



MIS2000 and MSIX Annual Training

Heartland Community College
June 2024

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Agenda

- Introductions
- LEA Reviewer Roles and Responsibilities
- Data Specialist Roles and Responsibilities
- Review of Data Requirements



LEA Reviewers Roles and Responsibilities

- Review the COE for Eligibility, Accuracy and Completeness
 - Review on a timely manner (within 1 Day)
 - Approved the COE by submitting to SEA Reviewer
- 

Common Enrollment Mistakes

D/H. CHILD/SCHOOL DATA

Click on a row below to Add/Edit Student School History.

Last Name 1	Last Name 2	First	Birth Date	Facility Name	Enroll Date	Gr	Enroll Type		
Maldonado		Leonardo						Del	
Last Name 1: Maldonado Last Name 2: First Name: Leonardo Middle Name: Suffix: Sex: Male Birth Date: 1/30/2024 Code: 9999 Multiple: N									
Birth City: San Diego Birth State: California Birth Country: United States									
Facility Name: CARBONDALE ESD 95 Enroll Date: 3/27/2024 Grade: 01 Enroll Type: 06 Res Date: 3/27/2024 Res Ver Date: 5/22/2024 District of Residence: Carbondale CHSD 165 Ethnicity: Hispanic Indicator									
Comments: Residency verification by Tobias Rivas via home visit.									
Save Student Cancel									

Common Enrollment Mistakes

D/H. CHILD/SCHOOL DATA

Click on a row below to Add/Edit Student School History.

Last Name 1	Last Name 2	First	Birth Date	Facility Name	Enroll Date	Gr	Enroll Type							
Maldonado		Leonardo	1/30/2024		3/27/2024	01	06	3/27/2024	5/22/2024	Carbondale CHSD 165	Hispanic Indicator	9999	N	Del

Comments: Residency verification by Tobias Rivas via home visit.

Buttons: Save Student, Cancel

Review on a Timely Manner

- Recruiter must submit COE within 24 hours of initiating a New COE
- Reviewer has 24 hours to submit COE to Eligibility Coordinator
- If rejected, must make clear notes on COE Log
- Consequences of not Approving a COE on time

SEA/Eligibility Coordinator Approving COE

- SEA/Eligibility Coordinator has also 24 hours to review and approved a New COE
- If rejected, must make clear notes on COE Log
- Restart submitting process (Max total of 5 days)

Data Specialist Roles and Responsibilities

- Account for all eligible children
- Keep Track of New COEs
 - Approved COES Report
- Complete Continued Enrollment Worksheet (Summer)
- Maintain and share back up records of MIS2000 data entry
- Data recording of enrollment records and migrant funded services
- Responsible for the accuracy and completeness of required data

Enrollment Records

Two places where enrollment records generate from:

- New COEs
- CEW/Continued Enrollment Worksheet
 - Complete for Summer residency verification only when services are provided
 - Use Program Attendance Records

School Terms








Two Terms per Year

- Regular Term
 - 9/1/Y1 thru 5/31/Y2
- Summer Term
 - 6/1/Y2 thru 8/31/Y2

Summer Enrollment Types







- Summer “03”
 - Enrollment date
 - AND Services
- Residency Only “06”
 - NO enrollment date
 - No services

Common Enrollment Mistakes

QA Date	Res Date	Res Ver Date ▾	School	Gr	Enroll Type	Enroll Date	Withdraw Date	Departure Date	Status	Edit	Delete
4/19/24	4/19/24	5/14/24	Westview Elem School	03	01	5/16/24			A		
4/19/24	4/19/24	5/14/24	URBANA MIGRANT PROGRAM	03	02	5/17/24			A		
4/19/24	4/19/24	5/14/24	West View Elem School	03	01	5/21/24			A		
 Add Enrollment											

Common Enrollment Mistakes

- Duplicate enrollments

QA Date	Res Date	Res Ver Date	School	Gr	Enroll Type	Enroll Date ▾	Withdraw Date	Departure Date	Status	Edit	Delete
4/19/24	4/19/24	4/19/24	West View Elem School	K	01	5/21/24			A		
4/19/24	4/19/24	5/14/24	URBANA MIGRANT PROGRAM	K	02	5/17/24			A		
4/19/24	4/19/24	5/14/24	Westview Elem School	K	01	5/15/24			A		

[+ Add Enrollment](#)

Common Enrollment Mistakes

- Start by reviewing the most current enrollment line. Check the student's data (e.g. what city does he reside in?) Do you see any errors before checking the Facility Name?

