North Carolina Homeless Education Program

McKinney-Vento Data Collection Webinar

Presented By

Patricia Lentz, Program Specialist

SERVE Center

THE UNIVERSITY of NORTH CAROLINA GREENSBORO

NC Homeless Education Program located at the SERVE Center at UNCG

North Carolina Department of Public Instruction

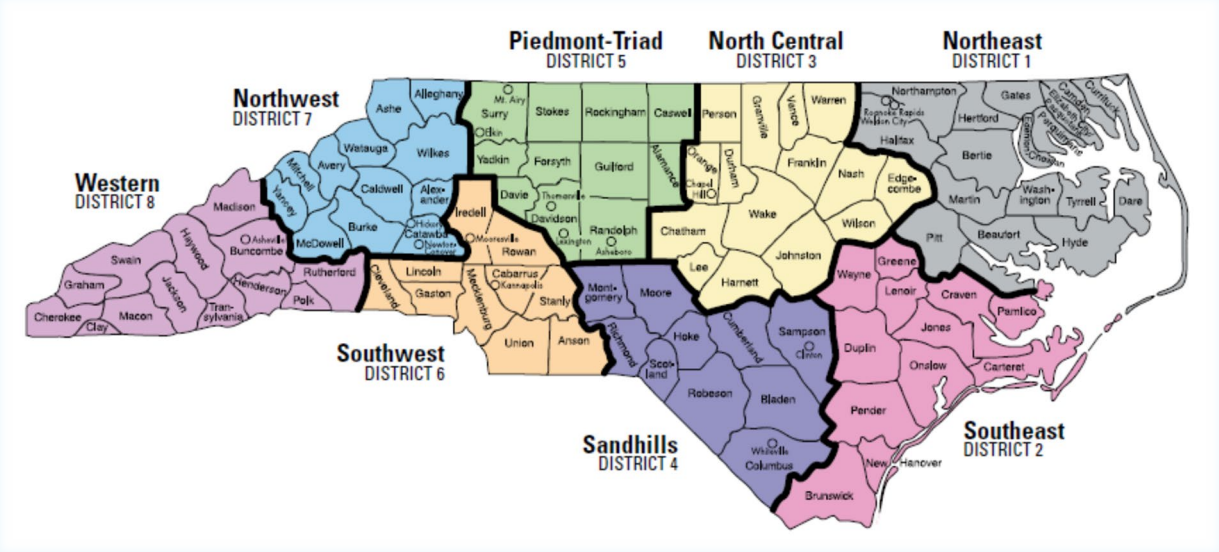
PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction

Data Collection FAQ

Submit questions throughout the year to your regional Program Specialist.

Patricia Lentz
Program Specialist
for all Charters

plentz@serve.org



Neely Laurens
Program Specialist
for all LEAs

alaurens@serve.org

Questions with responses will be posted monthly to NCHEP's website on the Data Collection Page located at: https://hepnc.uncg.edu/data-collection/.

Data Collection Dates in PowerSchool/Home Base

Opening Date	**October 15, 2020**
Closing Date	**June 15, 2021**

PLEASE NOTE:

- Once data are submitted and approved, you will not be able to go back into the program to delete, edit, or add student information.

McKinney-Vento Data Collection

IT'S REQUIRED!

U. S. Department of Education requirement

for

All LEAs, charter schools and lab schools – **once annually!**

Even if you have "0" students to report.

PowerSchool Access/ Technical Assistance

The PowerSchool Coordinator should:

- Work with the Homeless Liaison to:
  - Assist with accessing the system,
  - Set appropriate user rights, and
  - Provide assistance with any technical issues associated with PowerSchool.
- Determine the level of user rights the Homeless Liaison will be given.

Who to Include in Reporting

- Any student who:
  - Has been enrolled in your LEA/charter school at any point during the academic year, AND
  - Was identified as McKinney- Vento during the current academic year.

- Any preschool-aged (Birth - 5 yrs. – not Kindergarten) sibling of an identified student who:
  - Is also living in the same or another qualifying McKinney-Vento situation.

- Any school-aged, out of school sibling of an identified student, who:
  - Is also living in the same or another qualifying McKinney-Vento situation.

System Reminders

- End-of-Year Processing no longer preloads students from the prior academic year.
- Homeless data can be exported into an “ExportHomeless.csv” file with the “Export All Data” function within the “LEA Office” view designation.
- CECAS and Migrant students can be captured in homeless data collection.
- Additional columns are available within student lists to enable users to work with homeless data of the prior academic year after end-of-year processing.
- All students must show “modified” status before final submission can be made.
- There is no provision for bulk uploads.
- Submissions will be blocked until late spring to prevent premature “approvals.”

Getting Started: Q & A

Q: Why don't I see 'Homeless' page/option on the left side menu?

A: User has not been added to the group that has access to those pages.

Q: Why don't I see the 'Edit' link?

A: User was given read-only access instead of View & Modify.

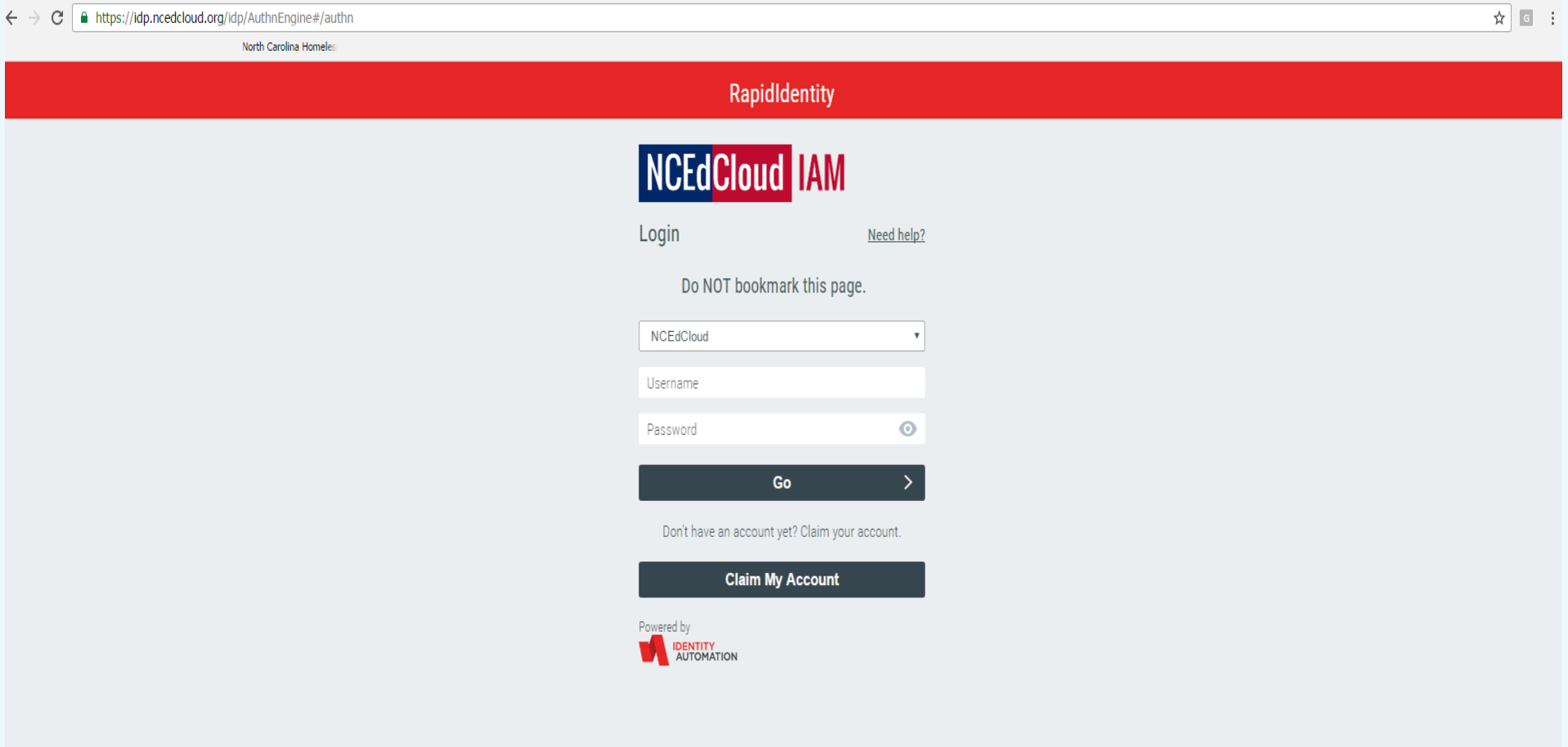
Q: Why don't I see the 'Save' button on the detail page?

