



# MT MEP FALL INSTITUTE

Title I, Part C Director  
and Data Analysts

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# UPDATES AND REMINDERS

- Personally identifiable information
- Reporting to OPI
- Federal reporting
- Procedures



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## PERSONALLY IDENTIFIABLE INFORMATION

- Students rights including FERPA
- Notifying employees of their rights and responsibilities
- See Handouts



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Review: regulating and safeguarding PII is a dominant issue that we must be cognitive with for all individuals (staff, students, family members, etc.) in the MEP.

Pass out Handouts and Review-  
cover the following guidelines:

1. An employee will report to the employee's supervisor any actual or suspected unauthorized access to, or release of confidential student data to the employee's supervisor. (The supervisor will review MCA §§ 2-6-1501 through 1503, to ensure that, in the event of a breach of confidential data, all necessary steps are taken, and notifications made.)
2. An employee will be granted access to only the level of information required by his or her job duties.
3. An employee will provide confidential information only to persons who are authorized to receive the information.
4. To ensure confidential information is not visible to unauthorized persons, each employee must:
  - i. clear information from the computer screen when not being used or minimizing applications when away from the workspace or when approached by an unauthorized person
  - ii. protect visibility of reports and computer monitors when displaying confidential information;
  - iii. lock or shutdown workstations when left unattended;
  - iv. store electronic data in a password protected, secure location only accessible by the authorized entity;
  - v. encrypt email containing PII, or use a file transfer process, and
  - vi. store reports, forms and correspondence containing confidential student information in a locked drawer or file cabinet when away from the work place.
5. Confidential information should not be emailed or faxed. If confidential information is received by email, it should be deleted.
6. Verbal conversations regarding confidential information must only be with authorized personnel, should use as little identifying information as possible, and be conducted in a manner and setting that minimizes the amount of the conversation that can be overheard by other individuals.

## UPDATES: REPORTING TO OPI

- Time and effort
- District Proposals
- Procurement procedures
  - New MEP property or equipment form
- Driving logs



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The OPI has added to its yearly training for participating districts information on **proper time and effort reporting**. Districts will be required to submit on a quarterly basis time and effort reports and/or after action reports to demonstrate that MEP funded staff are working to advance program objectives.

### **District Proposals:**

Districts will be required to bring a proposal for services which should include a scope of work, and estimated travel costs, employee salaries and benefits, and other items to meet programmatic goals. This will be used as the basis for negotiating the district MEP allocation.

Allocations for OPI Title I Part C MEP sub- recipients will be negotiated using the required four factors of consideration: (1) numbers of children identified, (2) numbers of PFS children identified, (3) the needs of children as evidenced in the SEA's Comprehensive Needs Assessment derived from Data Collection Activities provided through MEP- funded field staff and parent consultation (4) and, the availability of other federal, state, or local funds. LOAs/LEAs must specify in their Egrant application the scope of services to be provided, including special projects such as Consortia Incentive Grant activities, PAC and parent engagement activities, and services delivery provisions including but not limited to, direct supplemental educational and supportive services carried out by teachers and/tutors and trained outreach field staff necessary and as recommended in the MT Service Delivery Plan. IDR activities, including quality control activities such as COE approval by an SEA Designee and Data Administrative Services such a timely reconciliation of merge notifications, follow-up of move to/from notification, the collection of required MDEs related to secondary coursework are required by OME and are done throughout the year by trained staff whose MEP funding is based on the estimated time and effort required for completion of these tasks, required documentation and proper budgeting procedures.

Hand out the **Property/equipment form** and discuss.

The OPI will require quarterly **driving logs** from participating MEP districts. These logs will be reviewed by the MEP director, and if further evidence is warranted, the district will provide further documentation to justify equipment use. Each trip will be broken down according to date, primary starting location, destination, and a return to the initial starting point. The driver will write down all mileage and the purpose of the trip. The driver will also list the appropriate budget code

## UPDATES: FEDERAL REPORTING

- MDE's
- EdFacts
- CSPR
- GEPRA
- CNA



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New File spect for MEP files due in January 2024 for PP 22-23. Include breakout of COS data.

## UPDATES: PROCEDURES

- District Responsibilities: Parent Advisory Council (PAC) requirements
- MT-MIS 2000 Updated manual
- Service Delivery plan



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Go over information on the importance of family engagement and related activities in addition to the federal requirements of the migratory **Parent Advisory Council (PAC)**.

