

2023-24 ECYEH and ARP Monitoring Preparation Guide

The purpose of this guide is to provide information to help monitors and LEAs prepare for monitoring visits. The guide is organized into the following three sections:

- I. [Statewide Monitoring Contacts and Roles](#)
- II. [Monitoring Logistics](#)
- III. [Monitoring Tools](#)
- IV. [Monitoring Preparation Documents](#)

The logistics section discusses when LEAs are notified about their upcoming visit, how visits are conducted, and types of monitoring that can occur. The monitoring tool section discusses the available tool, how it is formatted, and how responses are recorded. The monitoring preparation documents provide details to assist as the LEA prepares for the monitoring.

This guide is also included in the LEA’s official Monitoring Notice sent by the Center of Schools and Communities 4 weeks prior to the monitoring time, in the initial correspondence by the monitor, and is provided to the Regional Coordinators to include in their LEA monitor training.

I. Statewide Monitoring Contacts and Roles

Organization	Contacts	Role
PDE	Mr. Storm Camara scamara@pa.gov	Reviews and approves all completed reports. Receives and signs signature page for all final reports.
AIU3	Ecyehsupport@aiu3.net Shelia Bell Jim Ross <i>Spire Consulting</i> Ray Tranguch Yolanda Yugar	Builds/maintains the online reporting system for monitors and data collection system for LEAs. Adds LEA assignments to each monitor for the year. Provides TA to monitors and LEAs having system difficulties. Maintains monitor tool updates, LEA profiles, and provides TA to monitors and regional coordinators regarding specific questions about the tool and LEA profiles.

Organization	Contacts	Role
CSC	<p>Matthew Butensky mbutensky@csc.csiu.org</p> <p>Taylor Teichman tteichman@csc.csiu.org</p> <p>Ben Simmons bsimmons@csc.csiu.org</p> <p>Melissa Turnpaugh mtturnpaugh@csc.csiu.org</p>	<p>ECEYH program manager—copied on notification emails/memos and final report emails. Assists with any requests/issues LEAs may have.</p> <p>Generates contracts with monitors, assists regional coordinators with list of LEAs to be monitored annually. Assigns LEAs to each monitor. Works with fiscal to process invoices.</p> <p>Reviews final/approved ECEYH reports. Works with Regional Coordinators to handle concerns/follow-up TA.</p> <p>Sends notification letters to each LEA regarding monitoring visits. Sends final reports to LEAs after the report is approved and signature page is finalized.</p> <p>Reviews final/approved ARP reports. Works with Regional Coordinators to handle concerns/follow-up TA.</p>
Statewide	<p>Regional Coordinators https://directory.center-school.org/homeless/contacts/display</p>	<p>Provides monitor preparation training and TA with LEAs to assist with questions/needs prior to the monitoring visit and follows up with LEAs post monitoring to address any concerns/necessary follow up.</p>
Statewide	<p>Homeless Liaison Directory https://directory.center-school.org/homeless/liaison/search</p>	

II. Monitoring Logistics

Technology Platforms used to support monitoring:

Microsoft Teams is the communication platform that will be used to share monitoring visit schedules/dates, troubleshooting technology needs, and for general communication, monitoring updates and information sharing between CSC and monitors for the 2023-24 program year.

The PDE Monitoring Dashboard (AIU system) will be used for completion of all monitoring reports and for the collection of all signature pages. This system is also used by monitors to view LEA evidence and documentation prior to each virtual monitoring visit.

ECYEH Data System (AIU system) will be used for LEAs to upload evidence and download their LEA Profile. Liaisons log into the ECYEH Data System like they would to report a student or to download a report of all students in the system. Once logged in, the LEA clicks on the Report tab, then clicks on MONITORING EVIDENCE UPLOAD. A link to the step-by-step guide to help LEAs through the upload process is provided in Step 4 of this document and is also in the Report tab.

