

Homeless Education Program

End-of-Year MKV Procedures



Thursday, June 8, 2017

**Nicole Lee-Mwandha
Tasheen Stallings**

**Community Learning and School Support Cluster (CLASS)
Division of Elementary, Secondary and Specialized Education
Office of the State Superintendent of Education**

Objectives

- Review the federal policies and procedures that guide the protocol for capturing homeless student data in the MKV QuickBase application.
- Describe appropriate strategies for archiving MKV records and storing supplies.
- Identify various resources and opportunities for students and families experiencing homelessness.

McKinney-Vento Homeless Assistance Act

McKinney-Vento Homeless Assistance Act

Housing Status Categories

■ Sheltered

Parents/guardians who are living in emergency or transitional shelters.

EXAMPLE: A parent/guardian who's family has been placed in an emergency shelter or hotel by Virginia Williams Family Resource Center.

■ Hotel/Motel

Parents/guardians who are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.

EXAMPLE: A parent/guardian who is paying for their family to stay in a hotel/motel or camping ground.

McKinney-Vento Homeless Assistance Act

Housing Status Categories

■ Doubled Up

Parents/guardians who are sharing the housing of another person due to loss of housing or economic hardship.

■ **EXAMPLES:** A parent who was recently evicted from their apartment is now living with a friend/relative, or a parent who cannot afford housing and are doubled up with another family (not on the lease).

■ Unsheltered

Any other non-permanent housing not covered above.

■ **EXAMPLES:** A parent/guardian who is living with their family in a vehicle, or a parent/guardian who is living with their family on the streets.

McKinney-Vento Homeless Assistance Act

Unaccompanied Youth

- Youth who meet the definition of homeless and are not in the physical custody of a parent/guardian due to emancipation, abandonment or reaching the age of majority.
 - **EXAMPLES:** Student who has been kicked out of their parent/guardian home and is living with friends/relatives, or a student who is 18 or older and living on their own but not in foster care.
- Homeless liaisons must help unaccompanied youth choose and enroll in a school, after considering the youth's wishes, and inform the youth of his or her appeal rights.

Homeless Education Program

Homeless Education Program

Purpose

- Collect data on homeless children and youth identified in District schools;
- Ensure that homeless children, youth and parents are advised of their rights, immediately enrolled and provided with services; and
- Address any challenges that homeless children and youth have faced in enrolling, attending and succeeding in school.

McKinney-Vento QuickBase Application

McKinney-Vento QuickBase Application

Current Year Homeless Roster (Home Screen)

- Lists currently identified homeless students by school within your LEA.
- All applicable fields should be completed.

