

# Data Standard Homeless Children and Youth

## Rev. 7/1/2020

### Ownership and History

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# Data Standard Homeless Data Entry

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### Overview

#### Description

If a student is eligible for homeless services at any point during the school year, a homeless record must be created in the student's record within Program Participation | Homeless, documenting the primary nighttime residence and unaccompanied youth designation. The homeless services and record must remain active through the remainder of the school year regardless if the student's status changes.

Any student determined eligible for homeless services preschool through age 21 should have a homeless record created with dates spanning the entire academic year. Reference [Enrolling Children and Youth Experiencing Homelessness](#) in School by National Center for Homeless Education.

Homeless 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.

#### Reports

- QA Homeless Report  
Path: KY State Reporting / KDE Reports / QA Homeless  
The purpose of this detail report is to provide a list of homeless students that will be used for state and federal reporting purposes. The detailed report will also provide the user with highlighted elements that indicate data quality issues.  
The aggregate report contains unduplicated counts of students identified as homeless anytime during the reporting year. The report also calculates a percentage of homeless students by gender and race/ethnicity by grade, primary nighttime residence and unaccompanied youth status. Reference the [Quick Reference Card](#) for additional information.
- State published ad-hocs 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 the [Education for Homeless Children and Youth website](#).

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### 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 circumstances described above.

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

### Campus Path: Student Information / Program Participation / Homeless



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

- \*Primary Night Time Residence**: A dropdown menu.
- \*Start Date**: A date input field with a calendar icon.
- \*Unaccompanied Youth**: A dropdown menu.
- \*End Date**: A date input field with a calendar icon.

At the bottom of the form, it says "District Defined Elements".

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

S: Shelters and Transitional Housing

D: Doubled up

U: Unsheltered (inadequate housing)

HM: Hotels/Motels

**NOTE:** This is a required field.

**Unaccompanied Youth:** Select *Yes* or *No* for student's unaccompanied 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 youth under the McKinney-Vento Act:

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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.

**NOTE:** This is a required field.

**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.

**NOTE:** The end date should not be changed.

### Section B – Important Reminders

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* if his/her status changes. This includes students placed in a facility or group home enrollment subsequent to 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 will override 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.

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### Section C – Transfer of Student Records

- If a student transfers *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.
  - End date will auto-populate to 6/30 of the reporting year.Reference [Student Records Transfer data standard](#).  
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 district to district within the same academic year, the FRAM record does not transfer with the student record; therefore, the Homeless Coordinator should work with School Food Service Director to create a new FRAM record. (Reference the [FRAM data standard](#)). Students deemed as homeless must have a corresponding FRAM record with Eligibility of Free Lunch Status. To identify homeless students that do not have free lunch marked in FRAM, use the *QA Homeless* report.

### Section D – Verification of Data for Reporting

- KDE recommends that the Homeless Coordinator or designee(s) run the *QA Homeless* report and correct any data quality issues on a regular basis.  
Path: *KY State Reporting / KDE Reports / QA Homeless*

The detailed report will provide the user with highlighted elements that show data quality issues. Reference the report [Quick Reference Card](#) for additional information on using the report. The data quality issues provided with this report are as follows:

- Identified homeless students whose lunch status is not marked as *Free* status
- Identified homeless students whose record does not have a Living Status selection
- Identified homeless students whose record does not have an Unaccompanied Youth

The Detail report lists the homeless students included in state and federal reporting.

The Aggregate Report provides similar data to what is reported on School Report Card and federal reporting.

- KDE has created State Published Ad-hocs to assist with data quality. Running these reports will help with identification of eligible homeless students.
  - Homeless record missing for transfer

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- 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 do 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. Note: Student Pass-through Query is necessary to find the data but cannot display the school name.
- Homeless record prior year but not selected year
  - This report will list 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. Note: Student Pass-through Query is necessary to find the data but cannot display the school name.

### Section E – Reporting Timeline

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