# 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: <u>https://egd.aiu3.net/ecyeh</u>

**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: <u>http://windows.microsoft.com/en-us/internet-explorer/download-ie</u>

## 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 <u>AND</u> 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.

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	Allegheny Intermediate	e Unit 3		475 E. Wa	terfront Dr.		Homestead,	PA		412-394-5700	
ECY	ΈH	Education fo	or Children &	Youth Experiencing	j Homelessness in	Pennsylvania				Login	
					Login						
					Login						
					User ID						
					Password						
					Log In						
						Forg	jot Password?				

## **Resetting Your Password**

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

Login User ID Password	Forgot Password?	
	rorgot Password:	

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.

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Allegheny Intermediate Unit 3	475 E. W	aterfront Dr.	Homestead, PA	412-394-5700	
ECYEH	on for Children & Youth Experiencir	ng Homelessness in Pennsylvania		لە	gin
		Retrieve passwo	rd		
		Your Last Name			
		The email we have on file for you.			
		Send my password			
			Return to Login		
		leslie.mcconnell@aiu3.net			

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

Allegheny I	ntermediate Unit 3		475 E. Wat	terfront Dr.				Homestead, PA
ECYEH	Education for Childre					1		
PLEASE CHANGE YOUR PASS	WORD.	Home	Entry	Report	Administration	Logof	f Help	<ul> <li>Logged in as Leslie.mcconnell@aiu3.net</li> </ul>
Select a User to edit	a last name, a first name 🔻			Your	User Type		Your Regio	on Counties Served
User/Login ID	leslie.mcconnell@aiu3.net						• 1	None selected 🗸
Last Name	McConnell			• :	L Regional Coordin	nator	• 2	
First Name	Leslie				2 Site Coordinator		• 3	
	AIU3				3 LEA		• 4	
Organization	Alos			• •	4 Shelter		0 5	
Old Password				•	5 Headstart		6	
New Password				• (	) Administrator		• 7	
Confirm New Password							08	
	· · · · · · · · · · · · · · · · · · ·							User Type 1 - County is irrelevant.
First and Last Name are required If Changing your password, you n	l. nust enter your old password, the new passw	ord and re-type the ne	wpasswo	rd.			U	Iser Type 2 - Select all counties they have access to.
The new password:								User Type 3, 4 and 5 - Only enter 1 county.
Cannot be the same as the     Must contain one of these	special characters @ + \/!#\$?:&							This is Only for Adding a new User Add New User
Must contain at least one i     Must be 8 to 20 character								
Submit 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, <u>each reporting entity will be expected to log into the system by the end of each month at a</u> <u>minimum</u>. 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

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Allegheny Intermed	iate Unit 3	475 E. Waterfront Dr. Homestead, PA
ECYEH Educ	cation for Children & Youth Experiencing Homelessnes	s in Pennsylvania
Enter student information or click Search to select/view	ν.	► Home Entry Report Administration Logoff Help  < Logged in as Leslie.mcconnell@aiu3.net
Search		
Data Element	Value	Barriers to enrollment, attendance and/or Yes     educational success
PA Secure ID		Eligibility for homeless services No
O Local ID		Receiving Immunizations records No
O Last Name		Receiving Records No
First Name		Determining School Selection No
O Date of Birth		Organizing transportation No
• Gender	No Female No Male No Unknown	Receiving Other Medical Records No
Age/Grade Category	•	O Other Barriers No
O Current Nighttime Residence Status	· · · · · · · · · · · · · · · · · · ·	Service Delivery
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes	Type Title I MV Funds Funding O Tutoring or other No No No
O Date of Identification		Expedited Support
Method of Identification	•	evaluations           O Referensi foormadial, dental (nd         No         No         No
Precipitating Event		other health services
Student Status		C Transportation No No No
O Date of Attendance after Precipita og Event		Programs No No No
LEA of Current Enrollment/Educating LEA		Assistance with No No No No Programs
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***	Before, after-
LEA of Origin		school, ment fringe No No No summer programs
Post Secondary Plans	<b>V</b>	Ottaining of      transferring records No No No
Any additional comments:		erroliment O Coordination
		etween schools and No No No agencies
		Counseling No No No
		Addressing needs
Add/Update this record		

