

# Pennsylvania Education for Children and Youth Experiencing Homelessness (ECYEH)

## Web-based Data Collection Process User Guide

The ECYEH Program web-based data collection form can be accessed here: <https://egd.aiu3.net/ecyeh>

**NOTE:** Most current versions of most Internet browsers (Internet Explorer, Chrome, Safari, Firefox, Edge) are compatible with the ECYEH web-based data submission process, EXCEPT Internet Explorer 10, which is known to NOT be compatible. If you currently use Internet Explorer 10, you should try another browser or upgrade free to Internet Explorer 11: <http://windows.microsoft.com/en-us/internet-explorer/download-ie>

### IMPORTANT

#### User Access to Child/Youth Records

There are several controls in place to protect student information. All users must have a valid email address and password on file in the system and be approved by an appropriate ECYEH Regional Coordinator in order to have an account.

Children/youth entered by an LEA or other reporting entity user will be accessible to that user and the applicable ECYEH program staff.

For confidentiality reasons, children/youth entered by ECYEH program staff will only be accessible to ECYEH program staff, even if the child/youth is enrolled in an LEA in the same region.

ECYEH staff may access and update a child/youth's record that was originally entered by an LEA/reporting entity. Those updates are viewable by the LEA or reporting entity.

#### Reporting Responsibility

- LEAs and reporting entities are the primary means by which child/youth information will be recorded through the web-based data collection process.
- ECYEH program staff may update a child/youth's record based on their role or support for a particular individual.
- Each ECYEH region has established its own protocol for non-LEA reporting. Non-LEAs should contact their ECYEH regional coordinator to determine how that region's protocol applies.
- IF A STUDENT IS LIVING OUTSIDE HIS/HER LEA OF ORIGIN AND BEING TRANSPORTED BACK TO THE SCHOOL OF ORIGIN THE STUDENT SHOULD BE REPORTED BY THE LEA OF ORIGIN, in other words, their LEA of current enrollment or the educating LEA. However, if the LEA where they are currently living wishes to report the student because they are contributing to the cost of transportation, they may do so. If the student ends up being reported by both entities, it is fine.

## GETTING STARTED

### First-time Access

#### *New reporting entity/user*

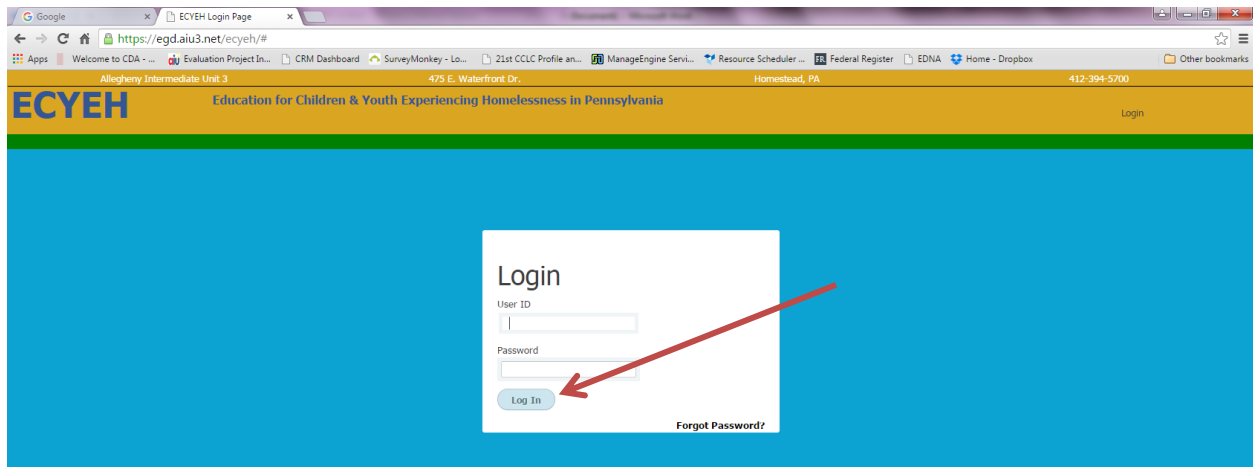
New reporting entities or users should contact the applicable ECYEH regional coordinator who will submit a request to the state evaluation team to have the entity/user created. The AIU team will create an account and issue the login information to the designated individual. All requests for user accounts must go through and be approved by the ECYEH regional coordinator. AIU will not approve users on its own.

#### *Changes in designated data entry contacts*

If an ECYEH program staff becomes aware of a change in staff or role of a reporting entity or LEA user, the ECYEH program staff member should identify the individual who should be listed as the new/replacement contact. This individual's contact information should be provided to the ECYEH Regional Coordinator who will submit a request to the AIU ECYEH state evaluation team to have the LEA/reporting entity information or contact information changed.

