Resolving Duplicate Child Records in MSIN

Introduction

Many children in the Migrant Education Program (MEP) are recruited more than once in different districts and regions throughout California. As result, several Certificates of Eligibility can be created per family, resulting in multiple versions of the same child information within the State's migratory child database. These versions may not be exactly alike, or the members of a family could change. There are many reasons why a child record could look like a different child or could be a duplicate of an existing child. The "Resolve Duplicates" feature in MSIN was designed to help users determine if similar child records are actually referring to the same child.

It is critically important to uniquely identify migratory children because California's MEP funding is directly impacted by "unduplicated" (i.e., unique) child counts. Non-Regulatory Guidance[1] defines these counts as follows:

> *States must annually submit to the Department... accurate and* ***unduplicated*** *Category 1 and Category 2 child counts, as well as a written explanation of the procedures used to calculate and validate the accuracy of the two child counts. The Category 1 child count is an* ***unduplicated*** *count of migrant children aged 3 through 21 who, within 3 years of a qualifying move, resided in the State for one or more days in a 12-month period. The Category 2 child count is an* ***unduplicated*** *count of migrant children who were served for one or more days in MEP-funded summer or intersession programs in the State during a 12-month period. (emphasis added)*

These definitions led to the development of a comprehensive child matching protocol in MSIN that includes dozens of matching tests, including several that evaluate similar-sounding names using specialized software, to identify potential duplicates. MSIN users who participate in the resolution process (i.e., Data Specialists) evaluate pairs of child records and either merge duplicate records or validate that they are distinct. Their decisions, in turn, allow California to confidently determine unduplicated child counts for the Department of Education, State reports, and for local subgrantees.

Resolving Duplicates

The following how-to-guide will walk you through the process of resolving duplicates. This guide assumes that you have a user account for MSIN 6.0, and that the role of Data Specialist is associated with your account. Although MSIN will most likely display enough information for you to make a reliable determination, if you have access to a district database(s) or to CALPADS, we encourage you to use these resources together. In addition, do not hesitate to involve another Data Specialist or colleague when working on difficult cases.

STEP 1: ACCESS THE MANAGE DUPLICATES SCREEN

From the main menu on the home page, click on "Children" and navigate to the "Manage Duplicates" submenu. Next, click on the "Resolve Duplicates" drop-down option.

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[1] 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. 4

![MSIN 6.0]
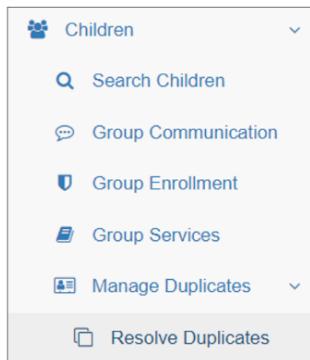
This will open the "Resolve Children Duplicates" screen, where you can see the number of "Resolved" and "Unresolved" duplicates. For example, a Data Specialist in Region 10 would see something like this:

Resolve Children Duplicates

Region	Unresolved	Resolved
10	2	293

STEP 2: ACCESS THE UNRESOLVED DUPLICATES

Click on the blue link representing the number of "Unresolved" duplicates.

Region	Unresolved	Resolved
10	2	293

This will take you to the screen that displays the unresolved duplicates for your region or district. Notice the last column, which shows the reason(s) the children were matched (e.g., close names and birth dates).

Region 10 - Unresolved Duplicates (2) ⌄

| Filter | Filter items below | | | | | | | | | | | Rows Per Page | 5 ▾ |

Created on 08/23/2019	Region	Status	MSD #	Name	DOB	MB	BV	Birth City	Gender	Mother	Father	Reason
Compare Children 👥		Provisional	Updated by kcliffo on 08/29/2019 12:36 PM									
kcliffo	13	Different	06002613343	Daniela	03/25/200	1	B		F	Angelica		Close Name ...
	01	Undecided	06002613343	Daniela	03/25/200	1	B		F	Angelica		Close Name ...
Same | **Different** | Undecided phernandez	10	Different	06002925570	Daniela	03/30/200	N	07		F	Andres		Close Name ...