A: Security group's 'Access Level' must be set up as 'View & Modify' for whatever 'Accessible Student Screens' are needed, instead of 'View Only'. The group's 'Page Level Privilege' must be set up as 'Full', instead of 'Group default'.

Q: Why don't I see the 'Approve' button?

A: Not all the required data have been entered. There are still 'Not Modified (NM)' records left to modify.

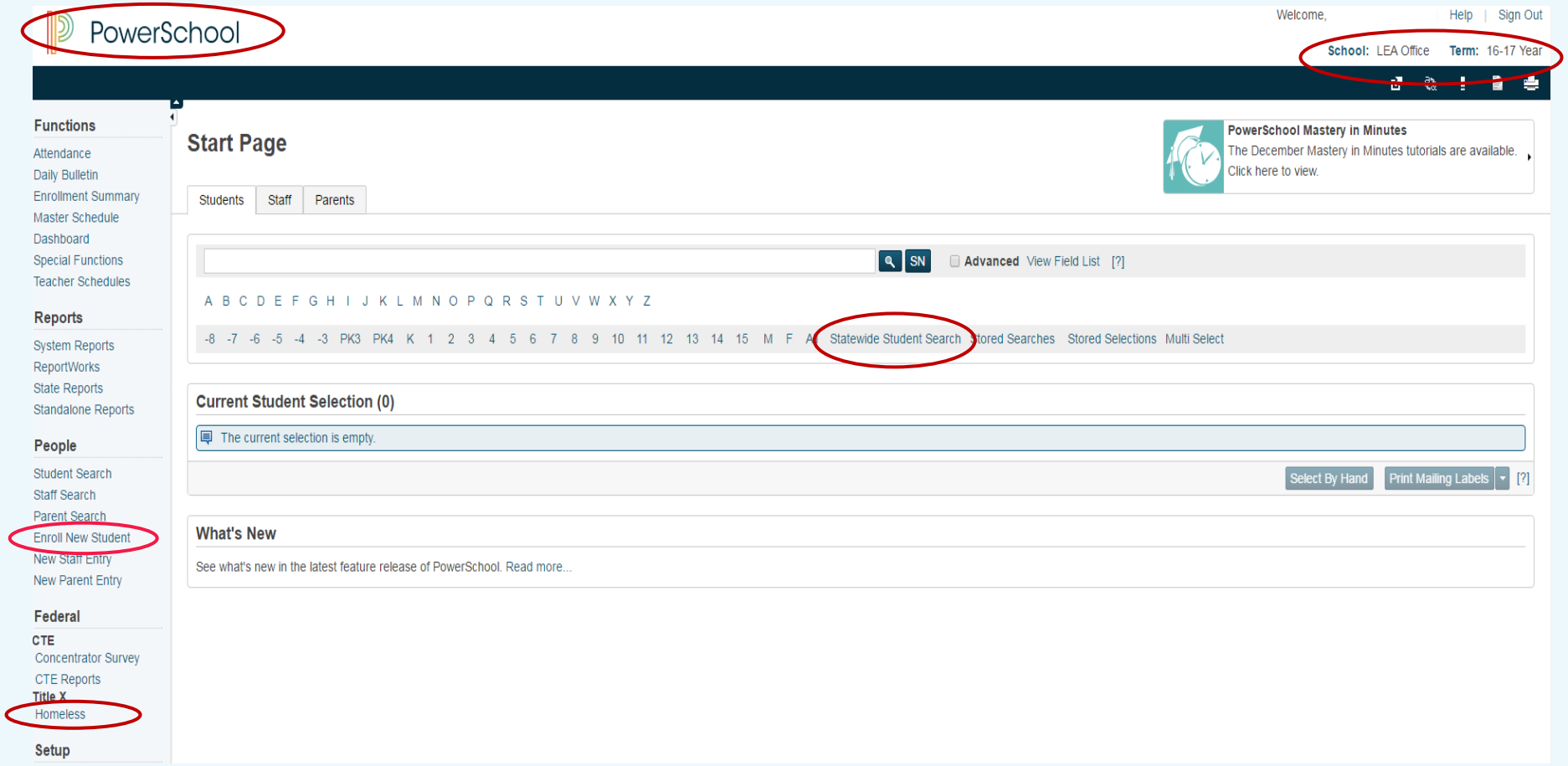
Home Base Data Collection Tool



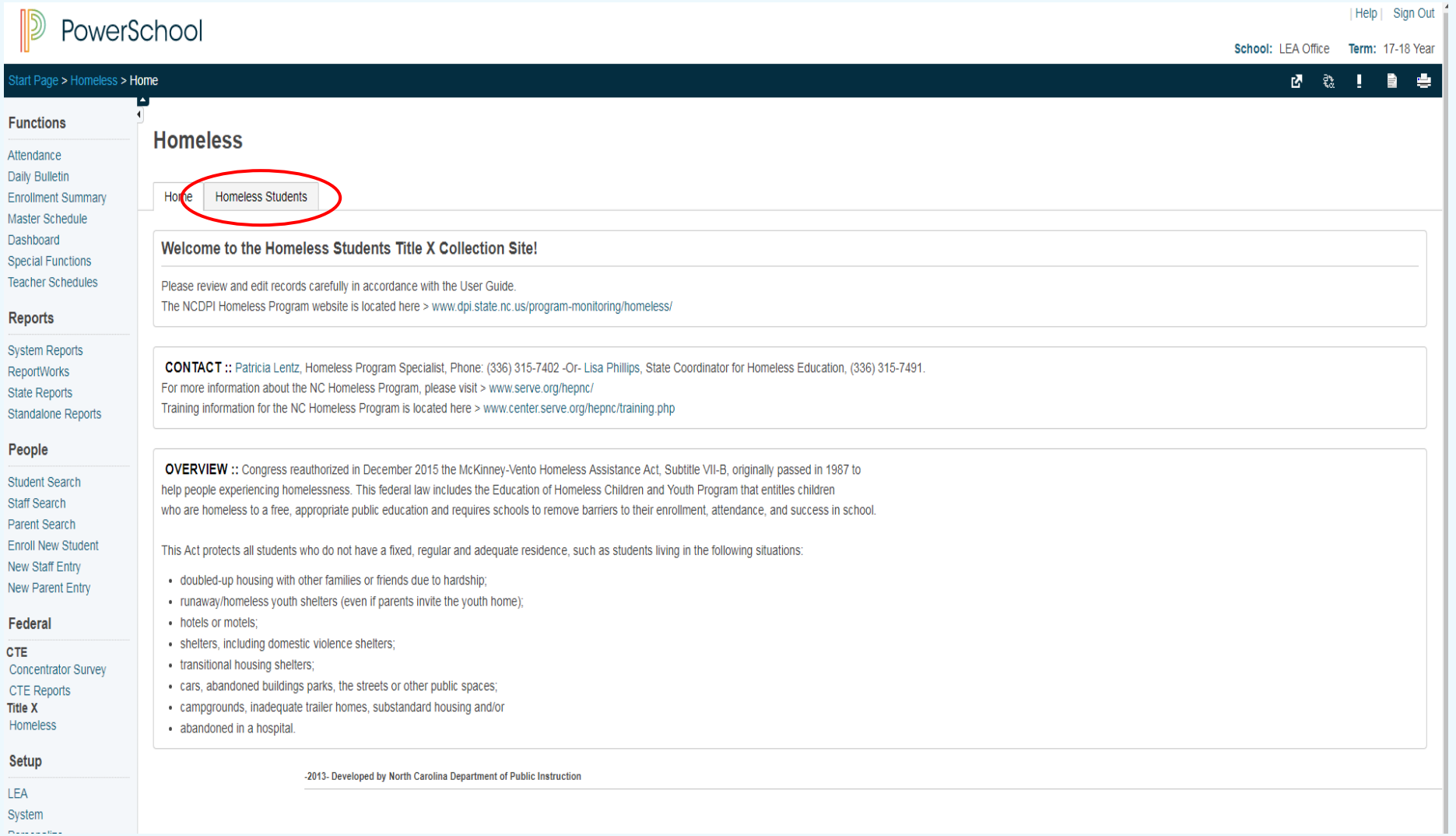
Accessible through NCEdCloud

Homeless Pages Link

- "School" selection at the top right = "LEA office"
- Scroll down left side bar to "Federal" and click on "Homeless"