**Note** Districts will be required to demonstrate to the OPI the dates of the meetings, agendas, sign-in sheets, and minutes. These will be provided at the end of the program year. Participating districts will be required to have a minimum of three PAC meetings during the year. The final meeting will include the evaluation of the program. Should participation numbers be inadequate, the districts will be required to update outreach formats to increase involvement. The date of first PAC meeting will take place **The OPI will submit evidence of this meeting after it has taken place.**

Review the updates made to the MIS Manual. COS 01, eCOE, electronic signature, all MDE's (highlight again the secondary school credit MDE's).

Review SDP

# OPI MEP DATA

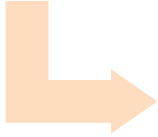
- Counts
- Public schools
- Demographics
- Risk factors
- Student achievement
- Services



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All Migrant students

• Known as **Total Enrollment**: \_\_\_\_\_



Category 1 students

• Receive Federal Funding for \_\_\_\_\_



Public School Students

• \_\_\_\_\_

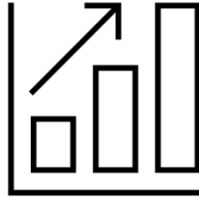


Note all data is preliminary! Official counts will be after November 11

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# HOW HAS OUR COUNT CHANGED OVER THE YEARS?



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# WHAT COUNTIES HAVE THE MOST MIGRANT STUDENTS?

Students attend schools in 32 different Counties across our state.  
Top 10 include:

County name	Migrant Students



Insert Map of MT



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# WHO ARE OUR MIGRANT STUDENTS?

Race	Migrant Students
White	
American Indian or Alaska Native	
Hispanic/Latino	
Asian	
Two or more races	
Native Hawaiian or Other Pacific Islander	
Black or African American	

Gender	Migrant Students
Male	
Female	

Primary Language	Migrant students
English	
German	
Hmong	
Spanish	



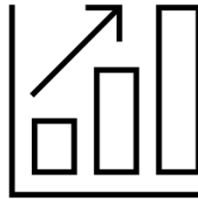
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# WHAT GRADES ARE THEY IN?



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WHAT ARE SOME OF THE RISK FACTORS THAT EFFECT OUR STUDENTS?



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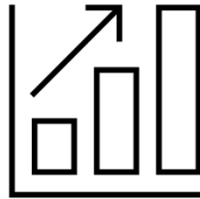
# HOW IS THEIR ATTENDANCE?



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# HOW DID OUR STUDENTS DO COMPARED TO LAST YEAR?



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# HOW DID THEY DO ON THE STATE ASSESSMENTS?

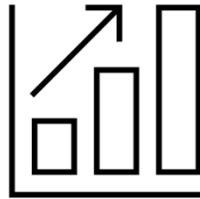


There were \_\_\_\_ migrant students who took the test this year. About \_\_\_\_ more than last year.



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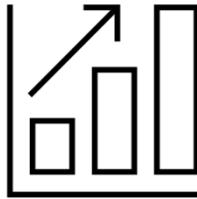
# HOW DID THEY DO IN SUBJECT AREAS BY GRADE?



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# DID OUR STUDENTS TAKE THE ENGLISH LEARNERS ASSESSMENT?

Yes \_\_\_ of our migrant students took the test!



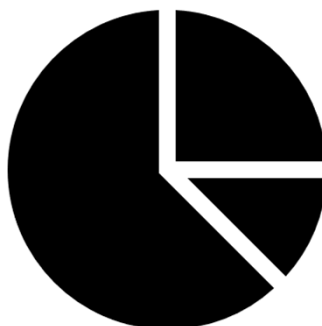
Proficient



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# ARE THE STUDENTS PASSING ALGEBRA I BY THE END OF 10<sup>TH</sup> GRADE?

\_\_\_ out of the \_\_\_ total students have.



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# WHAT SERVICES WERE PROVIDED DURING THE PERFORMANCE PERIOD?

Project name	Total category 2	Instuction	Reading	Math	HS credit	Support	Counseling
FROMBERG MIGRANT PROGRAM							
HUNTLEY PROJECT							
Missoula/Hellgate							
POLSON MIGRANT PROGRAM							
PROJECT MASTERY							
Grand Total							



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