ARIZONA DEPARTMENT OF EDUCATION

McKinney-Vento Homeless Liaison Training

Data-Driven Decision Making
January 2024

Arizona Department of Education
(602)542-4963
homeless@azed.gov

Housekeeping Items

- A link to this recorded presentation and slides will be provided to attendees following the training.
- If you have questions, please share them in the following ways:
  - Enter simple questions into the Q&A feature or type them into the chat.
  - Save in-depth questions for after session office hours.
  - Email homeless@azed.gov with any LEA-specific questions.
- All resources referenced in this training can be located on APLD (Blackboard), the website, and in the newsletter.

Meet the Team

The Office of Homeless, Foster Care, and Refugee Education Programs

Dr. Brittani (Didi) Roy
Director of Educational Policy & Program Integrity

Homeless Education Program

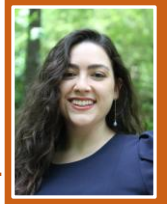
Rita Rodriguez
Homeless Education Program Coordinator

Jan Brite
Homeless Education Program Grants Specialist

Foster Care Education Program

Joey Taylor
Foster Care Education Program Coordinator

Homeless, Foster Care, and Refugee Student Support



Marisa Peña
Program Specialist

Interagency Collaborations

Dr. Yatisha Blythe

NCHE, Program Specialist

Purpose

- Member of NCHE's TA Team
- Support all work considered "TA"

Role & Responsibilities

- Supporting SCs, LLs, and other EHCY stakeholders in their work to increase outcomes for students experiencing homelessness
- Providing technical assistance and training to SEAs/LEAs
- Developing NCHE deliverables and serving as a project lead for assigned tasks

Hobbies

- Baking, shopping, and interior decorating
- Family time

Today's Session

Common Acronyms

SEA - State educational agency

LEA - Local educational agency

HEP - Homeless Education Program

BID - Best interest determination

HCY - Homeless Children and Youth

UHY - Unaccompanied Homeless Youth

SIS - Student information system

CBO - Community-based organization

Objective

LEAs will gain knowledge regarding the important role they play in **reporting data trends** for HCY and UHY.

McKinney-Vento Homeless Liaisons will learn **requirements**, **skills** and **tools** available to report reliable, valid, and comprehensive **data** regarding their HCY and UHY students.

Pre-Assessment

Let’s test your knowledge.

Pre-Assessment

1. Which of the following are the correct steps to take following the identification of a McKinney-Vento eligible student?
2. LEAs should conduct weekly HEP data integrity checks by utilizing the following method:
3. Are LEAs required to conduct an annual local comprehensive needs assessment for their Homeless Education Program?

SchoolHouse Connection

Mindfulness Moment

SchoolHouse Connection

WHY EDUCATION??

Isn't *homelessness* a housing problem...

Share Your Knowledge

What **information** does your LEA **collect** and **utilize** to **serve** homeless children and youth?

Type your answer into the chat!

Overview of HEP Process

- Statutory Requirements
- Identification Process
- Data Collection and Utilization Process

McKinney-Vento Act

Identification and Eligibility

"LEAs must **develop**, **review**, and **revise policies** to remove **barriers** to the **identification**, **enrollment**, and **retention** of children and youth(including preschool-aged children and unaccompanied youth) experiencing homelessness in school, including barriers to enrollment (re-enrollment) and retention due to outstanding fees or fines, or absences."

42 U.S.C. §11432(g)(1)(I)

Arizona ESEA State Plan

Interview and Needs Assessment

"Each LEA is required to designate a Homeless Education Liaison to collaborate with school personnel and community-based organizations to identify and immediately enroll homeless students. To identify homeless students, LEAs are **required** to use either an electronic or hard copy of **THE Student Residency Questionnaire**."

AZ ESEA State Plan, (Section K)

Identification Process

Why is it best practice to establish and follow a process for identification?

Share Your Knowledge

What **tools** or **strategies** does your LEA utilize ***beyond*** the required forms provided by ADE to **identify, immediately enroll, and collect important information** about your students and families experiencing homelessness?

Type your answer in the chat!

Data Trends, Requirements & Recommendations

- Statutory Requirements
- Overview of LEA Data Tools & Requirements
- Recommendations

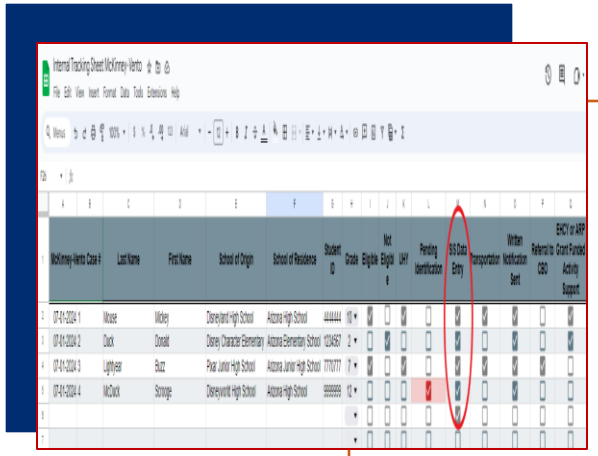
McKinney-Vento Homeless Assistance Act

Data

Local educational agency liaisons for homeless children and youths **shall, as part of their duties,** … include **collecting and providing to the State Coordinator the reliable, valid, and comprehensive data** needed to meet the requirements of paragraphs (1) and (3) of subsection (f).

42 U.S.C. § 11432(g)(6)(c)

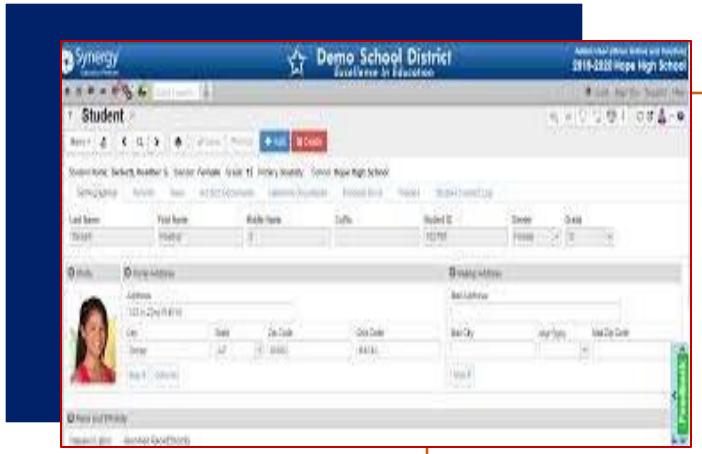
Required Data Tools for MV Homeless Liaisons



1.

Internal Tracking System

- Separate from the SIS

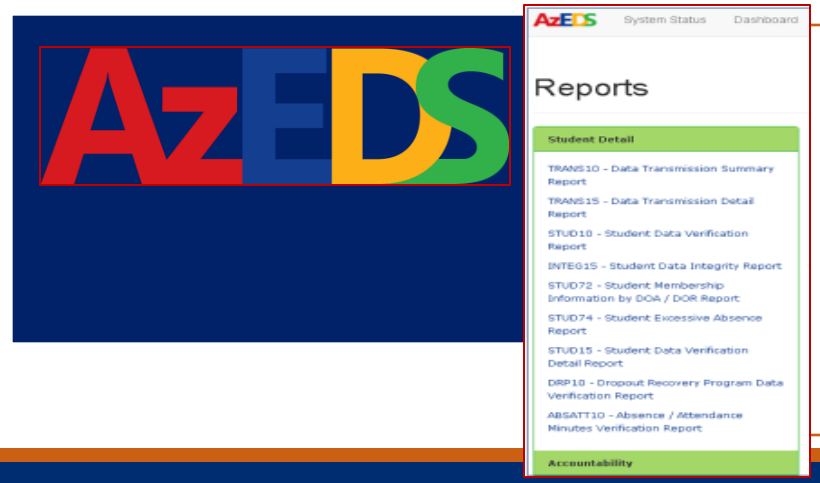


2.

