

Title I-D Guidance for Identifying Eligible Institutions and Counting Children

Accurate counts of children in Neglected and Delinquent facilities are important in order to generate funds to serve students in these facilities. The **2016 NCLB Title ID October Caseload Data Collection** (annual child count) opens **October 27, 2016** and closes **December 9, 2016**. The following guidelines are to assist you in completing this count.

**SUBPART 2: Local Institutions**

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1. Identify eligible institutions. In order to be eligible to be counted, a child age 5 through 17 must live in a **locally operated facility** that meets the definition of an institution for neglected children, an institution for delinquent children, or an adult correctional institution as provided in section 1432(1) and (4) of the Title I statute (included below). It is not necessary to designate a child as neglected or delinquent because if he or she is between ages 5 and 17 and is in an institution that meets the definitions, that child would be eligible to be counted.

Adult Correctional Institution- The term ‘adult correctional institution’ means a facility in which persons (including persons under 21 years of age) are confined as a result of a conviction for a criminal offense.

Institution for neglected or delinquent children and youth- The term ‘institution for neglected or delinquent children and youth’ means-

1. A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians; or
2. A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision

2. Report the October 2016 caseload data for children in eligible institutions. The Oregon Department of Education (SEA) must report only the number of children **who were not counted in the enrollment data for the State agency N or D program** and live in an eligible institution for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October 2016. **Students who are counted in the enrollment data for the State Agency N and D program cannot be counted in this October Caseload count.**

3. Submit a separate count of children for each local educational agency (LEA) in the following categories of institutions:

* Local institutions for neglected children (see the definition in section 1432(4)(A) of the Title I statute).

**Please see definitions in Item 1 (above)**

* Local institutions for delinquent children (see section 1432(4)(B)). In this category also include children in local adult correctional institutions (see the definition of the term in section 1432(1)).

**Please see definitions in Item 1 (above)**

Please note that the category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution is operated. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution during October are children adjudicated to be delinquent, the children in that institution should still be reported as neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children. Consistency in reporting from year to year is necessary because changing the category of an institution each year based on the category of the majority of children served affects the hold-harmless allocations and eligibility under the Title I, Part A formulas.

4. Count only children ages 5 through 17.

5. Verify the accuracy of the data to be submitted. Compare the October 2016 data to the data that were submitted last year. If there is a large increase or decrease in an LEA count, the Oregon Department of Education will need to identify the reason. Please provide information to the Oregon Department of Education that will assist in the report to the USDOE. For example, did a new institution begin operation? Did an institution close? Do new institutions meet eligibility requirements? Were October caseload data reported correctly? Were only children ages 5 through 17 reported in the count?