Monitor and LEA Process

- Step 1: CSC provides a list of LEAs to each Monitor and to the regional coordinators. Monitors select dates for virtual visits and share them with Ben Simmons (CSC) via Microsoft Teams **at least 4 weeks prior to visit**. These dates help to prepare each LEA's notification letter/memo.
- Step 2: CSC sends official notification from the ECYEH LEA Compliance Monitoring email (MonitoringECYEH@csc.csiu.org) **4 weeks prior to the monitoring visit** to:
- Homeless liaison
 - Superintendent/CEO/Executive Director
 - Regional Coordinator
 - Monitor
 - Mr. Storm Camara
 - Matthew Butensky
- a. The notification email includes:
- i. the official notification letter memo that includes the monitor's contact information, instructions on how to upload evidence/documentation and a date of the virtual visit with personal zoom link,
 - ii. the Monitoring Preparation Guide,
 - iii. the Evidence Collection Form (discussed later in this document), and
 - iv. **the link to the monitoring tool.**

PLEASE NOTE: if a monitoring visit date changes (due to illness, inclement weather, an LEA emergency) the communication for a new date is decided by the monitor and LEA, but it is up to the monitor to notify CSC and regional coordinator of the new date.

- Step 3: LEAs use the Monitoring Tool (PDF Version) as a guide to gather their evidence. As they gather evidence, the LEA indicates on the tool how they address the question and mark off the required and supporting evidence they are providing. The LEA does not complete the rating sections. See [Recording Monitoring Responses](#) for details regarding documentation.

PLEASE NOTE: The Monitoring Tool is in ADOBE PDF Form format so that it can be used on any computer. To use the monitoring tool, LEAs will need to download it to their computer and 'Save As' with the name of the LEA. Additionally, you will need to 'Save As' as you go. The PDF document does not automatically save as you are working on it. In rare cases, the ADOBE PDF format does not work on some computers. If this is the case, please print the tool, mark your answers on the paper version, scan, so that it can be uploaded (Step 4).

- Step 4: LEAs upload evidence along with their completed Monitoring Tool for monitor review via the ECYEH Data system **at least 4 days prior to monitoring date**. A [step-by-step guide](#) on how to upload the evidence is provided here.

- Step 5: Monitors **must** review LEA evidence and documents **prior to each visit**. Monitors access LEA evidence when they log into the PDE Monitoring site. A step-by-step guide about how to access the evidence is provided [here](#) and reviewed during monitor training. It is also posted on the PDE Monitoring site.
- Step 6: Monitors hold virtual visits on scheduled dates to discuss the documentation submitted by the LEA and ask clarifying questions.
- Step 7: **Monitors complete and submit online reports in the PDE Monitoring System (AIU system) within 4 days of visit**. After the online report is submitted, PDE and the CSC team receive an electronic notification from AIU3 that the report is completed and ready for final review.
- Step 7a. Once PDE reviews and approves the report an email is sent to the monitor instructing them to follow a link to the **DocuSign system** to insert their signature on the signature page. The signature can be entered by using a touch device (tablet, mouse, etc.) or it can be from a graphic that the user has already created. There is also an option to type your name and the system will create a cursive style graphic. The monitor also enters the date the monitoring occurred. Once signed and submitted the liaison will receive an email instructing them to do the same, the difference being that now the monitor's signature will be on the form. Once signed and submitted by the liaison the PDE signatures are added to the signature page. The final report and the signature page will be combined and a pdf of the report will be sent to CSC. **The use of a digital signature tool, DocuSign is required by PDE.**
- Step 8: Monitors send their invoices to Taylor Teichman (CSC) electronically via email. **Invoices can only be paid once the Signature Page is received AND Mr. Storm Camara (PDE) has reviewed and approved the monitoring report.**
- Step 9: CSC sends the full monitoring report with signature page to LEAs, and copies:
- Homeless Liaison
 - Superintendent/CEO/Executive Director
 - Regional Coordinator
 - Mr. Storm Camara
 - Matthew Butensky

PLEASE NOTE: The monitor is removed from the process after the report is complete and is NOT copied at this point.

