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LOUISIANA DEPARTMENT OF EDUCATION

# **DATA QUALITY CONTROL POLICIES & PROCEDURES**

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## **SECTION 1**

# **LA MEP DATA QUALITY CONTROL**

## **EXECUTIVE SUMMARY**

The purpose of this document is to assist the Migrant Education Programs implementation of data tools including the Louisiana Migrant Education Records in Louisiana (MERIL2) and the federal Migrant Student Information Exchange (MSIX) Records Exchange initiative. This document highlights a written and systematic approach to data collection and records exchange based on the proper adoption of agreed upon policies and procedures that will lead to effective internal analysis along with execution of inter/intrastate transfer of migrant student records. By following the policies and procedures outlined in this document, staff of the Louisiana Migrant Education Program can provide accurate timely data to support services to eligible migrant students throughout the state.

## **LA MEP DATA TOOLS**

### **MERIL2**

MERIL2 (Migrant Education Records In Louisiana version 2) is the system used by the Louisiana Migrant Education System to gather and report required information about migrant students served by the program. It is administered by MSED in Little Rock, Ark.

### **PROCESS FOR OBTAINING ACCESS TO MERIL2:**

Users need a DBID (Database ID) to access MERIL2. Each user has a distinct number that is associated with his/her account. To obtain a DBID, request one from the State Data Manager. Each user must also complete a Data Security Policy Agreement annually.

### **WebSnap**

WebSnap is an online, browser-based tool for accessing MERIL2 reports. Permission can be obtained by requesting an account at [la.msedd.com](http://la.msedd.com). More information is forthcoming.

### **MSIX**

MSIX is the Migrant Student Information Exchange, a national database maintained by the U.S. Department of Education's Office of Migrant Education to facilitate the timely transfer of migrant student records among states. MSIX is used by migrant recruiters, advocates and tutors to identify and serve migrant students. Each night, MERIL2 provides data to MSIX. Fields marked as Minimum Data Elements (MDEs) in MERIL2 are fields that are reported to MSIX. More information and user applications can be obtained on our website [louisianamigrantidr.com](http://louisianamigrantidr.com).

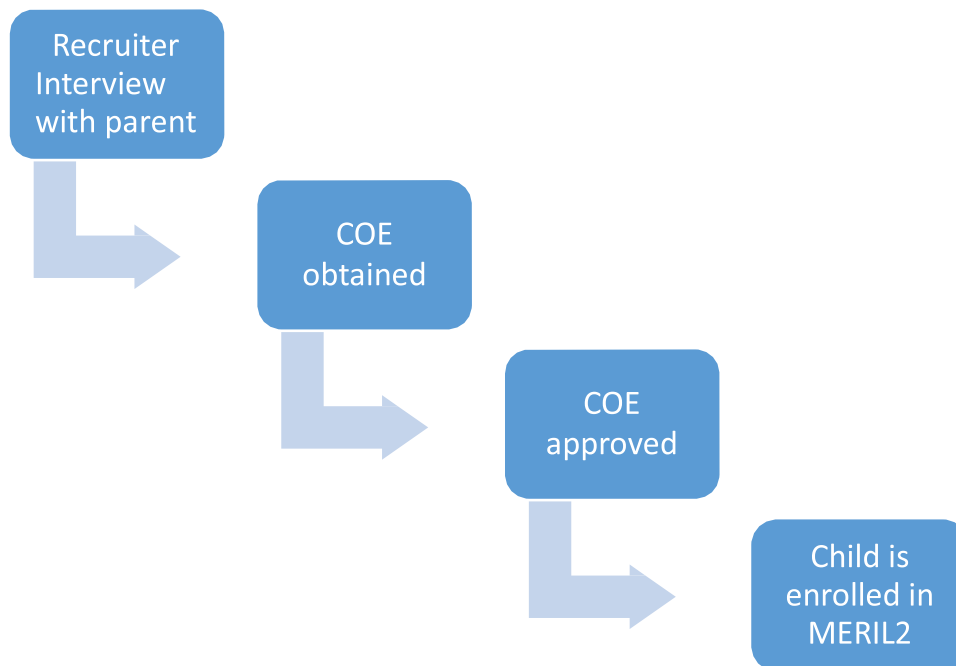
## CERTIFICATES OF ELIGIBILITY

Migrant children may be served by the program when they have a fully completed and signed Certificate of Eligibility (COE). The COE documents the student's eligibility.

The process begins with an interview by the recruiter. Once the recruiter identifies the family as Migrant, the recruiter completes a COE. The COE will go through several layers of approval, with the final approval given from a state official.

When the child is officially enrolled in the program, you will be given access to the child's information through MERIL2. At this point, your duties begin!










**Figure 1. Process of identifying and enrolling a child in the Migrant Education Program.**



## RESPONSIBILITIES OF A DATA SPECIALIST

Once a family is enrolled in the Migrant Education Program (MEP), it is vital that all educational records for school age children be kept up. Many of these children are lacking in areas of their educational journey. Although each district will have a job description for the MEP Data Specialist, the basic responsibilities will remain the same.

The following is minimum LAMEP expectations for all data specialists:

-  Accurately enter all information, per student, into MERIL2 – including all data into appropriate sections in the Student Data Record (Supplemental, Tests, Needs, Health, Parent, Credit Accrual)
-  Provide appropriate reports to designated individuals (advocates, teachers, recruiters, etc.) in order to collect the data needed
-  Check MSIX (National Migrant Database) for any existing information on new students
  - If any existing educational data is available, provide this to the advocate/teacher to ensure that the child receives proper credits
-  Report any child that has moved through MSIX
-  Ensure all facilities are listed in MERIL2 for the district (see Appendix for Facility Change Form)
-  Ensure that **ALL** students
  - are enrolled in the correct facility and grade;
  - are enrolled and withdrawn in the correct time period and have the correct Type (Regular, Summer, Participant);
  - have a LA Unique ID in their MERIL2 record (students K-12);
  - have an initial Needs Assessment completed within 2 weeks of enrollment and results recorded in MERIL2.
-  **UPLOAD MERIL2 DAILY!**
  - On MERIL2 screen, go to PROCEDURES → UPLOAD CHANGES
    - “Checking for Updates” will appear
    - After MERIL checks for updates, a box will appear in upper left corner to upload status → OK → BEGIN UPLOAD
    - Once completed a box will appear → OK → Close box in upper left corner
-  Follow all designated reporting timelines as illustrated in quarterly checklist (pages )
-  Ensure that a **NEEDS ASSESSMENT** is performed for each school aged child, in order to distinguish Priority For Service (PFS).
  - PFS is determined by the following: *ESEA Section 1304(d) establishes a Priority for Services (PFS) requirement. In accordance with this requirement, Migrant Education Programs (MEPs) must give PFS to migratory children who have made a qualifying move within the previous one-year period and who are failing, or most at risk of failing, to meet the state’s challenging academic standards or who have dropped out of school.*

## **DATA ENTRY SCHEDULE**

Following are the quarterly checklists (first through fourth) which delineate the tasks that should be completed for each specific quarter.

