"10 in 10"
Orientation Tutorial for New State Coordinators

NCHE
National Center for Homeless Education at SERVE ™

Module 4: Overseeing Implementation in Local Education Agencies

10 10-Minute Modules to Orient You to Your New Position

About the "10 in 10" Module Series

NCHE's "10 in10" module series for new State Coordinators for homeless education

- ❑ Provides 10 short modules that cover essential topics to orient you to your new position;

- ❑ Is based on information in NCHE's more comprehensive *State Coordinators' Handbook* available for download at http://center.serve.org/nche/pr/sc_hb_2010.php;

- ❑ Includes links to additional resources; and

- ❑ Includes Questions to Consider and a Wrap Up to reinforce key points and help you develop your work plan.

Module 4: Overview

In Module 4, new State Coordinators will learn about

❑ State educational agency (SEA) responsibilities related to the implementation of the McKinney-Vento Act within its local educational agencies (LEAs),

❑ Coordination with local homeless education liaisons,

❑ Technical assistance to LEAs and local liaisons,

❑ Professional development for LEAs and local liaisons,

❑ Development of a relevant and useful SEA homeless education website, and

❑ Monitoring LEAs for McKinney-Vento compliance.

SEA Responsibilities toward LEAs

❑ The McKinney-Vento Act requires that the Office of Coordinator provide technical assistance to LEAs to ensure compliance.

❑ Technical assistance activities include

    ○ Coordination with local liaisons to ensure compliance,

    ○ Training of local liaisons and other key educators and service providers, and

    ○ Monitoring of all LEAs, including those with and without subgrants.

Coordination with Local Liaisons

❑ State Coordinators must ensure that local liaisons are designated in all LEAs.

❑ State Coordinators should

  o Keep an updated list of the names and contact information for all local liaisons,

  o Require LEAs to report changes in the local liaison position, and

  o Require that every LEA designate a liaison who has the time and capacity to ensure the effective implementation of the McKinney-Vento Act.

Coordination with Local Liaisons

Good practices:

❑ Communicate with all new local liaisons to apprise them of their responsibilities.

   o Provide a "welcome packet" and let them know that you are a resource for them.

   o Inform them of all training opportunities.

❑ Provide them with a link to NCHE's *Homeless Liaison Toolkit:*
   http://center.serve.org/nche/pr/liaison_toolkit.php.

Coordination with Local Liaisons

Good practices (cont.)

❑ Conduct quarterly conference calls with local liaisons.

❑ Share all pertinent federal and state memos and program updates electronically, as in a newsletter or via a listserv.

Technical Assistance

Good practices:

❑ Review records of past trainings provided to LEAs to determine future training schedules, content, and venues.

❑ Review data or needs assessment information that has been gathered in order to target training to specific needs.

   o See NCHE's *Educating Homeless Children and Youth: Conducting Needs Assessments and Evaluation Services – A Guide for SEAs, LEAs, and Local Schools*: http://center.serve.org/nche/pr/na_eval.php.

Technical Assistance

Good practices (cont.):

❑ Get to know local issues; look for patterns across regions, topics of disputes, and areas or role groups with common problems in order to target technical assistance and training.

❑ Offer technical assistance in a variety of venues, such as on-site LEA trainings, state trainings, regional group discussions, webinars, etc.

❑ Include key collaborators in trainings, such as staff from Title I, Part A.

Technical Assistance

Good practices (cont.):

❑ Draw on the leadership of experienced and effective local liaisons to mentor other local liaisons or assist with trainings.

❑ Follow up with local liaisons who do not attend a training to ensure that they receive necessary information.

❑ Follow technical assistance to struggling LEAs with site visits or one-on-one discussions with the local liaisons.

Questions to Consider

1. What types of trainings has the SEA offered for local liaisons in the past year?

2. How many local liaisons have participated in trainings in the past year?

3. Does the SEA conduct a state homeless education conference?

4. In what trainings hosted by other programs did the former State Coordinator provide sessions on homeless children and youth?