2016-2017 Homeless Roster Archived Homeless Report

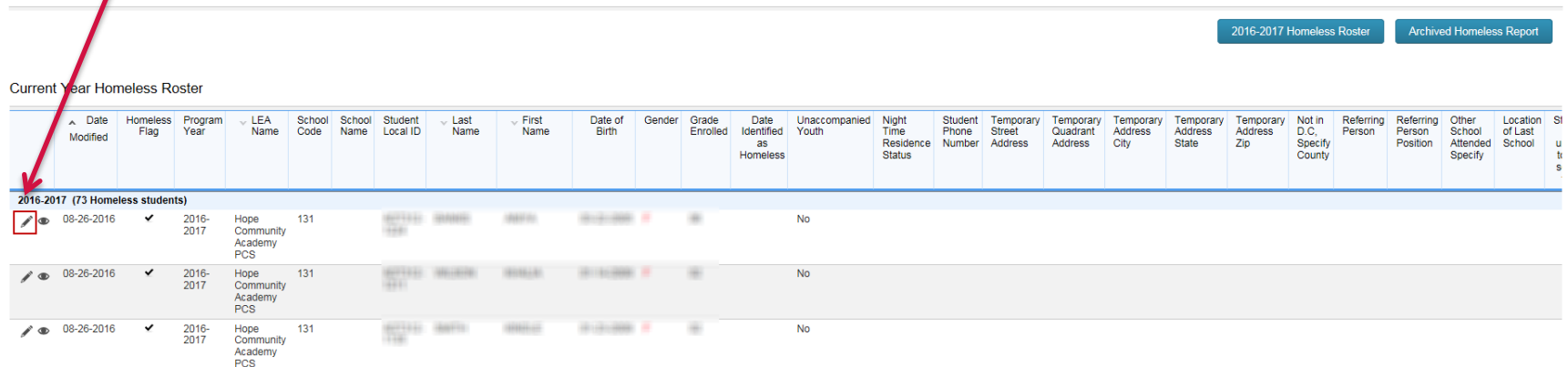
Current Year Homeless Roster

	Program Year	LEA Name	School Code	School Name	Student Local ID	Last Name	First Name	Date of Birth	Gender	Grade Enrolled	Date Identified as Homeless	Unaccompanied Youth	Night Time Residence Status	Student Phone Number	Temporary Street Address	Temporary Quadrant Address	Temporary Address City	Temporary Address State	Temporary Address Zip	Not in D.C. Specify County	Referring Person	Referring Person Position
2016-2017 (77 Homeless students)																						
	2016-2017	Hope Community Academy PCS	114									No										
	2016-2017	Hope Community Academy PCS	131									No										
	2016-2017	Hope Community Academy PCS	114									No										
	2016-2017	Hope Community Academy PCS	114									No										
	2016-2017	Hope Community Academy PCS	114									No										

McKinney-Vento QuickBase Application




Editing – Student View

To enter student data, click on the “pencil” icon in the line with the student’s name. Fill in as much information is available for the student.



2016-2017 Homeless Roster Archived Homeless Report

Current Year Homeless Roster

	▲ Date Modified	Homeless Flag	Program Year	▼ LEA Name	School Code	School Name	Student Local ID	▼ Last Name	▼ First Name	Date of Birth	Gender	Grade Enrolled	Date Identified as Homeless	Unaccompanied Youth	Night Time Residence Status	Student Phone Number	Temporary Street Address	Temporary Quadrant Address	Temporary Address City	Temporary Address State	Temporary Address Zip	Not in D.C. Specify County	Referring Person	Referring Person Position	Other School Attended Specify	Location of Last School	St u d e n t s
2016-2017 (73 Homeless students)																											
	08-26-2016	✓	2016-2017	Hope Community Academy PCS	131									No													
	08-26-2016	✓	2016-2017	Hope Community Academy PCS	131									No													
	08-26-2016	✓	2016-2017	Hope Community Academy PCS	131									No													

McKinney-Vento QuickBase Application

Completing Homeless Student Details

- Data collected will display in the “Student Information” area.
- Enter the student’s temporary address.
- If you need to look up a student’s ZIP Code or Ward, use the Ward Lookup hyperlink on this page.

The screenshot shows the 'Student Information' section of the McKinney-Vento QuickBase application. A red arrow points to the 'Student Information' tab at the top left. Another red arrow points to the 'Ward Lookup' link, which is highlighted with a red box and contains the URL <http://dcAtlas.dcsis.dc.gov/map/>. The form includes various fields for student information, including Date Identified as Homeless, Program Year (2015-2016), FA Name (Achievement Preparatory Academy PCS), School Name (Achievement Preparatory PCS-Elementary), Last Name, USI, Date of Birth, Grade Enrolled (03), Student Phone Number, Temporary Street Address, Temporary Address City, Ward of Temporary Address, Not in D.C. Specify County, Referring Person, Referring Person Position, Last School Attended, Other School Attended Specify, Unaccompanied Youth, and Night Time Residence Status.

McKinney-Vento QuickBase Application

Completing Homeless Student Details

In the next section, “Areas of Concern or Services Needed”, check all items that apply to this student.

▼ Areas of Concern or Services Needed

(Check all that apply):

- ☐ Student is unable to pay School Fees
- ☐ Immunizations are needed
- ☐ Excessive Absences
- ☐ In Need of School Supplies
- ☐ In Need of School Transportation
- ☐ Experiencing Academic Delays
- ☐ In Need of Medical Attention
- ☐ In Need of Clothing/Uniforms
- ☐ Possesses Current IEP(SPED)
- ☐ In Need of Resources/Referrals
- ☐ Lacks Academic Records

McKinney-Vento QuickBase Application

Completing Homeless Student Details

In the next section, “Special Circumstances”, check all items that apply to this student.

▼ Special Circumstances

(Check all that apply):

- ☐ Homebound
- ☐ Migratory
- ☐ EL/ESL
- ☐ Specialized services (IDEA)
- ☐ Other accommodations - physical or mental (504)
- ☐ Other

Other Please Specify

McKinney-Vento QuickBase Application

Completing Homeless Student Details

In the last section, enter the student's "Sibling Information".