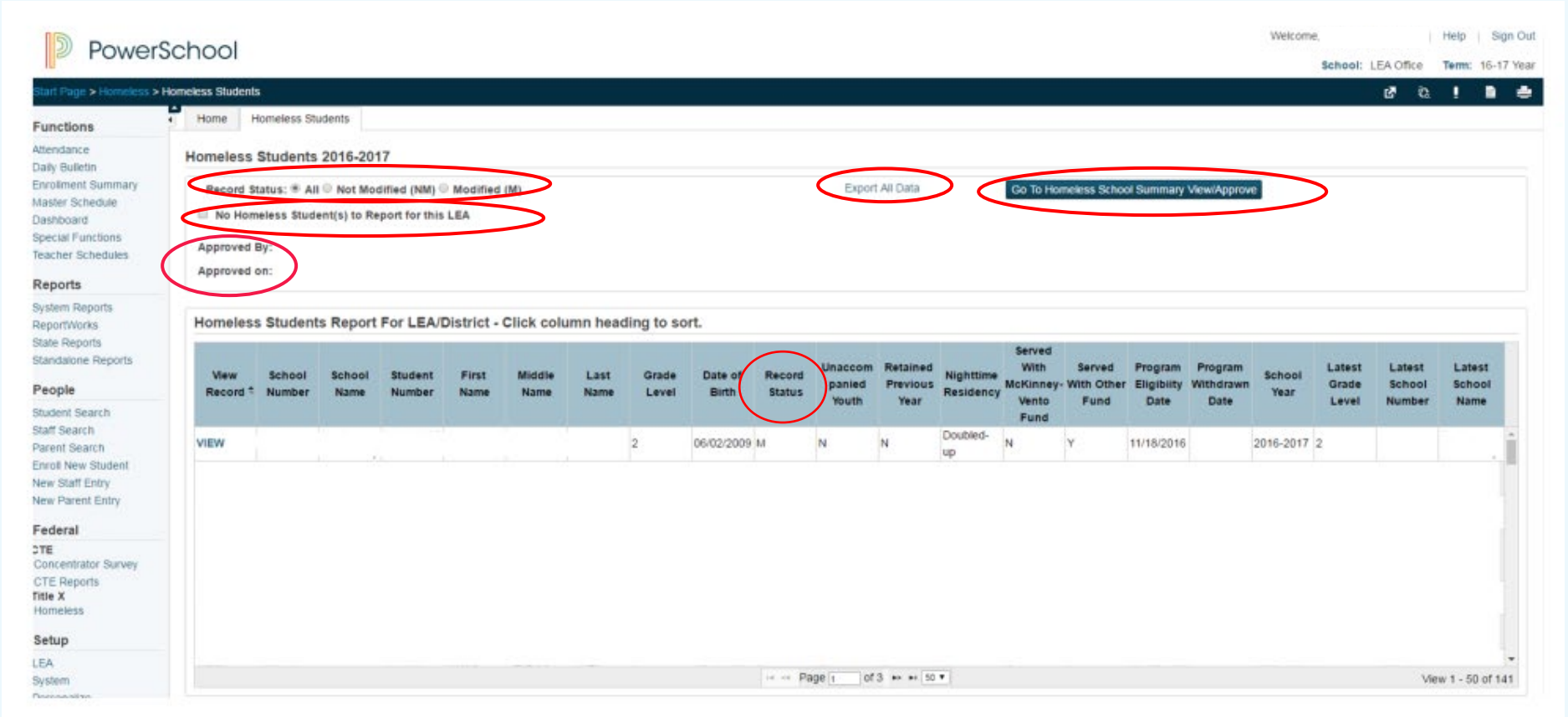


Data Collection Home Page



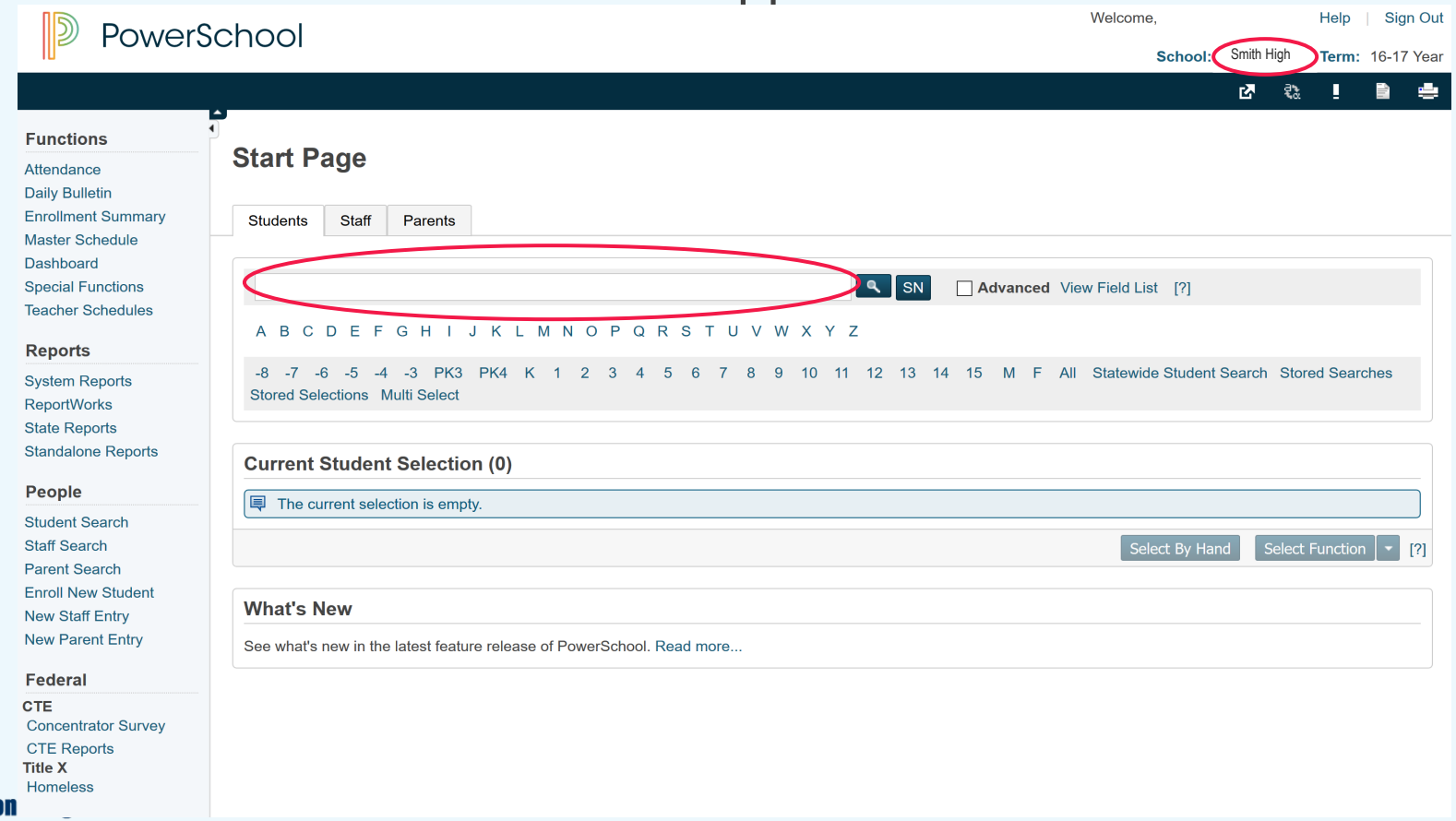
Homeless Students Page

Provides list of students identified during the year, and access to the Homeless School Summary View page and the submission process.



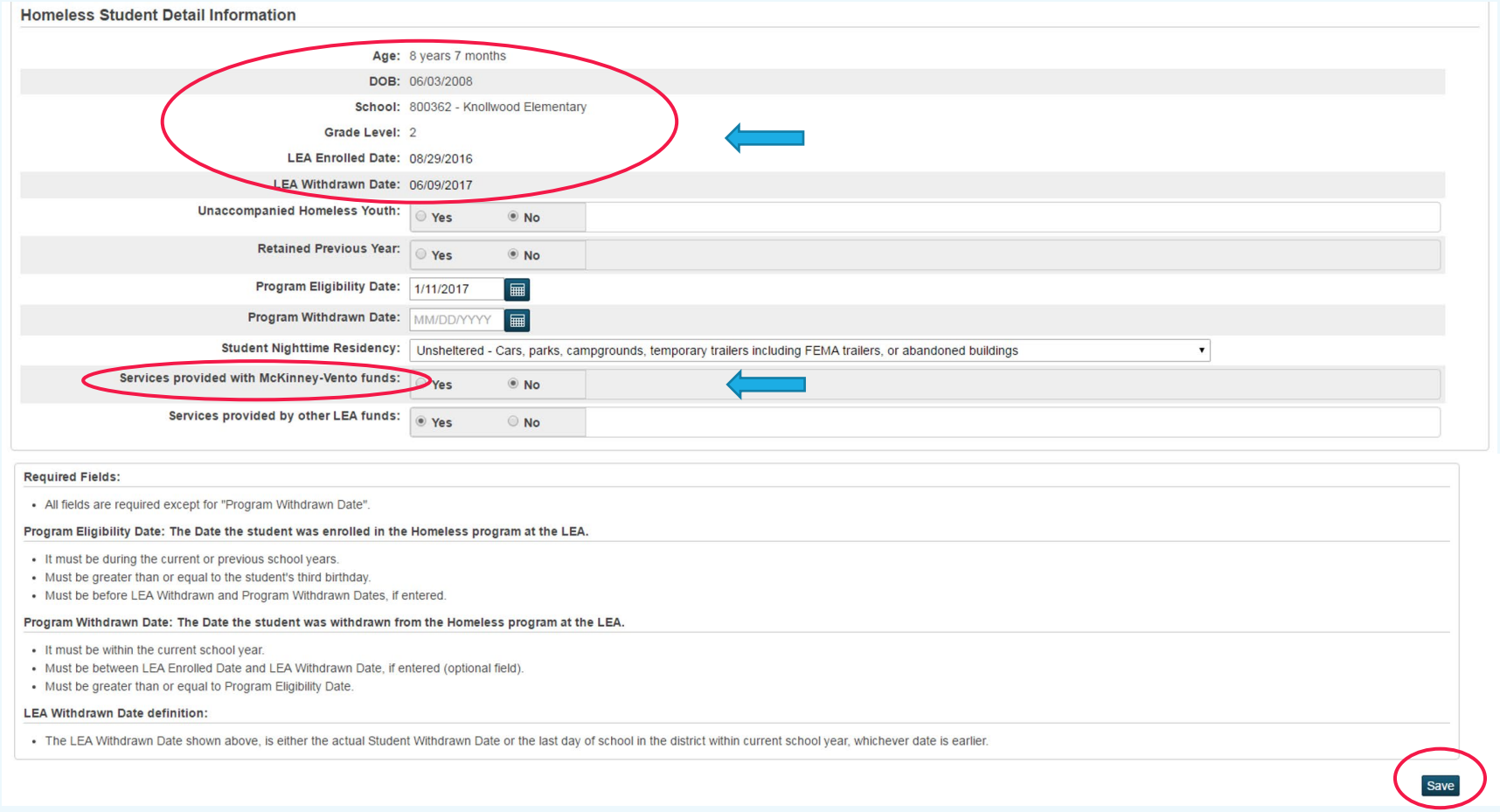
Adding New Identification of Already Enrolled Student

- “School” = specific school you’re working with
- Enter last name of student you are seeking into the search field
- Choose student from results list that appears



Adding Student Already Enrolled

- Enter McKinney-Vento information
- Once you have completed entering the necessary information, click the “Save” button.



