

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Standards, Assessment and Accountability**

**1.1: The SEA conducts monitoring and evaluation of LEAs with and without subgrants, sufficient to ensure compliance with McKinney-Vento program requirements. [§722(g)(2)(A) and (B)]**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
<p><b>1.1a</b> How does the LEA collect local data and transmit information requested on homeless students to the SEA?</p>	<ul style="list-style-type: none"> <li>The most recent copy of any evaluation reports of McKinney-Vento services or subgrant project.</li> <li>Written documentation or summaries of homeless students' primary nighttime residence.</li> <li>Analysis of identification rate compared to total free meal eligibility.</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?               <ul style="list-style-type: none"> <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 students experiencing homelessness?</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>
<p><b>1.1b</b> How does the LEA ensure that homeless students are included in statewide assessments?</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. Disaggregated performance by homeless flag.</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> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>
<p><b>For subgrants only:</b> <b>1.1c</b> If the LEA has a subgrant, does the LEA conduct program evaluation to determine its effectiveness?</p>	<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> </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>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Instructional Support**

**2.1: The SEA implements procedures to address the identification, enrollment and retention of homeless students through coordinating and collaborating with other program offices and community agencies.** [Title X, §722(e)(3)(E) and §722(g)(3) through §722(g)(7)]

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
<p><b>2.1a</b> How and from what sources does the LEA collect information to determine the ongoing needs of homeless students in the LEA?</p>	<ul style="list-style-type: none"> <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> </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>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>
<p><b>2.1b</b> How does the LEA ensure coordination among LEA programs and community agencies serving students experiencing homelessness, including Title I, Part A, Title III, special education, early learning services, and at-risk youth programs?</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, and description of the activities funded through the LEA reservation for comparable services for homeless students in non-Title I schools.</li> <li>Evidence that the LEA</li> </ul>	<ul style="list-style-type: none"> <li>How does the LEA provide comparable services for homeless students attending Title I and non-Title I schools?</li> <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>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Instructional Support**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
	coordinates programs and services between the SEA, LEA, and other community agencies (including agencies providing mental health services), for example schedules, agendas, minutes, notes or handouts from attending such meetings.			

**2.2: The SEA provides, or provides for, technical assistance to LEAs to ensure appropriate implementation of the statute.  
[§722(g)]**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
<b>2.2a</b> How often does the LEA monitor changes in staffing of LEA liaisons? How does the LEA liaison learn about liaison responsibilities under McKinney-Vento?	<ul style="list-style-type: none"> <li>Evidence that the LEA designates and allows for training of a liaison for homeless children and youth and that this person provides training to other relevant LEA personnel.</li> <li>Staff directory of LEA Website that identifies the liaison.</li> </ul>	<ul style="list-style-type: none"> <li>How is an appropriate staff person designated as the LEA liaison for homeless children and youth to carry out the duties described in Title X, Part C, Section §722 (g)(1)(J)(ii)?</li> <li>How is the state coordinator notified of any changes in personnel?</li> <li>In what professional development activities has the liaison participated related to McKinney-Vento responsibilities?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>
<b>2.2b</b> What special activities	<ul style="list-style-type: none"> <li>How does the liaison</li> </ul>	<ul style="list-style-type: none"> <li>Do preschool-aged homeless</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Instructional Support**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
are undertaken on behalf of homeless preschool children and homeless unaccompanied or out-of-school youth?	coordinate with preschool programs and programs for unaccompanied youth, including community agencies? Sample letters and/or meeting agendas. <ul style="list-style-type: none"> <li>On-time graduation rate disaggregated by homeless status.</li> </ul>	children receive educational services for which they are eligible, including access to Head Start and preschool programs administered by the LEA? <ul style="list-style-type: none"> <li>Does the LEA homeless liaison assist unaccompanied youth with school placement decisions?</li> </ul>	<u>Comments</u>	<u>Comments</u>
<b>2.2c</b> How does the LEA ensure enrollment in the school of origin, if feasible and in the best interest of the child, and transportation, when requested?	<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>Feasibility/best interest determination forms.</li> </ul>	<ul style="list-style-type: none"> <li>Are the parents or guardians of homeless children and youth informed of the educational opportunities available to their children and provided meaningful opportunities to participate in the education of their children, including school of origin and transportation options?</li> <li>How does the LEA conduct best interest determinations for placement decisions?</li> <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>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>
<b>2.2d</b> How does the LEA ensure that community agencies that serve homeless individuals are made aware of the rights of homeless	<ul style="list-style-type: none"> <li>Evidence that the LEA liaison or LEA staff conducts outreach to relevant LEA staff and community groups to</li> </ul>	<ul style="list-style-type: none"> <li>How do school personnel, service providers, and advocates working with homeless families receive appropriate information and technical assistance on the</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Instructional Support**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
students?	inform them of McKinney-Vento rights and services for homeless children and youth, such as copies of agenda, minutes, handouts or notes.	educational rights and needs of homeless students? <ul style="list-style-type: none"> <li>• Is public notice of the educational rights of homeless children and youths disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, 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 activities are conducted to raise awareness of McKinney-Vento rights?</li> </ul> </li> </ul>		
<b>2.2e</b> How does the LEA ensure that homeless students are enrolled and assisted with basic school requirements (e.g., records transfer, health and immunization records, and residency)?	<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 meeting where these reviews occur.</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? §722 (g)(7)                             <ul style="list-style-type: none"> <li>○ What data (achievement data, barrier logs, technical assistance logs, etc.) are used to inform practices?</li> <li>○ What processes are in</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Instructional Support**

