



All Data Needed to be Gathered for MEP Programs

Student COE Data:

Demographic and Eligibility Information of Eligible Migrant Students

https://oese.ed.gov/files/2021/09/COE_Instructions_Template-exp-06-30-23-6.pdf

National COE:

https://oese.ed.gov/files/2021/09/COE_Instructions_Template-exp-06-30-23-6.pdf

MSIX Website Resource - Data Collection Activities (add in narrative here explaining timelines)

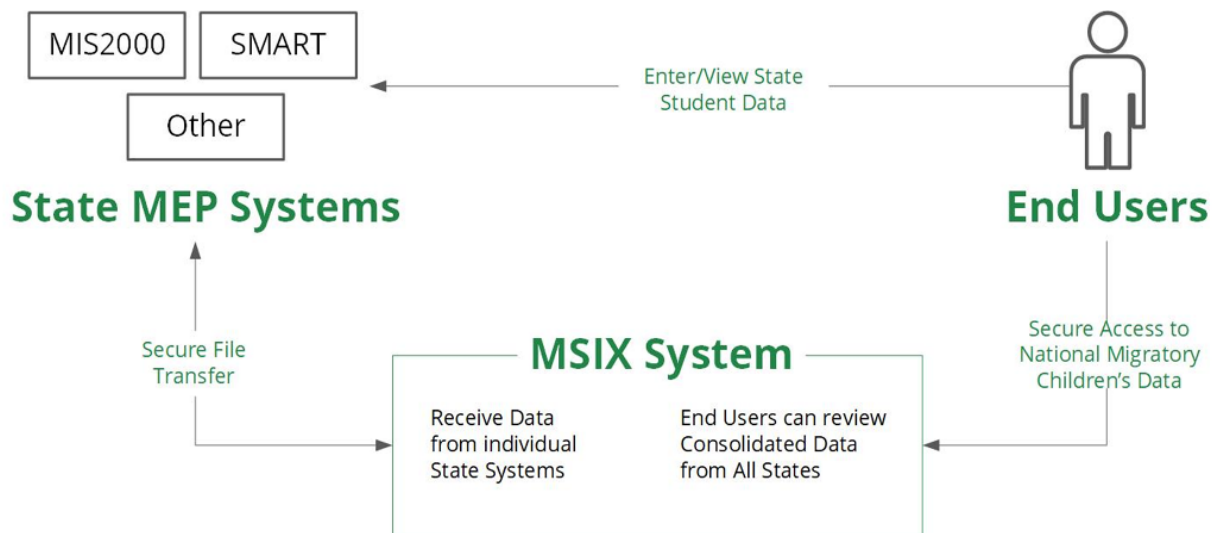
MSIX Required Data Elements

[**MSIX Minimum Data Elements \(MS WORD\)**](#)

Minimum Data Elements (MDEs) are data that States must collect and maintain in their State migrant student databases in order to make those data available to other States via MSIX.

Per the MSIX regulations, States transmit MDEs for any new migratory child identified or any child whose information has changed in the State's migrant database since the MDEs were last transmitted to MSIX.

Data transmission from the States' migrant databases to MSIX happens on agreed schedules through Secure File Transfer.



The most updated MDE list can be found under the Resources tab in the MSIX application and provides:

- The definition of the MDE;
- The accepted values for the MDE;
- Any additional information to further clarify the requirements for the MDE; and



- The MDE category (e.g., Student Demographics, Course History, etc.).

All submitted files go through a **three-step data validation process**, one of which is the MDE check.

Each MDE of each student record in the submitted file is checked for completeness and validity.