Created on 09/21/2019	Region	Status	MSD #	Name	DOB	MB	BV	Birth City	Gender	Mother	Father	Reason
Compare Children 👥		Unresolved										
Same | Different | **Undecided**	10	Undecided	06002275820	Maria	12/11/200	0	D		F	Isabel		Close Name ...
	09	Undecided		Mario	12/13/200	N	07		M	Odelia		Close Name ...

STEP 3: COMPARE CHILDREN'S INFORMATION

Always begin the resolution process by clicking the "Compare Children" option. This will display the child records side-by-side so you can compare them more easily.

Created on 09/21/2019	Region	Status
Compare Children 👥		**Unresolved**
Same | Different | **Undecided**	10	Undecided
	09	Undecided

2

STEP 4: COMPARE THE RECORDS

In this side-by-side comparison screen, you will see all the information from each record and be able to determine whether the two records indicate this is the same child or they are different children.

In addition to the Demographics information shown in this partial screenshot, by continuing to scroll down you would also compare Contact Information, Enrollments, Eligibility Status, Move History, and Service Participation.

After reviewing the records carefully to decide with high confidence, exit the comparison screen by clicking the red "X" on the top right-hand corner of the screen.

Note: We only compare two records at a time. If there are more than two rows displaying on the Unresolved Duplicates screen, the user is still resolving only a pair of children. This becomes obvious when you click the "Compare Children" option and you see only two records side-by-side.

STEP 5: SELECT YOUR DECISION

Once you exit the comparison screen, log your decision by selecting one of the following options: **Same** or **Different**. The **Undecided** option is there to indicate to others that you are still reviewing this record. We highly encourage collaboration among regions to resolve duplicates in a timely manner. If you have trouble deciding and one of the child records is from another subgrantee, contact their Data Specialist to collaborate on the decision. They might have access to more information, such as district databases or CALPADS. If doubts remain, you may also contact the MSIN Service Desk for support.

Note: If by mistake you select the incorrect decision, you can switch between options by clicking on **Same**, **Different** or **Undecided**. Adjust your decision as needed.

Sometimes you will see multiple rows with different regions. This means that each region displayed needs to decide whether the children are the same or different. Also, if your region is listed in multiple rows, you will need to select your decision more than once.

The example above shows that the child with the MSD ending in 3343 has enrollments in Region 13 and 01. The child was matched to another record in Region 10 (i.e., the child whose MSD ends in 5570). Even though there are three rows, and three regions involved, we are actually comparing child 3343 to 5570 and all three regions are providing input. The screenshot shows that Region 13 and Region 10 both think the children are **Different**, whereas Region 01 has not provided input yet (i.e., **Undecided**).

If this ever becomes confusing, simply click on the "Compare Children" option and you will quickly see which two children have been matched and need to be resolved as either the same or different.

STEP 6: RESOLVE THE DUPLICATE

Once all regions involved have decided, any one of them can click "Merge Children" or "Resolve Different" to finalize the process. The duplicates then move to the "Resolved Duplicates" category. We highly recommend that the last person to decide completes this last step.

Note: If you do not complete this step, the duplicates will not be resolved, and they will appear in the "Unresolved Duplicates" category for regions involved until this step is completed.

STEP 7: CONFIRM CHILD'S INFORMATION AND UPDATE RECORD, IF NEEDED

When duplicates are resolved as **Same**, the system will merge the child records and keep the lowest MSD number (which is the oldest) and the demographic information associated with it. As a result, the demographic information may not be current or correct. *Subgrantees must verify the merged child record to confirm the information as correct and make updates, as needed.*

Created on 08/30/2019	Region	Status	MSD #	
Compare Children 👥		**Resolved**	Merged and re:	
ramonsosa	10	Same	06002307200	} The lowest MSD number will
jvalencia	05	Same	06002307200	stay with the child's record.
ramonsosa	10	Same	~~06002576824~~	} This MSD will be discarded.
jvalencia	05	Same	~~06002576824~~	

When duplicates are resolved as **Different**, the system will keep records apart and display different MSD numbers for each child.

