North Carolina Homeless Education Program

McKinney-Vento Data Collection Webinar

Presented By

Patricia Lentz, Program Specialist

NC Homeless Education Program located at the SERVE Center at UNCG

North Carolina Department of Public Instruction
Data Collection FAQ

Submit questions throughout the year to your regional Program Specialist.

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Southwest
Western

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Southeast
North Central
Sandhills

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, 2018

**Closing Date**  
June 15, 2019

**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.
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.”
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](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.

Typically this will be MST1, but check with your PowerSchool Coordinator to be sure.
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.
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.
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).

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<tr>
<th>School</th>
<th>Value</th>
<th>Note</th>
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<tbody>
<tr>
<td>South Rowan High</td>
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<tr>
<td>Southeast Middle</td>
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<td>0</td>
</tr>
<tr>
<td>West Rowan High</td>
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<td>0</td>
</tr>
<tr>
<td>West Rowan Middle</td>
<td>7</td>
<td>0</td>
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Please click on the 'Approve' button after completing Homeless data collection. The 'Approve' button will be disabled if Unmod records (Not Modified records) are present. I have reviewed my Homeless data. It is accurate and complete.

APPROVED By: P Lentz  
APPROVED On: 201806140915
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:

<table>
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