

Documenting each step of the data entry process for the Montana Migrant Education Program in the state specific migrant data base.

MIS 2000

MT Training/User Manual

Updated: March 2023

MT Office of Public Instruction Data Analyst,
Amber Buchanan

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MIS2000- Introduction

The general sight: [MIS2000 \(msedd.com\)](http://msedd.com)

The MT DEMO site used for training [Montana Migrant \(msedd.com\)](http://Montana Migrant (msedd.com))

Logging on to the site: [Montana Migrant \(msedd.com\)](http://Montana Migrant (msedd.com))

If you need help email/call Amber Buchanan, DJ QuirinMai or Skip White. MIS2000 doesn't really have a "Help Desk" but you can reach out to Marcy Trogdon mtrogdon@msedd.com for additional support.

1. DJ OPI phone 406-444-4434 and email DJ.QuirinMai@mt.gov
2. Amber OPI phone 406.444.2736 and email Abuchanan2@mt.gov

NOTE: Any data displayed is fake PII taken from the mis2000 demo data used for training. If newly added functions don't appear on the Demo site all PII will be blacked out.

MONTANA
Migrant Education Program Services

Welcome, demo@msedd.com | Your Account | Sign Out
Suggestion Box

Choose Facility

Home Reports Admin Resources Help

Search

Search School Year 21/22 Enrolled Active Only

students coes lists

Page size: 20 878 items in 44 pages

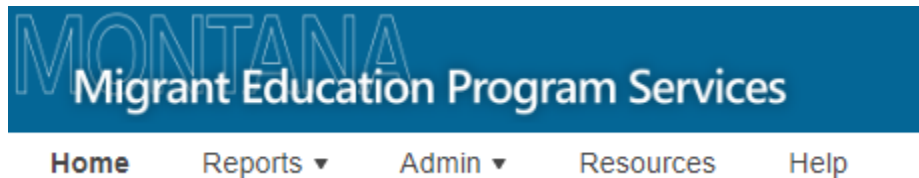
	Student ID	Last	First	Middle	DOB	MSIX	
>	01243104TMZ	ALSTON	RICHARD		8/2/04	180329968002	≡
>	67885366EAS	ALVEY	RAYMOND		9/24/06	453394193782	≡
>	41917404ZMG	ANGLIN	CARL	R	5/16/04	585742755092	≡
>	22861774JRF	AQUILAR	DARREL		7/8/16	666767187904	≡

Overview:

Everyone has a slightly different version based on the role you have in the Migrant Program. If you feel that you have too much access or too little, please reach out to Angela so we can make those changes to your **USER RIGHTS**. This ensures students data is secure and accurate.

i.e. Mark should only be able to see the students enrolled in Fromberg. Mary should see students in both Huntly and Fromberg.

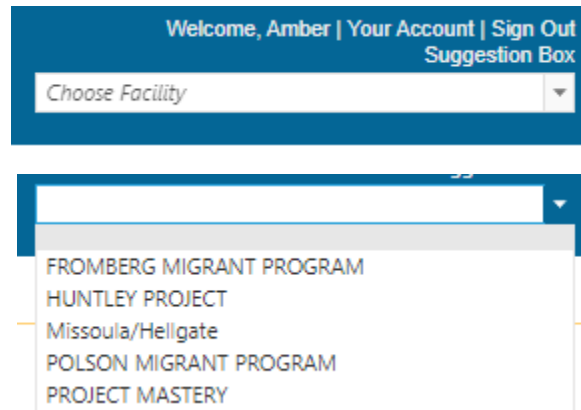
Starting on the upper left there are Tabs for 5 different pages:



Again, remember you may not have access to all five areas!!

This training will be focused on the **HOME** page.

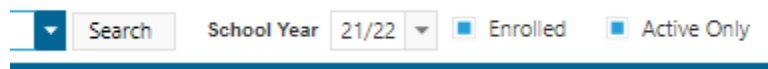
On the top right you will see the following Facility drop-down:



***Please verify you have the correct program as an option!

Search bar:

1. Start on the **Home** page
2. There are three filters you need to pay very close attention to:

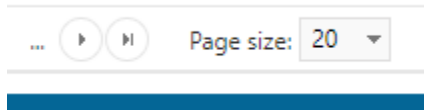


- a. School Year- will want 21/22
- b. Enrolled- Currently enrolled in your program
- c. Active Only- QAD hasn't expired

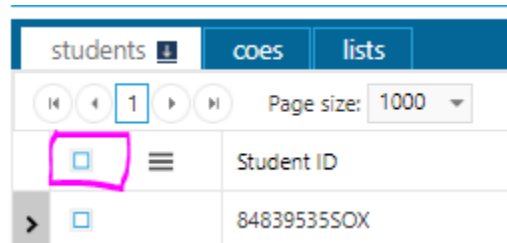
***You only want to be looking at the list of students that are currently Enrolled and Active, we don't need older data or students from the past to be edited!!

Exporting a list of current students:

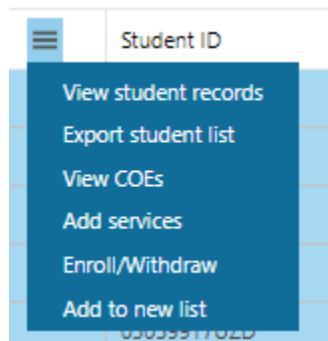
1. Verify you have the correct facility, school year, enrolled, and Active only all correctly highlighted
2. Verify that all the students show at the same time in the displayed list. If you are missing some change the bottom [Page size:]



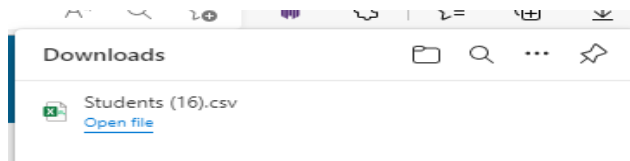
3. Find and click the select all button in the top header row:



3. This will make blue highlight your entire list of students.
4. Click on the Menu Button next to the Select all button- they call it the Hamburger?!