5. How did the previous State Coordinator handle local liaison turnover and new local liaison orientation?
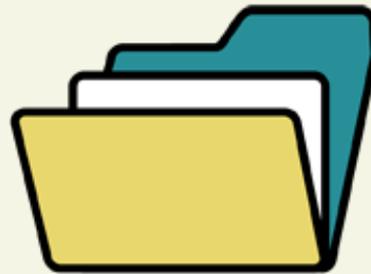
Training for LEAs and Local Liaisons

Organize content according to

❑ What is necessary for compliance;

❑ What a quality program that goes beyond compliance looks like; and

❑ What characteristics define a robust, established, model LEA homeless education program.

Determining Topics for Trainings

Consider the following questions to help determine topics for trainings:

❑ How many local liaisons have already received basic McKinney-Vento training?

❑ Are there national- and state-level updates that should be included?

❑ What topics do local liaisons identify as needs for training?

❑ Are experienced local liaisons willing to share their expertise in a training event?

❑ Would sharing model programs or best practices be helpful?

Beyond the "One-Shot Event"

❑ Systematic follow-up is key to providing effective professional development:

- o Builds rapport with local liaisons, and
- o Keeps the State Coordinator abreast of challenges and emerging issues.

❑ Conduct follow up communication via phone, email, or conference call in order to

- o Gather input on issues that have occurred in LEAs since the training,
- o Discuss challenges related to training topics,
- o Share success stories, and
- o Communicate updates from the national or state level.

Review the State Homeless Education Website

❑ To be useful and relevant, your state homeless education website should include at a minimum:

- o Contact information for the State Coordinator;

- o A current list of local liaisons and contact information;

- o A list of subgrantees and program coordinator contact information; and

Review the State Homeless Education Website

To be useful and relevant, your state homeless education website should include at a minimum (cont.):

❑ An overview of the McKinney-Vento Act and links to national resources, such as NCHE's

  o *Homeless Liaison Toolkit: http://center.serve.org/nche/pr/liaison_toolkit.php*

  o Briefs*: http://center.serve.org/nche/pr/briefs.php*

  o Posters: http://center.serve.org/nche/online_order.php

  o Webinars: http://center.serve.org/nche/web/group.php

  o *Conducting Needs Assessment and Evaluation Services*: http://center.serve.org/nche/pr/na_eval.php

Additional Suggestions for Website Inclusions

o Links to other national organizations, such as the National Association for the Education of Homeless Children and Youth (www.naehcy.org)

o Policy memos and guidance documents related to homeless children and youth, including

- Your state's dispute resolution process
- Access to free school meals through the Child Nutrition Program
- State policies related to homeless children and youth

o Sample forms that LEAs may wish to use

- Residency enrollment form
- Written notification when schools and parents disagree

Additional Suggestions for Website Inclusions

For ideas to improve your state's homeless education website, visit http://center.serve.org/nche/states/state_resources.php and click on states to view other homeless education websites.

Monitoring LEAs for Compliance

❑ The U.S. Department of Education requires states to monitor <u>all</u> LEAs on a regular basis.

   o Subgrantees must be monitored at least once during the grant cycle.

❑ LEA monitoring may include

   o On-site monitoring;

   o Desk (remote or virtual) monitoring; or

   o Inclusion of McKinney-Vento questions as part of Title I, Part A consolidated monitoring.

Monitoring LEAs for Compliance

Compliance monitoring

❑ Holds LEAs accountable for meeting McKinney-Vento requirements,

❑ Strengthens the quality of local programs

❑ Informs decisions about what technical assistance is needed in LEAs,

❑ Identifies promising practices, and

❑ Sets the expectation for continuous program improvement.

See NCHE's *State Coordinator's Handbook for LEA Monitoring:*
http://center.serve.org/nche/pr/sc_hb_mon.php

Questions to Consider

1. What is the schedule for LEA monitoring for McKinney-Vento compliance in your state?

2. What is the venue for monitoring (on site, desk monitoring, part of consolidated monitoring, combination)?

3. Who conducts LEA monitoring?

4. What reports exist related to findings and follow up?

5. What issues and challenges were identified across the state?

6. What should LEA monitoring look like for the upcoming year?

Upon completing Module 4, new State Coordinators should be able to answer the following questions:

1. What are three strategies for training, communicating with, and developing rapport with local liaisons?

2. What would an effective sample agenda for a LEA training look like?

3. What are some key elements to include on the state's homeless education website?

4. How often should all LEAs be monitored for compliance with the McKinney-Vento Act?