Created on 08/30/2019	Region	Status	MSD #	
Compare Children 👥		**Resolved**	Resolved by ra	
ramonsosa	10	Different	06002881447	→ MSD for child #1
ramonsosa	10	Different	06002905345	→ MSD for child #2

In this example, both children had MSD numbers previously assigned to them. In other cases, the "MSD #" column could be blank, such as when a child has been recruited into the MEP for the first time. Resolving that type of duplicate as **Different** will result in a new MSD number for the new child.

If a mistake occurs when resolving duplicates, subgrantees have the option to revert their decision by going to the "Resolve Duplicates" screen and then clicking "Resolved" duplicates to make changes. Once you find the pair you would like to revert, you can select the "Revert Merge" or "Revert Different" options.

Created on 08/30/2019	Region	Status	MSD #
Compare Children 👥		**Resolved**	Merged and re:
ramonsosa	10	Same	06002307200
jvalencia	05	Same	06002307200
ramonsosa	10	Same	06002576824
jvalencia	05	Same	06002576824
Revert Merge ↗			*i* Is this incorrect? Changin

| Created on 08/30/2019	Region	Status	MSD #
Compare Children 👥		**Resolved**	Resolved by ra
ramonsosa	10	Different	06002881447
ramonsosa	10	Different	06002905345
Revert Different ↗			*i* Is this incorrect? Changin

Special Cases: Twins, Siblings, and SSID Matches

Most duplicates are straight forward and may be resolved using the seven steps described above. However, duplicates involving twins can be tricky because their names are often similar, they are born on the same date, their move history is identical, their enrollment history is very similar (if not identical), and other details are also similar. This can lead to mistakenly merged child records. To avoid this, pay special attention to the MB (i.e., Multiple Birth) column; a "Y" value (or "1" in older records) indicates that the child is a twin. Another good way to validate whether a pair of children are actually twins rather than the same child is to open a recent Certificate of Eligibility (COE). The children will be listed on the COE as distinct if they are in fact twins.

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The same tips apply to siblings. It is not uncommon to see brothers or sisters with almost identical names. Again, if you have any doubts, open one or more COEs to confirm that the children are distinct. Siblings offer more clues, as their birth dates and enrollments will likely be different (baring any errors).

Thirdly, SSID matches sometimes result in mistakenly merged children. This is because entering the same California Statewide Student Identifier (SSID) is a common error made with twins and siblings. Just like MSD numbers, SSIDs must be unique to each child. Please follow the same tips described above to avoid mistakenly merging this type of duplicate.

Note: If you resolve an SSID match as **Different**, the SSID entry for both children will be erased. This is done because both children need to be found again in local databases, or CALPADS, to validate their identities and enter their correct SSIDs. You will see the following message as a reminder upon clicking "Resolve Different":
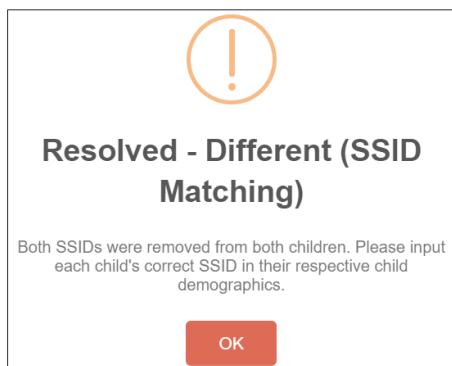
This approach was taken because having correct SSID numbers is critically important for reporting and funding purposes. This child identification number serves as the link between the statewide migratory child database, MSIN, and California's student data system, CALPADS. Without accurate SSIDs, we cannot confidently validate child counts, match against assessment results, calculate Priority for Services (PFS) status, match against indicators like EL status, or complete other federal reporting requirements.

Resources

Before resolving duplicates for the first time, we strongly recommend practicing on the TrainingMSIN site (https://trainingmsin.wested.org). This is a safe place to try every scenario possible in your local area. Once you feel comfortable resolving all kinds of duplicates, entering real data in MSIN will proceed more smoothly.

If you have specific questions not covered in this guide, please feel free to contact the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 1).