

Pennsylvania Education for Children & Youth Experiencing Homelessness Program (ECYEH)

ECYEH
PROGRAM
MONITORING
PREPARATION
GUIDE

Fiscal Year 2024-25

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ECYEH Program Monitoring Preparation Guide

The purpose of this guide is to help LEA’s and monitors prepare for state monitoring of the PA Education for Children and Youth Experiencing Homelessness Program.

If you have any questions about the content of this document, please contact Taylor Teichman, Youth Development Coordinator, Center for Schools and Communities, at tteichman@csc.csiu.org or 717-763-1661 x156.

Purpose of ECYEH Monitoring

The purpose of ECYEH monitoring of Local Education Agencies (LEAs) is to ensure compliance with the McKinney-Vento Act. Data collected during the monitoring process is used by regional coordinators to assist LEAs with quality assurance and improvement, and by the Pennsylvania Department of Education (PDE) to ensure that LEAs comply with federal homeless monitoring regulations. Items reviewed during monitoring are based on standards from the Education for Homeless Youth Basic Education Circular (BEC) and/or the United States Department of Education McKinney-Vento Monitoring Tool (SEA).

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.
Allegheny Intermediate Unit (AIU)	Ecyehtsupport@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
Center for Schools and Communities (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>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 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>
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>	

ECYEH Monitoring Process and Related Timeframes

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 2024-25 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 in the system.

Steps in the Monitoring Process for Monitors and LEAs

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

The notification email includes:

- 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 Teams link,
- the Monitoring Preparation Guide, and
- 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 and prepare their answers to interview questions. The LEA does not complete the rating sections.

Step 4: LEAs upload evidence for monitor review via the ECYEH Data system **at least 1 week prior to monitoring date**. A step-by-step guide on how to upload the evidence is provided [here](#). It is also posted in the ECYEH system.

Step 5: Monitors **must** review LEA 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 download LEA submitted documents 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, to conduct the monitoring interview and to ask clarifying questions.

Step 7: **Monitors complete and submit online reports in the ECYEH Data 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 complete 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 use of the digital signature tool, DocuSign, is required by PDE.**

The subject of the email sent will be *Signature Page for ECYEH Monitoring: [LEA Name]*. The email will be from Spire Consulting via DocuSign. **Please remember to check your spam/junk mail folders if you do not see the email in your inbox.**

Monitor signatures can be entered the following ways: using a touch device (tablet, mouse, etc.), pasting a picture of the signature that the monitor already created, or by typing your name into the form that is converted by DocuSign into a cursive format. The monitor must also enter the date the monitoring visit occurred.

Once signed and submitted the homeless liaison will receive an email instructing them to do the same process outlined for monitors above, the difference being that now the monitor's signature will be on the form. Once signed and submitted by the homeless liaison, 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.

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 the following individuals:

- 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 2024-25 Monitoring visits **begin November 1, 2024, and must conclude by May 16, 2025.**
- b. **Monitors must send November dates to Ben Simmons at Benjamin Simmons bsimmons@csc.csiu.org by September 21, 2024.** CSC will send the first round of notification emails to LEAS beginning October 1, 2024.
- c. All 2024-25 monitoring visits will be virtual.

PA ECYEH Monitoring Tool

The [ECYEH monitoring tool](#) is divided into three main parts: Monitoring Visit Details, Document Review and the Virtual Monitoring Interview. Each individual item on the tool is scored and scores are tallied for each section and overall. Scores are used to help PDE and regional coordinators to identify areas in need of technical support at the individual LEA level and in trends in aggregate. Items rated on the tool are based on the standards addressed in the Education for Homeless Youth Basic Education Circular (BEC) and/or the United States Department of Education McKinney-Vento Monitoring Tool (SEA).

Monitoring Visit Details

This section of the tool asks monitors to fill out five items pertaining to the logistics of the monitoring visit:

- Date of Visit
- Region
- LEA (full name)
- ECYEH Monitor (first and last name)
- LEA Staff Interviewed (first and last name and title)

Document Review

The purpose of the document review section is to ensure that LEAs have all required documentation per ECYEH program regulations. Scores in this section will be used to inform technical assistance offerings and follow-up to LEAs if needed.

Document Review has two sections. The first, document upload, must be completed by the LEA **at least one week prior to the Monitoring Visit.** LEAS should upload required

documents to the online ECYEH system. Monitors will then review each document prior to the visit, comparing it to the best practice standards provided below for scoring.

The second part of the document review is conducted during the visit itself, when the LEA shows the monitor specific documents as part of the interview process. Documents shown may be in a hard copy or electronic format. A table detailing the documents and what they should include per best practice standards is provided below. Monitors will use the best practice standards to score the documents in this section.

Document Review Scoring

A three-point scale will be used by monitors to score each document uploaded and/or shown by the LEA, with a total possible score of 24 for this section. Monitors will review and compare documents to best practices/standards provided in the tables below and will score each document accordingly.

1. **Meets Standards (2 points)** - Documents that include **all or nearly all (i.e., the majority)** of best practices/standards set forth by monitoring regulations will be marked as “Meets Standards” and assigned 2 points.
2. **Does Not Meet Standards (1 point)** - Documents that incorporate **some, but not all, (i.e., at least half, but not $\frac{3}{4}$)** of the standards noted below will be marked as “Does Not Meet Standards” and assigned 1 point. All items with this score should also include a written note by the monitor to document concerns.
3. **Not Provided (0 points)** - Documents that **are not provided, or that meet less than $\frac{1}{4}$ or none** of the standards, will be marked as “Not Provided” and will receive zero points. Items with this score could include a written note by the monitor to document concerns.

Section I: Document Upload

Total Points Possible: 14

Document	Document Best Practice(s)/Standard(s)
<p>1. Board Policy #251 (or other board policy #)</p>	<p>This document should include:</p> <ul style="list-style-type: none"> - Rights of the student experiencing homelessness, - Role of the homeless liaison position, - McKinney-Vento definition of homelessness, - Definition and rights of unaccompanied youth, - How the LEA will promptly identify and immediately¹ enroll students experiencing homelessness, - How the LEA will eliminate barriers for students experiencing homelessness including identification, enrollment (regardless of immunization), attendance, and transportation to ensure school stability and success, - Enrollment of unaccompanied youth regardless of dispute status, - Role of the regional coordinator, - Information on best interest determination for students, - Dispute resolution process, - Training and Professional Development for school staff, - Policy review and dissemination procedures to ensure it is up to date and is disseminated to the public, and - Coordination with other programs/agencies to best serve the target population.
<p>2. Homeless Liaison Job Description/List of Responsibilities</p>	<p>Job descriptions/Lists of responsibilities should include the following responsibilities and essential functions:</p> <ul style="list-style-type: none"> - Coordinates and collaborates with ECYEH regional and site coordinators. - Collaborates with appropriate staff to determine eligibility for McKinney-Vento mandated services. - Identifies students experiencing homelessness including children under age 5 and school-age children. - Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans as appropriate. - Maintains necessary records and prepares related reports while ensuring confidentiality for the purpose of documenting students experiencing homelessness. - Ensures the complete and accurate collection and submission of LEA homeless data to PIMS and ECYEH. - Acts as a resource to school-based administrators, guidance counselors, teachers, and health services

¹ If the LEA is a charter school: The McKinney-Vento Act does not require charter schools to enroll a new student if the student’s class is full. The U.S. Department of Education has stated that LEAs “should consider giving homeless children and youths priority if there is a wait list for [charter] schools, programs, and activities.”¹⁹ Providing this priority, or holding spaces open for students experiencing homelessness who move into the area after the application or lottery period has closed, often are the only procedures that eliminate barriers to charter schools for this disadvantaged population.

Document	Document Best Practice(s)/Standard(s)
	<p>personnel regarding students experiencing homelessness, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.</p> <ul style="list-style-type: none"> - Models nondiscriminatory practices in all activities. - Obtains resources necessary to promote students' educational readiness, regular attendance and academic success. - Attends state and regional meetings and conferences to ensure full knowledge of McKinney-Vento requirements. - Collaborates with all levels of school and district administration and staff (e.g. building liaisons, human resources, special education, transportation, principals, psychologists, registrars, nurses, secretaries, etc.) for the purpose of ensuring the development and implementation of students' individualized service plans. - Conducts orientation/training for school staff regarding school policy/procedure as it relates to students experiencing homelessness and/or facilitates related orientation/training provided by the ECYEH regional/site coordinator/s. - Interprets laws relating to homeless students for the purpose of advising administration, staff and parents regarding the rights of homeless students. - Provides support and information (e.g. to parents, guardians, etc.) for the purpose of communicating the availability of services and activities. - Serves as a liaison (e.g. with schools, homeless shelters/facilities, social service agencies, court related services, police departments, etc.) to coordinate appropriate assistance for students experiencing homelessness. - Meets with families and students experiencing homelessness to assess and prioritize needs and make linkages with district and community resources as appropriate. - Coordinates with a variety of outside service providers and community agencies to meet students' needs and avoid duplication of services. - Connects students experiencing homelessness with available tutoring, afterschool and summer programming to support academic success. - Ensures that families, and children and youths experiencing homelessness receive early childhood educational services for which they are eligible, including Head Start, Early Intervention, and preschool. - Ensures that families, and children and youths experiencing homelessness are referred to health care services, dental services, and other appropriate medical services. - Ensures that public notice of the educational rights of students experiencing homelessness is displayed in every school building, and in community locations as appropriate.

