



New York State  
EDUCATION DEPARTMENT  

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Knowledge > Skill > Opportunity

# 2022-23 Annual Neglected and Delinquent Facility Resident Counts

**OFFICE OF ESSA FUNDED PROGRAMS**

# ANNUAL NEGLECTED & DELINQUENT FACILITY RESIDENT COUNTS

- The intent and purpose of this session is to provide Neglected and Delinquent facility representatives with information about the “Annual Neglected and Delinquent Facility Resident Counts” survey.
- Resident counts will be collected on a new and secure system this year. NYSED will walk participants through the new data collection tool.

# CHANGES TO THE DATA COLLECTION PROCESS

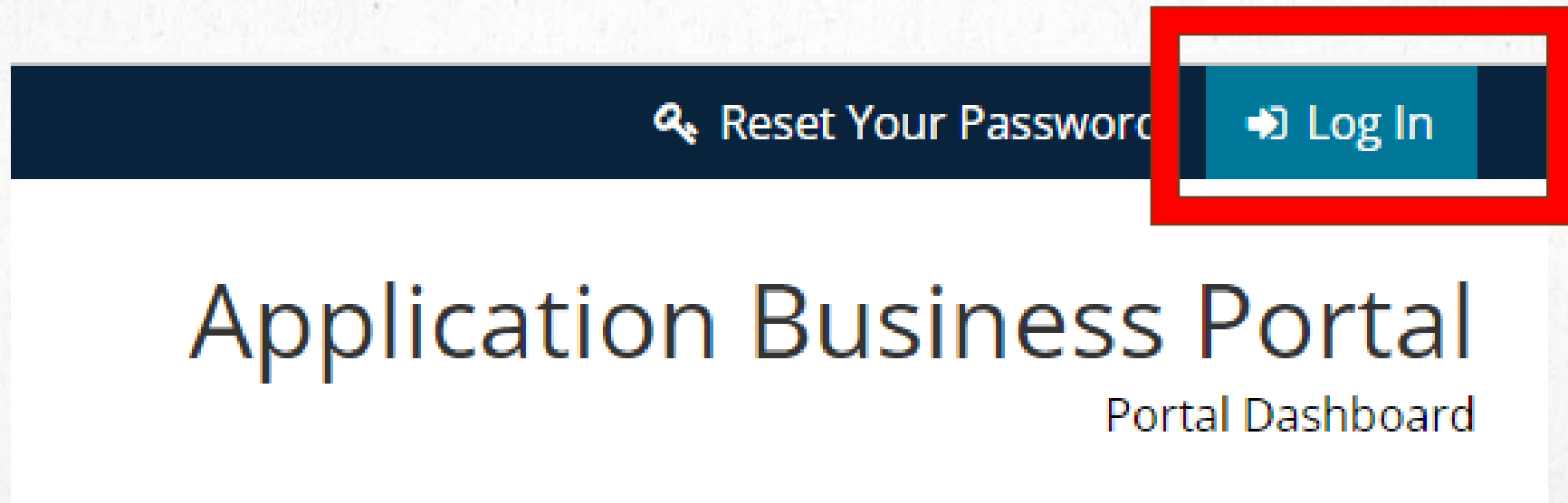
- In previous years, the annual survey has been submitted as a spreadsheet uploaded to a secure file transfer site. Beginning this year and moving forward, **the survey will be completed and submitted directly in the NYSED Business Portal** using this secure online system. The information requested is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

- CEOs that are new to the NYSED Business Portal system should have received an email indicating that an account has been established. This email will provide them with additional information about user name and password.
  - CEOs that already have access to the NYSED Business Portal but do not currently know their password, should click 'Reset Your Password'. You will be prompted to create a new one.
  - To access the NYSED Business Portal, go to [www.portal.nysed.gov](http://www.portal.nysed.gov) and click on 'Log In'. Enter user name and password.
  - Select 'SED Monitoring and Vendor Performance System' under My Applications', then select 'View Surveys for the Office of ESSA-Funded Programs'.
  - Look for the survey titled, '*Annual Neglected and Delinquent Facility Resident Counts*' and click on 'View' to begin or continue to input information.
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# LOGGING INTO THE BUSINESS PORTAL

- Go to [www.portal.nysed.gov](http://www.portal.nysed.gov)





# GO TO MY APPLICATIONS

## My Applications

 [SEDDAS User Guide](#)

 [SEDDAS Resources](#)

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

 [SED Monitoring and Vendor Performance System](#)

### Notice:

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

(Does **not** apply to Summer School principals.)