These checklists may also be found on our website, [louisianamigrantidr.com](http://louisianamigrantidr.com) under Documents → MERIL2 Data Reporting → and the appropriate checklist. Also, the checklist will be sent to you – as a reminder – at the appropriate time.



## 1<sup>st</sup> Quarter Checklist

# 1<sup>ST</sup> QUARTER DATA CHECKLIST

**This checklist is for the months of January – March with a reminder of what’s to come!**

### SCHOOL AGE CHILDREN

- Mid Term reporting – a great time to check on student’s progress! Still time left for any extra help that may be needed for the student to end the year with passing grades!
- Has there been an address change and/or a possible move made?
- Have the needs that were assessed at enrollment, been adequately met?
- Are all of the services being provided to the student listed in Supplemental Services area in MERIL2?
  - Do these services have a start date and, if completed, an end date?
- Has a monthly check of EOE’s been performed?
  - During this time period, was the child receiving Continuation of Services (Code 1 – “Providing services for the duration of the term”)?
    - If so, has this been documented in MERIL2?

### HIGH SCHOOL STUDENTS

- Obtain paper copies of High School Student’s transcripts
  - Ensure that students are “on track” for graduation

### ONGOING

- Are Monthly reports being run and checked for validity?

For children that have moved, has the following information been documented?

- Withdrawal Date
- Departure date and Address (including City and State) of where the student moved, if known
- End Date for any Supplemental Programs listed
- Any Test Scores that might be available
- Was Move information documented on MSIX?

### PREPARATIONS FOR NEXT QUARTER

- Prepare to print and distribute the following to gather all information needed to withdraw all students and close out the school year:
  - Mass Withdrawal List
  - Needs Assessment
  - Supplemental Services Tracking Form
- SUMMER SCHOOL preparations ??????**

## 2<sup>nd</sup> Quarter Checklist

# 2ND QUARTER DATA CHECKLIST

**This checklist is for the months of April - June with a reminder of what's to come!**

### SCHOOL AGE CHILDREN

- End of School reporting** – check all personal data (address, phone, etc.) while information is still “fresh” with school personnel. This will help at the beginning of the next school term.
  - Has there been an address change and/or a possible move made?
- Have you received the **Withdrawal** information on each student?
  - \*\* Any additional information (that is not covered in the record) that you feel necessary to add to the student’s record can be added in the “LA Comments” section \*\*
- Has a final **Needs Assessment** been done on each child?
  - Were the needs that were assessed, adequately met?
    - \*\* If not, why? (this will help in planning next year’s program, but is not listed in the student’s MERIL2 record)
- Are all the services, that were provided to the student, listed in **Supplemental Services** area in MERIL2?
  - Does each service have a start date and end date?
  - Does each service have the number of hours that the student participated in the service?
  - Is each service marked as to whether or not it was Migrant Funded?
- Have any of the student’s **Test Scores** been received?
  - If so, have the scores been entered on the TESTS screen?
  - If not, compile a list of students that you are to enter scores for and “be on the lookout” for these scores so that you can enter them ASAP.
- Has a monthly check of EOE’s been performed?
  - During this time period, was the child receiving Continuation of Services (Code 1 – “Providing services for the duration of the term”)?
    - If so, has this been documented in MERIL2?

### HIGH SCHOOL STUDENTS

- Are all High School students adequately **withdrawn**? (see explanation above)
- If applicable, did you indicate whether the student received full credit in mathematics course that is Algebra 1 or its equivalent on the School History page? (**Alg 1 Ind.** – Y or N)
  
- Have any of the student’s **Test Scores** been received?
  - If so, have the scores been entered on the TESTS screen?
  - If not, compile a list of students that you are to enter scores for and “be on the lookout” for these scores so that you can enter them ASAP.

- Have you entered the correct data under Credit Accrual, including partial and completed credit and grade?
- If student GRADUATED, did you enter the type and date at the top of the page? **(Graduation/HSE Date/Ind)**
- Have any of the student's **Test Scores** been received (if applicable)? (See previous instructions)

## ONGOING

- Are Monthly reports being run and checked for validity?

**For children that have moved**, has the following information been documented?

- Withdrawal Date
- Departure date and Address (including City and State) of where the student moved, if known
- End Date for any Supplemental Programs listed
- Any Test Scores that might be available
- Was Move information documented on MSIX?

## SUMMER SCHOOL

- Are any students enrolled in any type (Migrant or other) **Summer School**?
  - If so, enroll as School Name or as "Parish" Migrant Program (if Migrant is funding the entire program)
  - Indicate "S" for type and correct grade
- Are all the services, that were provided to the student, listed in **Supplemental Services** area in MERIL2?
  - Does each service have a start date and end date?
  - Does each service have the number of hours that the student participated in the Service section?
  - Is each service marked **Y** - Migrant Funded or **N** – non Migrant Funded?

## PREPARATIONS FOR NEXT QUARTER

- Prepare to print and distribute the following to gather all information needed to enroll all students and begin the school year:
  - Mass Enrollment List
  - Needs Assessment
  - Supplemental Services Tracking Form

## 3<sup>rd</sup> Quarter Checklist

# 3<sup>RD</sup> QUARTER DATA CHECKLIST

This checklist is for the months of July through September

### SCHOOL AGE CHILDREN (ALL)

- Prepare to print and distribute the following to gather all information needed to enroll all students and begin the school year. **All information should be entered within 2 weeks of receiving.**
  - Mass Enrollment List
  - Needs Assessment
  - Supplemental Services Tracking Form
- Review all information on last year's students to ensure it is correct:
  - Withdrawal dates
  - Supplemental Services Reported
  - Test Data --- Have the scores been entered on the TESTS screen?
- Does every child have a LDOE Unique Identifying Number (given by the district) added to their Student Data in MERIL2? **VERY IMPORTANT!**
- Review all family lists for underage children, home schooled children and drop-outs.
  - These children **MUST** be re-certified as well – either at the beginning of school or on their Residency Date anniversary.