QA Date	Res Date	Res Ver Date	School	Gr	Enroll Type	Enroll Date	Withdraw Date	Departure Date	Status	Edit	Delete
4/19/24	4/19/24	5/14/24	West View Elem School	03	01	5/21/24			A		

Project	Facility Name	Enroll Date	Withdraw Date	OOS Transcript	Enroll Type	Grade	Termination Type	Date		
Urbana School District	West View Elem School	5/21/2024			01	03	End of Eligibility	4/18/2027		
District of Residence	Res Date	Res Ver Date	EL flag	IEP	Med Alert	Imm Avail	Cont Svcs	Dropout	Homeless	Departure Date
Champaign CUSD 4	4/19/2024	5/14/2024								
Comments										
<input type="text"/>										
<input type="button" value="Save Enrollment"/> <input type="button" value="Cancel"/>										

Common Enrollment Mistakes

Facility	URBANA MIGRANT PROGRAM	Enroll Date	5/	Facility Name	City	Des Grad School	School	Alg 1 Ind
				West Side Primary School	Harrisburg			
				West View Elem School	Rockford			
				Westbrook Early Learning Cntr	Mt Prospect			
				Westbrook Elementary School	Glenview			
				Westchester Intermediate School	Westchester			
				Westchester Middle School	Westchester			
				Westchester Primary School	Westchester			
				Westcott Elem School	Chicago			
				Westdale Elem School	Northlake			
				Western Avenue Elem School	Geneva			
				West View Elem School				

QA Date	Res Date	Res Ver Date	Type	Enroll Date	Withdraw Date	Departure Date	Status	Edit	Delete
4/19/24	4/19/24	5/14/24		5/16/24			A		
4/19/24	4/19/24	5/14/24		5/17/24			A		
4/19/24	4/19/24	5/14/24		5/21/24			A		

Project	Urbana School District	Enroll Date	5/21/2024	Withdraw Date		OOS Transcript	Enroll Type	Grade	01	03	Termination Type	End of Eligibility	Date	4/18/2027
District of Residence	Champaign CUSD 4	Res Date	4/19/2024	Res Ver Date	5/14/2024	EL flag	IEP	Med Alert	Imm Avail	Cont Svcs	Dropout	Homeless	Departure Date	
Comments	<p>.</p>													

Save Enrollment Cancel

Add Enrollment

Common Enrollment Mistakes

- Any Errors?



Project	Facility Name	Enroll Date	Withdraw Date	OOS Transcript	Enroll Type	Grade	Termination Type	Date		
Urbana School District	URBANA MIGRANT PROGRAM	5/17/2024			02	K	End of Eligibility	4/18/2027		
District of Residence	Res Date	Res Ver Date	EL flag	IEP	Med Alert	Imm Avail	Cont Svcs	Dropout	Homeless	Departure Date
Champaign CUSD 4	4/19/2024	5/23/2024								
Comments	Residency Verification by Sofia Bolanos Through Home visit									
Save Enrollment Cancel										
4/19/24	4/19/24	5/14/24	Westview Elem School	K	01	5/15/24			A	

Other Common Enrollment Mistakes

- Incorrect Grade Level based on Age
 - K through 12
 - Po-P5
- Different Grade Level within Performance Period
 - Regular Term and Summer Term
- Updating Incorrect Enrollment Line instead of adding a new one and vice versa
- Missing OSY Profiles or incomplete
- Enrollment type mismatched with services

MEP Funded Services

“Services” are distinct in that they are **the educational or educationally related activities** provided to migrant children to enable them to succeed in school. Because student success is the overarching goal of the MEP, services are a vital aspect of the program. In providing services, SEAs must give priority to migrant children who are failing or are most at risk of failing and whose education has been interrupted during the regular school year”

It must also contribute to the achievement of the state’s performance targets

What is not considered a service

- A recruiter makes a home visit to the family of an enrolled student to drop off flyers for a community reading event scheduled for that evening.
- A recruiter hands a newly recruited OSY a bag full of hygiene products and a water bottle.
- A recruiter goes to a house to recruit a new family and gives them some basic cleaning supplies and food.
- A recruiter goes to a house to recruit a new family and tells them about an upcoming ELL class sponsored by the MEP.