Tips on Enrolling a Preschool or Out-of-School Student

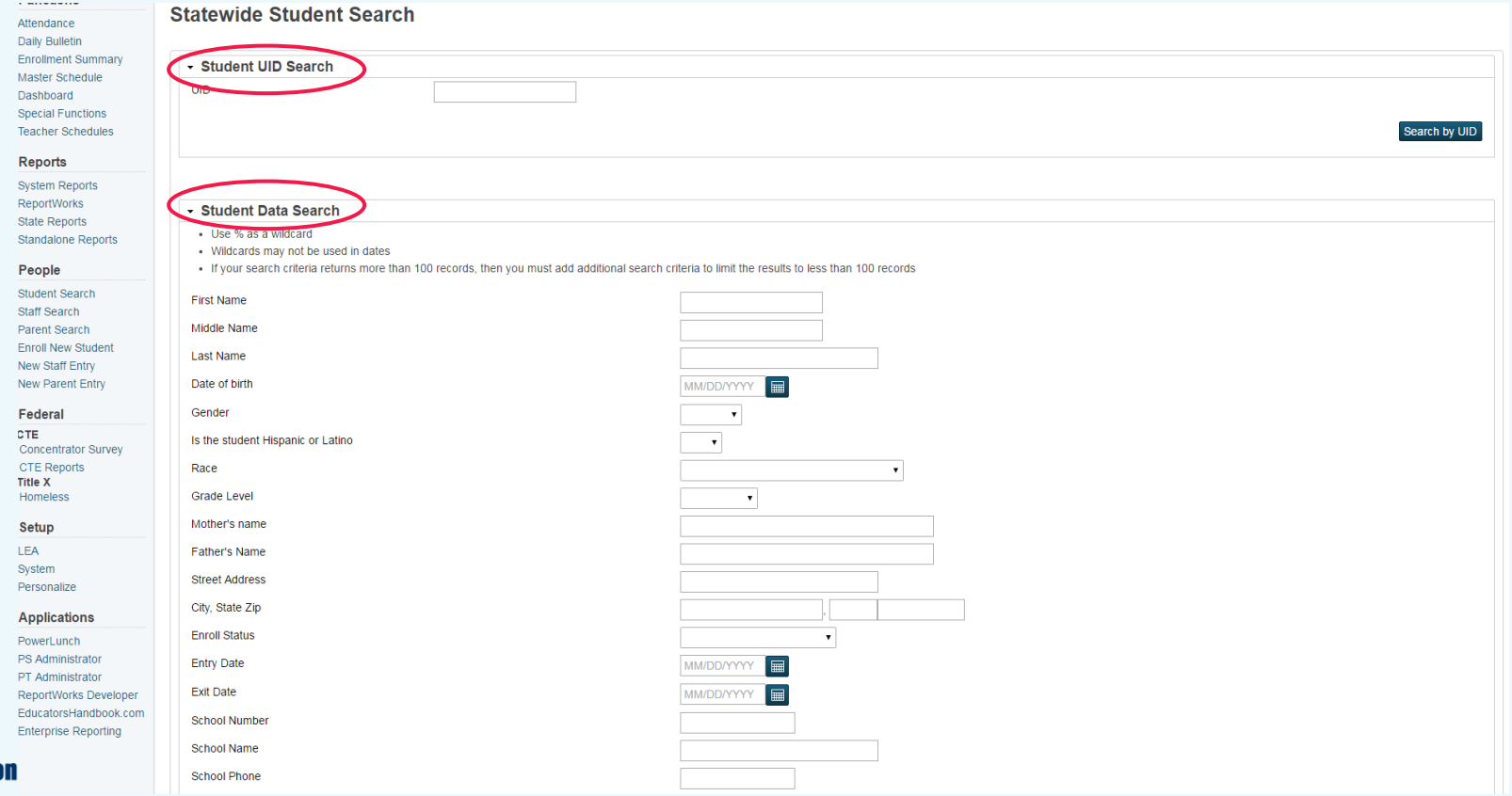
If a child….

1. Is currently enrolled within your LEA, search at the school level.
2. Is enrolled in another LEA, use Statewide Search.
    a. Find and select existing record and transfer back into your LEA.
    b. Keeps from creating a duplicate record, which MUST be avoided.
3. Is withdrawn, use Statewide Search to find existing record.
    a. Transfer record back into your LEA.
4. Does not exist in the system, after searching broadly, enroll student into the Homeless School.
    a. System assigns new ID to this record.

More information about the Admit/Withdraw process can be found at http://www.nc-sis.org/admit_withdraw.html. Please consult with your LEA PowerSchool Coordinator for details on each process.

Searching for a Preschool or Out-of-School Student

Search system to see if student is already listed (If student is found in system, access the file through the Homeless pages and make edits.).



Multiple Program Identifications for Preschool or Out-of-School Students

Student is:

- McKinney-Vento only – Enroll into Homeless School
- McKinney-Vento & CECAS – Enroll into CECAS School
- McKinney-Vento & Migrant – Enroll into the Migrant School

It will be necessary to collaborate with CECAS / Migrant staff regarding enrollment process and entering the McKinney-Vento data.

Enrolling a Preschool or Out-of-School Student

Preschool – any student birth to 5 yrs. old – not in kindergarten

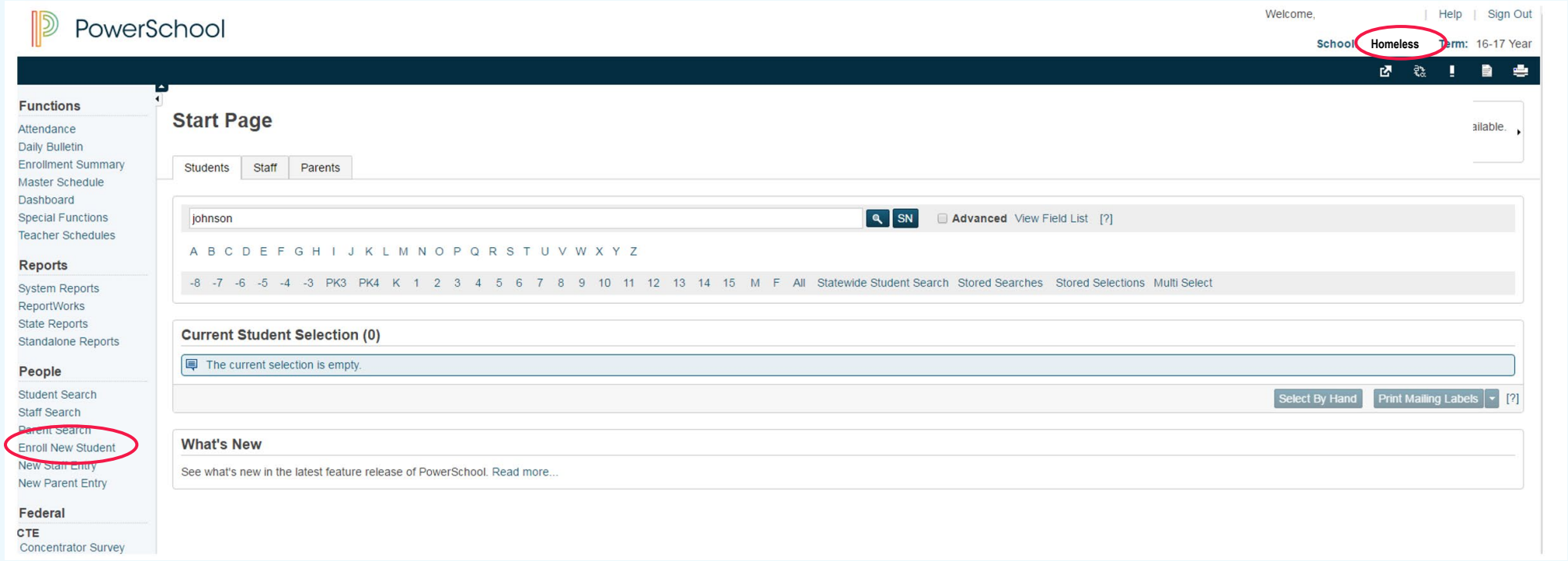
Out-of-school – any student not graduated or currently enrolled in school (up to age 21).