Allegheny Intermediate Unit 3	475 E. Waterfront Dr.	Homestead, PA	412-394-5700
EXER Educat	ion for Children & Youth Experiencing Homele		Entry
r student information or click Search to select/view.	Home Entry Report	Administration Logoff Help < Logged in as Leslie.mcconnell@aiu3.net	
r student information or click Search to selectiview.			
Data Element	Value	Barriers to enrollment, attendance and/or educational success	
PA Secure ID	Local ID	× o	
Last Name	The local ID is gene	have either a PA Secure ID or a Local ID. erated by the reporting entity. Local ID is typically used children/youth, school-age children/youth not enrolled in	
First Name	school, or children/y There may be cases PASECUREID is un	youth enrolled in nonpublic school. s where a student is enrolled in a public school but the known to reporting entity. In these cases a Local ID	
Date of Birth	The Local ID should For example, AIUE	te PASECUREID is known. d include some type of reporting entity identification. HS1 = Allegheny Intermediate Unit Early Head Start	
Gender	No Female No	School District of Philadelphia student 14.	
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	Service Delivery Title I MV Funds Other Type	

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.

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Allegheny Intermed	diate Unit 3	475 E. Waterfront Dr.		Homestead, PA
ECYEH Edu	cation for Children & Youth Experiencing Homelessnes	s in Pennsylvania		
Enter student information or click Search to select/vie	NV.	Home Entry Report Admini-	istration Logoff	Help 🔺 Logged in as Leslie.mcconnell@aiu3.net
Search				
Data Element	Value	Barriers to enrollment, attendance and educational success	d/or Yes	
PA Secure	ſ	O Eligibility for homeless services	No	
Local ID     text/number		Receiving Immunizations records	No	
Last Name     entry		• Receiving Records	No	
First Name	Ļ	Determining School Selection	No	
😧 Date of Birth		Organizing Transportation	No	
🥑 Gender	No Female No Male No Upenown	Receiving Other Medical Records	No	
Date/		Other Barners	No	Click to toggle
- calendar				Yes/No
- functionality		Service Delivery Type Title I MV F	- unds Funding	
(Unaccompanied/Accompanied Youth)		Tutoring or other No	No No	
O Date of Identification		Expedited     Evaluations     No	No No	
Method of Identification		Referrals for mdical, dental and     No	No No	
Precipitating Event	T	other health services		
Student Status	• •	Transportation     No	No No	Click any black
O Date of Attendance after Precipitaing Event		Early Childhood No Programs	No No	arrow for a
O LEA of Current Enrollment/Educating LEA		Assistance with participation in school No programs	No No	drop-down list
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***	O Before, after-		of options
LEA of Origin		school, mentoring, No summer programs	No No	
Post Secondary Plans	T	Obtaining or transferring records necessary for     No	No No	
Any additional comments:		enrollment  Coordination		
		between schools and No agencies	No No	
		Counseling No	No No	
		Addressing needs		
Add/Update this record				

# Student and Homeless Information

Data Element	Value
PA Secure ID	
Cocal ID	
O Last Name	
First Name	
O Date of Birth	
Gender	No Female No Male No Unknown
Age/Grade Category	
O Current Nighttime Residence Status	
<ul> <li>Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)</li> </ul>	Yes
Date of Identification	
Method of Identification	<b></b>
Precipitating Event	<b></b>
🕜 Student Status	<b></b>
O Date of Attendance after Precipitaing Event	
O LEA of Current Enrollment/Educating LEA	
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***
O LEA of Origin	
Post Secondary Plans	<b>T</b>
• Any additional comments:	

Data Element		Value		Data Element	Value
PA Secure ID				? PA Secure ID	
O Local ID				🕑 Local ID	
Last Name				🕜 Last Name	
First Name				First Name	
O Date of Birth				Date of Birth	
3 Gender	No Fema	ile No Male	No Unknown	<b>O</b> Gender	No Female No Male No Unknow
Age/Grade Category	•			Age/Grade Category	▼
Ourrent Nighttime Residence Status	Birth-2 Ages 3-5		•	O Current Nighttime Residence Status	T
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	PreK K 1 2			<ul> <li>Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)</li> </ul>	Doubled-up Hotels/Motels Shelters, transitional housing, awaiting foster care Unsheltered
Obte of Identification	3 4 5			2 Date of Identification	
Method of Identification	6 7 8	•		<ul> <li>Method of Identification</li> </ul>	T
Precipitating Event	9 10 11	•		Precipitating Event	T
O Student Status	11 12 Out of School		•	Student Status	T
O Date of Attendance after Precipitaing Event	Ungraded Unknown			O Date of Attendance after Precipitaing Event	

