ECYEH Reporting System – FAQs

DATA ENTRY:

Q: I have a question. What do I do next?

A: Most questions can be answered using the content of the ECYEH Updated Directions and the Getting Started in the ECYEH Reporting System files. This Q&A document will assist in providing more clarity for specific questions asked on a more frequent basis. If none of these sources provide the answer to your question, contact ECYEH Support.

Q: Where can I find the ECYEH Updated Directions file? Where can I find the Getting Started in the ECYEH Reporting System file?

A: Both of these files are provided in the initial system open blast email sent after Labor Day. If you took over as the liaison at some point during the program year, these files were attached to the email you initially received from ECYEH Support. Both files can also be found in the Help menu in the ECYEH system. We highly recommend that you save both files where you can quickly access them for any initial questions you may have along the way. These provide system users (liaisons) with a wealth of information regarding logging in, including their username and password access/change process and other important information.

Q: How do retrieve my password?

A: Passwords can no longer be retrieved; they must be reset. Use the 'Forgot Password?' link in the ECYEH system login box to initiate the process. Refer to the ECYEH Reporting System – Getting Started 9_1_2024 document for the updated process.

Q: How do I change the ECYEH System user account (liaison)?

A: The ECYEH system can only have one login account per LEA as dictated by PDE. To change the account user (liaison), you must contact your regional coordinator/designated office personnel to initiate the change. They will submit a change request that will promote an update of the online directory information. Once this change has been made, an email will be sent indicating the information to be changed within the ECYEH System. When this information is processed and the account updated, an email will be sent to the new account user (liaison) indicating the change has been made. Attached to that email will be two documents, the ECYEH Updated Directions and the Getting Started in the ECYEH Reporting System files.

Q: If my district has several points of contact, can we all have separate user accounts? Should a new ECYEH system user account (liaison) be assigned when the current liaison is off for an extended leave or illness?

A: The ECYEH system can only have one login account per LEA, the individual party responsible for data entry for confidentiality reasons. Each LEA is required to appoint a liaison as dictated by McKinney-Vento law. The Getting Started in the ECYEH Reporting System document provides information on how

an LEA can share data entry responsibilities so that one person does not have to be relied upon to complete this. Doing such would allow an LEA to cover for an absent liaison in the short term or if the liaison is at least available for interaction on a regular basis. In cases where the liaison will be inaccessible for a longer period, it is recommended that a new liaison be provided for the ECYEH system account in the interim. Note that all changes must be initiated by your regional coordinator/designated office personnel. ECYEH Support cannot change the user account (liaison) information on any sort of temporary basis.

Q: Why do I have to log in to the database if my LEA does not have any new students? Can you just assume that I do not have updates when I have not logged in?

A: If you have no new students to enter for the current month, you need only log into the system and click the 'Click here ONLY if you have no students to add or update for the current month' button once within the month. If you do not do this, it shows up in the login report that there was no data entered into the system, but that does not indicate the reason why. While it's possible to simply assume that there were no updates to be made, it is also possible that the assigned liaison is no longer available to make these updates (left the district, a lengthy absence, etc.) that could have an impact on timeliness of the collecting/entering of this information. If left unchecked, this could create a problem with the final data submission within the program year. Having this knowledge allows your regional coordinator/designated office personnel to be proactive in understanding where the process lies for each of their LEAs using the login report and who they may need to follow up with based on the information within the report. Note that if you click on the button prior to month's end and subsequently find you have a record to enter in the system, that will have no impact on having clicked the button originally. The monthly report tallies all records entered and will indicate the increase in your LEA's reported count of children experiencing homelessness.

Q: How often do I need to enter my records in the ECYEH system? What if I am behind in my reporting?

A: Records should be entered as soon as the data are available to ensure data reporting accuracy. The "IDPENDING" PA Secure ID entry option should be used if that data is not immediately available so that the record can be entered without it; refer to the 'PA Secure ID' section of the ECYEH Updated Directions file for more information on this. In general, reporting is expected to be done within the month of identification, but it is understandable that delays can present themselves. The only real deadline for data entry is June 30th, when the system is closed for the program year; however, consistent reporting is important so that your regional coordinator/office personnel know your LEA's accurate count at the end of each month. Additionally, the state evaluation team occasionally receives unexpected count requests, so timely data entry from LEAs helps to ensure that the count is as accurate as possible. Should you find that your data entry is delayed, be sure to communicate with them so they are aware of the situation. You can then proceed to catch up on the data entry at the beginning of the next month.

