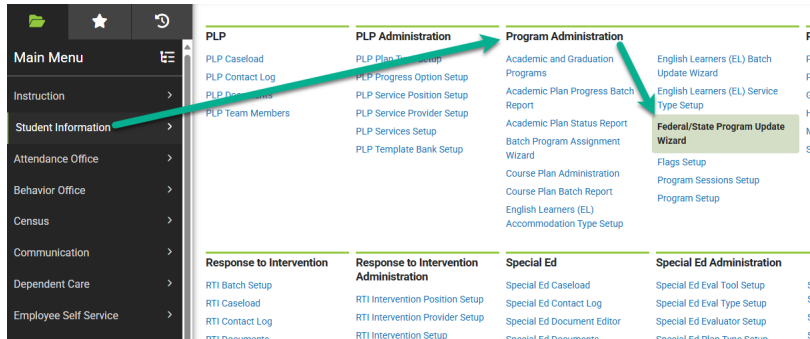


Uploading Homeless Program Participation

Create a CSV file from your Student Information System or other data source.

Navigate to Student Information>Program Administration>Federal/State Program Update Wizard.



From Select Federal Program, choose Homeless. Under Select Mode, choose Import File: Add/Edit Participation. Click Next.

Under Saved Import Mappings, click New (New is only required if mapping has not been done previously). Enter Name, choose file type Comma Delimited, and select State ID for match. If header row is included in your file, check the box to indicate Source File includes header row. Click Save.

Choose the file and click Next.

Under State ID, choose the column that corresponds to the State ID.

Choose the columns that correspond to Start Date and Primary Night Time Residence. Map Field Start Date (choose date format) and Primary Night Time Residence (map values to field values). For Program Status, choose Set Value and choose 01: Homeless.

Click Test or Add/Edit Records to update records.

The screenshot shows the 'Federal/State Program Update Wizard' with the 'Homeless Program Updater' tab selected. The interface includes a 'Field Name' list on the left, an 'Import Data File Sample' table, a 'Mapped Fields' table, and a 'Primary Night Time Residence Field Map' dialog box.

Field Name

Field Name	Column in Import File	Actions
*State ID	StateID	Clear
*Start Date	StartDate	Edit Map, Clear
End Date		Set Value, Clear
Comments		Set Value, Clear
*Primary Night Time Residence	NighttimeResidence	Map Field, Clear
*Program Status		Edit Value, Clear
Unaccompanied Youth	UnaccompaniedYouth	Map Field, Clear

Import Data File Sample:

1	2	3	4	5	6
DistrictID	StateID	Last Name (First Name)	Start Date	NighttimeR	
585	585	585	8/18/2025	2	
585	585	585	8/18/2025	2	
585	585	585	8/3/2025	2	
585	585	585	8/3/2025	2	
585	585	585	8/18/2025	2	
585	585	585	8/18/2025	2	
585	585	585	8/18/2025	2	

Mapped Fields:

2	5	Set Value
State ID	Start Date	Program Status
08/18/2025	01	
09/03/2025	01	
09/09/2025	01	
08/18/2025	01	
08/18/2025	01	
08/18/2025	01	
08/21/2025	01	

Primary Night Time Residence Field Map

Data File Primary Night Time Residence	Campus Primary Night Time Residence
2	02: Doubled-up (Living with another family)
3	

01: Shelters
02: Doubled-up (Living with another family)
03: Unsheltered (Cars, park, campgrounds)
04: Hotels/Motels

Buttons: Save, Cancel

To move data from Enrollment to Program, select the 25-26 year and set School to All Schools. Navigate to Reporting>Data Validation>Validation Groups. Enter Homeless in the name field. Choose Homeless Extract for Program Conversion. Select at least one group from the User Groups dropdown. Click Save & Stay.

The screenshot shows the 'Validation Groups' interface. The 'Name' field is 'Homeless Extract for Program Conversion'. The 'Rules' table lists a rule for 'Homeless Program Updater Extract File (State)'. The 'User Groups' dropdown is set to 'Data Validation'.

Name *

Homeless Extract for Program Conversion

Description

Rules

Name	Description	Severity
Homeless Program Updater Extract File (State)	A list of students identified on their enrollment with a homeless indicator. Use this file to add them to the Homeless Program using the Fed/State Program Updater. Student information > Program Administration > Federal/State Program Update Wizard The start date in this validation is the enrollment start date and can should be updated to match the actual date the student became homeless. The end date should be the date the student was no longer homeless. The Nighttime Residence code is required and must have a value of 01, 02, 03 or 04 The Unaccompanied youth field should be 1 or blank. The last name and first name informational only and are not required in the updater. Please delete those columns before running the Updater wizard.	Information

User Groups:

Data Validation

Buttons: Save & Stay, Cancel, Preview

Navigate to Reporting>Data Validation>Data Validation Report. Choose Homeless Extract for Program Conversion. Set Output Options>Format Type to CSV. Click Generate. Save the file and use the instructions to upload to Program Participation above.

Data Validation Report ☆

Instructions

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DIS.

Report Options

Data Validation Group *

Homeless Extract for ...

Data Validation Group Description

Report Data Source

☒ Local Dataset

☐ State Dataset

Output Options

Report Processing

☒ Generate Now

☐ Submit to Batch Queue

Format Type

☐ HTML

☒ CSV

☐ Excel

Batch Queue List

Start Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Report Title	Queued Time	Status
End of Year Extracurricular Activities Validation	07/18/2023 1:09:44 PM	COMPLETED

1 - 1 of 1 Items

Generate

Reset