		First Name	
First Name		O Date of Birth	
O Date of Birth		3 Gender	No Female No Male No Unknown
(?) Gender	No Female No Male No Unknown	Age/Grade Category	•
Age/Grade Category		Ourrent Nighttime Residence Status	•
O Current Nighttime Residence Status	<b>.</b>	Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes	Date of Identification	
Date of Identification		Method of Identification	•
Method of Identification	· · · · ·	Precipitating Event	<b></b>
Precipitating Event	Other Other Referral	Student Status	Unknown Abandonment
O Student Status	School Staff Referral Self/Parent Identified Shelter Visit	Date of Attendance after Precipitaing Event	Act of Nature/Natural Disaster Death of Parent/Guardian Domestic Violence
O Date of Attendance after Precipitaing Event	Survey	LEA of Current Enrollment/Educating LEA	Eviction Fire
O LEA of Current Enrollment/Educating LEA		School Name of Current Enrollment	Hospitalization of Parent/Guardian Incarceration of Parent/Guardian Left Home A above***
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***	LEA of Origin	Other Other Poverty-related Situation
C LEA of Origin		Post Secondary Plans	Parent Divorce/Separation Parental Job Loss/Loss of Income
Post Secondary Plans	•	Any additional comments:	Separated from Family

First Name			First Name	
<b>?</b> Date of Birth			② Date of Birth	
⑦ Gender	No Female No Ma	ale No Unknown	<b>Q</b> Gender	No Female No Male No Unknown
Age/Grade Category	•		Age/Grade Category	
Ourrent Nighttime Residence Status		•	Ourrent Nighttime Residence Status	· · · · · · · · · · · · · · · · · · ·
<ul> <li>Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)</li> </ul>	Yes		Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes
Pate of Identification			2 Date of Identification	
Method of Identification	•		Method of Identification	· ·
Precipitating Event			Precipitating Event	<b>v</b>
Student Status	Unknown Abandonment		Student Status	T
Date of Attendance after Precipitaing Event	Act of Nature/Natural Disaster Death of Parent/Guardian Domestic Violence		Date of Attendance after Precipitaing Event	Left the region (status unknown) Alternative placement Awaiting school enrollment
LEA of Current Enrollment/Educating LEA	Eviction Fire Hospitalization of Parent/Guardian Incarceration of Parent/Guardian Left Home Military		LEA of Current Enrollment/Educating LEA	Currently enrolled in School Dropped out (during current program year)
School Name of Current Enrollment		A above*** ▼	School Name of Current Enrollment	Graduated (at some point during current program) No longer homeless Other
<b>?</b> LEA of Origin	Other Other Other Poverty-related Situation Parent Divorce/Separation		2 LEA of Origin	Withdrew from school (during current program year)
Post Secondary Plans	Parent Divorce/Separation Parental Job Loss/Loss of Income Separated from Family	<b>•</b>	Post Secondary Plans	•
Any additional comments:			Any additional comments:	

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
② Date of Identification	
Method of Identification	•
Precipitating Event	
? Student Status	•
Date of Attendance after Precipitaing Event	Unknown Not applicable (Student is not yet in Grade 12)
LEA of Current Enrollment/Educating LEA	2-year College/University 4-Year College/university Armed Forces
O School Name of Current Enrollment	Business or Trade School Employment
O LEA of Origin	Obtain GED (Drop-out only) Other Training/Education Program Other
Post Secondary Plans	Undecided View View View View View View View View
Any additional comments:	

# Choosing an LEA of Current Enrollment

Allegheny Intermediate Unit 3		475 E. Waterfront Dr.	Homestead, PA					
ECYEH Educ	ation for Children & Youth I	Experiencing Homelessnes	s in Pennsylvania					
of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes	ome Entry Report Admir	nistration Logoff Help ≺ Logged in as Leslie.mcconnell@alu3.net Type Funding					
O Date of Identification			instructional support					
Method of Identification		LEA of Current Enrollme	P P					
Precipitating Event		District charter/subsr CTC	2 is which student is currently enrolled					
Student Status		There will be a drop down of letters are typed the LEA w						
Date of Attendance after Precipitaing Event		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.						
LEA of Current Enrollment/Educating LEA		Students who attend an IU to a home LEA. That LEA s						
School Name of Current Enrollment	***Select this AFTER selecting an		EA only, you must select the LEA the student is ou are transporting the student back to). This you as the reporting entity.					
C LEA of Origin								
Post Secondary Plans			Obtaining or					
Any additional comments:			transfering records No No No No no enrollment					
			Coordination between schools and No No No					

