TECHNICAL ASSISTANCE WEBINAR
on the 2015-17 McKinney-Vento District Self Assessment

Thursday, November 13, 2014
3:00 – 4:30 pm

Pam Kies-Lowe, State Coordinator for Homeless Education
Linda Dancer, Analyst, OFS Project Management Unit
MDE Office of Field Services
Today’s Agenda:

- What is the BIG DEAL with this Self Assessment?
- WHO-WHAT-WHEN-WHY-HOW???
- GEMS – Grants Electronic Management System
  - District requirements for GEMS
  - Liaison requirements for GEMS
  - Fiscal Agent requirements for GEMS
  - 2015-2017 MV Self Assessment Form
- CONTENT OF THE SELF ASSESSMENT
- Q & A
What’s the BIG DEAL??

- USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS’ programs for the Education of Homeless Children and Youth (EHCY)
- MDE contracts with Monitors to assist State Coordinator (Homeless Education Consultant) in monitoring districts
- MDE’s EHCY Program is the McKinney-Vento (MV) Homeless Education Program
  - Regional Consortium Model
  - 33 MV Grant Consortia in the 2015 – 2017 grant cycle
  - Over 900 public school districts in MI (LEAs-PSAs-ISDs)
WHO - WHAT - WHEN - WHY - HOW?

WHO?

- ALL PUBLIC SCHOOL DISTRICTS IN MICHIGAN: LEAs-PSAS-ISDs
- ALL Districts’ Staff:
  - Up to 2 Authorized GEMS Administrators (in each district)
  - District MV Homeless Education Liaisons
- Regional MV Grant Coordinators
- MDE State Coordinator for Homeless Education
- MDE Regional MV Monitors
• WHAT?

- GEMS – online monitoring
- 2015-17 MV District Self Assessment
  - Completed only ONCE per 3-Year Grant Cycle
  - Districts monitored ONCE per 3-Year Grant Cycle
    - Selected based on MV RISK FACTORS
      - Failure to complete/submit MV Self Assessment
      - Reporting ZERO homeless students in 2 consecutive SYs (UNLESS monitoring documents full compliance with MV requirements for LEA Outreach & Identification)
      - Calls/Complaints/Disputes to the MDE’s MV Program
      - Last monitoring date
• **WHEN?**

  o 2015-17 MV District Self Assessment will be available in GEMS by September 30, 2014

  o All district will be notified -
    - MV Liaisons
    - School Leaders
    - Regional MV Grant Coordinators

  o **2015-17 Self Assessment will be due in GEMS by December 15, 2014**
    - **NO EXCEPTIONS – GEMS CLOSES THE SUBMISSION LINK AT 11:59 PM ON END DATE**
WHO-WHAT-WHEN-**WHY**-HOW?

- **WHY?**
  - USED requires State Education Agencies (SEAs) to monitor ALL PUBLIC SCHOOL DISTRICTS’ programs for the Education of Homeless Children and Youth (EHCY)
  - If districts do not participate in the monitoring process OR do not submit a Compliance Plan for findings, **ALL FEDERAL FUNDS CAN BE WITHHELD BY THE MDE** until compliance is in process
WHO-WHAT-WHEN-WHY-HOW?

• HOW?
  o District must assign and register 1-2 Authorized GEMS ADMINISTRATORS
  o Districts must assign and register any number of Authorized GEMS USERS
    • MV Homeless Education Liaison MUST BE INCLUDED
  o IF DISTRICT IS A MV FISCAL AGENT:
    • Regional MV Grant Coordinators must be USERs
    • Contracted agency MV Grant Coordinators must be included USERs
The Michigan Department of Education (MDE) Office of Field Services (OFS) is responsible for the administration and supervision of all Education of Homeless Children and Youth (EHCY) programs, WHETHER OR NOT A DISTRICT RECEIVES FUNDS UNDER SUBTITLE B OF TITLE VII OF THE McKinney-Vento (MV) HOMELESS ASSISTANCE ACT (TITLE X, PART C OF THE ESEA) and WHETHER OR NOT A DISTRICT PARTICIPATES AS A MEMBER OF A MV GRANT CONSORTIUM. THIS FEDERAL MANDATE APPLIES TO ALL PUBLIC SCHOOL DISTRICTS: Local Educational Agencies (LEAs), Intermediate School Districts (ISDs), and Public School Academies/Charter Schools (PSAs).

