-up, Hotel/Motel, Shelter/Transitional Housing, Unsheltered.

Unsheltered includes substandard housing - no electricity, running water, or heat; overcrowded living conditions; living in a place not meant to be housing – car, tent, temporary trailer, garage, bar, abandoned buildings.

***Living Arrangement: This is a required field.***

Is this individual living in the physical custody of at least one parent or legal guardian? (Determines Unaccompanied/Accompanied Youth status)

Answer options include yes or no.

***Date of Identification – This field should not be left blank.***

Select month, then day, then year.

Select the date the child/youth was identified as homeless. If you do not know the exact date you can use an estimated date. If the child/youth continues to be homeless at the start of the program year, date of identification should be July 1 of the school year.

***Method of Identification: This field should not be left blank.***

Drop-down options: by school staff, by ECYEH staff, by Shelter/Transitional Housing staff, by other homeless organization, or by self/parent.

***Precipitating Event: This field should not be left blank.***

Event that caused the child/youth to meet the McKinney-Vento Act definition of homeless.

Drop-down options: Abandonment, Act of Nature/Natural Disaster, Death of Parent/Guardian, Domestic Violence, Eviction, Fire, Hospitalization of Parent/Guardian, Incarceration of Parent/Guardian, Left Home, Military, Parental Job Loss/Loss of Income, Parent Divorce/Separation, Separated from Family, Other Poverty-related Situation, Other, and Unknown.

For anyone displaced due to hurricanes or other natural disasters, Act of Nature/Natural Disaster must be selected. Additionally, please note in comment box that the student was displaced by a natural disaster and identify that disaster. For example, displaced by Hurricane [name], flood, tornado, wildfire, etc.

***Student Status - This field should not be left blank.***

The child/youth's current status as it relates to homelessness and school enrollment status. This status may change during the program year and should be updated as soon as the status change is known.

Drop-down options: Awaiting school enrollment, Currently enrolled in school, Withdrew from school and moved to another PA school, Withdrew from school-status unknown, No longer homeless, Younger sibling of enrolled student.

### ***Date of Attendance after Precipitating Event***

If a child/youth's school attendance is interrupted by a change in school or district, indicate the date upon which the youth **attended** school following the precipitating event. In some cases a child/youth's school attendance is not interrupted, so the day after the identification date would be entered if no school was missed. If LEA of Current Enrollment is different than LEA of Origin, then date of school enrollment applies to Current LEA.

### ***LEA of Current Enrollment/Educating LEA***

Students should be reported by the LEA in which they are being educated even if they are living in another district and being transported to their home school.

#### Notes:

The LEA of current enrollment will be pre-populated based on the LEA liaison identifying the student.

If you are a transporting LEA only, the LEA you are transporting to *should be reporting the student, not your LEA*. If you try to report the student, your LEA will be pre-populated in the LEA of Current Enrollment and you will need to note that you are only the transporting LEA in the comment box.

If identified as experiencing homelessness when withdrawing from the LEA, that LEA should be listed as the LEA of Current Enrollment, not the LEA the student is going to. That can be noted in the comments.

If you are a non-LEA or an ECYEH staff reporting a student you will be able to select the LEA of Current Enrollment.

For reporters that are not an LEA liaison, there will be a drop down option that lists every public LEA in your region. If the first few letters are typed the LEA will pop-up to select. **DO NOT OVERWRITE THE POP-UP SELECTIONS**. This will make the reports you generate in the report tab inaccurate.

Once an LEA is pre-populated or selected, the School Building drop down will be populated so that you can select the appropriate school building.

### ***School Name of Current Enrollment***

You will only be able to select a school that appears in the LEA Current Enrollment/Educating LEA.

#### Notes:

For students who attend a private/non-public/institution or IU classroom/school/program there will be an option to select either of those options.

Select private/non-public/institution for LEA students who attend these types of schools.

Select IU classroom, school, or program for students who attend these types of programs. These students are still assigned to their home LEA even though they may attend a program in another district or at the IU.

## ***LEA of Origin***

You will be able to write in the LEA of Origin. This field **MUST** be reported if the student:

1. Attends a private, non-public, institution, or a non-LEA operated pre-kindergarten program.
2. Came to you from another PA LEA. Please enter the LEA where the student came from.
3. Came from another country or state. Please enter the country or state. Required for disaster relief students.

### ***Comments Field:***

- If a disaster relief student, you must note disaster relief.
- Use this field to note anything else you would like to report.
- Use this field to note and errors or duplicate reporting.

***Barriers to enrollment, attendance and/or educational success:*** Please select yes if any of these issues delayed enrollment, attendance, or educational success for a student.

- Determining eligibility for homeless services
- Determining School Selection
- Organizing Transportation
- Receiving Immunizations Records
- Receiving School Records
- Receiving Other Medical Records
- Other Barriers: This is an open-ended field to allow for a description of other barriers not listed above.

***Service Delivery:*** Select to change to yes to record any service(s) a student received during the program year by selecting the funding option(s) that is applicable to the service. May be updated at any time. More than one funding type can be selected for each service.

- Title I would be selected if services were paid for out of Title I funds.
- McKinney-Vento would be selected if services were provided by ECYEH staff or program.
- Other would be selected if services were provided by district, other districts (transportation), or organizations, or donations.

***Tutoring or other instructional support:*** Individual receives tutoring, supplemental instruction, or enriched educational services that support PA academic standards or what a child is learning in school. Title 1 (including attending a school-wide school), SES, 21st Century, ESL, Migrant, Special Education may all fall into this category.

***Expedited evaluations:*** Individual receives expedition of evaluation services. Evaluation services typically refer to special education, gifted education, school lunch programs, ESL, Title 1, or migrant services or programs.

***Referrals for medical, dental, and other health services:*** Individual receives referral for medical, dental, mental, or other health services.

**Transportation:** Individual receives assistance to defray the excess cost of transportation, not otherwise provided through federal, state, or local funding, where necessary to enable students to attend the school selected.

**Early childhood programs:** Individual receives developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding, for preschool-aged homeless children.

**Assistance with participation in school programs:** Individual receives assistance to attract, engage, and retain homeless children and youth, and unaccompanied youths, in public school programs and services provided to non-homeless children and youth.

**Before-, after-school, mentoring, summer programs:** Individual participates in before- or after-school mentoring or summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities

**Obtaining or transferring records necessary for enrollment:** Individual receives assistance to defray the costs of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or medical records, academic records, guardianship records, and evaluations for special programs or services.

**Coordination between schools and agencies:** Individual receives coordination between schools and agencies providing services to homeless children and youth.

**Counseling:** Individual receives pupil services (including violence prevention counseling and Student Assistance Programs).

**Addressing needs related to domestic violence:** Individual receives support to address the particular needs of homeless children and youth that may arise from domestic violence.

**Clothing to meet a school requirement:** Individual receives clothing to meet school requirement.

**School supplies:** Individual receives school supplies, including those supplies to be distributed at shelters or temporary housing facilities or other appropriate locations.

**Referral to other programs and services:** Individual receives referrals for services that promote improved attendance, behavior, and academic achievement.

**Emergency assistance related to school attendance:** Individual receives extraordinary or emergency assistance needed to enable homeless children and youth to attend school.

**Other services:** Services that do not fall into the categories above. If marked, a description in the following column is needed. More than one service can be described here. You do not need to list free lunch. All students experiencing homeless receive free lunch.

**Please describe the other service(s) provided that do not fall into the preceding categories.** This is an open-ended field to allow for a description of the 'other services' a child/youth received.