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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🗰 Apps 🛛 di AIU Evaluation Proje 🛆 SurveyMonkey -	Lo 🤠 Pennsylvania Depart						(	🛅 Other bookm	harks
Allegheny Intermediate Unit 3	475 E. Waterfront Dr.		Homestead, PA			www	.aiu3.net		-
ECYEH Educat	tion for Children & Youth Experiencing Homeless								
of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Home Entry Report Administration Logoff Yes	негр	<ul> <li>Logged in as Leslie.n</li> <li>I ype</li> </ul>	ncconneil@aiu3.ne	t	Funding			
Date of Identification			Tutoring or other instructional support	No	No	No			
Method of Identification	•		Expedited Evaluations	No	No	No			
Precipitating Event	•		Referrals for mdical, dental and other health services	No	No	No			
Student Status	•		7 Transportation	No	No	No			
Oate of Attendance after Precipitaing Event			C Early Childhood Programs	No	No	No			
LEA of Current Enrollment/Educating LEA	m		Assistance with						
School Name of Current Enrollment	Private/Non Public/Institution Manheim Township SD - 113364503		participation in school programs	No	No	No			
2 LEA of Origin	MAST Community Charter School - 126513150 Muncy SD - 117415303		Before, after- school, mentoring,	No	No	No			
Post Secondary Plans	Montessori Regional CS - 105250004 Medical Academy Charter School - 121392881		Summer programs						
Any additional comments:	Moshannon Valley SD - 110175003 Mechanicsburg Area SD - 115216503		transferring records necessary for enrollment	No	No	No			

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.

Allegheny Intermediate Unit 3	475 E. Waterfront Dr.
ECYEH Educa	tion for Children & Youth Experiencing Homelessne
	Home Entry Report Admi
② Date of Identification	
Method of Identification	•
Precipitating Event	•
Student Status	•
Date of Attendance after Precipitaing Event	
LEA of Current Enrollment/Educating LEA	Montgomery Area SD - 117415004
School Name of Current Enrollment	***Select this AFTER selecting an LEA above***  ***Select this AFTER selecting an LEA above***
O LEA of Origin	IU/Classroom/Program/School IV/Classroom/Program/School IV
Post Secondary Plans	Montgomery MS Montgomery SHS
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
O Eligibility for homeless services	No
Receiving Immunizations records	No
Receiving Records	No
O 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 Educ	ation for Children & Youth Experiencing Homelessn	ess in Pennsylvania	
LUILII	► Home Entry Report Ad	ministration Logoff Help < Logged in as Leslie.mcconnell@aiu3	Entry
Enter student information or click Search to select/view			
Search			
Data Element	Value	Barriers to enrollment, attendance and/or Yes     educational success	
PA Secure ID	Barriers to enrollment	, attendance and/or educational success X	
Local ID			
Last Name	Attendance, and/or Edu May be updated at any t		
First Name			
O Date of Birth		0	
Gender	No Female No	0)	
O Age/Grade Category			
O Current Nighttime Residence Status	•		
<ul> <li>Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)</li> </ul>	Yes	Service Delivery Title I MV Funds Other Type Funding	
Obte of Identification		O Tutoring or other No No No	
Method of Identification		Expedited No No No	
Precipitating Event		Referrals for mdical, dental and other health services	
O Student Status		Transportation No No No	
O Date of Attendance after Precipitaing Event		Early Childhood 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.



