

# 2014–2015 Homeless Data Entry

<b>KDE Contact (Data Steward)</b>	<a href="#">Mary Marshall</a> , (502) 564-3791	Updated	7/01/14
<b>Description</b>	If a student is marked homeless at any point during the school year, the homeless checkbox and the living status must remain checked through the remainder of the school year regardless of whether or not his/her status changes. Access to this field should only be given to the appropriate staff, consider <b>CONFIDENTIAL</b>		
<b>Data Standard Reg sites, data use, etc.</b>	<a href="#">Title X, Part C McKinney-Vento Homeless Education Program</a>		
<b>How is data used</b>	This data is reported to the federal government annually and is used for funding allocations, if applicable.		
<b>Noted Changes for current year</b>	Description of Foster Care according to federal guidance and Kentucky statute Guidance on school to school transfer of homeless data Guidance on district to district transfer of homeless data		
<b>Available Ad-Hoc &amp; Reports</b>	<i>student Homeless marked w/o living status marked (use for data clean up)</i> <i>student Homeless students w/o homeless marked (use for data clean up)</i> <i>student Homeless Count End of Year Reporting (use for end of year reporting)</i>		
<b>Available Training</b>	<a href="#">End of Year Training 2013-14</a> includes a session on Homeless Data Collection		

**1A**

Homeless Data Entry

**Campus Path:** Student Information | General | Enrollment tab | State Reporting Fields

**Step 1: Homeless Data Entry**

The screenshot shows a web form titled "State Reporting Fields". It contains several input fields:

- State Exclude:**
- Perkins Only:**
- Home Language:** Dropdown menu with "0400: English" selected.
- Migrant:** Dropdown menu.
- Immigrant:**
- Out Of State:**
- Program 504:**
- Homeless:**
- Refugee:**
- Extra Year in Primary School Choice:**
- Living Status:** Dropdown menu with a blue highlight on the first option.

**Homeless:** Select indicator if student lacks a fixed, regular, and adequate nighttime residence. [USDE Homeless Non-Regulatory Guidance](#) defines a student as a homeless child or youth if sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary night-time 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 for the purposes of this subtitle because the children are living in circumstances described above. The term ‘unaccompanied youth’ includes a youth not in the physical custody of a parent or guardian.

**Living Status:** Select the Living Status of the student at the time the student is identified as homeless  
01: Emergency Runaway Shelter

- 02: Motels/Hotels
- 03: Public/Private Nighttime Shelter
- 04: Special Care Facilities
- 05: Spouse Abuse Center
- 06: Uninhabitable Places (Example: Buses, Cars, Old Buildings, Campgrounds, etc.)
- 07: Friends or Relatives
- 08: Awaiting Foster Care Placement

“Foster care” means the provision of temporary twenty-four (24) hour care for a child for a planned period of time when the child is: (a) Removed from his parents or person exercising custodial control or supervision and subsequently placed in the custody of the cabinet; and (b) Placed in a foster home or private child-caring facility or child-placing agency but remains under the supervision of the cabinet.

Ky. Rev. Stat. Ann. § 620.020

- 09: Unaccompanied youth – not in the custody of a parent or guardian

**NOTE: This is a required field if Homeless indicator selected.**

The screenshot shows a form with several fields. On the left, there are checkboxes for 'Homeless' (checked), 'Foreign Exchange', and 'Dropout Questionnaire'. Below these are 'Resident District' and 'School of Accountability', both with 'Select a Value' buttons. On the right, a 'Living Status' dropdown menu is open, showing a list of options: 01: Emergency Runaway Shelter, 02: Motels/Hotels, 03: Public/Private Nighttime Shelter, 04: Special Care Facilities, 05: Spouse Abuse Center, 06: Uninhabitable Places, 07: Friends or Relatives, 08: Awaiting Foster Care Placement, and 09: Unaccompanied Youth - not in custody of parent.

Important reminders regarding homeless data collection and reporting:

- Once a student is identified as homeless, the student’s homeless indicator and living status should remain selected in the student’s record for the remainder of the academic year, regardless if his/her status changes.
- If a student transfers school to school in the same district within the same academic year, the homeless indicator and living status must be manually entered in the new enrollment.
- If a student transfers district to district, the person importing the student records should run the KY State Reporting Import Wizard which will populate the homeless indicator and living status from the losing districts database to the receiving districts database.

Verification of homeless data collection and reporting, KDE recommends running the following reports and cleaning up this data on a monthly basis:

- Run the state published ad hoc labeled *student Homeless marked w/o living status marked* (this will give you a list of students with homeless selected but no living status selected).
  - If student on report has been previously identified as homeless within the academic year, the student’s previously identified living status should be selected on the current enrollment.
  - If the student was not identified as homeless in the current academic year, the homeless indicator should be deselected on the student’s current enrollment.
- Run the state published ad hoc labeled *student Homeless students w/o homeless marked* (this will give you a list of students with a living status selected but the homeless indicator is not selected).

- If student on report has been previously identified as homeless within the academic year, the student's homeless indicator should be selected on the current enrollment.
- If the student was not identified as homeless in the current academic year, the living status should be deleted on the student's current enrollment.

End of Year Reporting for Homeless Data:

- Run the above verification reports to ensure no errors in data are found within your district
- By June 30<sup>th</sup> of the current school year, run the *student Homeless Count End of Year Reporting* report to keep as a record of students reported homeless with a living status in your district for the current year. This report will give you students in your district that have the homeless indicator selected and a living status selected; this is reported to the federal government annually.
- **Homeless data will be pulled annually at KDE on July 1<sup>st</sup> from the IC reporting warehouse.**
- The homeless data does not roll over into the next school year. At the beginning of the school year, the homeless coordinator should evaluate the homeless status of all students listed on the prior year's Homeless Count report. Update enrollment data on those students the coordinator identified as homeless.