For a student’s record to be processed in MSIX **there needs to be at least one instance where all Mandatory MDEs have valid values.**

MDE #	Data Element	Category
2	State Student Identifier	Student Demographic
4	First Name	Student Demographic
6	Last Name 1	Student Demographic
9	Sex	Student Demographic
10	Birth Date	Student Demographic
20	Qualifying Arrival Date	QAD
26	Eligibility Expiration Date	QAD
29	Enrollment Type	Enrollment
One of:	At least ONE of the following Dates:	Enrollment
28	Enrollment Date	
49	Withdrawal Date	
70	Residency Date	
73	Residency Verification Date	

MSIX Regulations Timeline

1. Migratory Children with Newly Approved COEs

Within 10 working days of approving a new COE for the migratory child (COEs approved after 6/9/2016)

2. Secondary School-aged Migratory Children with Newly Approved COEs – In-State Secondary School Records

Within 10 working days of approving a new COE for the migratory child (COEs approved after 6/9/2016)

3. Secondary School-Aged Migratory Children with Newly Approved COEs – Out-of-State Secondary School Records

Within 30 calendar days of receipt of record by an LOA
(COEs approved after 6/9/2016)

4. End of Term Submission for migratory children eligible for the MEP during the term and for whom the SEA previously submitted data. For children whose MEP eligibility expires before the end of a school year, data must be submitted through the end of the school year.

Within 30 calendar days of the end of an LEA's or LOA's fall, spring, summer, or intersession terms

5. Change of Residence Submission

Within 4 working days of receiving notification from MSIX that migratory child has changed residence to a new LOA within the State or another SEA has approved a new COE for a migratory child

https://msix.ed.gov/msix/trainingCorner/policies/MSIX_data_submission_handout--3.21.18.doc

Secondary School-aged Migratory Children with Newly Approved COEs – In-State Secondary School Records

200.85(b)(3)(i)(B)(1) Collect and submit all applicable MDEs from the most recent secondary school in the State previously attended by the migratory child. Within 10 working days of approving a new COE for the migratory child

Secondary School-aged Migratory Children with Newly Approved COEs – Out-of-State Secondary School Records

200.85(b)(3)(i)(B)(2) Notify MSIX if one of its local operating agencies (LOA) obtains records from a secondary school attended previously in another State by the migratory child. Within 30 calendar days of receipt of records by an LOA

End of Term Submission for migratory children eligible for the MEP during the term and for whom the SEA previously submitted data

200.85(b)(3)(ii)(A) Collect and submit to MSIX all MDE updates and newly available MDEs for migratory children who were eligible for the MEP during the term and for whom the SEA previously submitted data. Within 30 calendar days of the end of an LEA's or LOA's fall, spring, summer, or intersession terms.

End of Term Submission for migratory children whose eligibility for the MEP expires before the end of the school year

200.85(b)(3)(ii)(B) Collect and submit to MSIX all MDE updates and newly available MDEs for the migratory child through the end of the school year. Within 30 calendar days of the end of an LEA or local operating agency's fall, spring, summer, or intersession terms

Change of Residence Submission – MDEs are available

200.85(b)(3)(iii)(A) Collect and submit to MSIX all new MDEs and MDE updates that have become available to the SEA or one of its LOAs since the SEA's last submission of MDEs to MSIX for the migratory child. Within 4 working days of receiving a data request for the migratory child who has changed residence to a new LOA within the State or from another SEA that has approved a new COE for a migratory child

Change of Residence Submission – MDEs are not available

200.85(b)(3)(iii)(A) Collect and submit to MSIX the newly obtained MDEs. Within 4 working days of the date that the SEA or one of its LOAs obtains the MDEs

Data Reconciliation between the state MEP system and MSIX

(link in the report)

Data Requests

Data Requests should be used to request additional information to serve a migratory child (e.g., final grades, updated course history).

1.Data Staff utilize data requests in MSIX because MSIX regulations mandate a response back to the requesting state within four working days.

2.MSIX will keep a log of the correspondence, in case it is needed in the future.

3. Ensure that the needed query is routed to all active data administrators who can respond to it. MSIX does the work of identifying active data administrators in the area to which the Data Request is sent in order to help in the process of getting the information.