5. Select the [Export student list] this will download all the students and some of their data.
6. Open the file: it is a CSV but my settings will open it in Excel for me.



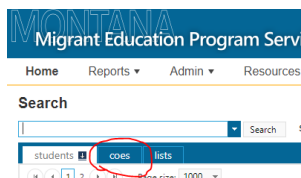
Entering a Certificate of Eligibility (COE)

As of March 2023, Montana is using Electronic-COE's and when necessary, Paper COE's.

The process with the paper COE includes the recruiter interviewing, filling in COE, having parents sign, recruiter signing it, passing it to SEA designee to look-over and approve and sign or reject. After the COE has been approved the MEP ID & R director, the Data specialist will enter all the data into MIS2000.

Web Application

1. First click into the COES tab under the search bar on the home screen.



2. Click the [New COE] button in upper Right-hand corner
3. Because we only have two people who regularly enter the data Marcy has made it so they don't get auto sent to a specific person but that they have to "Take Ownership" of the COE during every other step to approve each other's work.
 - a. Using the hamburger menu on a COE in process will allow you to Take Ownership of the COE when it is in the New Status.

Tablet Application

Helpful Tips for Using the MIS2000 Tablet Application

1. Click the check mark button to save often. If something happens to the power supply on the user's tablet, this will prevent the user from losing work.
2. Remember to run an upload at the start of the day before the user leaves an area with a good internet connection. This will keep the information in the tablet as current as possible!
3. Remember to run an upload at the end of the day when the user returns to an area with a good internet connection. This must be done in order to send any submitted COEs to the Approver!
4. Can use the Log to add comments on COEs.
5. Can change the size of the electronic form by zooming in or out depending on your need.

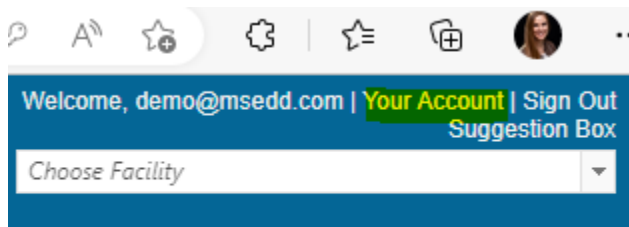
COE process in MIS2000

- **STEP 1: COE SUBMITTER** - Enter all the Data collected electronically or on the paper COE.
 1. Click [Submit COE for Review]. If anything is missing the item will be in highlighted in Red Text.
- **STEP 2: STUDENT RESOLUTION** –
 1. The Data Analyst must either verify that that student is the same one that is in the system or must Create a new student. The program auto looks at the first two or three letters in the first and last names to provide possible matches that are in our data. You can also do multiple searches if you think they were in the system but they system doesn't bring them up automatically. You can also look at MSIX and search there to find a studentID that can be searched or how the name was spelt in the past.
 2. If the data specialist completing this phase sees that either the birthdate or name spelling isn't correct, they must Reject the COE and send it back to the COE Submitter to edit.

- NOTE: Jeff did say if we wanted to give step 2 person the ability to edit some fields, he would just need to know which ones and he could make it happen for us. EMAIL on 8/5/2022
- STEP 3: COE REVIEW/APPROVE -
 1. This step involves the SEA designee to give the final step that everything is correct, if not then rejecting it for edits will send it back to the COE Submitter to start the process again.

Creating a saved signature

1. In the upper right-hand corner where it says Welcome and your name there is an [Your Account] click that link.



2. The Account information box will open, enter your password and then you will be able to click sign in the Signature Stamp box and then hit save.

Account Information
 Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Signature stamp

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

Merges and Near Matches with MSIX

After getting notified from Msix via email the MEP data specialist goes into Msix and either rejects or process the Near match. Once that has been done the step also needs to be completed in MIS2000. This is done by going into the ADMIN dropdown menu and choosing [Merge Student]. Student one ID goes in the first and that is the information that you want to keep and Student 2 is the one that will be merged into it.

Merge Duplicate Student Records

Provide IDs for the two student records you wish to merge.

Student ID 1 Student ID 2

All historical information (enrollments, services, IDs, etc.) from the two records will be merged and none will be lost. For non-historical information (name, DOB, etc.) only Student ID 1 will be kept.

This action cannot be easily undone.

I understand

Merge Students

Adding Services to a Students Record:

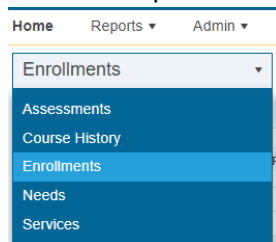
Always have your reference sheet available to guide you in categorizing your services. If you have questions reach out to Angela or Skip. If you have teachers and paras who work directly with kids remember they do multiple Instructional and Supportive services, and you need **to mark all of them**. Also, some services must be provided by a certified teacher but if they put it in the category [Instruction by Paraeducator].

