



# Arizona Homeless Education Program

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Arizona HEP Office Hours:

The Process for Utilizing an Internal Tracking Sheet  
and AzEDS Reports

August 2025

# Housekeeping Items

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- If you have questions throughout today's session, please share them in the following ways:
  - Enter simple questions into the Q&A feature or type them into the chat.
  - Email [homeless@azed.gov](mailto:homeless@azed.gov) with any LEA-specific questions.
- Due to the nature of this Office Hours session, we will not be sharing or posting a recording of the session.
- All resources referenced in this training have been shared with LEA McKinney-Vento Homeless Liaisons and can be accessed on the Arizona Homeless Education Program website.
- AI note-taking and other tools are not permitted in ADE sessions.

# Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

## Arizona Homeless Education Program

The mission of the Arizona Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento Homeless Assistance Act.

# Mission Statements





# Meet the Team

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

**Homeless Education  
Program**

**Homeless, Foster Care,  
and Refugee Student  
Support**



**Rita Rodriguez**  
*Homeless Education  
Program  
Coordinator*



**Marisa Peña**  
*Refugee Student  
Support – Lead  
Program Specialist*



**Jan Brite**  
*Homeless Education  
Program Grants  
Specialist*



**Gary Waiyaki**  
*Homeless Education  
Program Data &  
Monitoring Specialist*

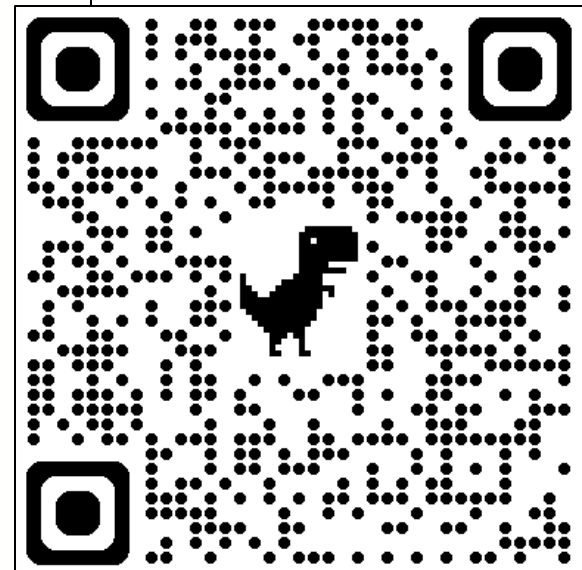
# Arizona Homeless Education Program



# Arizona McKinney-Vento Homeless Liaison Contact List

The screenshot shows the Arizona Department of Education website. At the top left is the ADE logo with the text "ARIZONA DEPARTMENT OF EDUCATION". To the right is a "Select Language" dropdown and social media icons for Facebook, LinkedIn, Instagram, Twitter, and YouTube. Below this is a navigation menu with links: "Parents", "Educators & Administrators", "Programs", "About ADE", "Data & Systems", "ADEConnect", and "Local School Board Members". A search icon is also present. The main content area has a breadcrumb trail: "Home / Homeless Education / Welcome to the Arizona Homeless Education Program". The heading reads "Welcome to the Arizona Homeless Education Program". Below the heading is a banner image with the text "YOUR CHILD DESERVES AN EDUCATION" and the URL "AZED.GOV/HOMELESS". The banner also features a young man holding a book and the ADE logo. To the right of the banner is a vertical sidebar menu with the following items: "Arizona Homeless Education Program Homepage", "McKinney-Vento Homeless Liaisons" (with a dropdown arrow), "Grant Funding" (with a dropdown arrow), "Homeless Education Program Monitoring", "Arizona Homeless Education Program Data", "Parents, Guardians, and Youth", "Community-Based Organizations", and "Transportation Requirements for Local Education Agencies". At the bottom of the page, the text "Our Governing Statute" is visible, followed by the beginning of a sentence: "The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in".

Access the contact list webpage at the QR code below!