# GO TO DASHBOARD



Office of ESSA-Funded Programs



 Dashboard

 Main Menu ▾

 Help ▾

## FIND THE SURVEY IN YOUR INBOX





# SUBMIT AND CERTIFY AND DATA ENTRY RIGHTS

Entity Users		Close
<b>Submit Certify</b>		
STEPHEN BEOVICH		+
<b>Data Entry</b>		
ANGELO RUBBO		+
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

## Survey Navigation

### [-] Neglect & Delinquent Resident Counts

- Background & Eligibility
- Agency/Facility Information
- Student Data

**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



Does your agency have age-eligible youth in residence during the data collection window? \*

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 have age-eligible youth in residence during the data collection window.

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.
-

# AGENCY CONTACT INFORMATION


## Agency Information

--Entity Name-- - BEDS Code --Institution BEDS Code-- - Institution ID --Institution Id--

1

Please provide the most appropriate contact information for the Neglected/Delinquent agency.

Report Title: Points of Contact

	AGENCY Contact Name *	AGENCY Contact Title *	AGENCY Contact Phone Number *	AGENCY Contact Email *
Agency Point of Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# FACILITIES CONTACT INFORMATION

## Facilities Information

See the *Document* panel along the lower left side of the page for a file called, "*Neglected and Delinquent Facility List*" that provides a full list of facilities that have reported eligible residents in the past. Agencies and their associated facilities have been grouped together. Please note you will see the school district where facilities are located as well as the facility's Neglected or Delinquent designation.

2

Please provide the most appropriate contact information for EACH residential Neglected/Delinquent *facility* within your agency.

Report Title: Facilities POC

**Facility Name:** Choose from the dropdown (if the facility name is not found, please select 'OTHER'). Refer to the "*Neglected and Delinquent Facility List*" in the *Documents* panel along lower left side.

FACILITY Name *	FACILITY Contact	FACILITY Contact Phone	FACILITY Contact E-mail	Delete Row (Will be Deleted on Save)
Please Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Add Row"/>				<input type="button" value="✕"/>

? Help

# FACILITY NAME DROPDOWN MENU

	Please Se ▾			
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- Summit School at Nyack
- Timothy Hill Children's Ranch
- Tioga County Jail
- Tompkins County Jail
- Ulster County Jail
- Vanderheyden Hall/Bessey Group Home
- Vanderheyden Hall/Rubin Group Home
- Villa of Hope - Community
- 3** PI Villa of Hope - Dewey
- fa* Villa of Hope - Stoneridge Group Home
- Villa of Hope -Tuckahoe Group Home
- Warren County Jail
- Re Washington County Correctional Fac/Sheriff's Dep
- Wayne County Jail
- F** Westchester County Department of Corrections
- 'C Wyoming County Jail
- lc Yates County Jail
- Other

## 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](mailto:nd@nysed.gov).
-

# FACILITIES INFORMATION

FACILITY Name	LEA (Where FACILITY is Located)	Child Count Date Range	Neglected/Delinquent Designation	FACILITY Type	FACILITY Status	Delete Row (Will be Deleted on Save)
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text" value="Pleas"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please"/>	<input type="checkbox"/>
<input type="button" value="Add Row"/>						<input type="button" value="✕"/>

# FACILITIES INFORMATION INSTRUCTIONS

3

Please complete the chart below with information for each of the agencies Neglected/Delinquent facilities.

Report Title: Facilities

**Facility Name:** Choose from the dropdown (if the facility name is not found, please select 'OTHER'). Refer to the "*Neglected and Delinquent Facility List*" in the *Documents* panel along lower left side.

**LEA Where Facility is Located:** Refer to the "*Neglected and Delinquent Facility List*" in the *Documents* panel along lower left side.

**Child Count Date Range:** Choose from the dropdown. 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 (the date range may run from: September into October; October only; or October into November.)

**Neglected or Delinquent Designation:** Choose from the dropdown. Agencies/facilities are designated as neglected and delinquent, not the youth. Facility designations do not change from year to year.

**Facility Type:** Choose from the dropdown.

**Facility Status:** Choose from the dropdown. Please Note - Active means the program is in operation at the time of the Child Count window. Closed indicates facilities that have closed since the 2021-22 count was conducted.

