



2022-23 Annual Neglected and Delinquent Facility Resident Counts

OFFICE OF ESSA FUNDED PROGRAMS

CHANGES TO THE DATA COLLECTION PROCESS

- In previous years, the annual survey has been submitted as a spreadsheet uploaded to a secure file transfer site. Beginning this year and moving forward, **the survey will be completed and submitted directly in the NYSED Business Portal** using this secure online system. The information requested is the same as in previous years, but the online process replaces the submission and verification spreadsheets.
- The required submission date is **December 2, 2022.**

ACCESSING AND NAVIGATING THE NYSED

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LOGGING INTG E B@QU-2.5@10.12.NES@25@105B(83)mL

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GO TO MY APPLICATIONS

My Applications

 [SEDDAS User Guide](#)

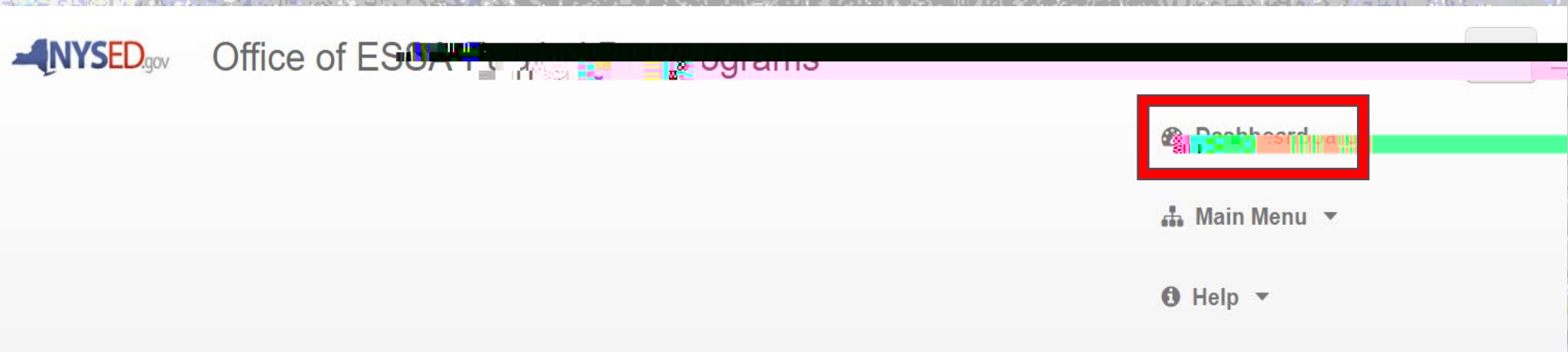
 [SEDDAS Resources](#)

 [SED Delegated Account System \(SEDDAS\)](#)

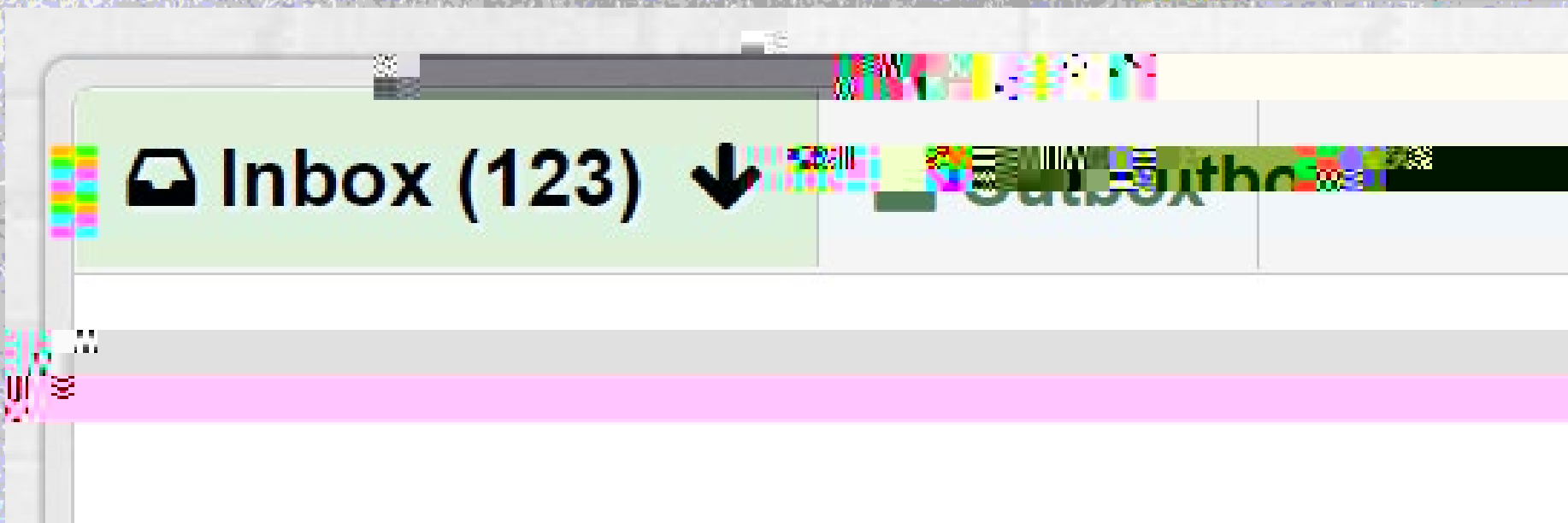
Notice:

If the Superintendent or Principal has changed, please [click here](#).

GO TO DASHBOARD



FIND THE SURVEY IN YOUR INBOX



SUBMIT AND CERTIFY AND DATA ENTRY RIGHTS

Entity Users		Close
Submit Certify		
BEOVICH	+	STEPHEN
Data Entry		
RUIRRO	+	ANGELO
Robert Micucci		

ADDITIONAL USERS

- The CEO that has an established account in the Business Portal has the ability to create user accounts and assign Data Entry rights to others who will assist in completing the survey.
- Only the CEO and those assigned with Data Entry rights may access the 'Annual Neglected and Delinquent Facility Resident Counts' survey to enter/edit data.
- Once the survey is complete and information has been verified, only CEOs are able to log into the Business Portal to certify/submit the 'Annual Neglected and Delinquent Facility Resident Counts' survey.
- Please refer to the accompanying document titled, 'User Guide for Access to the Portal and Providing User Rights'.

SURVEY NAVIGATION

1. Introduction

2. Survey Design

3. Data Collection

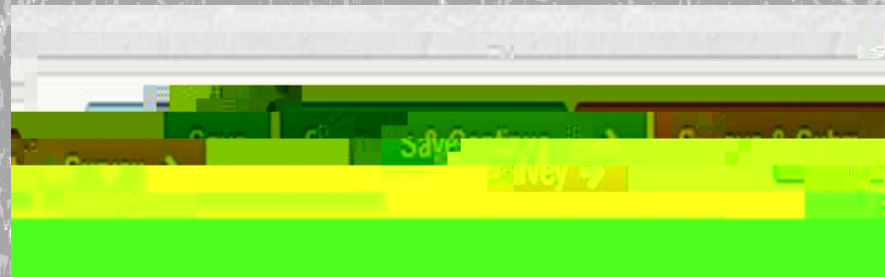
4. Data Analysis

5. Reporting

6. Survey Evaluation

7. Summary

SAVE FREQUENTLY!




WHAT IS THE N&D ANNUAL RESIDENT COUNT?

The Annual Child Count window is a count of youth in residence in a neglected or delinquent facility during the fall of each year. This Child Count generates the Title I, Part D allocations and Title I, Part A (neglected) facility counts for the next school year, and is based on the following:

- The data collection window (date range) is a 30-day window of caseload data;
- The date range used for the child count is September through November;
- One day in the date range must be in October; and
- The date range may run from September into October, October only, or October into November.

DOES YOUR AGENCY HAVE AGE-ELIGIBLE YOUTH IN RESIDENCE DURING THE DATA COLLECTION WINDOW?

Eligible Youth



Report Title: Youth y/n

YES, our agency does have a ▼

Please select

YES, our agency does have age-eligible youth in residence during the data collection window

NO, our agency does not

[Next →](#)

ELIGIBILITY

Age-eligible youth are defined as:

- Youth in residence in a neglected or delinquent facility;
- Youth aged 5-17 years of age; and
- Youth may not be counted if they have not turned five prior to the start of the count window or if they have turned 18 prior to the start of the count window.