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	Is sufficient documentation provided?
		<p align="center">place to address barriers and other challenges identified?</p> <ul style="list-style-type: none"> <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> <li>• Are school records made available in a timely manner when a student transfers out of the school division?</li> </ul>		

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Fiduciary**

**3.1 The SEA ensures that the LEA subgrant plans for services to eligible homeless students meet all requirements. [§723]**

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	Is sufficient documentation provided?
<p><b><u>For subgrants only:</u></b></p> <p><b>3.1</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?</p>	<ul style="list-style-type: none"> <li>• Evidence that the subgrant expands or improves services provided as part of regular academic program.</li> <li>• Written contracts when an LEA subcontracts any of its Education for Homeless Children and Youth (EHCY) activities to a third-party organization.</li> <li>• Evidence that the LEA is implementing required and authorized activities; for example, 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 such 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><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Fiduciary**

**3.2: The SEA has a system for ensuring the prompt resolution of disputes. [§722(g)(3)(E)]**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
<p><b>3.2a</b> Does the LEA have a written LEA dispute resolution process and does it track pre-dispute inquiries concerning barriers to enrollment?</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>• Does the LEA have a written dispute resolution process?</li> <li>• Does the LEA provide written notification, including a statement regarding the right to appeal, to parents and youth regarding placement decisions when the LEA decides to send a child to a school other than the school of origin or the school of residency if requested by the parent or guardian?</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p><b>3.2b</b> What is the LEA's process to review or investigate disputes brought by parents/youth?</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>• Are enrollment disputes mediated in accordance with Virginia's dispute resolution process?</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

**Monitoring Indicators for McKinney-Vento Homeless Education Program  
Fiduciary**

<b>Guiding Questions <u>LEA</u></b>	<b>Acceptable LEA Evidence <u>Documentation</u></b>	<b>Probing Questions <u>Interview</u></b>	<b>LEA Response</b>	<b>Is sufficient documentation provided?</b>
<p><b>3.2c</b> Does the LEA conduct independent surveys of community groups to determine if parents/youth are receiving their rights regarding school enrollment and enrollment disputes?</p>	<ul style="list-style-type: none"> <li>Survey results or records of inquiries and complaints made by community groups concerning barriers to enrollment for students experiencing homelessness.</li> </ul>	<ul style="list-style-type: none"> <li>What processes are in place to ensure homeless parents and youth are informed of their McKinney-Vento educational rights?</li> <li>Has the LEA collaborated with the local continuum of care to include education questions in its annual point in time count for Department of Housing and Urban Development (HUD)?</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>