Welcome Migrant Education Program Directors and Staff

The webinar will begin shortly. Please use the chat area on the right side of the screen for roll call (enter your name and region/district). Thank you.

Migrant Student Information Network (MSIN) Webinar

Individual Needs Assessment/ Individual Learning Plan Form and Workflow

September 16, 2020

10:00 a.m. – 12:00 p.m.

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Welcome and Introductions

Session Facilitators

- Melissa Mallory, Education Programs Consultant, California Department of Education (CDE)

- Jose Valencia, Migrant Student Information Network (MSIN) Lead, WestEd

- Victor Garibay, MSIN Specialist, WestEd

Target Audience

- Migrant Education Program (MEP) Directors
- MSIN Power Users, Managers, and Data Specialists

Session Objectives

Participants will

- Learn about MEP Individual Needs Assessment/Individual Learning Plan (INA/ILP) requirements;

- Understand how the statewide INA/ILP was created;

- Become familiar with the INA/ILP workflow;

- Become familiar with the INA/ILP form's sections;

- Learn the different form layouts for different grade levels;

- Review applicable data privacy and security considerations; and

- Receive resources to train MSIN users locally.

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Federal Guidance on Needs Assessments

"Local operating agencies conduct individual needs assessments to:

(1) determine the needs of migrant students and how those needs relate to the priorities established by the State;

(2) design local services; and

(3) select students for the receipt of those services."

U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children, Washington, D.C., 2017. Pg. 43.

California Education Code

"54443.1. Migrant education programs shall include all of the following:

(a) An individual assessment of the educational and relevant health needs of each participating pupil within 30 days of enrollment...

(d) A brief individual learning plan listing the services to be provided to each pupil shall be provided in writing or at a parent conference to the parent or guardian of each participating pupil, annually and each time the pupil moves to a new district."