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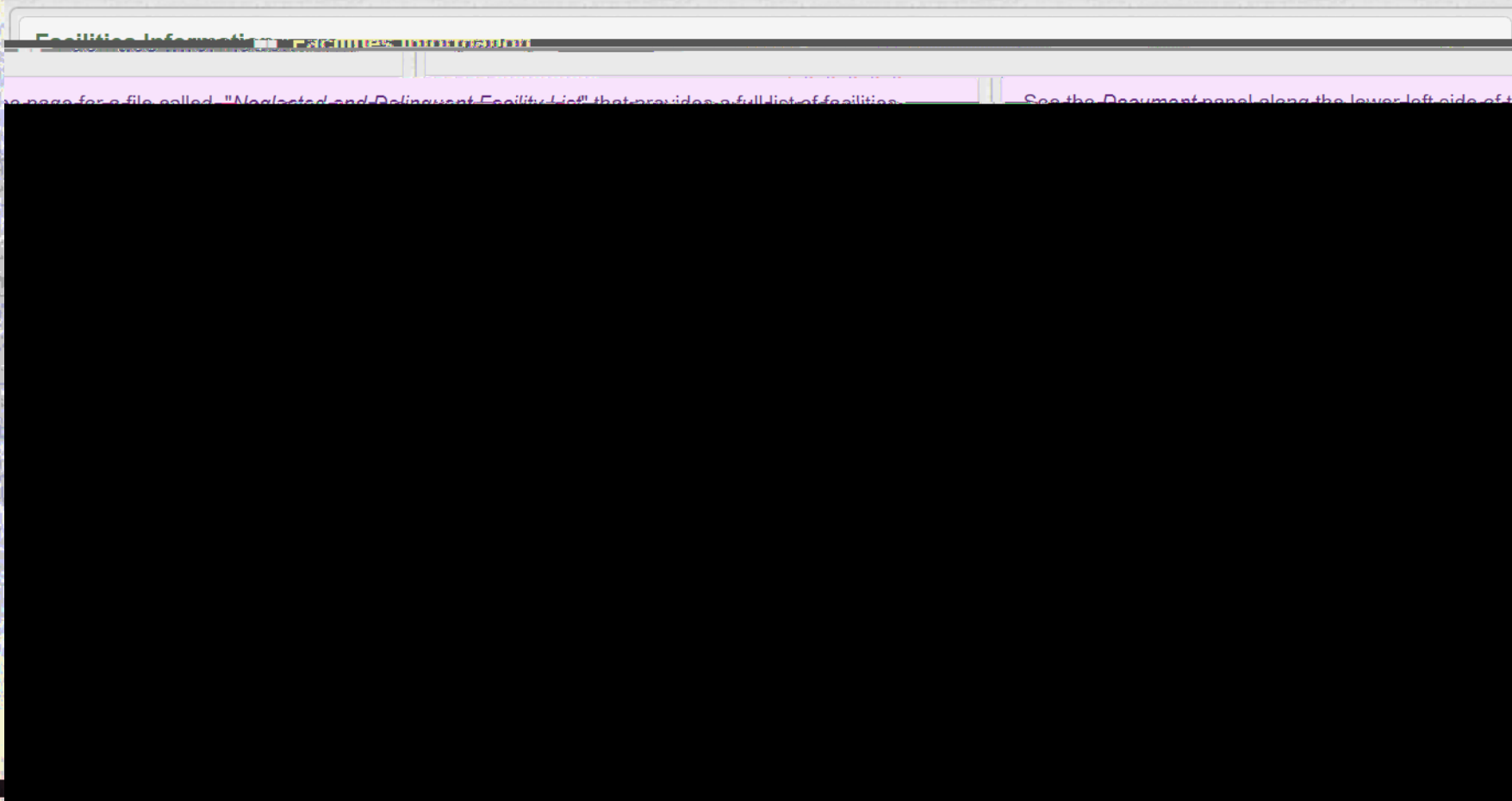
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FACILITIES CONTACT INFORMATION



FACILITY NAME DROP

1. [Facility Name]

2. [Facility Name]

3. [Facility Name]

4. [Facility Name]

5. [Facility Name]

6. [Facility Name]

IF A FACILITY IS NOT LISTED

- If a facility is not listed, first check the Neglected & Delinquent Facility List (PDF) in the Document Library.
- If it is not in the Neglected & Delinquent Facility List, select Other and notify NYSED at nd@nysed.gov.

