Data Reconciliation Workgroup- Category 1 and 2 Process/ Criteria Document

Steps to take to ensure all data is properly entered into the state database prior to preparation for determining the Category 1 child count numbers.

With each COE: The interviewer generates and reviews the initial COE with the interviewee and verifies that the information is correct. The COE is then submitted to a state approved reviewer for another review and signature. If the COE needs changes, the reviewer should follow up with the interviewer. If the COE is correctly completed, the reviewer verifies the child information and submits the COE for a final approval from the SEA. Once the COE is approved the district will be notified of the newly identified and eligible migratory child.

Ensure Residency Verifications were completed: The process to count children identified in previous performance periods is called the Residency Verification Process. Each child must be verified as being present in the state for at least one day (during the performance period of 9-1 to 8-31 each year) by: 1) a recruiter face-to-face, phone verification with family/student; 2) attendance in a school in the state and verified by the school; 3) eligibility reports completed; and 4) departure out of state with verification of one day residency in the state through the withdraw process. **(For more information on the Residency Verification Process click here)**

With your data system: If possible develop data checks to ensure that your system only allows specific qualifying arrival dates, valid age ranges (3-21), and populates eligibility expiration dates based on three years (minus one day) from the qualifying date or the 22nd birthdate. Each time a child is entered in the MEP state data system, the system should check to make sure the child's age or grade status is eligible to be counted. If not, the system should refuse further data entry by relaying that the information is out of the range of acceptability. This should also happen with eligibility expiration dates, residency dates, and qualifying arrival dates.

Another check to ensure an accurate child count is last name/first name matching. When a new COE is reviewed, the name is entered as a query of similar last/first names to determine if the spelling could be different (e.g., Gonzales vs. Gonzalez). If there is a close but not exact match, the date of birth, parents' names, and other data points are compared to avoid duplication. If the information continues to match somewhat closely, the recruiter is asked to revisit to further verify the student's identity. If two separate records exist for the same person, these two records are merged to create one unique student. When a new COE is received for students from out-of-state, data specialists will also search the Migrant Student Information System (MSIX) to see if the child was identified anywhere else to avoid duplication within MSIX. These practices ensure the accuracy of both the Category 1 count and Category 2 count.

When a student graduates: Good practice is when a currently eligible migrant student graduates or receives a high school equivalency diploma, the school/MEP staff informs the data specialists who then update the system to ensure that it shows the child graduated or got their high school equivalency. This ensures that children who graduate or receive their high school equivalency diploma are not counted in future years. When a migrant child leaves the district or

becomes ineligible for services, the district submits a withdrawal form to the data specialist. This withdrawal information is entered into the MEP state data system so that the student count is not duplicated if a student moves from one district to another.

Communication between the MEP and district/state staff should happen often to ensure shared communication on the review, verification, and correction of any needed MEP data.

When a child turns three years old: The data specialist should work to verify with the district or recruiter that they have resided in the state at least one day after their third birthday. If the district/recruiter is unable to verify that each 3-year old resided in the district for one day during the reporting period, MEP staff are asked to verify this information and report their findings to the data specialist.

Prior to compiling the count:
● Conduct a state review of all COEs that are eligible for the performance period.
● Ensure all COEs are entered into the system and all performance period data for all eligible students is current and up to date prior to gathering the CSPR data.
● Ensure that all COE's from the performance period are approved or removed if they are not eligible before the count is compiled.
● Develop and use quality control reports to check the following are complete (it is helpful to use this same report criteria to create the report used for CSPR data) This report should look at the following:
    ○ Student State IDs (for children in school)
    ○ PFS/At-Risk status
    ○ Services
    ○ Child count – are all children pulling into your report?
    ○ No duplicate records
    ○ Enrollment/withdraw data complete including moves and graduation data
    ○ Continuation of services data
    ○ Credit Accrual
    ○ OSY Data

State/Local Data Coordinator Responsibilities: Run various reports to make sure all applicable COEs have been processed. Make sure reports are working properly. Help Data Specialists troubleshoot any issues with their quality control findings. Process all applicable data change requests and data merges in state data system and MSIX. Run a report to calculate child count in your state MEP data system and run a report in MSIX to make sure child counts match. If they do not match, follow MSIX Child Reconciliation procedure and make appropriate corrections.