Document	Document Best Practice(s)/Standard(s)
	<ul style="list-style-type: none"> - Ensures that the parent/guardians of students experiencing homelessness, and any unaccompanied youth, are fully informed of all transportation services. - Intervenes in cases where excessive absence or truancy is related to homelessness. - Ensures that all students in homeless situations enroll in and have a full and equal opportunity to succeed in school.
3. Staff handbook	<p>This document² should include:</p> <ul style="list-style-type: none"> - The duties and responsibilities of the LEA’s homeless liaison, - The McKinney-Vento definition of homelessness, - Unaccompanied youth definition and rights, - Homeless liaison contact information, - Information about the rights of students experiencing homelessness, - Dispute resolution process, - Link to the BEC, and - Link to Board Policy #251 (or other board policy #).
4. Parent Handbook	<p>This document³ should include:</p> <ul style="list-style-type: none"> - The McKinney-Vento definition of homelessness, - Unaccompanied youth definition and rights, - An explanation of the duties and responsibilities of the LEA homeless liaison, - Homeless liaison contact information, - Information about the rights of students experiencing homelessness, - Link to the BEC, and - Link to Board Policy #251 (or other policy #). <p>Additionally, the information provided in this section should be accessible and written in plain language.</p>
5. School Personnel Training materials	<p>The LEA should be able to upload one or more documents related to training of personnel about the rights of students experiencing homelessness and related LEA roles, policies and procedures. Uploaded documents may include PowerPoint presentations, calendar training invitations, handouts, training schedule.</p>
6. LEA Profile	<p>The LEA should be able to upload the internal or external version of their LEA profile. They can choose which they want to share.</p>
7. ECYEH Intake Form used to document how the LEA will serve students experiencing homelessness	<p>The LEA should upload a blank copy of the ECYEH Intake Form they use to document their enrollment and plan to serve students experiencing homelessness. It should be clear that there is only one form per student and that it can be individualized to students’</p>

² Please note: if the LEA has links to the information that would be in the handbook instead of having it compiled in one handbook document, they may provide the links to the virtual information/website instead of providing a document.

³ Please note: if the LEA has links to the information that would be in the handbook instead of having it compiled in one handbook document, they may provide the links to the virtual information/website instead of providing a document.

Document	Document Best Practice(s)/Standard(s)
	needs. At a minimum, the form should include student information such as name, date of birth, and grade level, caregiver information, date of intake, needs related to academics, health, transportation, and basic needs, support service referrals and/or services provided, and other relevant information such as dispute resolutions in progress or the outcome of such disputes, academic progress, attendance, unaccompanied youth status, and status of children birth to 5 in the household.

Section II: Documents Shared During Monitoring

Total Points Possible: 10

Document	Document Best Practice(s)/Standard(s)
1. Basic Education Circular (BEC)	The LEA can demonstrate that they know how to access the document.
2. LEA Website	The LEA Website should include: <ul style="list-style-type: none"> - The McKinney-Vento definition of homelessness, - Information about the rights of students experiencing homelessness, - Unaccompanied youth definition and rights, - Link to Board Policy #251 (or other board policy #), - Link to the BEC, and - Information on who students and their families should contact at the LEA if experiencing homelessness including the LEA Homeless Liaison and the Regional ECYEH Office.
3. ECYEH System	The LEA can demonstrate that they know how to access the ECYEH System, the location of the LEA profile, and can also generate a report from the system.
4. Posted Public Notice of Rights	The LEA can virtually show the monitor where the Public Notice of Rights is posted in at least one school building during the monitoring visit.
5. McKinney-Vento flyers / brochures / posters	The LEA can virtually show the monitor McKinney-Vento flyers / brochures / posters that they distribute to stakeholders.

The total score possible when tallying Sections I and II of Document Review is 24.

Virtual LEA Monitoring Visit

The purpose of the virtual interview is to ensure that LEAs are able to implement the ECYEH program according to federal and state standards and best practices. Scores in this section will be used by PDE and regional coordinators to inform technical assistance offerings and follow-up with LEAs if needed.

The virtual monitoring visit consists of an interview with the LEA homeless liaison, and other relevant LEA personnel as needed, in addition to demonstrating the ability to access specific documents / websites as part of the document review section above.

The interview consists of 40 questions with a total possible score of 80 points categorized under six main interview topics. There are also two questions asking for LEA program quality recommendations that are not scored. See the tables below which provide the interview questions LEAs should be prepared for, and the standards monitors will use to score responses.

Although not required, LEAs may provide physical evidence/documentation to back up their answers to interview questions. This evidence would NOT be uploaded into the system but could be shown during the monitoring visit. Examples of this type of evidence may include examples of sign in sheets, training materials, emails, brochures and informational materials, etc. ***If LEAs plan to use additional evidence/documentation in their responses, it must be ready to share during the virtual interview at the time the question is asked.***

Virtual Monitoring Interview Scoring

A three-point scale will be used by monitors to score responses to each of the interview questions on the monitoring tool. Monitors will compare responses to best practice standards provided in the table below and will score each interview question accordingly. The two questions at the end of the interview regarding program quality recommendations are not scored.

1. **Yes (2 points)** - If the LEA answers the question in a way that meets **the majority** of response standards the monitor will assign 2 points.
2. **Somewhat (1 point)** - If the LEA responds to the question in a way that **meets some of the standards**, but not all, they will be assigned 1 point. Monitors must provide a note explaining why this score was chosen.

3. **No (0 points)** - If the LEA **does not provide a satisfactory response** to the question they will receive zero points for that item. Monitors must provide a note explaining why this score was chosen.
4. **N/A (2 points)** - If an item is Not Applicable (N/A) for an LEA, the monitor can select N/A and score that item as 2 points.

Virtual Monitoring Visit Section 1: Homeless Liaison Position

Total Points Possible: 24

Interview Questions	Response Best Practice(s)/Standard(s)
1. Who does the Homeless Liaison(s) report to?	The person being interviewed knows who the homeless liaison reports to.
2. Is there a homeless liaison contact for each building? (This can be the same person for multiple buildings).	The LEA should be able to describe how one or more liaisons serve students experiencing homelessness in all school buildings / grades.
3. How and what information does the liaison distribute about how homelessness is addressed with school personnel, students/families, and local agencies/partners?	<p>The LEA has both electronic (website, email, social media) ways of information distribution and traditional paper-based means (flyers, posters, brochures).</p> <p>Information discussed should include, at a minimum, the McKinney-Vento definition of homelessness, who the LEA's homeless liaison is and how to reach the liaison, staff responsibilities regarding students experiencing homelessness, the rights of students/families experiencing homelessness, and who the LEA partners with to address the needs of students/families experiencing homelessness.</p>
4. How does the liaison conduct outreach to community partners?	<p>The response should discuss strategies the liaison uses to engage and maintain regular contact with potential partners.</p> <p>Outreach methods may include email, one-on-one or group meetings, site visits, and training. Part of engagement should be training partners on who the LEA's liaison is, what they do and how to reach them.</p>
5. What types of community partners has the liaison engaged and/or conducted outreach with?	<p>Note that this question measures who the liaison is engaging and reaching out to. The liaison may also discuss how outreach is occurring and provide examples (i.e., meetings, emails, MOUs, etc.).</p> <p>The response should include a variety of partners and could include faith-based organizations, food banks, physical health providers (including dental and vision), behavioral health providers (mental health and drug & alcohol), child welfare, county homeless services, shelters, transportation providers, Head</p>

