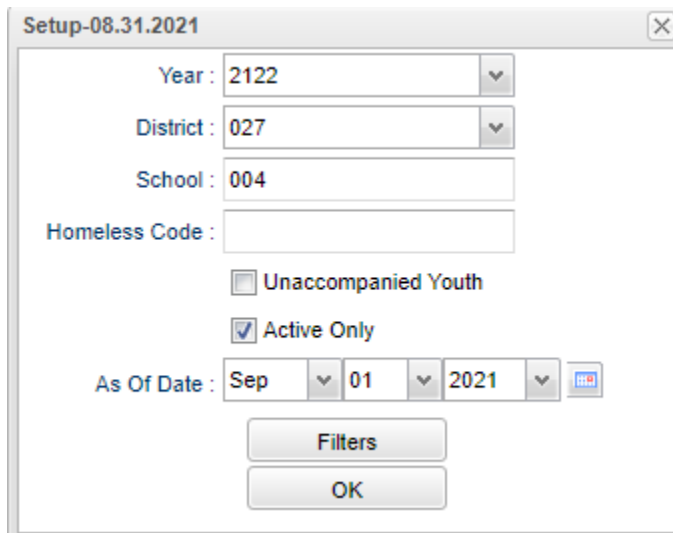# Homeless Service Log

This program will provide the user a way to see a list of all students who are coded homeless and the services they receive. Homeless services can be recorded for any homeless student using this program.

- If you don't see a specific student in the list, it means they are not coded as homeless in the Student Master, Programs tab with correct Begin/End Dates. Or the student is not enrolled with the HT (Homeless Infant) Entry code.
- Once you see the student, click the count in the "Services" field to view all services a student has received.
- There is a "Add" button at the bottom to add new services.
- The homeless services will be sent via LA EDLink Reporting.

1 Menu

On the left navigation panel, select **Student Master > Lists > Homeless Service Log.**

2 Setup Options

Year - Defaults to the current year.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Homeless Code – Normally leave blank. Click inside the box for a list to choose from.

Unaccompanied Youth – Normally leave blank. This option limits the students listed in the main table to only those that have at least one homeless program code with a Begin Type of Unaccompanied Youth.

Active Only - This will work in conjunction with the 'As of Date' option below.

- If 'Active Only' is not checked then it shows every student at any point in the year that was homeless regardless of exit information.
- If checked, it will consult the student`s exit date to remove the student from the list.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

OK - Click to continue.

2.1 Filters (Not normally needed)

Grade - Leave blank or select all to include all grades. Otherwise, choose the desired grade.

Gender - Leave blank or select all to include all genders. Otherwise, choose the desired gender.

Pri Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.

Special Codes - Leave blank if all special codes are to be included in the report. Otherwise, choose the desired special code.

Custom Codes - Select Custom Codes created in the Custom Codes Management to filter the student list.

Program - Leave blank if all program codes are to be included in the report. Otherwise, choose the desired program code.

Clubs - Leave blank if all clubs are to be included in the report. Otherwise, choose the desired club code.

Sports - Leave blank if all sports are to be included in the report. Otherwise, choose the desired sport code.

Sped:

All - Select this to show all students.

Sped Only - Select this to show Sped only students.

Non Sped - Select this to show Non Sped students.

504:

All - Select this to show all students.

504 Only - Select this to show 504 only students.

Non 504 - Select this to show Non 504 students.

LEP:

All - Select this to show all students.

LEP Only - Select this to show LEP only students.

Non LEP - Select this to show Non LEP students.

Military:

All - Select this to show all students.

Military Only - Select this to show Military only students.

Non Military - Select this to show Non Military students.

OK - Click to continue.

3 Main Screen

	Student Name	SIDNO	SASID	Sch	GD	Gender	Ethnic	Homeless Code	Unaccompani...	Services
1	BOULLION JASON ANTHONY	4130130	8966783619	004	12	M	White	49		1

Setup	Print	Help

3.1 Column Headers

Student Name - Student's full name.

SIDNO - Student's school identification number.

SASID - State assigned identification number.

Sch - Student's school of enrollment.

Gr - Student's grade of enrollment.

Gender - Student's gender.

Ethnic - Student's ethnicity.

Homeless Code - Student's homeless code.

Unacommpanied Youth - At least one of the student's listed homeless program code has the begin type of Unaccompanied Youth.

Services - Count of Homeless services the student currently has. Clicking on this number will display a list of the student's services. The user can add, edit or delete services from this list.

List of Homeless Services provided for Student: BOULLION JASON ANTHONY

	D	Service	Log Start Date	Log End Date	Provider	Notes	Create Who	Create Date	Change Who	Change Date
1		04 Shelter/perso...	10/05/2020 08:55	10/05/2020 09:25	ACHANE JEFF	test notes	Override	2020-10-05 16:5...		

Print	Add

3.2 Column Headers

Delete - Click to remove the service. The user will be prompted with a message and an option to click Yes or No to permanently delete the service log record for the student. If Yes is selected the user will be prompted to enter a reason that the service is being deleted and will record the data in the delete log.

Service - Service provided.

Log Start Date - Service start date.

Log End Date - Service end date.

Provider - Service provider's name.

Notes - Notes on the service provided.

Create Who - User who created the record.

Create Date - Date the record was created.

Change Who - User who changed the record.

Change Date - Date the record was changed.

Print - Prints the list of homeless services provided for the student.

Add - Adds new service log for the student.

Service - Click here to select homeless service provided.

Provider - Click here to select service provider's name.

Log Start Date - Click here to select log start date. The Log Start Date cannot be in the future but can be current date or anytime in the past. It will also display the time.

Log End Date - Click here to select log end date. The Log End Date cannot be before the start date but can be the same date as the start date or anytime in the future. It will also display the time.

Note - Click here to input notes on the service provided.

Save – Click to store the entry