### SUMMER SCHOOL (IF APPLICABLE)

- Are students that were enrolled in any type (Migrant or other) **Summer School** properly withdrawn?
- Are all the services, that were provided to the student, listed in **Supplemental Services** area in MERIL2?
  - Does each service have a start date and end date?
  - Does each service have the number of hours that the student participated in the Service section?
  - Is each service marked **Y** - Migrant Funded or **N** – non Migrant Funded?

### ONGOING

- Are Monthly reports being run and checked for validity?

**For children that have moved, has the following information been documented?**

- Withdrawal Date
- Departure date and Address (including City and State) of where the student moved, if known
- End Date for any Supplemental Programs listed
- Any Test Scores that might be available
- Was Move information documented on MSIX?
  - Is each service marked **Y** - Migrant Funded or **N** – non Migrant Funded?

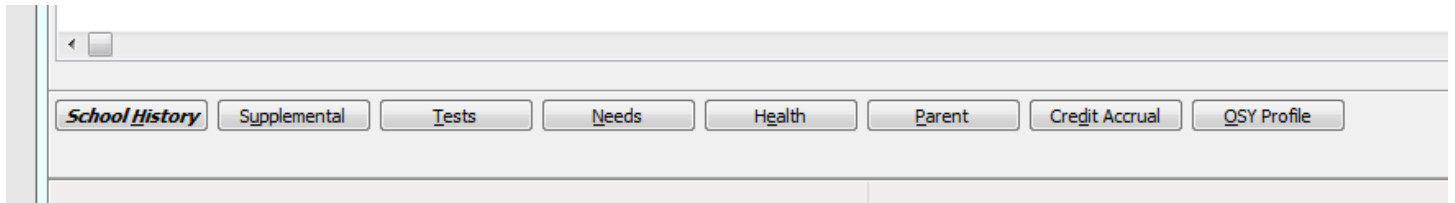
# 4<sup>th</sup> Quarter Checklist

**Insert fourth quarter**



## **WORKING IN MERIL2**

MERIL2 is organized in sections. Each section has tabs. Each tab includes a screen in which data is entered.



Data Specialists enter information in the Student Data Section of MERIL2.

### **STUDENT DATA SECTION**

TAB #	Purpose
1	School History
2	Supplemental Services
3	Test Data
4	Student Needs
5	Health
6	Parent Data
7	Credit Accrual

### **MINIMUM DATA ELEMENTS**

Minimum Data Elements (MDEs) are data fields that States must collect and maintain in their migrant student databases in order to transfer that data to other States via MSIX. Most tabs require the input of Minimum Data Elements (MDEs). MDEs will be highlighted in **red** throughout this document. A chart describing the MSIX MDEs is included in Appendix 1.

Following are descriptions of the information included on each screen and the data that must be entered.



## DEFINITION OF STUDENT HISTORY FIELDS

The School History screen is the first tab in the Student Data section.

Fields	Description
<b>NOTE: ALL AREAS IN RED ARE MSIX MDEs</b>	
<b>SCHOOL NAME</b>	The full or popularly accepted name of a school (or MEP project providing educational and/or education-related services) in which the students are enrolled. <ul style="list-style-type: none"> <li>• <b>SCHOOL ID:</b> A code that is automated from the facility table.</li> <li>• <b>ADVOCATE:</b> Staff member working with student that could answer questions pertaining to the student.</li> </ul>
<b>DISTRICT OF RESIDENCE</b>	The school district where the migrant student resides.
<b>ENROLLMENT DATE</b>	The month, day and year on which a student is enrolled in a school/MEP project.
<b>WITHDRAWAL DATE</b>	The end of the school term or the day the student departs the school district.
<b>TYPE OF ENROLLMENT</b>	<ul style="list-style-type: none"> <li>• R – Regular School Enrollment</li> <li>• P – Participant</li> <li>• N – Non=Participant</li> <li>• S – Summer Service</li> </ul>
<b>GRADE</b>	<ul style="list-style-type: none"> <li>• <b>K to 12</b> – Grade placement for children attending school</li> <li>• <b>P0 thru P5</b> – Preschool age children that ARE NOT enrolled in Kindergarten, i.e. P=preschool, x = years of age*<i>If child is in an authorized PreK program (P4 or P5) the name of the school will be listed. Otherwise the MEP project will be listed.</i></li> <li>• <b>OS</b> – Out of School Youth (OSY), including Drop Outs</li> <li>• <b>UG</b> – Ungraded, including children in Special Education, Vocational Education and Home-Schooled children</li> </ul>



<b>DAYS ENROLLED and DAYS PRESENT</b>	<b>This section is not used</b>
<b>MEDICAL ALERT</b>	Indicator alerting of a medical/health condition. <ul style="list-style-type: none"> <li>• Chronic (long term)</li> <li>• Acute (short term)</li> <li>• None</li> </ul>
<b>IMMUNIZATION INDICATOR</b>	Indicates whether the school or MEP has immunization records on file for the student. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>ALGEBRA 1 INDICATOR</b> <b>All 8-12 graders should have this box completed!</b>	Indicates whether the student has received full credit in a mathematics course that is Algebra 1 or its equivalent. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>OUT OF STATE TRANSCRIPT (OOS TRANSCRIPT)</b>	Indicates that a State has student transcripts from a State or country that is not their own. It highlights that <u>additional course history information NOT contained in MSIX is available to assist in making credit accrual decisions</u> This is for students in grades 9-12. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>CONTINUATION OF SERVICES</b>	<i>(Please see extended details under Continuation of Services)</i> If the student is served beyond the Eligibility Date, choose from the drop-down list. The choices are: <ul style="list-style-type: none"> <li>• 01 -Providing Services for duration of term</li> <li>• 02-Providing Services for additional year</li> <li>• 03-Serving Secondary students through Credit Accrual Programs</li> </ul>
<b>RESIDENCY DATE (Automatically populated)</b>	This is automatically populated based on the date entered on the COE and/or the recertification date on the COE.
<b>RESIDENCY VERIFICATION DATE</b>	The annual date of verifying that a student is still here.
<b>TERMINATION CODE</b>	This is automatically populated based on COE information <ul style="list-style-type: none"> <li>• A – Age</li> <li>• D – Deceased</li> <li>• E – End of Eligibility</li> <li>• R – High School Equivalency Diploma</li> <li>• G – Graduated</li> <li>• M – Moved</li> <li>• N – Non-Migrant</li> </ul>
<b>TERMINATION TYPE DATE:</b>	This date is automatically populated using either the qualifying arrival date or the birth date. It can be manually manipulated if a child moves, graduates or receives their HSED.
<b>DROP OUT</b>	Indicates if the child is a drop out (within the United States). <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>





<b>LAST GRADE</b>	This is used to show the last grade attended and is only used for Drop Outs and OSY.
<b>DEPARTURE DATE, ADDRESS, CITY AND STATE</b>	If known, this information should be entered for each child that moves.
<b>LOUISIANA COMMENTS</b>	This should be a brief comment used to inform other statewide staff of any issues or needs.
<b>MSIX COMMENTS</b>	These brief comments should be used to inform other states of any vital information.



