



Affected Staff:
School HEP Liaisons
School Clerks

Informed Staff:
School Principals

Procedure Number: SIM
ALL Schools #18

Date:
8/27/2007

Procedure Notice

Homeless Education Program 2007-08

Situation: Last year, IMPACT schools used the SIM program management engine to track Homeless status. This year, the procedure for tracking Homeless students has been simplified.

Description: Formerly, school HEP liaisons and status clerks were charged with completing a multiple step process to identify homeless students. Students could be demarked as homeless but not have important profile information such as dwelling type, school of origin, etc.

Response: The following instructions provide school based HEP liaisons and status clerks with instructions for both demarking students as Homeless and providing information relevant to that status: School of Origin, Dwelling Information, Services Provided, CHA status, CTA Status and fare description. The work steps outlined in this document are new for the 2007-2008.

Work Steps for Identifying Homeless Students and Providing Required Information

- Assumption: Student is registered and enrolled.
 - At each school, the HEP liaison or status clerk will be provided a unique user role that is the only one with permission (at a school level) to enroll an assigned student to the Homeless Education program.
 - Parent notifies school of homeless status.
1. School HEP Liaison or status clerk logs in to SIM system, and uses the search function to find student.
 2. Click on student hyperlink to select the desired student.
 3. One the student record is open, select **Homeless Ed** from the blue Control Bar. Please note that this option is not viewable until a student record is accessed.

The screenshot shows a web-based interface for a student record. On the left is a blue navigation menu with various tabs. The 'Homeless Ed' tab is highlighted with a red box. The main content area is yellow and contains the following information:

- Current age: 17
- Current grade: Tenth Grade (dropdown)
- Homeroom: A902 (dropdown)
- Ethnic category: Hispanic
- Home language: Spanish
- Home school: Edwin G Foreman High School
- Placement classification: (0-9) (checkbox)
- Student promotion status: Promoted (dropdown)
- Graduation plan: None (dropdown)
- Distance from school: (miles) (input field)
- Home address is in school's area
- Upload to K12Planet

Below this information are sections for 'Primary Contacts' (listing Abarca, Roberto (Father)) and 'Medical & Legal Alerts' (No alerts).



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Note: From the student record, all school-level resources can see the 'Homeless Ed' menu selection, **but ONLY designated HEP liaisons or status clerks with the STDSERVICES user role can access the page and submit HEP information that actually designates a student as homeless.**

4. Clicking on the Homeless Ed link will yield the following screen.

5. To set student status to Homeless, click in *Student is Homeless* checkbox. Once the checkbox is selected, the full HEP screen (see following screen) will display.

IMPORTANT INFORMATION: School resources will be unable to complete the process of designating homeless status until all required fields have been completed. The screen illustration on the following page highlights all required fields. Required fields have been implemented for the HEP page to ensure that CPS can fulfill operational, regulatory and funding related reporting obligations.



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Required Fields

The fields highlighted on the screen are 'required' for successful submission of a Homeless record.

- Student is Homeless
- Unaccompanied Youth
- School of Origin
- Dwelling Information

To complete the identification of a homeless student, click the checkbox below.
 Student is homeless

Status Information

*Unaccompanied youth?: Yes
*School of origin: Ames Middle School

Dwelling Information

Dwelling Information

Selected: Total: 1

*Initial residence date	*Dwelling type	*Resides with	Date ended residence
8/7/2007	Crisis shelter	Parent	

Services

Services provided: Available: Selected:

N/A
10K Tut, Prtnrshps, Peer, After School Program
Classroom Teacher w/Teach
College Tutors
Enrichment Program
Extra Curricular Program
Full Day Kindergarten
Funded Program(s)
Other Program

CHA relocation: N/A
CTA transportation: N/A
Public transportation: Available: Selected:

N/A
Accompanying Adult Transit
Student Riding Permit (12 and
Transit Fare w/o Transfer (1
Transit Fare with Transfer (1