Examples of Supportive Services: Case Management would all include:

1. Monitoring and tracking attendance and academic progress leading toward graduation. For example, both Mary and Mike
2. Conducting referrals to services aligned to a student's needs. Pat's Ready 4K-MiddleSchool and Mary and Kathleen etc.
3. Facilitating appropriate scheduling options for students to gain access to AP, Highly Capable (Gifted), CTE, and regular academic core course options.
4. Facilitating access to services to address social/emotional needs. Pat and tutors
5. Fostering family/school connections and conducting home visits. Pat and tutors including Kathleen and Mary

One student at a time:

1. Once you find the student you are looking for (by searching by name, ID or DOB) you click the **[Edit student]** option from the drop-down in the Menu button ☰
2. This allows you to see the students record. This record contains 5 main Files that hold different types of data for that student, and you can find the options in the blue box up in the left corner.



***Remember you may not have the User Rights to see all 5 folders.

3. Select the **[Services]** option

- Verify that you are in the correct enrollment by looking at the enrollments drop-down in the center of the page. The most recent enrollment for that student will be the one that is automatically shown.

Home Reports Admin Resources Help

Services Enrollments 9/3/2020 Student ID Search

Student	MARY G CHAN	Birthdate	10/11/2010	Student ID	56691967EQR	MSIX ID	766383423166
First	MARY	Middle	G	Last	CHAN	Last 2	
Project Name	STATE MIGRANT RECRUITER	Enroll Date	9/3/2020	Grade	04		

Add Multiple Services

- You will see the list of 10 Instructional Services and 9 Supportive Services.
 - NOTE there is a section of Instructional Services that must be provided by a certified teacher

Add Multiple Services

- Instructional Services - By Paraeducators: ALL LESSONS
- Instructional Services - By Teacher: CREDIT ACCRUAL
- Instructional Services - By Teacher: ENGLISH LANGUAGE ARTS(ELA)
- Instructional Services - By Teacher: MATH
- Instructional Services - By Teacher: SCIENCE AND CTE
- Instructional Services - By Teacher: TECHNOLOGY
- Instructional Services - Instruction: ENGLISH AS A SECOND LANG.(ESL)-OSY
- Instructional Services - Instruction: LIFE SKILLS - OSY
- Instructional Services - Instruction: MMERC UNIT
- Instructional Services - Instruction: PRESCHOOL/ K-READINESS
- Support Services - Support: CAREER EDUCATION AND POSTSECONDARY PREP
- Support Services - Support: CASE MANAGEMENT
- Support Services - Support: DENTAL AND DENTAL ADVOCACY
- Support Services - Support: EDUCATIONAL SUPPLIES
- Support Services - Support: HEALTH AND HEALTH ADVOCACY
- Support Services - Support: NON-INSTRUCTIONAL SUPPORT
- Support Services - Support: SOCIAL WORK/ OUTREACH/ADVOCACY
- Support Services - Support: STUDENT LEADERSHIP/ ENGAGEMENT
- Support Services - Support: TRANSPORTATION

Service - Supp Level

- Select *all* the services you provided for that student
- Hit the **[Save Changes]** button in the upper right corner

Back to Search Results

Save Changes

Navigation arrows: < << >> >

- The service may or may not stay high-lighted after you save. However, you will be able to see it listed below the add service block:

<input type="checkbox"/>	Support Services - Support: OTHER REFERRALS		
<input type="checkbox"/>	Support Services - Support: SOCIAL WORK/ OUTREACH/ADVOCACY		
<input type="checkbox"/>	Support Services - Support: STUDENT LEADERSHIP/ ENGAGEMENT		
<input type="checkbox"/>	Support Services - Support: TRANSPORTATION		
Service -	Supp Level	Edit	Delete
Support: EDUCATIONAL SUPPLIES	Support Services		
+ Add Service			

***Any questions about what services belong in what category? Angela has created a guidance document, if you feel something is missing let her know, and then we can add it to the available options.

For a group of students:

1. Search for all students that are active and enrolled for the school year and go down the list and select them.
2. Use the Choose Facility drop-down, that will give you a list of all the students and you can select all by clicking the select all box.
3. From a List you go to the menu button, select [Add Services]. It auto selects all the students so if there are some that didn't get the service then unselect them by clicking the Select blue square box.
4. The bottom of the screen will display the add Service Form. Note it has two tabs.

add a service for selected students in group
add multiple services

Service ▼

5. If you only have one service, just use the drop-down all the Instructional services are listed first then the Support Services you might have to scroll to see all.
6. If there are multiple services that are needed to be added, click that tab and you will be given all the options and can select as many as you need.

add a service for selected students in group
add multiple services

<input type="checkbox"/> Instructional Services - Instruction: CREDIT ACCRUAL	<input type="checkbox"/> Instructional Services - Instruction: PRESCHOOL/ K-READINESS
<input type="checkbox"/> Instructional Services - Instruction: ENGLISH AS A SECOND LANGUAGE (ESL) -	<input type="checkbox"/> Instructional Services - Instruction: SCIENCE AND CTE
<input type="checkbox"/> Instructional Services - Instruction: ENGLISH LANGUAGE ARTS (ELA)	<input type="checkbox"/> Support Services - Support: CAREER EDUCATION AND POSTSECONDARY PREPAR
<input type="checkbox"/> Instructional Services - Instruction: LIFE SKILLS - OSY	<input type="checkbox"/> Support Services - Support: DENTAL AND DENTAL REFERRALS
<input type="checkbox"/> Instructional Services - Instruction: MASTERY UNIT	<input type="checkbox"/> Support Services - Support: EDUCATIONAL SUPPLIES
<input type="checkbox"/> Instructional Services - Instruction: MATH	
<input type="checkbox"/> Support Services - Support: HEALTH AND HEALTH REFERRALS	
<input type="checkbox"/> Support Services - Support: OTHER REFERRALS	
<input type="checkbox"/> Support Services - Support: SOCIAL WORK/ OUTREACH/ADVOCACY	
<input type="checkbox"/> Support Services - Support: STUDENT LEADERSHIP/ ENGAGEMENT	
<input type="checkbox"/> Support Services - Support: TRANSPORTATION	