Q: What happens to the information once I put it in the system? Are the families put at risk in any way (frequent questions with "illegal" families, people concerned about CYS becoming involved, runaways who don't want the police contacted, etc.)?

A: Any records in the system will remain there during the program year. When the year concludes on June 30th, the system is closed (and will no longer be accessible by any users), and the data are purged from the system altogether (the new program year will contain no records). Given the anonymity of the

data, only certain individuals (LEA liaison, regional coordinator/designated office personnel, and AIU3 data personnel) can view it, none of whom are anyone outside of the ECYEH program. These data are kept strictly confidential in the process and names provided are only used to verify/link PA Secure IDs if discrepancies arise or to match records if an alternative data source does not have access to this information (shelter/head start data, for example). At no point are names provided to any external "third-party" organizations for any reason. Families/individuals should feel fully confident that their data is only being captured to ensure they are included in an aggregate count (regional funds provided for the ECYEH program are based on these counts) and are not used for individual identification purposes outside of the data matching process that helps ensure that double-counting is minimized or avoided altogether in the aggregate reporting.

Q: Why does the ECYEH system erase all the data in July (the end of the program year) and not just carry it over to the new program year?

Erasing all data removes any concern for protecting the anonymity of children only experiencing homelessness in the prior program year. Carrying data records for children no longer experiencing homelessness would create an unnecessary record in the ECYEH system in the new program year. This process would create an extra step in indicating which children did not experience homelessness in the current program year. Oversight of any records not appropriately indicated in the current program year could then lead to excessive counts, something that must be avoided in the process. While your specific LEA may have a reasonable count of records, there are some LEAs whose counts are very high, and the process of indicating who should be and who should not be removed could be a significant task for them. Ultimately, erasing all data and having the individual LEAs re-enter those children who continue to experience homelessness is the best course of action as only the PA Secure ID, name and birth date are the truly consistent information contained in each record. This information should be readily accessible from your LEA's year-end download report, so the level of effort in re-entering it should be minimal in nearly all cases. Additionally, the ECYEH Updated Directions file provides an indication on how children who continue to experience homelessness should be coded in the new program year.

Q: Can I remove students when they are "no longer homeless" or in any other situation?

All records must remain in the system; deleting any records is not an option. Removing them would only reduce the count as we would have no record of the child having experienced homelessness within the program year. Coding children as 'no longer homeless' is not a necessary step unless you are using the system as your own record of events and would like to keep track of when a child has been placed in permanent housing. It is important to keep in mind that even if a child is no longer in a homeless situation, they are still considered as having experienced homelessness with the entire program year, so services must still be provided for that child, if necessary, up until the end of that program year. If you are certain that a child was entered in error and never actually experienced homelessness, you must complete the 'Record Entered in Error' field, choosing the 'Never Homeless' option to exclude them. These records will be flagged and removed from the data after the program year has concluded. The ECYEH Updated Directions will assist you with this process.

Q: How do I locate the PA Secure IDs for the records I enter?

A: If you are a liaison for an LEA, you can contact their PIMS data coordinator, and they should be able to provide you with PA Secure IDs for any enrolled children. If a PA Secure ID is not available, use the "IDPENDING" coding until one can be provided. If the child is not of enrollment age, use the

"NOTENROLL" coding. Liaisons for entities that are not LEAs (no access to a PIMS data coordinator) should code all PA Secure IDs as "NONLEA". You can refer to the ECYEH Updated Directions file for additional information regarding entering the correction information for PA Secure ID and Local ID.

Q: How do I enter young students not yet in school?

It is important to note that any unenrolled Birth to Age 5 children experiencing homelessness within your LEA's area should be entered into the ECYEH system. While individually, it is not always possible to identify these unenrolled youth, you can typically do so when there are enrolled siblings. Refer to the ECYEH Updated Directions file, specifically the 'Younger Siblings of Enrolled Students' section, for additional information. Note that if the younger sibling has a PA Secure ID, you can use it; if not, LEAs must code the PA Secure ID field as "NOTENROLL" and use the unique Local ID coding process noted in the 'Local ID' section of the ECYEH Updated Directions file. Non-LEAs should code the PA Secure ID field as "NONLEA" since they do not have access to a PIMS coordinator who can provide these IDs.

