



WDE530 – McKinney-Vento Sub-Grant Report

Guidebook

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Introduction

The WDE530 is the annual collection from districts that have a McKinney-Vento grant to serve homeless children and youth enrolled in the district.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process.

The data collected by the Department using the WDE530 is used to monitor and report the number of homeless children and youth served by the McKinney-Vento grant funds, what educational and school support services were provided and the primary nighttime residence of homeless students when discovered to be homeless. School Support staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE530 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The WDE530 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE530 Data Collection.

WDE530 Authority

The authority for the WDE to collect data included in the WDE530 is listed below:

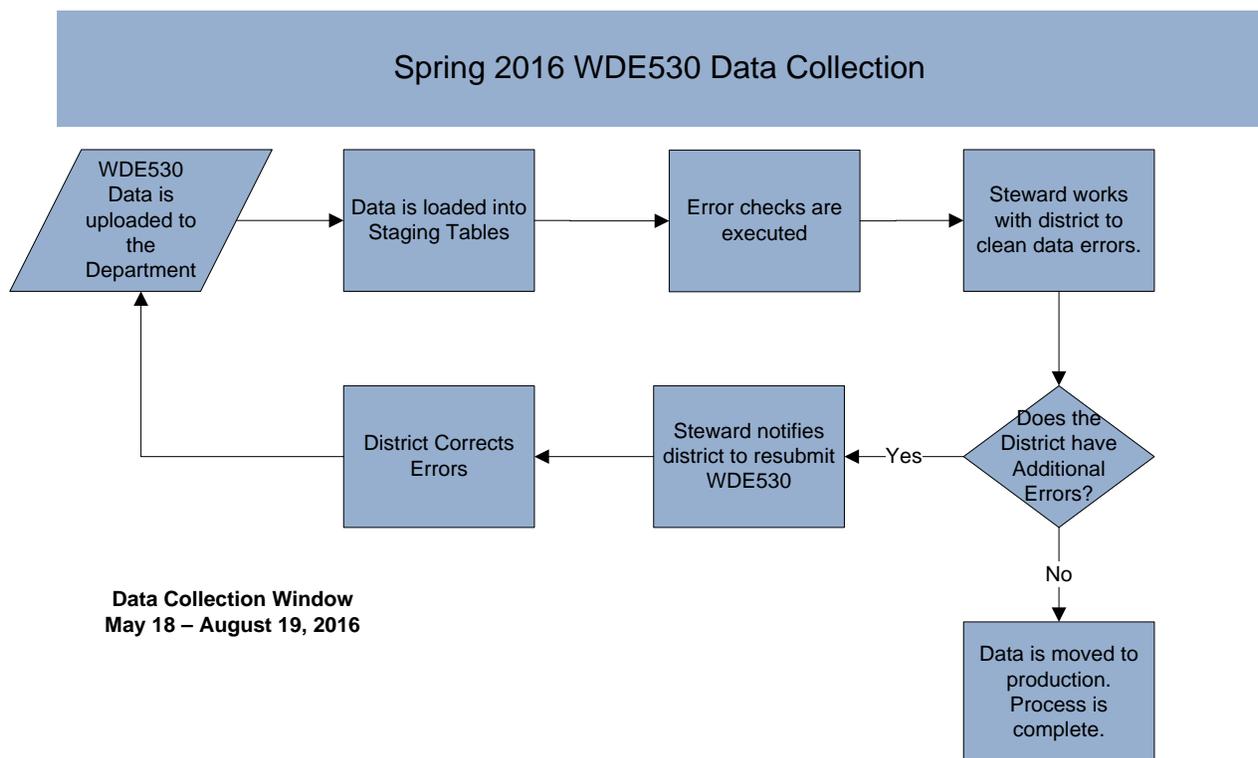
Elementary and Secondary Education Act (ESEA), as amended and reauthorized as the No Child Left Behind Act (NCLB).

<http://www2.ed.gov/programs/homeless/index.html>

Collection Schedule

**WDE530 Spring Collection Window:
May 18 – August 19, 2016**

The data for this collection can be inputted, validated and uploaded at any time during the collection window. Districts should upload the WDE530 report no later than August 12, 2016 unless the Collection Steward has approved a later deadline of August 19, 2016. This is due to submission of Federal Reporting requirements from the Department. Corrections to submitted data (if needed) must be completed by the collection due date in order to ensure the data is error free.



Instructions

Accessing the WDE530 Collection

The WDE530 collection is an Excel based collection that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Or follow this link: <http://edu.wyoming.gov/data/dcs/>

Within the Data Collection Suite – Forms Inventory page, scroll down to select the **WDE530 – McKinney-Vento Sub-grant Report** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE530 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE530-YourDistrictID*.

