

Individual Needs Assessment/Individual Learning Plan (INA/ILP) Report

Introduction

The purpose of the INA/ILP Report is to extract and summarize the information collected when Migrant Education Program (MEP) staff complete each student's INA/ILP form. The intended use of this report is to help MEP managers plan for services by grouping migratory children based on shared characteristics (such as assessment performance) or shared needs (such as medical or social service needs). As a result, MEP services can be offered specifically to the children who need them most, as indicated during their INA/ILP interviews.

Note that there are 4 distinct INA/ILP forms for different grade ranges, as follows:

- Form for preschool-age children, covering grades P3-P5,
- Form for primary school students, covering grades K-8,
- Form for secondary school students, covering grades 9-12, and
- Form for youths, covering grades NA (Out-of-School Youth) and AD (Adult Education).

Some data elements are unique to each grade range. Keep this in mind as we describe the report contents.

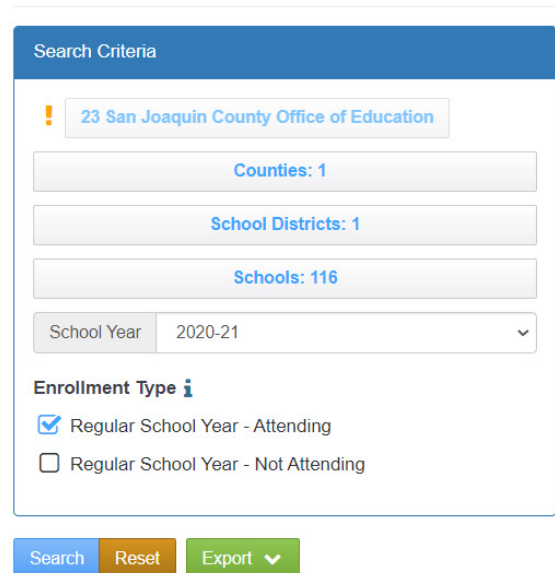
Using the default filters, the INA/ILP Report displays a list of migratory children who: 1) are enrolled in the selected school year, and 2) have one or more INA/ILP forms in their child record.

This report can be run by region, county, district, and school. The results displayed on the screen include school information, migratory child information (e.g., MSD Number, SSID, Name, QAD, etc.), and the applicable INA/ILP information (e.g., INA/ILP Status, Created By, Follow-up By, etc.).

Running the report

MSIN users with the Regional Administrator, Program Manager, and Data Specialist roles will find the INA/ILP Report in the Child Reports section of the navigation menu. Once you open the report screen, the system will select your region number automatically (e.g., this screenshot is from an R23 user). If a region covers a single county, the second dropdown menu also defaults to the appropriate county (otherwise one or more counties may be selected). The remaining dropdown menus allow you to select the district (one or many), school (one or many), and the school year. After selecting the levels and clicking the blue Search button, results will display below the search options. The Export button will become active (changing from light to dark green) after search results are retrieved. Results can be exported, opened with Excel, and saved in Excel format, as needed.

INA/ILP Report



The screenshot shows the 'Search Criteria' section of the INA/ILP Report. It includes a dropdown for '23 San Joaquin County Office of Education', three summary rows for 'Counties: 1', 'School Districts: 1', and 'Schools: 116', a 'School Year' dropdown set to '2020-21', and an 'Enrollment Type' section with checkboxes for 'Regular School Year - Attending' (checked) and 'Regular School Year - Not Attending'. At the bottom are 'Search', 'Reset', and 'Export' buttons.

In addition, you may select filters to expand or narrow the results. By default, the report includes children without “eligibility in period” (EiP) and includes those with an expired “qualifying arrival date” (QAD). The third checkbox will expand the results further to include children who do not have an INA/ILP in their child record. The purpose of the third filter is to help subgrantees identify specific children who have an enrollment line but have not received a needs assessment interview and a corresponding INA/ILP form.

