# Contents

- **Introduction** ................................................................................................................................. 4
- **Collection Schedule** ....................................................................................................................... 5
- **Instructions** ........................................................................................................................................ 6
- **WDE530 Workbook** .......................................................................................................................... 6
- **Counts of Homeless Children and Youth Served by the McKinney-Vento Sub-grant Elements** ............. 7
- **Primary Nighttime Residence of Homeless Children and Youth at Time of Discovery Elements** ............ 7
- **Data Submission** ................................................................................................................................ 7
- **Uploading the WDE530 Collection** .................................................................................................... 9
- **Data did not pass validation** .............................................................................................................. 12
- **Data passed validation** ..................................................................................................................... 13
- **Corrections to Data** .......................................................................................................................... 17
- **Re-uploading** ...................................................................................................................................... 17
- **Frequently Asked Questions** ........................................................................................................... 18
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

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.

Spring 2016 WDE530 Data Collection

Data Collection Window
May 18 – August 19, 2016
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.

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/
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.
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.
(example of blank Submission Upload screen)
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.

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