7. After you select them click the [Save Changes] button on top of the screen.

Migrant Education Program Services

Home Reports ▼ Admin ▼ Resources Help
[Back to Search Results](#)

Student ID Search

Save Changes

My 10th Graders

<input type="checkbox"/>	Student ID	Name -	Facility	Enroll Date	Grade
<input checked="" type="checkbox"/>	02169149PAM	BROWN, FREDERICK E	MISSOULA MIGRANT PROGRAM	9/3/13	10
<input type="checkbox"/>	700402191C	CHAMBERS, JILL	FOURCORNER MIGRANT PROGRAM	8/14/13	10

Secondary school students and Course History MDEs

After a Certificate of Eligibility (COE) for a secondary school-aged migratory child has been approved it is required that the SEA collect and submit to MSIX within 10 working days of COE approval, including the MDEs from the most recent MT secondary school attended previously by the migratory child.

- Once the automatic notification for a newly approved COE is sent to the Director of the project, the director will begin the following process for any secondary children listed on the COE:
 - Collaborate with the previous public or private school to obtain the required MDEs.
 - If needed, contact OPI data analyst to verify if the student had previously been enrolled in a MT public school.
 - When applicable for a migratory child, the Director is required to collect and report **partially completed secondary school coursework**. These include MDE 63: Partial credit/Clock Hours and MDE 64: grade-to-date.
 - For courses that have **NOT** been completed (or credit granted), the number of clock hours to date that the student has completed. **For purposes of calculation, one day equals one clock hour.**
 - For courses that have **NOT** been completed (or credit granted), a **percentage (rounded to the nearest whole number)** of student performance for the grade-to-date that the student has completed at the time of withdrawal.
 - The Program director then will work with their program data entry staff to get all MDE's entered in MIS2000 within the required 10-day time frame.
- Within 30 calendar days of the end of an MEP funded LEA's fall, spring, summer, or intersession terms, the Project Director and staff must collect and enter all course data into MIS2000, which will update MSIX with all MDE updates and newly available MDEs for migratory children who were eligible for the MEP during the term and for whom they had submitted data previously for. This also includes migratory children whose MEP eligibility expires before the end of a school year; the Project Director must submit all MDE updates and newly available MDEs for the child through the end of the school year.
- After entering the required MDE's into MIS2000 the data will be included in the subsequent nightly upload to MSIX.
- OPI Data analyst will verify that course information is being reported and uploaded in required time frame by using the MSIX reports and MIS reports that contain these MDE's.

TABLE: Required MDE 57-66

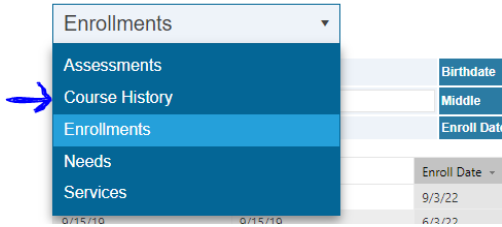
Data Element Number	Data Element Name	Definition	MIS2000 Name/ dropdown options
57	Course Title	The name of a course (e.g., Algebra II, Art I, English III, Problems in Democracy).	Course Name: Free text (50 character limit)
58	Subject Area Name	The name of the subject area (e.g., History, English) that	Subject: Use commonly understood term for academic subject area for the course listed in MDE 57.

		corresponds to the course title.	
59	Course Type	An indication of the general nature and difficulty of instruction provided throughout a course.	<p>Course type: Dropdown includes</p> <p>Regular: A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.</p> <p>Honors: An advanced level course designed for students who have earned honors status according to educational requirements.</p> <p>Pre-Advanced: A course in preparation to admission to an AP Program</p> <p>Advanced Placement: An advanced, college-level course designed for students who achieve specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.</p> <p>International Baccalaureate: A program of study, sponsored and designed by International Baccalaureate Organization, which leads to examinations and meets the needs of secondary* students between the ages of 16 and 19 years.</p> <p>Not Applicable</p> <p>Dual Enrollment: Students enrolled in secondary* school and enrolled at a local institution of higher learning, such as a community college or university.</p> <p>Concurrent Enrollment: The process in which high school students enroll at a university or college to attain class credit for college. These students may take classes at either institution for credit toward their high school diploma, as well as for college credit.</p> <p>Other</p>
60	Academic Year	Academic year in which the child last attended the course (e.g. 2004-2005)	School Year: dropdown with all school years
61	Course Section	The prescribed duration of course taken.	<p>Course Section: Dropdown includes</p> <p>Full year</p> <p>Section A—The first of two equal segments into which the course is divided.</p> <p>Section B—The second of two equal segments into which the course is divided.</p>

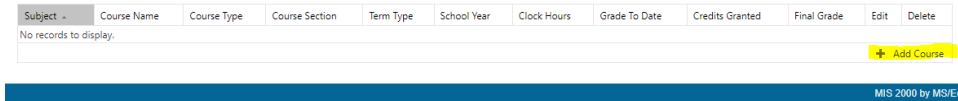
62	Term Type	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or an educational institution.	Term Type: dropdown includes Full school year Intersession Long session Mini-term Quarter Quinmester Semester Summer term Trimester Twelve month Other
63	Clock Hours	For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed.	For purposes of calculation, one day equals one clock hour. Number (4 digits)
64	Grade-to-Date	For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.	Grade To Date: Free text (3 character limit)
65	Credits Granted	The credits granted to the student in Carnegie units for completing a given course or a section of a course (e.g., 1.0, .50, .33, .25, .20).	Credits Granted: Number (0.00)
66	Final Grade	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.	Final Grade: Free text (10 character limit)