▼ Sibling Information

Sibling 1 Last Name	<input type="text"/>	Sibling 1 First Name	<input type="text"/>	Sibling 1 Date of Birth	<input type="text" value="📅"/>
Sibling 2 Last Name	<input type="text"/>	Sibling 2 First Name	<input type="text"/>	Sibling 2 Date of Birth	<input type="text" value="📅"/>
Sibling 3 Last Name	<input type="text"/>	Sibling 3 First Name	<input type="text"/>	Sibling 3 Date of Birth	<input type="text" value="📅"/>
Sibling 4 Last Name	<input type="text"/>	Sibling 4 First Name	<input type="text"/>	Sibling 4 Date of Birth	<input type="text" value="📅"/>

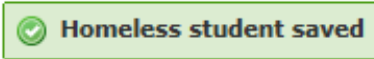
School Code - LEA Code -
Current User is in this
LEA

McKinney-Vento QuickBase Application

Completing Homeless Student Details

- After all updates have been made click the SAVE button in the upper right corner of the display.



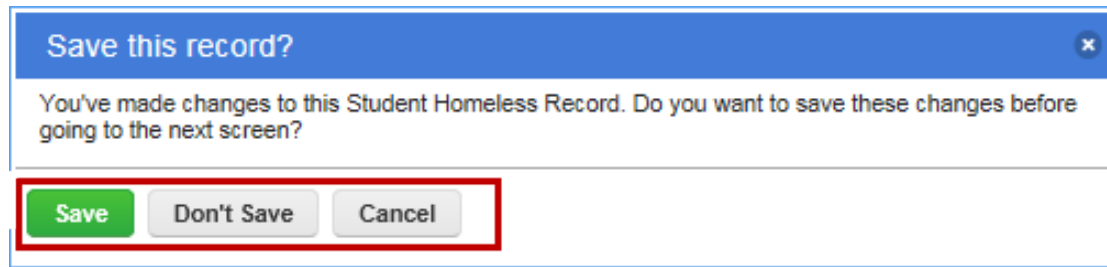
- The system will confirm that the record has been saved by displaying .
- You can also use the navigation tools to move forward or backward through the list of students during your editing session



McKinney-Vento QuickBase Application

Completing Homeless Student Details

If after making edits to the current student, **Next >** is selected instead of Save, the system will display a message asking if it should Save (save the edits and move forward), Don't Save (do not save the edits and move forward), or Cancel (do not save the edits, cancel moving forward and stay on the current page).



McKinney-Vento QuickBase Application

Completing Homeless Student Details

- Once saved, there will be an indicator as to which record was edited.
- This is just a quick visual to let you know what record was just saved with changes.
- Once you select another record to edit, the indicator will move to that record after the record has been saved.

[2016-2017 Homeless Roster](#) [Archived Homeless Report](#)

Current Year Homeless Roster

	^ Date Modified	Homeless Flag	Program Year	LEA Name	School Code	School Name	Student Local ID	^ Last Name	^ First Name	Date of Birth	Gender	Grade Enrolled	Date Identified as Homeless	Unaccompanied Youth	Night Time Residence Status	Student Phone Number	Temporary Street Address	Temporary Quadrant Address	Temporary Address City	Temporary Address State	Temporary Address Zip	Not in D.C. Specify County	Referring Person	Referring Person Position	Other School Attended Specify	Location of Last School
2016-2017 (73 Homeless students)																										
→	09-02-2016	✓	2016-2017	Hope Community Academy PCS	131								04-04-2016	No												
→	09-26-2016	✓	2016-2017	Hope Community Academy PCS	131									No												

McKinney-Vento QuickBase Application

Completing Homeless Student Details

- All required student details (e.g. nighttime residency, unaccompanied youth status and temporary address) must be manually entered by the appointed MKV QuickBase application users for each LEA no later than July 7, 2017.
- The application will close for the 2016-17 school year on July 8, 2017, and no additional information can be added after the closing date.

