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A Closer Look at the Consolidated State Performance Report, Part I: Manual Entry

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. The series supplements information provided in ED's [file specifications](#), which are the primary guidance documents on ED*Facts* data collections. 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 ED*Facts* data warehouse, certain data related to local educational agencies (LEAs) that reported data are manually entered by state educational agencies (SEAs). This includes data on the number of LEAs with and without subgrants that reported data on students who experienced homelessness, which are submitted in Question 1.5.1.

Important Dates

CSPR, Part I Manual Entry data are due by February 2026 for School Year (SY) 2024–25. The CSPR online tool will open in January 2026. Data may be entered at any time between then and February 2026. Once the data have been submitted to ED, the information will undergo a data quality review. These data will be submitted via ED's data submission system, [EDPass](#).

Data Quality Checks

During the data quality review, information submitted by states will be examined to ensure that it is accurate, timely, and complete. Data checks will be based on the [CSPR Part I and Part II Business](#)

[Rules Single Inventory \(CSPR BRSI\)](#) published by ED. There is also a Submission Guide on this webpage that provides further instructions for Question 1.5.1 on the number of LEAs with and without subgrants reporting data.

The questions below are based on rules pertaining to the CSPR manual entry questions on McKinney-Vento subgrantees contained in the BRSI and Submission Guide. State coordinators, CSPR coordinators, ED*Facts* 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 even though they do not align to the CSPR BRSI, state coordinators should work with CSPR coordinators to submit explanatory comments with the data.

Completeness

- Does the data set for Question 1.5.1 include all lead agencies and member agencies within a consortium? (BRSI Rule CSPR-HOM-004)
- Does the data set for Question 1.5.1 include LEA non-subgrantees that reported data related to children and youth who experienced homelessness? (BRSI Rule CSPR-HOM-003)

Accuracy

- Is the count of LEAs with subgrants that reported data provided in Question 1.6 equal to or less than the number of LEAs with subgrants included in FS 170? (BRSI Rule CSPR-HOM-004)
- Is the count of LEAs without subgrants that reported data provided in Question 1.6 equal to or less than the number of LEAs without subgrants included in FS 170? (BRSI Rule CSPR-HOM-003)

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 subgrant. State coordinators should work with their ED*Facts* coordinators or program data stewards to determine which LEAs did or did not report data, including data for any file specification that has a category set that includes children or youth who experienced homelessness. 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 data.

If an LEA is a member of a consortia or defined regional group that received a McKinney-Vento subgrant, the LEA must be considered a subgrantee and must be 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 or defined regional group that received traditional McKinney-Vento funding.

Providing Notes About Quality

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 when 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.

- **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 2021-22 can be viewed by clicking on the United States map and scrolling to *Summary Sheets and Additional Data* at the bottom of the page.
- **ED Data Express** includes CSPR state reports through SY 2021-22, which can be accessed at <https://eddataexpress.ed.gov/resources/reports-and-files/cspr-state-files>.



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The National Center for Homeless Education operates the U.S. Department of Education's National Technical Assistance Center for Homeless Education (NTACHE). The contents of this brief were developed under a contract with ED; however, these contents do not necessarily reflect ED's views or policies.