# ECYEH Data QUICK GUIDE: **Entering Child/Youth Information**

The ECYEH Reporting System captures individual records from local education agency (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. ALL information requested here is needed to meet reporting and evaluation requirements. The Allegheny Intermediate Unit manages this system as the Pennsylvania Department of Education's ECYEH Program contracted state evaluator.

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 homeless 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.

When you log into the system, you will be directed to the Home screen. At this screen you can see the navigation links across the top in the center as indicated by the red circle below.
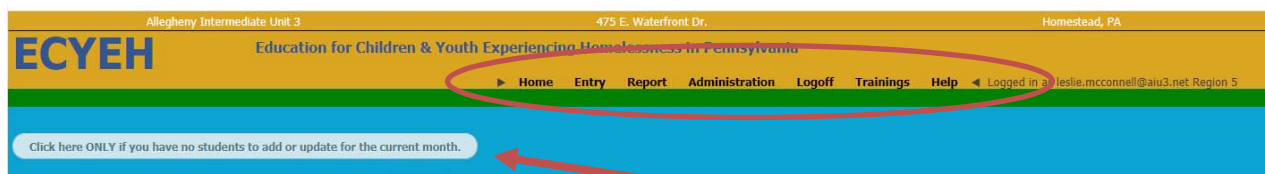
Users area expected to log in monthly, even if their agency has not identified any new children/youth experiencing homelessness.

If the reporting entity has no new studentsto report and no updates to make, the user should click the **'no updates'** button on the home screen as indicated by the arrow above.

Reporting entities can enter children/youth and/or information at any time.

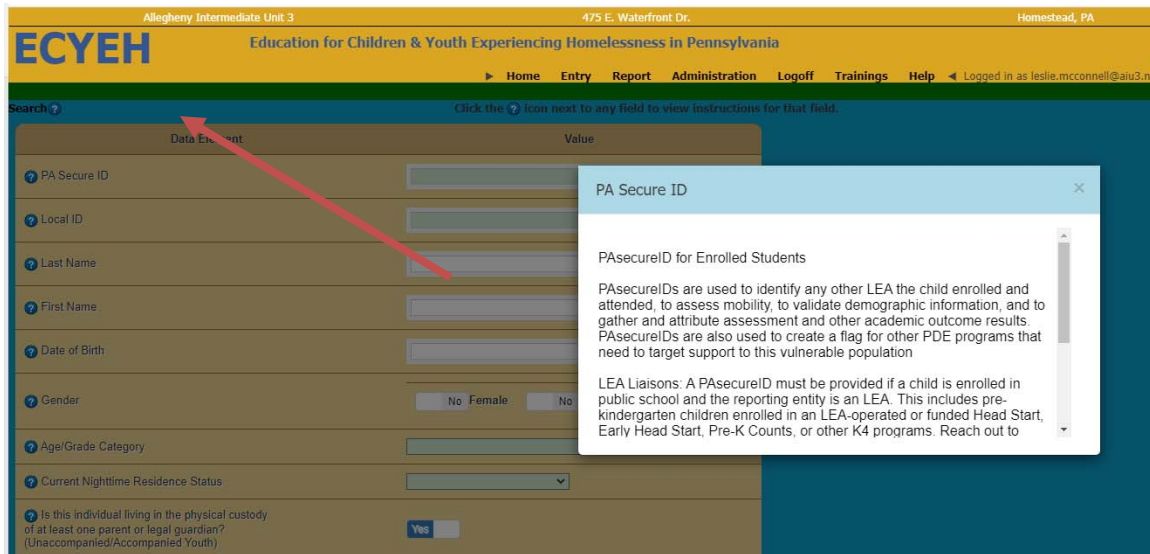ECYEH regional staff and evaluators monitor data entry on a monthly basis.

To add new students

If there are new students to add, click **Entry** from the top navigation to open the data entry screen.

There are **three sections** on this screen.
1. Demographic and homelessness information
2. Barriers to enrollment, attendance, and/or educational success
3. Service delivery and funding source for that service

Clicking on the blue question mark preceding each field will open pop-up descriptor of the item.

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.

PAsecureID for Enrolled Students

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.