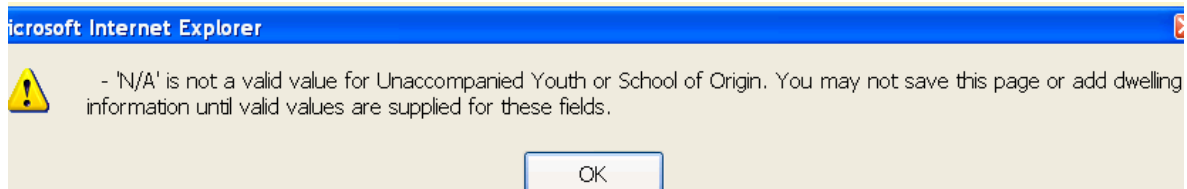
Note: To apply for hardship transportation, the request must be submitted from the Transportation page.
[View Transportation page](#)

required Apply OK Cancel

Full Student HEP Screen

6. Set **Unaccompanied Youth** to Yes, No or N/A.
7. Select the appropriate CPS **School of Origin** from the drop-down list. *The list of schools is not currently in alphabetical order.*

Any attempt to click OK or APPLY without completing these required fields will result in the following error message:



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- Next, submit Dwelling information by clicking in the checkbox provided and then providing information on the following three fields:

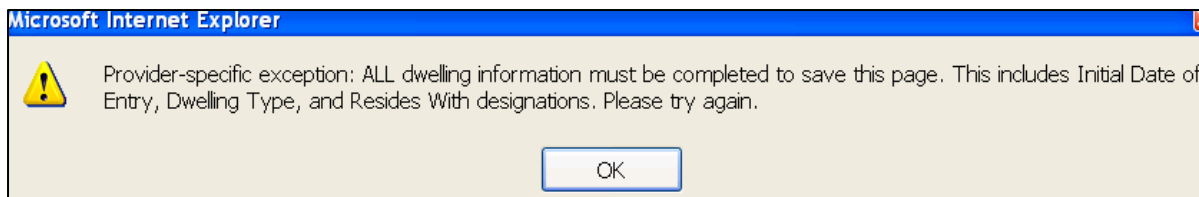
Initial Date of Residence:
Must be provided according to the following syntax: MM/DD/YYYY

Dwelling Type:
Select from drop down list.

Resides With:
Select from drop down list.

Dwelling Information			
Dwelling Information			
Selected:			
<input type="checkbox"/> *Initial residence date	*Dwelling type	*Resides with	Date ended residence
<input checked="" type="checkbox"/> 6/7/2007	Crisis shelter	Parent	

Any attempt to exit the HEP page without having completed all three of these fields will result in the following error message:
If this occurs, simply click OK and perform Step 8 once more.



Note: [Date Ended Residence] is a view-only field that is populated upon entry of a subsequent row in the Dwelling grid or during year end processing.

Completion of Steps 5-8 fulfills all required fields. At this point, a school based HEP liaison will be able to click [Apply] or [OK] buttons to save the student's new HEP status. If the student requires transportation or designation as a relocated CHA resident, proceed with steps 9-13.

- Under the Services menu, use the buttons to identify Services Provided. This is accomplished when the services move from the *Available* to *Selected* list.
- Next (if applicable) select **CHA Relocation** value.

Transportation

- If student requires CTA transportation proceed to step 11
- If student requires hardship or "school bus" transportation proceed to step 13.



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11. Select *CTA Transportation* value from the drop-down list.
12. Next, use the arrows provided to populate the *Public Transportation* box with appropriate Transit Card Information. This is accomplished when the services move from the *Available* to *Selected* list. Once completed, click **OK**. Clicking on OK will close the HEP student page. This concludes the initial completion of a student's participation in the Student Services program.
13. If the student requires hardship transportation service, please click on the View Transportation page hyperlink (see below) to access the transportation request screen.

N/A
Accompanying Adult Transit I
Student Riding Permit (12 an
Transit Fare w/o Transfer (.E
Transit Fare with Transfer (1

→
←
All →
← All

Note: To apply for hardship transportation, the request must be submitted from the Transportation page.
[View Transportation page](#)

quired

14. Clicking on 'View Transportation Page' will result in a separate SIM window. For instructions on how to submit a hardship transportation request through this screen, consult the BST website or IMPACT Registration and Enrollment training materials.
15. To complete and close the HEP screen, click on the **OK** button, which will close the HEP student page.



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