Entering Course data:

1. Search for the student on the MIS2000 home page.
2. Click [Edit] at the end of the row.
3. From the Folder dropdown menu select [Course History]



4. Once that page opens you click the [+ Add Course] button in the bottom right.



5. The following Form will be available to fill in with the appropriate data required for all course history MDEs.

Subject	Course Name	Course Type	Course Section	Term Type
No records to display.				
Subject:	<input type="text"/>			
Course Name:	<input type="text"/>			
Course Type:	<input type="text"/>			
Course Section:	<input type="text"/>			
Term Type:	<input type="text"/>			
School Year:	21/22			
Clock Hours:	<input type="text"/>			
Grade To Date:	<input type="text"/>			
Credits Granted:	0.00			
Final Grade:	<input type="text"/>			
Insert Cancel				

Note you may have to create more than one form per student as each course requires its own form.

6. MSIX has reports directors or MEP staff can pull to verify this data.
 - a. Reports/ Student Information/ Course History
 - b. Reports/ Data Quality/ Data Completeness
 - c. In the Consolidated Student Record Report there is also a section that contains the Course History.

Needs and Risk Indicators

Starting in the Home screen find the child you are needing to update a risk factor. Then click on Edit student.

MONTANA Migrant Education Program Services

Welcome, demo@msedd.com | Your Account | Sign Out | Suggestion Box

Choose Facility

Home Reports Admin Resources Help

Search

Search School Year 22/23 Enrolled Active Only

students coes lists

Page size: 20 1518 items in 76 pages

Student ID	Last	First	Middle	DOB	MSIX	Edit
27109510TKY	ABSHER	AMANDA		11/29/14	978633280575	Edit
72932617MSN	ABSHER	BRET		7/22/18	991357881016	Edit

From there you will see the light blue box that has a dropdown option- Select "NEEDS"

MONTANA Migrant Education Program Services

Home Reports Resources Help

Assessments Enrollments 6/3/2022

Assessments

Course History

Needs

Services

3/3/2009 Student ID 9

J Last

6/3/2022 Grade 0

Test Name Content Interpretation

No records to display.

Your screen should now look like the following:

MONTANA Migrant Education Program Services

Welcome, Frank | Your Account | Sign Out | Suggestion Box

Home Reports Resources Help Back to Search Results

Needs Enrollments 2/11/2022 Student ID Search Save Changes

Student	Birthdate	Student ID	MSIX ID
[REDACTED]	[REDACTED]	64961973YIV	338296894517
First	Middle	Last	Suffix
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Project Name	Enroll Date	Grade	
HUNTLEY PROJECT	2/11/2022	04	

Interrupted Factor - Enroll Date within 365 days from QAD * denotes calculated information

- QAD: 7/16/2021 Enroll/Funding Date: 2/11/2022 *

At Risk Indicators

- 1. Student has scored below proficiency on state Reading/English Language Arts assessment *
- 1a. Student has scored below proficiency on state Reading/English Language Arts assessment (manual)
- 2. Student has scored below proficiency on state Mathematics Assessment *
- 2a. Student has scored below proficiency on state Mathematics Assessment (manual)
- 3. Student has scored below proficiency on state Science Assessment *
- 3a. Student has scored below proficiency on state Science Assessment (manual)
- 4. Enrollment has an EL/LEP student supplemental designation
- 5. Student was retained
- 6. Student has a special need of type special education (enrollment IEP flag)
- 7. Student failed a core course for the school year
- 8. Enrollment is flagged as Dropout (TermTypes=O) *
- 9. Prekindergarten Child - Migrant child age 3-5 not served by any other program
- 10. Worker - Student is working to support themselves and/or family
- 11. Trauma - Student has experienced mental or physical trauma
- 12. Student is homeless

Legacy PFS Information * - PFS for this enrollment was calculated by a previous system or logic and may not reflect the information displayed above.

Priority for Service * - PFS is defined as a satisfied Interrupted Factor and one or more of the At Risk Indicators.

Looking at this student we can see that for this Regular year enrollment their QAD was within 365 days, so the first box is auto selected.

- You can change to another enrollment using the enrollment dropdown box in the center of the screen.
- Just because one enrollment this performance year has the Interrupted Factor auto selected doesn't mean that the other enrollment for this same performance year will qualify.
 - If for example they had been enrolled for the summer on 7/20/2022 this box wouldn't be selected because their QAD of 7/16/2021 is more than one year before this new enrollment date. This means they could qualify for a disruption of service and possible PFS during the regular enrollment but not the summer enrollment.
- Some of these indicators will stay marked after you select them, **but other ones will not.**
- Some of them must **be marked on the enrollment tab**, which directors don't have access to, before they will show up in the indicator list.

Indicator 1, 2, 3: Below proficiency on state assessments

These are auto calculated based on the state assessment data that the Office of Public Instruction provides so you are not able to select those.

Indicator 1a, 2a, 3a: Below proficiency on state assessments (manual)

These are manual overrides of the assessment data for us to use if the upload of assessment data isn't working correctly.

Indicator 4: EL student designation

This designation can be marked in the needs form and then will be displayed on that same Enrollment form for the student with a Y in the EL section.