## SUPPLEMENTAL SERVICES

**Supplemental Programs**

Program	Code	Start Date	End Date	Hours	Migrant Funded
Health	120	10/15/2016	10/15/2016		Y
Description If Other					

The Supplemental Services screen is the second tab in the Student Data section.

School History **Supplemental** Tests Needs Health Parent Credit Accrual OSY Profile

### Background

This is the area that you record the direct and support services that are provided to the student during a given enrollment period. Services are those educational or education-related activities that:

1. directly benefit a Migrant child;
2. address a need of a Migrant child consistent with the state education agency's (SEA)s Comprehensive Needs Assessment (CNA) and Service Delivery Plan (SDP);
3. are grounded in scientifically based research or, in the case of support services, are a generally accepted practice;
4. are designed to enable the program to meet its Measurable Program Outcomes and contribute to the achievement of the State's Performance Targets.

By tracking Supplemental Services provided to Migrant children, the state is able to report requirements and continually improve the program. Using the findings from the CNA, the state develops an SDP with the goal to address the needs of migrant children

Services are reported separately for the regular school year and the summer. Make sure services entries are made in the appropriate period.

	Description
<b>PROGRAM FIELD</b>	Select the appropriate program from the drop-down menu.
<b>CODE</b> (Automatically)	This area will be automatically populated, according to the selection in Program Field. TAB past this field
<b>START DATE</b>	MERIL2 will automatically populate this area from the Enrollment Date from the affiliated School History line selected. This can be changed to a date that is between the Enrollment Date and Withdrawal Date for the selected line.
<b>END DATE</b>	MERIL2 will automatically populate this area from the Withdraw Date from the affiliated School History line selected (if applicable). This can be changed to a date that is between the Enrollment Date and Withdrawal Date for the selected line.
<b>HOURS</b>	Enter the hours that the service was received.



<b>MIGRANT FUNDED</b>	IF Migrant funds are used for the support or instructional service provided, choose "Y" for Yes.
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## ACTIVE SUPPLEMENTAL SERVICES WITH CODES

SP CODE	SP TEXT	REPORT GROUP	NEEDS DESCRIPTION
<b>100</b>	Reading Tutor (Certified)	Reading	
<b>101</b>	Mathematics Tutor (Certified)	Math	
<b>102</b>	Social Studies Tutor (Certified)	Instructional	
<b>103</b>	Science Tutor (Certified)	Instructional	
<b>104</b>	Other Instructional (by Para)	Instructional	Y
<b>104A</b>	ELA (by Para)	Instructional	
<b>104B</b>	Math Instruction (by Para)	Instructional	
<b>105</b>	Computer/Tech Instructional Support	Instructional	
<b>106</b>	Instructional Technology	Support Service	
<b>107</b>	Instructional Materials	Support Service	
<b>109</b>	School Services Support	Support Service	
<b>110</b>	In-home Early Childhood Support	Support Service	
<b>111</b>	Translation Services	Support Service	
<b>113</b>	Test and/or Program Fees	Support Service	
<b>118</b>	Counseling	*Referral	
<b>120</b>	Health (Vision, Dental, Nutrition, etc.)	Support or *Referral	
<b>121</b>	Dental	Support or *Referral	
<b>122</b>	Transportation	Support or *Referral	
<b>126</b>	Referred AND Received	Support or *Referral	Y
Note: <b>SP Code 126</b> should be used for all Referrals not listed			

*\* In order for any Referrals to be considered as a Service, a follow up must be conducted and documented.*



## TEST DATA

**Test Data**

Name  Code  Score  Date (MM/YYYY)  Interpretation

+ - ✓ ✕

Test Name	Enroll Date	Withdraw Date	Type	Grade	Facility Name
	9/27/2016		P	OS	MADISON MIGRANT PROGRAM

The Tests screen is the third tab in the Student Data section.

School History Supplemental **Tests** Needs Health Parent Credit Accrual OSY Profile

***ALL STUDENTS IN SCHOOL WITH ASSESSMENT INFORMATION MUST HAVE TEST NAME, SCORE, DATE AND INTERPRETATION.***

### Background:

In this area you record the testing information that the student completed during a given enrollment period.

- The school history is automatically populated.
- A colored bar will high-light which line you are reporting in.
- It is important to pay attention to which school history line you are reporting for.

FIELDS	Description
<b>NOTE: ALL AREAS IN RED ARE MSIX MDEs</b>	
<b>TEST NAME</b>	The title or description, including a form number, that identifies a particular assessment. These may be selected from the drop-down list provided.
<b>CODE (Automatically populated)</b>	This field is automatically populated according to the Test Name selected. Tab through this.
<b>SCORE</b>	A score of the performance on an assessment.
<b>DATE</b>	The month and year on which the assessment was administered. Format is MM/YYYY
<b>INTERPRETATION</b>	The assessment proficiency level attributed to the Score Results. <ul style="list-style-type: none"> <li>• Emerging</li> <li>• Proficient</li> <li>• Progressing</li> </ul>