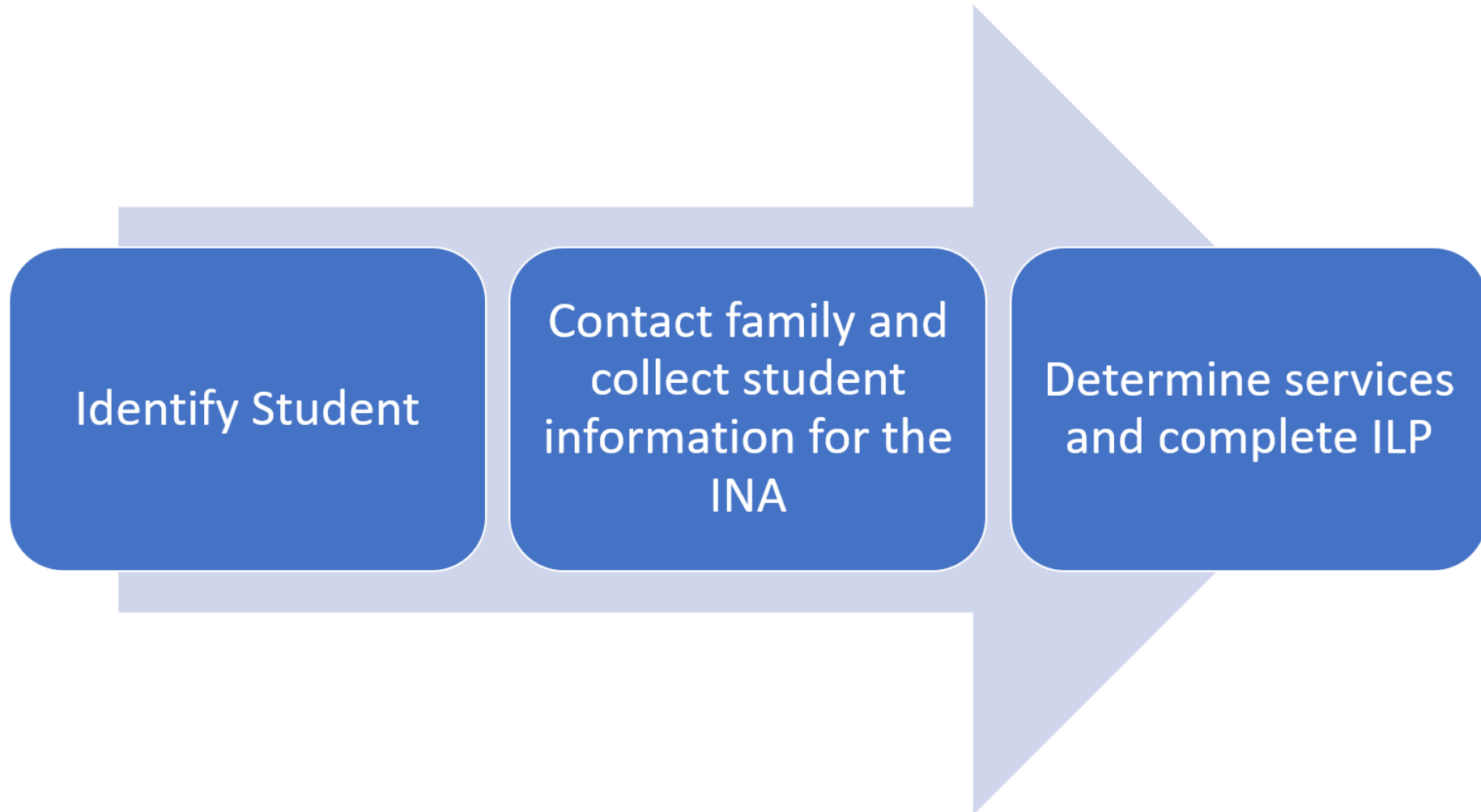California *Education Code* § 54443

How the Statewide INA/ILP was Created

- While developing the Comprehensive Needs Assessment (CNA) and State Service Delivery Plan (SSDP) the CNA/SSDP Stakeholder Committee identified a need for a standardized INA/ILP.

- The CDE staff gathered existing INAs and ILPs from subgrantees, including versions for PreK children, attending children (i.e., students), and non-attending youths (i.e., Out-of-School Youths [OSY]).

- The CDE staff consolidated elements from the subgrantee versions to form a single document with the INA and ILP components together (i.e., INA/ILP).

- The CDE proposed a statewide version of the INA/ILP and solicited additional feedback from the subgrantee committee before finalizing it.

- WestEd used the paper version of the Statewide INA/ILP as a template to create the web-form version in MSIN 6.0.

INA/ILP Completion Process

Identify Student → **Contact family and collect student information for the INA** → **Determine services and complete ILP**
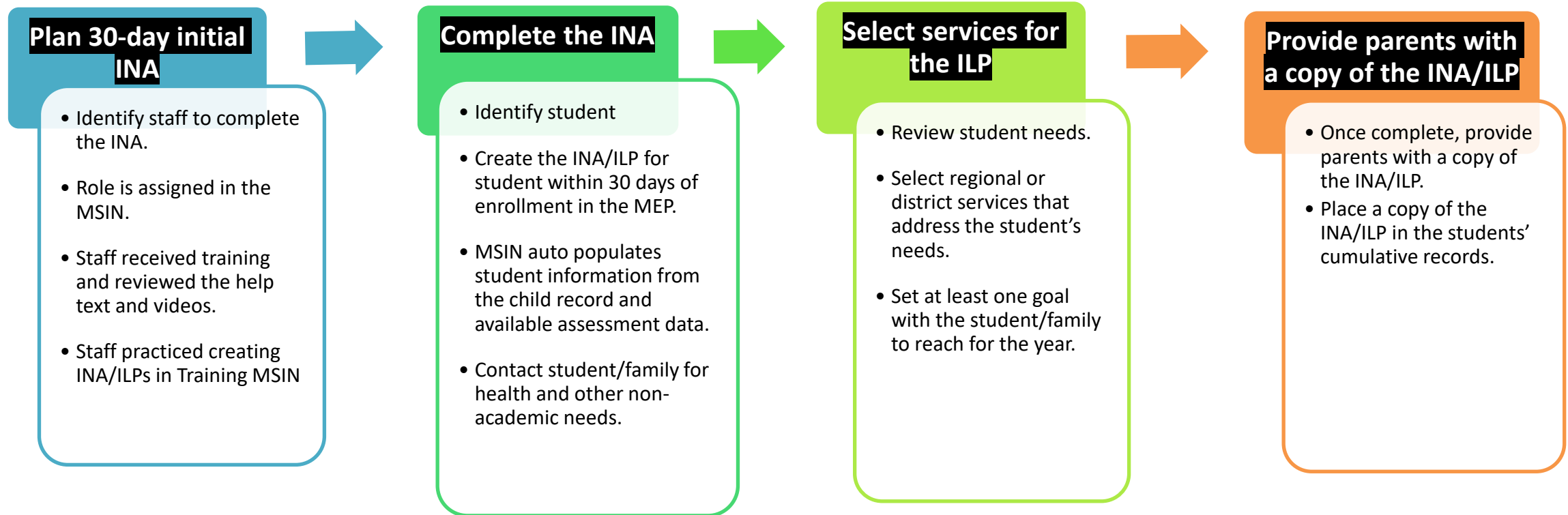
Best Practices for INA/ILP Implementation (1)

- New Student
  - Within 30 days of enrolling a migrant child or youth, contact the family or youth to complete an INA by recording any relevant information.
  - Use the INA to determine what services to provide to the child or youth. Complete the ILP.
  - Once the INA/ILP is complete, provide parents with a copy of the INA/ILP.

