

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 title 'Education for Children & Youth Experiencing Homelessness in Pennsylvania'. The 'Report' tab is selected, and the user is logged in as 'raytranguch@gmail.com' in 'Region 4'. A sidebar menu on the left lists options: Home, Entry, Report (selected), Administration, Logoff, Trainings, and Help. The main content area shows a 'Report' section with a link to 'PTW 2022: Understanding and Using Your ECYEH Program LEA Profile Video', a 'LEA Profile Report' link, an 'Implementation Survey' link, and the 'Upload Monitoring Evidence Files' link. Below this, there are two data visualization widgets. The first is a bar chart titled 'Login / Updates Statistics (Clicking on a bar will produce detail list)' showing 'Count' on the y-axis (0 to 200) and months on the x-axis (Jul 2023 to Jun 2024). The chart shows two red bars for July and August 2023, both reaching a count of approximately 150. The legend indicates 'Logins' in green and 'Did Not Login' in red. The second widget is titled 'LEA Entry Counts' and shows 'Total for All is 0 (Use scroll bar below)' and a 'Count' field.

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:

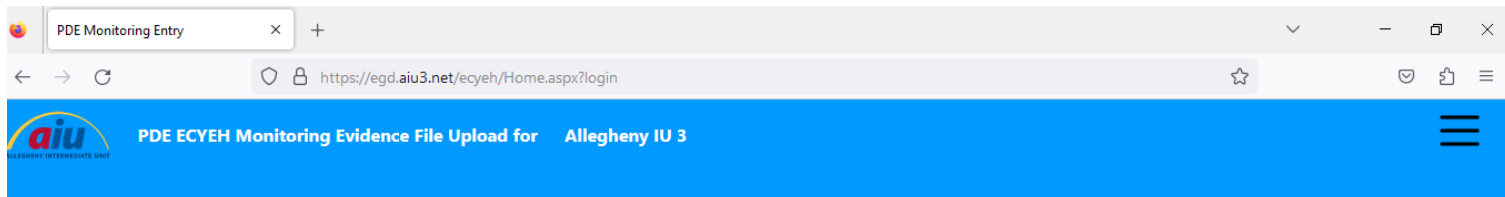
The dropdown below lists all of the items/questions for which you can upload files.

Step 1: Select a document/question you want to upload a file for from the dropdown.	<input data-bbox="567 535 1575 568" type="text" value="Monitoring tool work document"/>
Step 2: Click the Choose File button to navigate and select the file on your computer.	<input data-bbox="567 592 651 625" type="button" value="Browse..."/> No file selected.
Step 3: Click the Upload Selected File button.	<input data-bbox="567 649 724 682" type="button" value="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

Monitoring tool work document

LEA Board Policy Manual

ECYEH brochures/fliers/posters (proof of distributions/placements)