The purpose of this assessment instrument is to monitor regulatory compliance of educational services to homeless children and youth in the district or service area in order to enhance and increase the educational achievement of homeless children and youth. This District Self Assessment is required to be completed by all public school districts ONLY ONCE PER THREE-YEAR MV GRANT CYCLE.

THE DISTRICT MV HOMELESS EDUCATION LIAISON IS TO COMPLETE THIS FORM WITH A DISTRICT TEAM, INCLUDING THE STATE/FEDERAL PROGRAMS COORDINATOR, ADMINISTRATIVE STAFF, INSTRUCTIONAL STAFF, PUPIL ACCOUNTING STAFF, AND OTHER PERTINENT DISTRICT DEPARTMENTS. The Liaison is to compile relevant data, documentation and evidence from District/Program files and to submit ALL to the MDE Grants Electronic Monitoring System (GEMS) NO LATER THAN DECEMBER 15, 2014. (ALL Local District MV Liaisons and MV Grant Coordinators MUST BE REGISTERED AS USERS in the district’s GEMS profile in order to complete this assessment.)

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**REGULATORY COMPLIANCE OF EDUCATION OF HOMELESS CHILDREN AND YOUTH (EHCY) PROGRAMS**

**DIRECTIONS:** Click IN each shaded box and type your information.

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<tr>
<th>LEA/ISD/PSA NAME:</th>
<th>District Code #:</th>
<th>ISD NAME:</th>
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<tbody>
<tr>
<td>OFS REGIONAL TEAM #:</td>
<td>OFS Regional Consultant Name:</td>
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<tr>
<td>District Address:</td>
<td>City:</td>
<td>Zip Code:</td>
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<td>Superintendent/School Leader:</td>
<td>Superintendent/School Leader Email Address:</td>
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<tr>
<td>State &amp; Federal Programs Coordinator/Director:</td>
<td>State/Fed Program Coord Email:</td>
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<tr>
<td>District Homeless Education Liaison:</td>
<td>Additional LEA Title/Role of Homeless Liaison:</td>
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<tr>
<td>Liaison E-mail:</td>
<td>Liaison Phone:</td>
<td>Ext:</td>
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**THIS SECTION IS REQUIRED TO BE FULLY COMPLETED.**
# 2014-2017 School District McKinney-Vento Self Assessment

## Regulatory Compliance


The district must complete a McKinney-Vento (MV) District Self Assessment once per 3-year MV grant cycle and submit with documentation of compliance to the Michigan Department of Education (via GEMS online program).

[Sec. 722 (g)(2)(A) and MDE Memorandum, 09-27-2010]

(Citations below refer to the McKinney-Vento Act, ESEA, Title X-Part C, unless otherwise specified.)

### Local MV Homeless Education Liaison Designation

The district must designate a Local Homeless Liaison to assist homeless students, including unaccompanied youth, in enrolling, attending, participating and succeeding in school.

[Sec. 722 (g)(1)(ii), Sec. 722 (g)(6)(A)]; MDE Guidance

### Comments:

### District Outreach and Identification of Homeless Students

The district must establish a procedure to locate and identify homeless children/youth of school age within the district, whether or not they are enrolled (i.e., preschool-aged siblings, dropout youth, street youth, etc.).

[Sec. 722(g)(1)]

### Suggested Items for Documentation/Evidence

Evidence to document the elements of the District Homeless Education Program MUST ACCOMPANY this completed Self Assessment in order for MDE reviewers to evaluate the program and activities for not only compliance with the law, but to provide appropriate technical assistance to ensure adequate academic progress for homeless children and youth.

- Please label items clearly with section letter and item number before uploading documents into GEMS. Example: “A-1: LEA Liaison EEM entry” (see below)
- The same form/document may be used as evidence for multiple categories, but LEA must note it in each applicable section (i.e., “See Item C-16”)
- Use comment box to explain or describe how forms/documents are used, how processes are implemented, who is responsible, etc.

### Instructions

- Local Homeless Liaison is registered in the online MDE Educational Entity Master (EEM).
  - Submit copy of LEA entry screen or EEM spreadsheet. (An EEM screenshot is acceptable.)
- Evidence that the identified Liaison meets criteria recommended by MDE so that required duties can be accomplished. MDE Liaison criteria available on Homeless Education Program website at [http://www.michigan.gov/homesless](http://www.michigan.gov/homesless).
- Written procedures, enrollment forms, agendas or meeting minutes to document communication or training with social welfare service agencies, shelters, churches, etc.
  - NOTE: The procedure must detail district outreach and identification efforts to homeless families, children and youth, whether or not they are enrolled, including responsibilities and general timelines for actions.