- Returning Student
  - Contact the family or youth after the child or youth has been re-enrolled. Create a new INA for the new school year.
  - Use the INA information to select services to provide to the student or youth. Complete the ILP.
  - Once the INA/ILP is complete, provide parents with a copy of the INA/ILP.

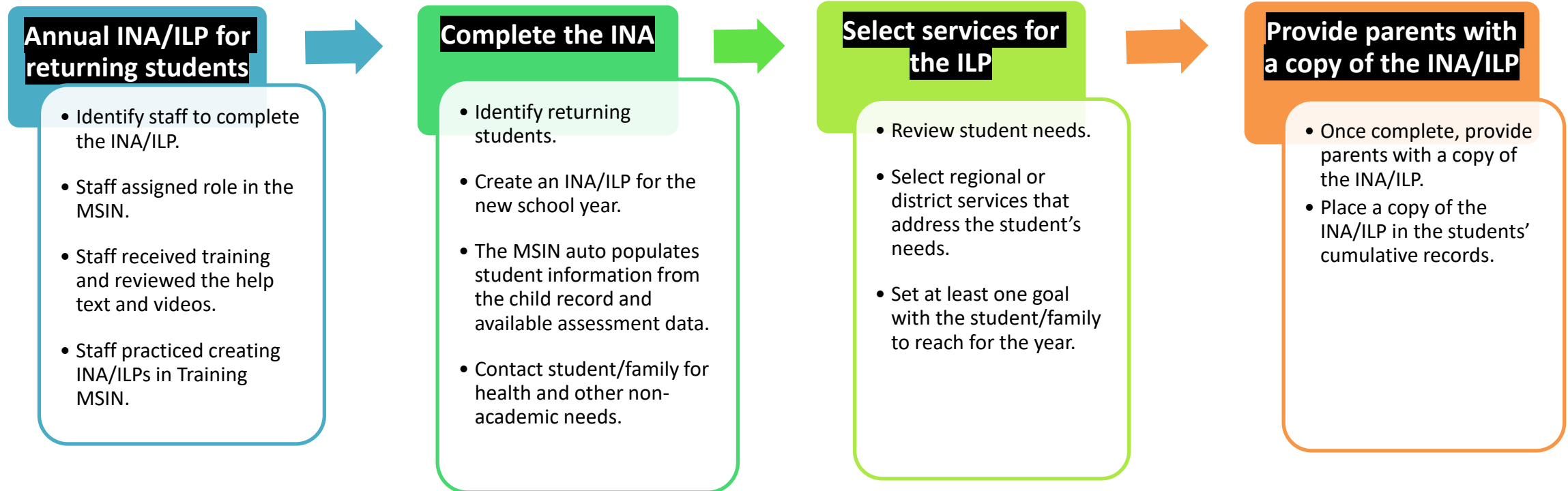# Best Practices for INA/ILP Implementation (2)

New Student Initial INA/ILP

Plan 30-day initial INA

- Identify staff to complete the INA.
- Role is assigned in the MSIN.
- Staff received training and reviewed the help text and videos.
- Staff practiced creating INA/ILPs in Training MSIN

Complete the INA

- Identify student
- Create the INA/ILP for student within 30 days of enrollment in the MEP.
- MSIN auto populates student information from the child record and available assessment data.
- Contact student/family for health and other non-academic needs.

Select services for the ILP

- Review student needs.
- Select regional or district services that address the student's needs.
- Set at least one goal with the student/family to reach for the year.

Provide parents with a copy of the INA/ILP

- Once complete, provide parents with a copy of the INA/ILP.
- Place a copy of the INA/ILP in the students' cumulative records.

Best Practices for INA/ILP Implementation (3)

Returning Student INA/ILP

Annual INA/ILP for returning students

- Identify staff to complete the INA/ILP.
- Staff assigned role in the MSIN.
- Staff received training and reviewed the help text and videos.
- Staff practiced creating INA/ILPs in Training MSIN.

Complete the INA

- Identify returning students.
- Create an INA/ILP for the new school year.
- The MSIN auto populates student information from the child record and available assessment data.
- Contact student/family for health and other non-academic needs.

Select services for the ILP

- Review student needs.
- Select regional or district services that address the student's needs.
- Set at least one goal with the student/family to reach for the year.

