Kentucky Department of Education

Campus On-Line Registration (OLR) Housing Pleat (McKinney-Vento)

Using OLR to identify students who could be eligible for homeless services allows the District Homeless Coordinator to obtain the initial identification details of homeless students. General questions can be asked to determine if students are eligible for services under the McKinney-Vento Homeless Assistance Act and 704 KAR 7:090 Homeless Children and Youth Education Program. After these students are identified, notifications can be set up to email appropriate staff to follow up with the family.

Additional KDE guidance can be found on the KDE Webpage for Title IX, Part A - Education for Homeless Children and Youth.

KDE is advising districts to set up their OLR McKinney-Vento (Housing) Pleat as shown below. This is not a requirement, only a suggestion

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▼ **Housing**

Select the yes checkbox if a child or youth lacks a fixed, regular, and adequate nighttime residence and 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); OR

•Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; OR

•Living in emergency or transitional shelters; or abandoned in hospitals; OR

•Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation; OR

•Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

◉ Yes, one or more of the above situations are true

◯ No, none of the above situations are true

* If yes, select the option that represents the child's current living situation

◯ Doubled Up

◯ Hotels/Motels

◯ Shelters and Transitional Housing

◯ Unsheltered (Inadequate housing)

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Step 1. Start by creating or editing the current Housing Pleat in OLR Set Up.

Index | Census | Online Registration | OLR Set Up | OLR Builder | Student

Housing Most of these pleat fields should already be set up for you but in case they were deleted or altered, you should have the following fields in your Housing pleat. Sequencing can be altered to your preference of how you want it to look.

- **Housing Header**
    - Field Name – housing header
    - Display Name – housing header
    - Field Type – Header
    - Validation – None
    - Disabled – unchecked
    - Index/Editor – Student
    - Pleat – Housing
    - Show for – New and Existing
    - Seq – 10

- **Housing Instruction**
    - Field Name - homelessinstructions
    - Display Name – Housing Instructions
    - Field Type – Header
    - Validation – Required
    - Disabled – uncheck
    - Index/Editor – Student
    - Pleat – Housing
    - Show for – New and Existing
    - Seq – 40

- **Homeless Question**
    - Field Name – homelessRA
    - Display Name – Homeless Question
    - Field Type – Yes No Radio Buttons
    - Validation – Required
    - Disabled – unchecked
    - Index/Editor – Student
    - Pleat – Housing
    - Show for – New and Existing
    - Seq – 30

- **Housing Situation**
    - Field Name – housingSituation
    - Display Name – Housing Situation
    - Field Type – Drop down to radio set
    - List – Person – Homeless
    - Default Value – blank
    - Validation – Required
    - Disabled – unchecked
    - Index/Editor – Student
    - Pleat – Housing
    - Show for – New and Existing
    - Seq – 45

- **Housing Spacer**
    - Field Name – homelessspacer
    - Display Name – Homeless Space
    - Field Typer – Spacer
    - Validation – None
    - Disabled – unchecked
    - Index/Editor – Student
    - Pleat – Housing
    - Show for – New and Existing
    - Seq – 31

Step 2. Create or edit the fields in the Literals Bank

There are two folders in the Multi-Language Editor that need to be created or edited. (Student | Language) and (Receipt | Student | Language)

Index | System Administrator | Data Utilities | Multi-Language Editor | OLR Literals Bank

1. Open the folder where the cosmetic changes need to be made (in most cases, English).
2. Find your folder where your specific area is located **Student | Housing**
3. Update the Translation for the following fields box to say:
   - **student.housing.title** – Housing
   - **student.housing.footer** – leave blank
   - **student.housing.header** - Select the yes checkbox if a child or youth lacks a fixed, regular, and adequate nighttime residence and who are: <p> •Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up); OR <p> •Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; OR <p> •Living in emergency or transitional shelters; or abandoned in hospitals; OR <p> •Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation; OR <p>•Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. **student.housing.instructions** - If yes, select the option that represents the child's current living situation
5. **student.demo.homeless.yes** – Yes, one or more of the above situations are true
6. **student.demo.homeless.no** - No, none of the above situations are true

 Note – I included some simple HTML tags for indenting paragraphs and bolding text in the student.housing.header translation in the literals bank.

   - HTML formatting is **NOT** supported by Infinite Campus Support. If you choose to use HTML tags, only use valid HTML and simple tags like <b> or <i>
   - Double quotes and new line/character returns should not be used

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Step 3. Create or edit OLR Lists Bank

Index | System Administrator | Data Utilities | Multi-Language Editor | OLR Lists Bank

1. Open the folder where the cosmetic changes need to be made (in most cases, English).
2. Find your folder where your specific area is located. Person - homeless
3. Update the Description and Code boxes to say:
   - Doubled Up –SHARE
   - Hotels/Motels - HOTEL
   - Shelters and Transitional Housing - SHELTER
   - Unsheltered (Inadequate housing) – NONSTD

Questions about Homeless or McKinney-Vento Windy Spalding.

Questions about OLR functionality contact Lisa Keeter.