# LEA AND NUMBER OF RESIDENTS

<b>FACILITY</b> Name	<b>LEA</b> (Where <b>FACILITY</b> is Located)	<b>Child</b> <b>Count</b> <b>Date</b> <b>Range</b>
Please <input type="text"/>	<input type="text"/>	Please <input type="text"/>

# CHILD COUNT DATE RANGE

[Child Count Programs](#) | 
 [Dashboard](#) | 
 [Main Menu](#) | 
 [Help](#) | 
 Erin C. (NYSED EMPLOYEE)

[Child Count Incident Counts - 2022 - Neglect & Delinquent](#) | 
 Agency/Facility Information | 
 [Back to Cycles](#)

designated as neglected and delinquent for the calendar year.

**Facility Type:** Choose from the following options:

**Facility Status:** Choose from the following options:

at the time of the Child Count which was conducted.

Note - *Active* means the program is in operation. Facilities that have closed since the 2021-22 cycle are marked as *Inactive*.

FACILITY Name	LEA (Where FACILITY is Located)	Neglect/Delinquent Agency	FACILITY Type	FACILITY Status
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

# DROPDOWN MENUS

**Neglected/Delinquent Designation**

Please Select ▾

**Please Select**

Neglected

Delinquent

**Type of Facility**

**Please Select**

At-Risk Youth Shelter

County Jail

Drug Treatment

Group Home

Non-Secure Detention

Other

Special Act

853 School

Secure Detention

Cottage-Special Act

Limited Secure Placement

Article 81

Nonsecure placement

<b>FACILITY Status</b>	<b>Delete on Save)</b>
Please ▾	<input type="checkbox"/>
<b>Please Select</b>	
Active	
Closed	
New	
No Age-Eligible Youth	



# STUDENT DATA

## Student Data

1

In the chart below, please provide student data verification.

Report Title: Student Data

**Facility Name:** Choose from the dropdown (if the facility name is not found, please select 'OTHER'). Refer to the "*Neglected and Delinquent Facility List*" in the *Documents* panel along lower left side.

**Resident Initials:** Do not enter full names. To protect student privacy, enter only resident's initials or unique student ID.

**Resident Date of Birth:** Use the format provided. Note that youth that have not turned 5 or have turned 18 prior to the start of the Child Count window will not be included in the totals.

**Placement in Facility By:** Indicate how youth were placed in the facility.

FACILITY Name	Resident Initials/Unique ID	Resident Date of Birth (mm/dd/yyyy)	Placement In FACILITY By:	Delete Row (Will be Deleted on Save)
Please Select ▾	<input type="text"/>	<input type="text"/>	Please Select ▾	<input type="checkbox"/>
<input type="button" value="Add Row"/>				<input type="button" value="✕"/>

? Help

# PLACEMENT IN FACILITY DROPDOWN MENU

FACILITY Name	Resident Initials/Unique ID	Resident Date of Birth (mm/dd/yyyy)	Placement In FACILITY By:	Row (Will be Deleted on Save)
<input type="text" value="Pleas"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please"/>	<input type="checkbox"/>

**2** In the chart below, please provide the total number of eligible

- Please Select
- At Risk/Homeless**
- County
- Court
- CSE (Resident Only)
- OMH
- PINS
- Private
- Social Services
- Other

# TOTAL RESIDENTS PER FACILITY

2

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

Report Title: Student Data

**Facility Name:** Choose from the dropdown (if the facility name is not found, please select 'OTHER'). Refer to the "*Neglected and Delinquent Facility List*" in the *Documents* panel along lower left side.

FACILITY Name *	Total Number of Eligible Residents per FACILITY, as listed above. (#) *	Delete Row (Will be Deleted on Save)
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Add Row"/>		<input type="button" value="✕"/>

# HOW TO CERTIFY AND SUBMIT



• Your responses have been saved successfully! You may certify and submit this survey.

**Certification & Submission**

I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Cancel Submit

The form contains a green notification bar at the top, a 'Certification & Submission' section with a checkbox and a paragraph of text, and a bottom section with 'Cancel' and 'Submit' buttons. A red rectangular border highlights the 'Print Survey' and 'Email' buttons in the top right corner of the form area.

# 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](mailto:Mary.Russman@NYSED.Gov)

Erin Contrady 518-473-2144 or via email at [Erin.Contrady@NYSED.Gov](mailto:Erin.Contrady@NYSED.Gov)

**Thank You for Your  
Continued Collaboration!**



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