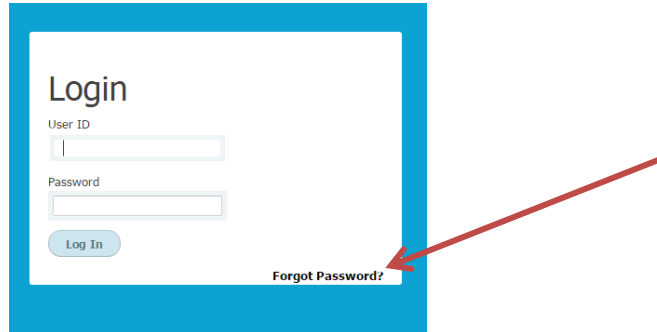
### Logging In

When you follow the link to the ECYEH web-based data entry system, the first screen is the login screen. Enter your username (usually your full email address) and password and click the **Log In** button.

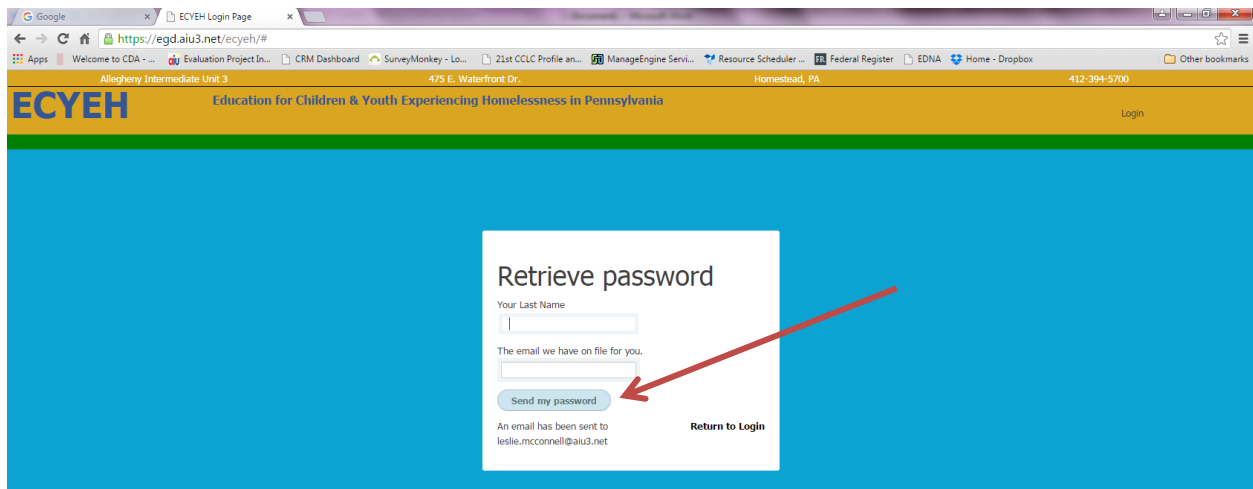


## Resetting Your Password

If you cannot remember your password, click the **Forgot Password?** link in the bottom corner of the login window.



A Retrieve Password window will appear. Enter your last name and your full email address. Click **Send my password**. You will notice that a message appears below the button indicating that an email has been sent after clicking the **Send my password** button.



You will receive an email containing a temporary password.

Go back to the ECYEH system login screen to enter your email and the temporary password. You will proceed to a user update screen where you will change your password. Remember, passwords:

- Cannot be the same as the old password
- Must contain one of these special characters: @ + \ / ! # \$ ? : &
- Must contain at least one upper case letter
- Must be 8 to 20 characters long

PLEASE CHANGE YOUR PASSWORD.

Select a User to edit: a last name, a first name

User/Login ID: leslie.mcconnell@aiu3.net

Last Name: McConnell

First Name: Leslie

Organization: AIU3

Old Password

New Password

Confirm New Password

Your User Type:

- 1 Regional Coordinator
- 2 Site Coordinator
- 3 LEA
- 4 Shelter
- 5 Headstart
- 0 Administrator

Your Region:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Counties Served: None selected

First and Last Name are required.  
If Changing your password, you must enter your old password, the new password and re-type the new password.  
The new password:

- Cannot be the same as the old password.
- Must contain one of these special characters @ + ! ! # \$ % &
- Must contain at least one upper case character.
- Must be 8 to 20 characters long.

User Type 1 - County is irrelevant.  
User Type 2 - Select all counties they have access to.  
User Type 3, 4 and 5 - Only enter 1 county.

