

## ECYEH Data QUICK GUIDE: **Updating a Child or Youth Record**

If you are specifically interested in updating a student to 'no longer homeless' status, please view the ECYEH Quick Guide: No Longer Homeless available from the help menu.

**The first step to updating a record is to search for the child/youth.**

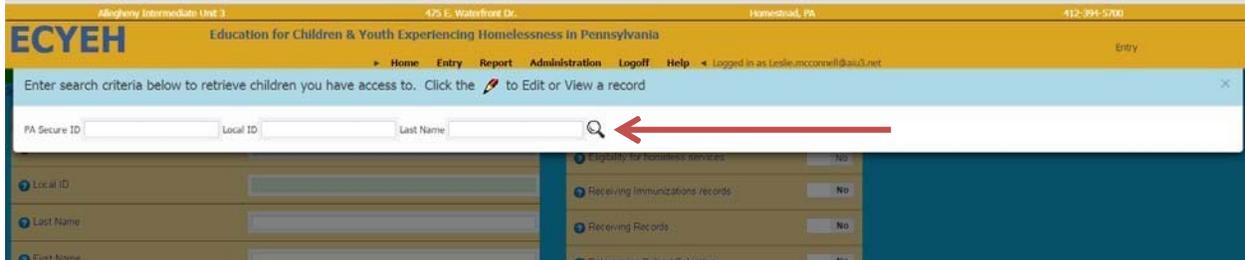
1. Click on the Entry link from the top navigation.
2. To retrieve an existing child/youth record for review or updating, **click the Search link** directly below the green bar at the top of the window.

**NOTE:** If you have a child or youth who has changed status during the current year but was previously homeless in the program year AND had not yet been entered in the system, you will need to enter their record as you they were when first homeless this program year, record it, and then update their record as needed.

The screenshot shows the ECYEH Data Entry form. At the top, there is a navigation bar with 'Home', 'Entry', 'Report', and 'Administration' links. Below this is a green bar with a 'Search' link and a question mark icon. A red arrow points from the 'Search' link to a red box containing the number '2'. Another red arrow points from the 'Entry' link to a red box containing the number '1'. The form itself has a table-like structure with 'Data Element' and 'Value' columns. The 'Last Name' field is highlighted with a red box containing the number '2'. The 'PA Secure ID' field is highlighted with a red box containing the number '1'. The 'Gender' field has three radio buttons: 'No Female', 'No Male', and 'No Unknown'. The 'Age/Grade Category' field is a dropdown menu. The 'Current Nighttime Residence Status' field is a dropdown menu. The 'Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)' field has a 'Yes' button. The 'Date of Identification' field is a text input. The 'Method of Identification' field is a dropdown menu. The 'Precipitating Event' field is a dropdown menu.

Data Element	Value
PA Secure ID	<input type="text"/>
Local ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="radio"/> No Female <input type="radio"/> No Male <input type="radio"/> No Unknown
Age/Grade Category	<input type="text"/>
Current Nighttime Residence Status	<input type="text"/>
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	<input checked="" type="checkbox"/> Yes
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>

A search bar will appear allowing the user to search by ID or last name. **Enter the desired search criteria and click the magnifying glass icon to search.** If you do not enter any criteria and click the magnifying glass icon, the system will return all students in the system that are viewable to the user based on their permission/access settings.



A list of individuals will be provided based on the search selections. **Locate the individual you wish to review/update and click the pencil icon**  to the left of the record to bring up that child/youth.

Locate the field(s) or information you wish to update. All student information, barriers, and service delivery fields may be updated. Change values as needed. Click the **Add/Update this record** button at the bottom of the screen to save the changes. Repeat as needed.