Information needed to complete the enrollment process:

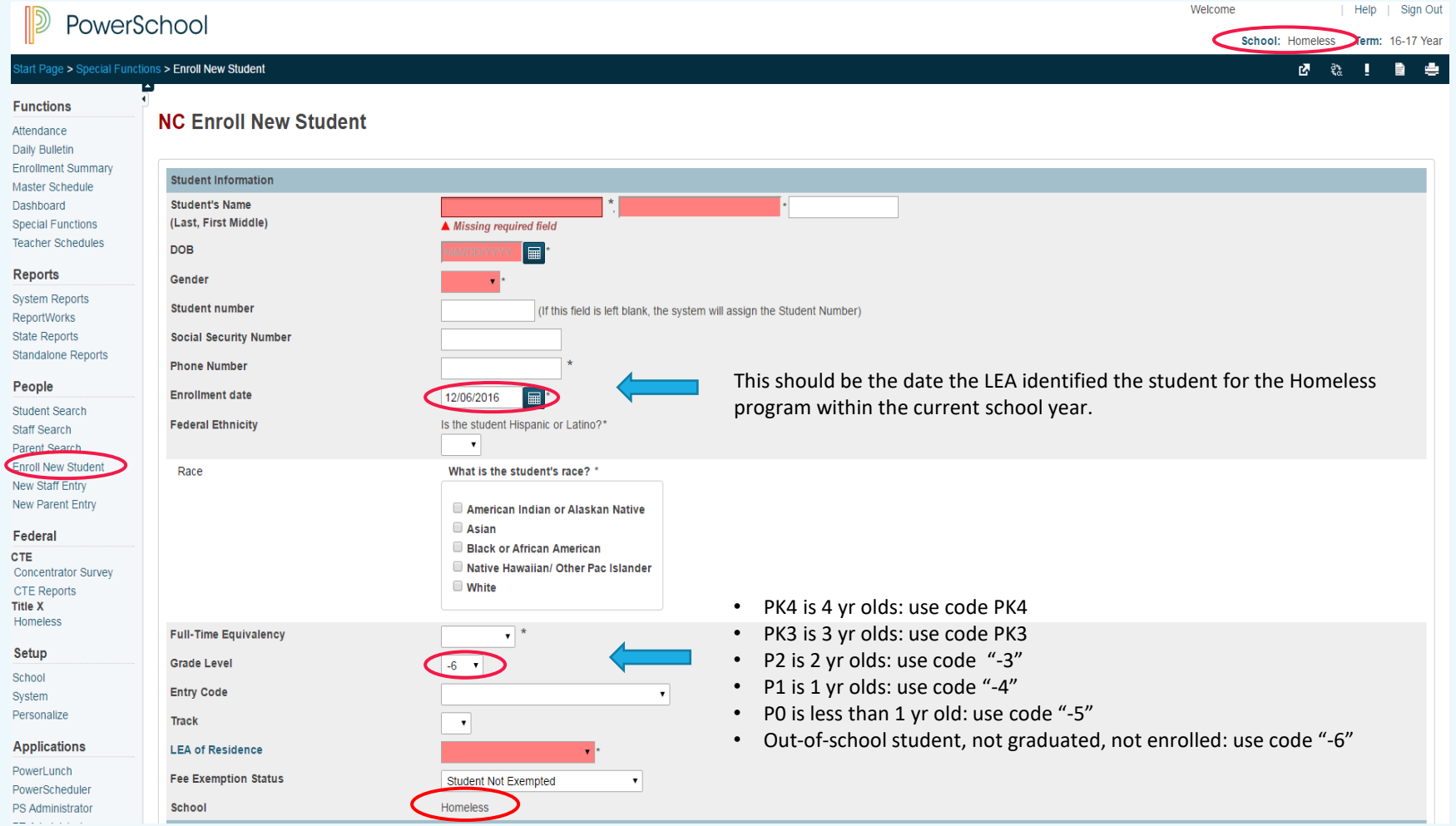
- First and Last name
- Date of Birth
- Gender
- Primary Race Code
- Full Time Equivalency = “Enrollment”
- Grade Level
- Entry Code
- LEA of Residence
- Fee Exemption Status = “Student Not Exempted”
- School = “Homeless”
- Admission Status

Enrolling a Preschool or Out-of-School Student

- School = “Homeless”
- Select “Enroll New Student” from the Start Page



Enrolling Preschool or Out-of-School Student (cont.)

