



Welcome

The webinar will begin shortly. If you are joining as a group, please use the chat for roll call (enter your name and region or direct funded district).

Thank you!

Migrant Student Information Network: Viewer Role

April 9, 2021
10:00 A.M. – 10:45 A.M.



Welcome and Introductions

Session Presenters

- Juli Auld, Education Research and Evaluation Consultant, California Department of Education (CDE)
- Jose Valencia, Migrant Student Information Network Lead, WestEd
- Victor Garibay, Migrant Student Information Network (MSIN) Specialist, WestEd

Target Audience

- Migrant Education Program (MEP) Managers
- MSIN Power Users
- Non-MEP users, such as from Mini-Corps, the High School Equivalency Program (HEP), and the College Assistance Migrant Program (CAMP).

Questions and Answers (Q&A)

To encourage a focused learning environment, please:

- Use the Q&A feature (*not* the Chat) to submit your questions.
- Focus your questions on the topics we have already discussed, not on upcoming content.
 - You will have an opportunity to ask questions periodically throughout the session.
- Focus your questions on the session content, rather than on scenarios or hypothetical situations.
 - Scenarios can be submitted to the MSIN Service Desk.



Purpose

This webinar will provide an overview of the Viewer role in the MSIN system.

The webinar's purpose is to ensure that local MEP leaders are familiar with the level of access provided to Viewers, particularly because this is the role assigned to non-MEP staff in partner organizations, such as Mini-Corps, HEP, and CAMP.



Session Objectives

Participants will:

- Review the definition of the Viewer role;
- Understand which MSIN system features are available to Viewers;
- Learn recommended uses and tips for relevant system features;
- Review applicable data privacy and security considerations; and
- Receive resources for local professional development.

Viewer Role in MSIN

The Viewer role is assigned to non-MEP staff at partner organizations by default. This user role may also be assigned to district staff who need minimal, read-only access to child records.

Viewers can access the following system features:

- Search COE (Certificate of Eligibility) (statewide access)
- Search Children (statewide access)
- Resources links

Assigning the Viewer Role

Editing Ramon Sosa

Contact Info

Regions/Organization

Role

User's Role

Please select all that apply

☐ Data Specialist ⓘ

☐ I&R Manager ⓘ

☐ Program Manager ⓘ

☒ Viewer ⓘ

☐ Designated SEA Reviewer ⓘ

☐ INA/ILP Support ⓘ

☐ Recruiter ⓘ

☐ General User ⓘ

☐ Office Support ⓘ

☐ Student Services ⓘ

Approver Roles:

☐ Regional User Approver ⓘ

☐ State User Approver ⓘ

Administrator Roles:

☐ Regional Administrator ⓘ

☐ State Administrator ⓘ

☐ System Administrator ⓘ

↶ Undo Changes

✓ Save Changes

Viewer Role Menu



☰

MSiN Migrant Student Information Network

COE

Search COE

Children

Search Children

Resources

CDE/MEO

MSIX

Digital Chalkboard

Results

📶

Ramon Sosa

Welcome to MSIN 6.0

This is a live environment, DO NOT USE FOR TRAINING OR PRACTICE.
For training or practice, click this link to be redirected to the [Training Environment](#).

The California Migrant Education student information system has combined functionality from COEstar and MSIN Student Locator 5.25 for the next iteration of MSIN Student Locator (MSIN 6.0). Among the multiple enhancements to the state Migrant data system is the Identification and Recruitment (I&R) process. Recruiters using laptops and approved mobile devices with an internet connection can securely access statewide MEP data and enter Certificates of Eligibility (COEs) directly and seamlessly into the statewide database. The enhanced system also facilitates management of every step in the I&R process; from family screening interviews to COE review and approval.

Other aspects of the system have also undergone significant changes such as updating student records, duplicate records resolution, managing supplemental programs, reporting service delivery, and overall security. Many of the changes incorporated into this enhancement originated from recommendations provided by Migrant Education staff over the years.

User Guides

🔖 Privacy & Security

- MSIN Rules of Behavior
[\(more click here\)](#)

🔖 Accounts

- Access (new users, returning users, district-level access)
- Accounts Management (Regional User Approvers, User Account Management, System Menus by User Role)
[\(more click here\)](#)

🔖 Identification & Recruitment

- Paper COE 2017 Data Entry (Data Specialists)

Upcoming Activities/Events

🔖 Webinar: I&R Manager Role in MSIN - Fri., Feb. 19, 2021, 10am - 12pm

I&R Managers, MEP Directors, and Power Users are encouraged to attend. We will provide an overview of the features and reports built into MSIN for I&R Managers.
[Click the green link below to register.](#)
[\(more click here\)](#)

🔖 Webinar: General User Role in MSIN - Thur., Feb. 25, 2021, 10am - 11:30am

MEP Directors, Managers/Supervisors, and Power Users are encouraged to attend. We will provide an overview of tasks which can be assigned by

Release Communications

🔖 Release Notes - February 4, 2021

This release includes an enhancement, several supporting improvements, and a bug fix.