Filters

☒ Include children without Eligibility in Period (EiP) ⓘ
☒ Include children with expired QAD ⓘ
☐ Include Children without an INA/ILP ⓘ

☐ Only include P3-P5 children enrolled in non-MEP preschools ⓘ
☐ Only include secondary students who are credit deficient ⓘ
☐ Only include youths who dropped out of school ⓘ
☐ Only include children/youths without health insurance ⓘ
☐ Only include children/youths with health concerns ⓘ

Filter ⓘ

Filter Options ⓘ

Select a Filter ▼

Select one or more options ▼

The second set of filters, which are optional, include key characteristics that may help you group children according to the needs indicated in their INA/ILP(s). Notice that these filters are selected one-at-a-time using radio buttons. The radio button filters are defined as follows:

Radio Button Filter	Definition
Only include P3-P5 children enrolled in non-MEP preschools	The INA/ILP form version used for preschool-age children includes a question about non-MEP preschool enrollment. If selected, this filter limits the results to only those children who indicated they attend a non-MEP preschool. For more specific information, open the INA/ILP form(s) to read the comments section(s).
Only include secondary students who are credit deficient	The INA/ILP form version used for secondary students (grades 9-12) includes a question about unaddressed credit deficiencies. If selected, this filter limits the results to only those students who are behind in credits and the MEP will support them to make up for the deficiency using MEP-funded services. For more specific information, open the INA/ILP form(s) to read the comments section(s).
Only include youths who dropped out of school	The INA/ILP form version used for Out-of-School Youth (OSY; grade NA) or youths who are enrolled in Adult Education (grade AD) includes a question about dropping out of school. This is defined as stopping school attendance for any reason before graduation or completion of a program of study without transferring to another school. If selected, this filter limits the results to only those youths whose INA/ILP indicates this dropout status. For more specific information, open the INA/ILP form(s) to read the comments section(s).
Only include children/youths without health insurance	All INA/ILP form versions (all grades) include a question regarding health insurance. If selected, this filter limits the results to only those children/youths whose INA/ILP indicates that they DO NOT have health insurance. For more specific information, open the INA/ILP form(s) to read the comments section(s).
Only include children/youths with health concerns	All INA/ILP form versions (all grades) include a question regarding health concerns. If selected, this filter limits the results to only those children/youths whose INA/ILP indicates that they DO have health concerns. For more specific information, open the INA/ILP form(s) to read the comments section(s).

The third set of filters, which are also optional, are accessed through drop-down menus, as shown in the screenshot above. Notice that the drop-down buttons are “greyed-out,” meaning that they only become active after you have run the report for the first time to populate the results table. We will come back to these drop-down filters after we review the results table.

After you select your search criteria, including any optional checkmark and/or radio button filters, click on the blue Search button to retrieve matching results. The following example shows the columns included in the on-screen results table.

INA/ILP Report - (2020-21) - (16 Children)

Filter children below													
Region	School	Grade	Enroll Type	MSD Number	SSID	Name	DOB	QAD	EOE	Departure Date	INA/ILP Status	Created By / Date	Follow-up by / Date
23	Orchard Park	04	R	06002883228	6751581491	Rogelio Velazquez, Jr.	03/20/2010	11/20/2020	11/20/2023		Completed	Mariana Ambriz / 02/09/2021	
23	Knightsen Elementary	06	R	06002914205	6637093773	Adrian Ramon Vazquez	01/22/2009	09/23/2018	09/22/2021		Completed	Mariana Ambriz / 02/03/2021	
23	Liberty High	11	R	06002864640	7573626088	Isabel Alvarez	08/26/2002	04/10/2018	04/09/2021		Completed	Mariana Ambriz / 01/29/2021	
23	Discovery Bay Elementary	K	R	06002933957	9190192882	Isabel Alvarez	09/09/2015	01/30/2020	04/11/2023		Completed	Mariana Ambriz / 01/20/2021	
23	Discovery Bay Elementary	03	R	06002933926	8193679391	Abigail Alvarez	02/01/2011	01/30/2020	04/11/2023		Completed	Mariana Ambriz / 01/20/2021	

« 1 2 3 4 »

The columns on the left have school-related information. The columns in the middle identify the child or youth. And the columns on the right display basic INA/ILP information.

Now that we have results, the third set of filters will become active. Like the radio button filters, these drop-down menu filters are optional. If desired, follow a 2-step process to make your filter selections:

1. Choose one or more items under the Filter button.
2. Select the corresponding options under the Filter Options button for each of the selected filters.

