



# “10 IN 10”

## ORIENTATION TUTORIAL FOR NEW STATE COORDINATORS FOR THE EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM 10 TEN-MINUTE MODULES

### MODULE 10: PLANNING THE WORK

# MODULE 10 OVERVIEW

In Module 10, State Coordinators will learn about

- Which activities to conduct first in their new role
- Resources for assistance
- Getting to know their State EHCY program
- Developing an annual action plan
- Connecting with local liaisons

*Abbreviations used in this module:*

*ED – U. S. Department of Education*

*EHCY – Education for Homeless Children and Youth*

*LEA – Local educational agency*

*Local liaison – LEA local homeless liaison*

*NCHE – National Center for Homeless Education*

*SEA – State educational agency*



# WHAT ARE THE FIRST ACTIVITIES A NEW STATE COORDINATOR SHOULD CARRY OUT?

1. Get to know relevant legislation, and especially the functions of the State Coordinator listed in the McKinney-Vento Act (See Module 1).
2. Get to know your McKinney-Vento support network; contact NCHE (800.308.2145 or [homeless@serve.org](mailto:homeless@serve.org)).
3. Get to know your state colleagues.
4. Review data and documents for your state's EHCY program.
5. Create an annual action plan that aligns with the state plan for the EHCY program, continues successful activities, and addresses current challenges.
6. Connect with your local liaisons.



# STATE COORDINATOR SUPPORT: NATIONAL CENTER FOR HOMELESS EDUCATION (NCHE)

- NCHE operates the U.S. Department of Education's technical assistance center for the Education for Homeless Children and Youths program.
  - All NCHE products and information have been reviewed and approved by ED staff.
- NCHE has provided support for State Coordinators, local liaisons, educators, advocates, and children and youth experiencing homelessness for over 20 years.
- Experienced staff, half of whom are former State Coordinators, provide free customized technical assistance and support by phone, email, online, and on-site, as needed.
- The NCHE website is a comprehensive repository of information related to children and youth experiencing homelessness.



# NCHE RESOURCES FOR STATE COORDINATORS

- [NCHE: State Coordinator's Handbook](#)
- [NCHE: State Coordinators Web Page](#)
- Comprehensive [website](#)
  - Information by topic
  - Data on children and youth experiencing homelessness
  - Training resources and webinars on implementing the McKinney-Vento Act and topical issues
  - Briefs on topics related to McKinney-Vento implementation, interagency coordination, and effective practices
- General email distribution list (listserv) and an email distribution list (listserv) specifically for State Coordinators
- Annual three-day State Coordinators meeting, one-day new State Coordinators meeting, and preconferences at the annual conference of the National Association for the Education of Homeless Children and Youth (NAEHCY)
- Extranet for State Coordinators (contact NCHE for a username and password)



# OTHER ORGANIZATIONS THAT FOCUS ON EDUCATING CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

## National Association for the Education of Homeless Children and Youth

- Provides resources for State Coordinators and local liaisons
- Conducts an annual conference focused on children and youth experiencing homelessness

## Schoolhouse Connection

- Provides advocacy on behalf of children and youth experiencing homelessness
- Provides resources for State Coordinators and local liaisons
- Conducts an annual scholarship program for youth experiencing, or who have experienced, homelessness



# GET TO KNOW YOUR SEA COLLEAGUES

SEA programs that address the needs of children and youth experiencing homelessness

- Title I, Part A
- IDEA
- 21st Century Afterschool Program
- Preschool
- Charter schools
- Data department
- Pupil transportation
- Dropout prevention
- Migrant education



# GET TO KNOW YOUR STATE COLLEAGUES

State-level organizations that address the needs of children, youth, and families experiencing homelessness

- Homelessness and housing organizations
- Department of social services, human services, or family services
- Preschool and childcare programs
- Colleges and universities
- Child welfare
- Juvenile justice
- State workforce agencies
- Runaway and homeless youth programs
- School athletic associations



# REVIEW DATA AND DOCUMENTS FOR YOUR STATE'S EHCY PROGRAM

- McKinney-Vento portion of the Consolidated State Plan
- Annual funding allocation data, including state and local budgets and expenditures from the state's McKinney-Vento grant
- Budget information related to the use of the McKinney-Vento reservation for state activities
- Federal SEA monitoring reports for the EHCY program
- ED*Facts* and the Consolidated State Performance Report (CSPR) data on students experiencing homelessness
- NCHE data workbooks available for each State Coordinator via the extranet



# REVIEW DATA AND DOCUMENTS FOR YOUR STATE'S EHCY PROGRAM (CONT.)

- Technical assistance logs and dispute records
- LEA EHCY monitoring reports and the current protocol
- McKinney-Vento subgrant process, request for proposals, current awards, and end-of-year reports from subgrantees
- Title I, Part A homeless set aside amounts for LEAs
- State McKinney-Vento dispute resolution process



# CREATE AN ANNUAL ACTION PLAN

- ED strongly recommends that State Coordinators annually assess their state's progress toward carrying out the activities in the Consolidated State Plan and develop an annual action plan that identifies priorities and activities to address both ongoing challenges and emerging issues.
- Two NCHE documents to assist you with developing an annual action plan are
  - [State Educational Agency Informal Needs Assessment](#)
  - [Education for Homeless Children and Youths Program: Guide to Developing an Annual Action Plan for State-Level Activities](#)



# CONNECT WITH YOUR LOCAL LIAISONS

- Send a memo to local liaisons introducing yourself and express your commitment to supporting their work.
- Plan training and technical assistance activities for local liaisons in the upcoming year and notify them of these activities; invite their recommendations for topics to be addressed.
- Conduct monthly phone or video conferences with local liaisons to build rapport and collegiality among the group.
- Be responsive to all inquiries from local liaisons.
- Create a “leadership team” of experienced liaisons who can advise you on challenges and solutions.
- Create a schedule for monitoring all LEAs over several years and notify liaisons in LEAs that will be monitored during the upcoming year.



# QUESTIONS TO CONSIDER

1. What are the five most important activities that you will carry out in the next two months?
2. What are the five most important activities that you will carry out in the next year?
3. Where are each of the documents recommended for review located?
4. How will you assess and prioritize the needs and challenges of the EHCY program?
5. When will you complete an annual action plan?
6. What activities will you conduct to build rapport with local liaisons in your state?



# RESOURCES

- [Education for Homeless Children and Youths Program: Non-Regulatory Guidance](#)
- [The McKinney-Vento Act: Education for Homeless Children and Youths, Title IX, Part A of the Every Student Succeeds Act of 2015 \(42 U.S.C. Chapter 119, Subchapter VI, Part B: Education for Homeless Children and Youths §§ 11431-11435\)](#)
- [NCHE: State Coordinator's Handbook](#) Section B: Charting the Course – How do State Coordinators Plan and Fulfill Their Responsibilities

