

Data Standard Homeless Children and Youth

Rev. 7/3/2023

Ownership and History

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Review for 2023-24 school year

Clarification added on primary nighttime residence changes in Section A

Added details regarding homelessness and foster care in Section D

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Overview

Description

If a student, preschool through age 21, is eligible for homeless services at any point during the school year, a homeless record must be created documenting the primary nighttime residence and unaccompanied homeless youth (UHY) designation. The homeless services and record must remain active through the remainder of the school year regardless of if the student's status changes. Reference [Enrolling Children and Youth Experiencing Homelessness in School](#) by [National Center for Homeless Education](#).

Homeless student records are CONFIDENTIAL. Access should only be given to the appropriate staff.

Regulation citation(s)

- [Education for Homeless Children and Youth website](#)

Data use

- This data is reported to the federal government annually and is used for funding allocations, if applicable.
- [School Report Card](#)

Reports

- *QA Homeless Report*
Path: KY State Reporting | KDE Reports | QA Homeless
The *Detail* report type provides a list of homeless students that will be used for state and federal reporting purposes. It also provides the user with highlighted elements that indicate data quality issues.
The *Aggregate* report type contains unduplicated counts of students identified as homeless anytime during the reporting year. The report also calculates the percentage of homeless students by gender and race/ethnicity by grade, primary nighttime residence, and unaccompanied youth status.
The *School Report Card* option will provide totals of homeless students by gender, race/ethnicity and student groups as the table appears on the annual School Report Card (SRC).
Reference the [QA Homeless Quick Reference Card](#)
- *Transient Population Report*
Path: KY State Reporting | KDE Reports | Transient Population
This report can be used to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years. This report can be filtered to identify the homeless student group.
Reference the [Transient Population Report Quick Reference Card](#)

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- *Student Performance Monitoring Report*
Path: KY State Reporting | KDE Reports | Student Performance Monitoring Report
The detail report will generate a list of students enrolled in the school or district selected with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores. This report can be filtered to identify the homeless student group.
Reference the [Student Performance Monitoring Report Quick Reference Card](#)
- State published ad-hocs are available to assist with data quality and identification of eligible homeless students.
 - *Homeless record missing for transfer* - students who have transferred into the district with an active homeless record in previous district.
 - *Homeless record prior year but not selected year* – students who had an active homeless record in the prior school year but not in the selected year.

Training

Training and PowerPoint presentations are available on KDE's [Homeless Children and Youth Data Collection and Reporting website](#).

Section A – Homeless Definition and Data Entry

[USDE Homeless Non-Regulatory Guidance](#) defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes –

- Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
 - living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in the circumstances described above.

Reference the [NCHE Flowchart for McKinney-Vento Eligibility Determinations](#) for assistance in identification students who are experiencing homelessness.

Classic View: Student Information | Program Participation | Homeless

Search Terms: Homeless



The screenshot shows a form titled "Homeless Detail" with the following fields:

- *Primary Nighttime Residence (dropdown menu)
- *Start Date (calendar icon)
- *Unaccompanied Youth (dropdown menu)
- *End Date (calendar icon)

Primary Nighttime Residence: Select the primary nighttime residence of the student at the time the student is determined eligible for homeless services.

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- S: Shelters and Transitional Housing
- D: Doubled up
- U: Unsheltered (inadequate housing)
- HM: Hotels/Motels

The student’s primary nighttime residence may change throughout the year; however, the selection should remain as the student’s status at the time of identification for the reporting year.

Unaccompanied Youth: Select *Yes* or *No* for student’s unaccompanied homeless youth status at the time the student is determined eligible for homeless services. Two conditions must be present for a child or youth to be considered an unaccompanied homeless youth under the McKinney-Vento Act:

1. The child’s or youth’s living arrangement meets the Act’s definition of homeless, and
2. The child or youth is not in the physical custody of a parent or guardian.
3. The McKinney-Vento Act includes no program-specific age requirements to qualify as an unaccompanied youth. Thus, if a child or youth is eligible for K-12 public education in the State, he or she may be enrolled and served as an unaccompanied youth. Reference [Supporting the Education of Unaccompanied Students Experiencing Homelessness](#) document for additional guidance.

