

MASSACHUSETTS DEPARTMENT OF ELEMENTARY and SECONDARY EDUCATION

Guidance for Entering Homeless and Foster Care Student Data

This guidance is intended to provide Homeless Education Liaisons, Foster Care Points of Contact, and district staff assigned the Homeless and Foster Care Student data collection role with information regarding the process.

When should homeless and foster care students be reported?

- At the point when he/she arrives in the district if a new student. Or when district staff learns that an already enrolled student has become homeless or placed in foster care.
- **Only students *enrolled in the district* should be entered** (do *not* enter a student who is sheltered/placed in the district and transported to his/her school of origin in another district).
- In addition, students whose homelessness or foster care placement spans school years will need to be reentered in subsequent years.
- This data collection is cumulative and on-going for each school year. Though the data is not certified and submitted until the end of the school year (usually July), **it is important to have it up-to-date on October 1st.**

Accessing the Homeless and Foster Care security portal:

You must be assigned the Homeless and Foster Care Student Application role by the school district's Directory Administrator. See <http://www.doe.mass.edu/infoservices/data/diradmin/> for further information.

Entering Data in the Homeless and Foster Care Student Application:

1. From the first screen of the application select your organization or district from the dropdown menu, select the school year and click on Next.
2. On the Add/Update screen select homeless or foster care.
3. For foster care students:
 - enter the foster care student's SASID number;
 - select his/her grade; and
 - click on Add Foster Care Student.
4. For homeless students:
 - enter the homeless student's SASID number;
 - select his/her grade;
 - select the dwelling arrangement (Primary Night Time Residence) –
 - Shelter,
 - Doubled-up (sharing the housing of others due to loss housing, economic hardship),
 - Unsheltered (cars, parks, campgrounds, abandoned buildings, and substandard/inadequate housing)' or
 - Hotels/motels;
 - Unaccompanied youth - click on Yes or No; and
 - Click on Add Homeless Student

NEW for 2017-18: SIF districts do not need to do manual entry described above

Starting in the 2017-18 collection, SIF districts do not need to manually enter homeless and foster care student information into the Security Portal application, unless it is to edit or correct data that was transmitted in error.

For districts that are live in SIF, the information should be entered into the district SIS, and that data will be transmitted to ESE automatically via the SIF agent. The data that is transmitted via SIF will be populated in the homeless and foster care student application. Districts can go to the homeless application to verify, review, edit, or correct the data at any point in the school year.

MASSACHUSETTS DEPARTMENT OF ELEMENTARY and SECONDARY EDUCATION

Guidance for Entering Homeless and Foster Care Student Data

Once a student is entered:

- The student will appear on the list of reported students on your Add/Update screen.
- Note: It is possible that a student was **both homeless and placed in foster care** during the school year. That student should be entered in both categories and will appear on both lists.
- The **Edit** function is used to correct a data entry error, for example, should numbers in the SASID identifier be transposed. The dwelling arrangement should *not* be updated. Districts are not asked to “track” the changes in housing status.
- The Delete function is used *only* if a student is erroneously entered.
- **Do not delete or update students if they become permanently housed.** The data collection effort needs to be a cumulative record of all homeless students enrolled in the district for any given school year.

To Close out the school year:

The Certify/Submit function is enabled when it is time to close out the data entry for a school year; usually June through mid-July. This function allows districts to review/certify the accuracy of the data and finalize/submit it.

1. Review the data as it appears on each list
2. Click on the certify checkbox to confirm the data is accurate
3. Click on the Submit button.
 - Once the data has been Certified /Submitted, no more students can be entered. Should the Certify/Submit function be erroneously engaged, please contact us and we will manually reverse the designation.
 - A district that has not enrolled or identified any homeless or foster care students must still Certify/Submit its data, and by doing so, certifies that no homeless students were enrolled.
 - Once the school year closes, the data is archived and the application is reset. Therefore, students whose homelessness spans school years must be reentered in the subsequent school year, i.e. a student homeless in June needs to be reentered in September if that student remains homeless, with their new grade and Primary Night Time Residence.

For questions on homeless or foster care student data please contact Sarah Slautterback, 781-338-6330 or sslautterback@doe.mass.edu.

For questions about SIF, please contact Melissa Marino in ESE Data Collection, 781-338-6797 or mmarino@doe.mass.edu.