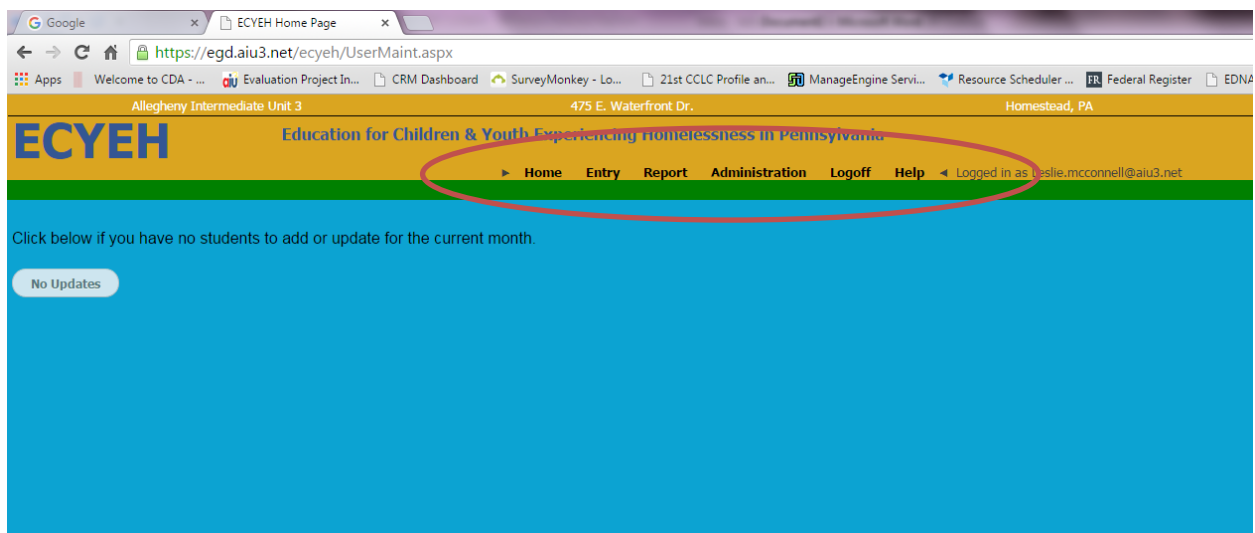
This is Only for Adding a new User [Add New User](#)

[Submit](#)

## ENTERING and REPORTING DATA

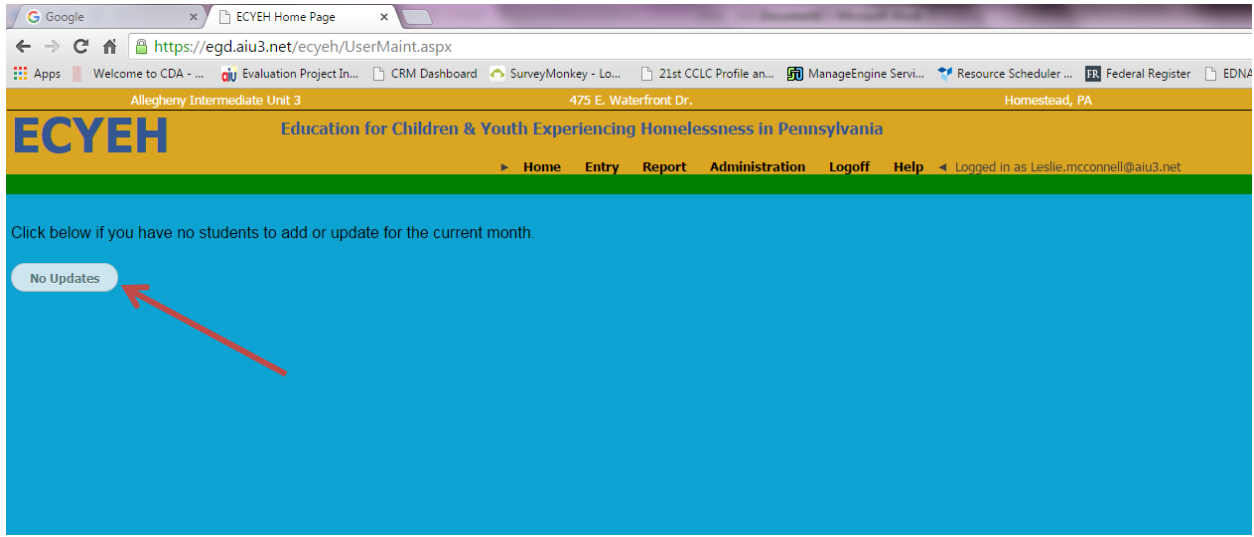
Reporting data for your homeless children and youth via the web-based portal will be very similar to the spreadsheet data submission process, except that it will be much more efficient, secure, and accurate.

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.