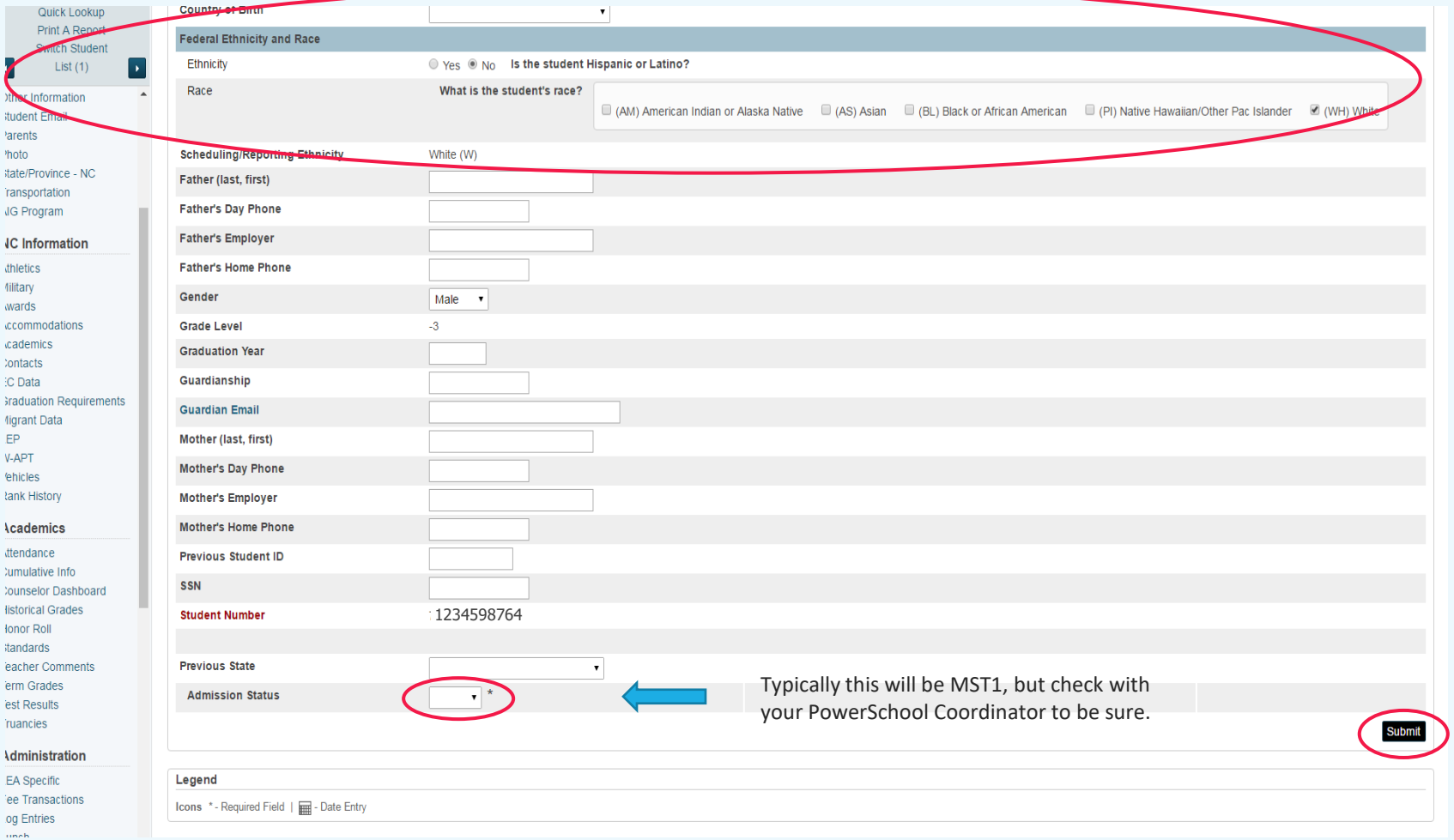


This should be the date the LEA identified the student for the Homeless program within the current school year.

- PK4 is 4 yr olds: use code PK4
- PK3 is 3 yr olds: use code PK3
- P2 is 2 yr olds: use code "-3"
- P1 is 1 yr olds: use code "-4"
- P0 is less than 1 yr old: use code "-5"
- Out-of-school student, not graduated, not enrolled: use code "-6"

Enrolling Preschool Student (cont.)

Continue to provide basic demographic information to complete the enrollment process.



Official Submission Process

REMEMBER:

You are not ready to submit until your final school day has ended within the current academic year and you have:

- Entered McKinney-Vento information for those students who have been or are currently enrolled in your LEA,
- Entered McKinney-Vento information for preschool and out-of-school siblings of identified students in your LEA,
- Confirmed that the Homeless School Summary page totals align with other identification records for each school, and
- Confirmed that no students show as “unmodified” on the Homeless Students page.

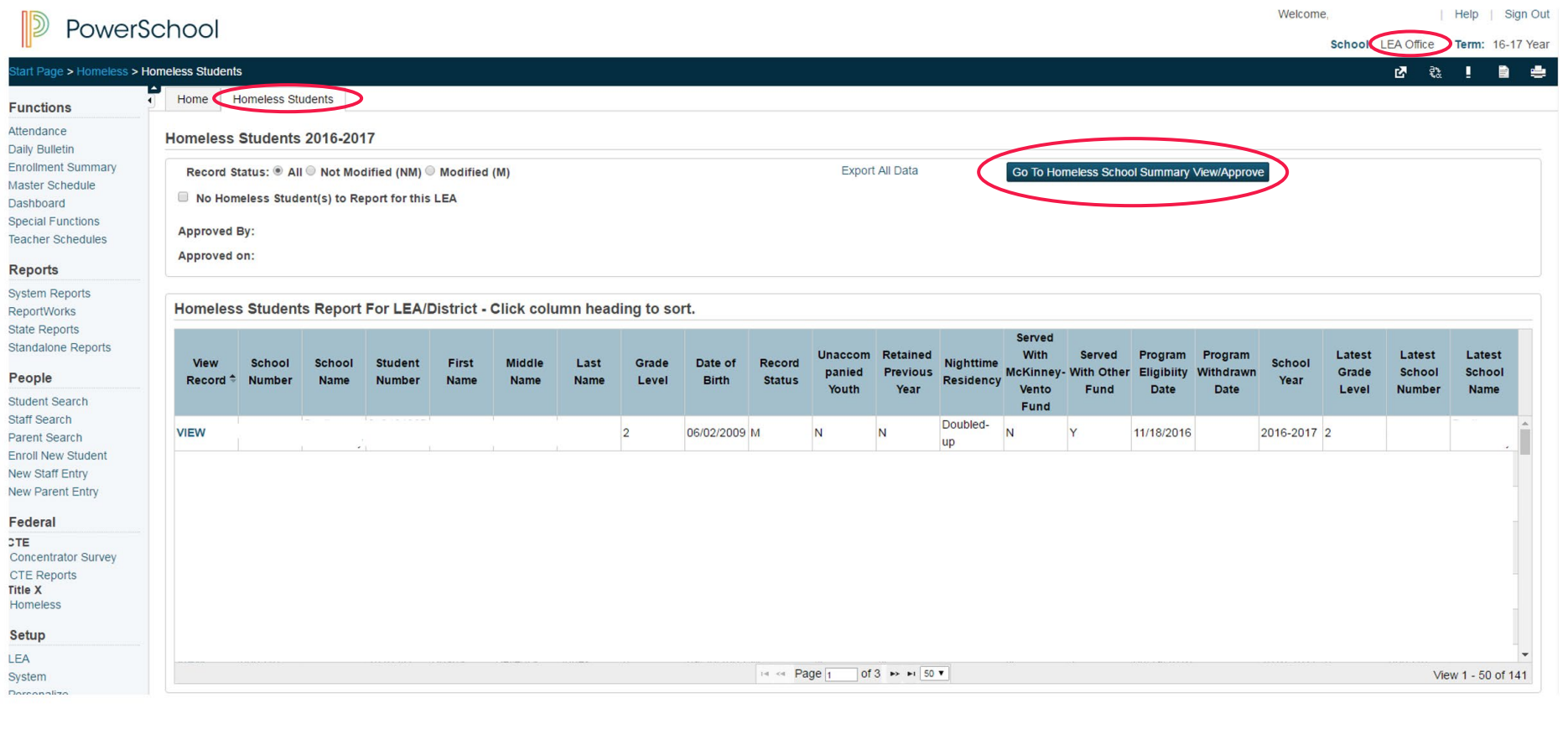
Official Submission Process (cont.)

REMEMBER:

- Once you “Approve” your data for submission, you will not be able to access the information again for any additional changes.
- Be sure to print any specific student records that you wish to archive before submitting your data.

