
The National Center for Homeless Education (NCHE) developed a series of briefs focused on ensuring data submitted to the U.S. Department of Education (ED) meet quality standards and conform to program requirements. As the seventh in the series, this brief provides information about the data collection and submission process for data submitted manually in Part I of the Consolidated State Performance Report (CSPR).

Data Collected by the CSPR, Part I

While the majority of the CSPR is prepopulated by data already stored within the EDFacts data warehouse, certain data related to local educational agencies (LEAs) that reported data and American Rescue Plan Homeless Children and Youth (ARP-HCY) subgrants under ARP Homeless I and ARP Homeless II are manually entered by state educational agencies (SEAs). This includes:

- Data on the number of LEAs with and without subgrants that reported data on homeless children and youth and the McKinney-Vento program are submitted in Question 1.6.
- Data on the number of LEAs that received ARP Homeless I funds are submitted in Question 1.6.3.
- Data on the number of LEAs that received ARP Homeless II funds are submitted in Question 1.6.4.
- Data on the amount of ARP Homeless I and ARP Homeless II funding awarded to each LEA are submitted in Question 1.6.5.

All LEAs that participated in a consortium are considered subgrantees and must be included in Questions 1.6, 1.6.3, 1.6.4, and 1.6.5.

Important Dates

CSPR, Part I Manual Entry data are due by December 22, 2022, for School Year (SY) 2021-22. Once the data have been submitted to ED, the information will undergo a data quality review. States will then have the opportunity to submit data again as needed; the due date for data resubmission is typically in late March.

Data Quality Checks

During the data quality review, information submitted by states will be examined to ensure that it is accurate, timely, and complete. To that end, the questions below are based on data checks that will be completed as part of the data quality review. State coordinators, CSPR coordinators, EDFacts coordinators, and others reviewing data included in Part I of the CSPR can use the questions to validate their data. If any question results in a response of no, state coordinators should investigate the reason and work with the data staff submitting information to make corrections prior to providing information to ED. If upon further investigation, the data are determined to be correct, state coordinators should work with CSPR coordinators to submit explanatory comments with the data.
Completeness

☐ Does the data set for Question 1.6 include all lead agencies and member agencies within a consortium as well as all single LEA subgrantees that reported data for the McKinney-Vento program?
☐ Do the data sets for Questions 1.6.3, 1.6.4, and 1.6.5 include all LEAs that participated in consortia for both ARP Homeless I and II?
☐ Does the data set include all the required data elements, including the provide the National Center for Education Statistics (NCES) number and the name of the LEA in Question 1.6.5?
☐ Is each lead agency and single LEA subgrantee that received ARP Homeless I funding as a consortium listed along with their award amounts in Question 1.6.5?
☐ Is each lead agency and single LEA subgrantee that received ARP Homeless II funding as a consortium listed along with their award amounts in Question 1.6.5?

Accuracy

☐ Is the count of LEAs with subgrants and the count of LEAs without subgrants that reported data provided in Question 1.6 equal to or less than the number of LEAs with and without subgrants included in FS 170?
☐ Does the number of ARP Homeless I subgrantees listed in Question 1.6.5 match the number of LEAs reported in Question 1.6.3?
☐ Does the number of ARP Homeless II subgrantees listed in Question 1.6.5 match the number reported in Question 1.6.4?
☐ Does each LEA that participated in a consortium subgrant but was not a lead agency have a blank included in the award amount column in Question 1.6.5?
☐ Does each LEA that received one type of ARP-HCY funding but not the other type of ARP-HCY funding have a zero in the column to indicate the type of funding that they did not receive in Question 1.6.5?
☐ Is the total amount of ARP Homeless I funds awarded equal to or less than the total SEA award?
☐ Is the total amount of ARP Homeless II funds awarded to LEAs equal to or less than the total SEA award?

General Data Quality Notes

All LEAs are expected to report data on homeless children and youth and the McKinney-Vento program, regardless of whether the LEA received a McKinney-Vento or ARP-HCY subgrant. State coordinators should work with their EDFacts coordinators or program data stewards to determine which LEAs did or did not report data. State coordinators should then work with the CSPR coordinator to ensure the information is manually entered into the appropriate questions in the CSPR and provide data quality notes to explain any discrepancies in the number of LEAs reporting data.

If an LEA is a member of a consortia that received a McKinney-Vento or ARP-HCY subgrant, the LEA must be considered a subgrantee and included in the information provided as a part of the CSPR, Part I. Their status as a subgrantee should also be reflected in FS 170 if the LEA was a member of a consortia that received traditional McKinney-Vento funding.

State coordinators should work with program data stewards and CSPR coordinators to provide the NCES LEA identification numbers for LEAs in Question 1.6.5.

As administrators of the McKinney-Vento and ARP-HCY funds, state coordinators must provide the CSPR coordinator and the EDFacts coordinator with information on which LEAs received subgrants and the award amounts for each type of ARP-HCY funding. Information is provided by states directly within the CSPR collection tool for Questions 1.6, 1.6.3, and 1.6.4. States submit information for Question 1.6.5 outside the CSPR collection tool by emailing a spreadsheet with the required information in the required format to OESE.CSPR@ed.gov. The format of the spreadsheet should match the format included in Question 1.6.5 of the CSPR exactly; states should not change the format or add additional information.

To differentiate between those LEAs that were a part of a consortium and those that did not receive a particular type of ARP-HCY funding in Question 1.6.5, the ARP-HCY award should be listed for the fiscal agent or lead agency. The funding amount for LEAs that received funding as a part of a consortia but were not the fiscal agent or lead agency...
should be left blank. If an LEA received one type of ARP-HCY funding but not both types of funding, a zero should be entered for the type of funding that the LEA did not receive. For example:

- District A received ARP-HCY II funding as a member of a consortium but did not receive ARP Homeless I funding. In Question 1.6.5, District A would be listed with a zero in the column for ARP Homeless I funding and a blank in the column for ARP Homeless II funding.

Providing Notes About Quality

SEAs are required to respond to the feedback sent to them by ED during the data quality review. Additionally, SEAs are allowed to submit comments with their data to explain why the data may be outside expected ranges. The comments should be concise, explain a problem or large change contained within the data, explain why data have not been submitted, or explain steps the SEA is taking to correct the data. The three most common mistakes SEAs make with regard to including comments with their data are:

1. using the same comment that was used for the previous collection window, even though it is out of date and no longer relevant;
2. including comments for a data point that do not apply to that data; and
3. including comments that are unclear or confusing.

Public Availability of Data

Data are made available to the public in order to increase transparency, identify technical assistance and programmatic needs, and provide information to policymakers. The following list provides examples of how data submitted to ED are released to the public; note that the list is not all inclusive, as LEAs, SEAs, and other non-governmental organizations may also release information on ARP-HCY funds distributed to LEAs.

- The Education for Homeless Children and Youth section of the CSPR is available for each state at https://nche.ed.gov/data/. Currently, state CSRPs for SYs 2005-06 through 2016-17 can be viewed by clicking on the United States map and scrolling to Summary Sheets and Additional Data at the bottom of the page.

- The Office of Elementary and Secondary Education also plans to post complete CSRPs by state on ED Data Express under Resources: https://eddataexpress.ed.gov/resources.
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August 2022

The National Center for Homeless Education operates the U.S. Department of Education’s technical assistance center for the federal Education for Homeless Children and Youth (EHCY) program. The contents of this brief were developed under a grant from the Department; however, these contents do not necessarily reflect the views or policies of the Department.