

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

School Division:	
Date of Monitoring:	
Conducted by:	
Liaison:	
Other staff in attendance:	

**Follow up tasks:**

For liaison:	
For monitor:	

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

**I. The LEA has established an appropriate infrastructure for implementation of the McKinney-Vento Education of Homeless Children and Youth Program.**

<b>Guiding Questions LEA</b>	<b>Acceptable LEA Evidence Documentation</b>	<b>Probing Questions Interview</b>
<p><b>1.1.</b> Does the LEA review and revise policies to remove barriers and adopt policies and practices to ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless? §722(g)(1)(J)(i)</p>	<ul style="list-style-type: none"> <li>• Local homeless education policy</li> <li>• Reports on homeless students in more restrictive settings, including any suspensions and expulsions</li> </ul>	<ul style="list-style-type: none"> <li>• How does the percentage of homeless youth placed on homebound compare to the overall local percentage?</li> <li>• How does the rate of suspensions and expulsions for students experiencing homelessness compare to other groups?</li> </ul>

**LEA Response:**  Yes  No  N/A      **Policy last revised:** \_\_\_\_\_      **VSBA:**      Yes      No

	MV	LEA	Rate	
			MV	LEA
<b>Total number of students</b>			N/A	N/A
<b>Number of students on homebound</b>				
<b>Number of students expelled</b>				
<b>Number of students suspended 1-10 days</b>				
<b>Number of students suspended &gt;10 days</b>				

