# Newly Appointed Local Homeless Liaison 30-60-90 Day Plan

### **Purpose:** This 30-60-90 day plan is provided as a set of recommended activities to help newly-appointed local homeless liaisons complete essential tasks. The plan was guided by the Homeless Liaison Toolkit provided by the United States Department of Education (USED). New liaisons should review the tasks and make necessary changes for your local context. While this 30-60-90 day plan is intended for new liaisons, any liaison may take advantage of the resource to assist with essential tasks related to your role.

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| **Horizon Goal:** A horizon goal is long-term, ambitious and far-reaching goal.  **Example:** Establish a comprehensive support system that ensures all students experiencing homelessness within the district have immediate educational resources to promote their academic success and well-being during the 2024-2025 school year. |
| Insert Horizon Goal here. |
| **90 Day Goal**: A short-term objective designed to be achieved within a specific three-month timeframe, acting as a stepping stone towards the Horizon Goal.  **Example:** Review and employ district identification processes necessary to identify and support district students experiencing homelessness in the first 90 days. |
| Insert 90-Day Goal here. |

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| **In the first 30 days, we will know we are successful when:** | | | |
| I understand the role and responsibilities of a homeless liaison and can assess the local context for immediate needs. | | | |
| **The measures/evidence we will use are:** | | | |
| Self-reflection and feedback from principals, staff, families and community partners. | | | |
| **First 30 days action strategies:** | **Who is on point?** | **By when?** | **Communicated how?** |
| * Read, annotate and save/bookmark a copy of the [McKinney-Vento (MV) Act](https://naehcy.org/essa/) and local policies related to students experiencing homelessness. |  |  |  |
| * Read, annotate and save/bookmark state regulations related to the MV Act:   + [702 KAR 3:220​](https://apps.legislature.ky.gov/law/kar/titles/702/003/220/) Guidelines for Waiver of School Fees   + [704 KAR 7:090](https://apps.legislature.ky.gov/law/kar/704/007/090.pdf) Homeless Children and Youth Education Program |  |  |  |
| * Read, annotate and save/bookmark the [Homeless Liaison Toolkit](https://nche.ed.gov/homeless-liaison-toolkit/) and appendices.   + **Note**: [Appendix 2.A Homeless Liaison Responsibilities](https://nche.ed.gov/wp-content/uploads/2020/10/2020-LL-toolkit-App-2a.docx) |  |  |  |
| * Review the [Infinite Campus Homeless Data Standards and Reporting](https://www.education.ky.gov/districts/tech/sis/Documents/DataStandard-Homeless.pdf) and the [Infinite Campus and Homeless Education Data PowerPoint](https://www.education.ky.gov/federal/progs/txc/Documents/Infinite%20Campus%20and%20Homeless%20Education%20Data.pdf). These resources will familiarize liaisons with the statewide student tracking software, Infinite Campus. |  |  |  |
| * Review existing data (including local assessments) on homeless students and identify current challenges and gaps in services. Possible data sources include:   + [KDE Homeless Children and Youth Data Collection and Reporting](https://www.education.ky.gov/federal/progs/txc/Pages/Homeless-Children-and-Youth-Data-Collection-and-Reporting.aspx)   + [Historic Data: School Report Card Datasets - Kentucky Department of Education​](https://www.education.ky.gov/Open-House/data/Pages/Historical-SRC-Datasets.aspx)   + [2023-24 Kentucky School Report Card Dashboard](https://reportcard.kyschools.us/)   + [National Center for Homeless Education (NCHE) Kentucky State Data Profile](https://profiles.nche.seiservices.com/StateProfile.aspx?StateID=21)   + [NCHE National Aggregated Data](https://profiles.nche.seiservices.com/ConsolidatedStateProfile.aspx)   + [NCHE Guide to Data Collection](https://nche.ed.gov/data-collection/)   + [NCHE Data Resources](https://nche.ed.gov/data-and-stats/) |  |  |  |
| * Review recorded training sessions on the McKinney-Vento Act and start planning training for school-level staff. Available topics include the following:   + [McKinney Vento 101, Fundamental Principles and Best Practices – July 2023](https://mediaportal.education.ky.gov/continuous-improvement/2023/09/mckinney-vento-101-fundamental-principles-and-best-practices-july-2023/)   + [McKinney-Vento Homeless Education Assistance Act: Transportation](https://mediaportal.education.ky.gov/continuous-improvement/2024/07/mckinney-vento-homeless-education-assistance-act-transportation/)   + [A School Counselor's Role in Supporting Homeless Children and Youth](https://mediaportal.education.ky.gov/continuous-improvement/2024/12/a-school-counselors-role-in-supporting-homeless-children-and-youth/)   + More can be found on the [KDE Media Portal Page](https://mediaportal.education.ky.gov/continuous-improvement/homeless/). |  |  |  |