At Risk Indicators

- 1. Student has scored below proficiency on state Reading/English Language Arts assessment *
- 1a. Student has scored below proficiency on state Reading/English Language Arts assessment (manual)
- 2. Student has scored below proficiency on state Mathematics Assessment *
- 2a. Student has scored below proficiency on state Mathematics Assessment (manual)
- 3. Student has scored below proficiency on state Science Assessment *
- 3a. Student has scored below proficiency on state Science Assessment (manual)
- 4. Enrollment has an EL/LEP student supplemental designation

The screenshot shows a portion of a web form. At the top, there are two date fields: 'Withdraw Date' and 'Res Ver Date', each with a calendar icon. To the right of these is a dropdown menu labeled 'OOS Transcript En'. Below the date fields is another dropdown menu labeled 'EL/LEP'. This dropdown menu is currently open, showing 'N' and 'Y' as options. A pink oval highlights the 'EL/LEP' dropdown menu and its options.

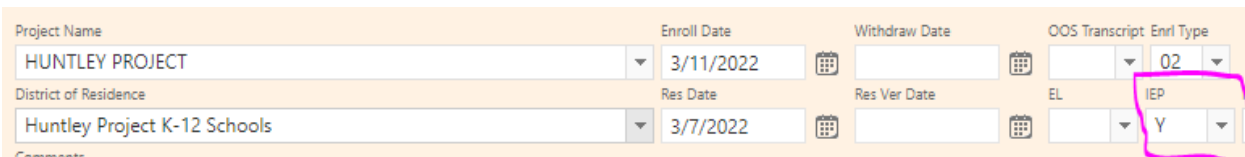
Indicator 5: Student was retained

Once you verified that the student was retained and will be completing the same grade again you simply check box 5. This can be done for the public-school student by OPI data analyst but will need to be done by MEP staff for Private and homeschool students. You may also need to update the grade on the enrollment since when you roll over a student it auto updates the grade level. This also would mean they are over-age for grade in later years.

Indicator 6: IEP Flag

When adding an IEP flag, you must mark it in Needs form and then save it. After the Y will appear in the enrollment for that student. It can not be done the other direction.

Note: The checkmark on the “At Risk Indicators” form for #6 IEP will not stay checked after you leave the site but when you come back the “Y” for IEP on the Enrollment will still appear.



The screenshot shows a form with the following fields: Project Name (HUNTLEY PROJECT), District of Residence (Huntley Project K-12 Schools), Enroll Date (3/11/2022), Res Date (3/7/2022), Withdraw Date, Res Ver Date, OOS Transcript, Enrl Type (02), and EL (IEP). The EL field is highlighted with a red box and contains the letter 'Y'.

We may need to update to also include other special needs such as Hearing, vision, physical/mental disability.

Indicator 7: Student failed a core course

The Office of Public instruction doesn't have access to this information; therefore, it must be entered by the MEP staff for all students. Could include lacks credits to graduate.

Indicator 8: Dropout

This is an auto calculated field that can not be entered manually. It is based on the enrollment end status that is entered on the enrollment tab.

Indicator 9: Pre-Kindergarten child

The migrant student is age 3-5 and not being served in an official Pre-k facility/classroom.

Indicator 10: Worker

The student is working to support themselves and/or their family. This information is collected by the MEP staff as the OPI doesn't have access to this data.

Indicator 11: Trauma

The student has experienced mental or physical trauma. This will be documented by tutors/teachers/directors that work with the student. The OPI will mark any student that is currently in foster care as experiencing trauma. Can include Food insecurity.

Indicator 12: Homeless

The student is experiencing homelessness. The OPI gets this data from the schools, however, if the directors know a student is homeless, they can also mark it.

Continuation of Service (COS)

In accordance with the COS provisions in ESEA section 1304(e), SEAs may continue to provide MEP-funded services to formerly migratory children under specific conditions. Under the first provision, a child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term. Under the second provision, a child who is no longer a migratory child may continue to receive services for one additional school year, but only if comparable services are not available through other programs. Under the third provision, students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. The statute’s use of the terms “ceases to be a migratory child,” “no longer a migratory child,” and “were eligible” clearly differentiates such children from currently migratory children. This permissive authority is delegated to States and may help avoid an abrupt end to services when a child ceases to be a migratory child as defined in ESEA section 1309(3).

Note edfact specs were updated March 2022 for reporting during the 22-23 Performance period and these changes were immediately implemented by the MT MEP, therefore, all COS students will be reported accurately to the department before the January 10,2024 due date.

1. Every month the Data specialist will pull the [End of Eligibility Report] from MIS2000 to see the student’s whose eligibility will be expiring during the desired date range. The ID & R will work with the state recruiter to follow-up with these students to see if they have made a new QAD and if so, will follow the procedures to enter that data.

Student ID	MSIX ID	Last Name	Last Name 2	First Name	Birth Date	Grade	QA Date	Res Date	Enroll	Type	Withdraw	Project	Res Ver	Term Date
27109510TKY	978633280575	ABSHER		AMANDA	11/29/2014	02	8/2/2019	8/2/2019	6/3/2022	03		Missoula/Hellgate	6/3/2022	8/1/2022
72029817MCM	001267981016	ABSLER		BRET	7/22/2018	03	8/1/2018	8/1/2018	8/3/2022	03		BOISE MOUNTAIN	8/3/2022	7/31/2022

2. If they don’t requalify for the MEP then that students enrollment will be updated.
 - a. Find the student in MIS2000
 - b. Open the enrollment and select edit.