Identification of Homeless Students



Identification of Homeless Students

Tools For Capturing Housing Status & Homeless Data

- LEA's Enrollment Form – Housing Status
- Homeless Education Program McKinney-Vento Confidential Referral Form (Form 8)
- OSSE McKinney-Vento Homeless Student Referrals (QuickBase Application)
- DC Statewide Longitudinal Education Data System (SLED)
- Comprehensive Homeless Student Data Application (Qlik Sense)

Identification of Homeless Students

Tools For Capturing Housing Status & Homeless Data

SY 2015-2016 | Updated 3/15

OSSE

Transitory Services (Education of Homeless Children and Youth Program)
(202) 654-6123 | Fax: (202) 299-2136 | www.osse.dc.gov

**Title X Part C McKinney-Vento
Confidential Referral Form**

School Name: _____ Date: _____
Student: _____ M/F: _____
Grade: _____ Unique Student Identifier Number (USI): _____
Age: _____ Birth Date: _____ Phone Number: _____
Temporary Address: _____ City: _____ Zip: _____
Last School Attended: _____ School ID Number: _____
Location of School: _____
Referring Person: _____ Position: _____

Please check all that apply for the following areas of concern relevant to the student:

Areas of Concern or Services Needed (check all that apply):
Student lacks a permanent residence _____
Student is unable to pay school fees _____
Immunizations are needed _____
Excessive absences _____
Lacks academic records/documents _____
Experiencing academic delays _____
In need of school supplies _____
In need of school transportation _____
In need of resource referrals _____
In need of medical attention _____
In need of clothing/uniforms _____
In need of academic assessment _____
Possesses a current I.E.P. (SPED) _____

Night Time Residency Status (You must select one of the following):
Doubled-Up (living with someone temporarily) _____
Unaccompanied (guardian not with student) _____
Sheltered (living in a community shelter) _____
Unsheltered (on the streets/unfit building) _____
Hotel/Motel _____
Awaiting Foster Care _____

IDEA _____ LEP/ESL _____ 504 _____ Home Bound _____ Migratory _____ Other: _____
Other children in the home (list names and ages): _____
School Based Liaison: _____ (Name) (Phone)
_____ Electronically submitted to OSSE _____ Copy attached to enrollment forms

For more information please contact:
▶ **Nicole Lee-Mwandha** Homeless Education State Coordinator, transitoryservices@dc.gov or 202.654.6123

2016-2017 McKinney-Vento Database

Welcome to 2016-2017 OSSE McKinney-Vento Database

If you require assistance with the McKinney-Vento Database or have questions about the Homeless Education Program at OSSE, please contact Nicole Lee-Mwandha at nicole.mwandha@dc.gov or 202-654-6123.

Homeless Summary By Month

Program Year	Month	Number of Homeless Students
2016-2017	September	2756
Totals (1 groups)		2756

Current Year Homeless Roster

Program Year	LEA Name	School Code	School Name	Student Local ID	Last Name	First Name	Date of Birth	Gender	Grade Enrolled	Date Identified as Homeless	Unaccompanied Youth	Night Time Residence Status	Student Phone Number	Temporary Street Address
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Resources

Unaccompanied Youth Resources

Unaccompanied Youth: Housing

Sasha Bruce Youthwork

741 8th Street, SE

Washington, DC 20003

(202) 675-9340

Emergencies and 24-hour hotline: 202-547-7777

Website: www.sashabruce.org

Services: Emergency shelter, transitional living/housing, clothing, tutoring, social services and job assistance for youth ages 18 and under.

Covenant House Washington

2001 Mississippi Avenue, SE

Washington, DC 20020

Phone: (202) 610-9600

Website: www.covenanthousedc.org

Services: Safe Haven (Emergency Shelter – youth ages 18-24), Rites of Passage Apartment Living (ROPAL – youth ages 18-24), street outreach, community support services, educational services, vocational job skills programs, mental health services, prevention services and a child development center

Unaccompanied Youth Resources

Unaccompanied Youth: Housing

Latin American Youth Center

1419 Columbia Road, NW
Washington, DC 20009
(202) 319-2225

Hours of Operation: M/W/F 8 a.m. – 7 p.m.; T/TH 8 a.m. - 8 p.m.

Website: www.layc-dc.org

Services: Youth residential programs, educational programs, social services, Workforce Investment programs and Art + Media programs

The Wanda Alston Foundation

300 New Jersey Avenue, NW
Suite 900
Washington DC, 20001
(202) 465-8794

Website: www.wandaalstonfoundation.org

Note: The Wanda Alston Foundation is the only housing program in Washington, DC solely dedicated to offering pre-independent transitional living and support services to homeless or at-risk LGBTQ youth ages 16 to 24 in all eight wards. The Wanda Alston House is their transitional housing program.