# Access Previous Professional Learning



The screenshot shows the Arizona Department of Education website. The header includes the ADE logo, navigation links (Parents, Educators & Administrators, Programs, About ADE, Data & Systems, ADEConnect), a language selector, and social media icons. The main content area features a banner with the text "YOUR CHILD DESERVES AN EDUCATION" and the ADE logo. Below the banner is the "Arizona Homeless Education Program Mission" section, followed by "Our Governing Statute" section. A right-hand sidebar contains a list of links: Arizona Homeless Education Program Homepage, McKinney-Vento Homeless Liaisons, Grant Funding, Homeless Education Program Monitoring, Arizona Homeless Education Program Data, Parents, Guardians, and Youth, Community-Based Organizations, and Transportation Requirements for Local Education Agencies. At the bottom of the sidebar is a "Contact" section for Rita Rodriguez, State Homeless Education Program Coordinator, with her phone number, email, and a "Contact the Department" button.

**Welcome to the Arizona Homeless Education Program**

**Arizona Homeless Education Program Mission**

The mission of the Arizona Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento Homeless Assistance Act.

**Our Governing Statute**

The McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) in December 2015, serves as the primary federal legislation detailing the educational rights of children and youth experiencing homelessness.

The McKinney-Vento Homeless Assistance Act requires that children and youth experiencing homelessness have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. To ensure access to educational and other services necessary to meet the same challenging State academic standards to which all students are held, State educational agencies and local educational agencies are required to develop, review, and revise policies and procedures to remove barriers to the identification, enrollment, attendance, and academic success of children and youth experiencing homelessness (42 U.S.C. §§11431-11432).

**Contact**

**Rita Rodriguez, State Homeless Education Program Coordinator**  
(602) 542-4963  
[homeless@azed.gov](mailto:homeless@azed.gov)  
[Contact the Department](#)

Today's session is designed to be an in-depth extension of the information shared in previous sessions, such as:

- 2025 Arizona HEP State Conference, January 2025
- Required End of Year Procedures for Local Homeless Education Programs, May 2025
- End-of-Year Process and Procedures, April 2024
- Data-Driven Decision-Making, January 2024
- McKinney-Vento in Practice for New and Experienced Liaisons, August 2024

You can access all previously provided sessions on the [Arizona HEP website](#).



# Today's Session

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# Objective

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## Participants will...

- understand requirements and necessary processes to conduct data integrity checks to ensure accurate reliable, valid, and comprehensive, data is reported

# Common Acronyms and Terms

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**DOE**

Department of  
Education

**SEA**

State Education  
Agency

**LEA**

Local Educational  
Agency

**ADE**

Arizona  
Department of  
Education

**HEP**

Homeless  
Education Program

**HCY**

Homeless Children  
and Youth

**UHY**

Unaccompanied  
Homeless Youth

**SIS**

Student  
information system

**AzEDS**

Arizona Education  
Data Standards

**BID**

Best interest  
determination

**CBO**

Community-based  
organization

**NCHE**

National Center for  
Homeless  
Education

**SHC**

SchoolHouse  
Connection

**TA**

Technical  
Assistance

**McKinney-Vento Homeless Liaison of Record**  
**Site-Based McKinney-Vento Homeless Liaison**

**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)**

## **McKinney-Vento Homeless Assistance Act**

**Data**



# Responsibilities of the State Education Agency (SEA)

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- To ensure that statewide data on children and youth experiencing homelessness is reliable, valid, and comprehensive, the Arizona HEP:
  - Provides technical assistance for LEAs regarding the collection, maintenance, and reporting of data throughout the school year
  - Regularly utilizes data reported by LEAs throughout the school year to support and inform State-level programmatic decision making
  - Notifies LEAs of data integrity concerns, such as:
    - Students failing integrity, or
    - Significant changes in the total number of homeless enrollments reported
  - “Packages” and reports all data to the U.S. Department of Education

# Responsibilities of the LEA

## In general, each LEA must:

- Ensure *access* to education,
- Connect families with *services*,
- Form *collaborations* with CBOs, and
- *Inform* and provide learning for all stakeholders.