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**Please read these instructions before beginning the self assessment!**

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**COMPLETED DOCUMENT IS DUE TO MDE IN GEMS NO LATER THAN DECEMBER 15, 2014.**
GEMS –
Grants Electronic Management System

- District requirements for GEMS
- Liaison requirements for GEMS
- **Self Assessment Form**
  - 2015-17 MV Self Assessment is available online within the GEMS system
  - MV Self Assessment MUST BE COMPLETED ONLINE WITHIN THE GEMS SYSTEM

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GEMS – Authorized Users

• Every district MUST have 1 – 2 LEA Authorized Users for the GEMS system
  - Typically the Level 5 MEGS user is one
  - Grants office, Business office, Superintendent...

• MV Liaison MUST be authorized by their district or Fiscal Agent
GEMS – Authorized Users

This authorization form can be located www.michigan.gov/gems-mars

Grant Electronic Monitoring System (GEMS)
Michigan Administrative Review System (MARS)

Security Authorization Form for Sub-Recipient Administrators

Prior to submitting this form, complete your online profile by logging into GEMS/MARS with your Michigan Education Information System (MEIS) user name and password at http://www.michigan.gov/gems-mars. To verify or create a MEIS account, access the MEIS website http://www.michigan.gov/meis.

NOTE: Security will not be granted until your online profile is complete.

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<td>Phone</td>
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<tr>
<td>District/Agency Name*</td>
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<td>District/Agency Code</td>
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*Districts/Aencies may designate two individuals in the role of Sub-Recipient Administrator. Separate forms must be submitted for each individual.

If this request is a replacement for an existing Sub-Recipient Administrator, please complete:

| Replacement For |       |

I agree to protect my user identification and password to GEMS/MARS from others. I understand ALL activity under my user identification is my responsibility and is tracked in GEMS/MARS.

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<th>Signature</th>
<th>Print Name</th>
<th>Date</th>
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The Michigan Department of Education (MDE) is required by law to monitor implementation of Federal and State programs at the local level to ensure funds and other resources are spent or used appropriately in accordance with State and Federal law and Education policy. GEMS/MARS is the Grant Electronic Monitoring System / Michigan Administrative Review System and supports this monitoring process. To access the GEMS/MARS application, you must have a valid MEIS ID and an ‘Active’ user status in GEMS/MARS.

If you have any problem accessing the application, please contact GEMS Help Desk at (517) 373-1806 or at MDE-GEMS@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

SAME AS YOUR MEIS OR MEGS+ LOG-IN
2015-17 MV District Self Assessment

GEMS – Your Home Page

Check frequently in GEMS for messages!
1. Click on the **Submissions** tab.
2. Once you’re here, open the 3 dots (Lookup button) for each of the 3 areas (Program, Review Type, District) and select Search.

3. These are the 2 areas that need to be addressed by the district.
4. Click on the **Self Assessment Tool** link to download that Word document.
5. Use this tool to gather your district’s evidence of MV compliance.
1. Click on the **Submissions tab**.
2. Once you’re here, open the **3 dots** (Lookup button) for each of the 3 areas (Program, Review Type, District) and select **Search**.

3. These are the 2 areas that need to be addressed by the district.
4. There are step-by-step instructions under the **Documentation tab** on how to upload and submit documents.
1. Gather evidence with your district team for each section of the Self Assessment.

2. You may upload it all at once OR several at a time
   a) Click on the Documentation tab at the top of the screen.
   b) There are step-by-step instructions under the Documentation tab on how to upload and submit documents.
1. Once you begin uploading documents, you will see a √ in the “Status” box and notice a paper clip icon in the “View” box.

2. Once you have completed uploading ALL required documents, you are ready to submit. REMEMBER submitting documents should not be done unless all documents have been loaded.

3. Click the “Submit” button at bottom of screen to move the documents to the next stage.
1. Under **Document Name** click on a document name to begin. *(We are aware that this is NOT MV screen...)*

2. On the pop-up screen (bottom of slide), enter a Title, and leave Type as Electronic.

3. Then click on **Browse** to locate the document on your computer.

4. Select **OK** to upload.
1. Select the document you want to upload from your files.
2. Select **OK** to upload.
1. You must number the documents sequentially.
2. Label docs with LEA Name, Descriptive name, and Section letter/number.
3. **When done, click Save Button.**
4. If you do not SAVE, you will lose it all...
1. Type LEA name in “Description” box
2. If you type a “%” after the name, GEMS locates all reviews for that LEA name.
3. BE SURE TO CHECK THE YEAR SELECTED!
2015-17 MV District Self Assessment
GEMS – SECTIONS A - Q

A. Local MV Homeless Education Liaison Designation
B. District Outreach and Identification
C. School Selection
D. Enrollment
E. Dispute Resolution Procedures
F. Transportation of Homeless Students
G. Segregation of Homeless Students
H. Unaccompanied Homeless Youth
I. Preschool-Aged Homeless Students
J. Homeless Students with Disabilities
K. Children/Youth “Awaiting Foster Care Placement”
L. Comparable Services and Academic Standards for Homeless Students
M. Coordination of Services
N. Engagement of Homeless Parents
O. Financial Review – Allowable Uses
P. Other LEA Evidence
Q. FOR FISCAL AGENTS ONLY – Program Application Review

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Let’s DIG IN to the CONTENT areas and questions on what MV Monitors are looking for when they review your district’s MV Homeless Education Program!

- The “Suggested Items for Documentation/Evidence” column provides the kinds of information monitors need to be able to assess your program.

- “These are suggested items; not every item listed is required to be included.”

- Label items clearly with the SECTION LETTER & ITEM NUMBER before uploading documents into GEMS.
  
  Example: “District ABC, A-1 Liaison EEM Entry”
Content of the Self Assessment – Outreach and Identification

• Provide evidence of the **SPECIFIC LOCATIONS** of the posters & brochures placed in your schools AND in your community... rather than submitting photos of the posters themselves.

• Provide blank copies of district enrollment forms or packets... include Residency Questionnaires or forms that ALL PARENTS are asked to complete.

• Enrollment forms MUST INCLUDE LIVING SITUATIONS in order to determine MV eligibility.

• AVOID THE TERM “homeless” on forms.
  
  o Instead, use “Families/Youth in Transition” or “Displaced”
Content of the Self Assessment –
School Selection

• IF YOU SUBMIT ACTUAL LIAISON RECORDS...
  YOU MUST REDACT STUDENT NAMES.

• Liaison files on MV students/families MUST BE SECURED IN A PRIVATE LOCATION.

• Liaisons should track MV students’ Schools of Origin and Schools of Residence in their records/files.

• Liaisons should make contact with MV parents to determine LIVING SITUATION at least TWICE per school year, and ESPECIALLY before end of year (to assess continued enrollment in next school yr).
Content of the Self Assessment – Enrollment

- IMMEDIATE ENROLLMENT IS REQUIRED for any MV eligible student – without required paperwork.
- IMMEDIATE ENROLLMENT is understood to include attending and participating in all school activities.
- Liaisons should track which district programs MV students participate in... i.e., Title I support/tutoring, Academically Talented, Special Education, Career and Technical, extracurricular activities or clubs, etc.
- Districts MUST REVIEW & REVISE any policies or procedures which may pose barriers to homeless students.
  - DOCUMENT attendance and discipline policies, credit recovery procedures, graduation requirements...
Content of the Self Assessment – Dispute Resolution Procedures

• If district does not use the MDE-OFM-MV Dispute Resolution Procedures, ALTERNATIVES MUST BE APPROVED BY MDE IN ADVANCE.

• ANY TIME A HOMELESS STUDENT IS DENIED ENROLLMENT, LIAISON MUST PROVIDE DETERMINATION & REASON IN WRITING, AND MUST INFORM OF RIGHT TO APPEAL.

• Provide a written copy of the MV Dispute Resolution Procedures and rights TO ANY MV PARENT/YOUTH that is declined for enrollment or eligibility by Liaison.

• Liaison is required to assist MV parent/youth in completing appeal, upon request.
Content of the Self Assessment – Transportation

- Liaison MUST INFORM all MV parents/youth of all transportation services to school, and MUST ASSIST students in accessing those.
  - Work with other Liaisons and MV Grant Coordinator

- TRANSPORTATION OF HOMELESS STUDENTS IS A DISTRICT RESPONSIBILITY.
  - MV Grant and Title I-A may ONLY PAY EXCESS COSTS

- Districts may determine the MODE OF TRANSPORTATION for MV students. (NOT DISPUTABLE)

- RECOMMENDED: Inter-District Transportation Agreements, signed in advance of MV situations
Content of the Self Assessment – Unaccompanied Homeless Youth (UHY)

- The reason a youth is not living with a legal parent/guardian DOES NOT MATTER... our role is to EDUCATE the youth.