## **ACTIVE TESTS**

<b>TEST CODE</b>	<b>TEST NAME</b>	<b>INTERPRETATIONS</b>
<b>05111</b>	ACT	Scores Only
<b>05115</b>	ELPT	Emerging, Progressing, Proficient
<b>03903</b>	End of Course – Biology	Needs Improvement, Fair, Good, Excellent
<b>03904</b>	End of Course – English III	Needs Improvement, Fair, Good, Excellent
<b>03905</b>	End of Course – U S History	Needs Improvement, Fair, Good, Excellent
<b>05113</b>	LAA1 – Science, Grades 4, 8, & 11	Working toward Standards, Meets Standards, Exceeds
<b>05101</b>	LEAP 2025 High School Algebra I	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05106</b>	LEAP 2025 High School Biology	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05103</b>	LEAP 2025 High School English I	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05105</b>	LEAP 2025 High School English II	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05102</b>	LEAP 2025 High School Geometry	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05104</b>	LEAP 2025 High School U S History	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05107</b>	LEAP 2025 Summative Grades 3-8 ELA	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05108</b>	LEAP 2025 Summative Grades 3-8 Math	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05109</b>	LEAP 2025 Summative Grades 3-8 Science	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05110</b>	LEAP 2025 Summative Grades 3-8 Social Studies	Approaching Basic, Unsatisfactory, Basic, Mastery, Advanced
<b>05112</b>	LEAP Connect – Grade 3-8, 11 ELA	Levels 1 thru 4
<b>05116</b>	LEAP Connect – Grade 3-8, 11 Math	Levels 1 thru 4



# STUDENT NEEDS

**Student Needs** Advocate  Assessment Date

Criterion #1 - Has made a qualifying move within previous 1-year period (enroll date within 1 Yr of QAD)  
 QAD: 7/28/2018 Enroll Date: 8/9/2018

Criterion #2 - Are failing or at most risk of failing to meet state standard or have dropped out of school (#10)

1. Not scoring at proficient or passing most recent state Assessment

2. English Learners (EL)

3a. Has D or F in : ELA

3b. Has D or F in : Math

3c. Has D or F in : Science

3d. Has D or F in : Social Studies

4 Below grade level on K-3 reading diagnostic

Criterion #2 Continued \* Denotes Read Only Calculated Field

5. Pre-K w/below proficient readiness evaluation

6. Over aged for grade or retained

7. Has Ind Education Plan (IEP), Ind Family Service Plan (IFSP), or Early Steps

8. Homelessness Indicator (District)

9. In Foster Care System

\*  10. Drop out of LA school during current or previous regular school year

11. Age 0-5 not enrolled in early childhood program

12. Excessive absences

13. No Needs Identified (does not count for PFS)

\*  Priority for Service

Enroll Date	Withdraw Date	Type	Grade	Facility Name	District Name	Facility ID	LQMDATE	Res Date	Status	Days Enr	Days Pres
8/6/2019		P	09	VERMILION MIGRANT PROGRAM	VERMILION MIGRANT PROGRAM	LACRJZ		7/11/2019			

The Student Needs screen is the fourth tab in the Student Data section.



***THIS FORM IS TO BE COMPLETED AT THE BEGINNING OF THE STUDENT'S ENROLLMENT IN SCHOOL.***

### Background

- The Needs Assessment should be completed for all students Preschool (#11) through 12<sup>th</sup> grade.
- Only one form should be associated with the school history line.
- This assessment should be completed within **two weeks** of the child's enrollment in school.
- This information is given by the person that has contact with the child, such as an advocate or teacher.

	<b>Description</b>
<b>ADVOCATE</b>	Enter the name of the person <b>that assessed</b> the student.
<b>ASSESSMENT DATE</b>	Enter the date that the assessment was performed.
<b>QUALIFYING ARRIVAL DATE (QAD) (Automatically populated)</b>	This area will be automatically populated and checked, if applicable.
<b>Questions 1-13*</b> <i>Note: Question 10 and PFS are calculated through MERIL2</i>	These questions, along with the QAD section, are the basis for determining if the student is PFS (Priority for Service). PFS children must get top priority.



# HEALTH

**Health Data**

	Date	Results
Vision	11/ 7/17	PASS
Hearing	11/7/2017	PASS
Physical Exam		
TB Skin Test		
(DTP) Diphtheria, Tetanus, Pertussis (OPV) or (IPV) Polio Vaccine		
(MMR) Measles, Mumps, Rubella		
(HIB) Haemophilus influenzae b		
(HBV) Hepatitis B Vaccine		
(HAV) Hepatitis A Vaccine		
(FLU) Influenza Vaccine		
(PCV7) Pneumovax/valent pneumococcal Vaccine		
(RSV) Respiratory Syneytial Virus Vaccine		
(Smallpox) Smallpox Vaccine		
(Td) Adult Type Tetanus and Diphtheria Vaccine		
(Var) Varicella Vaccine - Chicken Pox		

The Health screen is the fifth tab in the Student Data section.

Tests / Medical Alert /

[School History](#)
[Supplemental](#)
[Tests](#)
[Needs](#)
[Health](#)
[Parent](#)
[Credit Accrual](#)
[QSY Profile](#)

This information is optional but could be helpful if the child moved to another district.





## PARENT DATA

**Current Parent Data**

**Male**

Last Name  First Name  Cell Phone 1

**Female**

Last Name  First Name  Cell Phone 2

**Current Address**

Address  City  State  Zip

106 VAUTROT ROAD LOT 12 SUNSET LA 70584

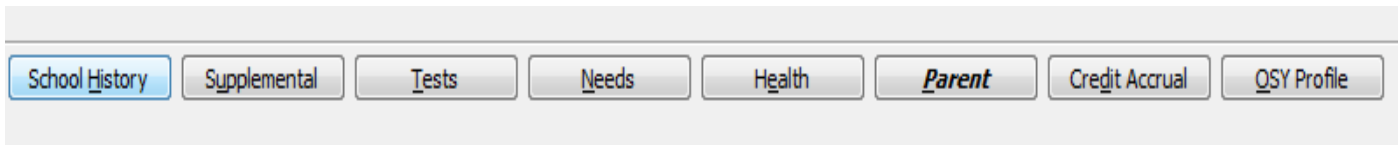
**Mailing Address**

Address  City  State  Zip

142 VAUTROT ROAD SUNSET LA 70584

Phone  Email

The Parent screen is the sixth tab in the Student Data section.



*This information is populated at the time the record is generated in MERIL2.*

### Background

The main reasons to use this screen:

- To update an address for the family, including phone numbers;
- To separate a family when some students go with one parent and some with another parent;
- To maintain mailing label information by family.



## CREDIT ACCRUAL

**Course History**

Subject  Course Name  Course Type  Course Section  Term Type

School Year  Clock Hours  Grade To Date  Credits Granted  Final Grade

For Partial Credit  Completed Courses Only

Subject	Course	Year	Course Type	Enroll	Withdraw	Type	Gr	Facility
				9/27/2016		P		OS MADISON MIGRANT PROGRAM

The Credit Accrual screen is the seventh tab in the Student Data section.