FACILITIES INFORMATION

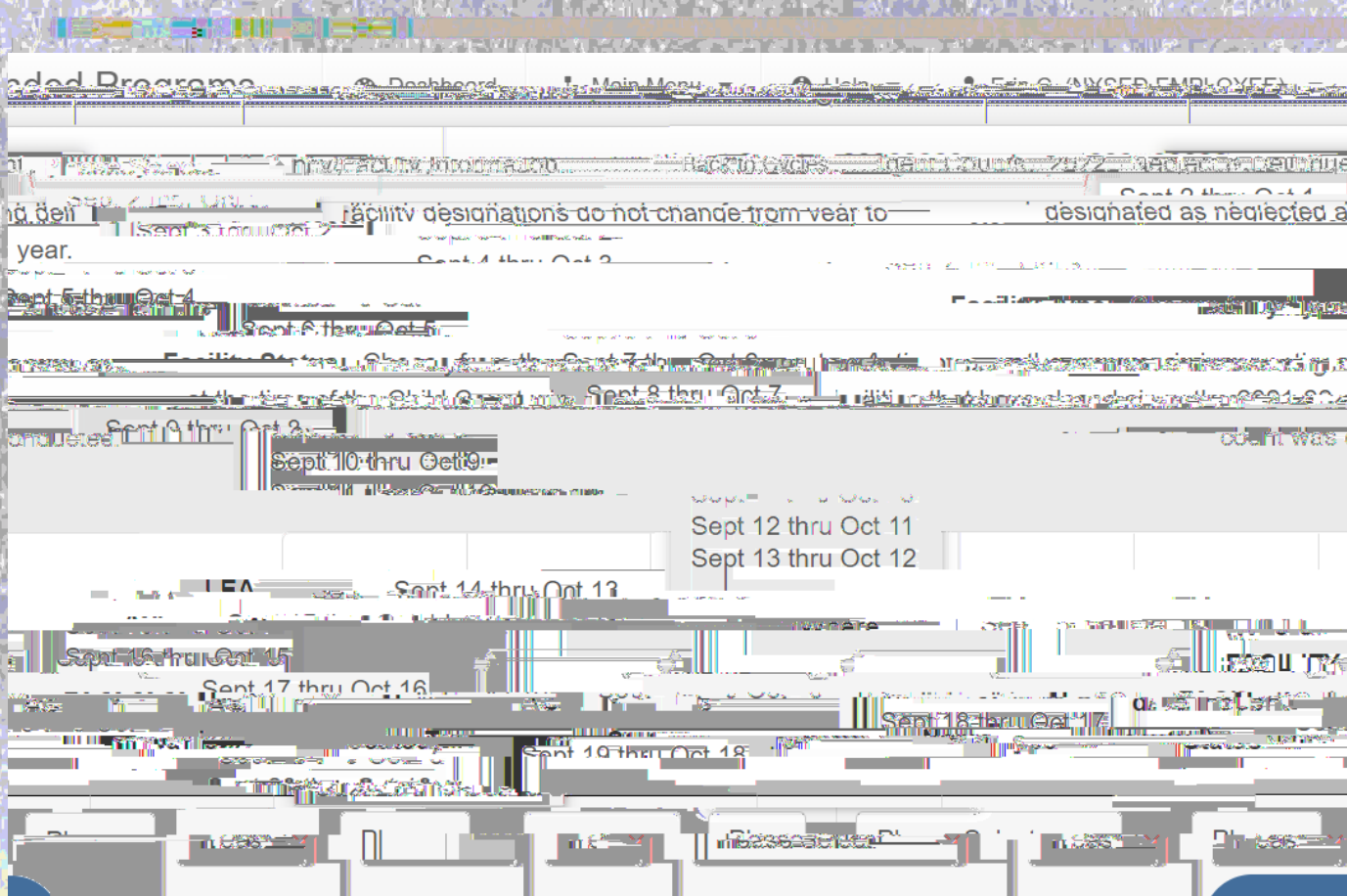
Row	LEA	Name	Date	Negligence or Delinquency	Delete
		Negligence or Delinquency			Delete

Add Row

LEA AND NUMBER OF RESIDENTS

	LEA (Where FACILITY	Child Count	
FACILITY	is	Date	FAC
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CHILD COUNT DATE RANGE



