

# Adding Group Communication Events

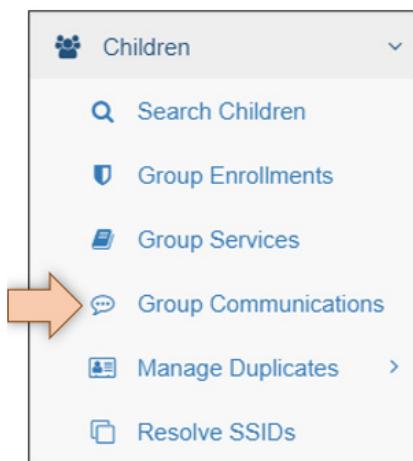
## Introduction

The Migrant Student Information Network (MSIN) is an online system for Migrant Education Program (MEP) staff and organizations that work with migratory children and youths. This guide describes the process of adding Communication Events for a group of children. The same steps apply to both the MSIN 6.0 site and the Training MSIN sister site, which is used to practice entering and retrieving data. This feature is available to most user roles, except for the Viewer role, through the “Group Communication” menu option. Additionally, users with the Data Specialist role may also access Communication Events through the child record view.

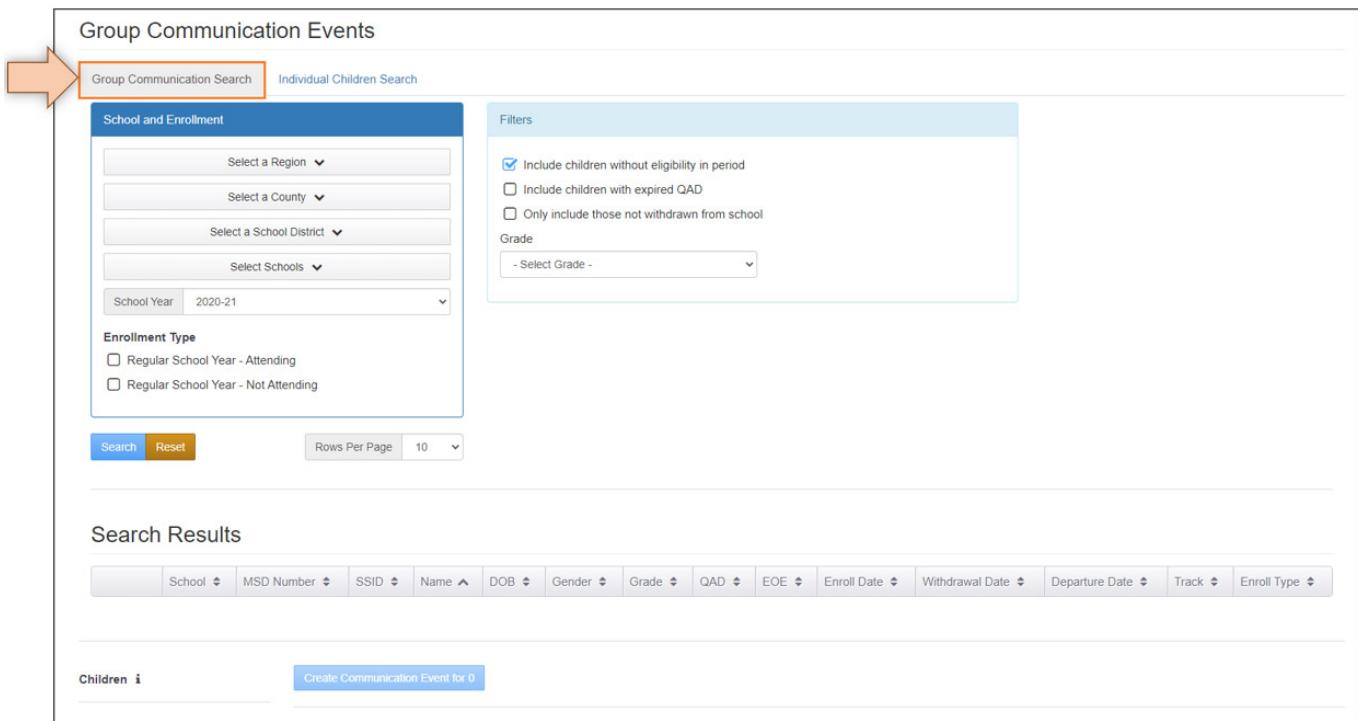
The purpose of the Communication Events feature is to record activities with a family or youth and to provide evidence of their presence in your region or direct-funded district (DFD), if applicable. This is particularly important for non-attending children, such as preschoolers and Out-of-School Youth (OSY), because their enrollment lines in MSIN do not include dates to verify their residency in the region or DFD (i.e., no enrollment dates, since they are not in school). Communication Events often serve as the only evidence that a child or youth resided in your region/DFD and will therefore be counted in your service area for funding purposes.

## Step 1: Access the Group Communication Events Screen

At the home page, click on the “Children” menu and then on the “Group Communications” option.



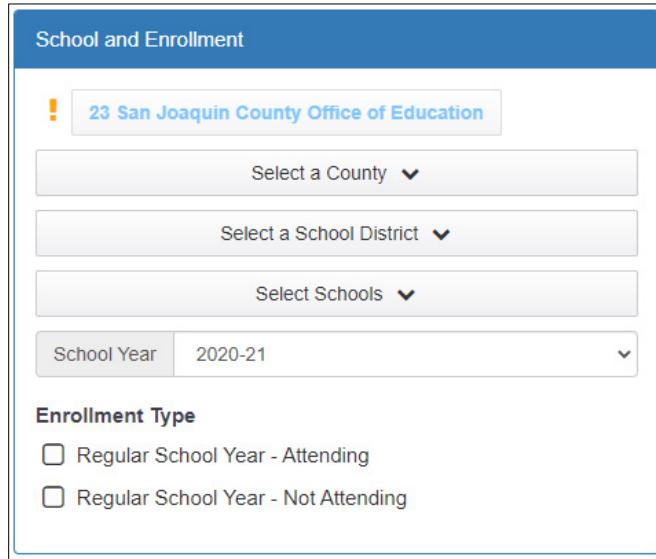
This will open the “Group Communication Events” screen. Notice that it defaults to the Group Communication Search tab, which is used to search for a group of children versus an individual child.



## Step 2: Select the Parameters for Your Search

When using the Group Communication Search tab, the first menu defaults to your region/DFD. Next, you must select the County, School District, School(s), School Year, and Enrollment Type(s).

**Note:** The School Year defaults to the current year and you can select one or both enrollment types.



In addition, the following filtering options are available:

- Include children without eligibility in period (selected by default)
- Include children with expired QAD

- Only include those not withdrawn from school
- Grade

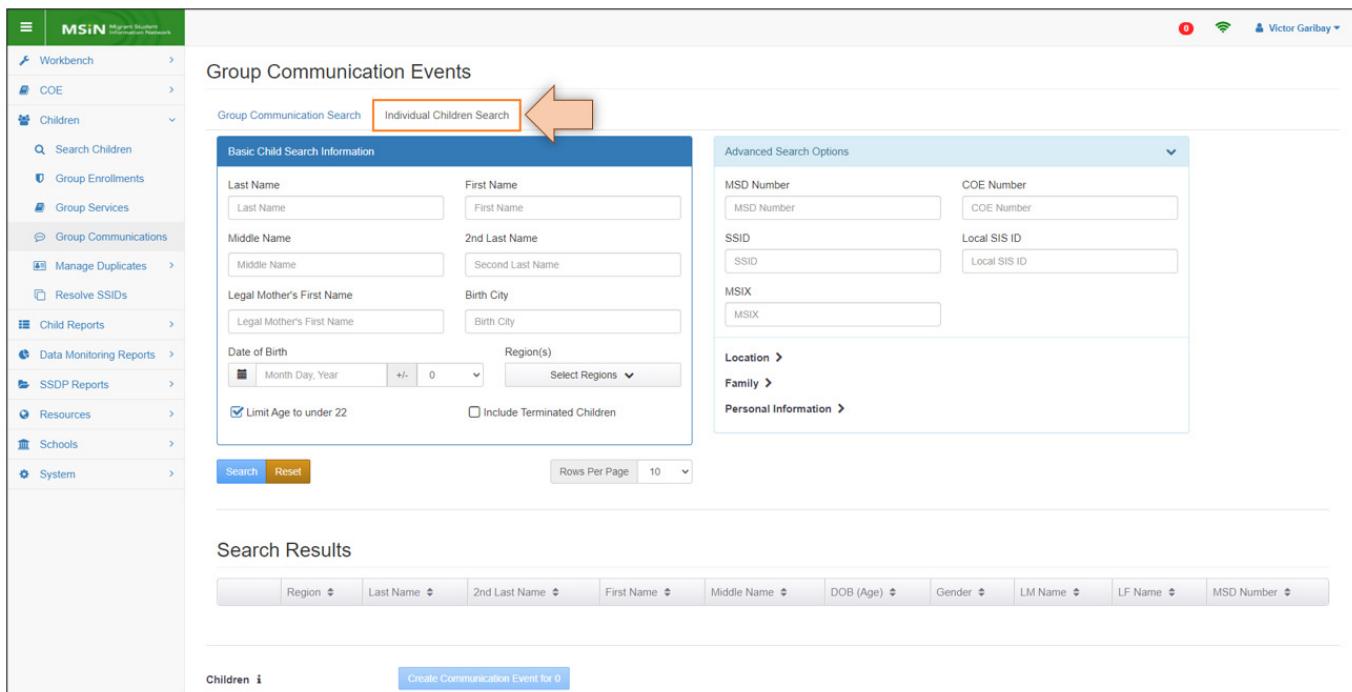
Filters

Include children without eligibility in period  
 Include children with expired QAD  
 Only include those not withdrawn from school

Grade

- Select Grade -

In contrast, when using the Individual Children Search tab, you can enter basic information to search for a child (i.e., First Name, Last Name, Date of Birth, etc.) or advanced search options (i.e., MSD Number, COE Number, etc.) as shown in the image below.



Group Communication Events

Group Communication Search **Individual Children Search**

**Basic Child Search Information**

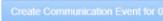
Last Name	First Name
Last Name	First Name
Middle Name	2nd Last Name
Middle Name	Second Last Name
Legal Mother's First Name	Birth City
Legal Mother's First Name	Birth City
Date of Birth	Region(s)
Month Day, Year	+/- 0
Select Regions	
<input checked="" type="checkbox"/> Limit Age to under 22	
<input type="checkbox"/> Include Terminated Children	

**Advanced Search Options**

MSD Number	COE Number
MSD Number	COE Number
SSID	Local SIS ID
SSID	Local SIS ID
MSIX	
MSIX	
Location >	
Family >	
Personal Information >	

Search Results

Region	Last Name	2nd Last Name	First Name	Middle Name	DOB (Age)	Gender	LM Name	LF Name	MSD Number
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Children  

The search will return a list of children that fall within the selected parameters.

### Step 3: Create a List of Children

If you want to add a Communication Event to more than one child's record, you can create a working list of children, as shown in the screenshot below. You can add children to the list one-by-one, or all the children returned by the search. To add children one-by-one, click on the blue plus icon in the child's row. To add all the children at once, click on the blue button labeled "Select All Children." The selected children will appear underneath, in a section named "Chosen Children."

## Search Results (5 Children)

[Select All Children](#)

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type
 	Lange (dorothea) Elementary	06002938912	8487760307	Redacted	Redacted	M	04	01/01/2020	12/31/2022	11/30/2020				R

## Chosen Children (4)

[Clear Chosen Children](#)

	School	MSD Number	SSID	Name	DOB	Gender	Grade	QAD	EOE	Enroll Date	Withdrawal Date	Departure Date	Track	Enroll Type
 	Lange (dorothea) Elementary	06002939693		Redacted	Redacted	M	04	11/01/2019	10/31/2022	08/14/2020				R
 	Lange (dorothea) Elementary	06002802546	1324992576	Redacted	Redacted	F	04	04/01/2020	04/01/2023	08/14/2020				R
 	Lange (dorothea) Elementary	06002837674	8087841044	Redacted	Redacted	M	04	01/20/2020	01/19/2023	08/14/2020				R
 	Lange (dorothea) Elementary	06002785620	9443329288	Redacted	Redacted	F	04	01/01/2020	12/31/2022	08/14/2020				R