Provide parents with a copy of the INA/ILP

- Once complete, provide parents with a copy of the INA/ILP.
- Place a copy of the INA/ILP in the students' cumulative records.

Tell us about your Annual ILP Notification to Parents

Region	When do you provide a parent a copy of their child's ILP?
Region 1	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	
Region 10	

Region	When do you provide a parent a copy of their child's ILP?
Direct funded district (DFD) 11	
Region 14	
Region 16	
Region 17	
Region 18	
DFD 19	
DFD 21	
DFD 22	
Region 23	
DFD 24	

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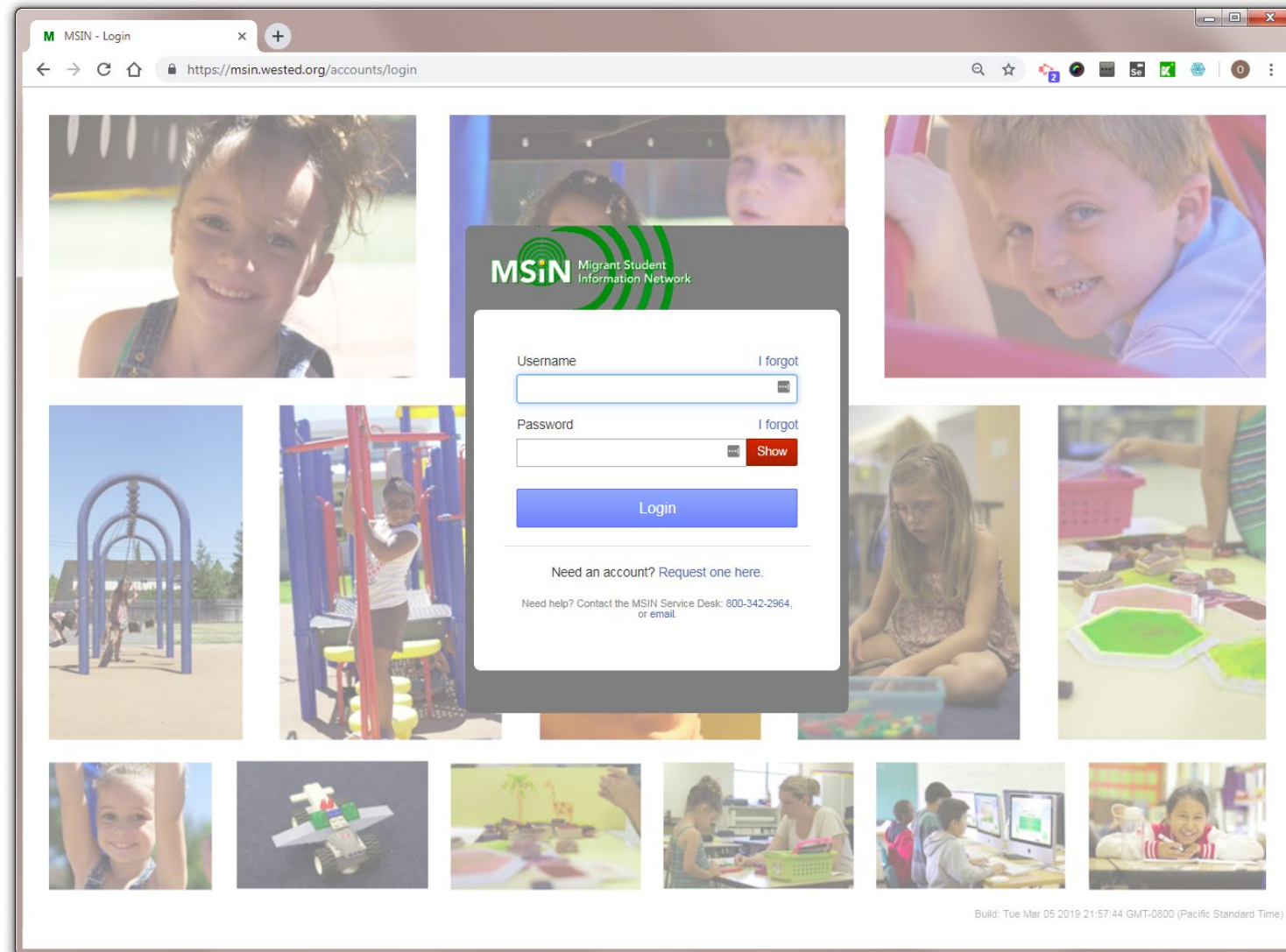
Questions?

Check for Understanding

- Next, you will see a pop-up window with questions and response options.