Student Information System (SIS) Permissions

- Data Entry and/or Viewing

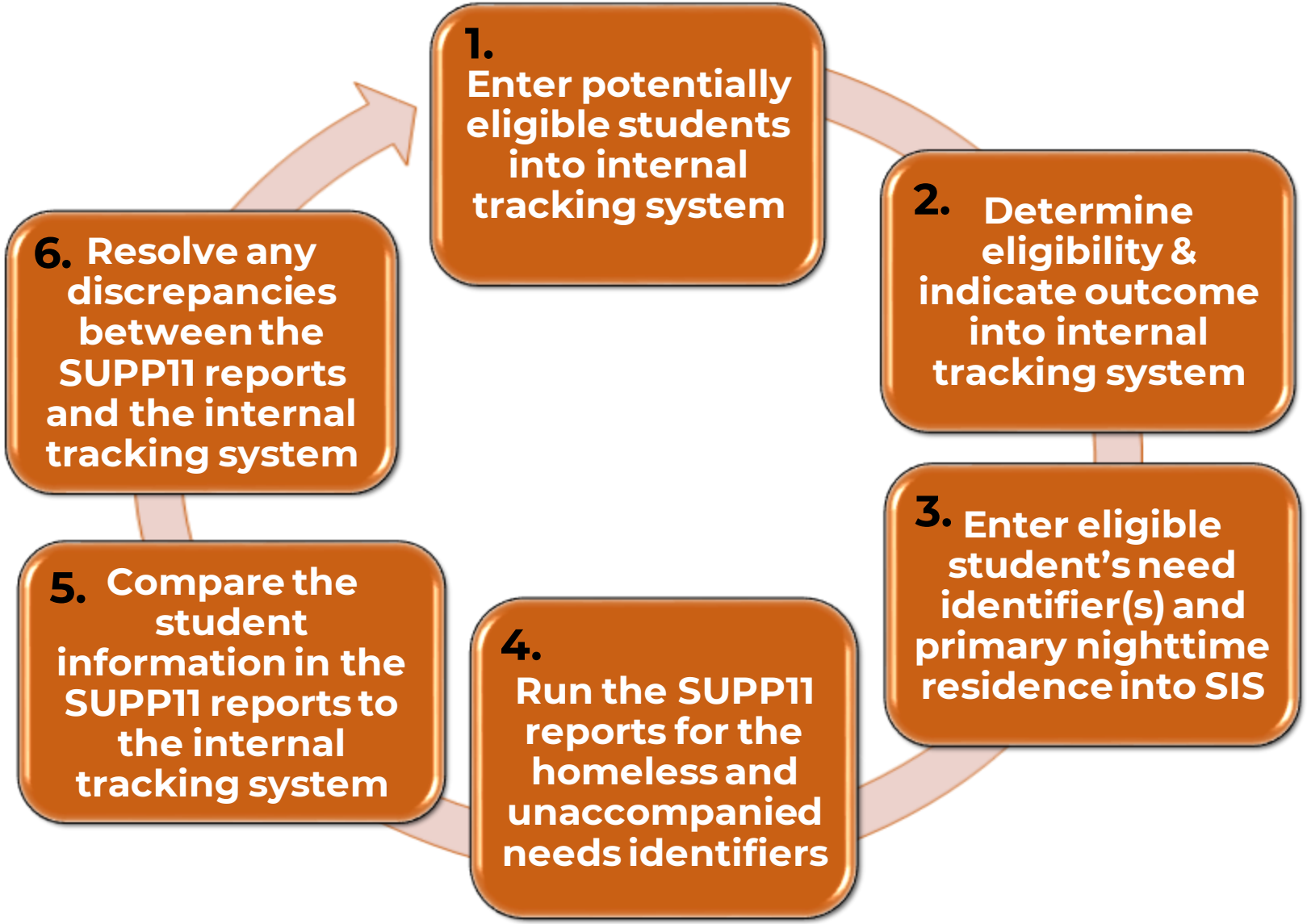
3.

