

Homeless Title I Part A From ReportNet

What you need:

1. A list of Homeless students as per ATS/LO
2. Whether or not the student received specific support from Title I Part A Set Aside monies.

NYSED Resources

- **Approved expenditures**
<http://www.nysed.gov/essa/title-i-part-allowable-and-unallowable-expenditures>
- **NYC Charter School Allotments**
[Title I allotments.xlsx \(esboces.org\)](http://Title%20I%20allotments.xlsx(esboces.org))

Download prepopulated Excel file to expedite this reporting for electronic import in Level 0.

1. Start at the NYC Charter Data Central website at <https://nyccharterdatacentral.esboces.org>

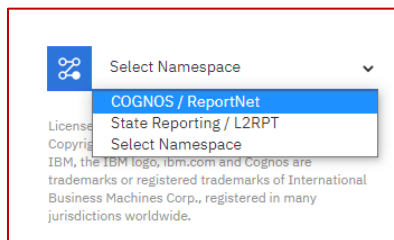
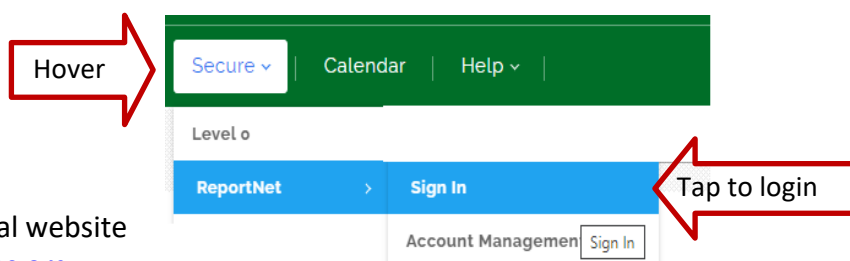
Hover over Secure
Tap on ReportNet

2. Select COGNOS/ReportNet from the dropdown and login.

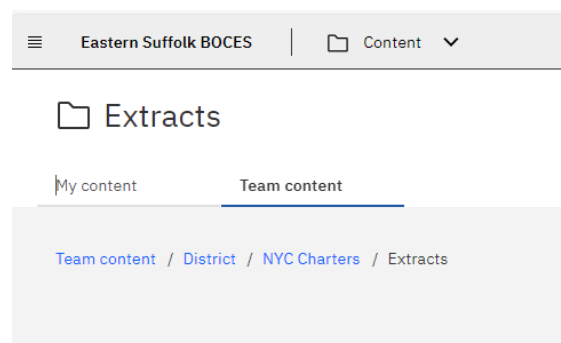
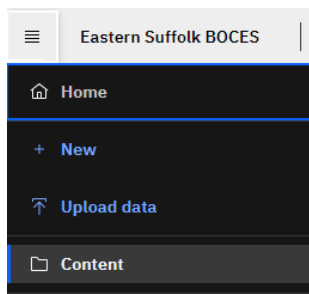
3. Click on the following folders:
Content>
Team Content Folder>
District>
NYC Charters>
Extracts

4. Tap on the STUDENT HOMELESS PROGRAM SERVICE report

5. Select School
Select Year
Tap on Finish



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.



Student Homeless Program Service - NYC Charter - Excel
8/11/2020 8:18 AM

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6. Open the Excel file that downloads: follow the instructions.

A	B	C	D	E	F	G	H
Program Facts - Student Homeless Program Service (2022-2023)							
This Template collects information on which Homeless Students are in Title I: Part A: Homeless Students Served with Set-Aside Funds							
Enter "0892" Title I Set-Aside Funds for the appropriate students							
DELETE the entire line for any student for which "0892" is not appropriate							
End dates are prepopulated with Enrollment Exit Codes as listed in A							
Student names are updated weekly. If a student is missing from the report please ensure that they have been reported in the appropriate NYCDOE system.							
Blue Column Headers indicate required fields							
Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.							
Black Column Headers indicate fields should be left blank. If not done, you can hide these columns within the workbook to simplify data entry.							
Never delete these columns.							
When complete, save as an Excel file with headers and again as a CSV without directions, headers and green columns.							
DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE	STUDENT ID	STUDENT NAME	PROGRAM CODE (0892) - Title I Homeless Students Served with Set-Aside Funds	PROGRAM START DATE (yyyy-mm-dd)	PROGRAM END DATE From ATS
90000001	84E123	2023-06-30	000000086	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000101	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000005	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000012	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000002	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000411	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000421	Last Name, First		2022-08-29	
90000001	84E123	2023-06-30	000000433	Last Name, First		2022-07-02	
90000001	84E123	2023-06-30	000000434	Last Name, First		2022-07-01	2022-09-12
90000001	84E123	2023-06-30	000000435	Last Name, First		2022-07-03	
90000001	84E123	2023-06-30	000000441	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000442	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000607	Last Name, First		2022-07-01	
90000001	84E123	2023-06-30	000000925	Last Name, First		2022-07-02	2022-09-28

In the above view below, headers have "WRAP TEXT" on to see more data at once. Carefully review the file for specific directions

- The 0892 code automatically populates for any student that is designated with an 8262, Homeless code.
- Delete the entire row for any student that did not receive an approved service supported by Title I Part Set Aside Monies

Verify your data.

Finished?

Once you have updated your spreadsheet with this year's information, save it as

1) an Excel file (with headers)

- Delete headers and the name column as directed.
- BEST PRACTICE:
 - ✓ Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - ✓ Find the first empty row at the bottom: select multiple rows & hit DELETE

2) save the file again in the file format .csv (comma separated values).

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Loading the

CSVs into L0.

Log into Level 0

Hover over ELECTRONIC
IMPORT

Tap on PROGRAM FACT

Program Fact Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 3 - Click button to prepare file for validation:

Prepare Import File

Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input 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 I 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-Billiteracy	<input type="checkbox"/> 8262-Homeless
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754-CCEIS	<input type="checkbox"/> 8313-Civic Readiness			

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☒ DO NOT Delete Level 0 P.S. Records ☐ Delete All Valid P.S. records (selected categories only)

Step 7 - Click button to validate data file:

Validate Data

Step 1: use default settings

Step 2: Tap on CHOOSE FILE select CSV

STEP 3: Tap on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134

Green message? Proceed to...

STEP 4 Tap on Perform Pre-Check (This will SELECT the category, skip STEP 5)

STEP 5: SKIP

STEP 6: Use the default setting, DO NOT Delete L0 PS Records

STEP 7: Tap on Validate Data

Repeat Steps 1- 7 for Eligibility & Program Service

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and go to Step 1.

Green message? Yeah!

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	

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 it's 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.

Check ESEA only - Click the **"Validate Now"** button – you should get a green success.

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

Create File for Level 1 Submission for your file to be submitted to Level 1.

If you get any error messages in the L1-Data Prep area, give us a call at **631.218.4134**

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*