To send a data request, complete a Student Record Search, and open the record, then select “Data Request” which will open a pop-up window for the request.Data staff are able to view all requests and correspondence in the Data Request Worklist. Additionally, a demonstration video for MSIX Data Requests is available on the MSIX page in the Training Section under Videos.

NOTE*If you are a user administrator, it is important that your MSIX user accounts and roles are up to date so that the correct people receive Data Requests and Move Notices when they are sent from other areas.

****If you know it, you can also enter the District of Residence for the child instead of the School District. Some States will use this method because it will route the Data Request to the District Data Administrators in the District of Residence, which is helpful for obtaining information about preschoolers, OSY, and other children who may not be enrolled in a school at that time.***

Move Notifications

Learn more about Move Notices here: [Move Notices Document](#)

MSIX Reports

Data staff should review all Data Quality Reports. These reports provide details on data completeness compliance from State file submissions as well as display student records that contain incomplete or invalid data, potential duplicates, and data logic issues. Frequently utilizing these reports to confirm that data is being processed and correctly entered in MSIX is extremely important.

The MSIX File Submission Report should be used to monitor the frequency, quantity, and quality of data submitted by your State to MSIX. The report includes File Submissions from your state sorted in descending order so you can see the most recent files submitted first.

- The count in the 'Records' column reflects the total number of non-Header data elements contained in the file.
- The count in the 'Records Rejected: Full' column reflects the number of student records that were fully rejected.
- And the count in the 'Records Rejected: Partial' column is the sum of invalid MDEs and missing Mandatory MDEs.

The second set of reports include the Worklists Reports. These reports are also available to Data Administrators. These reports provide aggregated information on merge, split, and data request worklist items assigned to and processed or resolved by MSIX Users.

The MSIX Move Notices Report includes metrics on the volume of move notices broken down by "move to" and "move from" notices, average move notice "open" and "dismissal" times, and the number of move notices remaining open. This list can be filtered by the creation, update, and dismissal dates, whether the move notices were sent or received by your State, and the current status. Select a State row to drill down further into the report. The drill down page will provide the specific worklist ID, the Move Notice type, the MSIX ID of the child, move notice status, and more. From the drill down the worklist ID which will open a new browser tab can be selected with the worklist history page for that move notice or select the

MSIX ID. This will also be the consolidated student record for the child's record associated with that move notice to be viewed.

The MSIX ID Count Report, available to most MSIX users in a State, can be used to compare child counts in specific districts in a State. By identifying recent trends in ID&R, users can call attention to areas where there may be recruitment opportunities.

From the Reports menu choose MSIX ID count and then open the filters window. Select Performance Period no, and instead use the Enrollment Dates to focus on a specific time frame. It is recommended to run this near the end of each quarter, comparing this year's current data to last year's prior data. There are other dates or time frames that can be used, but the process is the same. Run the report first for the prior period you choose, making sure to select both states and districts. Run the report again the same way, with the same time frame for the current year. Data specialists can provide the missing students who are not currently enrolled elsewhere to their recruitment coordinator for follow up.

MSIX Dashboards

Dashboards

Dashboards display charts containing data about key topics to help you make decisions about your migrant education program, manage your data in MSIX, and understand how users in your State use MSIX.

Account Management
Child Mobility

Data Management
MEP Population

Records Exchange
Student Achievement

Dashboards display charts containing data about key topics to help you make decisions about your migrant education program, manage your data in MSIX, and understand how users in your State use MSIX.

Data Administrators have access to all Dashboard Reports except the Account Management Dashboard which is accessible to user administrators only. These Dashboards provide charts containing details about key topics to help you make decisions about your migrant education program and how your States manages data within MSIX. These charts can help staff better understand and visualize the data submitted to MSIX by your State.

The Records Exchange dashboard contains two charts. The first is the Top 10 Records Exchange States which provides your State's top 10 partner States based on children moving to or from your State and that partner State.