| * Establish important collaboration connections with key stakeholders, including school administrators, counselors, social workers and community partners. |  |  |  |
| * Address any urgent needs of homeless students, such as enrollment or transportation issues. |  |  |  |
| **If we are not successful, we will:** | | | |
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| **In the first 60 days, we will know we are successful when:** | | | |
| We can identify relevant indicators, engage in self-reflection and feedback, and make informed decisions about the next steps needed in our district. | | | |
| **The measures/evidence we will use are:** | | | |
| Self-reflection and feedback from principals, staff, families and community partners. Additional evidence includes increased awareness through posters or flyers in the community. | | | |
| **First 60 days action strategies:** | **Who is on point?** | **By when?** | **Communicated how?** |
| * Develop a communication plan for daily needs and for publicizing targeted information. * Establish regular communication channels with school staff and community partners. * Create a system for disseminating information about the rights and services available to homeless students. |  |  |  |
| * Implement identification procedures to ensure that all schools use a residency form to identify homeless students. * Train school staff on how to identify and refer homeless students. |  |  |  |
| * Strengthen community partnerships by building partnerships with local shelters, housing authorities, places of worship, food banks and other service providers. * Develop a referral system for services such as healthcare, mental health and housing. |  |  |  |
| * Work within the district to review and revise policies that may act as barriers to the enrollment and success of homeless students. * Ensure policies are in place for immediate enrollment and transportation; identify or name a point of contact. |  |  |  |
| * Set up a system for collecting and reporting data on homeless students. * Ensure compliance with state and federal reporting requirements. |  |  |  |
| **If we are not successful, we will:** | | | |
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| **In the first 90 days, we will know we are successful when:** | | | |
| The liaison can actively monitor the implementation of identification and wraparound support procedures to reduce barriers for students experiencing homelessness. | | | |
| **The measures/evidence we will use are:** | | | |
| Local processes, a developed strategic plan, academic support, and retained documentation for monitoring. | | | |
| **First 90 days action strategies:** | **Who is on point?** | **By when?** | **Communicated how?** |
| * Begin monitoring the implementation of identification and wraparound support procedures. * Evaluate the effectiveness of training sessions and make adjustments as needed. |  |  |  |
| * Create a strategic long-term plan for ongoing support and services for students experiencing homelessness. * Set goals for the next school year, including professional development and community outreach. |  |  |  |
| * Increase awareness by planning awareness campaigns to educate the broader school community about the needs and rights of homeless students. * Ensure that posters and informational materials are displayed in schools and community locations. |  |  |  |
| * Support academic success by working with teachers and counselors to provide academic support for homeless students. * Ensure homeless students can access tutoring, after-school programs, and other educational resources. |  |  |  |
| * Prepare for compliance reviews by ensuring that all documentation and procedures are in place for any upcoming compliance reviews or monitoring. * Stay updated on any changes in legislation, processes, or policy that may affect your role. |  |  |  |
| **If we are not successful, we will:** | | | |
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| **Projected Next Steps:** |
| * Register for and attend the National Association for the Education of Homeless Children and Youth (NAEHCY) if in-person or virtual attendance aligns to the annual budget. * Register for and attend any professional development opportunities provided by the Kentucky Department of Education for your role. * Complete required annual training approved by the Kentucky Department of Education. |