- There are three questions for this section, answer them as best you can.

- If you are participating as a group, enter what the majority of the group chooses.

- You will get a warning when the poll is about to close.

Introducing the INA/ILP in MSIN

INA/ILP Workflow

- The INA/ILP forms are created and stored in each migratory child's statewide record.

- This format is similar to how individual enrollments and services are currently entered and displayed in the MSIN.

- A migratory child's statewide record can be opened in many ways, including:

  - Using the Search Child screen;

  - Using the Active Student List (by clicking the Migrant Student Directory [MSD] numbers); and

  - Using any screen or report in the MSIN that displays the MSD numbers as clickable links.

INA/ILP Workflow (2)

When opened, a child's statewide record, known as the Child Record Modal, looks like a pop-up window with tabs along the top. The steps to access the INA/ILPs are:

- Search for a child and open their Child Record Modal; and
- Click on the INA/ILP tab to view the child's existing records.

▓▓▓▓▓▓ - Region 09   ✏ Edit   ✖

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

Individual Needs Assessment/Individual Learning Plan

Region 09 - San Diego County Office of Education

	School Year ⬍	District ⬍	School ⬍	Type ⬍	Grade ⬍	INA/ILP Status ⬍	INA/ILP Version ⬍	Created by / Date ⬍	Follow-up by / Date ⬍
👁	2019-20	Bonsall Unified	Norman L. Sullivan Middle	R	08	Completed	Annual	ramonsosa / 08/05/2019	---
👁	2018-19	Bonsall Unified	Norman L. Sullivan Middle	R	07	Completed	Annual	ramonsosa / 08/05/2018	---

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Every INA/ILP Links To An Enrollment

Note that every INA/ILP record (i.e., row) links to enrollment information (e.g., school year, district, school, type, and grade). This ensures that the child/youth is enrolled first. The **grade** is especially important because it controls the INA/ILP form layout so that only applicable sections appear.

▓▓▓▓▓ - Region 09   ✎ Edit   ✖

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

Individual Needs Assessment/Individual Learning Plan

Region 09 - San Diego County Office of Education

	School Year ⬍	District ⬍	School ⬍	Type ⬍	Grade ⬍	INA/ILP Status ⬍	INA/ILP Version ⬍	Created by / Date ⬍	Follow-up by / Date ⬍
👁	2019-20	Bonsall Unified	Norman L. Sullivan Middle	R	08	Completed	Annual	ramonsosa / 08/05/2019	---
👁	2018-19	Bonsall Unified	Norman L. Sullivan Middle	R	07	Completed	Annual	ramonsosa / 08/05/2018	---

INA/ILP Statuses

An INA/ILP form can be in one of two statuses, Started or Completed.

- **Started:** The form was created, but one or more required fields (marked with an asterisk) is/are incomplete.

- **Completed:** All required fields are complete.

	School Year	District	School	Type	Grade	INA/ILP Status	INA/ILP Version	Created by / Date	Follow-up by / Date
👁	2019-20	Bonsall Unified	Norman L. Sullivan Middle	R	08	Completed	Annual	ramonsosa / 08/05/2019	---
👁	2018-19	Bonsall Unified	Norman L. Sullivan Middle	R	07	Completed	Annual	ramonsosa / 08/05/2018	---

INA/ILP Versions

There are two INA/ILP versions, per California Education Code

- **30 Day/Initial:** Version for children/youth who are newly enrolled in the MEP.

- **Annual:** Version for previously identified children/youth, to be completed every school year, while they are eligible for the MEP.

[░░░░░░░░░░] - Region 09   ✎ Edit   ✖

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

Individual Needs Assessment/Individual Learning Plan

Region 09 - San Diego County Office of Education

	School Year ⬍	District ⬍	School ⬍	Type ⬍	Grade ⬍	INA/ILP Status ⬍	INA/ILP Version ⬍	Created by / Date ⬍	Follow-up by / Date ⬍
👁	2019-20	Bonsall Unified	Norman L. Sullivan Middle	R	08	Completed	Annual	ramonsosa / 08/05/2019	---
👁	2018-19	Bonsall Unified	Norman L. Sullivan Middle	R	07	Completed	Annual	ramonsosa / 08/05/2018	---

Created By and Follow-up By

After a MEP staff person creates an INA/ILP form, it can be updated by other MEP staff members, as needed.

- **Created By:** The MSIN user and date when the form was created.

- **Follow-up By:** The MSIN user and date when the form was last updated. A history of all follow-ups is stored within the form.

Questions? (2)

Check for Understanding (2)

- Next, you will see a pop-up window with questions and response options.