**Number of days MV students suspended (range):** \_\_\_\_\_

**Is sufficient documentation provided?**  Yes  No  N/A

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>1.2.</b> Has an appropriate staff person been designated as the LEA liaison for homeless children and youth who is able to carry out the duties described in Title IX, Part A? §722(g)(1)(J)(ii)?</p>	<ul style="list-style-type: none"> <li>• LEA staff directory that identifies the liaison</li> <li>• LEA Web site that identifies the liaison</li> <li>• Evidence that time allotted to perform duties is reasonable given the number of students identified as homeless</li> </ul>	<ul style="list-style-type: none"> <li>• What was the rationale for including the liaison in his/her current department?</li> <li>• How is the liaison position classified in HR?</li> <li>• How often has the LEA designated a new homeless education liaison?</li> <li>• How is the state coordinator notified of any changes in personnel?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>1.3.</b> How does the LEA liaison learn about liaison responsibilities under McKinney-Vento? §722(f)(5) and (6), §722(g)(1)(J)(iv) &amp; §722(g)(2)</p>	<ul style="list-style-type: none"> <li>• Evidence that the liaison for homeless children and youth has participated in training identified by the state coordinator, e.g., certificates of attendance</li> </ul>	<ul style="list-style-type: none"> <li>• In what professional development activities has the liaison participated related to McKinney-Vento responsibilities?</li> <li>• Are there topics the liaison would like to see offered by the state?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>1.4.</b> How does the liaison ensure LEA personnel are aware of the LEA’s McKinney-Vento responsibilities and the needs of homeless children and youth? §722(g)(1)(D), §722(g)(6)(A)(ix) &amp; §722(g)(6)(B) and (C)</p>	<ul style="list-style-type: none"> <li>• Evidence that the LEA liaison or LEA staff conducts outreach to relevant LEA staff to inform them of McKinney-Vento rights and services for homeless children and youth, such as copies of agendas, minutes, handouts, or notes</li> <li>• Professional development schedule and tracking</li> </ul>	<ul style="list-style-type: none"> <li>• What staff receive training?</li> <li>• How frequently is McKinney-Vento information shared?</li> <li>• How do school personnel receive appropriate information and technical assistance on the educational rights and needs of homeless students?</li> <li>• Is public notice of the educational rights of homeless children and youth disseminated to all schools where such children and youth receive services under the McKinney-Vento Act?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>1.5.</b> How does the LEA ensure that community agencies that serve homeless individuals are made aware of the rights of homeless students? §722(g)(6)(A)(i) &amp; §722(g)(6)(B) and (C)</p>	<ul style="list-style-type: none"> <li>• Evidence that the LEA liaison or LEA staff conducts outreach to relevant community groups to inform them of McKinney-Vento rights and services for homeless children and youth, such as copies of agendas, minutes, handouts, or notes</li> </ul>	<ul style="list-style-type: none"> <li>• How do service providers, and advocates working with homeless families receive appropriate information and technical assistance on the educational rights and needs of homeless students?</li> <li>• Is public notice of the educational rights of homeless children and youth disseminated where such children and youth receive services such as family shelters and soup kitchens?             <ul style="list-style-type: none"> <li>• Where else are the rights of homeless students posted?</li> <li>• What other community activities are conducted to raise awareness of McKinney-Vento rights?</li> </ul> </li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<b>II: The LEA implements procedures to address the identification, enrollment, and retention of homeless students through coordinating and collaborating with other program offices and community agencies.</b>		
<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>
<b>2.1.</b> How does the LEA identify students experiencing homelessness and transmit these data to the SEA? §722(g)(6)(A)(i)	<ul style="list-style-type: none"> <li>• Written documentation or summaries of homeless students' initial primary nighttime residence</li> <li>• Analysis of identification rate compared to total free meal eligibility and SAIPE</li> <li>• The most recent copy of any evaluation reports of McKinney-Vento services or subgrant project</li> </ul>	<ul style="list-style-type: none"> <li>• How does the LEA identify students who are homeless and enter the data in the student management system?</li> <li>• Does the LEA use a residency questionnaire during enrollment and during back-to-school activities?</li> <li>• What activities are performed to verify accuracy of data for homeless students?</li> <li>• How are preschoolers identified and reported?</li> <li>• How are out of school youth identified and reported?</li> </ul>
<b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>2.2.</b> How and from what sources does the LEA collect information to determine the ongoing needs of homeless students in the LEA? §722(f)(1) and (3) §722(g)(6)(A) and (C)</p>	<ul style="list-style-type: none"> <li>• Student needs assessments</li> <li>• Data and summary reports from other program offices in the LEA and other community agencies concerning the educational needs of homeless children and youth in the LEA</li> <li>• LEA Report Card</li> </ul>	<ul style="list-style-type: none"> <li>• How does the LEA coordinate programs and services between the LEA and other agencies to assist in the identification, enrollment, and retention of homeless students?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Guiding Questions <u>LEA</u></b></p>	<p><b>Acceptable LEA Evidence <u>Documentation</u></b></p>	<p><b>Probing Questions <u>Interview</u></b></p>
<p><b>2.3.</b> How does the LEA ensure coordination among LEA programs and community agencies serving students experiencing homelessness, including Title I, Part A, Title III, and special education and local department of social services? §722(g)(4) and (5) &amp; §722(g)(6)(iv)</p>	<ul style="list-style-type: none"> <li>• Evidence that the LEA ensures that homeless students receive Title I, Part A, services through sections of the consolidated application and schoolwide program plans addressing the educational needs of homeless students</li> <li>• Description of activities funded through the LEA Title I, Part A, reservation for homeless students</li> <li>• Evidence that the LEA coordinates programs and services between SEA, LEA, and other community agencies, (e.g., schedules, agendas, minutes, notes or handouts)</li> </ul>	<ul style="list-style-type: none"> <li>• How does the LEA determine its Title I, Part A, reservation for students experiencing homelessness and how are the funds used?</li> <li>• How do homeless children and youth receive free meals through the National School Lunch Program?</li> <li>• How do homeless families, children, and youth receive referrals to health care services, dental services, mental health services, and other appropriate services?</li> </ul>

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**LEA Response:**  Yes  No  N/A MV Title I reservation amount: \$ \_\_\_\_\_

**Is sufficient documentation provided?**  Yes  No  N/A

<p><b>2.4.</b> What special activities are undertaken on behalf of homeless preschool children? §722(g)(1)(F)(i) §722(g)(6)(A)(iii)</p>	<ul style="list-style-type: none"> <li>• Sample letters and/or meeting agendas with Head Start, Early Childhood Special Education, VPI, and Early Intervention</li> <li>• Enrollment data for preschoolers</li> <li>• Case notes</li> <li>• Referrals to early childhood programs</li> </ul>	<ul style="list-style-type: none"> <li>• Does the LEA enrollment form request information about younger siblings?</li> <li>• How does the liaison coordinate with early intervention and preschool programs, including community agencies?</li> <li>• Do preschool-aged homeless children receive educational services for which they are eligible, including access to Head Start and preschool programs administered by the LEA?</li> </ul>
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**LEA Response:**  Yes  No  N/A

