

Tracking, Collecting and Documenting Required MEP Data Summer 2024

This summer a new procedure will be implemented to track eligible students, collect services provided and document required MEP data.

FIRST WEEK OF SUMMER PROGRAM

- 1) Obtain initial list of current eligible children or if you need contact information use Recently Mobile Report
 - a. Request the Eligible Report
 - i. Use start/end date of 9/1/2023 and current date
 - ii. Export report/Download and open in excel version.
 - iii. Remove students that lost eligibility based on age over 22 years old, QAD expired and Departure Date
 - iv. Print and Save under your shared folder using “Your project name Initial Eligible Summer 2024” under the share folder
- 2) Obtain your program’s attendance list for first day of summer session
- 3) Download summer Continued enrollment worksheet from (sent to you via email) <https://mep.niu.edu/course/view.php?id=13> or create your own.
 - a. Make any necessary changes to worksheet to meet this year’s needs
 - b. Complete worksheet with student names from first week attendance list
 - i. Fill out all columns data (e.g. Residency Verification Date is the enrollment date, Method of verification most likely school record if enrolled otherwise Telephone call, etc)
 - c. Input CEW enrollment record into MIS2000
 - i. Because names are on this worksheet are from attendance list, Enrollment type should be summer “03” with an enrollment date from first day of attendance
 - d. During the week if additional students are added to the attendance list follow instructions on 3b
- 4) After enrollments have been entered on MIS, you must also input services provided to students in attendance in the first week. **Yes, this is correct, you must enter supplemental services on weekly basis but only enter service once for each student.**
 - a. You can enter services daily or weekly but must be completed by Friday of each week
 - b. Request the Supplemental Worksheet Designation
 - i. Use start/end date of 6/1/2024 and 6/7/2024
 - ii. Export report/Download and open in excel version.
 - iii. Add a column at the end label “Comments”

- iv. Print and Save under your shared folder using “YourProjectNameServices week 6-7-24”
 - v. Go through the list and find children with enrollment type summer 03 and who were served during the week. Mark with an “X” all the services provided
 - 1. It might be the same services for all children, or it could be specific services to each child depending on the type of program (e.g. centerbased or homebased)
 - 2. Communicate with the recruiter, teachers and other staff who have contact with the family to ensure all services provided have been collected
 - 3. Remind your Director/Instructors that PFS students must be served first. Check the column with PFS flagged to identify these students. Next week more PFS designation will be updated
 - c. Input services marked into MIS2000 under current summer enrollment record
 - i. Make sure you select the correct summer enrollment record to link services
- 5) Once services for the week have been entered on MIS200 provide copy of attendance list, completed CEW for the week and completed supplemental worksheet for the week to Data Administrator via shared folder
- a. Save worksheet using the following file name “Your project name services week ending 6.7.24” under the share folder
 - b. Supplement Worksheets should be kept as back-up of services provided and documented on MIS2000 in case ISBE conducts a monitor visit of your MEP program

SECOND WEEK OF SUMMER PROGRAM

- 1) Obtain **updated** program’s attendance list
- 2) Download summer Continued enrollment worksheet from <https://mep.niu.edu/course/view.php?id=13> or create your own or use last week as long as sorting order is by date
 - a. Make any necessary changes to worksheet to meet this year’s needs
 - b. Complete worksheet with **NEW** student’s names from attendance list
 - c. Input enrollment record into MIS2000
 - i. Enrollment type should be summer “03” with an enrollment date from first day of attendance
- 3) After enrollments have been entered on MIS, you must also Input services provided to the **NEW** students during their first week of attendance. Follow instruction for week one
 - a. Request the Supplemental Worksheet Designation

- i. Use start/end date of 6/1/2024 and 6/7/2024
 - ii. Export report/Download and open in excel version.
 - 1. This list should match your attendance list
 - iii. Print or Save on your computer
 - iv. Go through the list and find children who were served during the week.
 - Mark with an "X" the services provided
 - 1. Remind your Director/Instructors that PFS students must be served first. Check the column with PFS flagged to identify these students
 - 2. For second week, for children that are on the list **and not served** you must write a comment as to why they are not participating in the summer program (e.g. refuse service, to young for attend center, left area before beginning of summer, etc.)
 - 3. Input marked services into MIS2000
- 4) For this second week supplemental Designation Worksheet will include students generated from the New COEs
- a. New COEs completed
 - i. Residency verification date must be after 6/1/2024
 - ii. If services are provided to students from New COE
 - 1. Update enrollment type to summer 03, add enrollment date and add services provided
 - a. Tip to identify children from New COE: RVD that is withing the summer period and enrollment type is residency only 06
 - b. By the end of the week (Friday) all services marked on worksheet should be enter on MIS2000
- 5) Once services for the week have entered on MIS200 submit copy of attendance list, completed CEW for the week and completed supplemental worksheet for the week to Data Administrator
- a. Save worksheet using the following file name "Your project name serviced for week ending 6.7.24"
 - b. Supplement Worksheets should be kept as back-up of services provided and entered on MIS2000 in case ISBE conducts a monitor visit of your MEP program

If you have any questions or need additional one to one training feel free to set up a session. Make sure you understand all instructions prior to entering data as it is more time consuming to correct information once is on MIS2000