Student/Family handbook

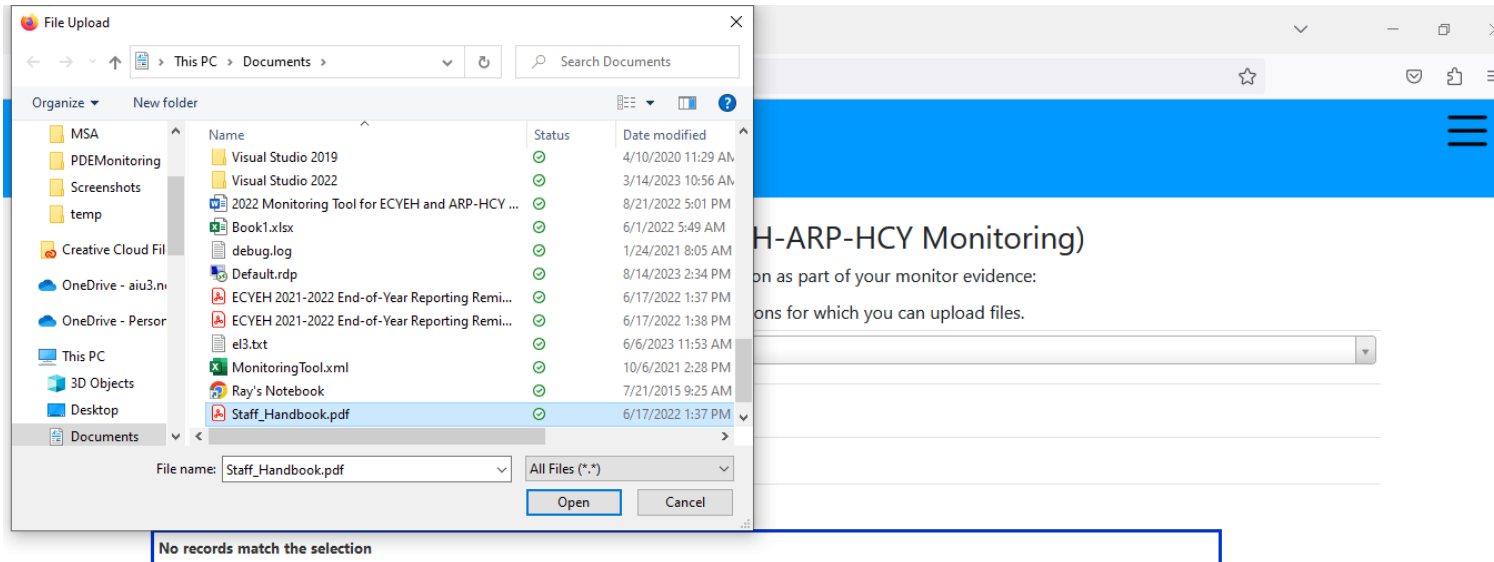
Staff handbook

LEA/ECYEH Letter of Agreement

Inclusion of McKinney-Vento Assistance Act information on LEA Website

Title 1 consolidated grant application and budget (if applicable)

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.

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

Step 3: Click the Upload Selected File button.

Monitoring tool work document

Choose File No file chosen

Upload Selected File

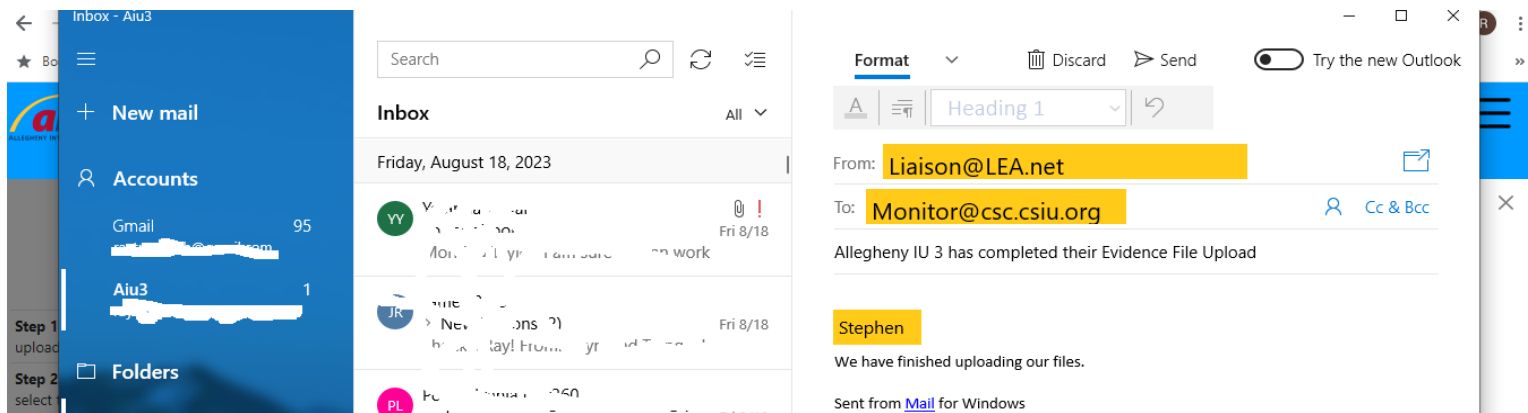
Documents you have already uploaded are listed here.

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'.