Strive for Instructional Services when Possible

- Math and Reading by Instruction (K-12)
 - State Certified Teacher or supervision
- Tutorial Elementary/Secondary
 - By anyone (Recruiter, Tutor)
- Pre School-Readiness (PS, P2-P5)
- OSY mini-Lessons/Material and Resources

Educational Related Services/Support

- Support services to be more than one
- School Supplies must accompany school enrollment support
- Referred Service/Social Work, Outreach and Advocacy
- Nutrition/Transportation – Only Center-based programs with instructional
- Language Interpretation must accompany other services to count

Common Services Mistakes

- Duplicated service within a single enrollment record
- Entering services under the incorrect enrollment line

Show all

Service ▲	Supp Level	Edit	Delete
Referred Service	Referred Service		

+ Add Service

Add Multiple Services

- | | | |
|---|--|---|
| <input type="checkbox"/> Instructional Services - Bilingual | <input type="checkbox"/> Instructional Services - Post Secondary Prep | <input type="checkbox"/> Support Services - Counseling Service |
| <input type="checkbox"/> Instructional Services - Career Exploration (OSY) | <input type="checkbox"/> Instructional Services - Pre-HSE/GED | <input type="checkbox"/> Support Services - Health, Dental and Eye Care |
| <input type="checkbox"/> Instructional Services - English for EL children (ESL) | <input type="checkbox"/> Instructional Services - Preschool/School Readiness | <input type="checkbox"/> Support Services - Language Interpretation |
| <input type="checkbox"/> Instructional Services - HSE/GED/HEP | <input type="checkbox"/> Instructional Services - Project SMART | <input type="checkbox"/> Support Services - Materials and Resources (OSY) |
| <input type="checkbox"/> Instructional Services - Health Education | <input type="checkbox"/> Instructional Services - Reading Instruction by Teacher | <input type="checkbox"/> Support Services - Nutrition |
| <input type="checkbox"/> Instructional Services - Life Skills (OSY) | <input type="checkbox"/> Instructional Services - STEM/STEAM | <input type="checkbox"/> Support Services - Parent/Child Activities |
| <input type="checkbox"/> Instructional Services - Literacy (OSY) | <input type="checkbox"/> Instructional Services - Test Prep | <input type="checkbox"/> Support Services - School Supplies |
| <input type="checkbox"/> Instructional Services - Math Instruction by Teacher | <input type="checkbox"/> Instructional Services - Tutorial Elementary/Secondary | <input type="checkbox"/> Support Services - Social Work, Outreach or Advocacy |
| <input type="checkbox"/> Instructional Services - Other Credit Accrual (MEP-Funded) | <input checked="" type="checkbox"/> Referred Service - Referred Service | <input type="checkbox"/> Support Services - Transportation |
| <input type="checkbox"/> Instructional Services - PASS (Portable Assisted Study Sequence) | | |

2 year Olds Turning 3

- Continued to run monthly/weekly reports
- Recruiter/DES verify residency verification
 - 1 day after birthdate
 - Home Visit, Telephone Call
- Provide verification information to Data Administrator immediately
- Request Category 1 report to ensure the child is included in the count

Regular Term Closure

- **Secondary Course Credits**
 - Required by OME” Minimum Data Element
 - Part of the Measurable Outcomes
 - Algebra I
- Possible secondary service if student failed a course
- DES must enter: Deadline June 14, 2024
 - Submit copy of transcript to Data Administrator

Regular Term Closure

- **Graduation Dates**
 - All students enrolled in Grade 12th
 - Provide date to Data Administrator by June 14, 2024
 - Need a list?

Regular Term Closure

- **Withdrawal Dates**
 - Request Eligible Report for list
 - Date must be no later than 5/31/2024
 - Must complete immediately
 - Most common mistake: incorrect enrollment line when there is no enrollment date

Regular Term Closure

- Departure Dates
 - When the student leaves your recruiting area
 - Moves from region/state
 - Use in conjunction with the MSIX move notice
 - Initiate MSIX move notice/Ask for support

Reports



Can we do better?

What changes?

How can we improve
collecting and recording

Program	Identified	Served	PFS	PFS Served
Beardstown	214	150	116	107
IMC	103	103	49	49
Kankakee	57	45	22	18
NIU/Rochelle	185	107	114	76
Champaign	135	72	49	42

Summer 2023

Questions, Comments or Suggestions



Tracking, collecting and recording required MEP data

1st Half OSY Session

2nd Half DES

Thank you