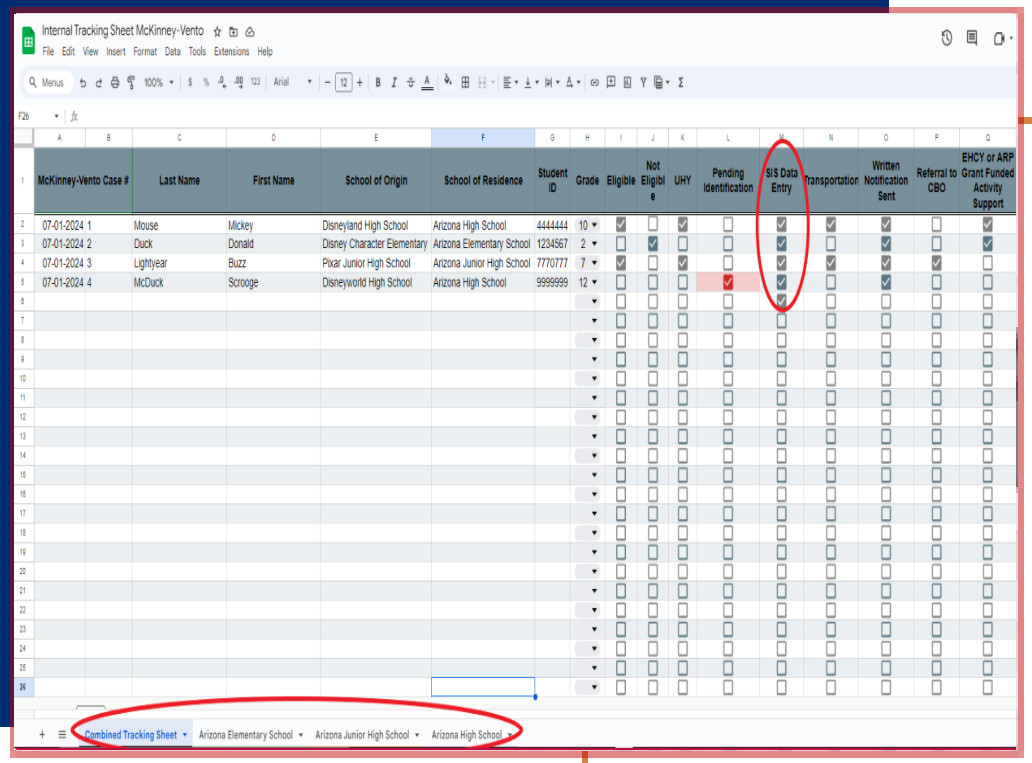


AzEDS SUPP11 Report Permission

- Data Viewing

Ongoing Data Entry & Integrity Process





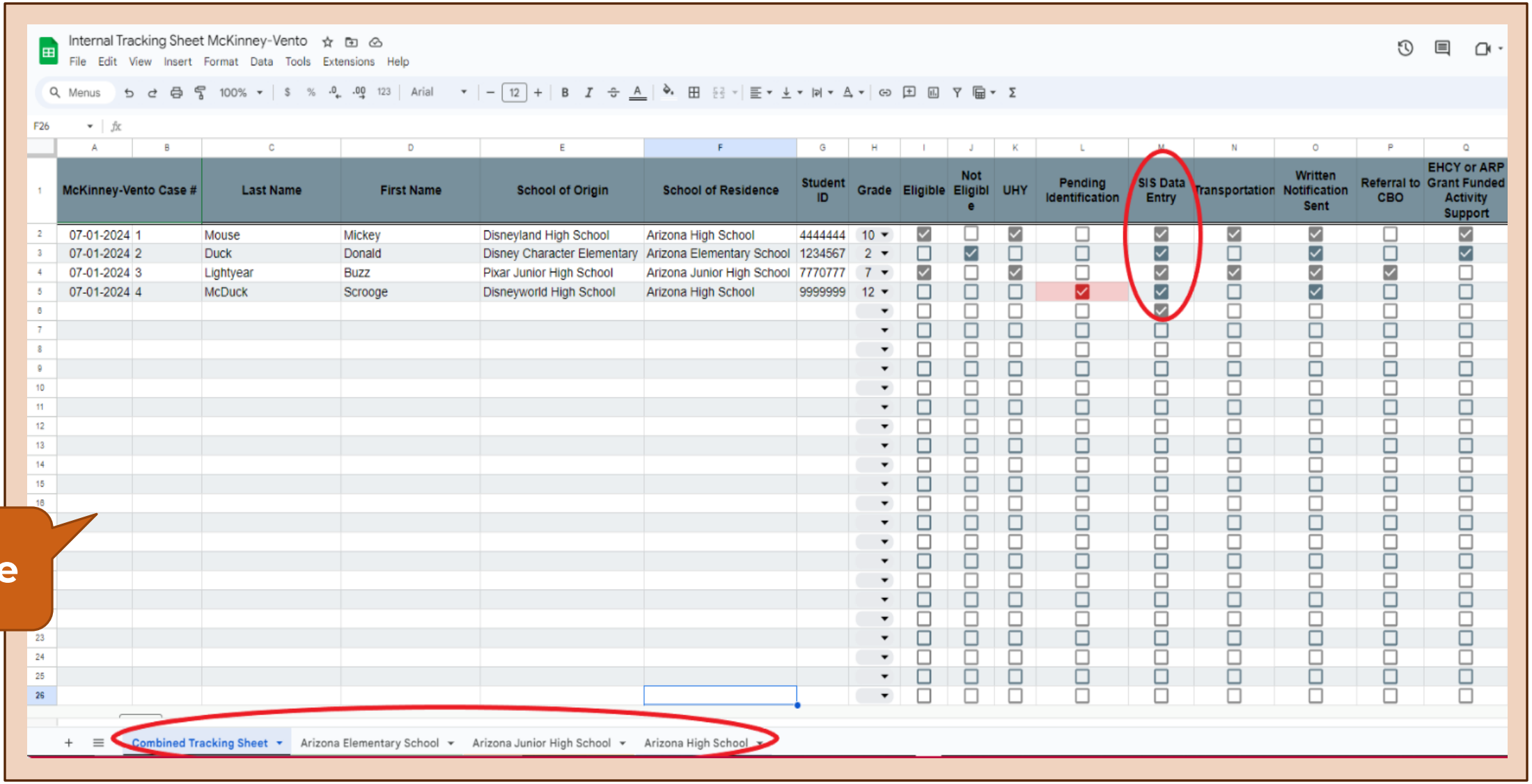
McKinney-Vento Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY	Pending Identification	SIS Data Entry	Transportation	Written Notification Sent	Referral to CBO	EHCY or ARP Grant Funded Activity Support
07-01-2024 1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	☑	☐	☑	☐	☑	☑	☑	☐	☑
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	☐	☑	☐	☐	☑	☐	☑	☐	☑
07-01-2024 3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	☑	☐	☑	☐	☑	☑	☑	☑	☐
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	☐	☐	☐	☑	☑	☐	☑	☐	☐

Internal Tracking System

- Separate from the SIS

Internal Tracking System

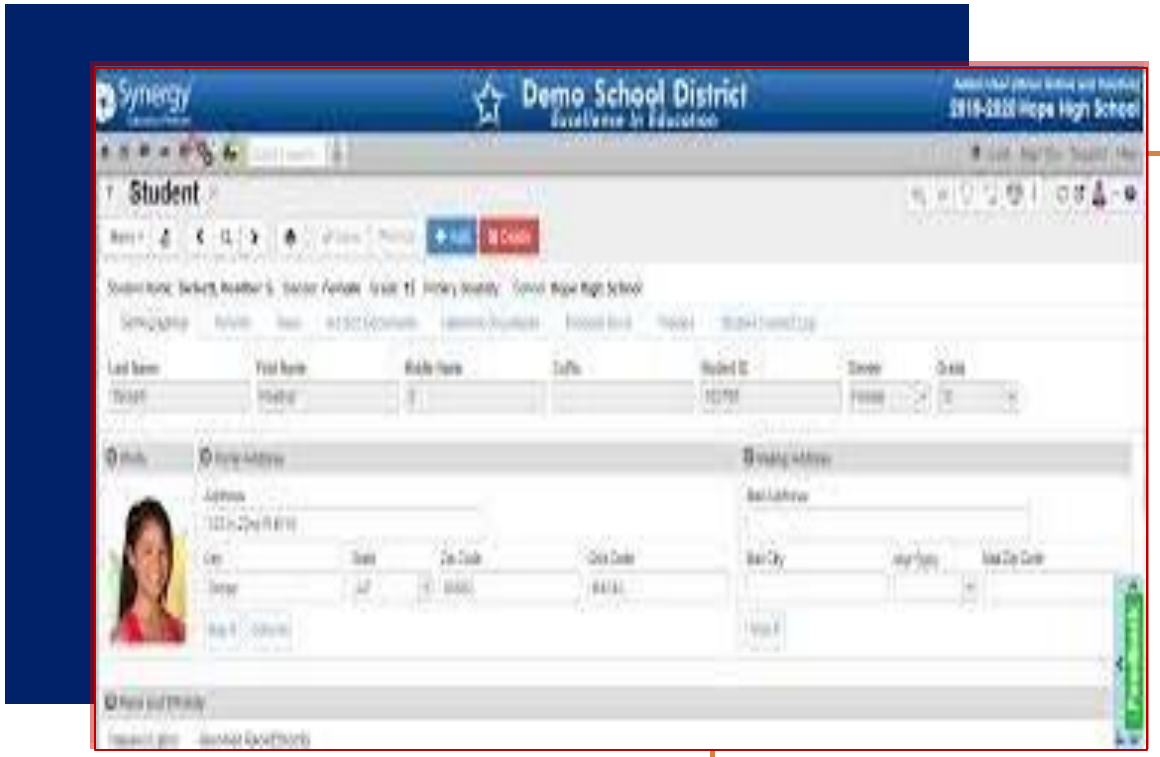
Example


Internal Tracking Sheet McKinney-Vento

File Edit View Insert Format Data Tools Extensions Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	McKinney-Vento Case #		Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY	Pending Identification	SIS Data Entry	Transportation	Written Notification Sent	Referral to CBO	EHCY or ARP Grant Funded Activity Support
2	07-01-2024	1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	☑	☐	☑	☐	☑	☑	☑	☐	☑
3	07-01-2024	2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	☐	☑	☐	☐	☑	☐	☑	☐	☑
4	07-01-2024	3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	☑	☐	☑	☐	☑	☑	☑	☑	☐
5	07-01-2024	4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	☐	☐	☐	☑	☑	☐	☑	☐	☐
6									☐	☐	☐	☐	☑	☐	☐	☐	☐
7									☐	☐	☐	☐	☐	☐	☐	☐	☐
8									☐	☐	☐	☐	☐	☐	☐	☐	☐
9									☐	☐	☐	☐	☐	☐	☐	☐	☐
10									☐	☐	☐	☐	☐	☐	☐	☐	☐
11									☐	☐	☐	☐	☐	☐	☐	☐	☐
12									☐	☐	☐	☐	☐	☐	☐	☐	☐
13									☐	☐	☐	☐	☐	☐	☐	☐	☐
14									☐	☐	☐	☐	☐	☐	☐	☐	☐
15									☐	☐	☐	☐	☐	☐	☐	☐	☐
16									☐	☐	☐	☐	☐	☐	☐	☐	☐
17									☐	☐	☐	☐	☐	☐	☐	☐	☐
18									☐	☐	☐	☐	☐	☐	☐	☐	☐
19									☐	☐	☐	☐	☐	☐	☐	☐	☐
20									☐	☐	☐	☐	☐	☐	☐	☐	☐
21									☐	☐	☐	☐	☐	☐	☐	☐	☐
22									☐	☐	☐	☐	☐	☐	☐	☐	☐
23									☐	☐	☐	☐	☐	☐	☐	☐	☐
24									☐	☐	☐	☐	☐	☐	☐	☐	☐
25									☐	☐	☐	☐	☐	☐	☐	☐	☐
26									☐	☐	☐	☐	☐	☐	☐	☐	☐

Combined Tracking Sheet | Arizona Elementary School | Arizona Junior High School | Arizona High School



Student Information System (SIS) Permissions

- Data Entry and/or Viewing

Student Information System (SIS)

PowerSchool

Infinite Campus

Synergy®
Education Platform

Required SIS Data Elements

Please reference the AzEDS HCY and UHY student need data elements and codes listed below:

Code	Descriptor
6	Homeless
21	Unaccompanied Homeless Youth

Please also reference the primary nighttime residence (PNTR) codes below required for both HCY and UHY:

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotels/motels

Data Requirements – FAQs

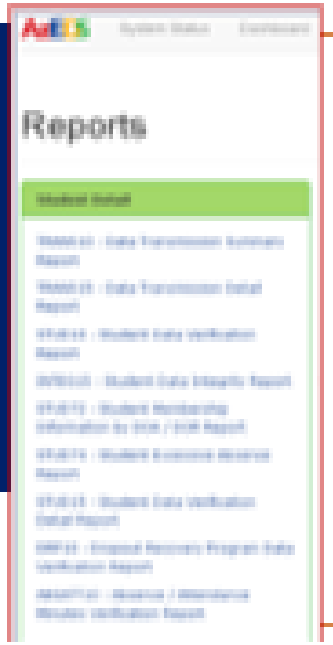
- Do LEAs report students in **foster care** in their homeless children and youth (HCY) data?
  - **No.**
- Are **preschool-aged children** experiencing homelessness counted in HCY data?
  - **Yes**, **IF** they are **enrolled** in the **LEA-provided preschool program**.
  - **No**, **IF** they are **not enrolled** in **LEA-provided preschool program.**
- Are LEAs required to report a **primary nighttime residence** for **each** homeless needs identifier in their SISs?
  - **Yes.**
- Are LEAs required to report a **homeless needs identifier** and **accompanying primary nighttime residence** for each identified **unaccompanied homeless youth (UHY)**?
  - **Yes.**

Data Requirements – FAQs

- If the parent, guardian, or youth **denies services**, but are eligible under the McKinney-Vento Act, should the LEA **still identify them** with the homeless/unaccompanied homeless youth needs identifier in their SIS?
  - **Yes.**

- If an HCY/UHY student **transfers** to another LEA, should the LEA of the school of origin **remove** the homeless/unaccompanied homeless youth need identifier in their SIS?
  - **No.**

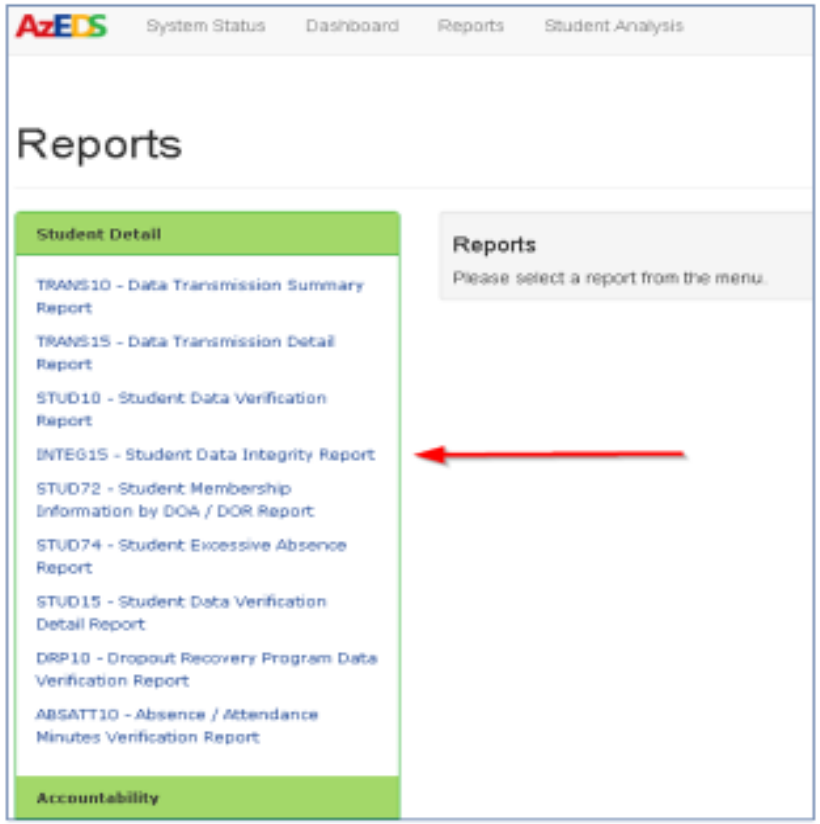
- If an HCY/UHY student finds **permanent housing** during the school year, should the LEA **remove** the HCY and UHY needs identifiers in their SIS?
  - **No.**