School History Supplemental Tests Needs Health Parent **Credit Accrual** QSY Profile

This screen is used to record the course history of students in grades 9-12.

FIELDS	Description
<b>Note: ALL AREAS IN RED ARE MSIX MDEs</b>	
<b>SUBJECT</b>	The name of the subject area (e.g. History, English, etc.) that corresponds to the course title.
<b>COURSE NAME</b>	The name of a course (e.g. Problems in Democracy, Art I, Algebra, etc.)
<b>COURSE TYPE</b>	An indication of the general nature and difficulty of instruction provided throughout a course. The choices are: <ol style="list-style-type: none"> <li>1. REGULAR: A course providing instructions (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.</li> <li>2. HONORS: An advanced level course designed for students who have earned honors status according to educational requirements.</li> <li>3. PRE-ADVANCED: A course in preparation to admission to an Advanced Placement (AP) Program.</li> <li>4. ADVANCED PLACEMENT: An advanced, college-level course designed for students who achieve specific levels of academic performance. Upon successful completion of the course and a standardized AP examination, a student may receive college credit.</li> <li>5. INTERNATIONAL BACCALAUREATE: A program of study sponsored and designed by International Baccalaureate Organization and meets the needs of secondary students between the ages of 16 and 19 years.</li> <li>6. NOT APPLICABLE</li> <li>7. OTHER</li> </ol>



<b>COURSE SECTION</b>	The prescribed duration of the course taken. The choices are: <ol style="list-style-type: none"> <li>1. FULL YEAR</li> <li>2. SECTION A: The first of two equal segments into which the course is divided.</li> <li>3. SECTION B: The second of two equal segments into which the course is divided.</li> </ol>
<b>TERM TYPE</b>	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or educational institution. The choices are: <ol style="list-style-type: none"> <li>1. Full School Year</li> <li>2. Intersession</li> <li>3. Long Session</li> <li>4. Mini-Term</li> <li>5. Other</li> <li>6. Quarter</li> <li>7. Quinmester</li> <li>8. Semester</li> <li>9. Summer Term</li> <li>10. Trimester</li> <li>11. Twelve months</li> </ol>
<b>SCHOOL YEAR</b>	Academic year in which the student last attended the course
<b>CLOCK HOURS</b>	For courses that have NOT been completed (or credit granted), the number of clock hours, to date, the student has completed. If possible, enter the hours completed by the student at the time of departure.
<b>GRADE TO DATE</b>	For courses that have NOT been completed (or credit granted), a score indicating student performance for the grade-to-date that the student completed at the time of withdrawal.
<b>CREDITS GRANTED</b>	The credits granted to the student for completing a given course or a section of a course (e.g. 1.0, 0.50).
<b>FINAL GRADE</b>	For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal, as submitted by the instructor.



## CONTINUATION OF SERVICES (COS)

When a child's regular eligibility ends, services can continue under the following circumstances:

1. A child who ceases to be a migratory child during a school term SHALL be eligible for services until the end of such term;
2. A child who is no long a migratory child may continue to receive services for 1 addition school year, but only if comparable services are not available through other programs;
3. Secondary school students who were eligible for services may continue to be served through Credit Accrual Programs until graduation.

*Only Migrant Students who have received services at some point during their 36 months of eligibility may continue to receive services.*

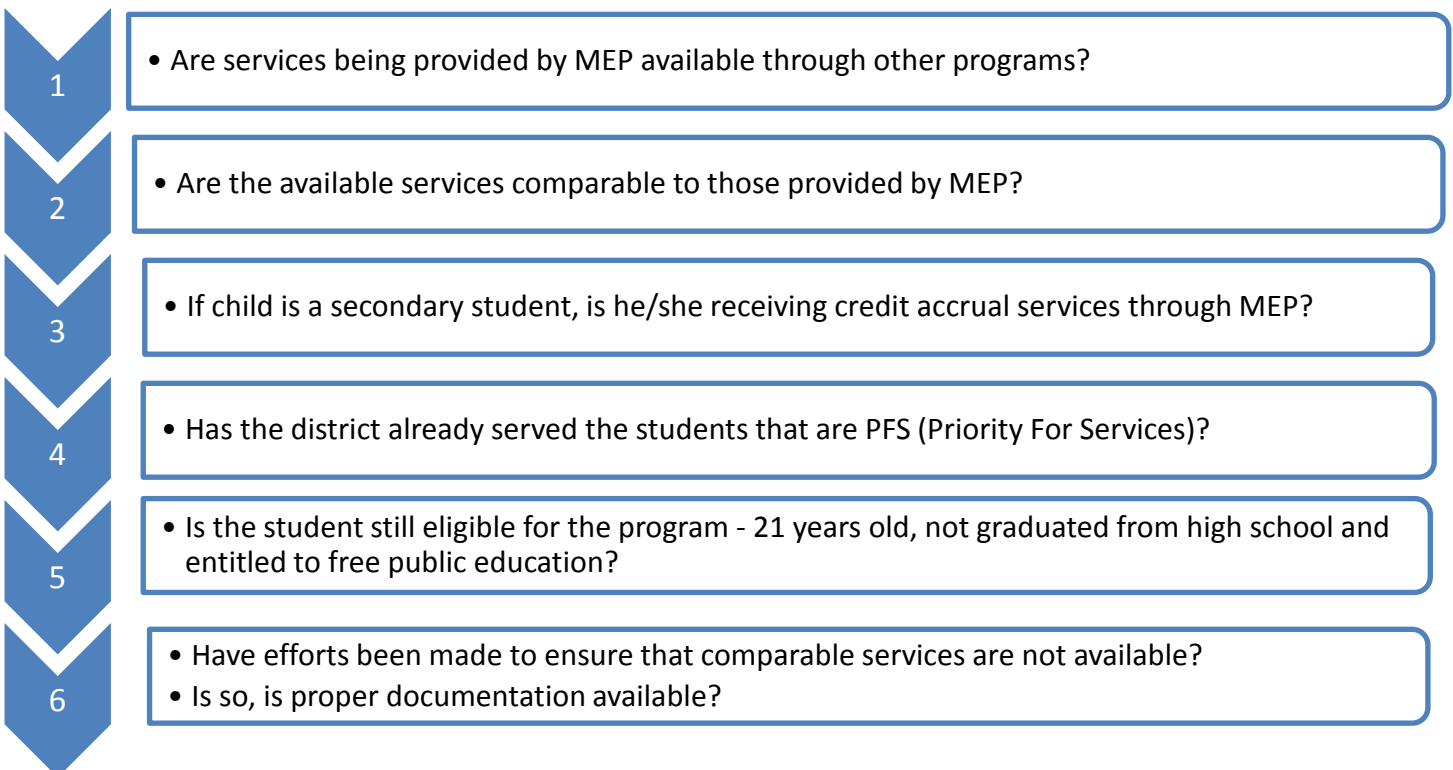
### COS DOCUMENTATION PROCEDURE

From the reports menu, generate an End of Eligibility (EOE) report to identify which students may qualify for COS.