For example, suppose we want to narrow the results in the table above by adding filters to only display children who have an emergency need for housing. The drop-down selections would look like this:

Filter
Filters: 1
Filter Options
Select one or more options

Check All
Clear All

Grades
INA/ILP Status
INA/ILP Type
Indicators/Statuses
Met Assessment Standards
Health Needs
Emergency Service Needs
OSY Type
OSY Interests

Filter
Filters: 1
Filter Options
Filter Options: 1

Emergency Service Needs (1)

Check All
Clear All

Food
Housing
Clothing
Health

Notice that we begin with the Filter button and then move on to the Filter Options button. The selections in this example will change the results table to show only children who have an Emergency Service Need (as indicated in their INA/ILP form) and the specific need is Housing. The previous results table, without filters, shows 16 children (see image above). Now with the filters, the updated results table shows 2 of 16 children who meet the filter criteria:

INA/ILP Report - (2020-21) - (2 / 16 Children)

Filter children below													
Region	School	Grade	Enroll Type	MSD Number	SSID	Name	DOB	QAD	EOE	Departure Date	INA/ILP Status	Created By / Date	Follow-up by / Date
23	Discovery Bay Elementary	03	R	06002933926	8193679391	Adrian Rodriguez, Jr	12/24/2010	01/30/2020	04/11/2023		Completed	Mariana Ambriz / 01/20/2021	
23	Discovery Bay Elementary	K	R	06002933957	9190192882	Adrian Rodriguez, Jr	12/24/2010	01/30/2020	04/11/2023		Completed	Mariana Ambriz / 01/20/2021	

The intent behind these filters is to help you group students according to shared characteristics or needs that are called out in their INA/ILPs.

The following table summarizes the selections available under the two filter buttons.

Filter (drop-down contents)	Filter Options (drop-down contents)
Grades	The options are grades P3-12, NA, and AD, as used in the four INA/ILP form versions.
INA/ILP Status	The options are Started and Completed.
INA/ILP Type	The options are 30-day/Initial and Annual.
Indicators/Statuses	The options are: PFS=Yes (the child has PFS status, per their INA/ILP) Academic Risk=Yes (the child has Academic Risk status, per their INA/ILP) Special Ed=Yes (the child has Special Education status, per their INA/ILP) 504 Plan=Yes (the child has a 504 Plan, per the parent/guardian)
Met Assessment Standards	The options are: ELA=No (child scored below standard in CAASPP ELA assessment) Math=No (child scored below standard in CAASPP Math assessment) ELPAC=No (child scored below standard in ELPAC assessment)
Health Needs	The options are Medical, Dental, Vision, Mental Health, Other, and None.
Emergency Services Needs	The options are Food, Housing, Clothing, and Other.
OSY Type	The options are Here-to-Work and Recovery.
OSY Interests	The options are English (ELA, ESL, ELD); GED/HEP; Home Language Literacy; Job training/CTE; Other; and None.

Remember that one or more filters (and their corresponding options) can be selected. This means that you have dozens of possible filter combinations at your disposal to create customized lists of children based on their INA/ILP responses, their assessment performance, and their indicators (e.g., PFS, Academic Risk, etc.). As stated earlier, the intent behind this level of specificity is to help subgrantees match students with specific needs to the most appropriate services available, in a targeted manner.

Export function and field definitions

After completing a search, the information displayed in the results table can be exported as an Excel file using the green Export button. The on-screen results focus on the most critical information and the table contents are limited to fit most widescreen monitors without scrolling. The export file is not constrained in the same way and therefore contains far more columns (66), as shown below. The fields in italicized text only appear in the export file.

