# Virginia Department of Education

# Instructions for Local Educational Agencies using the Annual October Count of Neglected and Delinquent Children Application in SSWS

## Entering Data in the Annual October Count Application in the Single Sign-on for Web Systems (SSWS)

1. Submit data for the Annual October Count of Neglected and Delinquent Children into the **Annual October Count of Neglected or Delinquent Children Application** in SSWS. *Do not submit data into the Neglected and Delinquent (N&D) Survey. The N&D Survey is only for divisions that receive a Title I, Part D, grant.*

### Entering Data for Divisions Reporting Zero Students

1. Open the Annual October Count of Neglected or Delinquent Children application. Choose Submit for Verification on the gray menu on the right side of the screen.
2. Type a confirmation statement in the Explanation box confirming that there are no facilities in your school division.
3. In order to notify the superintendent or designee that the report is ready to be verified, choose the Submit for Verification button at the bottom of the screen. The superintendent will receive an email notifying him/her to review and approve the report in SSWS. This process will be the same as any other report verification process for the superintendent in SSWS.
* If the superintendent does not approve the information in the report, he/she must provide an explanation and the person who entered the data will need to make revisions and resubmit the report for verification.
1. By approving the report in SSWS, the superintendent is verifying that the information is complete and accurate.

### Entering Data for Divisions Reporting One or More Students

1. Open the Annual October Count of Neglected or Delinquent Children application. Choose Data Entry on the gray menu on the right side of the screen.
2. Complete the Add Institutions Reports section, by indicating the following for each facility:
	* the name of the institution or facility,
	* address,
	* classification of the institution or facility in your division as delinquent or neglected,
	* if a copy of the governing document is on file at the school division, and
	* (for Local Educational Agencies) the number of children and youth living in that facility ages 5-17. Only count the number of children who are residents for at least one day within the 30 consecutive day count window, where one day must be in October.
3. Double check the information for each facility before adding it to the record. Click the Add button. This will add the information for the facility to the Institution Reports section. With each facility added, the totals in the Institution Reports section will tally the total for the number of institutions, types of children, and the total number of children living in the institution.
* If revisions are required for any of the information already added to the Institution Reports section, the entry will need to be deleted and submitted again in the Add Institutions Reports section.
1. If your school division reported facilities last year, the facility information is stored in the application. Choose the facility name from the pull-down menu. Make sure that the address is correct. Update the answers to the questions, if necessary. (Remember that the facility type cannot be changed from year to year.) Update the number of children and youth living in that facility ages 5-17. Only count the number of children who are residents for at least one day within the 30 consecutive day count window, where one day must be in October 2023. Double check the information for each facility before adding it to the record. Click the Add button.
2. Verify the accuracy of the data to be submitted in the Institution Reports section.
* Compare the October 2023 data to the data that were submitted last year.
* If there is an increase or decrease in an LEA count, identify the reason for the change. This information will be entered in the next section.
1. Choose Submit for Verification in the gray menu.
2. If there is a change by one student in the October Count from last year, you will provide the reason for the change in the Explanation Box.

 For example:

* + 1. Did a new institution open?
		2. Did an institution close?
		3. Were youth over the age of 17 counted last year?
		4. Were youth not living in the facility counted last year?
		5. Were more or fewer students enrolled? If so, provide the reason.
* While it is not necessary to submit documentation to support the accuracy of the data, the Virginia Department of Education may contact your school division if the U.S. Department of Education has questions related to verifying the counts.
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* If the superintendent does not approve the information in the report, he/she must provide an explanation and the person who entered the data will need to make revisions and resubmit the report for verification.
1. By approving the report in SSWS, the superintendent is verifying that the information is complete and accurate.