# 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	No	No	No
Expedited Evaluations	No	No	No
Referrals for mdical, dental and other health services	No	No	No
Transportation	No	No	No
Early Childhood Programs	No	No	No
Assistance with participation in school programs	No	No	No
Before, after- school, mentoring, summer programs	No	No	No
Obtaining or transferring records necessary for enrollment	No	No	No
Coordination between schools and agencies	No	No	No
Ocunseling	No	No	No
Addressing needs related to domestic violence	No	No	No
O Clothing to meet a school requirement	No	No	No
O School supplies	No	No	No
Referral to other programs and services	No	No	No
Emergency Assistance related to school attendance	No	No	No
Other Services	No	No	No
Other Services Description			

Allegheny Intermediate Unit 3		475 E. Waterfront Dr.	Home	estead, PA
ECYEH Educa		Experiencing Homelessness		
Date of Birth	► He	ome Entry Report Admini	stration Logoff Help < Logged in as L Organizing Transportation	eslie.mcconnell@aiu3.net No
<b>9</b> Gender	No Female No I	Male No Unknown	Receiving Other Medical Records	No
Age/Grade Category		Service Delivery Type		×
Current Nighttime Residence Status				
Is this individual living in the physical custody of at least one parent or legal guardian? (Unaccompanied/Accompanied Youth)	Yes		hange to yes to record any service(s) a year by selecting the funding option(s) ay be updated at any time.	
O Date of Identification	[			
Method of Identification		1		
	•			0
Precipitating Event				0
-				0
Precipitating Event			Early Childhood     No	0 0 0
Precipitating Event  Student Status			Early Childhood Programs No	o o No No

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.

Allegheny Intermediate Unit 3	475 E. Waterfront Dr.	475 E. Waterfront Dr. Homestead, PA					
ECYEH	Education for Children & Youth Experiencing Homelessness in Pennsylvania						
		Help 🛛 🖌 Logged in as Leslie.mcconnell@aiu3.net					
Enter student information or click Search to s	elect/view.						
Search							
Data Element	Value	Barriers to enrollment, attendance and/or educational success	Yes				
PA Secure ID		C Eligibility for homeless services	No				
2 Local ID		Receiving Immunizations records	No				
😧 Last Name		Receiving Records	No				
First Name		Determining School Selection	No				
② Date of Birth		Organizing Transportation	No				
🕜 Gender	No Female No Male No Unknown	Receiving Other Medical Records	No				
Age/Grade Category		Other Barriers	No				
Current Nighttime Residence Status	<b></b>						

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.

Allegheny Intermed	liate Unit 3	475 E. Waterfront Dr.		Homesta	ead, PA	412-394-5700	
ECYEH	Education for Child	ren & Youth Experiencing Homel	essness in Pennsylv	ania		Entry	
		Home Entry Report	Administration Log	off Help 🖪 Logged in as Lesi	lie.mcconnell@aiu3.net		
Enter search criteria below	to retrieve children you	have access to. Click the 💋 to	Edit or View a reco	rd			×
				•			
PA Secure ID	Local ID	Last Name	4	<b>`</b>			
			Peligibility 1	or homeless services	No		
O Local ID			Receiving	Immunizations records	No		
O Last Name			Receiving	Records	No		
👩 First Name			O Determinin	a School Selection	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* 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	llegheny Intermediate Unit 3			475	E. Waterfro	ont Dr.			Homestead, PA	www.aiu3.net
<b>ECY</b>	ΈH	Educatio	on <mark>for Ch</mark> i	ldren 8	Youth E	xperiencing Ho	omelessi	ness in	Pennsylvania	Reports
			Home	Entry	Report	Administration	Logoff	Help	<ul> <li>Logged in as Leslie.mcconnell@aiu3.net</li> </ul>	
Enter student in	formation or click Search to se	elect/view.								
Enter filter crite	eria.									
PA Secure ID		Local ID			L	ast Name			् 🔍 🗲 🚽 🛶	

A view-only list of students will display.

If the user wants to download/export these results, click the **Download Results** 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.

<u>Help</u>

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 <a href="mailto:ecyehsupport@aiu3.net">ecyehsupport@aiu3.net</a>, 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.

ECYEH Home Page ×		the local division of	and the second se				
← → C f https://egd.aiu3.net/ecyeh/Reports.aspx							
🛗 Apps 🍿 AIU Evaluation Proje 🔿 SurveyMonkey - Lo 😰 Pennsylvania Depart							
Allegheny Intermediate Unit 3	47:	5 E. Waterfront Dr.	Homestead, PA				
ECYEH Education	n for Children 8	& Youth Experiencing Ho	omelessness in Pennsylvania				
•	Home Entry	Report Administration	Logoff Help < Logged in as Leslie.mcconnell@aiu3.net				