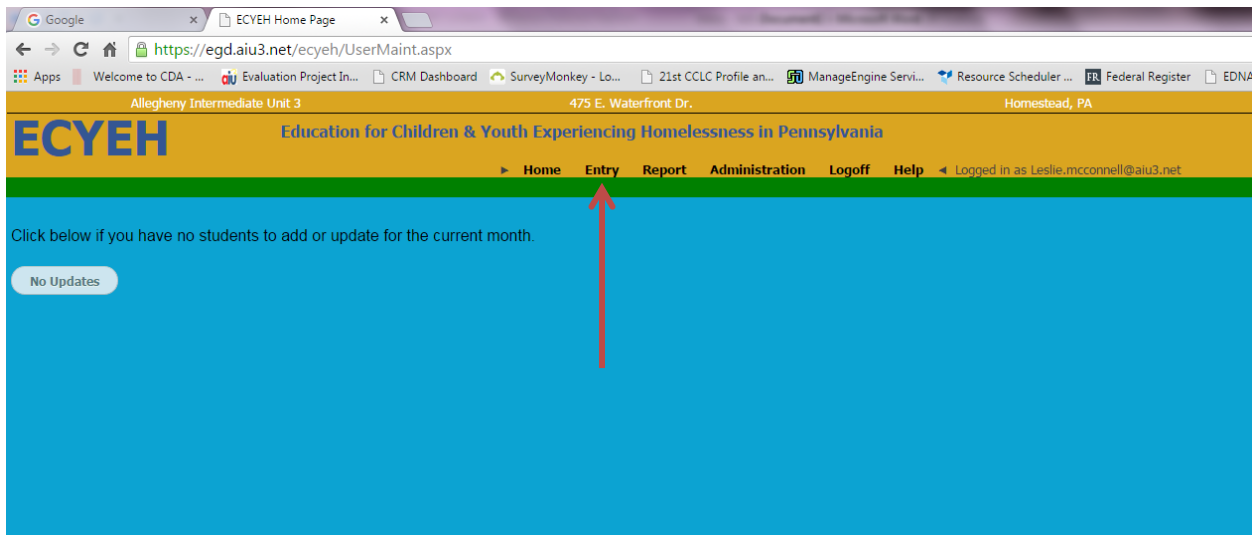
On a regular or as-needed basis, each user will need to log into the system to update their data. However, each reporting entity will be expected to log into the system by the end of each month at a minimum. If no students have been entered/updated during that month, the user will click the **No Updates** button on the home screen. Reporting entities can enter information at any time.

ECYEH program staff will be expected to check data at least monthly.



Adding New Students and Data Collection Elements (see page 17 for instructions on updating a record)

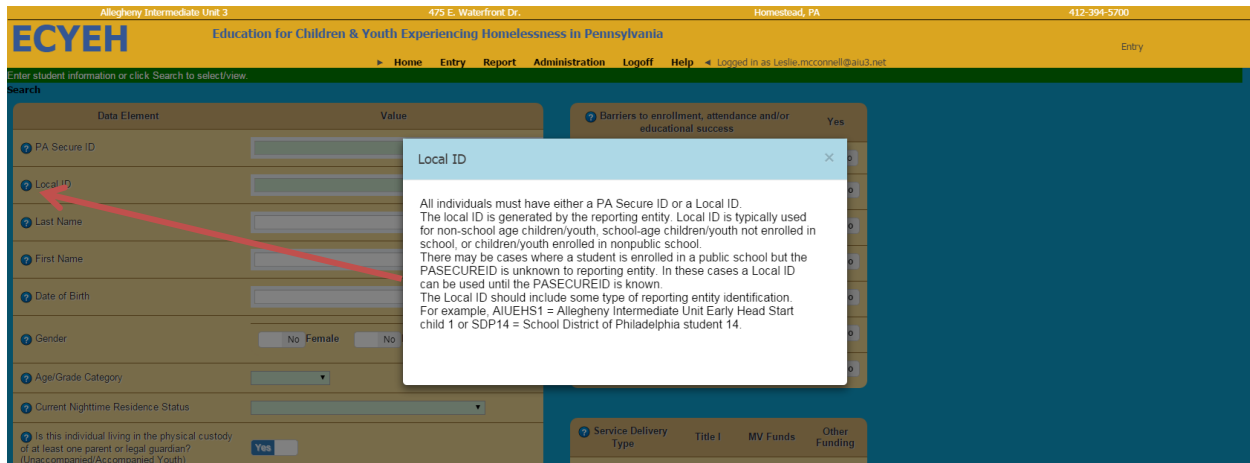
If there are new students to add, click the **Entry** link from the top navigation. This will bring up the data entry screen.



The entry fields are identical to those that had been part of the data collection spreadsheet.

1. Student 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.



**Required fields are shaded** and include PA Secure ID OR Local ID – an ID must be entered in one or the other ID field, age/grade category, and nighttime status. A 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.

If you do not yet know the individual’s PA Secure ID or if the child/youth does not have one because of their age or circumstance (i.e. birth-2 age/grade category), you will need to create a local ID for the child/youth within your reporting entity. In these cases a Local ID can be used until the PA Secure ID is known. If the child/youth is of school age and enrolled in public school during the individual’s homelessness event, a PA Secure ID will be required to be added to the child/youth’s record by the end of the program year (June 30<sup>th</sup>). If the reporting entity is creating a local ID, that local ID must include some type of reporting entity identification and be consistent for all students in that entity, by using some portion or initials of the reporting entity name and then a number. For example:

AIUEHS1 = Allegheny Intermediate Unit Early Head Start child 1

SDP14 = School District of Philadelphia student 14

The user can then proceed to enter a newly-identified child/youth’s information into the system.