The WDE530 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE530.

| NAME | TYPE | DESCRIPTION |
|------------------|----------------|---|
| WDE530 | Excel Workbook | Limited to districts with a McKinney Vento grant. |
| WDE530 Guidebook | PDF Document | Guidebook for the completion of the WDE530 McKinney-Vento Sub-grant report. |

Data Compilation

Data will be entered in the WDE530 worksheet of the Excel workbook. Data can be pasted from a source file by using the 'cut and **paste special**' function to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE530 Excel workbook also contains information on the data elements of the WDE530.



WDE530 Workbook

The WDE530 is an Excel based data collection that collects counts of homeless students served by the McKinney-Vento sub-grant funds during the school year. The count is reported by grade level beginning with Birth to 2 years through Grade 12 with an Ungraded category as well. Data is reported on how many of those served are unaccompanied youth, migrant, IDEA and Limited English Proficient (LEP). The count is also reported by what was the primary nighttime residence of the student when discovered as homeless

(shelters, doubled up, unsheltered, hotels/motels). Detailed definitions for each element are contained on the instructions page of the WDE530 data collection worksheet. The WDE530 consists of two sections:

- Counts of Homeless Children and Youth served by the McKinney-Vento Sub-grant
- Primary Nighttime Residence of Homeless Children and Youth at Time of Discovery

Counts of Homeless Children and Youth Served by the McKinney-Vento Sub-grant Elements

- Birth to 2 Years
- Age 3-5 (Not Kindergarten)
- Kindergarten
- Grade 01
- Grade 02
- Grade 03
- Grade 04
- Grade 05
- Grade 06
- Grade 07
- Grade 08
- Grade 09
- Grade 10
- Grade 11
- Grade 12
- Ungraded (Adult Ed or GED studies)

Other counts include: number of homeless unaccompanied youth enrolled, number of homeless children and youth that are identified as migrant, number of homeless children and youth with disabilities (IDEA), and number of homeless children and youth who are Limited English Proficient (LEP).

Primary Nighttime Residence of Homeless Children and Youth at Time of Discovery Elements

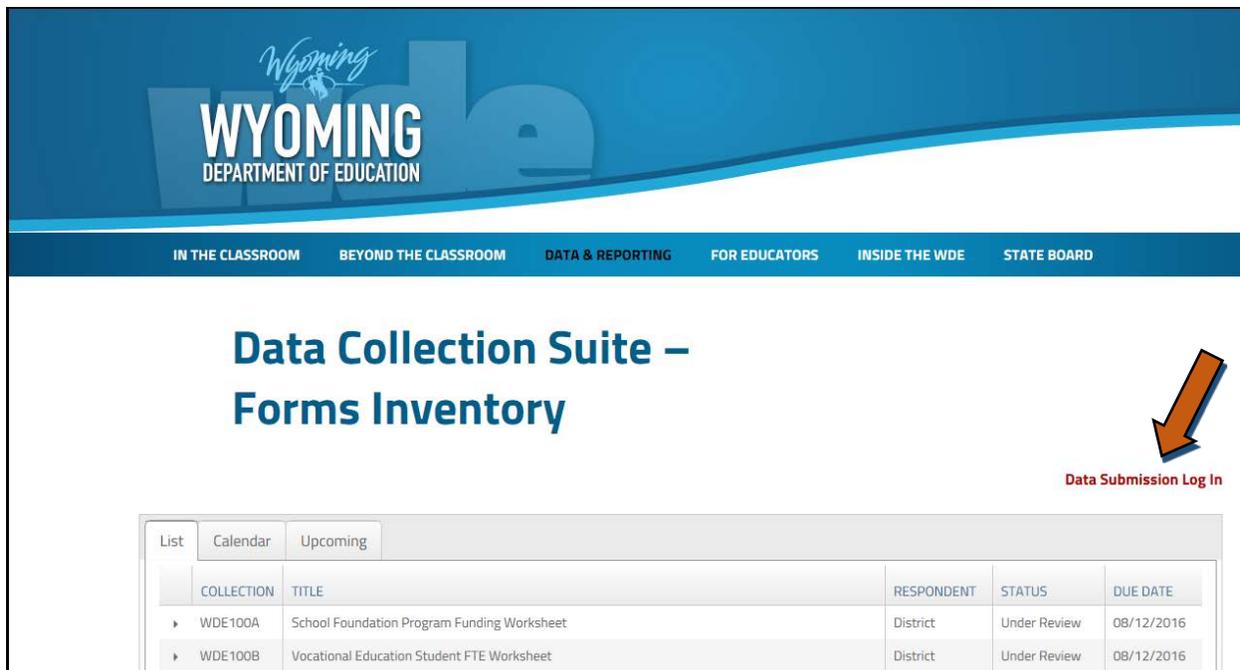
- Shelters, Transitional Housing, Awaiting Foster Care
- Doubled-up
- Unsheltered (cars, parks, campgrounds, etc.)
- Hotels/Motels

Entering data in the WDE530

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from some sort of source material, the data can be copied in the WDE530 using the Paste Special option within Excel.