Interview Questions	Response Best Practice(s)/Standard(s)
	Start/preschools, and housing providers. Liaisons should also identify and engage local homeless coalitions / boards or task forces.
6. How does the liaison work with other school personnel?	<p>The response should discuss ways the liaison engages with and collaborates with other school personnel. At a minimum, roles the liaison should engage with include special education, transportation and food/nutrition. The liaison may also discuss how this collaboration occurs.</p> <p>Ideally, the liaison can describe standards of practice for how they work with various school personnel to meet the needs of students experiencing homelessness.</p>
7. How does the liaison identify and refer preschool age children experiencing homelessness?	The response should discuss specific strategies, such as asking if there are younger siblings in the household of students experiencing homelessness and working closely with shelters and social service agencies in their area.
8. How does the liaison work with their regional coordinator?	The responses should discuss ways the liaison has engaged with their regional coordinator in the past year. This could include things like interpreting homeless education policies/regulations, getting assistance for planning or providing district training or workshops, understanding trends in the regional homeless population, strategies outreach and engagement efforts, etc.
9. How does the liaison access / use the LEA Student Information System?	<p>As a best practice, the liaison should have access to the LEA student information system for the purpose of identifying and tracking students experiencing homelessness, coordinating services, and providing overall support to students experiencing homelessness.</p> <p>If the liaison does not have direct access to the system, they should be able to describe who they work with at the LEA and how to verify students experiencing homelessness and to make sure they are noted as such in the information system.</p>
10. Does the liaison submit (or work with the LEA to submit) data / information about students experiencing homelessness using the online ECYEH data system?	<p>As a best practice, the liaison should be involved in this process because they are working to meet the needs of students experiencing homelessness.</p> <p>The LEA should describe the process used by the liaison to submit data on students experiencing homelessness in the online ECYEH data system.</p>
11. How does the liaison engage with students experiencing homelessness and their caregivers/families?	The response should discuss strategies the liaison uses to engage and maintain regular contact with students experiencing homelessness and their caregivers/family members.

Interview Questions	Response Best Practice(s)/Standard(s)
	Outreach methods may include email, one-on-one or group meetings, trainings, and events.
12. What regional and statewide trainings and professional development offerings did the liaison engage in during the past year?	<p>The response should include attendance at the annual state ECYEH conference, regional training / technical assistance events hosted by their regional coordinator, and LEA trainings / information sessions. The response may also include attendance at the national conference.</p> <p>Monitors may also request a list of staff who attended regional trainings from the regional office coordinator.</p>

Virtual Monitoring Visit Section 2: Training for School Personnel

Total Points Possible: 6

Interview Questions	Response Best Practice(s)/Standard(s)
1. How does the LEA inform school personnel about the McKinney-Vento definition of homelessness? How often are staff informed?	This should occur at least annually. Methods to inform personnel about the definition can be both passive (through a staff handbook, poster, policy manual, etc.) or active (through a specific email, training session, supervision, etc.). At least one method must be active for both points to be awarded.
2. How does the LEA inform school personnel about their responsibilities related to McKinney-Vento compliance?	<p>This should occur at least annually. Methods to inform personnel about the definition can be both passive (through a staff handbook, poster, policy manual, etc.) or active (through a specific email, training session, supervision, etc.).</p> <p>At least one method must be active for both points to be awarded. Further, the response should discuss both the roles/responsibilities of staff as well as the rights of students experiencing homelessness.</p>
3. Where does the LEA post the Public Notice of Rights?	<p>This must also be shown to the monitor as noted in the Documentation Section II above.</p> <p>The LEA should describe where the notice is physically posted. For example, a bulletin board, in a public area, on the LEA website, etc.</p>

Virtual Monitoring Visit Section 3: Identifying and Meeting the Needs of Students Experiencing Homelessness

Total Points Possible: 18

Interview Questions	Response Best Practice(s)/Standard(s)
1. How does the LEA maintain a list of current/ active students experiencing homelessness?	The response should discuss the procedures the LEA uses to maintain and update the list as well as the format of the list (i.e., Student Information System, Excel, paper, online ECYEH data system, etc.).
2. How does the LEA ensure the security of the student data?	<p>The response should discuss methods the school uses. At a minimum, this should include data encryption, access control (i.e., only authorized personnel), user authentication (i.e., passwords and/or multi-factor authentication), locked rooms/cabinets, maintaining software updates, training staff on maintaining confidentiality of student records, established data privacy policies, and development and maintenance of an incident response plan should there be a breach.</p> <p>Additionally, LEAs may describe data masking and anonymization to maintain sensitive information, such as homelessness status.</p>
3. How does the LEA use data about students experiencing homelessness to meet the needs of their students?	<p>The response should discuss how the LEA uses resources such as the LEA profile, the state ECYEH report, and district data to identify and respond to trends in homelessness.</p> <p>The response should provide information on how the data influenced the LEA’s ability to meet a need, make a decision, establish a policy, etc.</p>
4. How does the LEA ensure that they are identifying all students experiencing homelessness, and / or why there may be under identification?	<p>The response should discuss a proactive and multi-faceted approach that at a minimum involves staff training, awareness campaigns, collaboration with community partners, and eliminating barriers to school enrollment.</p> <p>The LEA may also discuss conducting outreach to students at risk of experiencing homelessness, identifying data trends that may indicate homelessness, and working with their regional coordinators.</p>
5. How does the LEA determine the needs of students experiencing homelessness?	<p>The response should describe a comprehensive and individualized approach that includes standard protocols / procedures for identifying needs.</p> <p>Processes may include using a sensitive and non-judgmental approach to encourage students to share their experiencing and concerns, developing individualized support plans based on their unique circumstances, working closely with a team of school</p>

Interview Questions	Response Best Practice(s)/Standard(s)
	<p>personnel and community partners, involving the students' family members, using existing data to identify patterns and trends that may indicate unmet needs, conducting regular follow-up and monitoring with students, and using trauma-informed strategies.</p>
<p>6. How does the LEA track and address barriers that impede the full participation of students experiencing homelessness in all school activities?</p>	<p>The response should discuss policies and procedures put in place to remove barriers. These may include removing financial barriers, providing free meals, assisting with transportation, offering flexible scheduling, and training staff on inclusive practices.</p> <p>The response may also discuss how the LEA monitors data related to school activities and whether students experiencing homelessness are involved, conducting a needs assessment survey with current or past students experiencing homelessness and their families, ensuring individualized support plans remove barriers, and training staff on cultural competency to raise awareness about the unique needs and challenges these students face and how to make all activities welcoming and supportive.</p>
<p>7. How does the LEA make students experiencing homelessness and their families aware of their rights and available services/ supports?</p>	<p>The response should be a multi-faceted approach to outreach and engagement with students and their families that include various methods including websites, handbooks, policies, meetings, flyers/brochures, etc. At a minimum, LEAs should inform students and families by providing the McKinney-Vento definition of homeless, contact information and role description for the homeless liaison, and informational materials (in multiple languages if needed) about services and support available to them including school based and community-based services. LEAs may also survey students and families for their feedback and assist with basic needs.</p>
<p>8. Does the LEA have flyers / brochures / posters about the McKinney-Vento Act in school buildings?</p>	<p>Per federal regulation it is important for LEAs to post and distribute information about the McKinney-Vento Act and available support to raise awareness and ensure that those who need it have access to information about their rights.</p> <p>These materials at a minimum should include the McKinney-Vento definition of homelessness and the contact information for the LEA's homeless liaison.</p>

Virtual Monitoring Visit Section 4: Accommodations for Students Experiencing Homelessness

Total Points Possible: 20

Interview Questions	Response Best Practice(s)/Standard(s)
1. How does the LEA inform students experiencing homelessness and their families about transportation options?	<p>The response should include a multi-faceted approach to providing information that is simple and clear. At a minimum, schools should describe how they provide direct communication with families about transportation (i.e., face-to-face meetings or phone calls) and written materials describing options and the student’s individualized transportation plan (i.e., parent handbook, website, service delivery plan, etc.).</p> <p>The LEA may also inform students / families through school and community meetings and community organization partners and may also survey students and families about their experiences with transportation so adjustments can be made.</p>
2. What is the LEA’s policy / procedure for enrolling unaccompanied youth experiencing homelessness in school?	<p>The response should discuss the LEA’s ability to immediately enroll⁴ and provide instruction to unaccompanied youth experiencing homelessness in school regardless of any disputes that may be in progress regarding school enrollment or placement.</p>
3. What is the LEA’s policy / procedure for enrolling students experiencing homelessness in school?	<p>The response should discuss the LEA’s ability to immediately enroll (see footnote 4) and provide instruction to students experiencing homelessness regardless of documentation of their immunization status and other registration documents such as proof of residency, date of birth, proof of guardianship, academic transcripts, special education documents, health forms, etc.</p>
4. What is the LEA’s policy / procedure for providing meals to students experiencing homelessness?	<p>The response should describe the LEA’s ability to provide free meals to students experiencing homelessness during the school day.</p>
5. What is the LEA’s policy / procedure for making the school records of students experiencing homelessness available to other districts when a student transfers out?	<p>The response should describe the LEA’s ability to release school records promptly to avoid any interruptions in the student’s education. Although FERPA requires records to be transferred within a reasonable period (generally interpreted as 10 days), the process should be expedited in the case of McKinney-Vento. Best practice is for the school to release the records immediately upon request</p>

⁴ If the LEA is a charter school: The McKinney-Vento Act does not require charter schools to enroll a new student if the student’s class is full. The U.S. Department of Education has stated that LEAs “should consider giving homeless children and youths priority if there is a wait list for [charter] schools, programs, and activities.”¹⁹ Providing this priority, or holding spaces open for students experiencing homelessness who move into the area after the application or lottery period has closed, often are the only procedures that eliminate barriers to charter schools for this disadvantaged population.