LEA Liaisons: A 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. LEA records for enrolled students that do not include a PAsecureID will be returned to LEA Liaisons for corrections.

Non-LEA Liaisons: If an identified child is enrolled in an LEA K-12 or pre-kindergarten program but you do not know their PAsecureID, see instructions below on generating a Local ID.

Local ID

The Local ID is generated by the reporting entity. 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 use PAsecureIDs.

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 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.

The following graphic shows the question types and how to use them.
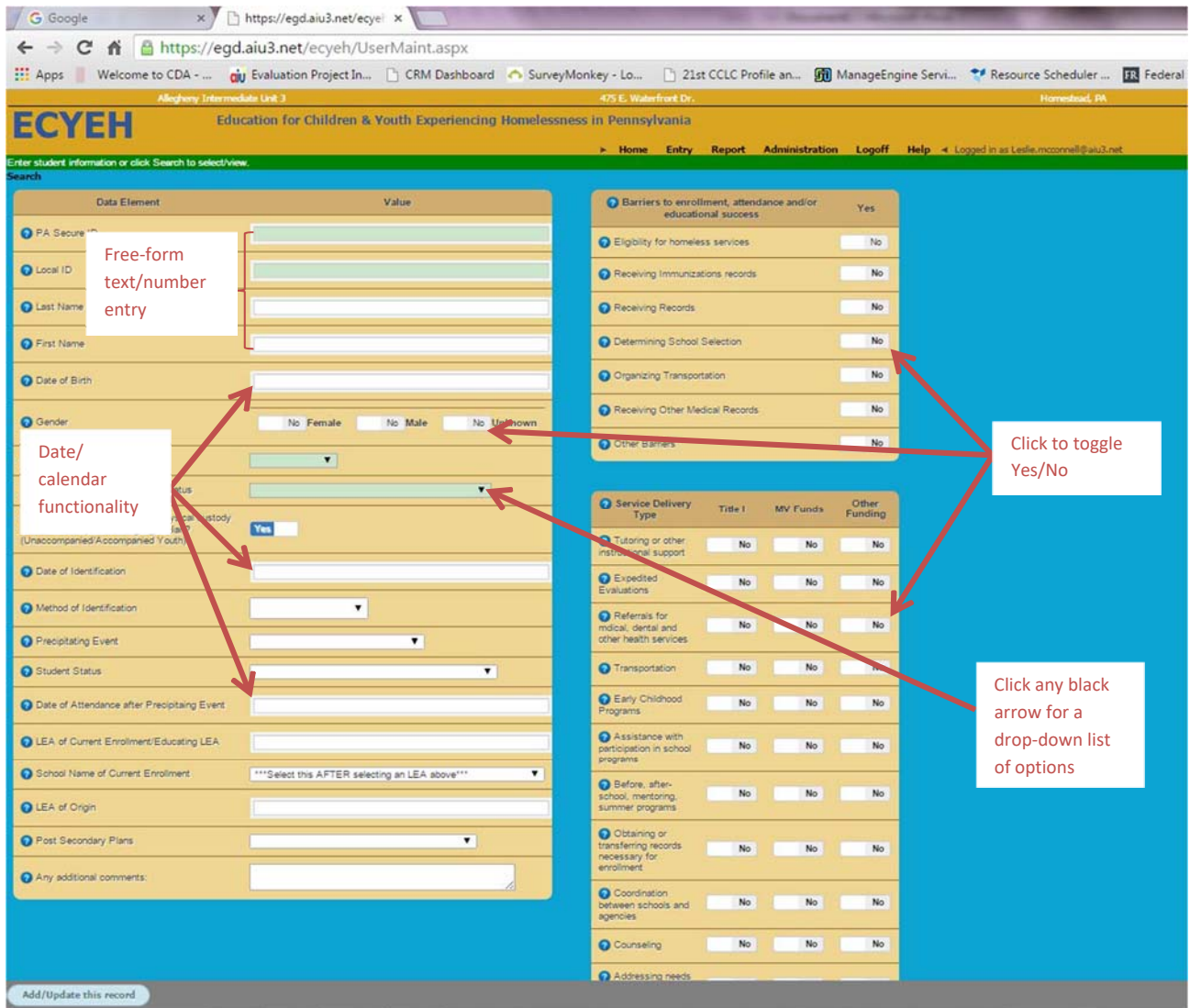
First & Last Name

These fields should not be left blank. Names are used as part of the verification and validation process. They are kept internal and will not be shared. Complete names are most helpful though we also use partial names (first letter, first 3 letters) when provided.