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Ensure a student's education may continue at their **school of origin**,

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**Enroll students** in the same school a non-homeless student would be enrolled in,

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Comply with **school stability** protocol,

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**Assist** families in attaining **enrollment** forms and records if needed,

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**Manage** any **disputes**,

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**Uphold** student and family **privacy**,

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**Provide** comparable **services** and **education** to homeless students,

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**Coordinate** with local social service agencies, within the LEA.

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**Align** with the **Arizona State Plan**.

42 U.S.C. § 11432 (e)(3)(C), (g)(3)

# Responsibilities of the McKinney-Vento Homeless Liaison

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1. Homeless youth are **identified** through outreach with other agencies;
2. Homeless youth are **enrolled** in and have full and equal opportunity to succeed in school;
3. Access to federally required resources: HeadStart and other **preschool** programs, interventions under IDEA, etc.;
4. **Referral to well-being services**: health care, dental, mental health, substance abuse, housing, etc.;
5. **Inform** families and youth of **educational opportunities** with meaningful opportunities to participate;
6. Provide understandable **public notice of educational rights** in locations frequented by homeless youth, guardians, and unaccompanied youth: schools, shelters, public libraries, soup kitchens;
7. Mediate enrollment **disputes** according to federal guidance;
8. Inform family and youth of all **transportation** services;
9. Provide **professional development** and support for all stakeholders who serve homeless students; and
10. Assist **unaccompanied youth** with: enrollment, academic access and success, and notification of “Independent” status and assistance for FAFSA.

# Preliminary Steps: Data Collection and Utilization

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**Create the  
Internal Tracking  
Sheet**

**Gather completed  
Student  
Residency  
Questionnaires  
(SRQs) and  
Referrals**

**Enter the details  
from the SRQ into  
the Internal  
Tracking Sheet**

**Begin conducting  
outreach through  
the Interview and  
Needs  
Assessment for all  
families.**

**Update the  
Internal Tracking  
Sheet**

**Student  
Information  
System (SIS) Data  
Entry**



# Throughout the Year: Data Collection and Utilization

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

Identification  
Process  
Completed

Ongoing  
Data  
Tracking

Ongoing:  
Adjust  
**Services**  
to Meet  
Needs of  
HCY

Ongoing:  
Adjust  
**Program**  
to Meet  
Needs of  
HCY

End of Year:  
Conduct Local  
Comprehensive  
Needs  
Assessment  
(LCNA)

End of Year:  
Analyze LCNA  
Data – Review  
and Revise  
HEP  
Programmatic  
Features



# Entering Data into the Student Information System

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- LEAs are required to input all required data elements regularly into their student information system (SIS)
- Once data is uploaded into an LEA's SIS, the data must be synched regularly to AzEDS. This synching process will be completed overnight.
- LEAs must ensure McKinney-Vento Homeless Liaisons have the capacity to ensure accurate reporting of homeless children and youth into their SIS, as well as that the information is reporting accurately to AzEDS.

# Tools to Ensure HCY Data Integrity

## Internal Tracking Sheet

- Tracks both eligible & ineligible students, including when SIS entry was conducted for eligible students

## ★ HEP10 Report

- All Homeless data submitted to the Arizona Department of Education
- Pre-integrity – Live data
- Reports data immediately after submission

## ★ HEP72 Report

- Only Homeless data that passed all integrity rules
- Post-integrity
- Data in report is refreshed each night

## ★ INTEG15 Report

- Post-integrity
- Provides descriptions of why the submitted student data did not pass integrity rules
- Data in report is refreshed each night



# New AzEDS Homeless Education Program Reports

## To access the ADEConnect AzEDS HEP10, HEP72, & INTEG15 reports

- Reach out to your [LEA Entity Administrator](#)
- Request the following Roles
  - *AzEDS Data Coordinator - Support Program Reports*
  - *AzEDS Data Coordinator - Base Reports*

## Visit the HEP Data webpage

- Data reporting requirements
- Integrity rules
- Strategies to resolve integrity issues



# HEP72 Report

## Reports

Fiscal Year: 3 2025 Local Education Agency: 2 Gilbert Unified District (4239)