Reference the [Unaccompanied Youth Eligibility Flowchart](#) for assistance in determining UY status.

Start Date: Enter the date the student was determined eligible for homeless services within the academic year.

End Date: The end date will auto-populate to 6/30 of the reporting year.

Section B – KY Homeless Services (Optional Use)

This section will allow schools to document student services provided due to being identified as homeless. This data will be transferred with the student for new district to determine if the same services should be provided. This collection is not KDE-mandated but recommended.

Classic View: Student Information | Program Participation | Homeless

Search Terms: Homeless

The screenshot shows a web form titled "KY Homeless Services" with the following sections and fields:

- Enrollment, Academics, and Enrichment Support**
 - Missing document assistance:
 - McKinney-Vento Consult:
 - Academic Referrals and Consultation:
 - Academic and Enrichment Support:
 - After School Program/Tutoring:
 - Before School Program/Tutoring:
 - Summer School Program/Tutoring:
- Transportation**
 -
 - Cross District Transport District:
- Welfare**
 -
 - Community Agency Referral:

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Missing document assistance: Check indicator if student is aided with obtaining documents required for enrollment.

McKinney Vento Consult: indicator if student is provided a consultation for McKinney Vento identification and services.

Academic Referrals and Consultation: Select from the multi-select list all academic referrals or consultations provided to the student.

Academic Counseling	Parent/Guardian Meeting
At-risk Referral	Preschool/Headstart Referral
Attendance/Truancy Consult	Senior Year Consultation
FRYSC Referral/Consult	Student Meeting

Academic and Enrichment Support: Use the multi-select list to document all academic and enrichment support provided to the student.

Credit Recovery Plan	Graduation Assistance
Extended School Services (ESS) tutoring	Wi-Fi- Access
Fees for sports/extracurricular	

After School Program/Tutoring: Enter the name of program or tutoring offered to student after school.

Before School Program/Tutoring: Enter the name of program or tutoring offered to student before school.

Summer School Program/Tutoring: Enter the name of program or tutoring offered to student during the summer.

Transportation: Use the multi-select list to document all transportation services provided to the student.

City Bus	Private Vehicle
City Bus Pass	School Bus
Gas Card	Taxi/Uber

Cross District Transport District: Enter district that provides student transportation across district lines.

Welfare: Use the multi-select list to document all welfare services provided to the student.

Clothing Voucher/Gift Card	Home/Shelter Visit
Counseling Referral for Trauma/Social	Housing Assistance
Emotional Needs	Laundry Voucher
Dental Care Referral	Phone Card
Food Voucher/Gift Card	Vision Referral
Health Care Referral	Women's Crisis Referral
Holiday Assistance	

Community Agency Referral: If student referred to a community agency, document name of the agency.

Section C – Homeless Youth and Children Addendum to Services (Optional Use)

This form is designed to accompany services provided to the student and documented on the students Homeless Program Participation record. This data will be transferred with the student for the new district to determine if the same services should be provided. This collection is not KDE-mandated but recommended.

Classic View: Student Information | General | Forms | Homeless Youth and Children Addendum to Services

Search Terms: Homeless

Student Strengths

Areas in school in which student excels:

Behavior/motivation strategies that student best responds to:

Extracurricular activities in which student is involved or interested in:

Student Strengths: Document area of student strengths, such as, areas in which the student excels, behavior/motivation strategies that student best responds to and extracurricular activities in which the student is involved or interested.

Student Needs

Behavior/motivation strategies that student does NOT respond well to:

Barriers to participation in extracurricular activities:

Known social or emotional issues impeding student's school performance:

Known environmental issues impeding student's school performance:

Additional comments:

Student Needs: Document area of student needs, such as, behavior/motivation strategies that the student does NOT respond to, barriers to participation in extracurricular activities, known social or emotional issues or environmental impeding student's school performance.