- There are three questions for this section, answer them as best you can.

- If you are participating as a group, enter what the majority of the group chooses.

- You will get a warning when the poll is about to close.

Creating a New INA/ILP

New INA/ILP forms are created by entering edit mode (1) and then clicking the "Add New INA/ILP" button (2). This will load the form on a separate tab in your browser.

Creating a New INA/ILP (2)

- An INA/ILP form must be linked to an existing valid enrollment line. This ensures that the child/youth is eligible to receive services. Choose the most current enrollment line in your region.

- The enrollment line also provides the grade, so the system can display the applicable form sections and pre-populate child information.

- The INA/ILP Type (30 Day/Initial or Annual) must be selected.

Creating INA/ILP

School Year * ⓘ

2020-21

School Enrollment * ⓘ

[Region 09] - 2020-21: Bonsall High (09/R) [08/17/2020 - No Withdrawal Date]

INA/ILP Type * ⓘ

○ 30 Day/Initial ⊙ Annual

Create New INA/ILP Form

INA/ILP Form Sections for All Grades (1)

INA/ILPs for all grade levels will have the following sections:

- **Personal Information:** Displays name, date of birth, student IDs, etc. (pre-populated from the statewide child record).

- **Indicators:** Displays Priority for Service (PFS), Academic Risk, and Special Education statuses; the user can add a 504 Plan indicator, if applicable.

- **Health Information:** Gathers health information and needs.

- **Learning Plan:** Records the user's suggested subgrantee services to address the child's/youth's needs.

- **Interviewee:** Records the name of the person providing the information and their relationship to the child/youth.

INA/ILP Form Sections for All Grades (2)

INA/ILPs for all grade levels will have the following sections (continued)

- **Created By and Follow-up By:** Records name and date for the MEP staff who created and updated the INA/ILP.

- **Comments:** Records additional comments (optional).

INA/ILP Form Sections for PreK

INA/ILPs for children in grades P3-P5 will show all the sections we just reviewed, while adding parent/guardian and preschool information.

PARENT/GUARDIAN INFORMATION (FOR GRADES P3-P5, K-12) ⓘ ⌄

Current Parent/Guardian 1: ⓘ | **Relationship:** ⓘ | **Phone 1:** ⓘ
▓▓▓▓▓▓▓▓ **[prepopulated, if available]** | - Choose Relationship - ⌄ |

Current Parent/Guardian 2: | **Relationship:** | **Phone 2:**
▓▓▓▓▓▓▓▓ **[prepopulated, if available]** | - Choose Relationship - ⌄ |

Past Edits (0) ❯

PRESCHOOL (CURRENTLY ENROLLED IN GRADES P3-P5) ⓘ ⌄

Enrolled in a non-MEP preschool? | **Where?** | **Comments** ⓘ
◯ Yes ◯ No

Past Edits (0) ❯

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INA/ILP Form Sections for Elementary

INA/ILPs for children in grades K–8 will show the sections for all grades, while adding parent/guardian and elementary school assessment data.

PARENT/GUARDIAN INFORMATION (FOR GRADES P3-P5, K-12) ⓘ

Current Parent/Guardian 1: ⓘ
▒▒▒▒▒▒▒▒ **[prepopulated, if available]**

Relationship: ⓘ
- Choose Relationship -

Phone 1: ⓘ

Current Parent/Guardian 2:
▒▒▒▒▒▒▒▒ **[prepopulated, if available]**

Relationship:
- Choose Relationship -

Phone 2:

Past Edits (0) ❯

ELEMENTARY (CURRENTLY ENROLLED IN GRADES K-8): ACADEMIC REVIEW ⓘ

Language Arts ⓘ
Year:
Assessed Grade:
Standard Met or Exceeded
○ Yes ○ No

Math ⓘ
Year:
Assessed Grade:
Standard Met or Exceeded
○ Yes ○ No

ELPAC ⓘ
Year: 2018-19
Assessed Grade: 02
Proficient
○ Yes ◉ No

Comments ⓘ

Past Edits (0) ❯   **[assessment data prepopulated, if available]**

INA/ILP Form Sections for Secondary

INA/ILPs for children in grades 9–12 will show the sections for all grades, while adding parent/guardian and secondary school assessment data.

INA/ILP Form Sections for Other Grades

INA/ILPs for youths in adult education (AD) or not enrolled (NA) will show the sections for all grades, while adding areas for Adult Education and Out-of-School Youth.