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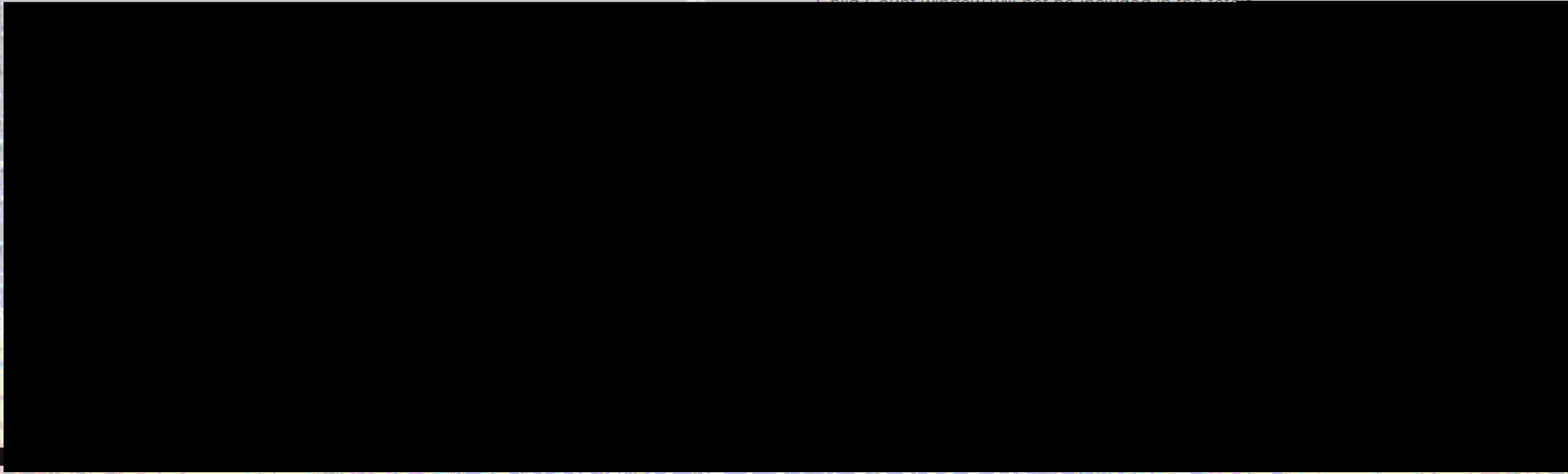
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STUDENT DATA