Services: Long-term transitional living (up to 18 months), case management, educational guidance and support, job training and guidance, and support service referrals

Family Resources

Family Resources: Housing

Virginia Williams Family Resource Center

920 Rhode Island Ave, NE

Washington, DC 20017

(202) 526-0017

Hours of Operation:

Mon.- Thurs. 8:30am - 4:00pm

Website: <http://www.dccfh.org/programs/housing/virginia-williams-family-resource-center>

Services: Intake center for emergency shelter, community resources, public benefits, case management

Shelter Hotline:

Website: <http://dhs.dc.gov/service/hypo-hyperthermia-watch>

Notes: In the warmer months, the Shelter Hotline provides transportation to cooling stations when temperatures are excessively high. The **Shelter Hotline** is operated by the United Planning Organization (UPO). You can reach the hotline in four ways: uposh@upo.org, (202)399-7093, 211 or (800) 535-7252 (for toll-free calls from a pay phone), from 8 a.m. to 12 midnight.

Homeless Shelter Directory:

Website: <http://www.homelessshelterdirectory.org/cgi-bin/id/city.cgi?city=Washington&state=DC>

Services: Website provides a list of shelters and various resources

Family Resources (cont.)

Family Resources: Food

Capital Area Food Bank

4900 Puerto Rico Avenue, NE

Washington, DC 20017

(202) 644-9800

Website: <http://www.capitalareafoodbank.org/>

Food Bank Network Website (for various resources by zip code): <https://cafb.auntbertha.com/>

Services: Food

Bread for the City

Website: <http://www.breadforthecity.org/>

Services: Food, clothing, medical care, dental care, social services and legal assistance.

So Others May Eat (SOME)

Website: <http://www.some.org/>

Services: Food, clothing, medical care, housing, social services and shower facilities.

Family Resources (cont.)

Family Resources: Various

Strong Families (DHS)

64 New York Avenue, NE, 6th Floor

Washington, DC 20002

(202) 698-4293

Website: <http://dhs.dc.gov/service/strong-families>

Services: Case management, social services and referrals for various community and food resources.

DC Low Income Home Energy Assistance Program (DC LIHEAP)

District Department of the Environment (DDOE)

1207 Taylor St., NW

Washington, DC 20011

Bilingual staff on site

ADA Compliance

Serving Wards 1,2,3,4, & 5

2100 Martin Luther King, Jr. Ave., SE

Washington, DC 20020

Translation services provided

ADA Compliance

Serving Wards 6,7, & 8

Public Inquiries: (202) 673-6750 or 311

Website: <http://ddoe.dc.gov/liheap/>

Service: Utility assistance program

Family Resources (cont.)

Family Resources: Various

Interfaith Conference of Metropolitan Washington's Emergency Services Directory

Website: www.ifcmw.org

Services: Website provides contact information for emergency food, shelter and healthcare services in DC, Maryland and Virginia

Website with various resources throughout the District of Columbia:

http://www.suntopia.org/washington/dc/utility_and_rental_assistance.php

Greater Washington Urban League

Utility and Food Assistance Programs

S.P.L.A.S.H (Serving People by Lending A Supportive Hand)

Program Contact: Tiffany Champion (202) 265-8200

Website: <https://www.gwul.org/programs/assistance>

Family Resources (cont.)

Family Resources: Various

Catholic Charities

Emergency Rental and Utility Assistance Programs

Website: <http://www.catholiccharitiesdc.org/page.aspx?pid=432>

A Wider Circle

Website: www.awidercircle.org

Services: Provides basic need items to individuals and families transitioning out of homelessness, fleeing domestic abuse, or otherwise living without the essentials of life (i.e. furniture). Also provides wraparound support, workforce development, professional attire, parenting program for pregnant teens and other wellness programming.

Summer Programming Resources

Department of Parks and Recreation Summer Camps and Programs

The Department of Parks and Recreation (DPR) began registration for their summer camps earlier this year, and registration opportunities still remain for some summer camps. Information about available camps can be found here <https://dpr.dc.gov/service/2017-summer-camps>. DPR has also opened registration for summer programs, including fitness classes and art lessons, and a program listing and more information is available at <https://dcdpr.asapconnected.com/CoursesIndex.aspx>.

DC Public Schools Summer Learning Programs

District of Columbia Public Schools continues to offer summer learning programs for students in kindergarten through 12th grade. Summer Learning Program participants will meet Monday through Friday, June 26 through July 28, 2017. Grades K-8 will convene from 8 a.m.–1 p.m., and grades 9-12 will convene from 8 a.m.–3:30 p.m. Families can learn more and register at <https://dcps.dc.gov/node/1009612>.