ADULT EDUCATION (CURRENTLY ENROLLED IN GRADES NA, AD) ⓘ ⌄

Dropped out? ⓘ
- ○ Yes ○ No

Enrolled in: ⓘ
- ☐ Adult Education
- ☐ GED
- ☐ HEP
- ☐ Other

Comments ⓘ

Past Edits (0) ❯

OUT-OF-SCHOOL YOUTH (CURRENTLY ENROLLED IN GRADES NA, AD) ⓘ ⌄

Married/Partner?
- ○ Yes ○ No

Children?
- ○ Yes ○ No

Last grade attended: ⓘ
- Choose Last Grade Attended - ⌄

Where?

Section Break

INA/ILP Form Sections for Grades AD or NA

◆┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈ **Section Break** ┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈

English Proficiency: ⓘ

Speaking -
○ High ○ Medium ○ Low ○ None
Reading -
○ High ○ Medium ○ Low ○ None
Writing -
○ High ○ Medium ○ Low ○ None

Preferred Language: ⓘ
○ Spanish
○ English
○ Other

Youth is: ⓘ
○ Here-to-work ○ Credit Recovery
☐ Contracted

Access to transportation: ⓘ
○ Yes ○ No
Type:

◆┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈ **Section Break** ┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈

Interested in: * ⓘ [required field]
☐ English (ELA, ESL, ELD)
☐ GED/HEP
☐ Home language literacy
☐ Job training/CTE
☐ Other

☐ None

Availability: ⓘ
☐ Days
☐ Evenings
☐ Saturday
☐ Sunday
☐ Other

At Interview, youth received: ⓘ
☐ Educational materials
☐ Health kit
☐ Referral/Community Resources
☐ Other

Emergency Contact: ⓘ

Relationship: ⓘ
- Choose Relationship -

Phone:

Past Edits (0) ❯

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Questions? (3)

Check for Understanding (3)

- Next, you will see a pop-up window with questions and response options.

- There are three questions for this section, answer them as best you can.

- If you are participating as a group, enter what the majority of the group chooses.

- You will get a warning when the poll is about to close.

INA/ILP Form Demonstrations

Editing INA/ILP

School Year ⓘ

2019-20

School Enrollment ⓘ

[Region 10] - 2019-20: Melbourne (Ella P.) Elementary (P3/N) [No Enrollment Date - No Withdrawal Date]

INA/ILP Type ⓘ

○ 30 Day/Initial ⦿ Annual

[Update Child Information] ⓘ

PERSONAL INFORMATION ⓘ

Name:	**QAD:**	**EOE:**
░░░░░░░░░░░░░░░	08/20/2017	08/19/2020

DOB:
░░░░░░░░░

Gender:
⦿ Male
○ Female
○ Non-binary

MSD: 06002905383
MSIX: 348663552596
SSID:

Current Address: ⓘ
░░░░░░░░░░
☐ Temporary Address

City:
Hawaiian Gardens

Current Address Phone:
░░░░░░░░░

District:
Abc Unified

School:
Melbourne (ella P.) Elementary

Grade:
P3

Past Edits (0) ▶

PARENT/GUARDIAN INFORMATION (FOR GRADES P3-P5, K-12) ⓘ

Current Parent/Guardian 1: ⓘ
░░░░░░░░░

Relationship: ⓘ
- Choose Relationship -

Phone 1: ⓘ

Current Parent/Guardian 2:

Relationship:

Phone 2:

[Save/Check Form]

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Demonstration of Each Grade Group

Walk through of how to complete an INA/ILP for each of the following grade groups:

1. Demonstration with a fictitious preschool child or student.

   • View of the PDF export.

2. Demonstration with a fictitious elementary school student.

   • View of the PDF export.

3. Demonstration with a fictitious secondary school student.

   • View of the PDF export.

4. Demonstration with a fictitious OSY.

   • View of the PDF export.

Questions? (4)

Additional Instructions and Considerations

New Role: INA/ILP Support

- A new role, INA/ILP Support, was added so that subgrantees can give local users the ability to create, edit, and delete INA/ILPs.

- Local Regional User Approver(s) can add this new role to local MSIN users.

Data Privacy and Security

Both within MSIN and in paper form, the INA/ILP contains Personally Identifiable Information (PII). As a result, be sure to follow all State and local measures for protecting student data, including (but not limited to):

- Never share access to MSIN (i.e., your username and password).

- Consider your location when viewing confidential data (i.e., anything in MSIN). Others should not be able to see what is on your screen.

- Do not email electronic versions (e.g., PDFs) of the INA/ILP unless they are encrypted per CDE standards.

- Store paper INA/ILPs in a secure location (e.g., locked cabinet).

- Shred paper INA/ILPs that have been updated/replaced (MSIN stores electronic versions).