Enhancement:

1) Preferred Phone Number and Preferred Email

- Two new fields have been added to the Demographics tab inside the Child Record Modal to collect the Preferred Phone Number and Preferred Email of the child and parent/guardians. This enhancement is described in detail here: [Adding Preferred Phone Numbers and Emails](#)

Supporting Improvements:

Search COE



MSiN Migrant Student Information Network

COE

Search COE

Children

Resources

Certificate of Eligibility - Search

Search By

COE Number

Current City

Recruiter's Name

Interviewee's Name

Regions: 07

COE Status: Approved

Recruiter COE Signature Date Range

Start Date

End Date

January 05, 2021

January 09, 2021

Search

Reset

Export

Results (8)

Rows Per Page 10

Filter

Filter items below

	COE Number	Date Submitted	Region	Current City	Recruiter	Interviewee	Current Editor	Current Status
	D710416	Jan 06, 2021	07	Thermal	Ana Jimenez	Olivia Rodriguez		Completed Approved
	D710414	Jan 05, 2021	07	Thermal	Ana Jimenez	Olivia Rodriguez		Completed Approved
	D710388	Jan 07, 2021	07	Thermal	Viridiana Morales	Olivia Rodriguez		Completed Approved
	D710289	Jan 07, 2021	07	Thermal	Everlyn Vasquez	Olivia Rodriguez		Completed Approved
	D710360	Jan 07, 2021	07	Mecca	Ana Jimenez	Olivia Rodriguez		Completed Approved

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COE Workflow Statuses



To understand the “Current Status” column in the results table, it is helpful to know the different COE statuses in the COE workflow. The most common COE statuses are:

- **Creation** – The COE is with the recruiter; it is not ready for review yet.
- **Review** – The COE is ready for review by a Designated State Education Agency (SEA) Reviewer.
- **Fix COE** – The COE was returned to the Recruiter for corrections or clarifications.
- **Completed: Approved** – The COE was verified.
- **Completed: Denied** – The COE could not be verified.

Questions?





Check for Understanding

- Next, you will see a pop-up window with question and response options.
- There are 2 questions for this section; answer them as best as you can.
- If you are participating as a group, enter the option chosen by the majority.
- You will get a warning when the poll is about to close.

Search Children



MSiN Migrant Student Information Network

COE >

Children >

Search Children

Resources >

Search Children

Basic Child Search Information

Last Name
Last Name

First Name
First Name

Middle Name
Middle Name

2nd Last Name
Second Last Name

Legal Mother's First Name
Legal Mother's First Name

Birth City
Birth City

Date of Birth
Month Day, Year +/- 0

Region(s)
Select Regions

☒ Limit Age to under 22

☐ Include Terminated Children

Advanced Search Options

MSD Number
MSD Number

COE Number
COE Number

SSID
SSID

Local SIS ID
Local SIS ID

MSIX
MSIX

Location >

Family >

Personal Information >

Search Reset

Rows Per Page 10

Search Results

Region

Last Name

2nd Last Name

First Name

Middle Name

DOB (Age)

Gender

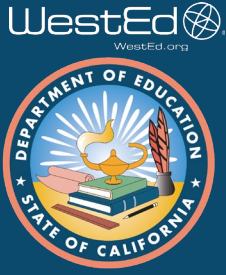
LM Name

LF Name

MSD Number

Build: Thu Nov 19 2020 16:09:20 GMT-0800 (Pacific Standard Time)

Search Children Tips



1. Using fewer search fields, such as just the first and last name, will give more results. Adding more search fields, such as the child's date of birth, will narrow the results.
2. If you cannot find a child, try toggling different combinations of the check mark filters.
3. Search by COE number to bring up all children listed in the COE form.
4. If edits are needed in the child record, Viewers should contact local Data Specialists and work together to ensure accuracy.

Viewing Child Records



MSiN Migrant Students TRAINING

COE
Children
Search Child
Resources

Ramon Sosa

Del Toro, Edwin Alberto - Regions (05, 23) *Fictitious Child

Demographic Address Info Enrollment Info Eligibility Status Move History Service Participation Communication Events Course History INA/ILP

Child's Last Name* Second Last Name Child's First Name* Middle Name

Del Toro Second Last Name Edwin Alberto

Child's Information

Suffix Gender* Race*

- Suffix - Male Declined to State

Date of Birth* Birth Verification* Birth City

11/13/2002 HAYWARD

Birth State Birth Country Medical Alert*

California United States N - No identified problem

☒ Latino ☐ Multi Birth

Preferred Phone Number Preferred Email

123-456-7890 EdwinToro17@gmail.com

Past Edits (4) >

Termination Reversed

Reversed Date: 05/15/2018
Reason: Termination Reversed
Update on: 05/15/2018
Update by: javierm