Summer Programming Resources (cont.)

Metropolitan Police Department

Each of the past nine summers, MPD has identified five to six focus areas of the city that have experienced a high density of violent crime. Throughout the summer months, MPD then focuses all available resources, utilizes the latest crime-fighting technology, and calls upon partner agencies and organizations to assist in a coordinated effort to reduce violent crime in these areas. This year, MPD's Summer Crime Prevention Initiative will focus on reducing violent crime, removing illegal guns from our neighborhood streets, and holding repeat violent offenders accountable.

In addition, MPD will continue to host events like National Night Out, Beat the Streets, and community bike rides.

For more information about summer camps, programming, and events across the District, visit <https://summer.dc.gov/>.

Summer Programming Resources (cont.)

Headfirst Camps - St. Albans School and National Cathedral School

Website: http://www.headfirstcamps.com/costs_dates/costs_dates_all.asp

Mad Science of Washington

Website: <http://dc.madscience.org/>

Digital Media Academy – George Washington University

Website: <https://www.digitalmediaacademy.org/washington-dc-tech-camps/george-washington-university/>

Town Hall Education Arts Recreation Campus (THEARC)

1901 Mississippi Ave, SE Washington, DC

<http://www.thearcdc.org/partners-programs>

ArtReach at THEARC <https://www.facebook.com/ArtReach-1561275774085633/>

ArtReach Director: Melissa Green greenm@gwu.edu

Hours of Operation: Monday-Friday 4:30-7:00PM

Summer Programming Resources (cont.)

Boys and Girls Club <http://www.bgcgw.org/clubs/fbr-branch-thearc/>

Branch Manager: Myra Allen

MAllen@bgcgw.org

(202) 610-9707

Summer Hours:

Monday - Friday: 7:00 AM - 6:00 PM

Levine Music at THEARC <http://www.levinemusic.org/about/locations/398-southeast-dc-campus>

1901 Mississippi Avenue, SE, Suite 201

Washington, DC 20020

Phone: (202) 610-4123

Director: Regan Ford

rford@levineschool.org

Monday: Closed

Tues-Fri: 1 PM - 8 PM

Saturday: 9 AM - 4 PM

Sunday: Closed

Summer Programming Resources (cont.)

The Washington Ballet at THEARC at 202-889-8150 for information on availability, or visit the website www.washingtonballet.org

- Dance classes for youth ages 4-18. All youth ages 4+ will need to take part in an audition. There is a \$30-\$40 audition fee that will be due at the time of the audition. Tuition is based on a sliding scale off of household income and family size.
- Various adult classes year. All drop-in classes cost \$12. Residents who live in the 20020 or 20032 zip codes only pay \$6! (Valid ID Required).

Please call (202) 889-8150 in order to receive information about dance class cards.

Trinity University at THEARC <http://www.trinitydc.edu/>

1901 Mississippi Avenue, SE, Suite 205

Washington, DC 20020

Phone: (202) 884-9400 (Admission Office)

Trinity offers an Associate of Arts (AA) Degree in General Studies through its School of Professional Studies. Trinity understands that working adults want to build skills needed for career advancement. The AA courses teach foundational knowledge in an applied format.

Homeless Liaison Resources

Homeless Liaison Resources: Various

- LEGISLATION: <http://www.ed.gov/programs/homeless/legislation.html>
- GUIDANCE:
<http://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716.pdf>
- OSSE WEBSITE:
<http://osse.dc.gov/service/education-homeless-children-and-youth-program>
- National Association for the Education of Homeless Children and Youth:
www.naehcy.org
- National Center for Homeless Education: <http://center.serve.org/nche/>
- NCHE Homeless Liaison Toolkit (2017): https://nche.ed.gov/pr/liaison_toolkit.php



For information or to receive assistance, please contact:

OSSE's Homeless Education Program

transitory.services@dc.gov

Nicole Lee-Mwandha

Homeless Education State Coordinator

nicole.lee-mwandha@dc.gov or (202) 654-6123

Danielle Rollins

Homeless Education Program Specialist

danielle.rollins@dc.gov or (202) 741-0255

Tasheen Stallings

Homeless Education Program Specialist

tasheen.stallings@dc.gov or (202) 478-5927