

ECYEH Reporting System Quick Guide

Please read this document before you enter any information.

Please save this document as a critical reference resource.

This document also lives under the HELP tab in the ECYEH Reporting System.

Updated directions – September 1, 2024

The ECYEH Reporting System captures individual records from local education agencies (LEA) and non-LEA entities that serve children and youth experiencing homelessness. This system is designed to capture the information needed to: 1) comply with federal and state ESSA and McKinney-Vento Act reporting and evaluation requirements, 2) ensure data integrity, and 3) protect student confidentiality. The Allegheny Intermediate Unit manages this system as the Pennsylvania Department of Education's ECYEH Program contracted state evaluator. **ALL the information requested here is necessary to meet the reporting and evaluation requirements.**

Please keep the following in mind:

- ❖ The program year runs July 1 through June 30. The ECYEH Reporting System opens the Tuesday after Labor Day and closes on June 30 at 5pm.
- ❖ All students enrolled in your school(s) and their younger siblings identified as experiencing homelessness during the program year **MUST** be reported. This includes students enrolled in LEA-operated or funded Head Start, Early Head Start, Pre-K Counts, or other K4 programs.
- ❖ Any student from the prior program year who continues to experience homelessness as of July 1 or any student who is identified as experiencing homelessness between July 1 and the start of the school year must be reported once the system re-opens in September. This is true even if they withdrew from school or became housed before the school year began. The same applies to any younger siblings of such students who are not yet enrolled in school.
- ❖ **Each record must include an ID, age/grade category, nighttime status, and living arrangement to be saved.**
- ❖ **All LEAs are required to include a PAsecureID for enrolled students. If you do not know the PAsecureID for a student, your PIMS Coordinator should look it up for you. LEA records for enrolled students that do not include a PAsecureID will be returned to you for corrections. Refer to the PAsecureID for Enrolled Students section of this document for additional information on proper ID coding.**
- ❖ ECYEH Reporting System user accounts are assigned to each LEA's designated homeless liaison. Should an entity need to update its liaison during the program year, any existing records created by the prior liaison will be reassigned to the new liaison.
- ❖ The ECYEH Reporting System works best with Google Chrome. Avoid using Internet Explorer as there are known compatibility issues with certain versions.
- ❖ There are Quick Guides and a video tutorial under the 'Help' tab to assist with various features of the system. If you encounter any other difficulties, send an email to ECYEHSupport@aiu3.net and someone will be in touch to assist you.
- ❖ **You cannot delete a record once entered.** Refer to the **Record Entered In Error** section of this document for additional information.
- ❖ **If you cannot recall your password, use the 'Forgot Password?' link to reset it. Refer to the ECYEH Reporting System – Getting Started 9_1_2024 document for the updated process.**

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- ❖ The ECYEH Reporting System is an annual-capture system for data collection. It is not a data warehouse. It resets at the beginning of each program year and all prior year entries are removed. Data are not rolled over from one year to the next. Therefore, any child or youth who was, for example, reported as homeless in spring 2024 and still experiencing homelessness in July 2024 needs to be re-entered in the system with a date of identification of July 1, 2024. If you wish to have a complete record of data your LEA reported over the year, plan to export your records from the 'Reports' tab before the system closes on June 30 at 5pm.

The sections that follow describe specific report fields, their requirements, and their uses.

PAsecureID for Enrolled Students

Review this section thoroughly for coding procedures regarding the PAsecureID field. You must follow these procedures precisely to avoid potential issues with your data entry.

PAsecureIDs are the state-issued identification code for public school students. This ID follows a child throughout their PA public school career. PAsecureIDs are used to identify any other LEA the child enrolled and attended, to assess mobility, to validate demographic information, and to gather and attribute assessment and other academic outcome results. PAsecureIDs are also used to create a flag for other PDE programs that need to target support to this vulnerable population. ALL children require a code in this field, and the record **WILL NOT BE SAVED** if you do not follow these instructions:

LEA Liaisons:

The 10-digit PAsecureID must be provided if a child is enrolled in public school and the reporting entity is an LEA. This includes pre-kindergarten children enrolled in an LEA-operated or funded Head Start, Early Head Start, Pre-K Counts, or other K4 programs. Reach out to your LEA's PIMS Coordinator if you need assistance obtaining a student's PAsecureID. **NOTE: DO NOT USE DUMMY IDS IN THIS FIELD.** If you would like to enter an enrolled student's record without the availability of their PAsecureID, code the field as "IDPENDING". This will allow you to enter the record at that time, but you will be expected to edit the record once the PAsecureID is made available to you. If the child is not enrolled and does not have an assigned PAsecureID, code the field as "NOTENROLL". LEA liaisons will be notified regarding records for enrolled students without PAsecureIDs as the program year approaches its conclusion.