Data Submission

When all data has been entered and checked for accuracy save the file to your system. The file is now ready to be uploaded to the Department. The district uploader will select the **Data Submission Log In** link at the top right of the Data Collection – Forms Inventory page at <http://edu.wyoming.gov/data/dcs/>



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IN THE CLASSROOM BEYOND THE CLASSROOM DATA & REPORTING FOR EDUCATORS INSIDE THE WDE STATE BOARD

Data Collection Suite – Forms Inventory

[Data Submission Log In](#)

| COLLECTION | TITLE | RESPONDENT | STATUS | DUE DATE |
|------------|---|------------|--------------|------------|
| WDE100A | School Foundation Program Funding Worksheet | District | Under Review | 08/12/2016 |
| WDE100B | Vocational Education Student FTE Worksheet | District | Under Review | 08/12/2016 |

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion username and password are required. To obtain the right to upload data to the Department, contact your Fusion Administrator and make sure the correct roles are assigned. Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the upload link and will then be prompted to enter their Fusion User Name and Password if the system does not already have this information.

Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.



Data Collection Suite R1
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Citizen | Business | Government | Visitor 

forms uploads submissions tracking collections admin support

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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Uploading the WDE530 Collection

Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the WDE530 – McKinney-Vento Sub-grant Report. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information. The following screen shot is an example of what the user will see.

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Data Collection Suite R1

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[forms](#) | [uploads](#) | [submissions](#) | [tracking](#) | [collections](#) | [admin](#) | [support](#)

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent

You are currently representing:
Laramie County School District #1
Organization Code: 1101000 [Change](#)

Previous Submissions

No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

Submission Upload

Submissions:

Upload File [Reset Form](#)

File Role in Submission

File:

Comments:

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(example of blank Submission Upload screen)

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent
 You are currently representing:
Laramie County School District #1
Organization Code: 1101000 [Change](#)

Previous Submissions
 No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

Submission Upload

Submissions:
 {1} **Upload File** [Reset Form](#)

File Role in Submission
 {2}

File:
 {3}

Comments:
 {4}

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If this is the first time you are submitting data then for the Submissions information select 'Start a New Submission' {1} from the drop down box. Otherwise, you can upload to a previous submission. For File Role in Submission select 'Primary Data File' {2} and then enter the primary file {3}. Comments {4} may be entered and are optional. Once all items are complete, click the Upload File button to submit the WDE530 to the Department. Data validation will be performed on the incoming data to create the Validation Report. Once the data validation is complete, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary

The submission package has not passed validation (error count: **4**). Please review the validation report to review data validation errors.

Current Respondent
 You are currently representing:
Laramie County School District #1
Organization Code: 1101000 [Change](#)

Previous Submissions
[4/5/2016 1:09 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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To view the errors associated with the file upload, select the Validation Report Button. Clicking on this button will show the summary of the errors found, as the following example depicts.

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Validation Report:
Loading Results for Submission Package: 4/5/2016 1:09 PM - Liz Districts
 Collection:
WDE530- McKinney-Vento Sub-grant Report
 Is the submission valid? **No**
 Validation Engine Start: **Tuesday, April 05, 2016 at 1:11:57 PM**
 Validation Engine End: **Tuesday, April 05, 2016 at 1:11:59 PM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **4**
 Number of Warnings: **0**

WDE530 - McKinney-Vento Sub-grant Report

- **This collection cycle is officially open.**
- Due Date: **8/15/2015**
- Window Opening: **5/15/2015**
- Window Closing: **8/15/2015**
- Expected Number Of Respondents: **4**
- Start: **7/1/2014**
- End: **6/30/2015**

Show ▾ The submission is invalid and cannot be certified at this time.

| Set | Is Valid |
|--|----------|
| > WDE530 - Successfully Imported Rows: 1 | Fail |

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To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or the Data Collection Specialist if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error. Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the submission link, Validation Reports tab.

Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

The screenshot displays the 'Data Collection Suite R1' interface for the State of Wyoming Department of Education. At the top, navigation links include Citizen, Business, Government, and Visitor. The main navigation bar contains forms, uploads, submissions, tracking, collections, admin, and support. The 'Collection Selector' section shows a dropdown menu for 'WDE530 - McKinney-Vento Sub-grant Report' and a 'Collection Due Date' of 8/15/2015. The 'Submission Upload' section contains a message: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. To the right, the 'Validation Results Summary' states: 'The submission package has passed validation. Please review the validation report to certify the submission.' Below this is a 'Validation Report' button, which is highlighted by an orange arrow. Another orange arrow points to the 'Validation Results Summary' text. On the right side, the 'Current Respondent' is 'Laramie County School District #1' with an 'Organization Code: 1101000' and a 'Change' link. Below that, 'Previous Submissions' shows '4/5/2016 1:09 PM - Liz Districts'. A paragraph explains that submissions are packages of files and that the upload tool is used for validation and certification. The footer includes the Wyoming Department of Education logo, copyright information for 2016, and links for Disclaimer, Privacy Policy, Free CSS Templates, and Theme Icons by FAMFAMFAM.

Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly but this is the easiest way to certify the submission. To do this, click on the Validation Report button. Once selected the following screen is displayed.

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Validation Report:

Loading Results for Submission Package: 4/5/2016 1:09 PM - Liz Districts

Collection:
WDE530- McKinney-Vento Sub-grant Report

Is the submission valid? **Yes**

Validation Engine Start: **Tuesday, April 05, 2016 at 1:09:34 PM**

Validation Engine End: **Tuesday, April 05, 2016 at 1:09:39 PM**

Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**

Number of Errors: **0**

Number of Warnings: **0**

WDE530 - McKinney-Vento Sub-grant Report

- **This collection cycle is officially open.**
- Due Date: **8/15/2015**
- Window Opening: **5/15/2015**
- Window Closing: **8/15/2015**
- Expected Number Of Respondents: **4**
- Start: **7/1/2014**
- End: **6/30/2015**

Certify Show ▾

| Set | Is Valid |
|------------------------|----------|
| No records to display. | |

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If your Fusion user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the Fusion user that does have this role will need to certify this data under the submissions link.

Click on this Certify option (if available) to view the following summary/certification screens.

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Certify Submission Package

- Collection: **WDE530 - McKinney-Vento Sub-grant Report**
- Due Date: **8/15/2015**
- Creation Date: **4/5/2016**
- Last Modified: **4/5/2016 1:10 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

| File name | Data Submit Date | Modified | Modified By |
|---------------------|---------------------|---------------------|-------------|
| wde530 - test .xlsx | 4/5/2016 1:09:33 PM | 4/5/2016 1:10:00 PM | ldistricts |

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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Click the Certify button to certify your submission to the Department and view the following confirmation screen.

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[forms](#) | [uploads](#) | [submissions](#) | [tracking](#) | [collections](#) | [admin](#) | [support](#)

Submission Package Certification Confirmed

- Collection: **WDE530 - McKinney-Vento Sub-grant Report**
- Due Date: **8/15/2015**
- Creation Date: **4/5/2016**
- Last Modified: **4/5/2016 1:11 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

| File name | Data Submit Date | Modified | Modified By |
|---------------------|---------------------|---------------------|-------------|
| wde530 - test .xlsx | 4/5/2016 1:09:33 PM | 4/5/2016 1:10:00 PM | ldistricts |

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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NOTE: The submission can also be certified under the submission link as well. The process is the same. Once the submission is certified, the persons within the district that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified.

Corrections to Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2016 WDE530 data are restricted to a firm timeline. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Plan to work closely with the Collection Steward during the collection period until your data are clean. If you find an error and need help with resolution contact the WDE530 Collection Steward: Kenya Haynes at kenya.haynes@wyo.gov or (307) 777-3672. All errors must be resolved before data is final.

Re-uploading

Once your data are uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. **The collection window is May 18 – August 19, 2016.** Remember, all errors must be resolved before data is final.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE530 CONTENT QUESTIONS?

Kenya Haynes, (307) 777-3672 or kenya.haynes@wyo.gov

WHICH STUDENTS DO I INCLUDE ON THE WDE530 DISTRICT REPORT OF HOMELESS CHILDREN AND YOUTH?

Enter a count of students enrolled in your district discovered to be homeless during the school year who were served by the McKinney-Vento sub-grant.

If you are unsure if a student should be included in the report, contact the Collection Steward.

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?

The rights to upload data to the Department are assigned at the district office. Contact the district's Fusion Administrator who can set rights and re-set passwords.

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov