

## Manually Input Homeless Title I Part A Program Code

Expedite this reporting by collecting a list of homeless students at your school from ATS or Level 0. Determine, whether or not Title I Part A monies were used to support each student.

Need a list? This is available for download in ReportNet or Level 0. In Level 0, Tap on PROGRAM FACTS on the chart of the home screen, and select CATEGORY BREAKDOWN. The underlined number for valid Homeless records in the 3<sup>rd</sup> column is a hyperlink to a list of these students. You can print or download this list.

### NYSED Resources

#### Approved expenditures

[Title I, Part A: Allowable and Unallowable Expenditures | New York State Education Department \(nysed.gov\)](#)

#### NYC Charter School Allotments

[Title I allotments](#)

### Adding Program Service Codes

*Mouseover column header for column data description:*

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:
<a href="#">Demographics</a>	0	0	0	11/27/2019
<a href="#">Enrollment</a>	0	0	0	11/27/2019
<a href="#">Program Fact</a>	0	0	349	--
<a href="#">ELL Eligibility</a>	0	0	209	None
<a href="#">8262::Homeless</a>	0	0	140	None

- Go to our [NYC Charter Data Central](#) website
- Hover over **Secure** and click on **Level 0**. Login.
- On the grey menu bar, go to Manual Input
- Click on Program Fact
- Click on Category Breakdown

- Scroll down to the homeless category and tap on the number.
- A list of all your homeless students will appear.
- 

**Program Fact Report Choices:** Run Verification Rpt

☐ Dist. Import Errors (Error Rpt #1)   
 ☐ Dist(s) Summary   
 ☐ Dist. School Summary   
 ☐ Category Breakdown   
 ☐ Import Log   
 ☐ Upload Log Dates  
☐ Lock History   
☐ Waiting For Level 1   
☐ View Verif. Errors (Error Rpt #2)   
☐ Unlock History   
☐ No Enrollment Rpt   
☐ Import Message Log

**Program Category Summary for District:** Red highlight indicates > 10% difference between years)

Program Category:	Prior Year Valid Count:	Valid R (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
Safety Net	0	<u>0</u>	<u>0</u>	
CTE / Tech Prep	0	<u>0</u>	<u>0</u>	
8312::Biliteracy	0	<u>0</u>	<u>0</u>	
8262::Homeless	90	<u>86</u>	<u>0</u>	
Restricted	0	<u>0</u>	<u>0</u>	
5754::CCEIS	0	<u>0</u>	<u>0</u>	
8313::Civic Readiness	0	<u>0</u>	<u>0</u>	

**Tap on the first student:** Click on the first student's ID in blue. Level 0 will display the student name and ID with an 8262 code in the Manual Template. Determine if that student gets Title I funds. If they do, a second record has to be created.

To second record; Tap on **Curr.Student/Add new**. **Only** students listed in Level 0 with an 8262 Homeless code that receive any allowable supports funded by Title I Part A need this data reported in Level 0.

*Call us if you need us at 631.218.4134*

# Manually Input Homeless Title I Part A Program Code

Current Student: Record Status: Last Update: By:

\*denotes a required field [Back to Category Rpt](#)

\*Student ID: \*Location Code: Service Provider BEDS Code (State Location ID):

2022-07-01 84X491 :: ACADEMIC LEADERSHIP CHARTER SCHOOL

\*Beginning Date: \*Record Program Category: \*Program Code:

2022-07-01 ESEA 0892 :: Title I- Part A: Homeless Student Serviced with Set-Aside Funds

Ending Date: Exit Reason Code 1: PGM Participation Info Code:

Orig. Prog. Date: Prog. Intensity: Provider Type Code: Program Comment:

(CTE/ELL Eligible Programs) (Primary Nighttime Residence)

Import Validation Messages:

Delete Record Validate & Save Curr. Student / Add New Clear

Program Fact Records:

Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
<a href="#">View</a>	Valid		2022-07-01		8262 :: Homeless Student Status	8262::Homeless

1. Enter the beginning date (date must be on or after the Begin Date in the 8262 record)
2. Select ESEA on the drop down in record Program Category field. (The Program Code field information is automatic once ESEA selected.)
3. Click on Validate and Save
4. Click on the Back to Category Report icon to bring the user back to the category breakdown page to select the next student.

Do not forget to click the **Validate & Save student** data button after each entry

**Finished?** Lock and Submit the data.

To Lock and Submit ELL Program Code Data:

**L1 Data Prep MUST be completed for the transfer of data to the NYCDOE for submission to NYSED:**

Hover over L1-Data Prep.

Click Program Fact from the menu



New York State Education Dept. - Level 0			
Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	

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How to...

## Manually Input Homeless Title I Part A Program Code

### Title I, Part A, PROGRAM FACT L1 DATA PREP

ONLY check the data types reported by you in the Level 0

**NEVER** check 8262 Homeless. **X** This data **CAN ONLY** be updated via NYCDOE processes.

Title I, Part A monies is the ESEA data type in Program Facts

**DO NOT** **ALL**

#### Program Fact Data Prep. for Level 1:

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

☒ Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input checked="" type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability	<input type="checkbox"/> 0198::Poverty
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation
<input type="checkbox"/> 8261::Single Parent/Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input checked="" type="checkbox"/> 8262::Homeless
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754::CCEIS	<input type="checkbox"/> 8313::Civic Readiness			

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Save As

Data Prep. messages...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Save As

The checked categories above are locked and waiting to be prepared for Level 1 submission.

Click the **"Validate Now"** button – you should get a green success message

Once the Validation process has been completed, the user **MUST** click on

Create File for Level 1 Submission

If you receive any error messages in the L1-Data Prep area, give us a call.

### Complete!

You've submitted your Program Facts file and the data is queued for transfer to the NYCDOE for submission to NYSED. (Data is submitted every Wednesday at 9AM)

#### Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 650: English Language Learner Profile Report**. Data in the SIRS 650 is based on 0231 identification by the NYCDOE and must have an accompanying ELL program service.

Missing data may indicate an issue with the identification, check ATS, or failure to complete the 0231 intensity and/or report the ELL program service provided; all 0231 records **MUST** have an ELL program service

The following L2RPT reports may also be viewed:

- **SIRS 104: NYSITELL Summary Report**
- **SIRS 109: Recently Arrived ELL Students Accountability Report**

*Each school is responsible for the accuracy of ALL data reporting. Verification **MUST** be completed by a review of the associated L2RPT report*

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