



# “10 in 10” Orientation Tutorial for New State Coordinators

## Module 7: Data Collection



*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](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 7: Overview



New State Coordinators will learn about

- ❑ Federal data collection requirements for homeless children and youth,
- ❑ The timeline and process for submission of Consolidated State Performance Report (CSPR) data from LEAs to the U.S. Department of Education (ED),
- ❑ Questions related to homeless children and youth included in the CSPR,
- ❑ The role of state ED*Facts* and CSPR coordinators, and
- ❑ State Coordinator responsibilities in the data collection and submission process.



# Data Collection Requirements for Homeless Children and Youth



- ❑ ED requires state education agencies (SEAs) to submit data on an annual basis.
- ❑ The data are submitted for the CSPR.
  - The CSPR is the annual reporting tool for ED data.
  - The CSPR includes data for Section 1.9 Homeless Collection.
- ❑ ED uses the data for national performance reporting.
- ❑ ED recommends that SEAs use the data for program improvement.



# Data Submission Timeline



- ❑ ED determines dates for submissions.
  - The CSPR Part 1 tool generally opens in November of the year following the school year for which data were collected.
  - The submission period for Round 1 ends in December.
  - The submission period reopens for corrections in February and closes in March.
- ❑ The federal program coordinator for the Education for Homeless Children and Youth program provides information annually on exact dates and changes in the CSPR.



# Questions Included for 2013-2014



- 1.9 Number of local education agencies (LEAs) with and without McKinney-Vento subgrants
  - 1.9.1 Number of homeless children and youth by grade level enrolled in public school at any time during the year
  - 1.9.2 Primary nighttime residence of homeless children and youth
  - 1.9.3 Subgroups of homeless students enrolled



# Questions Included for 2013-2014



1.9.2.1 Number of homeless children and youth by grade level **served** by McKinney-Vento subgrants

1.9.2.2 Subgroups of homeless students **served**

- Unaccompanied homeless youth
- Migratory children/youth
- Children with disabilities
- Limited English proficient



# Questions Included for 2013-2014



1.9.3.1 Academic achievement of homeless students – reading assessment

1.9.3.2 Academic achievement of homeless students – mathematics assessment

1.9.3.3 Academic achievement of homeless students – science assessment





# Definition of Served



Children “served” includes those who have been impacted in any way through McKinney-Vento subgrants.

- ❑ Includes K-12 homeless students, and
- ❑ Includes birth through 5 year olds, regardless of whether they are enrolled in a preschool program operated by the LEA.
  
- ❑ Direct services examples
  - Tutoring, school supplies, medical referrals, transportation
- ❑ Indirect services examples
  - Services provided by a staff member whose position is supported by McKinney-Vento funds
  - Health and housing referrals



## *EDFacts*



- ❑ *EDFacts* is ED's K-12 education data repository.
- ❑ *EDFacts* collects and centralizes aggregate performance data, supplied by SEAs.
- ❑ *EDFacts* works to facilitate more efficient data submission practices and reduce duplicative data collection efforts.
- ❑ *EDFacts* provides resources that allow for the streamlining of data analysis and reporting.



## *EDFacts* and CSPR Coordinators



- ❑ All SEAs have *EDFacts* and CSPR coordinators.
- ❑ These coordinators ensure accurate data collection, checking, and reporting.
- ❑ State Coordinators should meet with both coordinators to ensure they understand their state's data collection system and what role the homeless State Coordinator plays in the accurate collection and reporting of data from LEAs.



# State Coordinator Responsibilities



- ❑ Ensure that LEAs submit accurate data by the deadline.
- ❑ Provide training and technical assistance to
  - Inform LEAs of all data submission deadlines,
  - Clarify that ALL LEAs must submit data (even if reporting 0),
  - Clarify that ALL LEAs must submit academic achievement data (both those with and without subgrants), and
  - Ensure that LEA liaisons and data staff understand the data collection requirements and terms.
- ❑ Include in LEA monitoring an indicator related to the annual submission of data.



# State Coordinator Responsibilities



- ❑ Request a report from your ED*Facts* or CSPR coordinator to preview for errors or discrepancies prior to its submission to ED.
- ❑ Request that the CSPR coordinator provide you with any feedback that ED provides to the state after the Round 1 submission of data so that you may provide input on making corrections.





## Accessing the Certified Data



- ❑ Individual state CSPR Section 1.9 reports are made publicly available on NCHE's website after certification:  
<http://nchespp.serve.org/profile/National> .
- ❑ ED Data Express is an ED hosted website that allows public entities and individuals to create their own reports: <http://www.eddataexpress.ed.gov> .
  - Reports may include longitudinal and regional comparisons of program performance.



# Utilizing the Data



- ❑ State Coordinators should use the CSPR data to guide program decisions.
- ❑ CSPR data can
  - Provide a picture of numbers of homeless students enrolled in your state in relation to levels of poverty, such as indicated in number or percentage of students on free and reduced lunch;
  - Indicate which LEAs are not reporting or under-reporting; and
  - Show academic performance of homeless students in comparison to the state average for all students.



# Questions to Consider



1. Have you reviewed your state's CSPR report, Section 1.9, for the past year? The prior year?
2. How many LEAs in your state do not report data? How many report 0 students? Do you suspect some LEAs are under-reporting?
3. Do you know who your CSPR and ED*Facts* coordinators are?
4. What technical assistance has been provided to LEAs to ensure their submission of accurate and timely data?



## Links to Resources



*NCHE's Consolidated State Performance Report  
Federal Data Collection Guide for State Coordinators  
of Homeless Education School Year 2012-2013:*

[http://center.serve.org/nche/pr/fed\\_data\\_coll\\_guide.  
php](http://center.serve.org/nche/pr/fed_data_coll_guide.php)



## Wrap Up



Upon completing Module 7, new State Coordinators should be able to answer the following questions:

1. How often must states submit data to the U.S. Department of Education for the CSPR?
2. What are three homeless education questions that are included in the CSPR?
3. What are the State Coordinator's responsibilities regarding LEA data collection and submission?
4. In what ways can CSPR data be useful for program planning?