- Step 10: Regional Coordinators follow up with LEAs that have areas of non-compliance in their reports.

Monitoring Timeframe, Format and Type

- a. Academic School Year 2023-24 Monitoring visits **begin October 17, 2023, and must conclude by May 17, 2024.**
- b. **Monitors must send October dates to Ben Simmons by September 8, 2023.**
CSC will send first the round of notification emails to LEAS beginning September 18, 2023.
- c. All 2023-24 ECYEH and ARP-HCY monitoring visits will be virtual.
- d. There are 2 different types of monitoring that will occur in 2023-24: ECYEH only or ECYEH & ARP-HCY.
 - o LEAs will only be monitored once for ARP-HCY in 2022-23 or 2023-24. The monitoring type depends on when the LEA was last monitored and if the LEA received ARP-HCY II dollars.
 - o **Monitoring types are determined as follows:**
 - **ECYEH Only:** LEAs monitored in 2020-21 or prior and DID NOT receive ARP-HCY funds.
 - **Both ECYEH and ARP-HCY:** LEAs receiving ARP-HCY funds AND not monitored in 2022-23. These LEAs may have been previously monitored in 2020-21 or 2021-22.
- e. ECYEH Regional Coordinators have a list of LEAs by monitoring type as well as a copy of the monitoring tool.

III. Monitoring Tool

LEAs being monitored for ECYEH Only or ECYEH and ARP-HCY will complete the same 30-item tool.

Each monitoring item identifies the state or federal document(s) it comes from:

- o The Education for Homeless Youth Basic Education Circular (BEC),
- o The ARP-HCY II Application (ARP-HCY), and/or
- o The USDE McKinney-Vento/ARP-HCY Monitoring Tool (SEA).
 - Not all monitoring items apply to ARP-HCY. Not all LEAs will be using ARP-HCY funds for every item. After providing evidence for the question, monitors have the option to check that ARP-HCY II funds are not used for the item being monitored. **LEAs using ARP-HCY funds for a particular item will need to provide evidence of specific ARP-HCY activities.**

Monitoring Tool Format

- a. LEA Facts
 - o Provides a 3-year snapshot of LEA Information. This information is provided to the LEA in the LEA Profile. Details regarding the LEA Profile are in the next section of this document.
- b. Monitoring Item Sections
 - o **Section 1:** Homeless Liaison Responsibilities for McKinney-Vento Information Dissemination
 - o **Section 2:** LEA Responsibilities per the PA BEC Education for Homeless Youth, ARP-HCY
 - o **Section 3:** Title 1A (this section is skipped if LEA does not receive Title I dollars)

- **Section 4:** Other Federal Funding, Best Interest Determination and Dispute Resolution
- **Section 5:** ECYEH Training and Support from Regional Offices (does not apply to ARP-HCY)
- **Section 6:** Reporting

Recording Monitoring Responses

a. Each monitoring item has three response categories:

- *How the LEA addresses the question.*
 - Several examples are provided.
 - Mark all answers that apply. There is also an ‘other/not applicable’ option for monitors to record their own answers or explain why that question does not apply to the LEA.
 - Not Applicable (NA) responses should be a rare situation because each item is tied to one or more requirements the LEA should be implementing.
 - If the answers selected on the monitoring tool did not occur yet in 2023-24, required and supporting documentation may be provided from 2021-22 or 2022-23 academic years.
 - Likewise, some questions or answer options apply directly to current students experiencing homelessness; if the LEA did not identify students in these years, please provide evidence for the most current year available.
- *Required Documentation.*
 - The LEA must provide the indicated required documentation, which must also include the topic being addressed.

PLEASE NOTE: In some instances, the evidence may not exactly match what is indicated in the required section. In those instances, if there is evidence to show that information requested in the question exists AND is dispensed to the appropriate audience where applicable, the corresponding required document can be checked, and the provided evidence be explained in the comment box for that question. For example, the required documentation may say student/staff/or parent handbook. The LEA may have the required information in another format or location, such as posted on their website in a place that is frequented by parents, staff, or students, or in a school enrollment packet.