Search

Search School Year 22/23 Enrolled Active Only

students | coes | lists

Page size: 20 1501 items in

Student ID	Last	First	Middle	DOB	MSIX	Type	Enrl Date
27109510TKY	ABSHER	AMANDA		11/29/14	978633280575	03	6/3/22

- c. Under [Cont Svcs] Code 01 from the dropdown menu. Note: before a Code 02 or 03 is used approval from SEA MEP state director is required.

QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Project Name	Type	Status	Edit	Delete
8/2/19	8/2/19	6/3/22	8/30/22	02	Missoula/Hellgate	03	A		

Project Name	Enroll Date	Withdraw Date	OOS Transcript	Enrl Type	Grade	Termination Type	Date
Missoula/Hellgate	6/3/2022			03	02	End of Eligibility	8/1/2022
District of Residence	Res Date	Res Ver Date	EL	IEP	Med Alert	Imm Avail	Cont Svcs
	8/2/2019	6/3/2022	N				D1

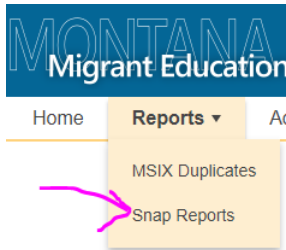
Code	Text
01	Providing services for duration of term
02	Providing services for additional year
03	Serving secondary students through credit accrual prog

QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Project Name
8/2/19	8/2/19	9/3/21	5/31/22	02	Missoula/Hellgate
8/2/19	8/2/19	6/3/21	8/31/21	01	Missoula/Hellgate

d. Then hit [Save Enrollment]

Snap Reports

There are many reports available to users containing many different pieces of data that will be useful in running a successful program.



Student Enrollment Reports

Report Name	Summary	Fields	Notes
Migratory Students Eligible (Category I)	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, PFS	Logic for the report needs to be drawn from FS121 . When a student has multiple enrollments in the report window, use the information for the enrollment list from the most recent enrollment date.
Summer Served (Category II)	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, PFS	Logic for the report needs to be drawn from FS122 . When a student has multiple enrollments in the report window, use the information for the enrollment list from the most recent enrollment date. All enrollment types should be "summer."
Students Served	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment	Logic for the report needs to be drawn from FS054 . When a student has multiple enrollments in the report window that include a service, use the information for the enrollment list from the most recent enrollment date.

Report Name	Summary	Fields	Notes
		Project, PFS, Instructional service, Support service	For each of the services, list “Y” if a service provided for the applicable enrollment date maps to the listed service.
Services provided	N/A	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, PFS, Instructional service, reading instruction, mathematics instruction, HS credit accrual, support services, counseling	For this report, we want all enrollments from the report window that include a service included in the enrollment list. This means that the enrollment list may include duplicates. For each of the services, list “Y” if a service provided maps to the listed service. For example, if a student received “technology instruction,” list “Y” for instructional service. There is no summary for this report.
Instructional Services	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, Instructional service	Logic for the report needs to be drawn from FS145 . Include students with any instructional service during the report window. For students who have multiple enrollments with instructional services , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ instructional service ” field, list the text of the instructional service provided. If multiple instructional services were provided during an enrollment, list each service separated by a comma. So if a student received “reading instruction” and “math instruction,” the Instructional service field would read “reading instruction, math instruction.”
Reading Services	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, Reading service	Logic for the report needs to be drawn from FS145 . Include students with reading instruction services during the report window. For students who have multiple enrollments with reading instruction , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ reading service ” field, list the text of the reading service provided. If

Report Name	Summary	Fields	Notes
			multiple reading services were provided during an enrollment, list each service separated by a comma.
Math Services	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, Mathematics service	Logic for the report needs to be drawn from FS145 . Include students with mathematics instruction services during the report window. For students who have multiple enrollments with mathematics instruction , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ mathematics instruction ” field, list the text of the mathematics service provided. If multiple mathematics services were provided during an enrollment, list each service separated by a comma.
High School Credit Accrual	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, HS Credit Accrual	Logic for the report needs to be drawn from FS145 . Include students with High School (HS) Credit Accrual services during the report window. For students who have multiple enrollments with HS Credit Accrual , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ HS Credit Accrual ” field, list the text of the HS Credit Accrual provided. If multiple HS Credit Accrual services were provided during an enrollment, list each service separated by a comma.

Report Name	Summary	Fields	Notes
Support Services	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, Support service	Logic for the report needs to be drawn from FS145 . Include students with any support service in the report window. For students who have multiple enrollments with support services , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ support service ” field, list the text of the support service provided. If multiple support services were provided during an enrollment, list each service separated by a comma. So if a student received “transportation” and “nutrition,” the Support service field would read “transportation, nutrition.”
Counseling	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency date, PFS, Counseling service	Logic for the report needs to be drawn from FS145 . Include students with any counseling service in the report window. For students who have multiple enrollments with counseling service , list each enrollment in the enrollment list. There may be duplicate students in the enrollment list, but the summary should only count students once. For the “ counseling service ” field, list the text of the counseling service provided. If multiple counseling services were provided during an enrollment, list each service separated by a comma.
Enrollment report	Student count by grade (may be duplicated)	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Enrollment Date, Enrollment type, Withdrawal date, Residency verification date, PFS, LEP, IEP	For this report, we want all enrollments from the report window included in the enrollment list. This means that the enrollment list may include duplicate students if they have more than one enrollment.