Q: How do I code "Substandard Housing" in the Current Nighttime Residence Status?

A: Substandard housing should be coded as 'Unsheltered' in the Entry tab of the ECYEH data system. Examples of substandard housing include no electricity, running water, or heat and overcrowded living conditions. Additionally, living in a place not meant to be housing is also considered 'Unsheltered'. Examples of these include living in a car, tent, temporary trailer, garage, bar, or an abandoned building.

Q: Explain the "services" tabs. What do I put in there? What if the service is given to all students but students experiencing homelessness also get the service?

A: The services tab should be completed by indicating what service(s) each child received (all default to "No", click to change to "Yes" where applicable) and which funds were used for providing that service (the "Yes" will be clicked under the appropriate funding column(s)). For example, if the child received tutoring using ARP funds, you would click "Yes" in the 'Tutoring or other instructional support' row in the 'ARP-HCY Funds' column. Simply go through each service in the table and ask yourself, "did this child receive this service and how was the service funded?" It's fine if other students get the same service or if other funding beyond McKinney-Vento or ARP-HCY is used for that service. What is important is if the student identified as experiencing homelessness gets the service, the service is reported as there is no other way to capture this service. The ECYEH Updated Directions file can assist with this process as well.

Q: How do I download my data at the end of the year? How long should we keep these records?

The process for downloading data reports is outlined in the Getting Started in the EYCEH Reporting System file, specifically in the 'Downloading Reports' section. Your final program year report (downloaded as an Excel file) can be stored electronically for as long as your LEA wishes to keep it. The prior year's electronic version will be useful for any children continuing to experience homelessness into the new program year in that the PA Secure ID and name can be easily copied and pasted from the downloaded report to the system entry tab when the system is available for data entry after Labor Day.

MONITORING:

A: You should receive an email from the Center for Schools and Communities about three months prior to your monitoring visit. Training is provided by your regional coordinator/office personnel, so it is recommended that you contact them initially as they can assist you in the preparation. They will be aware of any changes that may have been implemented since your LEA's last visit so that you are aware of them as early as possible. Your monitor should contact you leading up to your scheduled monitoring session.

Q: What is the "LEA profile" data required for our Monitoring and where do we find it?

A: The LEA Profile is a historical snapshot of all data reported by the LEA or collected by the evaluator for evaluation and reporting. It, along with a Questioning the Data Guide, is provided so that LEA's can investigate how their students experiencing homelessness are performing and how to improve identification and outcomes. The LEA Profile and Guide can be found in the ECYEH system under the Reports tab. Only a few items from the LEA Profile are requested for the Monitoring, and directions to access it can be found in the Getting Started in the ECYEH Reporting System file or in the Monitoring Directions.

Q: If we don't log in to the ECYEH database consistently, does the Monitor know this? Should we be concerned if we aren't being compliant and have a Monitoring visit scheduled this year?

A: The monitor will ask you to generate a report from the system so they can see when/how often you have been in the system. The system is for reporting students, and the monthly reporting request is to keep you up to date and for any unexpected requests for counts of students identified.

Q: How often are districts monitored and why?

A: LEAs are monitored on a three-year cycle because it is a federal requirement under the McKinney-Vento Act. This is true even though LEAs do not receive McKinney-Vento Funds directly. Additionally, monitoring for LEAs receiving ARP-HCY funds is also required within a two-year window for funds being dispersed. Every effort has been made to combine both monitoring requirements; however, because of the three-year cycle and the timeline for ARP-HCY funding, these separate requirements did not always align. Consequently, some LEAs were monitored for ARP only and resulted in them being monitored more frequently than every three years. COVID and school closings also impacted the monitoring cycle timeline.

Q: Can districts be penalized if they don't do well on a Monitoring report? Who reviews the information besides the Monitor and the district?

A: There is no official penalty for LEAs not doing well on the Monitoring. However, LEAs do move to the top of the list for outreach, training, or technical assistance from the regional office if they do not. ECYEH personnel at the Center for Schools and Communities and the PDE ECYEH program director all review the monitoring reports, and the corresponding regional coordinator receives a copy of the final report for each of their LEAs.