- *Supporting Documentation.*
 - Any documentation beyond the required documentation that provides evidence to support items checked under “how.”
 - Several examples are provided as well as the other/not applicable option.

PLEASE NOTE: LEAs do not have to provide every example of supporting documentation selected; however, they must present a representative sample of documentation that gives sufficient evidence that your LEA is compliant with McKinney-Vento. LEAs may provide supporting documentation from the 2020-21, 2021-22, and 2022-23 school years to show consistent compliance over time.

b. For Monitors Only: Each monitoring item has a rating score. The rating score is based on the required documentation as follows:

- 2 = Meets requirements: all required documentation was reviewed and had necessary content.
- 1= Needs Improvement: some required documentation was reviewed/had necessary content.
- 0 = Does not meet requirements: no required documentation available for review.

PLEASE NOTE: If an item is rated as 1 or 0, the monitor must provide a rationale in the comment section for that question. When monitors enter their monitoring reports into the PDE Monitoring System (AIU system), an alert will be produced when scores do not match the required documentation that is selected.

IV. Monitoring Preparation Documents

a. LEA Form for Evidence Collection

- Outlines key documents that support many of the required documentation.
- Includes each question to serve as a guide as the LEAs reviews the Monitoring Tool for required and supporting evidence.

b. The LEA Profile

- Provides a summary of LEA data from multiple sources and provides a historical perspective of that data.
- These data are collected by the Allegheny Intermediate Unit for evaluation and reporting.
- The LEA Profile includes 4 years of data: 2018-19, 2019-20, 2020-21, 2021-22.
- The Profile includes information for all students experiencing homelessness. Often these students are excluded from district data represented at the state level due to enrollment exclusions or other criteria that removes the student from the district's data.
- The Profile included results from the 2022-23 ARP-HCY Implementation Survey completed at the end of each academic year by LEAs receiving ARP-HCY funds. The survey collects information on how ARP-HCY funds are being used in the LEA. To access a profile:
 - Log into the ECYEH Data system [<https://egd.aiu3.net/ecyeh/default.aspx>]
 - Click on the Report tab.
 - Select "LEA Profile."
 - Choose one of the three documents that can be opened/downloaded:
 - The **Internal Use** Profile provides information/results for all students experiencing homelessness. LEAs should use this version for completing the Monitoring Tool.
 - The **External Use** Profile asterisks out all counts of 10 or fewer students and is **required** to be used if the document is shared with anyone outside of the LEA, including the monitor. LEAs should submit this version as evidence.
 - The **Questioning the Data** document highlights each data element, where it is pulled from, and how it is used for reporting. It also provides questions for LEAs to ask when examining their own data, including how their students experiencing homelessness perform and what services or supports are needed for them in their schools or communities. Assisting LEAs in their use of data in this fashion is of key interest of USED and of ARP-HCY. Completing this tool can also help LEAs prepare for monitoring.
- Two sections in the monitoring tool request information from the LEA Profile: the LEA Facts section and the Education Success Outcomes section.

