

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

Overview: Homebound Data

School divisions providing homebound instruction services to students must complete the annual homebound instruction report to receive funding from the Virginia Department of Education. To facilitate the collection of these data, the Web-based Homebound Instruction Report provides Web forms to report the data needed to calculate appropriate funding.

Single Sign-On for Web Systems (SSWS)

The Virginia Department of Education (VDOE) has deployed many Web-based applications to enable school divisions to provide data to the department. 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. Single Sign-On for Web Systems 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://p1pe.doe.virginia.gov/ssws> .

The system will connect you to the 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.

Reporting On-line Instruction

On-line instruction must be monitored by a Virginia licensed teacher. Enter the license number of the teacher monitoring on-line instruction and click on the "Add Teacher" button. If a valid Virginia license is entered, the teacher's name will be displayed in the list. Check the box indicating that on-line instruction was used. Enter the hourly rate and the number of hours of instruction, then click on the "Save" button. The total amount paid will be calculated in the appropriate field.

Search and Edit Teacher Information

Enter a license number and click on the "Search" button. Any records entered for this teacher previously will be displayed in list form. 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 data has been entered, verify the data before clicking on the "Submit Report" button. Once the "Submit Report" button has been clicked, you will only be able to view your information, but will not have the ability to make any changes. 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 Tia B. Campbell, School Health Specialist, Virginia Department of Education, P.O. Box 2120, 10th floor, Richmond, VA 23218-2120. Reports must be mailed by September 14, 2007. Late reports will not be accepted as unused funds must be reported to the Virginia Department of Education budget office for redistribution.

No Homebound Instruction Data to Report

Check the box labeled "no data to report." Click on the "Submit Report" button. Print the *Annual Report for Homebound Instruction* and mail the report, **signed by the school division superintendent**, to Tia B. Campbell, school health specialist, Virginia Department of Education, P.O. Box 2120, 20th floor, Richmond, VA 23218-2120.