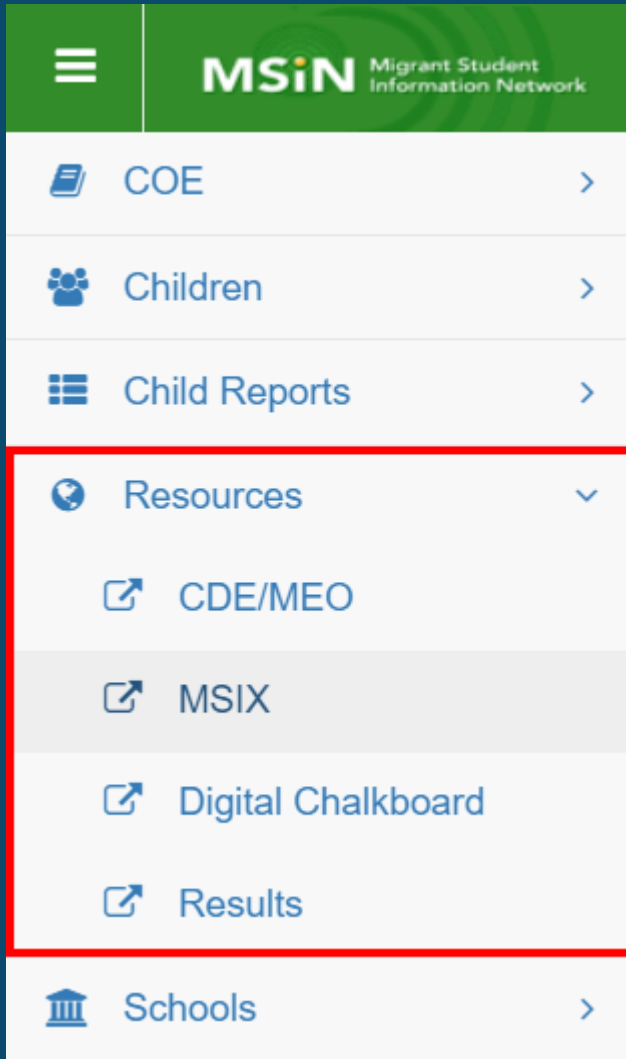
Termination History

Termination Date	Reason
02/25/2009	QAD Expired

Select All Children

SD Number 5002566603

MSIN Resource Links



- CDE/MEO – California Department of Education, Migrant Education Office site with MEP information.
- MSIX – Migrant Student Information Exchange, the national migratory child database.
- Digital Chalkboard – Site where MEP training materials are posted, including webinar content.
- Results – The Office of Migrant Education's (OME) resource site for state MEPs.

Questions? (2)





Check for Understanding (2)

- Next, you will see a pop-up window with question and response options.
- There are 3 questions for this section; answer them as best as you can.
- If you are participating as a group, enter the option chosen by the majority.
- You will get a warning when the poll is about to close.

Additional Considerations



Local Data Privacy and Security Training

Education agencies typically require all staff to participate in annual “refresher” courses on data privacy and security.

Both MEP and non-MEP staff should take advantage of these training opportunities, as they generally include lessons around:

- Keeping your login credentials for email and other systems private;
- Recognizing phishing, spear phishing, and other “social engineering” attacks; and
- Next steps if you suspect that your email, login credentials, or Personally Identifiable Information (PII) has been compromised in any way.

Remember that the MSIN system contains PII for thousands of migratory children and youths, so data security is of paramount importance.

MSIN Data Privacy and Security

Every MSIN user must follow all local and state measures for protecting student data, including (but not limited to):

- Never share access to the MSIN (your username and password).
- Consider your location when viewing confidential data (anything in the MSIN). Others should not be able to see what is on your screen.
- Do not email electronic versions (e.g., PDFs, Excel files, etc.) of forms and reports (PDFs, Excel files) unless they are encrypted per CDE standards.
- Store paper forms and reports in a secure location (locked cabinet).
- Shred paper forms and reports that are no longer needed (the MSIN stores electronic versions of COEs and INA/ILPs).

When conducting local training sessions, please reiterate these points so that all MSIN users hear this repeatedly.

MSIN Password Policy



1. Passwords must have at least **8 characters**.
2. They must Include at least one character from each of the four main character classes:
 - a) Uppercase letters [A-Z]
 - b) Lowercase letters [a-z]
 - c) Non-alphanumeric special characters [!, @, #, etc.]
 - d) Numbers [0-9]
3. Users may not re-use their **previous passwords**.
4. Passwords must be changed **after 90 days** of use.
5. Accounts are revoked **after 120 days** of inactivity.



Resources

- Subgrantees may use this presentation to review tips and recommendations.
- User guides for the features covered today are available on the MSIN home page.
- If any questions arise, subgrantees may contact the MSIN Service Desk to receive assistance.



Contact Information

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MSIN Service Desk

MSINsupport@wested.org

1-800-342-2964, option 1