

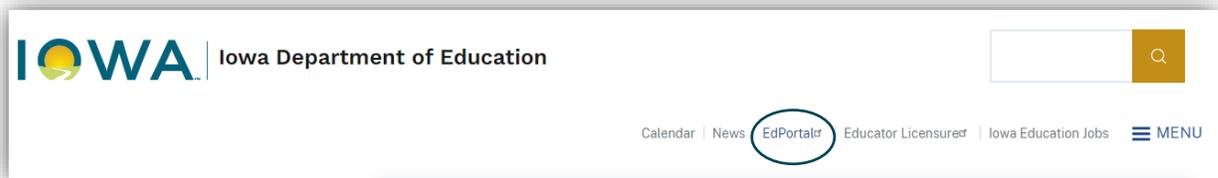
October Count Data Collection Instructions

Logging In

In order to submit October count data through the Neglected and Delinquent (N&D) EdInfo application, an A&A account must be created and approved for all contributors individually (accounts cannot be shared). Directions for how to create an A&A Account can be found [here](#). Next, contributors must request authorization access to the N&D application. Directions for how to do this are found [here](#).

1. The “Administrative Organization” is the Institution name for Subpart 1 subgrantees, or the district or AEA name for Subpart 2 subgrantees.
2. Each user will need to request a role for each facility they work for (e.g. Polk County Juvenile Detention Center).
3. Request the “Update” role.
4. These requests are reviewed and updated manually every day. Any issues with these requests, please contact your Neglected and Delinquent administrator.
5. **NOTE:** Firefox, Chrome or Microsoft Edge are the recommended browsers for EdPortal.

1. From the [Iowa Department of Education](#) home page, click on “EdPortal”



2. Click on “A&A Account Sign-In”



3. Enter the Account ID and password, then click on “Sign In”



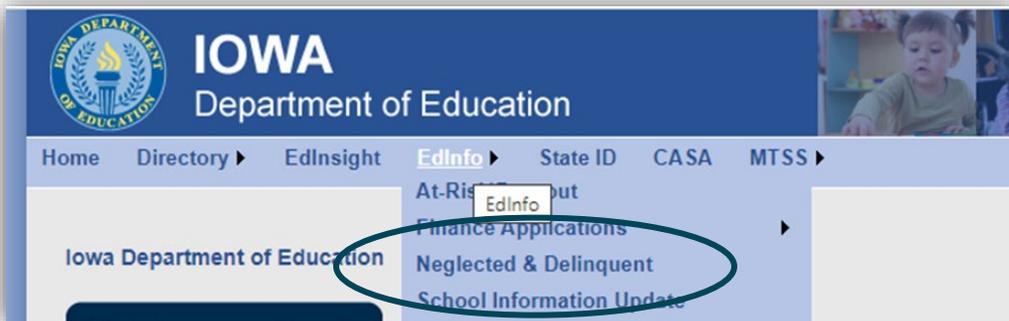
4. Once logged in, double check that the correct security organization is identified in the top right yellow dropdown menu. If the user is responsible for multiple facilities, they will need to specify the security organization every time.



