ECYEH Data Entry Screen Descriptions/Directions

?	Description/Directions
PA Secure ID	**All students must have a PA Secure ID. (see Local ID)** 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). A local ID can be generated (see next item) until the PASECUREID is entered.
Local ID	**All individuals must have either a PA Secure ID OR a Local ID.** The local ID is generated by the reporting entity. Local ID is typically used for non-school age children/youth, school-age children/youth not enrolled in school, or children/youth enrolled in nonpublic school. There may be cases where a student is enrolled in a public school but the PASECUREID is unknown to reporting entity. In these cases a Local ID can be used until the PASECUREID is known. The Local ID should include some type of reporting entity identification. For example, AIUEHS1 = Allegheny Intermediate Unit Early Head Start child 1 or SDP14 = School District of Philadelphia student 14.
Last Name	For internal identification purposes only. Partial names/initials are helpful.
First Name	For internal identification purposes only. Partial names/initials are helpful.
Date of Birth	For internal identification purposes only.
Gender	Answer options include Female, Male, Unknown.
Age/Grade Category	**This is a required field.** If an individual is enrolled in school, either K-12 or Pre-K a **grade** must be entered. **Age/Grade dropdown options**: Birth-2, Ages 3-5 not in Pre-K or K, Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Out-of-School, Ungraded, Unknown. **UNKNOWN CANNOT BE ENTERED IF ENROLLED IN SCHOOL**.

Is the individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied Youth)	**This is a required field.** **YES or NO. (NO=Unaccompanied Youth)** *A homeless unaccompanied youth is a youth who fits the McKinney-Vento definition of homeless AND is not in the physical custody of a parent or guardian, regardless of age. There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a State defines as school aged, unless the child is in special education, in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and living in a situation that is not fixed, regular, and adequate, would be identified as an unaccompanied homeless youth.*
Current Nighttime Residence Status	**This is a required field.** **Cell dropdown options:** Doubled-up Hotels/Motels Shelters, transitional housing Unsheltered
Date of Identification	**Date child/youth was identified as homeless.** If the child/youth continues to be homeless at the start of the program year, date of identification should be July 1.
Method of Identification	**Where/how the youth was identified.** **Cell dropdown options:** Self/Parent Identified, Shelter Visit, School Staff Referral, Survey, Other Referral, Other.

Precipitating Event	**Event that caused the child/youth to meet the McKinney-Vento definition of homeless**. **Cell dropdown 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.
Student Status	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. **Cell dropdown options** Alternative placement Awaiting school enrollment Continues to experience homelessness as of July 1, 2017 Currently enrolled in School Dropped out (during current program year) Graduated (at some point during current program) Left the region (status unknown) No longer homeless Other Withdrew from school (during current program year) **NOTE**: Dropped out, Graduated, Left the region, No longer homeless, Withdrew from school, or No longer attending school CANNOT be the first entered student status.
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 became re-enrolled in 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	District, charter/cyber, CTC in which student is currently enrolled. There will be a drop down option that lists every public LEA. If the first few letters are typed the LEA will pop up to select. There will be an option for students who attend a private/non-public/institution. Students who attend an IU classroom, school, or program are still assigned to a home LEA. That LEA should be selected. If you are a transporting LEA only, you must select the LEA the student is being educated (the LEA you are transporting the student back to). This student is only attached to you as the reporting entity.
School of Current Enrollment	You will only be able to select a school that appears in the LEA Current Enrollment/Educating LEA. 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.
LEA of Origin	You will be able to write in the LEA of Origin if different than the LEA of Current Enrollment/Educating LEA.
Please indicate each student's post secondary plans or indicate Not Applicable for students not yet in Grade 12.	**For each Grade 12 student, mark the student's post-secondary plan.** **Cell drop-down options include:** Not applicable (student is not yet in Grade 12), 2-year college/university, 4-year college/university, armed forces, business or trade school, employment, obtain GED (for students who dropped out), other training/education program, other, undecided, and unknown.
Any Additional Comments	Comment box for any additional information
Barriers: Select to change to yes to indicate delay(s) in Enrollment, Attendance, and/or Educational Success. **May be updated at any time.**	
Determining eligibility for homeless services	Consult your designated ECYEH staff.
Determining school selection	Student may stay in school of origin if it in the student's best interest.
Organizing transportation	Transportation to the school of origin is a student's right.
Receiving school records	Student experiencing homelessness as defined by McKinney-Vento cannot be denied enrollment due to missing records.
Receiving immunizations 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.	
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.
Please describe the other services 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.