The second chart is the Data Request Worklist Aging chart. This chart provides the number of data requests the State received by month, the number of those requests that were responded to or resolved, and average response or resolution times. The Average Response Time is colored to indicate whether the State was compliant with the MSIX Regulation that calls for data requests to receive a response within 4 working days. This chart is refreshed on the first day of each month with the previous month's data requests. It is recommended that data specialists check this chart monthly to ensure that data requests submitted to your State are responded to and resolved in a timely manner.

In addition to the Data Request Worklist Aging dashboard chart, MSIX also provides a report on Data Requests by age in your State. In this report, you can easily see the volume of Data Requests remaining open in your State and access the Worklist history page for each Data Request.

Consolidated State Performance Report Data:

<https://oese.ed.gov/offices/office-of-administration/about-us/consolidated-state-performance-reports/#sy20-21>

[CSPR Rating Instrument](#)

Student Services, Quality Control, Move Information, Priority for Services Data

[CSPR timeline \)](#)

Services Data: Reports filled out by service providers documenting services provided to migrant students throughout the year.

Quality Control Data: documentation outlining any re-interviews or quality control checks.

<https://results.ed.gov/idr-manual/article/chapter-11-quality-control-in-the-id-r-system/quality-control-in-idampr>)

MEP Needs Assessment Data

<https://results.ed.gov/cna-toolkit/article/1-d-list-of-resources-and-tools-for-step-1/types-of-data-for-mep-needs-assessment-reference>

Academic Progress	Personal Characteristics	Health Indicators
Age-grade discrepancy	Self-concept ratings	Medical screening results
Grade retention	Self-esteem ratings	Dental screening results
Attendance record	Special talents/strengths	Visual screening results
Number of interruptions to education during school year	Social behavior assessment	Auditory screening results
Last grade completed	Attitudes and Behavior Scale Index	Mental health referrals Immunizations
Course grades Grade point average	Education goals	Primary health care access
Credits accrued toward graduation	Career goals	TB test results
Number of failed courses Number of lost instructional hours	Hours of employment	Most recent physical exam results
Dropout status	Legal problems	
	Recommendations for counseling	

Test Scores	School Involvement	Family Background
<p>Disaggregated State assessment scores (e.g., by subgroups, standards, and domains) Standardized tests scores</p> <p>Norm-referenced test scores</p> <p>Criterion-referenced test scores Cognitive ability test scores Language proficiency ratings (English & primary language other than English)</p> <p>Portfolio assessment ratings</p> <p>Early childhood development tests and surveys</p>	<p>Special Education status (Individualized Education Plans)</p> <p>Enrollment/placement in other programs (Title I, English language development, bilingual education, preschool, etc.)</p> <p>Gifted and Talented education Interest in Adult Basic Education</p> <p>High School Equivalency Diploma</p> <p>Job training Participation in extracurricular activities Enrollment in alternative school</p>	<p>Residency data</p> <p>Homebase state/district</p> <p>Educational attainment of siblings</p> <p>Language spoken in the home</p> <p>English language proficiency of parent Access to transportation</p> <p>Mobility (number of moves)</p> <p>Basic needs, (e.g., shelter, food, clothing)</p> <p>Family conditions (e.g., foster care, married teen, guardian)</p>

The law requires States to submit applications that describe:

- a comprehensive plan for needs assessment and service delivery that identifies the special educational needs of migrant children;
- how the State's priorities for the use of funds relate to the State's needs assessment; and
- how the State will award subgrants to reflect the results of the comprehensive needs assessment plan.

[See Section 1304 - State Applications; Services & Section 1306 - Comprehensive Needs Assessment and Service-Delivery; Authorized Activities.]

Program Requirements

Policy guidance issued by the Office of Migrant Education states that needs assessments:

- are conducted annually;
- use the best information available;
- are a process by which each state determines how to integrate MEP-funded services into the state's comprehensive education reform plan to best meet the identified needs of migrant children;
- establish statewide priorities for local procedures; and
- provide a basis for the allocation of funds.