5. Select the “EdInfo” drop-down menu.

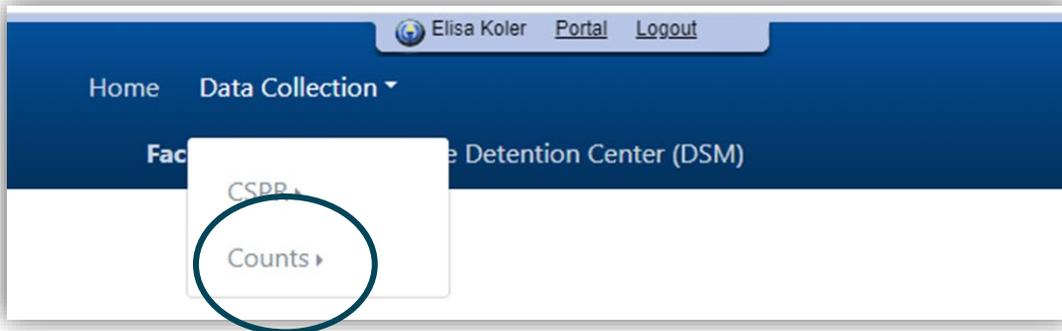


6. Select “Neglected & Delinquent” from the drop-down listing.

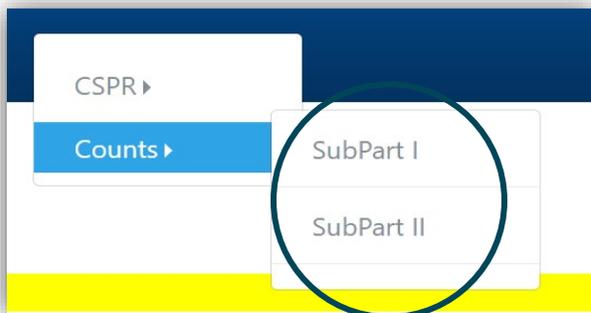


Data Input

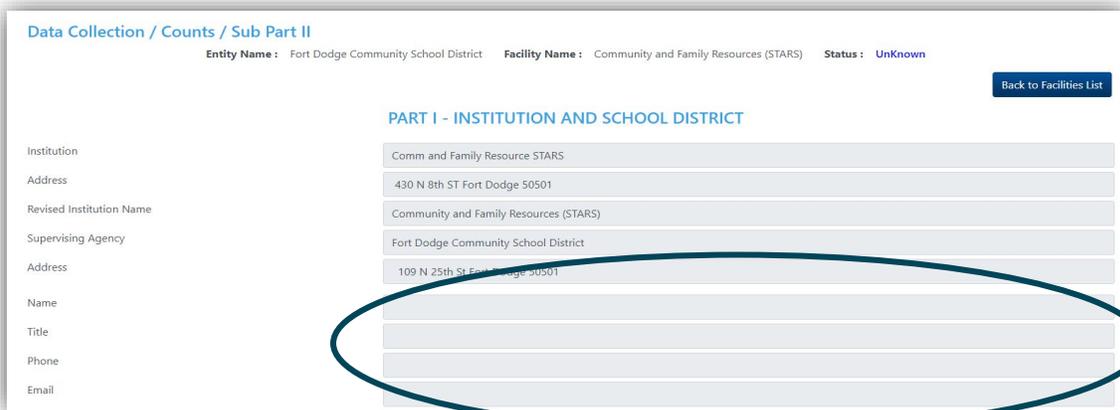
1. From the N&D application home page, select the “Data Collection” drop-down menu and click on “Counts”



2. Title I Part D has two subsections. State level institutions (Department of Corrections and Health and Human Services) should select “Subpart 1,” districts and AEAs should select “Subpart 2”



3. Contact information for each facility will be prefilled by the system. The user completing the data entry will need to fill in their contact information.

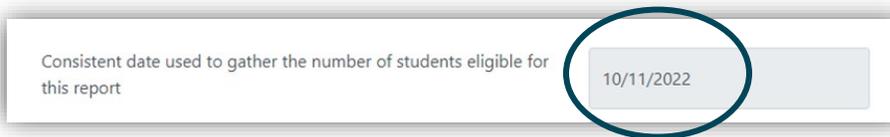
A screenshot of the data entry form for 'Sub Part II'. The form is titled 'Data Collection / Counts / Sub Part II'. It shows the following information: Entity Name: Fort Dodge Community School District, Facility Name: Community and Family Resources (STARS), Status: Unknown. There is a 'Back to Facilities List' button. The form is divided into two sections: 'PART I - INSTITUTION AND SCHOOL DISTRICT' and 'PART II - CONTACT INFORMATION'. The 'PART I' section has prefilled information: Institution: Comm and Family Resource STARS, Address: 430 N 8th ST Fort Dodge 50501, Revised Institution Name: Community and Family Resources (STARS), Supervising Agency: Fort Dodge Community School District, Address: 109 N 25th St Fort Dodge 50501. The 'PART II' section has empty fields for Name, Title, Phone, and Email, which are circled in green.

Subpart 1 Facilities

The data entry process for State agencies contains four parts. **NOTE: this section is only relevant for facilities operated by a State agency. To report annual count for a facility operated by an LEA or AEA, please go to page 5.**

1. Each Subpart 1 (State-operated) subgrantee will need to report all students who resided in the facility on a specified date in October. This date must be consistent across all facilities, and must be reported to the Neglected and Delinquent application administrator before the October Count information can be submitted.

NOTE: the date in the screenshot below is an exemplar only

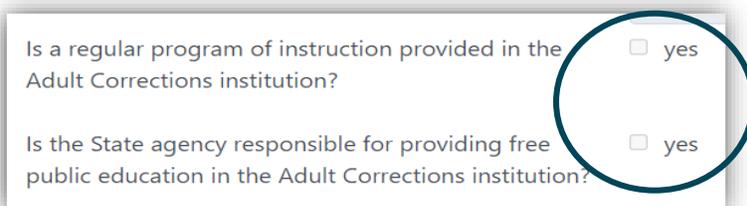


Consistent date used to gather the number of students eligible for this report

10/11/2022

A screenshot of a data entry form. The text "Consistent date used to gather the number of students eligible for this report" is on the left. To the right is a text input field containing the date "10/11/2022". A blue circle highlights the date input field.