Date of Birth

Select month, then day, then year. Used for internal identification purposes only.

Gender

Answer options include Female, Male, Unknown.

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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 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 - Required for record to be saved

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 - 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, estimate. 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 month, then day, then year.

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.

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.

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.

To select the appropriate LEA of current enrollment, begin typing the name of the LEA. Like Google Search, the system will try to predict and provide answer options based on the first few letters you type. Simply click to select the correct LEA.

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[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.

Once you select the correct LEA, the system will prepopulate the following field - School Name of Current Enrollment - with the buildings attributable to the LEA.

If the child/youth is enrolled in an LEA but not attending one of that LEA's schools because they attend an IU school or similar arrangement, choose the **IU/Classroom/Program/School** or **Private/NonPub/Institution** option.

Please note that Comprehensive Technical Schools are the only occupational/technical schools that are considered LEAs. Students who attend part-time occupational/technical schools are attributed to the high school and corresponding LEA they attend.

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.

LEA of Origin

You will be able to write in the LEA of Origin. 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.

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- Came from another country or state. Please enter the country or state.

Records Entered in Error

You cannot delete a record once entered. We have added a new prompt 'Record Entered in Error.' If you report a student by mistake, or enter them twice, or some other reason where the record should not be counted as a homeless record, please check this box to alert us that the record should be removed. Then, add a note in the comment box: ERROR-BAD ID, ERROR-DUPLICATE RECORD, ERROR-NOT HOMELESS. Please note that the record will remain in the system until June 30 when the system closes for the year, so it will show up in any reports or extracts that you run from the system until the end of the program year.

Comments

This is an optional field. If a natural disaster student, you must note the precipitating disaster. As you cannot delete records, you may also use this space to note any reporting errors or duplicates designated by the 'Record Entered in Error' field. Other helpful information that you think is relevant may also be provided here.

The following screen captures display the fields and the values in the drop-down field lists.

Student and Homeless Information

ECYEH

Education for Children & Youth Experiencing Homelessness in Pennsylvania

► **Home**   **Entry**   **Report**   **Administration**   L

Data Element	Value
❓ PA Secure ID	
❓ Local ID	
❓ Last Name	
❓ First Name	
❓ Date of Birth	
❓ Gender	No Female No Male No Unknown
❓ Age/Grade Category	▼
❓ Current Nighttime Residence Status	▼
❓ Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes
❓ Date of Identification	
❓ Method of Identification	▼
❓ Precipitating Event	▼
❓ Student Status	▼
❓ Date of Attendance after Precipitaing Event	
❓ LEA of Current Enrollment/Educating LEA	
❓ School Name of Current Enrollment	***Select this AFTER selecting an LEA above*** ▼

❓ LEA of Origin	
❓ Any additional comments:	
❓ Record Entered In Error: Please check this box if this record was entered in error and enter the reason for deletion (for example: Duplicate Record, Never Homeless,) in the comments.	No

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ECYEH

Education for Children & Youth Experiencing Homelessness in Pennsylvania

▶ Home   Entry   Report   Administration   L

Search ❓   Click the ❓ icon next to any field to view instructions for

Data Element	Value
❓ PA Secure ID	
❓ Local ID	
❓ Last Name	
❓ First Name	
❓ Date of Birth	
❓ Gender	No Female No Male No Unknown
❓ Age/Grade Category	
❓ Current Nighttime Residence Status	Birth-age 2
	Ages 3-5 not Pre-K or K
❓ Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Pre-K (includes Head Start, Early Head Start, Pre-K Counts)
	K4 (4-year-old kindergarten)
	K5 (5-year-old kindergarten)
❓ Date of Identification	Grade 1
	Grade 2
	Grade 3
	Grade 4
❓ Method of Identification	Grade 5
	Grade 6
	Grade 7
❓ Precipitating Event	Grade 8
	Grade 9
❓ Student Status	Grade 10
	Grade 11
	Grade 12
❓ Date of Attendance after Precipitaing Event	Grade 13
	Ungraded
❓ LEA of Current Enrollment/Educating LEA	