**Is sufficient documentation provided?**  Yes  No  N/A

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>2.5.</b> How does the LEA ensure that homeless students are immediately enrolled and assisted with basic school requirements (e.g., records transfer, health and immunization records, and residency)?                  §722(g)(3)(C)                  §722(g)(7)</p>	<ul style="list-style-type: none"> <li>• Evidence that the LEA annually reviews and revises policies and practices to ensure they do not act as barriers to enrolling homeless students, such as agenda, minutes, or notes from meetings where these reviews occur</li> <li>• Enrollment records with date of presentment and date of initial attendance</li> </ul>	<ul style="list-style-type: none"> <li>• How does the LEA review and revise policies and practices (such as those regarding immunization and health records, residency requirements, birth certificates, school records, and guardianship) to ensure they do not act as barriers when enrolling homeless students?                         <ul style="list-style-type: none"> <li>• What data (barrier logs, technical assistance logs, etc.) are used to inform practices?</li> </ul> </li> <li>• What processes are in place to address barriers and other challenges identified?</li> <li>• How does the LEA document that students experiencing homelessness are immediately enrolled in school and provided assistance in obtaining any missing enrollment documents?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>2.6.</b> What special activities are undertaken on behalf of homeless unaccompanied or out-of-school youth? How do homeless students receive assistance from counselors to advise such youth, and prepare and improve their readiness for college?                  §721(4)                  §722(g)(1)(F)(ii)                  §722(g)(1)(K)                  §722(g)(6)(A)(x)                  §722(g)(7)(C)</p>	<ul style="list-style-type: none"> <li>• Sample letters and/or meeting agendas</li> <li>• Credit accrual strategies/policies</li> <li>• Evidence unaccompanied youth are notified of their independent status on the FAFSA</li> <li>• On-time graduation and dropout rates disaggregated by homeless status</li> <li>• Review of academic and career plans for homeless youth</li> </ul>	<ul style="list-style-type: none"> <li>• Does the LEA homeless liaison assist unaccompanied youth with school placement decisions?</li> <li>• How are the needs of homeless youth addressed in high school retention efforts?</li> <li>• How do the rates of graduation compare to other LEA subgroups?</li> <li>• Does the LEA monitor graduation rates and college and career ready status for students experiencing homelessness?</li> </ul>

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

**LEA Response:**  Yes  No  N/A

**Is sufficient documentation provided?**  Yes  No  N/A

**2.7.** How does the LEA ensure enrollment in the school of origin when determined to be in the best interest of the child?  
 §722(g)(3)(A)(i), §722(g)(3)(B), & §722(g)(6)(A)(vii) and (viii)

- Best interest determination forms
- Case notes
- Evidence that parents/youth are informed of their rights under McKinney-Vento (e.g., parent/youth signatures verifying receipt of rights, case notes)

- How are the parents or guardians of homeless children and youth and unaccompanied homeless youth informed of the educational opportunities available and provided meaningful opportunities to participate in educational decision-making?
- How does the LEA conduct best interest determinations for placement decisions?

**LEA Response:**  Yes  No  N/A

**Is sufficient documentation provided?**  Yes  No  N/A

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<p><b>2.8.</b> How does the LEA ensure transportation to the school of origin?                  §722(g)(1)(J)(iii)                  §722(g)(5)(A)(ii)                  §722(g)(6)(A)(viii)</p>	<ul style="list-style-type: none"> <li>• Evidence that the LEA ensures that transportation to the school of origin is provided upon request and monitored by the LEA</li> <li>• Transportation referral forms</li> <li>• Receipts for transportation</li> </ul>	<ul style="list-style-type: none"> <li>• How is transportation provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA homeless liaison), to and from the school of origin?</li> </ul>
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**LEA Response:**  Yes  No  N/A

**Is sufficient documentation provided?**  Yes  No  N/A

**III: The LEA has a system for ensuring the prompt resolution of disputes.**

<p><b>Guiding Questions</b> <u>LEA</u></p>	<p><b>Acceptable LEA Evidence</b> <u>Documentation</u></p>	<p><b>Probing Questions</b> <u>Interview</u></p>
<p><b>3.1.</b> Does the LEA have a written LEA dispute resolution process and does it track pre-dispute inquiries concerning barriers to enrollment?                  §722(g)(1)(C) and §722(g)(3)(E)</p>	<ul style="list-style-type: none"> <li>• Written dispute resolution policy</li> <li>• Examples of written notification to parents and unaccompanied homeless youth regarding placement decisions when they are different from what was requested</li> <li>• Evidence that LEA implements a process for the prompt resolution of disputes, such as a phone log, notes, or e-mail messages</li> </ul>	<ul style="list-style-type: none"> <li>• What is the local process for providing written notice?</li> <li>• Are enrollment disputes mediated in accordance with Virginia’s dispute resolution process?</li> </ul>