Section D – Important Reminders

Primary Nighttime Residence Change

Once a student is identified as homeless, the student's homeless data should remain active in the student's record for the remainder of the academic year, *regardless of* if his/her status changes. This includes students placed in a facility or group home enrollment after the identification of homeless in the current academic year.

Homeless Student Residing Out of State

- The district in which a student is identified as homeless is considered the district of origin.
- If a student moves out of state to a shelter or other temporary housing, the district of origin must still provide services to the student if it is in his/her best interest.
- The 'Homeless' designation overrides where the child temporarily resides for funding purposes; therefore, the student should **NOT** be placed in the *Non-Contract Out of State Attendance Group* and the district of origin will continue to receive the ADA funding for the student.

Free Lunch Status

Students deemed as homeless must have a corresponding FRAM record with Eligibility selection of Free. To identify homeless students that do not have free lunch marked in FRAM, use the *Economically Disadvantaged* data on the QA Homeless report. The Homeless Coordinator should work with the School Food Service Director to create a new FRAM record. Reference the [Free/Reduced Application Management \(FRAM\) Data Standard](#).

Homeless Student Subsequently Identified as Foster Care

If an identified homeless student subsequently becomes a foster student during the year, the student's foster care record will be created in Infinite Campus (IC) based on the weekly import file received from the Cabinet for Family and Human Services (CHFS). This will result in an IC record in which a homeless student is also identified as a foster student. According to the [US Department of Education's Non-Regulatory Guidance](#) (Question J-10), a student cannot be designated homeless based on awaiting foster care placement. However, a student who is identified as homeless prior to foster care placement within the same academic year may occur and in this case the student should remain designated as homeless and foster care for the remainder of the year.

Section E – Transfer of Student Records

- If a student transfers from *district to district*, the receiving school must first request the student records from the releasing school. The receiving district must reference *Student Records Transfer / Transfer Documents / Homeless Summary* (PDF) to create a new homeless record under Program Participation, populating the fields as described below:
 - Primary Nighttime Residence and Unaccompanied Youth data should be entered into the receiving districts database as shown on the transfer document.
 - Start date should be updated to reflect the date in which student enrolled in the receiving district.
 - The end date will auto-populate to 6/30 of the reporting year.Reference [Student Records Transfer Data Standard](#)

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The state published ad-hoc *Homeless record missing for transfer students* can be used to obtain homeless records for transfer students.

- If a student transfers from district to district within the same academic year, the FRAM record does not transfer with the student record; the student record must be updated upon transfer. To identify homeless students that do not have free lunch marked in FRAM, use the *QA Homeless* report.

Section F – Verification of Data for Reporting

KDE recommends that the Homeless Coordinator run the *QA Homeless* report and correct any data quality issues on a regular basis.

Path: *KY State Reporting | KDE Reports | QA Homeless*

KDE created State Published Ad-hocs to assist with data quality. Running these reports help with identification of eligible homeless students.

- *Homeless record missing for transfer* - This report lists active students in which the student's record contains a homeless transfer record from another district within the same school year but does not have an active homeless record. Students eligible in the current academic year should remain eligible the entire academic year, a homeless record should be created for the student.
- *Homeless record prior year but not selected year* - This report lists active students who do not have a homeless record in the selected year but had a homeless record in the previous school year OR the student record contained a transferred record from another district for the prior year.

Section G – Reporting Timeline

- **June 30:** districts should generate the *QA Homeless* report via *KY State Reporting | KDE Reports* to verify annual data. This report provides a list of students who have been identified as homeless and provides any data quality issues; this is the data used for state and federal reporting purposes.
- **July 1:** Homeless data is be pulled annually at KDE on July 1st from the IC reporting warehouse.

At the beginning of the school year, the homeless coordinator should evaluate the homeless status of all students listed on the prior year's *QA Homeless* report. A new program participation record should be created each year the student is eligible for homeless services.