2. Subpart 1 subgrantees must answer two qualifying questions in order to affirm their programs are eligible for Title I Part D funding. If the answer to either question is “no,” the State agency is no longer eligible for Title I Part D funding.
 - a. Is a regular program of instruction provided in the Adult/Juvenile Corrections institution? “Regular” is defined as “classroom instruction in basic school subjects such as reading, mathematics, and career and technical education ... that is supported by non-Federal funds.” See [Section 200.90\(b\) of the Title I Part D Federal Regulations](#). If so, click on the “yes” radio button.
 - b. Is the State agency responsible for providing free public education in the Adult/Juvenile Corrections institution? If so, click on the “yes” radio button.

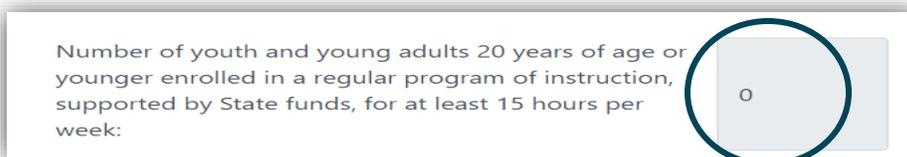


Is a regular program of instruction provided in the Adult Corrections institution? yes

Is the State agency responsible for providing free public education in the Adult Corrections institution? yes

A screenshot of two questions. The first question is "Is a regular program of instruction provided in the Adult Corrections institution?" with a radio button labeled "yes". The second question is "Is the State agency responsible for providing free public education in the Adult Corrections institution?" with a radio button labeled "yes". A blue circle highlights both radio buttons.

3. Next, identify the number of children, youth and young adults age 20 or younger who were enrolled in a regular program of instruction supported by State funds for at least 15 hours per week (for Adult programs) or 20 hours per week (for Juvenile programs).



Number of youth and young adults 20 years of age or younger enrolled in a regular program of instruction, supported by State funds, for at least 15 hours per week:

0

A screenshot of a data entry form. The text "Number of youth and young adults 20 years of age or younger enrolled in a regular program of instruction, supported by State funds, for at least 15 hours per week:" is on the left. To the right is a text input field containing the number "0". A blue circle highlights the number input field.

- Lastly, the system will adjust this enrollment number based on the relative length of the annual educational program. Enter the number of days per year that the program operates, and the adjusted enrollment will be calculated automatically.

PART III - TYPE OF INSTITUTION AND ENROLLMENT

Number of children under 21 years of age enrolled in a regular program of institution supported by State funds for at least 15 hours per week:

PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY'S ANNUAL PROGRAM

Multiplied by the number of days per year that program operates:

Divided by (days):

Equals the adjustment enrollment:

- Once all data has been entered, the data must be submitted. Contact the Neglected and Delinquent administrator with any questions.

Certification History

Name	Date	Status	Details
Nicole Chambers	12/15/2022 3:32:51 PM	Submitted	Submitted by Facility user: Nicole Chambers

Subpart 2 Facilities

NOTE: this section is only relevant for facilities operated by an LEA or AEA. To report annual count for a facility operated by a State agency, please go to page 4.

This section is for locally operated facilities supervised by an AEA or LEA. A facility must meet the following criteria to be considered Neglected:

INSTITUTION FOR NEGLECTED CHILDREN: A public or private residential facility (other than a foster home) which is operated primarily for the care of:

- . children who have been abandoned or neglected by parents or persons acting in place of parents;
- . children who have been committed to the institution or who have been voluntarily placed in the institution under state law due to the above named circumstances or death of parent or guardian;
- . children who reside in the facility under 24-hour care;
- . children who are ages 5-17 inclusive

A facility must meet the following criteria to be considered Delinquent:

INSTITUTION FOR DELINQUENT CHILDREN: A public or private residential facility which is operated primarily for the care of:

- . children who have been adjudicated delinquent or in need of supervision by an appropriate state or local authority;
- . children who reside in the facility under 24-hour care;
- . children who are ages 5-17 inclusive

1. Initially, the subgrantee will enter the beginning and end date for the 30-day count period they have chosen. At least one of these days in the 30-day period must be in October.

Date of 30-day reporting period (Must include at least one day in October)

Beginning Date

Ending Date

2. Second, the facility will list the total number of children and youth who resided in the facility for one day or more during the identified 30-day period.

Number of Neglected children ages 5-17 inclusive who resided in the institution for at least one day during the reporting period provided above

3. Lastly, the data must be certified by the Chief Administrative Official of the Neglected and Delinquent facility.

Certification History

Name	Date	Status	Details
Nicole Chambers	12/15/2022 3:32:51 PM	Submitted	Submitted by Facility user: Nicole Chambers