**LEA Response:**  Yes  No  N/A

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

Is sufficient documentation provided?  Yes  No  N/A

<p><b>3.2.</b> What is the LEA’s process to review or investigate disputes brought by parents/youth? §722(g)(1)(C) and §722(g)(3)(E)</p>	<ul style="list-style-type: none"> <li>Records indicating that enrollment disputes are investigated and resolved in a timely manner</li> <li>Evidence that students are enrolled and provided transportation during the dispute resolution process</li> </ul>	<ul style="list-style-type: none"> <li>How are parent/unaccompanied homeless youth appeals resolved?</li> </ul>
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LEA Response:  Yes  No  N/A

Is sufficient documentation provided?  Yes  No  N/A

**IV. The LEA monitors academic progress and success of students experiencing homelessness.**

<p><b>4.1.</b> How does the LEA ensure that homeless students are included in statewide assessments? §722(g)(1)(A)</p>	<ul style="list-style-type: none"> <li>Reports of statewide assessment performance of homeless students enrolled in the LEA for the last school year</li> <li>Disaggregated SOL performance by homeless flag</li> <li>Disaggregated attendance rates</li> <li>See 2.6 for additional older youth data/documentation</li> </ul>	<ul style="list-style-type: none"> <li>How does the LEA use statewide assessment data to identify needs of students experiencing homelessness?</li> <li>How are students experiencing homelessness included in chronic absenteeism efforts?</li> </ul>
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LEA Response:  Yes  No  N/A

	MV	LEA	Rate	
			MV	LEA
<b>Total number of students</b>			N/A	N/A
<b>Reading/LA: number of students passing</b>				
<b>Mathematics: number of students passing</b>				
<b>Science: number of students passing</b>				
<b>Number of students chronically absent</b>				

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

**Is sufficient documentation provided?**  Yes  No  N/A

**FOR SUBGRANTS ONLY**

**V. LEA subgrant plans for services to eligible homeless students meet all requirements. [§723]**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>
<b>5.1.</b> Does the LEA conduct program evaluation to determine its effectiveness? §723(b)(1)	<ul style="list-style-type: none"> <li>• Most recent reports of statewide assessment performance of homeless students enrolled in the LEA for the last school year</li> <li>• Progress on standards and indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Are student academic outcomes addressed in the LEA’s McKinney-Vento subgrant application and annual report? How are these data used for program improvement?</li> </ul>

**LEA Response:**  Yes  No  N/A

**Is sufficient documentation provided?**  Yes  No  N/A

**Monitoring Indicators: McKinney-Vento Education of Homeless Children and Youth (EHCY) Program**

<b>V. LEA subgrant plans for services to eligible homeless students meet all requirements. [§723]</b>		
<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>
<p><b>5.2.</b> What kind of internal fiscal controls does the LEA have in place to account for the use of subgrant funds in a way that meets federal requirements? §723(a)(2)(A)(iii) &amp; §723(a)(3)</p>	<ul style="list-style-type: none"> <li>• Evidence the subgrant expands/improves services provided as part of regular academic program</li> <li>• Written contracts for any LEA subcontracts of EHCY activities to third-party organizations</li> <li>• Evidence the LEA implements required and authorized activities; e.g., budget reports at the end of a fiscal year, records of expenditures, carryover and other summary reports</li> <li>• A current list of all personnel (instructional and administrative staff) paid with McKinney-Vento subgrant funds</li> </ul>	<ul style="list-style-type: none"> <li>• How does the LEA conduct its needs assessment, action planning, and program evaluation as part of the McKinney-Vento subgrant process?</li> <li>• Does the subgrant expand or improve services provided as part of the regular academic program?</li> <li>• Does the LEA subcontract with third party organizations? If so, what is the decision making process used for making awards and monitoring performance?</li> <li>• Are reimbursement requests, amendments, and other fiscal requirement processes followed?</li> <li>• Are LEA personnel paid with the McKinney-Vento subgrant funds? If so, how are these salaries calculated and reimbursed?</li> </ul>
<p><b>LEA Response:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		
<p><b>Is sufficient documentation provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>		