

Searching for Migratory Children

Introduction

The purpose of the Search Children screen in the Migrant Student Information Network (MSIN) system is to help users find current (and former) migratory children to view their statewide records. Because MSIN is web-based and it accesses a statewide database, a key benefit is that users can search for migratory children who are, or were, enrolled anywhere in California. In fact, all MSIN user roles have access to this search capability.

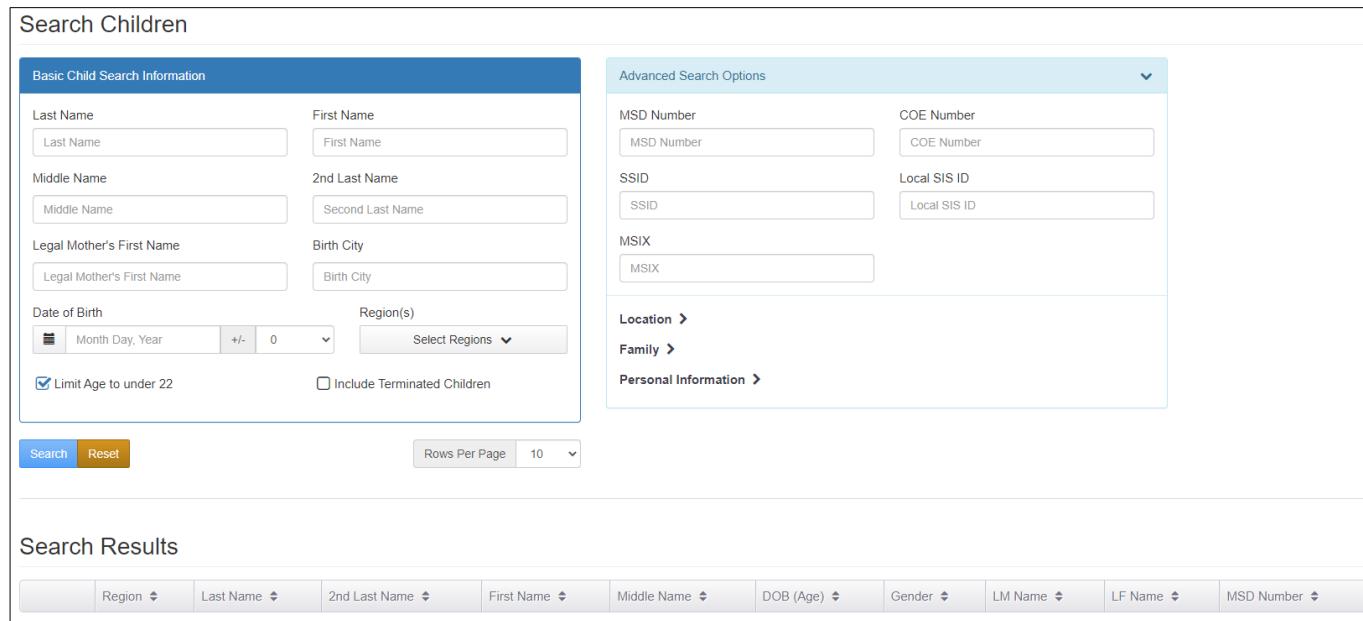
This guide describes the steps to search for migratory children and youths in the MSIN system. The same steps apply to both the MSIN 6.0 site, used for real data, and the Training MSIN sister site, which is used to learn system features and practice entering fictitious data.

Step 1: Go to the MSIN 6.0 site and Log in

Enter the following address in your web browser: <https://msin.wested.org/>. Next, log in using your MSIN 6.0 credentials.

Step 2: Go to the Search Children Screen

On the home page, locate the sidebar menu and click on “Children” to open the submenus. Click on “Search Children” to open the search screen, as shown below.



Region	Last Name	2nd Last Name	First Name	Middle Name	DOB (Age)	Gender	LM Name	LF Name	MSD Number
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Step 3: Search Using the Basic Child Search Information Panel

The Search Children page contains two sets of search options:

1. Basic Child Search Information, and
2. Advanced Search Options.

To begin with, we will focus on searching using the Basic Child Search Information options, shown below.

Search Children

Basic Child Search Information

Last Name	First Name
<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Middle Name	2nd Last Name
<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Legal Mother's First Name	Birth City
<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>	<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/>
Date of Birth	Region(s)
<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> Month Day, Year <input style="width: 20px; height: 25px; border: 1px solid #ccc; padding: 2px; margin-left: 10px;" type="button"/> 0 <input style="width: 20px; height: 25px; border: 1px solid #ccc; padding: 2px; margin-left: 10px;" type="button"/>	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px; margin-left: 10px;" type="button"/> Select Regions
<input checked="" type="checkbox"/> Limit Age to under 22 <input type="checkbox"/> Include Terminated Children	
<input style="width: 80px; height: 25px; background-color: #0070C0; color: white; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button"/> Search <input style="width: 80px; height: 25px; background-color: #E69138; color: white; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="button"/> Reset Rows Per Page <input style="width: 50px; height: 25px; border: 1px solid #ccc; padding: 2px; margin-left: 10px;" type="button"/> 10	

Enter the child's first name, last name, and date of birth. Using these three fields is generally precise enough to find the target child. Next, click on the Search button to return all migratory children in California with matching, or similar, information. If you get too many results, then it will be helpful to add more search criteria to narrow down your results. The more criteria you add, such as a second last name, the narrower your results will be.

By default, the box labeled "Limit Age to Under 22" will be checked. This means the search results will display children and youths from ages 0-21.999. If this box is unchecked, the search results will display current and former migratory children of all ages.

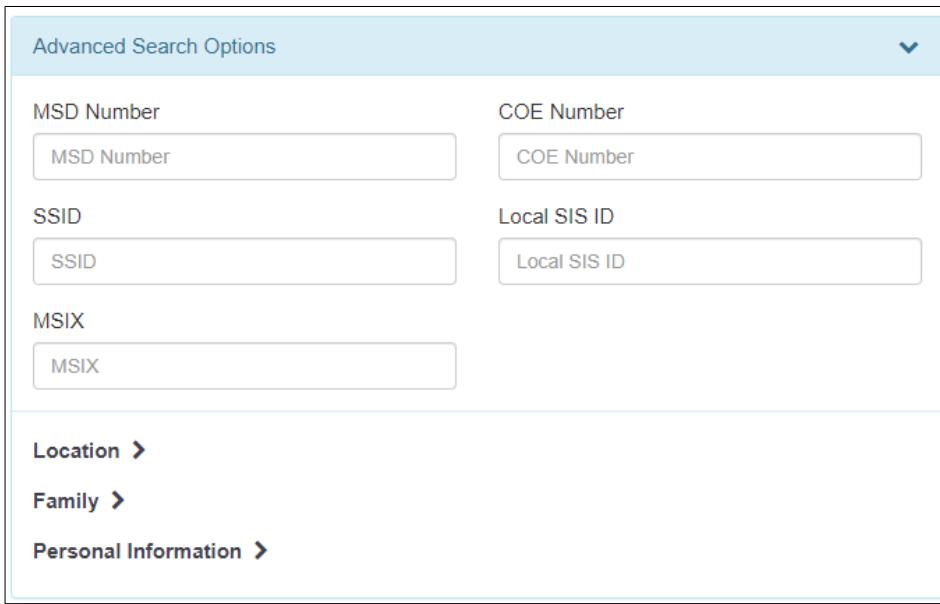
By default, the box labeled "Include Terminated Children" will be unchecked. This means the search results will not include most terminated children and youths. Specifically, the results will display children with current eligibility and those who could be eligible again in the future (e.g., children with expired Qualifying Arrival Dates [QAD]). If you add a checkmark, then the search results will broaden to include children with "hard terminations," such as those who graduated, passed a high school equivalency exam, and passed away (i.e., children and youths who cannot be eligible again) and children whose parents have refused MEP services (i.e., have a "Refused" termination). This box is most often checked when searching for children or youths who used to be eligible.

Within the Basic Child Search Information panel, you can also add the following search criteria to narrow your results further:

Field	Definition
Middle Name	Child's middle name
2nd Last Name	Child's second last name
Legal Mother's First Name	Child's Legal Mother's first name. The terminology has changed, and this field is mapped to the Legal Parent/Guardian 2's first name.
Birth city	Child's Birth City
Date of Birth (+/-)	Child's date of birth can be "fuzzy" by adding up to 10 days, plus or minus. Use this option to yield more results (i.e., broaden the Date of Birth criterion).
Region(s)	List of all Regions within the State of California. Selecting a region will limit the results to children who are, or were, enrolled in that region.

Step 4: Enhance Your Search Using the Advanced Search Options Panel

Next to the Basic Child Search Information panel, you will see the Advanced Search Options panel shown in the screenshot below.



The Advanced Search Options panel is a light blue rectangular box with a dropdown arrow in the top right corner. It contains four pairs of input fields: 'MSD Number' and 'COE Number', 'SSID' and 'Local SIS ID', 'MSIX' (which is empty), and a 'Location' section. The 'Location' section includes three expandable categories: 'Location >', 'Family >', and 'Personal Information >'. Each category has a small blue arrow to its right indicating it can be expanded.

We will focus on searching for children using the fields labeled MSD Number (for Migrant Student Directory) and COE Number (for Certificate of Eligibility). These two fields are commonly used in a variety of scenarios. Note that it is typically much faster to search by an identification number, if you have it, because you only need to enter information in one field, whereas the Basic Child Search Information panel requires at least two fields (otherwise the search will timeout or you will get too many results).

SEARCHING BY MSD NUMBER

Whenever possible, we recommend using a child's Migrant Student Directory (MSD) identification number to search for them. This search criterion is reliable because the MSIN system assigns a unique MSD number to each migratory child and youth when they first enroll in the MEP. The child's MSD number remains with them to ensure they are uniquely identified when they move to different regions/DFDs within California and to other states. Think of the MSD number as California's migratory child id number.

SEARCHING BY COE NUMBER

You can also search for migratory children and youths by entering a COE number, assuming they are listed in that COE. Using this search option is especially helpful when you want to bring up all the children in a family. Although not guaranteed, it is likely that most, if not all, of the children will be listed in the same COE. This comes in handy when entering Communication Events, such as Annual Verifications, for all the children in a family. You can enter the event once for all the children rather than creating separate entries for each individual child.

Note that the Search Children screen also appears as a tab within the data entry screen for Group Communication Events (refer to the user guide on entering Communication Events for more details). Depending on your user

role(s), you may find other creative uses for the COE Number search option. We encourage you to explore this on the Training MSIN site.

ADVANCED SEARCH OPTIONS DEFINITIONS

In addition to the search fields described above, you have the following less commonly used fields at your disposal:

Field	Definition
SSID	Child's CALPADS identification number (Statewide Student Identifier)
Local SIS ID	Child's local school district identification number
MSIX	Child's MSIX (Migrant Student Information Exchange) identification number
County(s)	List of counties in the user's assigned Region/Direct-funded District (DFD)
School District(s)	List of school districts in the user's assigned Region/DFD
Schools(s)	List of schools in the user's assigned Region/DFD
Legal Mother's First Name	Child's Legal Mother's first name. The terminology has changed, and this field is mapped to the Legal Parent/Guardian 2's first name.
Legal Mother's Last Name	Child's Legal Mother's last name. The terminology has changed, and this field is mapped to the Legal Parent/Guardian 2's last name.
Legal Father's First Name	Child's Legal Father's first name. The terminology has changed, and this field is mapped to the Legal Parent/Guardian 1's first name.
Legal Father's Last Name	Child's Legal Father's last name. The terminology has changed, and this field is mapped to the Legal Parent/Guardian 1's last name.
Birth State	Child's birth state
Birth Country	Child's birth country
Gender	Child's gender

Step 5: Manipulate the Search Results

The Search Results table can be sorted by clicking on any column header, as follows:

- Region
- Last Name
- 2nd Last Name
- First Name
- M.I. – Middle initial
- DOB
- Gender
- LM Name – Legal Mother's Name
- LF Name – Legal Father's Name
- MSD Number

Click on the arrows, circled in orange below, to toggle between ascending and descending order.

Search Results (129)							
	Region	Last Name	2nd Last Name	First Name	Middle Name	DOB (Age)	Gender
 	CA	Montgomery	Leanne	Leanne	Leanne	11/15/2003 (17)	M
 	CA	Montgomery	Leanne	Leanne	Leanne	05/20/2004 (16)	M
 	CA	Montgomery	Leanne	Leanne	Leanne	11/28/2001 (19)	M

Exactly what you can do next with these search results depends on your user role(s) in the MSIN system. All user roles can search for and view all child records in California, in all regions/DFDs. In addition, users with the Data

Specialist role can edit child records for migratory children enrolled in their own region/DFD. Whether viewing or editing records, either action begins by manipulating the Search Results table.

In the screenshot above, notice the two icons next to each row. The eye icon brings up a “pop-up” window known as the Child Record Modal, or statewide child record. This window provides a quick way to see all the information collected for each migratory child. The window has multiple tabs along the top to organize the child’s information. When searching for a child or youth, often times the objective is to access their Child Record Modal to view an aspect of their statewide child record. Certain user roles, such as Data Specialists, can also search for and edit information in the Child Record Modal.¹

The plus sign icon is used to add the child or youth in each row to a running list. It is possible to add a child to the list and then conduct additional searches to keep adding more children to the running list. This feature is meant to help you create a short worklist for any purpose.

Tips for Difficult Searches

On occasion, you might not immediately find the child or youth you are searching for. When this happens, you can try changing your search parameters in the following ways.

1) Enter different last name combinations. For example, suppose a child’s last names are Garcia Gil. You can enter each one in the Last Name field and conduct two separate searches (A and B below). Or you can switch the last names (e.g., Gil Garcia, using both the Last Name and 2nd Last Name fields; C and D below). You can also try hyphenating the last names and entering them together under the Last Name field (E below).

