

## I. Written procedures for validating and verifying all information on the COE

Any required action on COE needs to be completed by responsible party within 10 business days.

- Recruiters will fill out a COE in the MIS2000 Tablet App while making sure to complete all mandatory sections per Migrant Guidance.
- If questions arise during completion of COE, recruiter is required to contact State ID & R Coordinator for clarification and assistance.
- Recruiters will also check to see if students have history in MSIX, and note this on the general comments section of the COE.
- Once COE is completed, it should be immediately submitted to the LEA Reviewer for verification and approval.
- LEA Reviewer will follow the procedures outlined in the **State Data System Manual**, located in the Resources tab in the MIS2000 Web App, for completing the electronic student data information. The system has several built-in checks and balances to assist with assuring data accuracy and quality.
- Upon completion of the review, the LEA Reviewer will submit the COE to the state approver for final verification and approval.
- Upon completion of the state review, the state approver will final approve the COE, and it will be automatically uploaded from MIS2000 into MSIX by MS/EdD each night.
- State and LEAs will follow procedures outlined in MEP Validating / Verifying Information for checking integrity of data entered via enrollment updates and service codes.

Quarterly, the LEA MEP should randomly select five students using the Random Student Sample Report in the MIS2000 Web App, and complete an in-house Data Verification on those students using the **TEMPLATE - DATA VERIFICATION Excel File**, which can be found in the Resources tab of the MIS2000 Web App. This is an excellent quality control mechanism that will assist with catching trends and errors in the MEP Student Data Files. These electronic reports can be kept at the LEA (Not Required to be submitted to MEP State Data Specialist).

## II. Written procedures for validating and verifying codes entered into MIS2000

The LEA Data Clerk will run a Current Enrollment Report, Supplemental Services List, EOE List, Three-Year-Old List, and Active Student Report monthly out of the MIS2000 Web App (By no later than the 10<sup>th</sup> day of the following month).

### The process below outlines the responsibility of the LEA in validating and verifying information:

- The LEA will need to verify that student enrollment information is correct, and electronic codes entered into the MIS2000 system (from report) match codes showing in the electronic student files in the MIS2000 Web App.
- Supporting documentation needs to be uploaded to each electronic student file for any service code showing up in MIS2000. A list of required documentation for student files is outlined in the Documentation for MEP Student Records PowerPoint, which can be found in the Resources tab in the MIS2000 Web App in PDF format.
- If service codes are missing or incorrect, it is the LEA Approver's responsibility to enter/correct those codes electronically in the MIS2000 Web App. Instructions for how to enter and correct this information in MIS2000 are in the State Data System Manual, which can be found in the Resources tab of the MIS2000 Web App. (A hard copy of the manual will be provided to each LEA annually)
- The LEA MEP will need to review students nearing End of Eligibility (EOE) Status to see if new qualifying activities have occurred to extend Migrant Eligibility for the students. (Students nearing EOE status will have an \* next to their EOE date on the Current Enrollment Report)
  - If such activity is found, a new COE will need to be completed.
  - If not, the student will need to have a MEP Termination of Services Date entered in MIS2000.
- The LEA will also need to review the Three-Year-Old List to identify any students who are coming up for eligibility for Migrant-Funded Preschool Services.
- The LEA Data Clerk will need to submit a Current Enrollment Report, Supplemental Services Report, and Active Student Report for the quarter to the State Data Specialist by no later than the 10<sup>th</sup> day of the month following the end of the quarter for a quarterly state data review (Quarter 1: July 1 - September 30<sup>th</sup> / Quarter 2: October 1 - December 31 / Quarter 3: January 1 - March 31 / Quarter 4: April 1 - June 30).

## **The process below outlines the responsibility of the State Data Specialist in validating and verifying information:**

- Upon receiving the reports from the LEA Data Clerk, the MEP State Data Specialist will review the data for programmatic compliance, make data edits in MIS2000, then run new reports to check the data for additional discrepancies.
- If no discrepancies are found, the data and student information verification for that month will be complete.
- If problems are encountered while verifying codes and data during the quarter, it is the LEA's responsibility to contact the MEP State Data Specialist for assistance with resolving the discrepancies.
- The MEP State Data Specialist will notify the LEA if problems are found when the second round of reports are run, and will provide feedback on the corrections made to reconcile the data.

### **Key Data Points to Verify During Reconciliation Processes**

LEA Data Clerks should use filters in reports to make sure no errors are present with enrollment types. Filtering by Type R (Resident) only, and Type M (Participant) only on two separate Supplemental Services Reports will make sure that no students are listed as a Resident who are receiving MEP-Funded Services, and that no students are listed as a Participant who are not receiving services.

A separate Supplemental Services Report for PFS and OSY should also be run to verify that PFS and OSY students are receiving the appropriate support services.

### **Data Deadline for Annual Federal Reporting Period**

The Federal Reporting Period for the Migrant Education Program runs from September 1 - August 31 annually. All Service codes for the preceding Federal Reporting Period must be entered by no later than September 15th of each year. The state will then conduct the annual Data Verification between September 16th and October 31st, and pull counts for the following year's LEA allocations. These deadlines must be met in order to allow time to compile all of the state data for the Consolidated State Performance Report (CSPR). Note: The CSPR Count is the number used by the Office of Migrant Education to determine our Federal Grant Award.

### III. Written procedures for resolving data discrepancies

In your procedures, you will need to address the following MEP Data Elements:

**Current Enrollment Report:** *Complete list of students enrolled in LEA MEP program / status*

**Supplemental Services List:** *Services provided / service codes / supporting documents*

**EOE List:** *Students who have or will reach end of eligibility within the month*

**Three-Year-Old List:** *Students turning three years old within current month (Preschool Services)*

**Active Student Report:** *Count of students with an active QAD and enrollment line*

The MEP District Data Specialist will run a **Current Enrollment Report, Supplemental Services List, EOE List, Three-Year-Old List, and Active Student Report** monthly out of the MIS2000 Web App (By no later than the 10<sup>th</sup> of each month).

#### The process below outlines the responsibility of the LEA in validating and verifying information:

- The LEA will need to verify that student enrollment information is correct, and electronic codes entered into the MIS2000 system (from report) match codes showing in student records in the MIS2000 Web App.
- Supporting documentation needs to be present in electronic student records for any service code showing up electronically in MIS2000. A list of required documentation for student files is outlined in the **Documentation for MEP Student Records PowerPoint**, which can be found in the Resources tab in the MIS2000 Web App in PDF format.
- If service codes are missing or incorrect, it is the LEA Approver's responsibility to enter/correct those codes electronically in the MIS2000 Web App. Instructions for how to enter and correct this information in MIS2000 are in the document **State Data System Manual**, which can be found in the Resources tab of the MIS2000 Web App.
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  - If such activity is found, a new COE will need to be completed.
  - If not, the student will need to have a MEP Termination of Services Date entered in MIS2000.
- The LEA will also need to review the Three-Year-Old List to identify any students who are coming up for eligibility for Migrant-Funded Preschool Services.

- The LEA Data Clerk will need to submit a Current Enrollment Report, Supplemental Services Report, and Active Student Report for the quarter to the State Data Specialist by no later than the 10th day of the month following the end of the quarter for a quarterly state data review (Quarter 1: July 1 - September 30th / Quarter 2: October 1 - December 31 / Quarter 3: January 1 - March 31 / Quarter 4: April 1 - June 30).

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