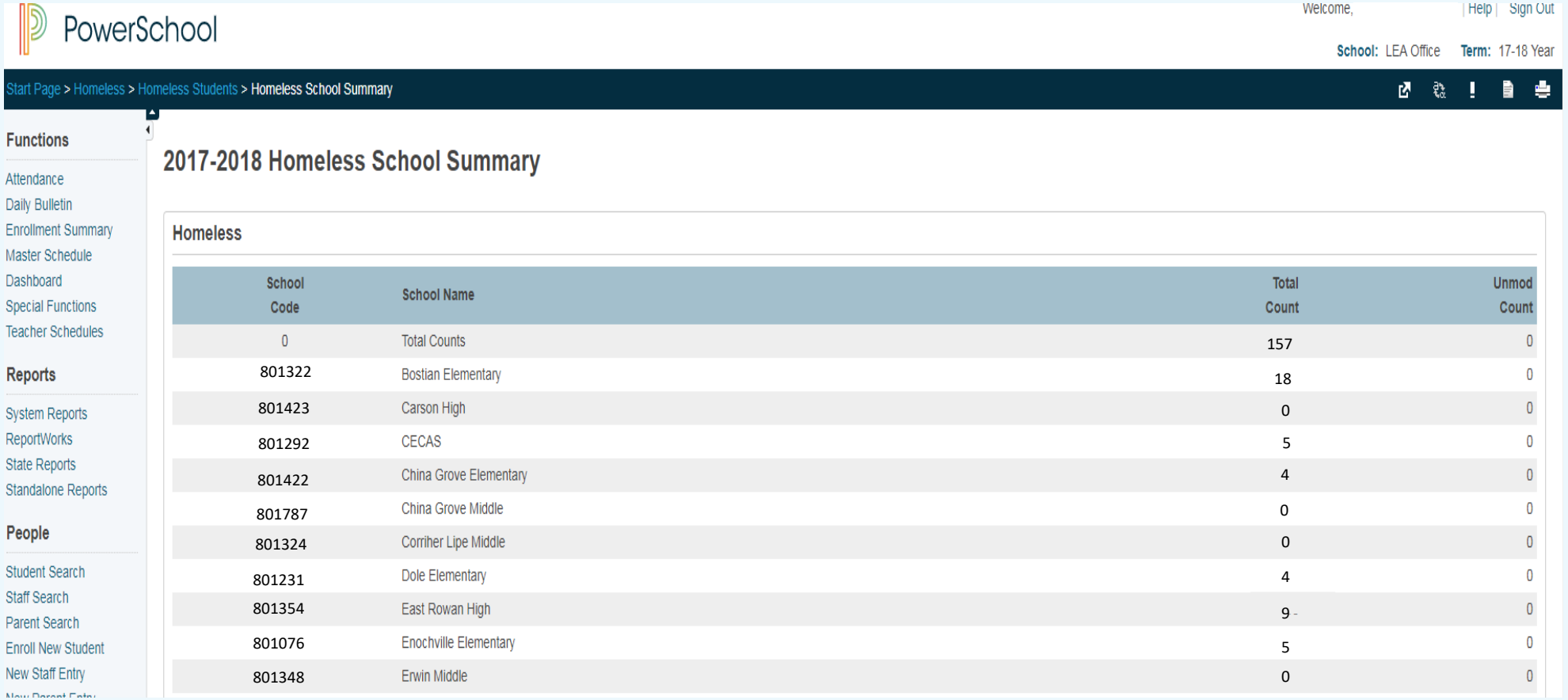
Official Submission Process (cont.)

- School = “LEA Office”
- Click on “Homeless Students” tab
- Click on “Go To Homeless School Summary View/Approve” button



Official Submission Process (cont.)

Ensure that all school totals are accurate.



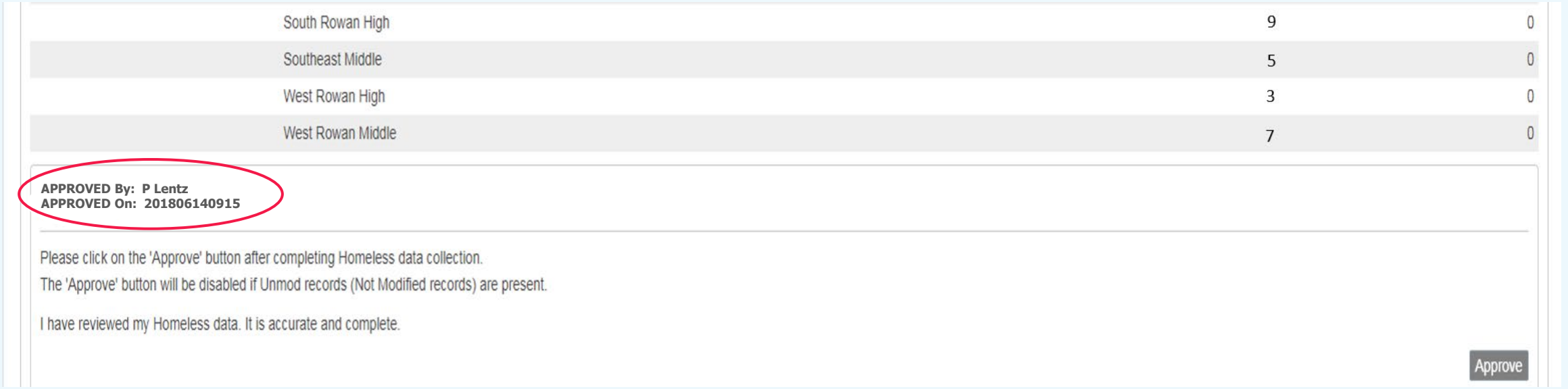
School Code	School Name	Total Count	Unmod Count
0	Total Counts	157	0
801322	Bostian Elementary	18	0
801423	Carson High	0	0
801292	CECAS	5	0
801422	China Grove Elementary	4	0
801787	China Grove Middle	0	0
801324	Corriher Lipe Middle	0	0
801231	Dole Elementary	4	0
801354	East Rowan High	9	0
801076	Enochville Elementary	5	0
801348	Erwin Middle	0	0

Official Approval Process (cont.)

Click “Approve” to submit your data (remember, once you click “approve” you cannot access the data for any further changes).

Official Submission Process (cont.)

You will see a confirmation message that the data has been "approved" (or submitted).



Submission Checklist

Have you ……

- ✓Added all identifications for students who have been enrolled, or are currently enrolled in your LEA?
- ✓Added any eligible preschool or out-of-school siblings by enrolling them into the Homeless school and entering their McKinney-Vento information?
- ✓Confirmed that NO students on the Homeless Students page show an “unmodified” status?
- ✓Confirmed that all school totals on the Homeless School Summary View page match other identification records for each school?
- ✓Completed your last school day of the current academic year?

Technical Assistance

PowerSchool/Home Base questions: Contact your LEA PowerSchool Coordinator

Direct McKinney-Vento questions to:

Patricia Lentz – plentz@serve.org 336-315-7402	Neely Laurens – alaurens@serve.org 336-315-7782
All Charters – All Regions	All LEAs – All Regions

ALL responses to questions will be posted to the NCHEP website monthly on the FAQ page at: https://hepnc.uncg.edu/data-collection/.