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PURPOSE

The purpose of this job aid is to provide instruction on how to enter information on the **Homeless Screen**.

Users with the **Office Manager** and **Principal** roles will be able to perform the tasks outlined in this document. The job aid was created using the **Office Manager** role at an **elementary** school.

LOG IN

- 1. Log in to MiSiS at <u>http://misis.lausd.net/start</u>, using your LAUSD SSO credentials.
- 2. Select the correct user role from the landing page, if required.

MENU PATH

Student Profile > Census > Homeless

PROCEDURE

- Step 1 Enter Student ID or type the student's name in the Search Students field.
- Step 2 Click the Search icon.
- **Step 3** When the results display, click on the student's name to access the **Student Profile**.

earch Students epon Selected Filters: None Delected Student Information Group Inf	School V Union Avenue Elementa formation Course En	iry		Student ID	Searc	ch by Student	ID or by Enrolled 10/20/20	Name as of 123 de students no longer	r enrolled	m		Search
isjon EGION E Selected Filters: None Selected Student Information Group Im	School Union Avenue Elementa formation Course Enr	iry allocant		Student ID			Enrolled	as of 123 de students no longer	r enrolled			Search
Selected Filters: None Selected Student Information Group Inf	formation Course Enr	nliment										
Student Information Group Inf	formation Course Enr	allmost										
		onment	Program and Services	English Learner	A	Attendance						
First Name		Middle Name			_	Last Name				SSID		
Grade Level		Gender				DOB						
Select Grade Caretaker First Name	Ŧ	Select Gende Caretaker Las	er st Name		Ÿ	(None)	~					
						Include Student Ale	erts					
irch Results				Search:	26	3				For Selected:	Action	
 Last Name 	¢ Fin	st Name	🔶 Middle Name 👌	District ID		irade 🔶 D	ate Of Birth	Gender	Room	+ Home School	+ Home Phone	

Step 4 Hover over the **Census** menu and select **Homeless**.

View the Homeless Information screen displays.

Step 5 Click the **Add new record** link.



	Performance Level	Grade 1 Primary Language ENGLISH	Date of Birth \$\$10	Date of Birth \$SID					
/	Home Room - Teacher	SLC	Language Classification						
1001	Counselor	Graduation Requirements Year 0	Alerts						
Contact Log	Emergency Information 😔								
Attendance Alert	Account Information 😔	4							
Enrollment ~ Attendance	a ∨ Academics ∨ Support ∨	Services v Census v Miscellaneous	∽ Letters ∽						
	Information 6	American Indian Bus Schedule Court Orders				2 Refresh			
Transportation	Begin Date Begin Date	SHQ Identif	Primary Nighttime Residence	Unaccompanied Youth?	Sibling? Referrals To Agencies?				
No	08/24/2023 06/11/2024		M - Another Family's House or Apartment	No	No No	0			
No	08/22/2022 09/23/2022	Identifying Information	M - Another Family's House or Apartment	No	No No	View			

Step 6 Must complete the necessary fields. Fields with a **red asterisk** are mandatory fields and must be entered before the Homeless record can be saved.

- Identification School Select school that identified the student as homeless.
- Student Housing Questionnaire (SHQ) Date Enter date SHQ was completed.
- **Verification Type** Select from the dropdown menu.

Nighttime Information

- Begin Date * Select the Homeless begin date from the date picker.
- **End Date*** The end date is defaulted to the end of the school year.
- **Primary Nighttime Residence *** Select from the dropdown menu.
- Unaccompanied Youth Select radio button for Yes/No.
- **Runaway Youth** Select radio button for **Yes**/**No**.
- **Does the student have any siblings Yes/No** (Every sibling must have an SHQ on file).
- Comments/Notes (Max 500 characters) Enter any other relevant information.
- Has the student transferred schools anytime after completing the second year of high school? Yes/No.
- School Referral Ensure a **Release of Information** (ROI) is on file for the parent for any outside district resources (If no **ROI** is on file, skip **Step 7**).
- **Step 7** Add New School Referral If a student needs an Assistant/Program click on the Add New School Referral button to complete a referral.
 - **Request Date*** Select date from the date picker.
 - **Assistance/Program*** Select from the dropdown menu. If Other is selected a free text field will open to enter a value.
 - **Referral Date*** Select date from the date picker.
 - Action click on the $\sqrt{}$ check mark to save the referral. Click on the \mathbf{x} to delete referral.



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Step 8

P 8 After completing the data entry, click the **Save** button.

View Homeless Information						
Add New Record						2 Refresh
Transportation 🝦 Begin Date	End Date 🔶 SHQ Identification School	Primary Nighttime Resid	ence 🔶 Unacc	companied Youth?	Referrals To Agencies?	
Identification School:	Union Avenue Elementary	Complete all ma	SHQ Date: Verification Type: Indatory and necessary fields	10/23/2023 -Please Select-	₩ ~	
Nighttime Information		this screen to sa	ve a record.			
Begin Date:"	10/23/2023	**	End Date: *	06/11/2024	m	
Primary Nighttime Residence:*	-Select Residency-	.				
Unaccompanied Youth:	OYes 💿 No		Runaway Youth:	O Yes O No		
Does the student have any siblings? (Every sibling	must have an SHQ on file) O Yes	No	Comments/Notes (Max 500):	Additional notes if needed.		
Has the student transferred schools any time after	r completing the second year of high school?: O Yes	No			4	
School Referral 🔞 Add New School Referral Please ensure a Release of Information (ROI) is or	- 7					
Request Date *	gram* 🔶 If Other* 🔶 Referral Date*	Action				
08/15/2023 🛗 Clothing Assista	anci v 10/23/2023	🛍 🔽 🔀				
Update Log Created On: Created By: Updated On: Updated By: Do NOT ROLLOVER HOMELESS RECORD	1/10001 12:00:00 AM Homeless user The pupil Services Homeless this section. The pupil services this section.					
			Cancel			

Step 9After saving the record, a message will pop-up "Send SHQ (Student Housing
Questionnaire to the Homeless Education Office" click OK.



The **Homeless** record is displayed. To **edit** a record, click the **pencil icon**.

Enrollment ~ Atte	lendance v Academics	 Support 	Services ~ Census ~	Miscellaneous 🗸 Letters 🗸				
	less Information	ו						2 Refresh
Transportation	Begin Date	🕴 End Date	+ SHQ Identification School	Primary Nighttime Residence	Unaccompanied Youth?	Sibling?	Referrals To Agencies?	A.
No	08/24/2023	06/11/2024	Not been discovering	M - Another Family's House or Apartment	No	No	No	0
No	08/22/2022	09/23/2022	1000 C	M - Another Family's House or Apartment	No	No	No	View

Note: As multiple records are entered, you can sort the entries ascending or descending by clicking on the columnar headers.