Interview Questions	Response Best Practice(s)/Standard(s)
	<p>(i.e., processing the request on the same day it is received), but should not exceed 5 business days.</p> <p>The response should also discuss how the LEA expedites the process which may include electronic records transfer, dedicated staff who are trained and aware of McKinney-Vento requirements and maintaining open communication with the receiving school.</p>
<p>6. How does the LEA facilitate the academic achievement of students experiencing homelessness?</p>	<p>The response should describe a variety of school supports available to students experiencing homelessness including immediate enrollment (see footnote 4), transportation, academic support (tutoring, homework assistance, supplies/materials), connections to community organizations, and counseling services.</p> <p>The LEA may also offer ESY, afterschool programming, family information nights, basic needs assistance (food, clothing and hygiene), health and wellness services (i.e., help obtaining physical exams and immunizations), peer support groups, academic and career planning, and extracurricular activities with waived fees.</p>
<p>7. What is the LEA’s policy / procedure for conducting best interest determinations for school placement decisions?</p>	<p>The response should include discussion of a team that is part of the decision-making process including the LEA homeless liaison, school staff, parents/guardians, the student, and community partners when appropriate.</p> <p>Plans should be student-centered and include the following criteria for decision-making: educational stability, academic impact, social and emotional factors, health and safety concerns, transportation and logistics, and special needs and services if applicable. The response should discuss how the decision is documented and how stakeholders are informed. LEAs should also describe how the appeal process relates to the decision.</p>
<p>8. How does the LEA ensure payment of transportation for students experiencing homelessness?</p>	<p>The responses should describe the LEA’s ability to pay for excess transportation costs if needed so that the student may attend school.</p>
<p>9. What is the LEA’s policy / procedure for waiving or removing fees that may create barriers to full participation in the education process and activities for students experiencing homelessness.</p>	<p>The responses should discuss how the school identifies fee-based barriers that may exist for students experiencing homelessness as well as which activities they waive fees for.</p> <p>These activities at a minimum should include fees related to field trips, graduation activities, school projects, extracurricular activities, testing fees, lab fees, uniform costs, sports participation fees, etc.</p>

Interview Questions	Response Best Practice(s)/Standard(s)
	<p>The response must also discuss how they notify students experiencing homelessness and their families about the fee-waiver policy and should discuss how students experiencing homelessness do not require additional documentation to qualify for fee waivers.</p> <p>The process described should maintain confidentiality and be available in the student handbook.</p> <p>Finally, the LEA should describe a timely appeals process that students / families can use if they believe a fee has not been waived appropriately.</p>
<p>10. What is the LEA’s policy / procedure for allowing students experiencing homelessness to stay in the school of origin when it is in the student’s best interest?</p>	<p>The response should discuss the LEA’s best interest placement determination policy / procedure, including documentation of placement decisions and related appeals process.</p>

Virtual Monitoring Visit Section 5: Title 1A and Other Funds

Total Points Possible: 8

Special Instructions: If an item in this section is Not Applicable for the LEA, the monitor should check the N/A box for that item and assign 2 points as the item score.

Interview Questions	Response Best Practice(s)/Standard(s)
<p>1. Does the homeless liaison know who the LEA’s Title I Coordinator is?</p>	<p>The liaison should know who the Title I Coordinator at the LEA is.</p>
<p>2. Does the Title I Coordinator consult with the homeless liaison when developing the LEA’s Title I plan?</p>	<p>The response should discuss how the homeless liaison is involved in the LEA’s Title IA planning process.</p> <p>According to best practice, the liaison should be involved in identifying and presenting the needs of students experiencing homelessness for which Title 1A funds may be used. The liaison should also be able to work with other school departments (ex, transportation, special education, counseling, etc.) to coordinate and ensure a holistic approach.</p>
<p>3. Does the homeless liaison know the LEA’s process for using Title IA dollars and how set aside funds are used?</p>	<p>The response should discuss the LEA’s planning process to use these funds for academic and non-academic needs that remove barriers to education, ensure stability, and promote academic achievement, and how the homeless liaison is part of that process.</p> <p>The LEA should also discuss how Title 1A funds are specifically set aside for supporting homeless students.</p>

Interview Questions	Response Best Practice(s)/Standard(s)
	<p>This may include tutoring, school supplies, clothing, and other needed items. They may also discuss how funds are coordinated to provide summer programming and extended learning time as well as how Title 1A may facilitate access to services by paying for transportation, school supplies, and free breakfast or lunch programs.</p> <p>LEA's may choose to show additional documentation about how Title 1A set aside dollars are used as part of their response.</p>
<p>4. Does the homeless liaison know of any other federal funding that the LEA uses to support services for students experiencing homelessness?</p>	<p>If applicable, funds discussed may include IDEA Part B, Title II (English Language Acquisition, Language Enhancement and Academic Achievement), Title V Part A (Student Support and Academic Enrichment), Child Nutrition Programs (NSLP, SBP), TANF, and CSBG.</p>

Virtual Monitoring Visit Section 6: Collaborations

Total Points Possible: 6

Interview Questions	Response Best Practice(s)/Standard(s)
<p>1. Does the LEA have a current Letter of Agreement with their Regional ECYEH Office?</p>	<p>The LEA should have a Letter of Agreement (LOA) with their regional ECYEH office. If the response to this question is yes, the LEA should also show the letter to the monitor.</p> <p>The LOA should reflect the current grant cycle with the regional office and should include the signature of the LEA's superintendent or assistant superintendent.</p>
<p>2. Who are the community partners the LEA currently works with?</p>	<p>The LEA should describe current community partners including those related to health and wellness (physical, behavioral, dental, vision), shelters, preschool programs, nutrition programs, faith-based organizations, transitional housing programs, nonprofits and advocacy groups, workforce development agencies, transportation providers, financial assistance, etc.</p>
<p>3. What new community partnerships has the LEA developed since their last monitoring? What partnerships are currently being developed?</p>	<p>The response should discuss how the LEA identifies new partners and address new partnerships formed.</p> <p>If the LEA has not formed new partnerships or have none that they are working on, they should also discuss why that is the case.</p>

Additional Questions to Inform TA

Total Points Possible: 0

The following two questions are asked of the LEA at the end of the monitoring for quality improvement of the ECYEH program. Responses will be used to inform technical assistance and training offered to LEAs by regional coordinators and PDE.

1. What recommendation does the LEA have for working with the regional coordinator?
2. In the past year, what TA did the LEA find helpful, and what would they like to see in the coming year?

Frequently Asked Questions

- 1. Is the LEA required to provide all documents listed in the first and second part of the Document Review section?**

Yes. The LEA is required to upload each of the documents in the document upload section of Document Review and is required to show the monitor documents in the “Documents shared during monitoring visit” section in electronic or hard copy format. If the documents are not provided or shown, a “Not Provided” rating with score of zero points should be assigned.

- 2. Is the LEA required to provide documentation for each question in the interview portion of the virtual monitoring visit?**

No. However, as part of preparation, LEAs may prepare physical evidence to back up their answers if they would like. This evidence would NOT be uploaded into the system but could be shown during the monitoring visit. Examples of this type of evidence may include examples of sign in sheets, training materials, emails, brochures and informational materials, etc. Monitors should score the response to the question using the best practices provided in this guide.

3. What is the deadline for an LEA to upload their documents in the ECYEH system prior to their monitoring visit?

All required documents must be uploaded in the ECYEH system at least 1 week prior to the date of the virtual monitoring visit so monitors can review them prior to the visit.

4. Is the LEA's letter of agreement with the regional ECYEH office required to be updated annually? Who from the LEA should sign the letter?

Although some regions facilitate an annual letter of agreement with LEAs, the requirement is for the letter to reflect the current grant cycle. Letters should be signed by the LEA's superintendent or assistant superintendent.

5. When applicable, LEAs used to upload their Title I Request for Proposals (RFP) application as part of the monitoring process. Why are they no longer required to do this?

As part of the tool revisions, the questions in the Title IA section were revised. Because the purpose of the monitoring visit is to monitor the ECYEH program and not Title IA, this document was removed from the requirement list. Although it is not required, LEAs may choose to show their Title 1 RFP as part of their ECYEH monitoring interview response.

6. Can monitors request that LEAs show their Title I grant or other federal grants or documentation that show that funds have been received and how they are used?

ECYEH is not monitoring Title 1A or other federal grants. The LEA may choose to share additional documentation regarding these dollars, but it is at their discretion. If an LEA chooses to share additional information about Title 1A, it is recommended that the focus be on the set aside dollars that are used to support students experiencing homelessness.

Monitors should not request additional documentation during the virtual interview process. All required documents are part of the document review portion of the monitoring. Monitors can, however, ask follow-up questions about set aside funds

or how other federal funds are used to support students experiencing homelessness as part of their inquiry during the interview process. The goal of this section is to ensure that the homeless liaison and Title 1 personnel are in regular communication with each other and collaborating rather than siloed.

7. During the virtual monitoring visit, can monitors ask LEAs to show additional documentation?

Monitors should not request additional documentation during the virtual interview process. All required documents are part of the document review portion of the monitoring.

When LEAs prepare for their monitoring interview, they may decide to provide additional documentation as part of their response, and it is fine for them to show that documentation to the monitor. However, this extra documentation is not required. Monitors may use additional documentation, if presented, to inform their rating of the item. Monitors can also ask follow-up / probing questions during the interview. If a monitor has concerns about the response, they should rate that item accordingly and provide additional information in the notes.

8. How can monitors make decisions about ratings during the interview if additional documentation is not provided?

The role of the monitor is to be a subject matter expert in the ECYEH program and to review all evidence presented by the LEA to determine their perception of quality and score accordingly. Monitors can ask follow-up / probing questions in addition to the provided interview questions to enhance their understanding of the LEA's response.

Monitors should also use the ECYEH Monitoring Preparation Guide, Virtual Monitoring Interview section, to compare the LEA response to the best practice / standard that PDE is looking for and should score accordingly. The goal is to understand and rate the quality of the LEA's ECYEH program implementation in addition to the documentation on how the program should be run.

Appendix 1: PA ECYEH Monitoring Tool

ECYEH Monitoring Tool

The purpose of this tool is to document LEA implementation and compliance with the McKinney-Vento Act. Monitoring results are compiled and submitted to the Center for Schools and Communities (CSC) and the Pennsylvania Department of Education (PDE) for review and follow-up if needed. Data collected from this process will be used by regional coordinators to assist LEAs with quality assurance and improvement, and by PDE to ensure that LEAs comply with federal homeless monitoring regulations. Items rated in this tool are based on the standards addressed in the Education for Homeless Youth Basic Education Circular (BEC) and/or the United States Department of Education McKinney-Vento Monitoring Tool (SEA).

Monitoring Visit Details *(to be completed by monitors only)*

Date of Visit <i>(MM/DD/YYYY)</i>		
Region <i>(Check one)</i>		1 – Intermediate Unit 26 (Philadelphia County)
		2 – Berks County Intermediate Unit
		3 – Lincoln Intermediate Unit
		4 – Allegheny Intermediate Unit
		5 – Midwestern Intermediate Unit
		6 – ARIN Intermediate Unit
		7 – Luzerne Intermediate Unit
		8 – Bucks County Intermediate Unit
LEA <i>(Full Name)</i>		
ECYEH Monitor <i>(First and Last Name)</i>		
LEA Staff Interviewed <i>(First and Last Name and Title)</i>		

All documents in this checklist are required. Section I lists documents that LEAs must upload into their shared monitoring folder in the ECYEH System and Section II provides a list of documents LEAs must show their monitor during their monitoring visit. Specific instructions for each section are provided below. Best practices that are needed for documents to meet standards are provided in the ECYEH Program Monitoring Preparation Guide. Documents that do not meet standards or that are not provided will be flagged during monitoring and will become part of the monitoring report that regional coordinators will use to provide individualized technical assistance (TA) to the LEA. Monitors will also tally a total score for document review that will be used to guide TA.

Section I: Document Upload

- LEAs: A list of required documents are provided below. Upload each document into ECYEH Data system at least 4 days prior to the monitoring visit date.
- Monitors: Review each uploaded document using the best practice standards provided in the ECYEH Program Monitoring Preparation Guide. Check the appropriate box to indicate if the document: *Meets Standards*, *Does Not Meet Standards*, or is *Not Provided*. If a document does not meet best practice standards, use the notes section to document concerns. After reviewing all documents in this section, tally the total score for Section I.

Section II: Documents Provided During Monitoring Visit

- LEAs: Use the document list below as a guide to prepare documents to show to the monitor during your visit. These documents may be shown in an electronic or hard copy format.
- Monitors: During the monitoring visit, ask the LEA to show the documents below. Use the ECYEH Program Monitoring Preparation Guide to compare documents to best practice standards and check the appropriate box to indicate if the document: *Meets Standards*, *Does Not Meet Standards*, or was *Not Provided*. If a document does not meet best practice standards, use the notes section to document concerns. After reviewing all documents in this section, tally the score for Section II and then tally the total score for Section I and Section II together.

Section I – Documents uploaded before monitoring

Document	Instructions
1. Board Policy #251 (or other board policy #)	The LEA should provide an electronic copy of the policy or a link to the policy.
2. Homeless Liaison Job Description/List of Job Responsibilities	The LEA should provide an electronic copy of the job description document or a link to the job description.
3. Staff Handbook	The LEA should provide an electronic copy of the staff handbook document. If the LEA has links to the information that would be in the handbook instead of having it compiled in one handbook document, they may provide the links to the virtual information/website instead of providing a document.
4. Parent Handbook	The LEA should provide an electronic copy of the staff handbook document. If the LEA has links to the information that would be in the handbook instead of having it compiled in one handbook document, they may provide the links to the virtual information/website instead of providing a document.
5. School Personnel Training Materials	The LEA should be able to upload <i>one or more documents</i> related to training of personnel about the rights of students experiencing homelessness and related LEA roles, policies and procedures. Uploaded documents may include PowerPoint presentations, calendar training invitations, handouts, training schedule.
6. LEA Profile	The LEA should be able to upload the internal or external version of their LEA profile. They can choose which they want to share.
7. ECYEH Intake Form used to document how the LEA will serve students experiencing homelessness	The LEA should upload a blank copy or screen shot of the form / fields they collect to document intake of students experiencing homelessness and the individualized services they will provide.

Section I: Uploaded Document Ratings

Document	Monitor Review			Notes	Score
	Meets Standards <i>(2 points)</i>	Does Not Meet Standards <i>(1 point)</i>	Not Provided <i>(0 points)</i>		
1. Board Policy #251 (or other board policy #)					
2. Homeless Liaison Job Description					
3. Staff Handbook					
4. Parent Handbook					
5. School Personnel Training Materials					
6. LEA Profile					
7. ECYEH Intake Form used to document how the LEA will serve students experiencing homelessness					
Section I Total Score (out of 14 possible):					

Section II – Documents shared during monitoring

Document	Instructions
1. Basic Education Circular (BEC)	The LEA can demonstrate that they know how to access the document.
2. LEA Website	The LEA should be able to show the monitor required ECYEH information that is on their website.
3. ECYEH System	The LEA can demonstrate that they know how to access the ECYEH System, the location of the LEA profile, and can also generate a report from the system.
4. Posted Public Notice of Rights	The LEA can virtually show the monitor where the Public Notice of Rights is posted in at least one school building during the monitoring visit.
5. McKinney-Vento flyers / brochures / posters	The LEA can virtually show the monitor McKinney-Vento flyers / brochures / posters that they distribute to stakeholders.

Section II: Documents shared during monitoring ratings

Document	Monitor Review			Notes	Score
	Meets Standards <i>(2 points)</i>	Does Not Meet Standards <i>(1 point)</i>	Not Provided <i>(0 points)</i>		
1. Basic Education Circular (BEC)					
2. LEA Website					
3. ECYEH Website					
4. Posted Public Notice of Rights					
5. McKinney-Vento flyers / brochures / posters					
Section II Total Score (out of 10 possible):					
Section I Total Score from Above (out of 14 possible):					
Total Document Review Score - Section 1 plus 2 (out of 24 possible):					

Virtual LEA Monitoring Visit

LEA Monitoring Questions - Instructions

Questions during the LEA Monitoring Visit are intended to collect information about LEA implementation of the ECYEH program according to best practice and standards detailed in the BEC and SEA. Items that do not meet standards will be flagged during monitoring and will become part of the monitoring report that regional coordinators will use to provide individualized technical assistance (TA) to the LEA. Monitors will tally a Monitoring Interview score that will also be used to guide TA.

Monitor Instructions

- Please refer to the ECYEH Program Monitoring Guide for specific questions to ask the LEA for each item below and to review instructions and criteria for scoring each item.
- Based upon the LEA's answer to each item compared to best practice standards found in the ECYEH Program Monitoring Guide, record the corresponding score – 2 points for “yes,” 1 point for “somewhat” and 0 points for “no.”
- Use the notes section to document strengths, challenges or to describe why “somewhat” or “no” were chosen.
- If a section is Not Applicable, mark it as such and provide all possible points for that section.

Section 1: Homeless Liaison Position

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
1. Did the LEA describe who the Homeless Liaison reports to?					
2. Does the LEA have a homeless liaison contact for each building? (This can be the same person for multiple buildings).					
3. Did the LEA describe how they distribute information about how their LEA addresses homelessness to school personnel, students/families, and local agencies/partners?					
4. Did the LEA describe how the liaison conducts outreach to community partners, including training for external partners?					
5. Did the LEA discuss who their community partners are, including: preschools/Head Start, food banks, behavioral health and physical health providers (including dental and vision), family centers, county homeless services, transportation, and shelters?					
6. Did the LEA discuss how the homeless liaison works with other school personnel including transportation, special education, and food/nutrition?					
7. Was the LEA able to describe how they identify and refer preschool age children experiencing homelessness?					

Rating Items	Yes (2 points)	Somewhat (1 point)	No (0 points)	Notes	Score
8. Did the LEA describe how they work with their regional coordinator?					
9. Does the homeless liaison have access to the LEA Student Information System (SIS)?					
10. Does the homeless liaison submit (or work with the LEA to submit) data / information about students experiencing homelessness using the online ECYEH data system?					
11. Was the LEA able to describe how the homeless liaison engages with the with students/parents/family members?					
12. Does the LEA's homeless liaison participate regularly in regional and statewide training and professional development?					
Section 1 Total Score (out of 24 possible):					

Section 2: Training for School Personnel About Responsibilities to Students Experiencing Homelessness

Rating Items	Yes (2 points)	Somewhat (1 point)	No (0 points)	Notes	Score
1. Did the LEA describe how school personnel are informed annually about the McKinney-Vento definition of homelessness?					
2. Did the LEA describe how school personnel are informed annually about their responsibilities related to McKinney-					

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
Vento compliance, including their responsibilities and student rights?					
3. Did the LEA describe where the Public Notice of Rights is posted? Did the monitor observe it?					
Section 2 Total Score (out of 6 possible):					

Section 3: Identifying and Meeting the Needs of Students Experiencing Homelessness

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
1. Did the LEA maintain a list of current/active students experiencing homelessness?					
2. Did the LEA describe how they keep student data secure?					
3. Did the LEA describe how they use homeless data (i.e., LEA profile, state ECYEH report, district data, etc.) to meet the needs of students experiencing homelessness?					
4. Did the LEA discuss how they ensure that they are identifying all students experiencing homelessness, and/or why there may be under identification and how they are addressing that?					
5. Did the LEA describe how they determine the needs of students experiencing homelessness?					

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
6. Did the LEA describe how they track and address barriers that impede the full participation of students experiencing homelessness in all school activities?					
7. Did the LEA describe how they make families and students experiencing homelessness aware of their rights and available services/supports?					
8. Did the LEA have flyers/ brochures/ posters about the McKinney-Vento Act?					
Section 3 Total Score (out of 16 possible):					

Section 4: Accommodations for Students Experiencing Homelessness

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
1. Did the LEA describe how they inform students experiencing homelessness and their families about transportation options (including to school of origin) and how they assist with transportation coordination?					
2. Does the LEA immediately enroll and provide instruction to unaccompanied youth in school pending resolution of disputes that might arise over school enrollment or placement?					
3. Does the LEA immediately enroll and provide instruction to students experiencing homelessness regardless of					

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
documentation of immunization status, residency, date of birth, etc.?					
4. Does the LEA provide free meals to students experiencing homelessness?					
5. Did the LEA describe how they make school records available in a timely manner when a student transfers out of the district?					
6. Did the LEA describe additional school supports to facilitate the academic achievement of students experiencing homelessness (for example, ESY, counseling services, afterschool, homework help, family information nights, etc.)?					
7. Did the LEA describe how they conduct best interest determinations for school placement decisions?					
8. Does the LEA pay excess cost of transportation for students experiencing homelessness?					
9. Does the LEA waive/remove fees that may create barriers to full participation in the educational process and activities for students experiencing homelessness?					
10. Does the LEA allow students experiencing homelessness to stay in the school of origin when it is in the best interest of the student? If a student is sent to a school other than the school of origin or the school requested, does the LEA provide a					

Rating Items	Yes (2 points)	Somewhat (1 point)	No (0 points)	Notes	Score
written explanation of its decision and the parent/guardian/unaccompanied youth's right to appeal?					
Section 4 Total Score (out of 20 possible):					

Section 5: Title 1A and Other Funds

Special Instructions: If this section is Not Applicable for the LEA, please check the N/A Box for each item and assign all points possible for scoring.

Rating Items	N/A	Yes (2 points)	Somewhat (1 point)	No (0 points)	Notes	Score
1. Does the homeless liaison know who the LEA's Title I Coordinator is?						
2. Does the Title I Coordinator consult with the homeless liaison when developing the LEA's Title I plan?						
3. Does the homeless liaison know the LEA's process for using Title 1A dollars and how set aside funds are used?						
4. Does the homeless liaison know of any other federal funding that the LEA uses to support students experiencing homelessness?						
Section 5 Total Score (out of 8 possible):						

Section 6: Collaborations

Rating Items	Yes <i>(2 points)</i>	Somewhat <i>(1 point)</i>	No <i>(0 points)</i>	Notes	Score
1. Does the LEA have a current Letter of Agreement with their Regional ECYEH Office?					
2. Did the LEA describe current community partners?					
3. Did the LEA form any new community partnerships since the last ECYEH monitoring visit?					
Section 6 Total Score (out of 6 possible):					

Additional Questions to Inform TA

1. What recommendations did the LEA have for working with the regional coordinator?

2. What did the LEA find helpful about TA in the past year and what would they like to see in the coming year?

Virtual Monitoring Interview Total Score

Section	Points Possible	LEA Score
Section 1 – Homeless Liaison Position	24	
Section 2 - Training for School Personnel about Responsibilities to Students Experiencing Homelessness	6	
Section 3 – Identifying and Meeting the Needs of Students Experiencing Homelessness	16	
Section 4 – accommodations for Students Experiencing Homelessness	20	
Section 5 – Title 1A and Other Funds:	8	
Section 6 – Collaboration	6	
Monitoring Interview Total Score	80	

Monitoring Total Score

	Points Possible	LEA Points	Percentage
Total Documentation Score	24		____/24= ____%
Total Virtual Monitoring Interview Score	80		____/80 = ____%
Monitoring Interview Total Score	104		____/104 = 100%

Appendix 2: LEA Evidence Upload Quick Guide

LEA: How to Upload Evidence Files

As you begin to prepare your evidence you will use the monitoring tool to select how your LEA addresses each question, and the required and supporting evidence that you are providing for each question.

You will need to upload your completed monitoring tool (not ratings) as part of the evidence process. Monitors will use your completed tool as a guide when they review your evidence and prepare for your visit. This will also help you organize evidence for upload. You should upload files at least 4 days prior to your monitoring date to give the monitor time to review your information.

Helpful Hint: Organize all your evidence into one folder before you begin the upload process. The Monitoring Evidence Form lists all the required documents that correspond with required documentation for several questions. You only need to upload these documents once. The Evidence Form also lists all the monitoring questions. You will need to upload additional required and supporting documentation for each question.

The LEA [homeless liaison] logs into the ECYEH Data System as they would enter a student or download a report.

Once in the system, click on the Report Tab. You will see Upload Monitoring Evidence Files.

The screenshot displays the ECYEH Data System interface. At the top, the header includes the organization name 'Allegheny Intermediate Unit 3', address '475 E. Waterfront Dr. Homestead, PA', and website 'www.aiu3.net'. The main navigation bar features the 'ECYEH' logo and the full name 'Education for Children & Youth Experiencing Homelessness in Pennsylvania'. A secondary navigation bar contains links for 'Home', 'Entry', 'Report', 'Administration', 'Logoff', 'Trainings', and 'Help'. The user is logged in as 'raytranguch@gmail.com' in 'Region 4'. The 'Report' tab is active, showing a list of reports: 'PTW 2022: Understanding and Using Your ECYEH Program LEA Profile Video', 'LEA Profile Report', 'Implementation Survey', and 'Upload Monitoring Evidence Files'. A message prompts the user to click the 'Choose File' button to select a file for upload. Below the navigation, there are two data visualization panels. The left panel, titled 'Login / Updates Statistics (Clicking on a bar will produce detail list)', is a bar chart showing the count of logins and non-logins from July 2023 to June 2024. The right panel, titled 'LEA Entry Counts', shows a total count of 0 for all entries.