Google | https://egd.iau3.net/ecyeh | https://egd.iau3.net/ecyeh/UserMaint.aspx

Apps | Welcome to CDA - ... | Evaluation Project In... | CRM Dashboard | SurveyMonkey - Lo... | 21st CCLC Profile an... | ManageEngine Servi... | Resource Scheduler ... | Federal

Allegheny Intermediate Unit 3 | 475 E. Waterfront Dr. | Homestead, PA

# ECYEH

Education for Children & Youth Experiencing Homelessness in Pennsylvania

Home | Entry | Report | Administration | Logoff | Help | Logged in as Leslie.mccormell@iau3.net

Enter student information or click Search to select/view.

Search

Data Element	Value
PA Secure	<input type="checkbox"/>
Local ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> No Unknown
Status	<input type="text"/>
Unaccompanied/Accompanied (Youth)	<input type="checkbox"/> Yes
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>
Student Status	<input type="text"/>
Date of Attendance after Precipitating Event	<input type="text"/>
LEA of Current Enrollment/Educating LEA	<input type="text"/>
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***
LEA of Origin	<input type="text"/>
Post Secondary Plans	<input type="text"/>
Any additional comments:	<input type="text"/>

Barriers to enrollment, attendance and/or educational success		Yes
Eligibility for homeless services	<input type="checkbox"/>	No
Receiving Immunizations records	<input type="checkbox"/>	No
Receiving Records	<input type="checkbox"/>	No
Determining School Selection	<input type="checkbox"/>	No
Organizing Transportation	<input type="checkbox"/>	No
Receiving Other Medical Records	<input type="checkbox"/>	No
Other Barriers	<input type="checkbox"/>	No

Service Delivery Type	Title I	MV Funds	Other Funding
Tutoring or other instructional support	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Expedited Evaluations	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Referrals for medical, dental and other health services	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Transportation	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Early Childhood Programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Assistance with participation in school programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Before, after-school, mentoring, summer programs	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Obtaining or transferring records necessary for enrollment	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Coordination between schools and agencies	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Counseling	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Addressing needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Free-form text/number entry

Date/calendar functionality

Click to toggle Yes/No

Click any black arrow for a drop-down list of options

Add/Update this record



*Student and Homeless Information*

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="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> No Unknown
Age/Grade Category	<input type="text" value="▼"/>
Current Nighttime Residence Status	<input type="text" value="▼"/>
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	<input checked="" type="checkbox"/> Yes
Date of Identification	<input type="text"/>
Method of Identification	<input type="text" value="▼"/>
Precipitating Event	<input type="text" value="▼"/>
Student Status	<input type="text" value="▼"/>
Date of Attendance after Precipitating Event	<input type="text"/>
LEA of Current Enrollment/Educating LEA	<input type="text"/>
School Name of Current Enrollment	***Select this AFTER selecting an LEA above*** <input type="text" value="▼"/>
LEA of Origin	<input type="text"/>
Post Secondary Plans	<input type="text" value="▼"/>
Any additional comments:	<input type="text"/>

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="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> 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 type="checkbox"/>
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>
Student Status	<input type="text"/>
Date of Attendance after Precipitaing Event	<input type="text"/>

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="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> No
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>
Student Status	<input type="text"/>
Date of Attendance after Precipitaing Event	<input type="text"/>

First Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> 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="checkbox"/> Yes
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>
Student Status	<input type="text"/>
Date of Attendance after Precipitaing Event	<input type="text"/>
LEA of Current Enrollment/Educating LEA	<input type="text"/>
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***
LEA of Origin	<input type="text"/>
Post Secondary Plans	<input type="text"/>

First Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> 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="checkbox"/> Yes
Date of Identification	<input type="text"/>
Method of Identification	<input type="text"/>
Precipitating Event	<input type="text"/>
Student Status	<input type="text"/>
Date of Attendance after Precipitaing Event	<input type="text"/>
LEA of Current Enrollment/Educating LEA	<input type="text"/>
School Name of Current Enrollment	<input type="text"/>
LEA of Origin	<input type="text"/>
Post Secondary Plans	<input type="text"/>
Any additional comments:	<input type="text"/>

First Name  
 Date of Birth  
 No Female  No Male  No Unknown Gender  
 Age/Grade Category  
 Current Nighttime Residence Status  
 Yes Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)  
 Date of Identification  
 Method of Identification  
 Precipitating Event  
 Student Status  
 Date of Attendance after Precipitating Event  
 LEA of Current Enrollment/Educating LEA  
 School Name of Current Enrollment  
 LEA of Origin  
 Post Secondary Plans  
 Any additional comments:

First Name  
 Date of Birth  
 No Female  No Male  No Unknown Gender  
 Age/Grade Category  
 Current Nighttime Residence Status  
 Yes Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)  
 Date of Identification  
 Method of Identification  
 Precipitating Event  
 Student Status  
 Date of Attendance after Precipitating Event  
 LEA of Current Enrollment/Educating LEA  
 School Name of Current Enrollment  
 LEA of Origin  
 Post Secondary Plans  
 Any additional comments:

Age/Grade Category  
 Current Nighttime Residence Status  
 Yes Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)  
 Date of Identification  
 Method of Identification  
 Precipitating Event  
 Student Status  
 Date of Attendance after Precipitating Event  
 LEA of Current Enrollment/Educating LEA  
 School Name of Current Enrollment  
 LEA of Origin  
 Post Secondary Plans  
 Any additional comments:

## Choosing an LEA of Current Enrollment

The screenshot shows the ECYEH web application interface. The top navigation bar includes 'Home', 'Entry', 'Report', 'Administration', 'Logoff', and 'Help'. The user is logged in as Leslie.mcconnell@aiu3.net. The form contains various fields for student information, including 'Date of Identification', 'Method of Identification', 'Precipitating Event', 'Student Status', 'Date of Attendance after Precipitating Event', 'LEA of Current Enrollment/Educating LEA', 'School Name of Current Enrollment', 'LEA of Origin', 'Post Secondary Plans', and 'Any additional comments'. A pop-up window titled 'LEA of Current Enrollment/Educating LEA' is overlaid on the form, providing instructions: '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. Once an LEA is selected, the School Building drop down will be populated. 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.'

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.

The screenshot shows the ECYEH web application interface with the 'LEA of Current Enrollment/Educating LEA' field active. The dropdown menu is open, showing suggestions for LEAs based on the input 'm'. The suggestions include: 'Private/Non Public/Institution', 'Manheim Township SD - 113364503', 'MAST Community Charter School - 126513150', 'Muncy SD - 117415303', 'Montessori Regional CS - 105250004', 'Medical Academy Charter School - 121392881', 'Moshannon Valley SD - 110175003', and 'Mechanicsburg Area SD - 115216503'. The form also includes fields for 'Date of Identification', 'Method of Identification', 'Precipitating Event', 'Student Status', 'Date of Attendance after Precipitating Event', 'School Name of Current Enrollment', 'LEA of Origin', 'Post Secondary Plans', and 'Any additional comments'. The right side of the form contains several 'No' buttons for various services like 'Tutoring or other instructional support', 'Expedited Evaluations', 'Referrals for medical, dental and other health services', 'Transportation', 'Early Childhood Programs', 'Assistance with participation in school programs', 'Before, after-school, mentoring, summer programs', and 'Obtaining or transferring records necessary for enrollment'.

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.

Allegheeny Intermediate Unit 3 475 E. Waterfront Dr.  
**ECYEH** Education for Children & Youth Experiencing Homelessness  
Home Entry Report Admi

☐ Date of Identification  
☐ Method of Identification  
☐ Precipitating Event  
☐ Student Status  
☐ Date of Attendance after Precipitating Event  
☐ LEA of Current Enrollment/Educating LEA: Montgomery Area SD - 117415004  
☐ School Name of Current Enrollment: \*\*\*Select this AFTER selecting an LEA above\*\*\*  
☐ LEA of Origin: IU/Classroom/Program/School, Private/Non Pub/Institution, Montgomery EI Sch, Montgomery MS, Montgomery SHS  
☐ Post Secondary Plans  
☐ Any additional comments:

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

### Barriers

Barriers to enrollment, attendance and/or educational success	Yes
☐ Eligibility for homeless services	No
☐ Receiving Immunizations records	No
☐ Receiving Records	No
☐ Determining School Selection	No
☐ Organizing Transportation	No
☐ Receiving Other Medical Records	No
☐ Other Barriers	No

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA 412-394-5700

**ECYEH** Education for Children & Youth Experiencing Homelessness in Pennsylvania

Home Entry Report Administration Logoff Help Logged in as Leslie.mcconnell@aiu3.net Entry

Enter student information or click Search to select/view

**Search**

Data Element	Value
PA Secure ID	
Local ID	
Last Name	
First Name	
Date of Birth	
Gender	No Female No
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 Precipitating Event	
UP/and Current Enrollment (Enrollment ID)	

**Barriers to enrollment, attendance and/or educational success**

Barriers: Select to change to yes to indicate delay(s) in Enrollment, Attendance, and/or Educational Success. May be updated at any time.

Service Delivery Type	Title I	MV Funds	Other Funding
Tutoring or other instructional support	No	No	No
Expedited Evaluations	No	No	No
Referrals for medical, dental and other health services	No	No	No
Transportation	No	No	No
Early Childhood Programs	No	No	No

Add/Update this record Clear Form and Cancel Add/Update

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.