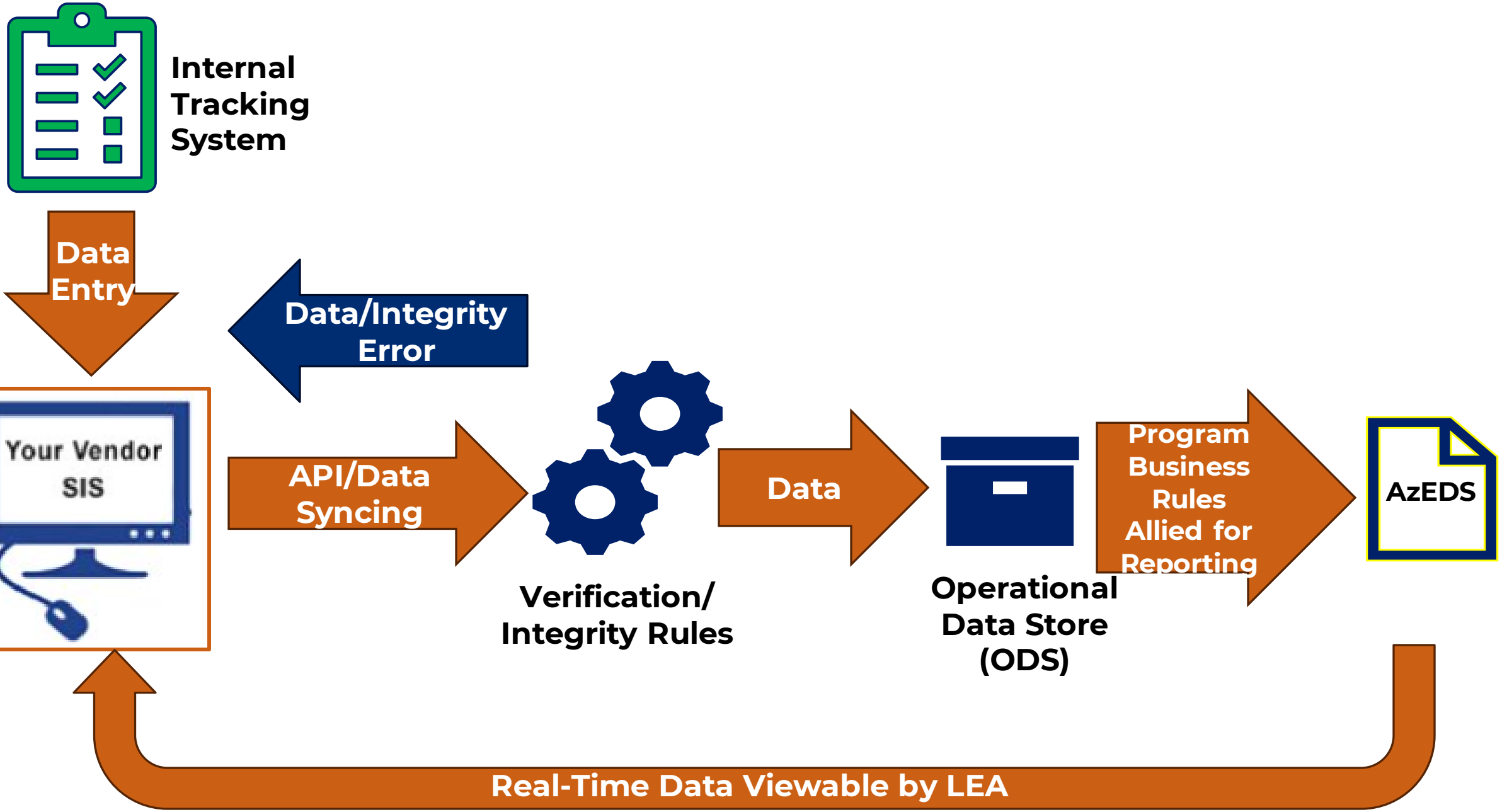
AzEDS SUPP11 Report Permission

- Data Viewing

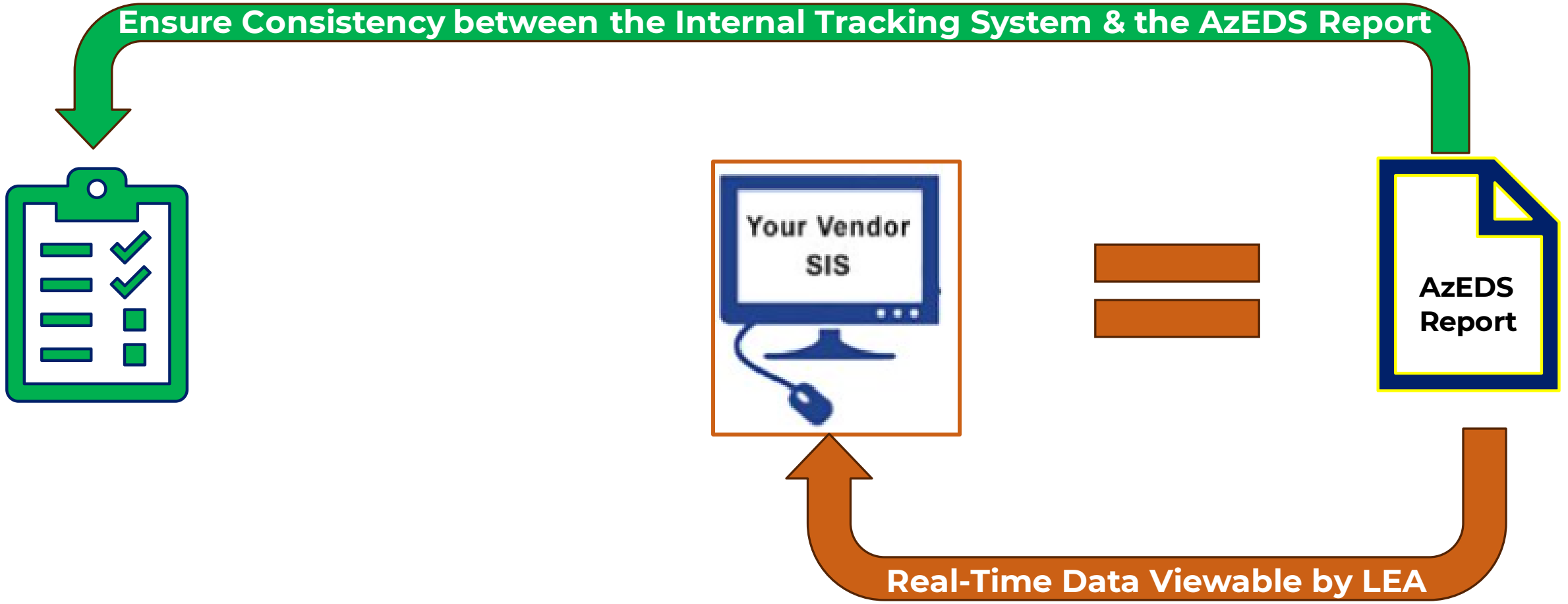
SUPP11 - Support Program Need Data Verification Report



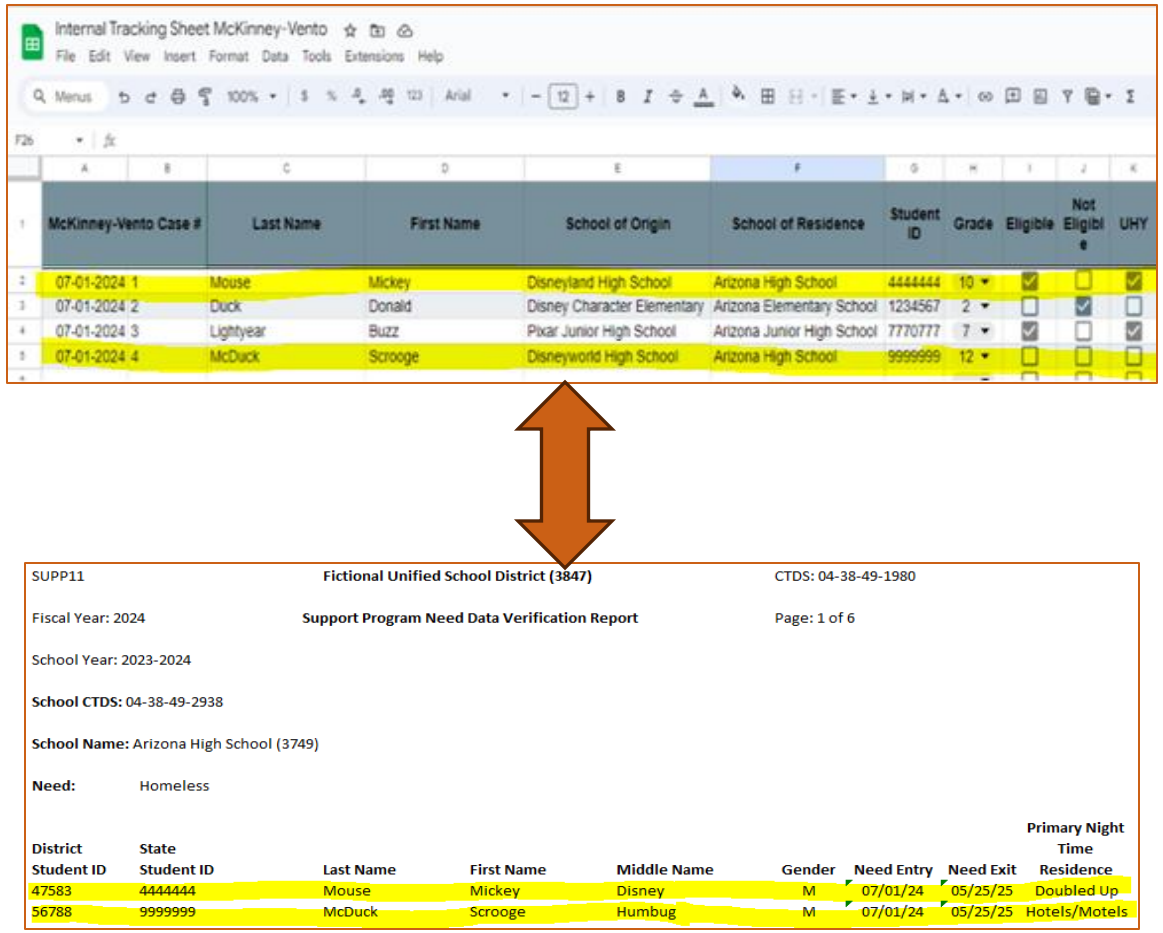
- Your LEA's HCY and UHY reported needs **data** can be **validated** using the AzEDS SUPP11 reports
- To **access** these reports
  - **Contact your LEA's Entity Administrator**
- If your **LEA requires assistance**
  - Contact your vendor, and
  - Refer to the **Use Case document for FY 2024**
    - This can be found on the ADE website


Internal Tracking System
Data Entry
Data/Integrity Error
Your Vendor SIS
API/Data Syncing
Verification/ Integrity Rules
Data
Operational Data Store (ODS)
Program Business Rules Allied for Reporting
AzEDS
Real-Time Data Viewable by LEA

SUPP11 - Support Program Need Data Verification Report



Ensuring Data Integrity


Internal Tracking Sheet McKinney-Vento

McKinney-Vento Case #	Last Name	First Name	School of Origin	School of Residence	Student ID	Grade	Eligible	Not Eligible	UHY
07-01-2024 1	Mouse	Mickey	Disneyland High School	Arizona High School	4444444	10	☑	☐	☑
07-01-2024 2	Duck	Donald	Disney Character Elementary	Arizona Elementary School	1234567	2	☐	☑	☐
07-01-2024 3	Lightyear	Buzz	Pixar Junior High School	Arizona Junior High School	7770777	7	☑	☐	☑
07-01-2024 4	McDuck	Scrooge	Disneyworld High School	Arizona High School	9999999	12	☐	☐	☐

SUPP11 | Fictional Unified School District (3847) | CTDS: 04-38-49-1980

Fiscal Year: 2024 | Support Program Need Data Verification Report | Page: 1 of 6

School Year: 2023-2024

School CTDS: 04-38-49-2938

School Name: Arizona High School (3749)

Need: Homeless

District Student ID	State Student ID	Last Name	First Name	Middle Name	Gender	Need Entry	Need Exit	Primary Night Time Residence
47583	4444444	Mouse	Mickey	Disney	M	07/01/24	05/25/25	Doubled Up
56788	9999999	McDuck	Scrooge	Humbug	M	07/01/24	05/25/25	Hotels/Motels

Step 1: Run bi-weekly **SUPP11** reports for HCY & UHY Needs and compare with **internal tracking system**