- Liaisons must serve as ADVOCATES for the youth

- Districts must continue to send school information to the parents of UHY, as well as to the youth

- Liaisons must provide verification of UHY status to any MV student in high school (Juniors or Seniors) for purposes of filing a FAFSA for college financial aid
  - UHY ARE “INDEPENDENT” STUDENTS ON THE FAFSA
  - Sample form on MDE’s MV website: [www.michigan.gov/homeless](http://www.michigan.gov/homeless)
Content of the Self Assessment – MV Students with Disabilities

- Districts MAY NOT DECLINE ENROLLMENT of a homeless student due to a disability or special education services necessary.
  - Referral to the school of residence may be required if LEA cannot offer or refer for the required special education service.

- District must expedite evaluations for homeless students with disabilities.
  - DO NOT WAIT FOR SCHOOL RECORDS – Reach out to the former district/school/teacher to gather necessary info.

- UHY with disabilities may require the district to name a Surrogate Parent.
  - Liaison may TEMPORARILY serve as Surrogate Parent until one is identified (NOT FOR IEPs).
Content of the Self Assessment – “Awaiting Foster Care Placement”

- MDE-OFM-MV has separate guidance on identifying and serving students “Awaiting Foster Care Placement”
- See the MDE-OFM-MV webpage – www.michigan.gov/homeless
Content of the Self Assessment – Comparable Services and Academic Standards

- District must ensure that MV students are provided the same “Free Appropriate Public Education” (FAPE) as other students
  - Applies to all LEA programs
- MDE-OFS-MV has separate guidance on serving homeless students with Title I-A funds
- See the MDE-OFS-MV webpage – www.michigan.gov/homeless
Districts must have a WRITTEN PLAN describing the coordination of services provided to MV students, including –

- Transportation
- Special Education
- Advanced/Accelerated or Gifted/Talented
- ELL, Migrant, Immigrant/Refugee
- Vocational/Technical Education
- School Nutrition
- Before- and After-School
- Preschool, Great Start (GSRP), Head Start, etc.
- Title I-A, including services provided with Title I-A Reservation/Setaside
Content of the Self Assessment –
Engagement of MV Parents – NEW!

- Districts must ensure that MV parents are –
  - informed of the educational rights of their children
  - provided with meaningful opportunities to participate in child’s education

- ALL MV PARENTS ARE TITLE I PARENTS
  - District must engage MV parents in Title I Parent Engagement activities, meetings, committees, decisions, etc.

- NEW ITEM: District must provide written notice to MV parent/guardian/youth of educational rights of homeless children/youth:
  - At time of enrollment AND AT LEAST TWICE WHILE ENROLLED
  - IS SIGNED BY PARENT/YOUTH
  - specifically states the choice of schools eligible to the student
  - the LEA’s non-segregation policy for MV students
  - That MV students should not be stigmatized by school personnel
  - The right to comparable services provided by the district
Districts must provide documentation of:

- Any LEA General Fund expenditures for services to homeless students
- Any State 31a/At-Risk fund expenditures for services to homeless students
- Any Title I, Part A Homeless Reservation (Setaside) expenditures for services to homeless students
MV FISCAL AGENTS must complete and submit the MV Consortium Management Form upon notification of a MDE-OFS-MV monitoring date. Includes these areas:

- **MV Grant Coordinator** – FTE, Functions & Duties
- **Program Application Review** – alignment of grant activities with grant application timeline
- **Financial Review** – complete evidence of two types of grant expenditures, tracked from initiation to completion, including one transportation expenditure
- **MV Program Review** – Local Liaisons, Coordination of services, Title I-A coordination and funding, Technical assistance & training to member districts, Strengths & challenges
Contacts

(Please contact in this order)

- Your MV Regional Grant Coordinator
- MV Homeless Education Monitors
  - Jon Behrens behrensj@michigan.gov
  - Ray Leighton leightonr@michigan.gov
  - Susan Whitener whiteners@michigan.gov
- Michigan Department Of Education
  - Office of Field Services, Special Populations Unit
  - MV Homeless Education Program
  - Pam Kies-Lowe, State Coordinator for Homeless Education
    kies-lowe@michigan.gov
    517-241-1162