

State Coordinators' Handbook

Section C. Data Collection and Reporting

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One of the most critical responsibilities of the office of the state coordinator for homeless education is that of collecting data on homeless children and youth [Sec. 722(f)(1) and Sec. 724(h)(1)]. Since the implementation of the Consolidated State Performance Report (CSPR) in School Year (SY) 2004-2005, states have been required to report verifiable data (not estimates) on the numbers and primary residences of homeless students and other information. Furthermore, since the full implementation for all SEAs of data submission via ED Facts went into effect for SY 2008-2009 data, homeless education data has been collected earlier to be programmed for submission and it may be continuously revised even after the CSPR is recertified. Data collection and verification require close coordination with SEA data departments, thorough understanding of each of the data elements, and oversight of LEAs to ensure that each submits quality data.

SEAs, in general, have made great progress in streamlining and refining their homeless data collection with the use of electronic data collection systems and universal student identifiers. Many state coordinators can now even provide liaisons with homeless student enrollment and assessment data reported separately to the SEA by the LEA for their verification. Nevertheless, some SEAs struggle to meet the data collection requirements.

As a state coordinator, you should be familiar with the data collection process in your state and work closely with your CSPR and ED Facts team to ensure all required data elements are included and the data is collected, checked, and submitted according to deadlines provided by ED. Information and updates on the Federal data collection process are provided each year by the federal program office through NCHE.

NCHE's annually updated [***Federal Data Collection Guide for the Education for Homeless Children and Youths Program***](#) is an important resource to assist state coordinators in reviewing federal data collection requirements for homeless students and understanding each of the data elements. Included in the Guide is background information on the CSPR and ED Facts, general instructions, definitions of terms in the data elements, and tips for State Coordinators to ensure that quality data is collected. A link to this document is provided at the end of this section.

Moreover, NCHE staff members are available to provide customized assistance in helping state coordinators understand their federal data collection responsibilities.