- LEA Facts section:
 - Complete the table by using the data in the LEA Profile.
 - The Total # of Identified Students Experiencing Homelessness cells should contain the data from the **Internal Use Profile**; values of ten or fewer should be entered as the actual values reported and should not be asterisked. The **External Use Profile** will only be provided as evidence.
- Education Success Outcomes section:
 - Outcomes included in this section are required to be reported at the federal level for all students experiencing homelessness.
 - The required documentation for The Education Success Outcomes section is a copy of the **External Use Profile** and the completed table, not how students are performing.
 - The goal of including success outcomes in the monitoring tool is to assure that the LEA is examining their student's experiencing homelessness subgroup to intervene and address students' areas that are persistently low or troublesome. The information provided in the Profile along with the accompanying Questioning the Data document is designed to support the LEA in identifying areas of concern or that need improvement. It was not designed to be a comparative tool with state reported outcomes.
 - To complete the **Students Experiencing Homelessness portion of the table** use the **Internal Use Profile**. Again, the **External Use Profile** will only be provided as evidence.
 - i.* English Language Arts/Literature: Refer to the PSSA Reading / Keystone Literature section in the **Internal Use Profile** and enter the % Proficient & Advanced value for the most current year available.
 - ii.* Mathematics/Algebra: Refer to the PSSA Math / Keystone Algebra I section in the **Internal Use Profile** and enter the % Proficient & Advanced value for the most current year available.
 - iii.* Science /Biology: Refer to the PSSA Science / Keystone Biology section in the **Internal Use Profile** and enter the % Proficient & Advanced value for the most current year available.
 - iv.* Attendance: Refer to the Attendance (Chronic Absenteeism) section in the **Internal Use Profile** and enter the Percent attending 90%, 10+ Days value for the most current year available.
 - v.* Graduation: Refer to the Graduation section in the **Internal Use Profile** and enter the total count (sum of Grades 11-12) value for the most current year available. The breakdown by grade level is provided so that LEAs can compare the counts to their LEA's overall corresponding counts. This breakdown will not be included in the monitoring report.
 - vi.* High School Dropout: Refer to the Dropout section in the **Internal Use Profile** and enter the total count (sum of Grades 7-12) value for the most current year available. The breakdown by grade level is provided so that LEAs can compare the counts to their LEA's overall corresponding counts. This breakdown will not be included in the monitoring report.
 - To complete the **All Student Groups portion of the table** a mix of LEA data and Future Ready Index Data can be used. The **district's administrative data team or PIMs person may need to pull some of these data together for the LEA. The year of the data would match the most current year of the LEA Profile.**

a. Assessment Data:

- i.** Option 1. The LEA can generate the percent students scoring proficient or advanced across the PSSA, PASA, or Keystone Exams as is done at the state level for the Future Ready Index.
- ii.** Option 2. Use the State Assessment Measures recorded in the Future Ready Index for each school. Gather the % Proficient and or Advanced for each school listed in the Index and then calculate the average of those percentages. For example, an LEA has 5 buildings, 3 elementary, 2 middle/jr. high, and 1 high school. The percent proficient or advance for English/Language Arts/Literature is 88.3%, 56.7%, 66.8%, 76.5%, 87.4% respectively. The average of those five scores is 75.14% (375.7 divided by 5). This is not an exact calculation; however, it is enough to look at how the homeless population compares to the LEA as a whole. This process would be repeated for Mathematics/Algebra, and Science/Biology.

b. Attendance:

- i.** Option 1. The LEA can generate the percent of students enrolled 10 or more days and attending 90% or more of the time, which is the same calculation used for students experiencing homelessness.
- ii.** Option 2. Use the On-Track Measures recorded in the Future Ready Index for each school. Gather the percent of students with regular attendance for each school listed in the Index and then calculate the average of those percentages. For example, an LEA has 5 buildings, 3 elementary, 2 middle/jr. high, and 1 high school. The percent of students with regular attendance is 90.2%, 80.6%, 79.3%, 88.5% 90.4% respectively. The average of those five scores is 85.8% (429 divided by 5). This is not an exact calculation; however, it is enough to look at how the homeless population compares to the LEA as a whole.

c. Graduation: The LEA can generate the number of students who graduated in grades 11 and 12 from the Student Status Template in PIMS, field 65 (grad status) and report that total in the table for the All Students Group.

d. Drop Out: The LEA can generate the number of students who dropped out of school in grades 7-12 and report that total in the table for the All Students Group.

PLEASE NOTE: There may be cases where there is no data for a particular item, especially when the counts for students experiencing homelessness are low. This may be valid due to no students being in an assessment grade or in grades 7-12. However, if no data exists for students experiencing homelessness, this should be a flag for the LEA to investigate.