

**Virginia Department of Education
Homebound Data Collection
Web Form Completion Instructions**

Overview: Homebound Data

School divisions, which provide homebound instruction services to students, must complete the annual homebound instruction report to receive funding. To facilitate the collection of these data, the Web-based Homebound Instruction Report provides on-line forms to report the data needed to calculate appropriate funding.

Single Sign-On for Web Systems (SSWS)

The SSWS is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. The SSWS allows each user to have access to many different data collection processes as well as other applications, with one single user identification and password. Security and access to data are maintained at the user identification level. Each user only has access to his or her information, and only to those applications needed. User account security is maintained by the use of a password that is known only to the user.

The locally designated SSWS Account Manager in each division will establish a user account for each person needing access, and grant each user in their division permission for access to the required application.

Accessing SSWS

From your WEB browser, enter the Web address (URL) for SSWS <https://eb01.vak12ed.edu/ssws>.

The system will connect you to the VDOE Web server through a secure connection. Before access is granted, you must first identify yourself. The system will prompt you for your user name and password. The user name is the user identification established for you by your local SSWS Account Manager. The password will have been communicated to you via e-mail or is one that you select. Enter the requested information and click on the "Login" button.

After successfully logging in, the VDOE Sign-On Home Page will appear. The "menu" in the center of the page will

display the systems you may access. Click on "Homebound Student Services" to bring up the system.

Add Teacher Information

To enter an instructor, enter the instructor's Virginia license number and click on the "Add Teacher" button. The license number must be a valid license number that is in the teacher licensure database. If a valid Virginia license is entered, the teacher's name will be displayed in the list.

Enter the hourly rate and the number of hours the teacher has worked then click on the "Save" button. The total amount paid will be calculated in the appropriate field.

Delete Teacher Information

The delete link can be used for deleting a record.

Search and Edit Teacher Information

Enter a license number or the homebound teacher's name and click on the "Find" button until the appropriate record for that teacher is located. Click on the "Edit" link to update the hourly rate and/or the number of hours. There could be more than one record for each teacher if multiple rates are used during the school year.

Annual report For Homebound Instruction

When all instructors have been added, click on the "Finish" button or go to the "Reports" link under the Homebound link in the left navigation bar, print the *Annual Report for Homebound Instruction* and mail the report **signed by the school division superintendent** to Gwen Smith, homebound specialist, Virginia Department of Education, P.O. Box 2120, 20th floor, Richmond, VA 23218.

No Homebound Instruction data to report

Print the *Annual Report for Homebound Instruction* page and mail the report **signed by the school division superintendent** to Gwen Smith, homebound specialist, Virginia Department of Education, P.O. Box 2120, 20th floor, Richmond, VA 23218.