Step 2: Work to **resolve any discrepancies** between the SUPP11 reports and the internal tracking system

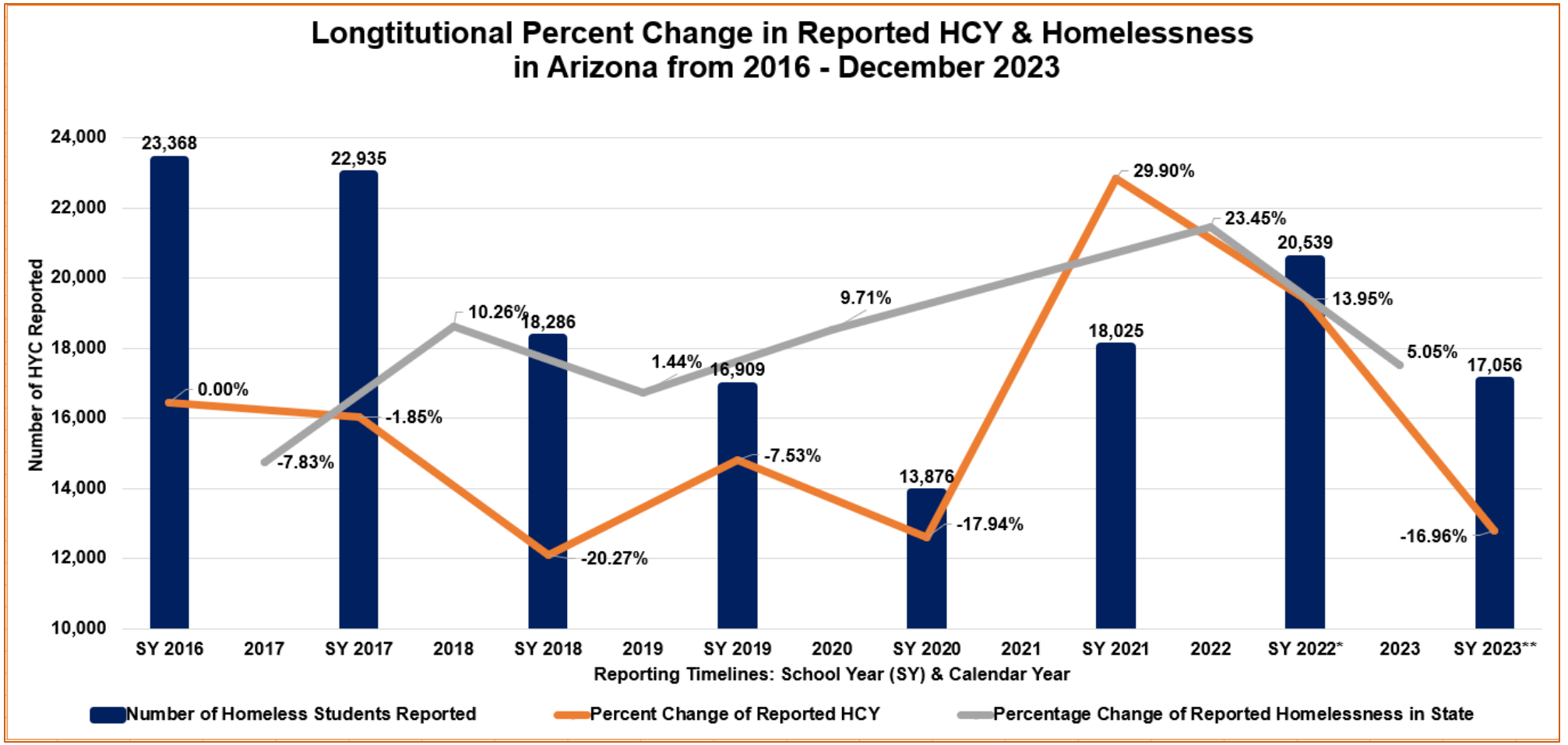
- **Examples:**
  - Missing, additional, and different student information
- **Potential Steps to Take:**
  - Check SIS entries,
  - Work with LEA data team and/or SIS vendor for syncing issues

When does data need to be updated & verified?

LEAs should establish a process to conduct internal data integrity uploads at least once every two weeks.

LEAs are required to ensure all data has been uploaded accurately prior to 6/30/2024 to meet compliance.

Arizona Homeless Data Trends



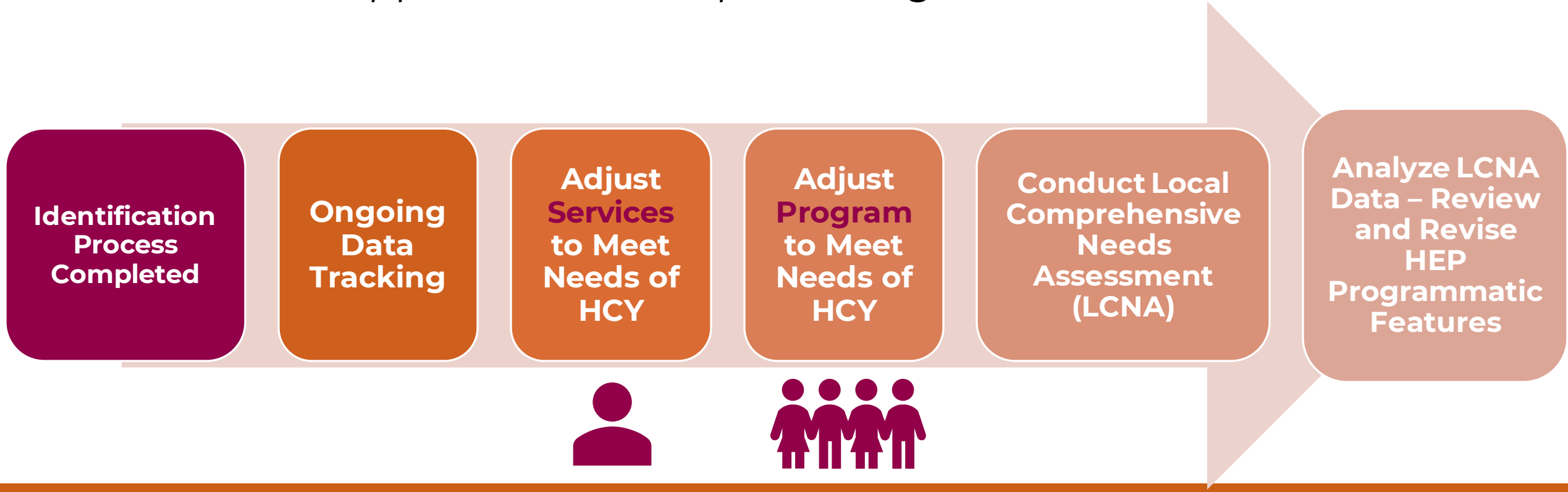
Identification is critical to the success of both students and local programs

Data: Beyond Identification

- Statutory Requirements
- Gathering Technical Assistance and Case Management Data
- Local Comprehensive Needs Assessment (LCNA)

Data Collection and Utilization Process

Once students have been identified, how should an LEA utilize data to support students experiencing homelessness?