Non-LEA Liaisons:

If you are unable to obtain a child's PAsecureID, code the field as "NONLEA" and see the instructions below on generating a unique Local ID.

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Local ID

The Local ID is generated by the reporting entity. **If you have coded the PAsecureID field as “IDPENDING”, “NOTENROLL”, or “NONLEA”, you MUST provide a unique Local ID in this field.** Populations coded this way include:

- Any school-aged child (enrolled or otherwise) reported by a **non-LEA** entity. This includes reporting on children residing in the entity’s facility or attending their non-LEA school or program.
- Younger siblings of enrolled students who are not enrolled in a pre-kindergarten program or those whose pre-kindergarten program does not have a PAsecureID available.

The Local ID should include some aspect of the entity name, entity type, and a numerical count of the individual. For example, xxxSTH1 (shelter/ transitional housing), xxxHS1 (Head Start), xxxEHS1 (Early Head Start), xxxPKC1 (Pre-K Counts), or xxxSD1 (School District) where ‘xxx’ represents the entity name or abbreviation.

Some LEAs maintain a numerical Local ID in their internal student management systems. LEA Liaisons may include this for their own record-keeping purposes, but **NOT** in place of the PAsecureID.

Younger Siblings of Enrolled Students (Birth-6, not yet enrolled in school)

Younger siblings of enrolled students should 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 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.

First & Last Name

These fields should not be left blank. Complete names are required for the verification/validation process used for any invalid IDs, typically cases where the ID may have been entered/transposed into the system incorrectly. All individual identifications are held confidential throughout the entire process, and no names are ever provided outside of the data collection itself. Entering this information simply allows us to pair each child with any other sources of data so that we can properly count children and attach the correct demographic information where available. Evaluators collect much of the required information from PIMS and other data sources utilizing the IDs and names provided to reduce the burden of reporting for LEAs and liaisons.

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Date of Birth

This field is required to help in the verification process indicated in the prior section regarding the first and last name. Please make sure this information is accurate. An invalid date can potentially cause issues with the end-of-year process in matching student records.

Select the month and the year from each dropdown list, and then click on the day number in the calendar to complete the entry.

Gender

Answer options include Female, Male, Unknown.

Click the choice that indicates the appropriate “Yes” response.

Age/Grade Category – Required for record to be saved

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, the grade last enrolled should be selected and then can be noted as graduated or dropped out in the comment box. Please note that graduation status or drop-out status is pulled from the authenticated PDE data source by PAsecureID.
- Grade 13 is for students who remain in high school for more than four years 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 - Required for record to be saved

Drop-down options include Doubled-up, Hotel/Motel, Shelter/Transitional Housing, and 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.

Note: Any student from the prior program year who continues to experience homelessness as of July 1 should be coded with the Nighttime Residence Status as of July 1, not the original code from the prior program year.

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Living Arrangement - Required for record to be saved

Is this child living in the physical custody of at least one parent or legal guardian? This information is used to determine an individual's unaccompanied/accompanied youth status. Answer options include yes or no.

Date of Identification

Select the date the child was identified as homeless. If you do not know the exact date, provide the best estimate you can. If the child was identified as homeless in the prior program year and continues to be homeless at the start of the next program year, the date of identification should be July 1 of the current program year.

Select the month and the year from each dropdown list, and then click on the day number in the calendar to complete the entry.

Method of Identification

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

Precipitating Event

Event that caused the child 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 which natural disaster or event. For example, displaced by Hurricane [name], flood, tornado, wildfire, etc.

Student Status

This field captures the child's current status as it relates to school enrollment. This status may change during the program year and their record should be updated as soon as that 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,¹ Younger sibling of enrolled student.