- Student Detail
- Accountability
- Student-Teacher-Course Connection
- 4 Support Program
  - CCLC10 - 21st CCLC Attendance Verification Report
  - CCLC15 - 21st CCLC District Attendance Count Report
  - CCLC20 - 21st CCLC Student Attendance Count Report
  - CCLC30 - 21st CCLC Annual Performance Report Teacher Survey Report
  - FSP10 - Food Service Program Verification Report
  - FSP72 - Food Service Program Validation Report
  - GIFT10 - Gifted and Talented Program Data Verification Report
  - GIFT11 - Gifted and Talented Need Data Verification Report
  - HEP10 - Homeless Education Program Verification Report
  - 5 HEP72 - Homeless Education Program Validation Report

### HEP72 – Homeless Education Program Validation Report

The Homeless Education Program Validation Report is post-integrity and includes the integrity status of students with Homeless Education Program data by "District of Attendance" or "District of Residence". The HEP72 report is updated each night following the Integrity process. Updates to the records may be found on the pre-integrity HEP10. Detailed information on the individual Rule Failures or Warnings can be found on the INTEG15 report. The "District of Attendance" is the LEA that owns the public school a student attends, and the "District of Residence" is the LEA that is funded for a student to attend, but may not be owned by the District of Attendance.

District Of: 6  School(s): 8  Page Break between Schools:  9

7  OR

School CTDs: 07-05-16-204  
 School Name: Verrado High School (87903)

State Student ID	Last Name	First Name	Middle Name	Gender	Homeless Eligibility Entry	Homeless Eligibility Exit	Primary Nighttime Residence	Unaccompanied Homeless Youth	Grade	LEA Membership Entry	LEA Membership Exit/ Withdrawal
3094850	Mouse	Mickey		M	08/14/2024	05/22/2025	Doubled Up	Yes	9	08/14/2024	05/22/2025
										Total Student Records Submitted: 9	
										Total Homeless Children and Youth (HCY) Records Submitted: 3	
										Total Unaccompanied Homeless Youth (UHY) Records Submitted: 6	
										Total Student Records Submitted: 63	
										Total Homeless Children and Youth (HCY) Records Submitted: 34	
										Total Unaccompanied Homeless Youth (UHY) Records Submitted: 29	

School - Total Unduplicated Student Count: 7  
 School - Unduplicated Homeless Children and Youth (HCY) Count: 3  
 School - Unduplicated Unaccompanied Homeless Youth (UHY) Count: 4  
 District - Total Unduplicated Student Count: 61  
 District - Unduplicated Homeless Children and Youth (HCY) Count: 34  
 District - Unduplicated Unaccompanied Homeless Youth (UHY) Count: 27

Notes:  
 A) PNTR: 'Sheltered' includes Shelters and Transitional Housing.  
 B) If Grade and LEA Membership dates are NA, then there was no membership submitted for the time of the Homeless Education Program Record. Please correct the data for this student.  
 C) Null value for Unaccompanied Homeless Youth would be considered equivalent to false (No).

HEP72

CTDS: 07-02-04-000

Fiscal Year: 2025

Homeless Education Program Validation Report by DOA

Page: 1 of 87

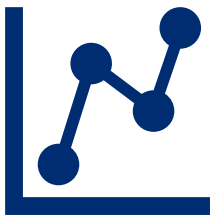
School Year: 2024 - 2025

Report Date: 04/25/2025 09:43 AM

School CTDS:

School Name:

State Student ID	Last Name	First Name	Middle Name	Gender	Ethnicity	Race	Homeless Eligibility Entry	Homeless Eligibility Exit	Primary Nighttime Residence	UHY	Grade	LEA Membership Entry	LEA Membership Exit/Withdrawal	Integrity Pass/Fail	Warning
				M	Non-H	Multiple	08/30/2024	05/22/2025	Doubled Up	No	KG	08/01/2024	05/22/2025	PASS	NO
				M	Non-H	Multiple	10/22/2024	11/22/2024	Hotels/motels	No	1	10/21/2024	11/22/2024	PASS	NO
				M	Non-H	American Indian - Alaskan Native	09/10/2024	11/22/2024	Hotels/motels	No	3	08/21/2024	11/22/2024	PASS	NO
				M	Non-H	Multiple	08/01/2024	05/22/2025	Hotels/motels	No	6	08/01/2024	05/22/2025	PASS	NO
				M	Non-H	Black - African American	08/01/2024	05/22/2025	Doubled Up	Yes	PS	08/01/2024	05/22/2025	PASS	NO
				F	Non-H	American Indian - Alaskan Native	10/01/2024	11/06/2024	Hotels/motels	No	2	09/30/2024	11/06/2024	PASS	NO
				F	Non-H	American Indian - Alaskan Native	10/01/2024	10/04/2024	Hotels/motels	No	5	09/30/2024	10/04/2024	PASS	NO
				F	Non-H	American	10/01/2024	11/06/2024	Hotels/motels	No	4	09/30/2024	11/06/2024	PASS	NO



# Ensuring Data Integrity

# INTEG15 Report



System Status

1 Reports

Student Analysis

## Reports

Fiscal Year:

2025

4

Local Education Agency:

Gilbert Unified District (4239)

5

Student Detail

2

ABSATT10 - Absence / Attendance Minutes Verification Report

DRP10 - Dropout Recovery Program Data Verification Report

INTEG15 - Student Data Integrity Report

3

MEM10 - Shared Student Enrollment Report

STUD10 - Student Data Verification Report

STUD15 - Student Data Verification Detail Report

STUD25 - Student Name/DOB Variance Report

STUD35 - Duplicate Student ID Report

STUD72 - Student Membership Information by DOA / DOR Report

STUD74 - Student Excessive Absence Report

STUD78 - Student Cohort Verification Report

TRANS10 - Data Transmission Summary Report

### INTEG15 - Student Data Integrity Report

The INTEG15 Student Data Integrity Report displays a post-integrity list of student data related to membership and their integrity status results. The status and date of the latest integrity process run will determine the accuracy of the data contained in the INTEG15. Integrity status is available on the AzEDS System Status page of the AzEDS Portal in ADEConnect.

6

School(s): All

Integrity Status: Failed

Integrity Category: 1 Selected

8 Page Break between Schools:

9

View Report

CSV

Print

1 of 34 Find | Next

INTEG15  
Fiscal Year: 2025  
School Year: 2024 - 2025  
Data Capture Date: 10/23/2024 8:47PM  
School CTDS: 07-02-41-161  
School Name: Ashland Elementary

Gilbert Unified District (4239)  
Student Data Integrity Report

CTDS: 07-02-41-000  
Page: 1 of 34  
Report Date: 10/24/2024 09:38 PM

District Student ID	State Student ID	Last Name	First Name	Middle Initial	Integrity Category	Integrity Type	Integrity Status	Severity	Error Code	Error Description	Entry Date
3094830	309287470	Mouse	Mickey	M	Homeless	Homeless F	Yes		-59003	The Homeless Education Program End Date must be reported on the membership Exit/Withdrawal Date.	



INTEG15

CTDS: 10-02-01-000

Fiscal Year: 2025

Student Data Integrity Report

Page: 5 of 6

School Year: 2024 - 2025

Report Date: 04/25/2025 10:09 AM

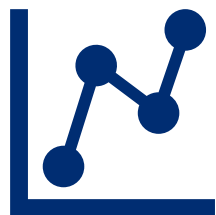
Data Capture Date: 04/24/2025 10:19PM

School CTDS:

School Name:

District Student ID	State Student ID	Last Name	First Name	Middle Initial	Integrity Category	Integrity Type	Integrity Status	Severity	Error Code	Error Description	Entry Date
					Homeless	Homless	F		-59002	A valid Primary Nighttime Residence Descriptor is required for every student homeless data submission.	
					Homeless	Homless	F		-59002	A valid Primary Nighttime Residence Descriptor is required for every student homeless data submission.	
					Homeless	Homless	F		-59002	A valid Primary Nighttime Residence Descriptor is required for every student homeless data submission.	
					Homeless	Homless	F		-59002	A valid Primary Nighttime Residence Descriptor is required for every student homeless data submission.	
					Homeless	Homless	F		-59002	A valid Primary Nighttime Residence Descriptor is required for every student homeless data submission.	