Barriers to enrollment, attendance and/or educational success	Yes
Eligibility for homeless services	No
Receiving Immunizations records	No
Receiving Records	No
Determining School Selection	No
Organizing Transportation	No
Receiving Other Medical Records	No
Other Barriers	No

## Service Delivery and Service Funding Source

Following the Barriers section is the Service Delivery section.

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

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, or **Other** funding sources.

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.



## Updating an Existing Child/Youth Record

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.

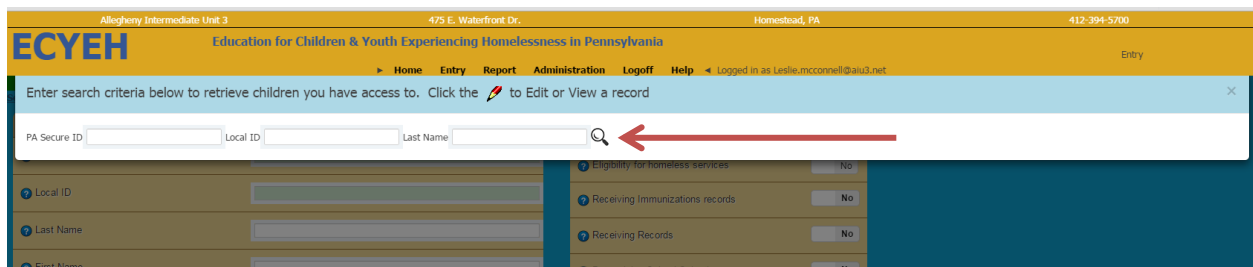


The screenshot shows the ECYEH web application interface. At the top, there is a navigation bar with the following text: "Allegheeny Intermediate Unit 3", "475 E. Waterfront Dr.", "Homestead, PA", and "www.iau3.net". Below this is the ECYEH logo and the title "Education for Children & Youth Experiencing Homelessness in Pennsylvania". The navigation menu includes "Home", "Entry", "Report", "Administration", "Logoff", and "Help". A user is logged in as "Leslie.mcconnell@iau3.net". Below the navigation bar is a green bar with the text "Enter student information or click Search to select/view." and a "Search" link. A red arrow points to the "Search" link. Below the green bar is a search form with a table of data elements and a list of barriers to enrollment, attendance and/or educational success.

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="checkbox"/> No Female <input type="checkbox"/> No Male <input type="checkbox"/> No Unknown
Age/Grade Category	<input type="text"/>
Current Nighttime Residence Status	<input type="text"/>

Barriers to enrollment, attendance and/or educational success	Yes
Eligibility for homeless services	<input type="checkbox"/> No
Receiving Immunizations records	<input type="checkbox"/> No
Receiving Records	<input type="checkbox"/> No
Determining School Selection	<input type="checkbox"/> No
Organizing Transportation	<input type="checkbox"/> No
Receiving Other Medical Records	<input type="checkbox"/> No
Other Barriers	<input type="checkbox"/> No


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.



The screenshot shows the ECYEH web application interface. At the top, there is a navigation bar with the following text: "Allegheeny Intermediate Unit 3", "475 E. Waterfront Dr.", "Homestead, PA", and "412-394-5700". Below this is the ECYEH logo and the title "Education for Children & Youth Experiencing Homelessness in Pennsylvania". The navigation menu includes "Home", "Entry", "Report", "Administration", "Logoff", and "Help". A user is logged in as "Leslie.mcconnell@iau3.net". Below the navigation bar is a search bar with the text "Enter search criteria below to retrieve children you have access to. Click the [pencil icon] to Edit or View a record". The search bar contains three input fields: "PA Secure ID", "Local ID", and "Last Name". A red arrow points to the magnifying glass icon in the search bar. Below the search bar is a list of barriers to enrollment, attendance and/or educational success.

Local ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Eligibility for homeless services	<input type="checkbox"/> No
Receiving Immunizations records	<input type="checkbox"/> No
Receiving Records	<input type="checkbox"/> No
Determining School Selection	<input type="checkbox"/> No

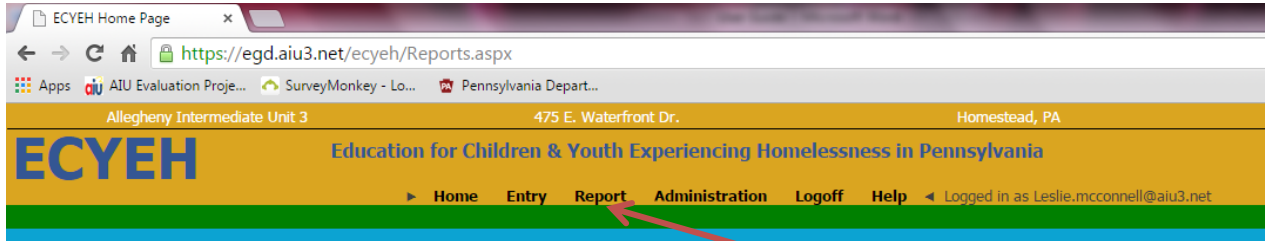
A list of individuals will be provided based on the search selections. Locate the individual you wish to review/update and click the pencil icon  to the left of the record to bring up that student. Then edit or update the child/youth as needed and click the **Add/Update this record** button to save the changes.