¹ While we collect changes in student status to 'no longer homeless,' once identified as experiencing homelessness in a program year, the child/youth is eligible for ECYEH services until the end of the program year (June 30) even if they become permanently housed.

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Date of Attendance After Precipitating Event

If a child's school attendance is interrupted by a change in school or district, indicate the date upon which the child **attended** school following the precipitating event. In some cases, a child'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 the date of school attendance applies to the LEA of Current Enrollment.

Select the month and the year from each dropdown list, and then click on the day number in the calendar to complete the entry.

LEA of Current Enrollment (Educating LEA)

Students should be reported by the LEA in which they are being educated.

- LEA of Current Enrollment will be pre-populated based on the LEA Liaison identifying the student. If you are a non-LEA or an ECYEH staff reporting a student, you will be able to select the LEA of Current Enrollment from a drop-down menu that lists every LEA in your region. Do not manually overwrite a selection; doing so will make the reports generated inaccurate.
- If you are a transporting LEA only, the LEA to which you are transporting the student *should be reporting that student, not you*. 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 Comments box.
- If you identify a student as experiencing homelessness when they are withdrawing from your LEA, you must still report the student and your LEA should be listed as the LEA of Current Enrollment. Their withdrawal can be noted in the Comments box.

School Name of Current Enrollment

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

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.

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LEA of Origin

You will be able to write in the LEA of Origin; be sure to include the full name since many LEAs have similar acronyms that make it difficult to distinguish between them. This field **MUST** be reported if the student:

- Attends a private, non-public, institution, or a non-LEA operated pre-kindergarten program.
- Came to you from another PA LEA. Please enter the LEA where the student came from.
- Came from another country or state. Please enter the country or state.

Comments

This is an optional field that can include additional information to assist the liaison. Additionally, further explanation of the prior entry fields should be included, such as:

- The type of disaster if the Precipitating Event field is coded as ‘Act of Nature/Natural Disaster’,
- A “Domestic Violence” indication if the Precipitating Event field is coded as one of the other event choices when multiple events are experienced,
- An explain of the ‘Record Entered In Error’ field designation,
- Early Head Start, Head Start, Pre-K Counts, or other K4 program designation,
- Any other information relevant to the child.

Record Entered In Error

As records cannot be deleted from the system, this field addresses records that should potentially be removed from the system.

Drop-down options: BLANK, Duplicate Record, or Never Homeless

This field is left blank unless one of the two other drop-down options occurs:

- Change the designation to ‘Duplicate Record’ if you find that the child was previously entered in another record. In this case, the data from the records will be merged into a unique record after the system has closed for the program year.
- Change the designation to “Never Homeless” if the child was never homeless. This will indicate that the child was identified incorrectly as experiencing homelessness and will need to be removed from the database. This removal will occur after the system has closed for the program year.

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Barriers to Enrollment, Attendance and/or Educational Success

Please select 'Yes' if any of these issues delayed or impeded 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: any other barriers not listed

Service Delivery

Indicate '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. Service Delivery can and should be updated throughout the program year. Reporting is critical for any student receiving ESSER-ARP or ARP-HCY funded services in any of the services indicated below. **Note that 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.
- ESSER-ARP would be selected if services were paid for out of ESSER-ARP funds.
- McKinney-Vento would be selected if services were provided by ECYEH staff or program.
- ARP-HCY funds would be selected if a student received services through **LEA ARP-HCY II funds**. ARP-HCY funds would also be selected if a student received services through ECYEH Regional Office ARP-HCY funds (I & II). If any funds for a service included ARP-HCY ECYEH Regional Office funds, please note "Regional ARP-HCY" funds in comments and the specific service(s).
- Other would be selected if services were provided by the reporting LEA, other LEAs (transportation), non-school organizations, or donations.
- You do not need to list free lunch under other services. All students experiencing homelessness receive free lunch.

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), 21st Century, ESL, Migrant, and Special Education fall into this category.

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

Referrals for medical, dental, and other health services

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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 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

Addressing needs related to domestic violence

Clothing to meet a 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 adjacent column is needed. More than one service can be described here. You do not need to list free lunch. All students experiencing homelessness receive free lunch.