Create a Data Freeze/Snapshot Estimated Deadline: To demonstrate consistent intervals this date and the following are subject to change depending on work schedules and the completion of previously mentioned items that may require more attention.

Suggestion your state may- During this time state's MEP program should make a copy of their database in order to pull consistent reports that cannot be altered for that specific performance period.

Run Child Count and Served Reports - A report should be run to review the child count and information on which students were served. Completing this process allows MEP staff to catch any errors in the data or possible reporting glitches to be corrected prior to running reports for CSPR.

MEP Data Coordinator responsibilities: Run reports for the performance period, regular term, and summer term for each project area. Use these reports to calculate child count and served totals

Appointed MEP staff should be instructed to do the following:
- Double check and review the totals in the child counts.
- Verify all eligible students are included in the reports.
- Verify services and PFS information is accurate

CSPR Process
The State Data Coordinator runs reports to complete each section in CSPR. These reports must include the following in its formula designed to ensure that only eligible children are included.
- Child Verification: MEP staff is instructed to verify students prior to giving them an enroll date and verification date in the MEP data system. This report is designed to include ONLY children who have an eligible QAD, an enrollment, and residency verification during the reporting period.
- Age/Grade placement – auto-calculation formulas are set up in the report to ensure each child is reported in the correct age/grade category and that category is consistent for each CSPR table.
- Birth-2: includes any child who is age 0-2 during the performance period based on the child's DOB.
- Age 3-5: Not in Kindergarten – includes any child who is age 3-5 during the performance period based on their date of birth.
  - Children who have the grade K on their most recent enrollment will be excluded from this group and placed in Kindergarten.
- In the event that a child is enrolled in more than one grade throughout the reporting period, K-12 and OSY are formulated to choose the grade that the child was placed the majority of their time during the reporting period.

Totals for each section are documented in the Data Check Sheet tool provided by OME and compared to the prior performance period totals. The data check sheet will indicate where additional comments are needed if applicable.

Once all data is compiled it should be reviewed and verified by the appropriate staff (ex. Ed Facts or EDEN coordinator) and submitted to OME.

Criteria and Descriptions used to Determine what is included in CSPR Category 1

Below is the technical information regarding methods used to count children. Reports should include the following for Category 1.

- All students that have an approved COE status in your database.
- Students who have their 22nd birthday on or after the beginning of the performance period
- Students who were born on or before the end of the performance period.
- Students three years of eligibility is based on their QAD that ends after the beginning of the performance period.
- Includes a date that establishes residency during the performance period.
- Students must not have a current enrollment that is for continuation of services.
- Students must be born on or before the date that establishes residency.
- Students must turn 22 on or before the date that establishes residency.
- Students cannot have a graduation date on or before the date that establishes residency.
- Their qualifying arrival date is on or before the date that establishes residency.
- Students three years of eligibility is based on their qualifying arrival date that ends on or after the date that establishes residency.

Criteria and Descriptions used to Determine what is included in CSPR Category 2

Services are entered into the state MEP database with different codes depending on the services. A query is run to generate a list of all students served during the summer. These students are served in one or more of the following ways: (States add in their own description) _____. Recorded participation in a funding-eligible instructional service during the summer/intersession period is required and must be documented before an indicator can be updated in the state MEP database and the inclusion of a particular student in the child count. The timing of this participation is verified when the queries used for the child counts screen by the date of the service(s) provided. If the date shown for the service(s) does not fall during the designated summer period, then that child will not qualify to be counted. Each child who is counted always has at least one qualifying service for which a qualifying date has been documented. Services provided to children whose eligibility has just expired may be reported at the local level, but quality control procedures at the state level are in place to exclude these records from being entered into the system.

EDFacts file specifications: [SY 2021-22 Non-XML File Specifications](#)-