A	B	C												
<table border="0"> <tr> <td>Last Name <input type="text" value="Garcia"/></td> <td>First Name <input type="text"/></td> </tr> <tr> <td>Middle Name <input type="text"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text" value="Garcia"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	2nd Last Name <input type="text"/>	<table border="0"> <tr> <td>Last Name <input type="text" value="Gil"/></td> <td>First Name <input type="text"/></td> </tr> <tr> <td>Middle Name <input type="text"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text" value="Gil"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	2nd Last Name <input type="text"/>	<table border="0"> <tr> <td>Last Name <input type="text" value="Garcia"/></td> <td>First Name <input type="text"/></td> </tr> <tr> <td>Middle Name <input type="text"/></td> <td>2nd Last Name <input type="text" value="Gil"/></td> </tr> </table>	Last Name <input type="text" value="Garcia"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	2nd Last Name <input type="text" value="Gil"/>
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Middle Name <input type="text"/>	2nd Last Name <input type="text" value="Garcia"/>													
Last Name <input type="text" value="Garcia-Gil"/>	First Name <input type="text"/>													
Middle Name <input type="text"/>	2nd Last Name <input type="text"/>													
														

2) Enter different first name and middle name combinations. For instance, a child with the names Jose Martin can be entered as just Jose (A below), just Martin (B), both Jose and Martin in the First Name and Middle Name fields (C), and switched, as Martin and Jose in the same two fields (D).

A	B	C												
<table border="0"> <tr> <td>Last Name <input type="text"/></td> <td>First Name <input type="text" value="Jose"/></td> </tr> <tr> <td>Middle Name <input type="text"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text"/>	First Name <input type="text" value="Jose"/>	Middle Name <input type="text"/>	2nd Last Name <input type="text"/>	<table border="0"> <tr> <td>Last Name <input type="text"/></td> <td>First Name <input type="text" value="Martin"/></td> </tr> <tr> <td>Middle Name <input type="text"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text"/>	First Name <input type="text" value="Martin"/>	Middle Name <input type="text"/>	2nd Last Name <input type="text"/>	<table border="0"> <tr> <td>Last Name <input type="text"/></td> <td>First Name <input type="text" value="Jose"/></td> </tr> <tr> <td>Middle Name <input type="text" value="Martin"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text"/>	First Name <input type="text" value="Jose"/>	Middle Name <input type="text" value="Martin"/>	2nd Last Name <input type="text"/>
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<table border="0"> <tr> <td>Last Name <input type="text"/></td> <td>First Name <input type="text" value="Martin"/></td> </tr> <tr> <td>Middle Name <input type="text" value="Jose"/></td> <td>2nd Last Name <input type="text"/></td> </tr> </table>	Last Name <input type="text"/>	First Name <input type="text" value="Martin"/>	Middle Name <input type="text" value="Jose"/>	2nd Last Name <input type="text"/>										
Last Name <input type="text"/>	First Name <input type="text" value="Martin"/>													
Middle Name <input type="text" value="Jose"/>	2nd Last Name <input type="text"/>													
														

3) Enter a “plus or minus” range for the Date of Birth. For example, suppose you are looking for a child who was born on January 1, 2010. If entering this date of birth does not yield any results, try using the +/- drop-down to select the number of days that the target date can vary. If 2 days is chosen (shown below), then the results will include children who were born on December 30, 2009; December 31, 2009; January 1, 2010; January 2, 2010; and January 3, 2010. This field is useful when you don’t know or remember a child’s exact date of birth, or when you suspect that it could have been entered incorrectly in MSIN. You will have more children to choose from in the results table.

Date of Birth

	January 01, 2010	+/-	2 days
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4) Enter fewer and more varied search criteria. Very rarely, you may find that a child or youth is not showing up at all. If so, try entering fewer search criteria to broaden the results. For example, enter information in just two fields, such as Last Name and First Name. If you still don’t see the target child, try spelling variations of the names (e.g., Joan for Juan) to get even more results. Although MSIN uses a phonetic algorithm called Metaphone to provide results with similar-sounding pronunciations, it could help to provide variations of name spellings.

Resources

To get more comfortable with all the features in the Search Children screen, we recommend practicing on the Training MSIN site (<https://trainingmsin.wested.org>). Training MSIN is a safe place to try every scenario possible in your local area.

If you have specific questions not covered in this guide, please consult with your local MSIN Power User(s). Any remaining questions can be submitted by them or your manager to the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 2).

¹ If you happen to spot an error in a child’s record, please inform a Data Specialist in your region or direct-funded district so they can investigate and fix errors, as needed.