Month	Logins	Did Not Login
Jul 2023	0	150
Aug 2023	0	150
Sep 2023	0	0
Oct 2023	0	0
Nov 2023	0	0
Dec 2023	0	0
Jan 2024	0	0
Feb 2024	0	0
Mar 2024	0	0
Apr 2024	0	0
May 2024	0	0
Jun 2024	0	0

Count
0

Click on the Upload Monitoring Evidence Link

Allegheny Intermediate Unit 3 475 E. Waterfront Dr. Homestead, PA www.aiu3.net

ECYEH

Education for Children & Youth Experiencing Homelessness in Pennsylvania

Home Entry **Report** Administration Logoff Trainings Help Logged in as raytranguch@gmail.com Region 4

Report

PTW 2022: Understanding and Using Your ECYEH Program LEA Profile Video

Click here ONLY if you have no students to add or update for the

LEA Profile Report

Implementation Survey

Upload Monitoring Evidence Files

As an administrator you can change the region to view Region 4

Login / Updates Statistics (Clicking on a bar will produce detail list)

Month	Logins	Did Not Login
Jul 2023	~5	~150
Aug 2023	~5	~150
Sep 2023	~5	~5
Oct 2023	~5	~5
Nov 2023	~5	~5
Dec 2023	~5	~5
Jan 2024	~5	~5
Feb 2024	~5	~5
Mar 2024	~5	~5
Apr 2024	~5	~5
May 2024	~5	~5
Jun 2024	~5	~5



■ Logins ■ Did Not Login

LEA Entry Counts

Total for All is 0 (Use scroll bar below)

Count

After clicking the Upload Monitoring Evidence Files, you will see the screen below.

PDE ECYEH Monitoring Evidence File Upload for Allegheny IU 3

2023-2024 Evidence Form (ECYEH-ARP-HCY Monitoring)

Please upload the following required documentation as part of your monitor evidence:

The dropdown below lists all of the items/questions for which you can upload files.

Step 1: Select a document/question you want to upload a file for from the dropdown. Monitoring tool work document

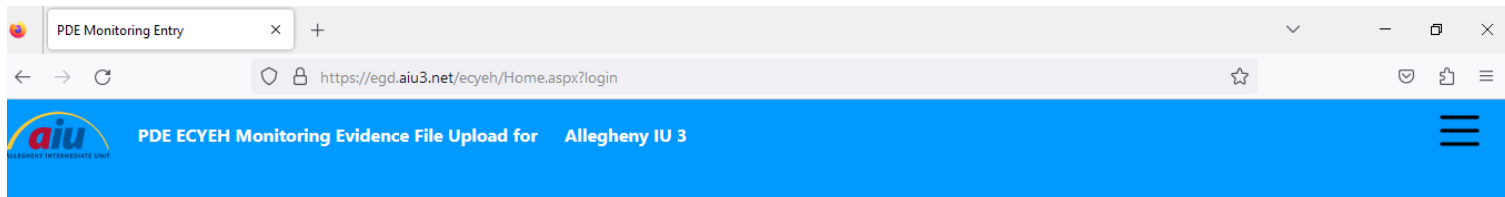
Step 2: Click the Choose File button to navigate and select the file on your computer. Browse... No file selected.

Step 3: Click the Upload Selected File button. Upload Selected File

Documents you have already uploaded are listed here.

No records match the selection

In Step 1, select the document you are uploading from the dropdown list.



2023-2024 Evidence Form (ECYEH-ARP-HCY Monitoring)

Please upload the following required documentation as part of your monitor evidence:

The dropdown below lists all of the items/questions for which you can upload files.

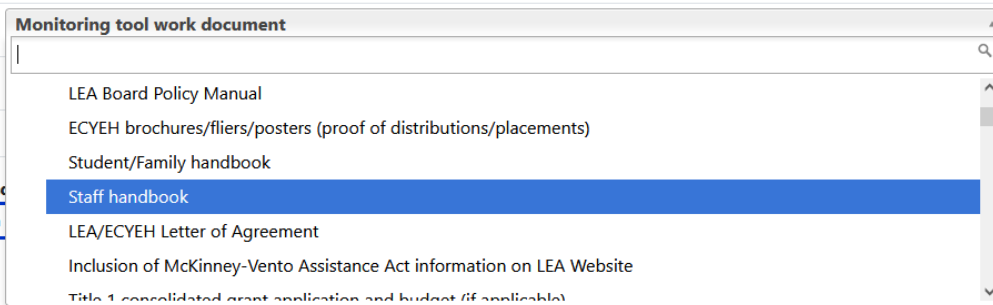
Step 1: Select a document/question you want to upload a file for from the dropdown.

Step 2: Click the Choose File button to navigate and select the file on your computer.

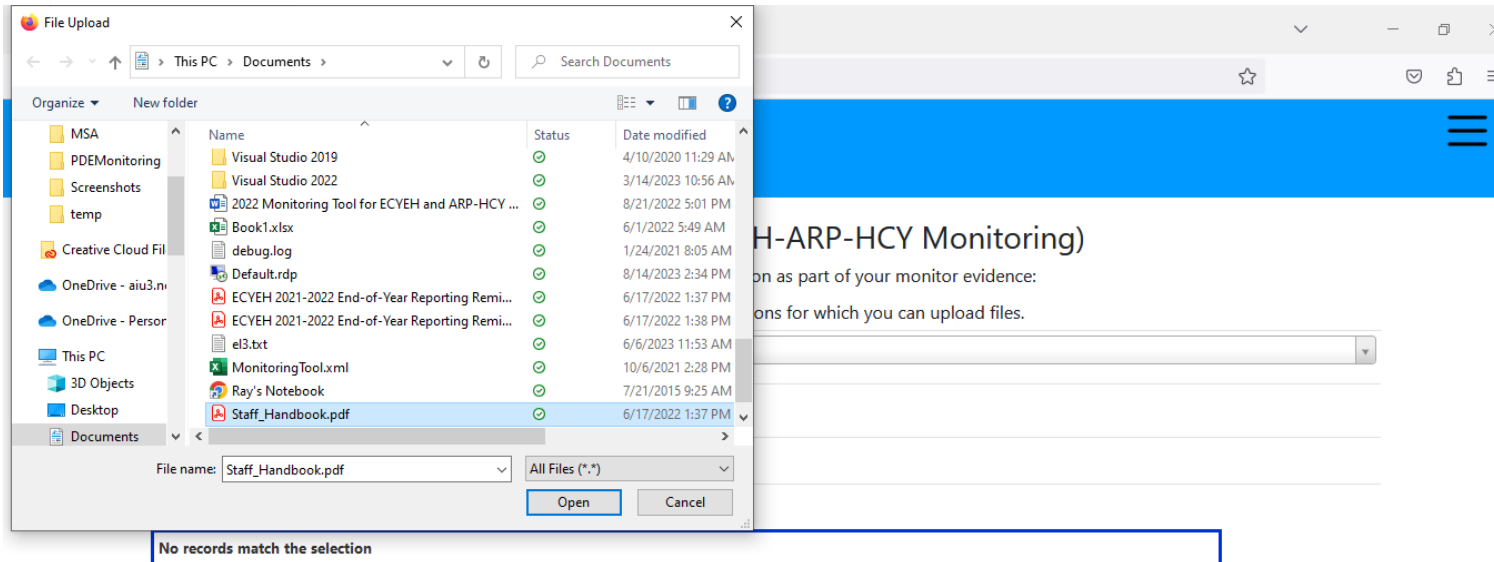
Step 3: Click the Upload Selected File button.

Documents you have already uploaded:

No records match the selection.



In Step 2 select a file on your computer that is to be uploaded. This is why it is helpful to have all documents organized and in one place before you start to upload files.



In Step 3 click on the Upload Selected File to send the file to the server.

PDE Monitoring Entry

https://egd.aiu3.net/ecyeh/EVUploads.aspx?login

aiu Allegheny Intermediate Units
PDE ECYEH Monitoring Evidence File Upload for Allegheny IU 3

2023-2024 Evidence Form (ECYEH-ARP-HCY Monitoring)

Please upload the following required documentation as part of your monitor evidence:
The dropdown below lists all of the items/questions for which you can upload files.

Step 1: Select a document/question you want to upload a file for from the dropdown.

Step 2: Click the Choose File button to navigate and select the file on your computer. Staff_Handbook.pdf

Step 3: Click the Upload Selected File button.

Documents you have already uploaded are listed here.

No records match the selection

After uploading, a list of files that have been submitted is listed at the bottom.

2023-2024 Evidence Form (ECYEH-ARP-HCY Monitoring)

Please upload the following required documentation as part of your monitor evidence:


The dropdown below lists all of the items/questions for which you can upload files.