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Report Title: Student Data



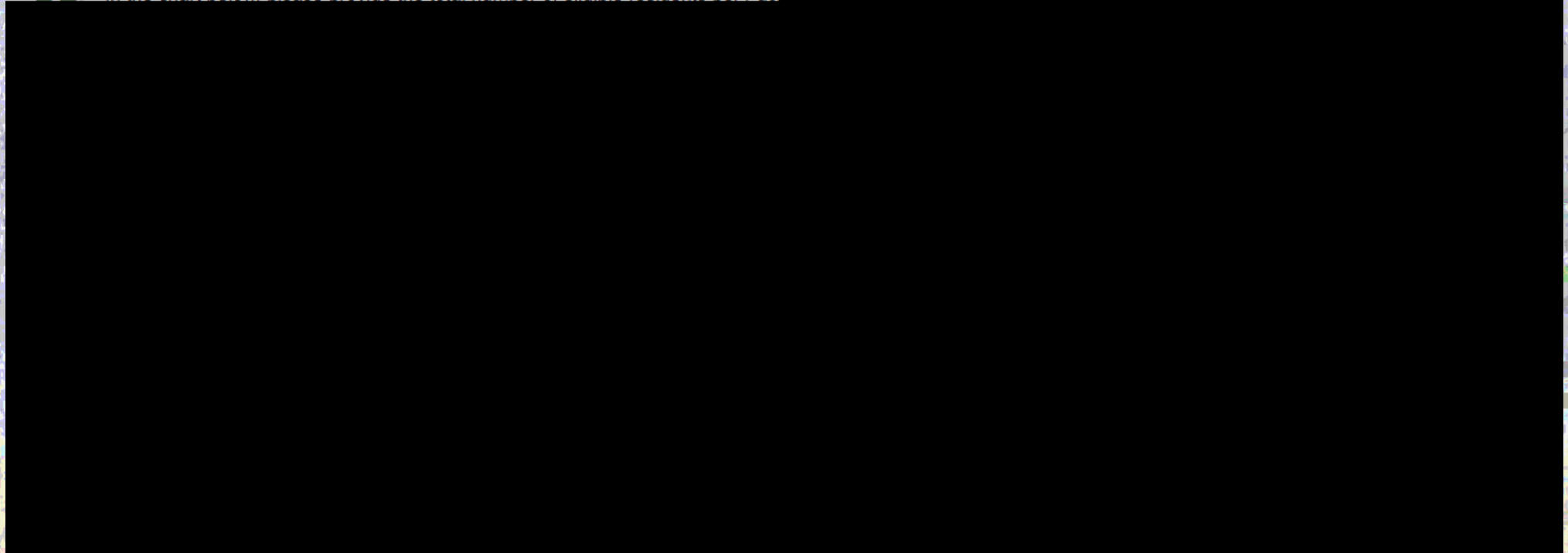
PLACEMENT IN FACILITY DROPDOWN MENU



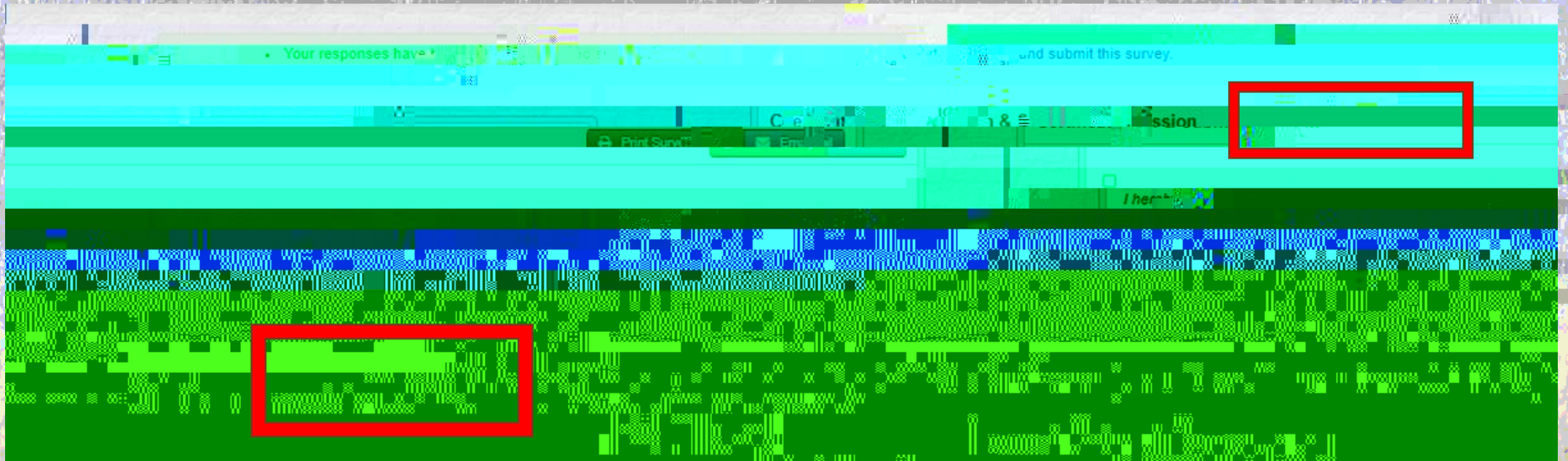
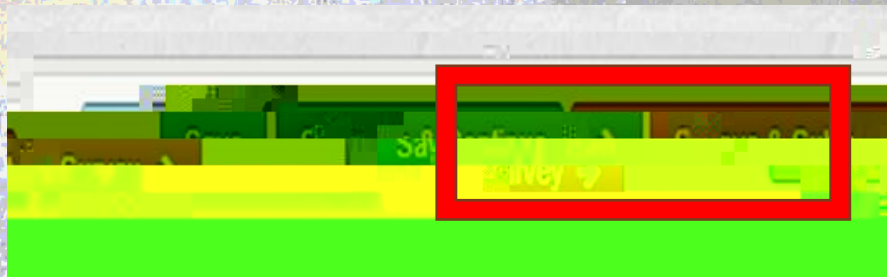
TOTAL RESIDENTS PER FACILITY

2

In the chart below, please provide the total number of eligible residents per *Facility*.



HOW TO CERTIFY AND SUBMIT



QUESTIONS



NYSED Support

Please contact the following regarding questions or concerns about the content of this session.

Mary Russman 518-474-1085 or via email at Mary.Russman@NYSED.Gov

Erin Contrady 518-473-2144 or via email at Erin.Contrady@NYSED.Gov