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Suggestions For Completing INA/ILPs

- Take inventory of which MEP staff currently work on INA/ILPs and assign them the "INA/ILP Support" role in MSIN.

- Consider modifying your current INA/ILP workflow to keep as much of it as possible within MSIN (paperless).

- Consider assigning INA/ILP work by school and grade level; this will allow MEP staff to use the Active Student List, or any other student report, as a worklist.

- Develop local policies and procedures for printing and securing INA/ILPs (such as when they are added to student cumulative record folders at schools or district offices).

- Any paper INA/ILPs created after September 1st must be entered into MSIN.
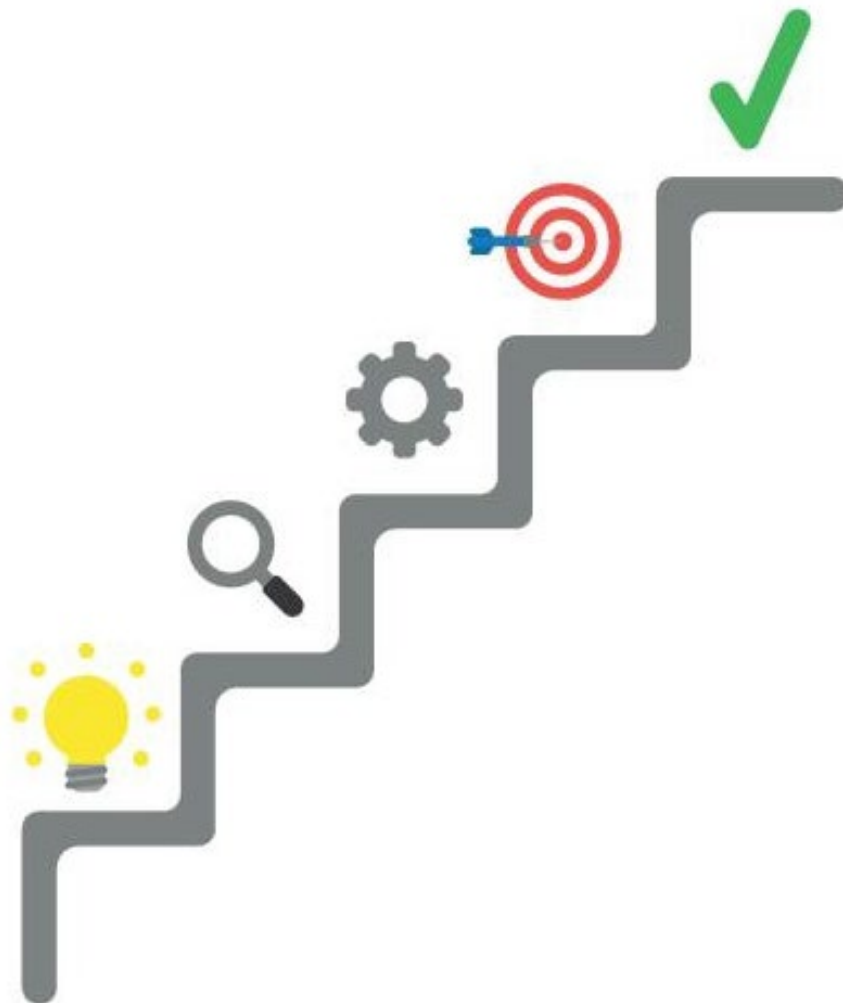
Questions? (5)

Check for Understanding (4)

- Next, you will see a pop-up window with questions and response options.

- There are three questions for this section, answer them as best you can.

- If you are participating as a group, enter what the majority of the group chooses.

- You will get a warning when the poll is about to close.

Next Steps for Subgrantees

Goals For INA/ILPs

- Integrate the electronic INA/ILP into your current workflow to meet California *Education Code* requirements.

- Assign and give local staff the "INA/ILP Support" role.

- Note that INA/ILP completion impacts the following Measurable Program Objective (MPO) reports:

  - MPO 5.0/6.0 Report: High School Case Management - INA/ILP

  - MPO 5.1/6.1 Report: High School Credit Accrual Services

  - MPO 10.0 Report: OSY Literacy – English Language Arts (ELA), English Language Development (ELD), and English as a Second Language (ESL) Services

  - MPO 10.1 Report: OSY Literacy - GED Services

  - MPO 10.2 Report: OSY Literacy - Primary Language Services

  - MPO 11.1 Report: Mental Health Referrals & Treatment

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Resources

- Subgrantees may use this presentation and webinar recording to train local MEP staff.

- In addition to the "help text" in the INA/ILP form, "how to" videos will be 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