

ECYEH Data QUICK GUIDE: **No Longer Homeless**

When a child or youth becomes housed, it will be necessary to update their record in the ECYEH data system to 'no longer homeless.'

NOTE: You should only update an individual to no longer homeless if they became housed and remained in your school/district/agency/facility. If they leave your school/district/agency/facility to become housed elsewhere, update them to 'withdrew from school.'

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

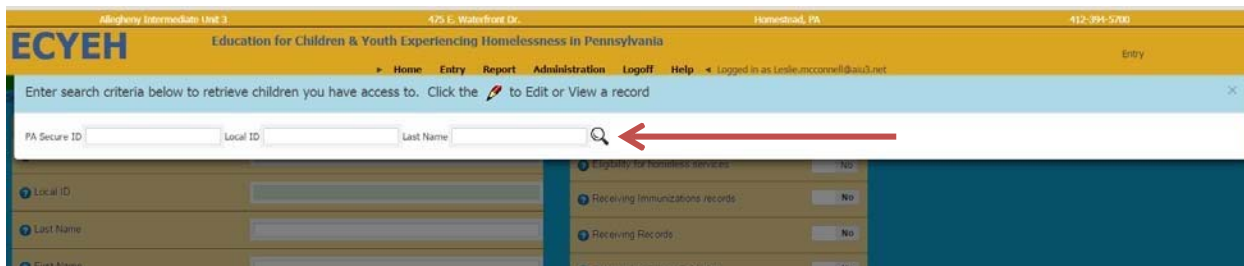
1. Click on the Entry link from the top navigation.
2. To retrieve an existing child/youth record for review or updating, **click the Search link** directly below the green bar at the top of the window.


NOTE: If you have a child or youth who is currently housed, but was previously homeless in the program year AND had not yet been entered in the system, you will need to enter their record first as they were homeless, record it, and then update their record as outlined in this Quick Guide.

The screenshot shows the ECYEH data entry interface. At the top, there is a navigation bar with 'Home', 'Entry', 'Report', and 'Administration' links. Below this is a search bar with a question mark icon. The main form area is titled 'Data Element' and 'Value'. It contains several input fields and dropdown menus. Two red arrows point to specific elements: one points to the search bar with a '2' in a box, and the other points to the 'Entry' link in the navigation bar with a '1' in a box. The form fields include: PA Secure ID, Local ID, Last Name, First Name, Date of Birth, Gender (with radio buttons for 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) (with a Yes radio button), Date of Identification, Method of Identification, and Precipitating Event.

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="radio"/> 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.

Scroll down to the Student Status field. Click the down arrow to access the drop-down list.

Select 'no longer homeless' from the Student Status drop-down list.

Click the **Add/Update this record** button at the bottom of the screen to save the changes.

Repeat as needed.