[Children !\[\]\(ec9132f1d27c8919987d92907322654d\_img.jpg\)](#)
[Create Communication Event for 4 children](#)

If you need to remove a child from the list, click on the red minus icon in the child's row. If you need to remove all the children, click on the red button labeled "Clear Chosen Children." Both actions will return the children to the "Search Results" section.

**(Reminder:** You can also create a Communication Event for only one child using the "Individual Children Search" tab, if needed.)

## Step 4: Add a Communication Event to Your List of Children

Suppose your list consists of the four children in the screenshot above. After verifying the list for accuracy, click on the blue button labeled "Create Communication Event for 4 children" (the number indicates how many children you have selected) to bring up the required fields, as shown in the image below.

Add a new Communication Event for 5 children

Communication Type * 	Communication Date * 	Comments * 
<input type="button" value="- Communication Type -"/>	<input type="button" value="Calendar"/> <input type="text" value="Redacted"/>	<input type="text" value="Enter your comments here."/>
<small>* Required fields</small>		
		<input type="button" value="Cancel"/> <input type="button" value="Create (5)"/>



The Communication Types in the drop-down menu are:

- *Annual Verification*: MEP staff completed an annual verification, in-person or by phone, to check on the family and to inquire about any changes or new moves.
- *Home Visit*: MEP staff completed a home visit.
- *INA/ILP*: MEP staff made a family or youth contact, such as a meeting or conference, to complete a student's Individual Needs Assessment/Individual Learning Plan (INA/ILP).
- *Other*: MEP staff completed an activity with the family or youth which does not fit within the other Communication Types listed above.

**Residency Verification:** The following statement appears after you select a Communication Type:

The child was living in this region/district (i.e., in California) on the Communication Date.

Yes  No

Users must respond to the statement by selecting Yes or No. The response determines whether a Communication Event can be used by MSIN as evidence of a child's (or youth's) residency in the region/district. This is a very important step because verifying a child's presence increases the likelihood of the child being counted in the applicable performance period (for federal reporting purposes that affect funding).

**Communication Methods:** The preferred method for completing the activities listed under Communication Type is through in-person communications. If this is not possible or practical, contacting a family or youth by phone is also acceptable. However, communications by text message are **not** considered Communication Events on their own. The CDE has determined that text messages may only be used to set-up over-the-phone or in-person appointments.

After completing all the required fields (i.e., Communication Type, Communication Date, Comments, and Yes/No), you can finalize the Communication Events by clicking one of the following options: Cancel or Create (as shown in the image below). If the Communication Events were added successfully, the system will display a message stating, "Student Communication Events have been successfully created." This confirms the new Communication Events were added to the child(ren)'s record(s).

**(Note:** This example has the number 4 in the "Create" button because 4 children were selected.)

Add a new Communication Event for 4 children

Communication Type *	Communication Date *	Comments *
Home Visit	July 01, 2021	The Smith family was visited and parents were invited to winter PAC meeting.
The child was living in this region/district (i.e., in California) on the Communication Date.		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
<small>* Required fields</small> <input type="button" value="Cancel"/> <input type="button" value="Create (4)"/>		

**Duplicate Children:** The system checks if the same child has been selected twice and only applies the Communication Event once. When this happens, the system displays a message, such as "Duplicate Children"



Detected: 3 of 6 chosen children will receive new Communication Events". The end result is that duplicate Communication Events will not be added in the child record, even if the user accidentally creates a list where the same child appears more than once.

## Resources

Before creating new Communication Events in the production MSIN site for the first time, we strongly 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 feel free to contact the MSIN Service Desk by email ([msinsupport@wested.org](mailto:msinsupport@wested.org)) or phone (1-800-342-2964, option 2).