Report Name	Summary	Fields	Notes
PFS Report	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, PFS, At-risk indicator	Include all students who have either a PFS flag or have been determined PFS through calculation. For the “at-risk indicator” field, include reasons student was considered at risk. If more than one reason is present, list all reasons separated by a comma. For example if a student is at risk because they are “below proficient on the state math assessment” and “LEP” list “below proficient on the state math assessment, LEP.”
2-year-olds Turning 3	N/A	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, Residency verification date	List of students who will turn three years old in the report window. If the student has multiple enrollments, list the most recent enrollment in the enrollment list.
Turning 22 report	N/A	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, Residency verification date	List of students who will turn 22 years old in the report window. If the student has multiple enrollments, list the most recent enrollment in the enrollment list.
Graduation report	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, Residency verification date, Termination type, Termination date	List of students whose eligibility is terminated because of graduation and the date.

Report Name	Summary	Fields	Notes
Algebra I report	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, PFS, Algebra I indicator, Algebra I grade	List of students who have an enrollment date in the report window and for whom the Algebra I indicator was set to Yes during the current enrollment or any past enrollment. (Use the most recent enrollment if there are multiples.) Include the grade level of the enrollment when the Algebra I indicator was first set to Yes in the "Algebra I grade" field.
Race/ethnicity report	N/A	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, Race/Ethnicity	List all students with the race/ethnicity field completed with information from the most recent enrollment.
End of eligibility	Unique count by grade	StateID, MSIXID, Last name1, Last name 2, First name, birthdate, grade, QAD, Residency date, Enrollment Date, Enrollment type, Withdrawal date, Enrollment Project, Residency verification date, end of eligibility date	List of enrollments within the report window that also have an end of eligibility date within the report window. For students with multiple enrollments, let the most recent enrollment.

COE Reports

The following list of reports rather than being based on enrollments are based on COEs. For the date parameters, use the state approval date, unless otherwise noted.

Report Name	Summary	Fields	Notes
Moves from report	N/A	COEID, Parent 1, Parent 2, QAD, Approved Date, Move from district, Move from City, Move from state, Move from country	The move from fields should be their own columns in spreadsheet downloads. By "approved date" we mean the date it was approved by the SEA reviewer.
Moves to report	N/A	COEID, Parent 1, Parent 2, QAD, Approved Date, Move to district, Move to City, Move to state	The move to fields should be their own columns in spreadsheet downloads.

Report Name	Summary	Fields	Notes
COEs by recruiter	Count of COEs by recruiter	COEID, Parent 1, Parent 2, QAD, Approved Date, Parent signature date, recruiter signature date, recruiter name	This report includes the number of COEs by recruiter name and the list of COEs completed that were approved within the report window.
Qualifying activity report	N/A	COEID, Parent 1, Parent 2, QAD, Worker move date, Approved Date, Qualifying work	This parameters for this report should be based on QAD rather than the Approval date. Include in the report all COEs that have a QAD within the report window.

Running a Report

1. First, select the report you want to run.

1 Select Report Type

2 Pick a field

3 Run Report

2. Next, enter your date range. If both the start and end date fields are editable, you should enter dates for both. It's okay to enter an end date in the future.

1 Select Report Type 2 Year Olds Turning 3

2 Pick a field

then a comparison,

then your values...

3 Run Report

Start Date 9/1/2021 End Date 8/31/2022

- To use a filter, you select the field, select a comparison, type in the value, and click Add filter. Applied filters are displayed in the lower text box. It would look something like this:

If you only want one facility you would first select Facility.FACILITYID then select the '=' comparison option, then enter your ID from the list below:

Facility ID	Project Name
MT838	FROMBERG MIGRANT PROGRAM
MT842	POLSON MIGRANT PROGRAM
MT854	PROJECT MASTERY
MT940	HUNTLEY PROJECT
MT946	Missoula/Hellgate

Then you must hit the Add Filter Button! You will then see the information that you provided appear in the big box before the date range filter.

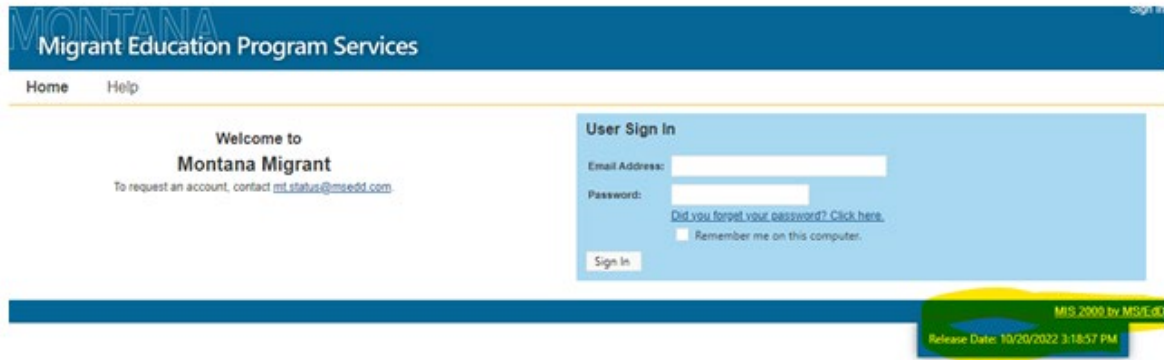
- Once you've defined your date range and filters, click run report.

Edfacts Reports

When you run the report the PDF doesn't have any data displayed, It's simply a placeholder. The CSV you get when you click GET REPORT DATA holds all the actual data. To get a list of students instead of the EdFacts file, enter into the filter **!StudentList=Y** before clicking Run Report.

Requesting a release

After an update has been completed the MIS2000 staff don't automatically change the web based platform. To see the change you must request a "Release". To see when it was last done hoover over the footer like so...



C:\Users\CPA068\Documents\Zoom\2023-03-13 12.01.36 Amber Buchanan's Personal Meeting Room\eCoe training with MIS2000