**Only records that have changes need to be updated.**

**Also, the system will track and date-stamp all changes made and who made the change so that children/youth information can be tracked as their circumstances change, if applicable.**

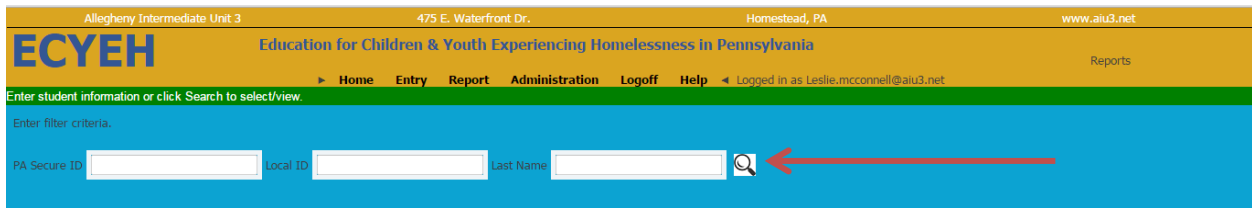
## Reports

AIU will be adding to the report functionality of the ECYEH data collection web interface in the coming months. To access the reports features, select **Report** from the top navigation.

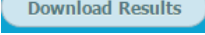


Enter the criteria you wish to search, filter, or report on. Click the magnifying glass icon to register your search.

**NOTE:** Additional reports will be added in the near future.

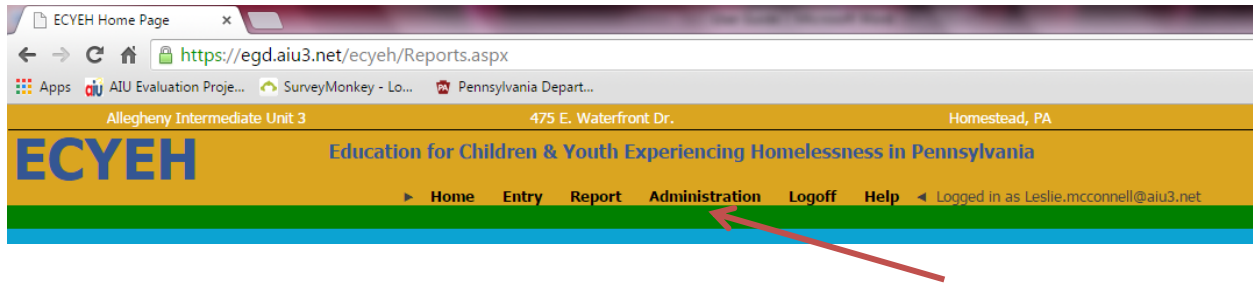


A view-only list of students will display.

If the user wants to download/export these results, click the  button in the lower left corner of the window and the report results will be generated in MS Excel.

## Administration

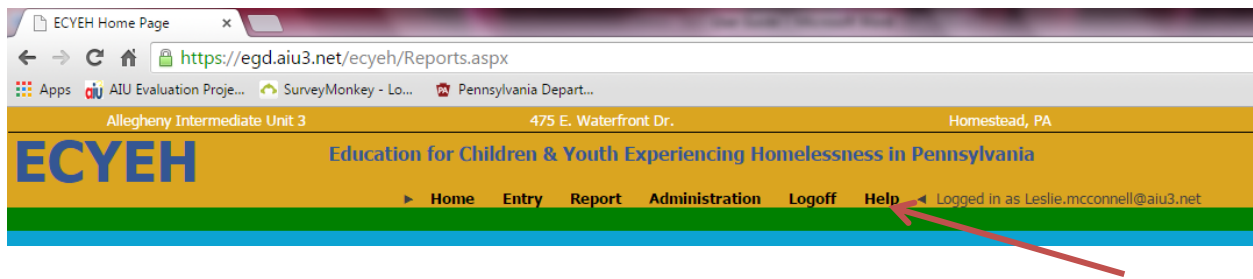
To access the Administration screen, select **Administration** from the top navigation.



The Administration screen will allow you to change your name, email address, organization name, and/or password. Upper-level users will also have functionality to manage other user accounts within their region.

## Help

To access the **Help** section, click on the **Help** link in the top navigation.



There are two sections under Help. Help documentation will take you to step-by-step resources such as these directions. The Contact Support link will open an email window with an email addressed to [ecyehsupport@aiu3.net](mailto:ecyehsupport@aiu3.net), which you may use to submit questions or difficulties and one of our team members will get back to you as soon as possible.

## Exiting the System

To log off the system, simply click Logoff in the top navigation bar.