If it is determined that a student will receive continued services:

1. Complete the termination field on the School History tab
2. At the top of the School History, choose applicable COS code

### FACTORS TO CONSIDER IN DETERMINING COS





## **DATA PROBLEMS – PROTOCOL**

In order to speedily solve any data problems, please provide the following information, when requesting assistance:

1. What **DATA ENGINE** are you using? (MERIL2, WebSnap, MSIX)
2. What **EQUIPMENT** are you using? (Desktop or Tablet)
3. If problem involves a report, what **REPORT** are you running?
4. What is the exact problem?

If possible, **SCREEN SHOT** the actual problem and email the information.



## **MERIL2 DATA ENTRY PROCESS**

### **Views**

- COE View contains COE Data
- Student View contains Student Data

### **Searching**

- Search for a single student
  - Press the Search button to open the Student Search
  - On the Key Data tab, enter the student's data and press the Do Search for Child button
  - Results will be displayed in the grid, select the desired student and press Select Child or simply double click on the desired student
- Use the Student List function to create a list of students for data entry
  - Press the Search button to open the Student Search
  - Search for your student and press the Add to List button.
  - To use the list, press the Use List button on the Student List tab. You can now navigate through your list using the navigation buttons.
  - To clear the list, press the Clear list button on the Student List tab of the Search window.

### **Entering Data**

- Press the Plus Button [+] to create a new record.
- Much of your data is associated with a specific enrollment. For these records, you must first select the enrollment during which the event (service, test, needs assessment, course) occurs, then press the Plus Button [+] to create the new record
  - Supplemental Programs represent the services that a student receives
  - Test Data represents the state tests/assessments with which a student was assessed
  - Student Needs represents a student's needs assessment
  - Parent data represents a student's current family information
  - Credit Accrual represents courses in which a high school student accrued credit

### **Snap Reports** *(A more comprehensive guide will follow) See Appendix D for selections.*

- Go to the Reports Menu and select Snap Reports.
- Quick directions to run a snap Report:
  - Select the name of the report you'd like to run
  - Enter any desired filters
  - Enter your Start Date and End Date, if requested
  - Press the Run Report Button



### **Sending and Receiving Data**

- Under Procedures Menu, select Upload Changes
- System will check for Upgrades – If updates are available, follow the screens as prompted.
- Press the Begin Upload button
- When done, an “Upload Complete” message will display; Press OK
- Press “Close” button to close

### **Using the COE Log**

- When a user completes a step of the process, it records:
  - User
  - Date and Time
  - Any Comment entered by the User
- Provides a record of the COE process
- Provides communication record between users; must be used if rejected

### **Navigation Buttons**

- [|<] First COE
- [ < ] Previous COE
- [ > ] Next COE
- [>|] Last COE
- [ + ] Add/Create a New COE
- [ – ] Delete a COE
- [ ✓ ] Save Changes (many actions auto-save)
- [ x ] Cancel Changes (can’t cancel after certain actions that save)
- Note: Changing Screens Saves Changes









## APPENDIX A LOUISIANA MEP WEBSITE

The following links and materials can be found on our website:















**[louisianamigrantidr.com](http://louisianamigrantidr.com)**

### **Under DATA REPORTING:**

-  **DATA SHARING AGREEMENT WITH SUNY/ESCORT**
-  **MIS 2000 User Manual:** Located under “Helpful Data Links” (this manual goes in-depth into the MIS 2000 system – the basis for MERIL2). It is not hard to understand, and many questions can be answered through this material.
-  **MSIX POLICIES AND PROCEDURES:** Located under “Training Guides” and includes user applications.
-  **TRAINING GUIDES** – both past and present
-  **QUARTERLY CHECKLISTS**
-  **HELPFUL DATA LINKS** – tutorials and recorded webinars

### **Under DOCUMENTS:**

All documents are pdf or docx and can be extremely helpful

-  **STATE TRAINING MATERIAL**
-  **FREQUENTLY ASKED QUESTIONS PERTAINING TO ID&R**
-  **ID&R ELIGIBILITY, PLANNING, RECRUITMENT TOOLS AND TRAININGS**
-  **LEGISLATION & POLICIES**
-  **LA MEP CONTINUOUS IMPROVEMENT CYCLE**
-  **MERIL2 COE COMPLETION INSTRUCTIONS**
-  **MERIL2 DATA REPORTING** (much if this is covered under DATA REPORTING)
-  **MSIX**
-  **MINI-LESSON CARDS FOR OSY**
-  **NEW RECRUITER TRAINING MATERIALS AND POWERPOINTS**
-  **PARENTAL INVOLVEMENT AND PARENT ADVISORY COUNCIL (PAC) INFORMATION**
-  **QUALITY CONTROL POLICIES AND PROCEDURES**
-  **SECURITY DOCUMENTS**
-  **TRAININGS AND PRESENTATIONS**





## APPENDIX B MSIX MINIMUM DATA ELEMENTS

Data Element		Definition	Values	Additional Information/ Business Rules	Data Type/Length
1	MSIX Identification Number	A unique, system generated identification number assigned to identify a migrant child's consolidated record.	Unique 12-digit numeric value, system assigned.	Uniquely identifies one and only one student's consolidated file.	Number (12)
2	State Student Identifier	A unique identification number assigned to a child by a State.	Any combination of letters and/or numbers of 15-digits or less that will uniquely retrieve only one child in the State.		Character (15)
3	State Student Identifier Type	Identifies the origin of the State Student Identifier.	01 State-assigned unique ID Number; 02 State Migrant Education Program Assigned Unique ID number		Char (2)
4	First Name	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free text		Alpha (30)
5	Middle Name	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free text		Alpha (30)
6	Last Name 1	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	Free text		Alpha (30)
7	Last Name 2	If appropriate, child's legal last name (maternal). If child has multiple or hyphenated last name, contains the second part.	Free text		Alpha (30)
8	Suffix	An appendage, if any, used to denote a child's generation in his family (e.g., Jr., Sr., III, 3rd).	Free text		Char (10)
9	Sex	The concept describing the biological traits that distinguish the males and females of a species.	Female; Male		Char (6)
10	Birth Date	The month, day, and year on which a child was born.			Valid date format-- YYYYMMDD
11	Multiple Birth Flag	Indicates if child is a twin, triplet, etc.	Yes; No		Y or N
12	Birth City	The name of the city in which the child was born.	Free text		Char (30)



## APPENDIX C FERPA/PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) permits SEAs, LEAs, and other local operating agencies to use MSIX to exchange personally identifiable information (PII) from education records on migratory children, without written parental consent, so long as the information is used only for official MEP purposes in accordance with these Rules of Behavior.