Step 1: Select a document/question you want to upload a file for from the dropdown.

Step 2: Click the Choose File button to navigate and select the file on your computer. No file selected.

Step 3: Click the Upload Selected File button.

Documents you have already uploaded are listed here.

Delete	File Name	Evidence For	Root Name
	R006.pdf	Staff handbook	R006

After all files have been uploaded, click on email monitor, to notify the monitor that your files have all been uploaded.

aiu ALLEGHENY INTERMEDIATE UNIT

PDE ECYEH Monitoring Evidence File Upload for Allegheny IU 3

2023-2024 Evidence Form (ECYEH-ARP-HCY Monitoring)

Please upload the following required documentation as part of your monitor evidence:
The dropdown below lists all of the items/questions for which you can upload files.

Step 1: Select a document/question you want to upload a file for from the dropdown. **Monitoring tool work document**

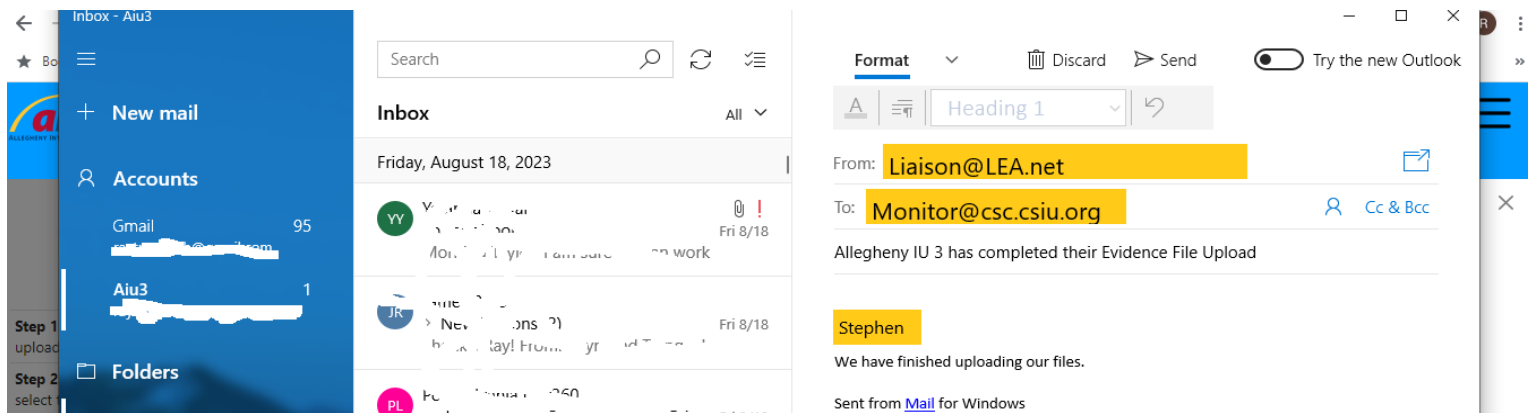
Step 2: Click the Choose File button to navigate and select the file on your computer. **Choose File** No file chosen

Step 3: Click the Upload Selected File button. **Upload Selected File**

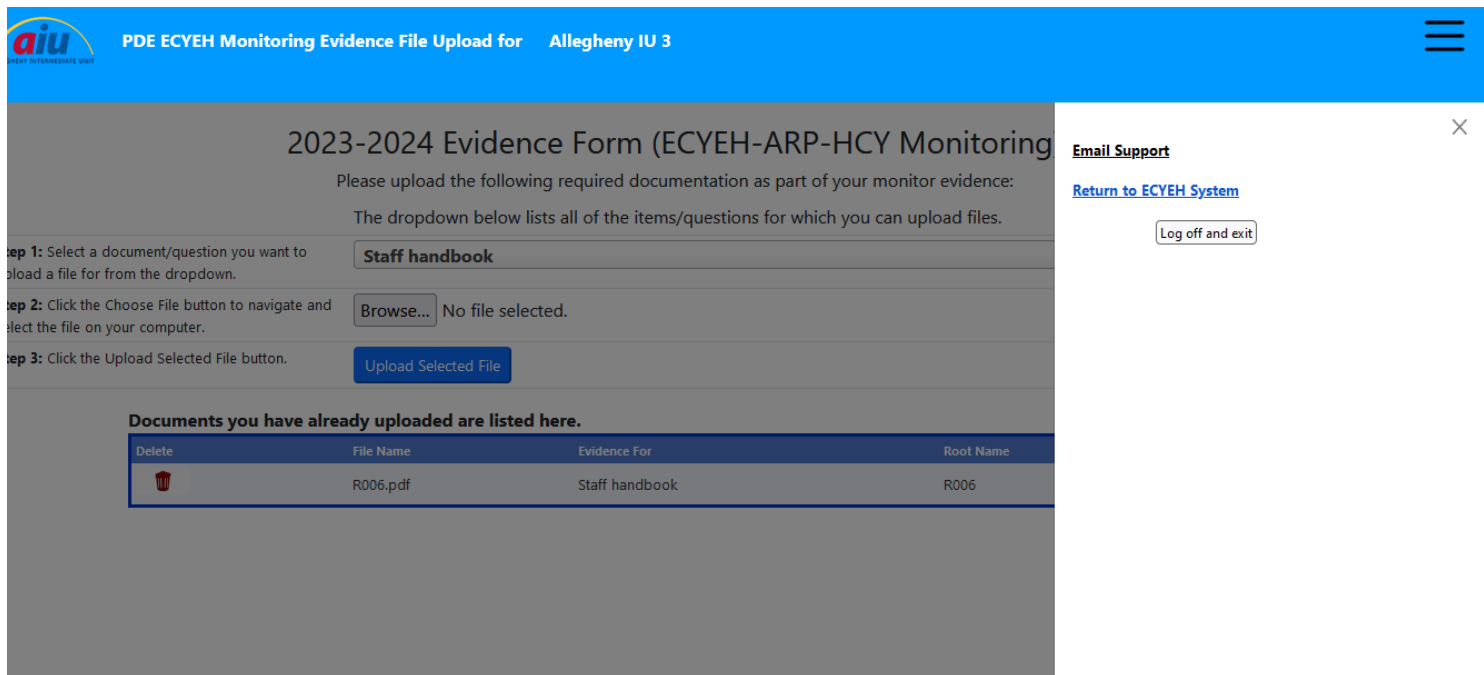
Documents you have already uploaded are listed here.

Delete	File Name	Evidence For
	Q002.xlsx	2. How are school personnel informed about the assigned LEA homeless liaison, the liaison's role and responsibilities supporting McKinney-Vento compliance, and how to access McKinney-Vento services for students? [BEC; SEA]
	R006.pdf	Staff handbook

[Email Support](#)
[Email Monitor](#)
[Return to ECYEH System](#)



After notifying the monitor, the liaison would click the 3 horizontal lines in the top right corner to select 'Return to ECYEH system'.





Appendix 3: Monitor Document Download Quick Guide

Monitors: How to access and download LEA files.

Login to the PDE Monitoring system as you would to complete a monitoring report. You will see your list of monitoring assignments.

Click on the folder icon under Evidence Files to the left of the pencil icon.

Below are your monitoring assignments.



Evidence Files	Edit	AUN	LEAName	Region	MonitoringType	Reviewed
		103000000	Allegheny IU 3	4	ECYEH-ARP-HCY	Y

Tips:

- Click on either the Pencil icon to edit a report or the Folder icon to view evidence files.
- You can now select a different LEA without having to logoff.
- Clicking Add/Update/Next Page or Previous Page or any of the page numbers at the top of the page will save any changes you have made to the page.
- If you see the 'You haven't saved this page in the last 10 minutes' message, click one of the above buttons/links to update.
- When you mark a report as **Complete** a copy of the report is emailed to you and PDE.

After clicking the folder icon, a dialog will appear with the files that the liaison uploaded. **The monitor can then click the Download Zip File to download and save on their computer.** All files the LEA uploaded will be listed. One-time documents such as the Staff Handbook, BEC, Board Policy, etc. file name will start with R and then listed, as seen below. Evidence for each question will have a File Name that begins with Q001, Q002, Q003, etc. **MONITORS MUST DELETE ALL DOWNLOADED FILES AT THE END OF THE MONITORING SEASON.**

Below are your monitoring assignments.

Evidence Files	Edit	AUN	LEAName	Region	MonitoringType	Reviewed
		103000000	Allegheny IU 3	4	ECYEH-ARP-HCY	Y

Evidence files uploaded from Allegheny IU 3

File Name	Evidence For	Upload Date
R006.pdf	Staff handbook	8/17/2023 2:30:39 PM

[Download Zip file](#) [Close](#)