Total Records: 5



# Ensuring Data Integrity



# When does data need to be updated & verified?

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




**LEAs are required to ensure all data is updated for accurate reporting in AzEDS prior to 6/30/2026 to meet compliance**

# Data Reporting Guidance and Resources

On the ADE's [Arizona Homeless Education Program Data](#) webpage we have the following resources:

- Descriptions of **AzEDS reports** related to your LEA's Homeless Education Program
- The attached [Data Reporting Requirements & Integrity Rules](#) reference document is designed to help local education agencies (LEAs) and McKinney-Vento Liaisons **accurately report enrollment data for homeless children and youth (HCY)**. It also provides guidance on **addressing** potential **data integrity errors** when submitting data to the Arizona Department of Education
- Communication to the field so that McKinney-Vento Liaisons can stay up-to-date with the most recent updates related to reporting HCY enrollment data



## Homeless Education

Data Reporting Requirements & Integrity Rules

This reference document is to support local education agencies (LEAs) and McKinney-Vento Homeless Liaisons with the reporting "reliable, valid, and comprehensive data" pertaining to the identification and enrollment of homeless children and youth (HCY) and unaccompanied homeless youth (UHY) (42 U.S.C. §11432 (g)(6)(C)).

For more information, guidance, and resources, visit [Arizona Homeless Education Program](#).

Required Data Reporting Elements

- **Homeless children and youth (HCY)**
  - Students experiencing homelessness who are enrolled in your LEA and are in the physical custody of a parent or court-appointed guardian
- **Unaccompanied homeless youth (UHY)**
  - Students experiencing homelessness enrolled in your LEA and **are not** in the physical custody of a parent or court-appointed guardian
- **Primary Nighttime Residency (PNTR)**
  - A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (42 U.S.C. §11434a(2))

\* All identified HCY & UHY are required to be reported via your SIS, even if services are denied or declined by the parent, guardian, or youth

Data Reporting Reminders

- **Students in Foster Care**
  - Students in the **foster care** are **not counted in HCY enrollment data**, as per the 2015 *Every Student Succeeds Act (ESSA)*
- **Preschool-Aged HCY Children**
  - Children ages 3-5 years are **included** in your LEA's total enrolled HCY, **if they are attending a preschool program administered by your LEA**
  - Children ages 0-2, or 3-5, and **not attending a preschool program administered by your LEA, are not included** in your total enrolled HCY count
- **If Change in Status for HCY/UHY Students**
  - Once students are identified and enrolled in your LEA within a school year, **do not remove their HCY or UHY identifiers in your SIS**, even if they transfer to another LEA
  - If HCY/UHY students' circumstances change within a school year, such as they find permanent housing, **do not remove their HCY or UHY identifiers in your SIS**

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-4963 • [www.azed.gov/homeless](http://www.azed.gov/homeless)

59004	Warning	An End Date has not yet been reported on the Student Homeless Program	If the End Date is not reported by April 1, then report the discrepancy as a warning	Ensure that the Homeless Eligibility Exit date matches the LEA membership exit/withdrawal date  If a student is enrolled at the LEA for the duration of the school year, the Homeless Eligibility Exit date should be the same as the LEA Membership Exit, which is the last instructional day of the school year
59005	Error	A valid homeless Unaccompanied Youth flag is required for a Homeless Program submission	If the homeless Unaccompanied Youth flag is NULL, then report the discrepancy as an error	Ensure that every homeless student record also includes a UHY flag, indicating that the student is either unaccompanied or not unaccompanied

Tom Horne, Superintendent of Public Instruction  
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-4963 • [www.azed.gov/homeless](http://www.azed.gov/homeless)



# Closing & Next Steps

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# Feedback Survey & Certificates

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## Feedback Survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive a professional learning certificate of participation

## Related Guidance and Other Resources

- HEP website
- No recording or slides for this session will be shared



# Additional Questions

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# Technical Assistance

Arizona Department of Education  
Homeless Education Program

(602)542-4963

[homeless@azed.gov](mailto:homeless@azed.gov)