The Coordinator for Education of Homeless Children and Youths established in each State shall—

(1) gather and make publicly available reliable, valid, and comprehensive information on—

(A)the **number** of homeless children and youths **identified** in the State, which shall be posted annually on the State educational agency's website;

(B) the **nature and extent of the problems** homeless children and youths have in **gaining access** to public preschool programs and to public elementary schools and secondary schools;

(C) the **difficulties in identifying** the special **needs and barriers** to the **participation and achievement** of such children and youths;

(D) any **progress** made by the State educational agency and local educational agencies in the State in **addressing** such **problems and difficulties**; and

(E) the **success** of the programs under this part in **identifying** homeless children and youths and allowing such children and youths to **enroll in, attend, and succeed** in, school;

42 U.S.C. § 11432 (f)(1)

McKinney-Vento Act

Data

“The Coordinator for Education of Homeless Children and Youths established in each State shall—

(1) gather and make publicly available reliable, valid, and comprehensive information on—

(C) the **difficulties in identifying** the special **needs and barriers** to the **participation and achievement** of such children and youths;

(D) any **progress** made by the State educational agency and local educational agencies in the State in **addressing** such **problems and difficulties**;”

42 U.S.C. § 11432 (f)(1)

McKinney-Vento Act

Technical Assistance

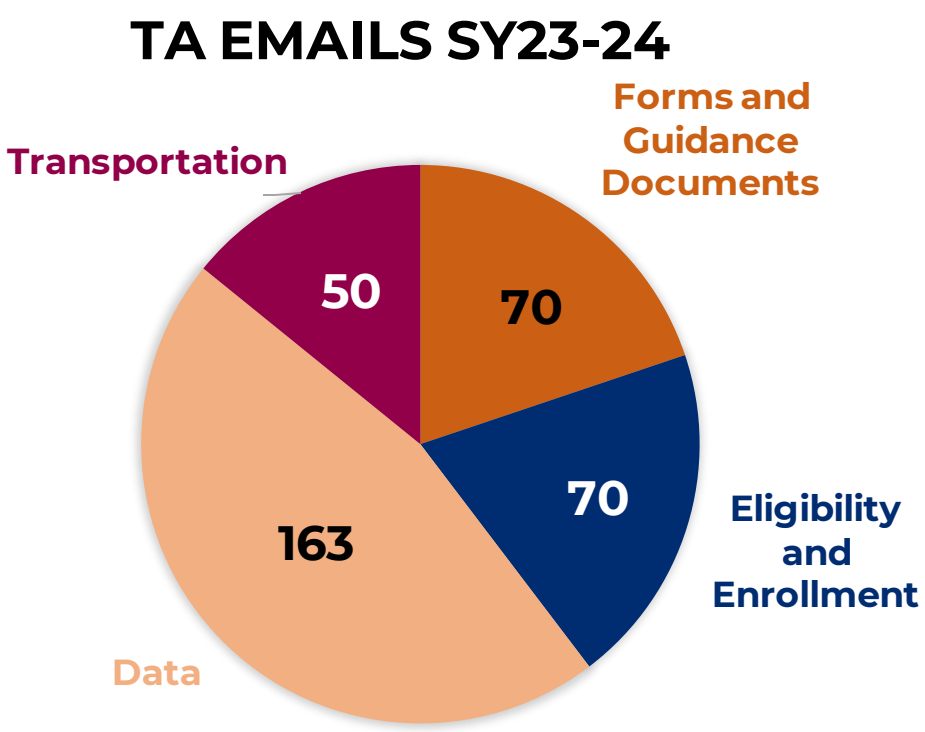
ADE HEP Technical Assistance (TA)

Our office receives request for technical assistance via:

- phone
- email
- in-person and virtual meetings
- professional learning sessions
- connections from within ADE

Questions come from:

- Local Education Agencies (LEAs)
- internal partners
- parents
- students
- community partners



To responsibly manage all of these requests, our office follows the following process:

ADE HEP Technical Assistance

Gather All Relevant Information

Gather:

- LEA input
- Parent input
- Agency input

Analyze What We Know

Analyze:

- LEA input
- Parent input
- Statutory requirements
- State Plan requirements

Seek Consultation as Needed

Consultation & Research:

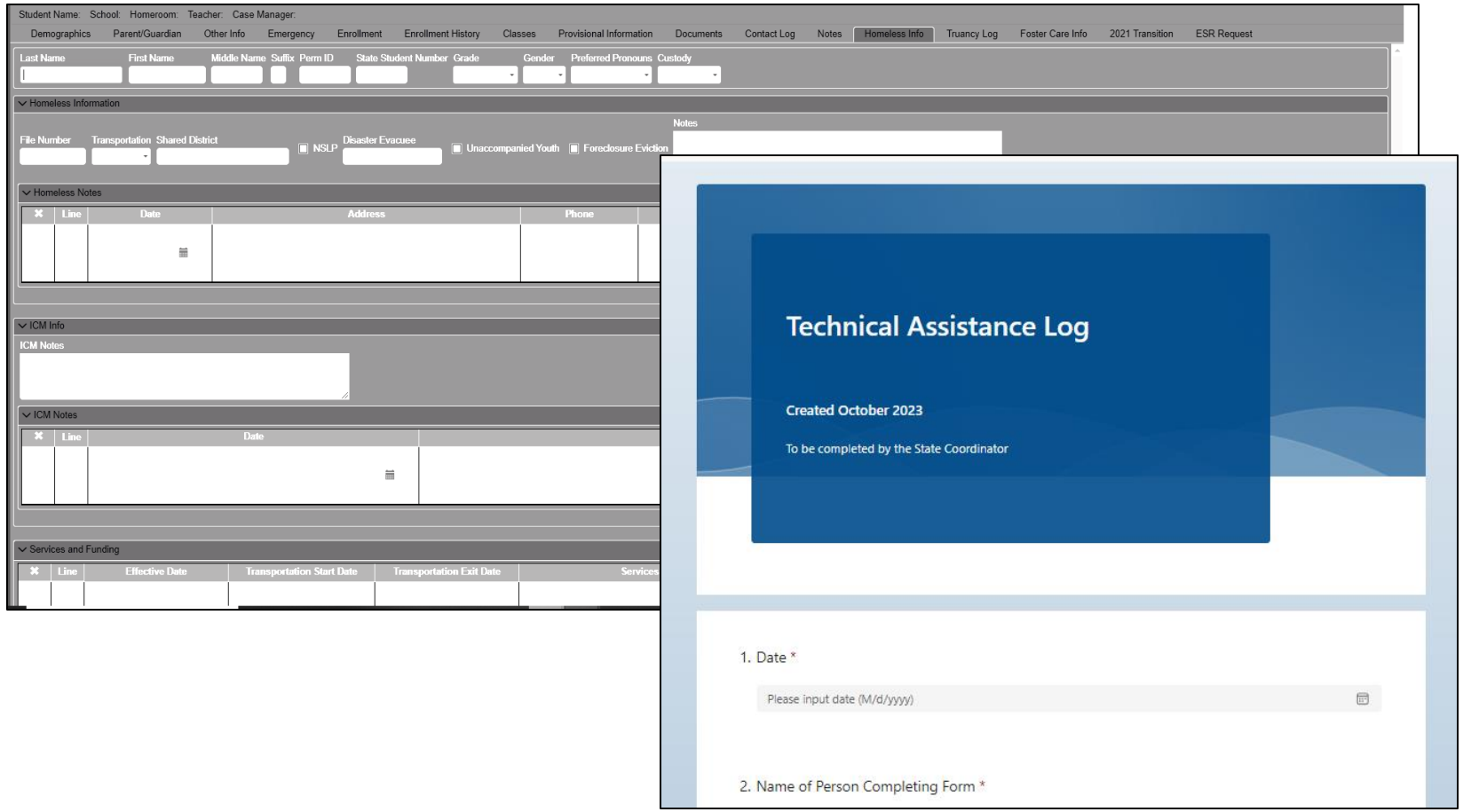
- NCHE
- DOE
- SHC
- NAEHCY
- Internal partners
- Agencies providing support to homeless families

Assess What We Know and Apply What We've Learned

Final Assessment and Data Tracking:

- LEA input
- Parent input
- Statutory requirements
- State Plan requirements
- Consultation
- Research
- Plan and implement

Methods to Gather and Maintain Data



LEAs may utilize a variety of methods to track, organize, and utilize data collected from technical assistance and case management, such as:

- Working with your **SIS vendor** to develop data collection features or tabs;
- Utilizing Google or Microsoft **Forms**; or
- Establishing other internal **data collection tools**.

"A local educational agency that desires to receive a **subgrant** under this section shall submit an application to the State educational agency at such time, in such manner, and containing or accompanied by such information as the State educational agency may reasonably require. Such application shall include the following: an **assessment** of the educational and related **needs** of homeless children and youths in the area served by such agency (which may be undertaken as part of needs assessments for other disadvantaged groups)."

42 U.S.C. § 11433(b)(1)

McKinney-Vento Act

Local Comprehensive Needs Assessment (LCNA)

Arizona ESSA State Plan

Local Comprehensive Needs Assessment (LCNA)

"Upon the identification and enrollment of homeless students, LEAs are required to assess the needs presented by the students through **locally** developed informal **needs assessment** tools. In consideration of the **needs assessment results**, all LEAs will **annually develop**, **review**, and **revise policies** to increase access to remove barriers to the identification, enrollment, retention, and academic success of homeless students.