❓ Gender	No Female No Male No Unknown
❓ Age/Grade Category	
❓ Current Nighttime Residence Status	
❓ Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Doubled-up
	Hotel/Motel
	Shelter/Transitional Housing
	Unsheltered
❓ Date of Identification	
❓ Method of Identification	

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

? Date of Identification	
? Method of Identification	[dropdown ▾]

by school staff
by ECYEH staff
by Shelter/Transitional Housing staff
by other homeless organization
by self/parent

? Precipitating Event	
? Student Status	[▾]
? Date of Attendance after Precipitaing Event	
? LEA of Current Enrollment/Educating LEA	

? Method of Identification	[dropdown ▾]
? Precipitating Event	[dropdown ▾]

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
Unknown

? Student Status	[▾]
? Date of Attendance after Precipitaing Event	
? LEA of Current Enrollment/Educating LEA	
? School Name of Current Enrollment	[above*** ▾]
? LEA of Origin	
? Any additional comments:	

? Method of Identification	[dropdown ▾]
? Precipitating Event	[dropdown ▾]
? Student Status	[dropdown ▾]

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 Precipitaing Event	
? LEA of Current Enrollment/Educating LEA	
? School Name of Current Enrollment	***Select this AFTER selecting an LEA above*** ▾
? LEA of Origin	
? Any additional comments:	
? Record Entered In Error: Please check this box if this record was entered in error and enter the reason for deletion (for example: Duplicate Record, Never Homeless,) in the comments.	No

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Once the student information is complete, you can move on to the barriers section in the top right of the entry screen.

Barriers

Please select 'yes' if any of these issues <u>delayed or impeded</u> 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

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If the child/youth experienced any of the listed barriers during this program year, simply click the **No** button to toggle to **Yes**. These barriers may be updated at any time.

Service Delivery and Service Funding Source

Following the Barriers section is the Service Delivery section.

Like Barriers, simply click **No** to toggle to **Yes**, or click **Yes** to toggle to **No**. These values may also be updated at any time.

For each service the child/youth received during the reporting term, be sure to indicate the appropriate supporting funding source(s): **Title I**, **McKinney-Vento** program funds, **ARP** funds, or **Other** funding sources.

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. **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. **If a student received services through ESSER/Title 1 funds, please select Title I and in the comment box note ESSER.**
- McKinney-Vento would be selected if services were provided by ECYEH staff or program.
- ARP funds would be selected if a student received services through LEA ARP funds. ARP funds would also be selected if a student received services through ECYEH Regional Office ARP funds. If any funds for a service included ARP ECYEH Regional Office funds, please note Regional ARP 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 homeless 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

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 homeless receive free lunch.

❓ Service Delivery Type	Title I	MV Funds	ARP Funds	Other Funding
❓ Tutoring or other instructional support	No	No	No	No
❓ Expedited Evaluations	No	No	No	No
❓ Referrals for mdical, dental and other health services	No	No	No	No
❓ Transportation	No	No	No	No
❓ Early Childhood Programs	No	No	No	No
❓ Assistance with participation in school programs	No	No	No	No
❓ Before, after-school, mentoring, summer programs	No	No	No	No
❓ Obtaining or transferring records necessary for enrollment	No	No	No	No
❓ Coordination between schools and agencies	No	No	No	No
❓ Counseling	No	No	No	No
❓ Addressing needs related to domestic violence	No	No	No	No
❓ Clothing to meet a school requirement	No	No	No	No
❓ School supplies	No	No	No	No
❓ Referral to other programs and services	No	No	No	No
❓ Emergency Assistance related to school attendance	No	No	No	No
❓ Other Services	No	No	No	No

An 'Other services description' text box is provided at the bottom of the service delivery section.

Once you have entered and reviewed the selections for that child/youth, click the **Add/Update this record** button in the bottom left corner of your window OR if you have entered information by mistake and want to start over, click **Clear Form and Cancel Add/Update** in the bottom right corner.