See U.S. Department of Education *Memorandum to State Directors of Migrant Education* on FERPA and MSIX dated April 2, 2008, available at <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>. In addition, as a system of records under the federal Privacy Act, authorized users may use and disclose information from MSIX only for the “routine uses” published by the Department in its MSIX system of records notice, which allows disclosure to facilitate a student’s 1) participation in the MEP; 2) enrollment in school; 3) grade or course placement; 4) credit accrual; and 5) unique student match resolution. See 72 Fed. Reg. 68572-76 (Dec. 5, 2007). *No other disclosures of a student’s name or other personally identifiable information may be made from MSIX without the prior written consent of the parent or student.*

**\*\* IN ORDER TO OBTAIN DATA ON ANY MIGRANT STUDENT, YOU MUST FIRST READ AND SIGN THE LA DATA SECURITY POLICY LOCATED ON OUR WEBISTE UNDER DOCUMENTS → SECURITY DOCUMENTS.**



## APPENDIX D SNAP REPORTS

### SNAP Reports for Data

REPORT	OUTCOME
<b>Attendance Report</b>	A list of students active during the date range that you provide
<b>COE List by Recruiter</b>	A list of Accepted COEs with a COE Date during the date range that you provide
<b>Cumulative Needs Assessment Factor</b>	Counts of students by each needs assessment factor
<b>Cumulative Supplemental Services</b>	Counts of students by Supplemental Service and PFS factor
<b>Dropout – OSY Report</b>	A list of Dropout students and Out of School Youth
<b>Eligible Student List</b>	A list of students eligible during the date range that you provide
<b>End of Eligibility List</b>	A list of students whose eligibility ends during the date range that you provide
<b>Family List</b>	A list of families with students who are eligible and active during the date range that you provide
<b>Family List by Advocate</b>	A list of families with students who are eligible and active during the date range that you provide, grouped by Advocate
<b>High School Student List</b>	A list of students enrolled in high school during the date range that you provide
<b>Mass Enrollment List</b>	A form containing a list of students that may need to be re-enrolled grouped by school Distributed to advocates and/or recruiters to collect data about the students
<b>Mass Enrollment List by Advocate</b>	A form containing a list of students that may need to be re-enrolled grouped by advocate Distributed to advocates and/or recruiters to collect data about the students
<b>Mass Withdrawal List by School</b>	A form containing a list of students who were enrolled during the date range that you provide Distributed to advocates and/or recruiters to collect data about the students
<b>Master Student List</b>	A list of students eligible during the date range that you provide, sorted by district
<b>Master Student List by Grade</b>	A list of students eligible during the date range that you provide, sorted by grade
<b>Master Student List by Race</b>	A list of students eligible during the date range that you provide, sorted by race



<b>Master Student List by School</b>	A list of students eligible during the date range that you provide, sorted by school. Each school's list begins on a new page
<b>Master Student List by School (No Page Break)</b>	A list of students eligible during the date range that you provide, sorted by school Multiple schools will print on each page
<b>Migrant Student Profile</b>	A student profile report for students enrolled during the date range provided Includes Needs Assessment and Service data
<b>Priority for Service List</b>	A list of students who were PFS during the date range that you provide, sorted by district
<b>Priority for Service List by School</b>	A list of students who were PFS during the date range that you provide, sorted by school
<b>Random Student Sample</b>	Provides a random sample of students who were eligible during the date range provided.
<b>State Assessment Data</b>	A list of students with state assessment data entered for the date range that you provide.
<b>Student Needs Assessment</b>	A form distributed to advocates and/or recruiters to collect and record needs assessment evaluations
<b>Students with Ds or Fs</b>	A list of students with one or more final course grades of D or F
<b>Supplemental Services by Student</b>	A list of students with the services provided to them during the date range provided
<b>Supplemental Services Tracking Form</b>	A form distributed to advocates and/or recruiters to collect and record services provided to students



## APPENDIX E LA ACRONYMS

AYP	Adequate Yearly Progress
BAM	Born After the Move
CAMP	College Assistance Migrant Program
COE	Certificate of Eligibility
COS	Continuation of Services
CNA	Comprehensive Needs Assessment
CSPR	Consolidated State Performance Report
DES	Data Entry Specialist
ED	U.S. Department of Education
EDGAR	Education Department General Administrative Regulations
ELL	English Language Learner
ELP	English Language Proficient
ESL	English as a Second Language
EOE	End of Eligibility
ESEA	Elementary and Secondary Act of 1965, as amended
FERPA	Family Educational Rights and Privacy Act
GED	General Educational Development
HEP	High School Equivalency Program
HRSA	U.S. Department of Health, Resources and Services Administration
HISED	High School Equivalency Diploma
ICE	Immigration and Customs Enforcement
ID&R	Identification and Recruitment
INS	Immigration and Naturalization Service LDOE Louisiana Department of Education
LEA	Local Educational Agency
LOA	Local Operating Agency
MEP	Migrant Education Program
MERIL2	Migrant Education Records in Louisiana
MOU	Memorandum of Understanding
MS/EdD	Management Services for Education Data
NASDME	National Association of State Directors of Migrant Education
NASS	National Agricultural Statistics Service
NAWS	National Agricultural Workers Survey
NCLB	No Child Left Behind Act of 2001
NFJP	National Farmworker Jobs Program
OIG	Office of the Inspector General
OME	Office of Migrant Education
OSY	Out-of-School Youth
PAC	Parent Advisory Council
QAD	Qualifying Arrival Date
SDP	Service Delivery Plan
SEA	State Educational Agency
WIC	Women, Infants, and Children Program



## **SECTION 2**

# **“SNAP” REPORTS USING MERIL2 AND WEBSNAP**

**(in development)**