AZ ESSA State Plan, (Section K)

Share Your Knowledge

Our LEA is **currently** administering a Local Comprehensive Needs Assessment (LCNA) **once annually**.

Answer in the poll!

Summary of Foundational Concepts

Need

A discrepancy or gap between "what is" and "what should be."

Needs Assessment

A systematic set of procedures used to determine needs, examine their nature and causes, and set priorities for action.

U.S. DOE, https://www2.ed.gov/admins/lead/account/compneedsassessment.pdf

HEP Local Comprehensive Needs Assessment (LCNA)

- Why is the LCNA administered at the LEA level?
- How can LEAs utilize the LCNA data to support HCY?

Ensures LEAs capture the needs of HCY

Leads to actionable HEP planning

Improves HEP programs

Improves services

Provides organizational structure

Sets criteria for funding allocations

Arizona Liaisons are required to administer yearly

ADE HEP Resource
Local Needs Assessment Sample

Homeless Education

ADE HEP Sample Local Comprehensive Needs Assessment

New resource coming soon!

This tool is designed to be customized to fit your program. You may find that you have more questions in one group or area over the other. The questions may need to be adjusted to language that pertains to your LEA's Homeless Education Program (HEP) and the services you're currently providing. The questions are intended to spark discussion and thought. This will allow you to create a framework for future HEP planning.

The ADE Office of the Coordinator has developed guidance documents and sample forms in alignment with both the McKinney-Vento Homeless Assistance Act and the ESSA Arizona State Plan. Please note that these documents have been developed for McKinney-Vento Homeless Liaisons to adopt and adapt to fit the needs of their LEAs. To edit a sample document, refer to the **Converting Sample Documents for LEA Use Guidance Document**.

NCHE Insights and Guidance

- How to Collect Data
- Student Outcome Data
- Federal Data Requirement Reminders
- NCHE Data Resources

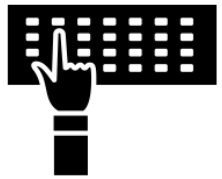
How to Collect Data

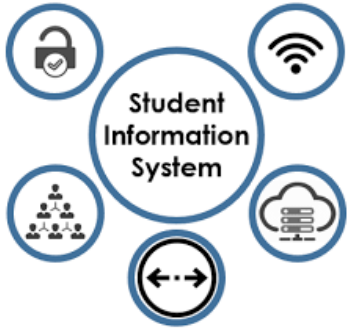
- **Basic**
  - General enrollment
- **Social or demographic**
  - Nighttime residency
  - Race/Ethnicity
  - Unaccompanied homeless youth (UHY)
  - Poverty levels
    - Free lunch eligibility
    - Small Area Income and Poverty Estimates (SAIPE)
- **Educational or cross-program features**
  - Grade levels
  - Subpopulations: IDEA, English learners, migrant, etc.

Student Outcome Data

- **Chronic absenteeism**
- **Academic achievement on statewide assessments**
  - Reading/language arts: Grades 3-8 and once in high school
  - Mathematics: Grades 3-8 and once in high school
  - Science: once in elementary, middle, and high school
- **Graduation rates** (including extended year rates)
- **Other**

Data Requirement: Timely, Complete, and Accurate Data





LEA and School Data

SEA Data

National Data

Data Collection and Quality Review Process

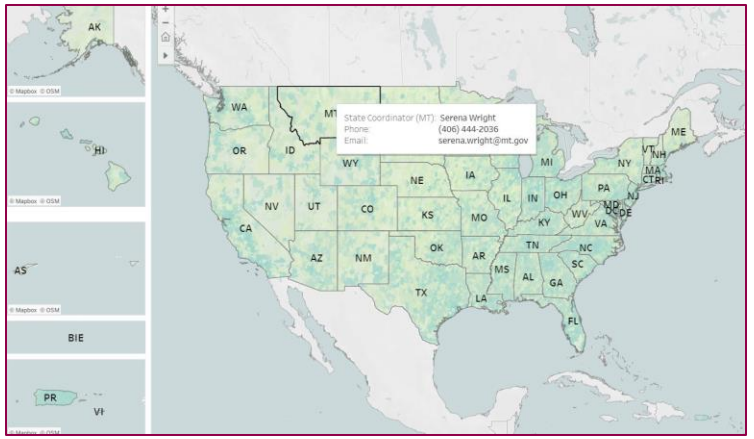
NCHE Data Resources

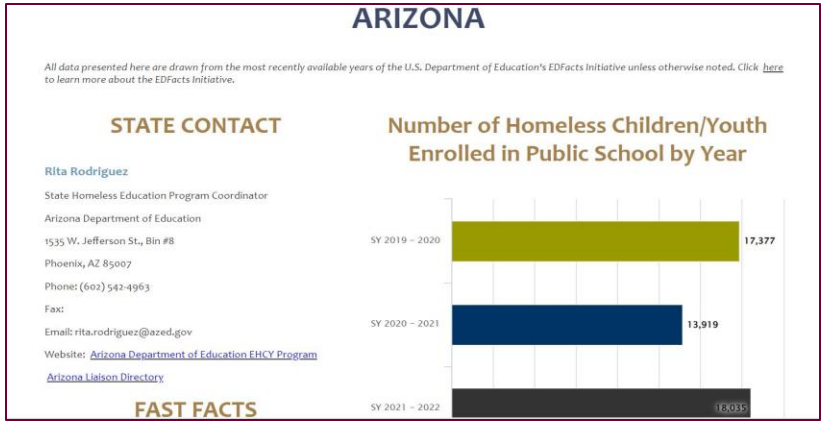
NCHE data website:

https://nche.ed.gov/data/

Publicly Available Data

- **State and national profiles, including downloadable PDFs**
- **Summary reports**
- **Data collection briefs**
- **LEA data workbooks and maps (*for state coordinators)**





Post-Assessment

Let’s test your knowledge.

Post-Assessment

1. Which of the following are the correct steps to take following the identification of a McKinney-Vento eligible student?
2. LEAs should conduct weekly HEP data integrity checks by utilizing the following method:
3. Are LEAs required to conduct an annual local comprehensive needs assessment for their Homeless Education Program?

Post-Assessment Results

1. Which of the following are the correct steps to take following the identification of a McKinney-Vento eligible student?
   - ✓ **B. Immediately enroll the student, conduct the interview and assess the student's needs, provide the written notification of eligibility and Rights of Homeless Students, complete SIS data entry.**
2. LEAs should conduct weekly HEP data integrity checks by utilizing the following method:
   - ✓ **B. Compare data from the internal tracking sheet to the AzEDS SUPP11 report.**
3. Are LEAs required to conduct an annual local comprehensive needs assessment for their Homeless Education Program?
   - ✓ **A. Yes.**

Closing & Next Steps

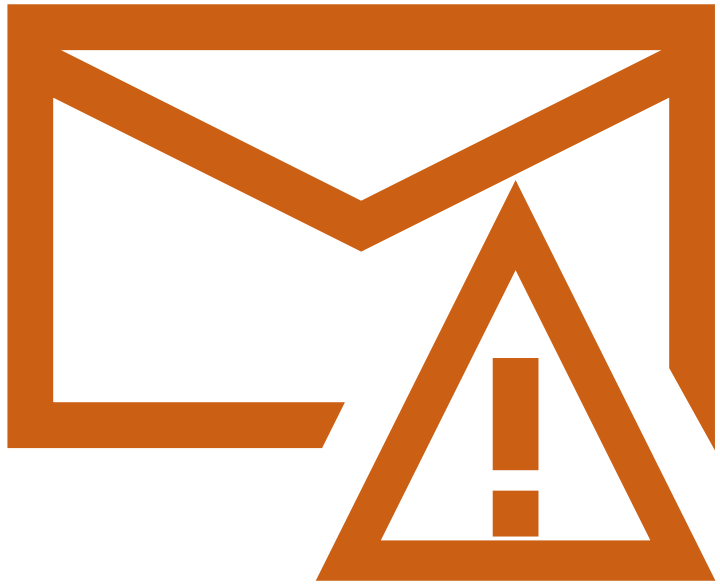
Feedback Survey & Certificates

Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive PL certificate in APLD Blackboard

Recording and slides

- APLD session Blackboard
- HEP website



Technical Assistance

Arizona Department of Education
Homeless Education Program
(602)542-4963
homeless@azed.gov