Export File Column	Definition
<i>School Year</i>	<i>The school year in which the child received the INA/ILP.</i>
Region	Region where the child received the INA/ILP.
<i>County</i>	<i>County where the child was enrolled in the selected school year.</i>
<i>District</i>	<i>District where the child was enrolled in the selected school year.</i>
School	School where the child was enrolled in the selected school year.
Grade	Child's grade based on enrollment in the selected school year.
Enrollment Type	Indicates if the child's enrollment was attending (Type=R) or non-attending (Type=N).
MSD Number	Child's Migrant Student Directory (MSD) number (statewide MEP identification number).
SSID	Child's CALPADS identification number (Statewide Student Identifier).
Name	Child's full name.
DOB	Child's date of birth.
QAD	Child's most recent Qualifying Arrival Date (QAD).
EOE	Child's End of Eligibility Date (QAD + 1095 days).
<i>Enrollment Date</i>	<i>Child's enrollment date in the selected school year.</i>
<i>Withdrawal Date</i>	<i>Child's withdrawal date in the selected school year.</i>
Departure Date	Child's departure date from the region or direct-funded district (DFD) (only applies if they have moved away).
INA/ILP Status	Possible values are Started or Completed.
<i>INA/ILP Type</i>	<i>Possible values are 30-day/Initial and Annual.</i>
Created By / Date	The MSIN user who created the INA/ILP and the date when they created it.
Follow-up By / Date	If applicable, the MSIN user who updated the INA/ILP and the date when they updated it.
<i>Current Parent/ Guardian 1</i>	<i>Name of the Current Parent/Guardian 1 (matches child record when the INA/ILP was created or updated, if applicable).</i>
<i>Current P/G 1 Relationship</i>	<i>The relationship between the child on the INA/ILP and the Current Parent/Guardian 1.</i>
<i>Current P/G 1 Phone</i>	<i>If entered in the INA/ILP, the Current Parent/Guardian 1's phone number.</i>
<i>Current Parent/ Guardian 2</i>	<i>Name of the Current Parent/Guardian 2 (matches child record when the INA/ILP was created or updated, if applicable).</i>
<i>Current P/G 2 Relationship</i>	<i>The relationship between the child on the INA/ILP and the Current Parent/Guardian 2.</i>
<i>Current P/G 2 Phone</i>	<i>If entered in the INA/ILP, the Current Parent/Guardian 2's phone number.</i>
PFS	Possible values are Yes or No; indicates whether the child has Priority for Services (PFS) status (as defined in the PFS Report).
Academic Risk	Possible values are Yes or No; indicates whether the child has Academic Risk status (as defined in the Academic Risk Report).

Export File Column	Definition
Special Ed/IEP	Possible values are Yes or No; indicates whether the child has Special Education status and an Individualized Education Program (IEP), per records in CALPADS.
504 Plan	Possible values are Yes, No, or blank; indicates whether the child has a 504 Plan.
Non-MEP Preschool	Only applies to grades P3-P5. Possible values are Yes, No, or blank; indicates whether the child is attending a preschool that is not funded by the MEP.
Non-MEP Preschool Name/Location	If applicable and entered, displays the name and location of the Non-MEP preschool.
CAASPP ELA - Met Standard	Only applies to grade ranges K-8, 9-12, and AD. Possible values are Yes, No, or blank (information not available); indicates whether the child scored achievement levels 3 or 4 on the CAASPP ELA assessment (see child's INA/ILP for assessment school year and grade).
CAASPP Math - Met Standard	Only applies to grade ranges K-8, 9-12, and AD. Possible values are Yes, No, or blank (information not available); indicates whether the child scored achievement levels 3 or 4 on the CAASPP Math assessment (see child's INA/ILP for assessment school year and grade).
ELPAC - Proficient	Only applies to grade ranges K-8, 9-12, and AD. Possible values are Yes, No, or blank (information not available); indicates whether the child scored performance level 4 on the ELPAC assessment (see child's INA/ILP for assessment school year and grade).
Unaddressed Credit Deficiency	Only applies to grade range 9-12 and AD. This is a required field. Possible values are Yes or No; indicates if the youth will need MEP-funded credit accrual services (3000 codes).
Credit Recovery Services	If applicable, lists the MEP-funded credit accrual services (3000 codes) recommended for the youth based on lower-than-expected credits.
Dropped Out	Only applies to grades NA and AD. Possible values are Yes, No, or blank (information not provided); indicates whether the youth dropped out of school (see definition within the INA/ILP form).
Grade NA/AD & Enrolled In	Possible values are Adult Ed, GED, HEP, Other, or blank (information not provided).
Married/Partner	Only applies to grades NA and AD. Possible values are Yes, No, or blank (information not provided).
Have Children	Only applies to grades NA and AD. Possible values are Yes, No, or blank (information not provided).
Last Grade Attended	Only applies to grades NA and AD. Possible values are a grade level or blank (information not provided).
Last Grade School/ Location	May apply to grades NA and AD. If applicable, the name of the school and location where the youth last attended.
English - Speaking	Only applies to grades NA and AD. Possible values are High, Medium, Low, None, or blank (information not provided).
English - Reading	Only applies to grades NA and AD. Possible values are High, Medium, Low, None, or blank (information not provided).
English - Writing	Only applies to grades NA and AD. Possible values are High, Medium, Low, None, or blank (information not provided).
Preferred Language	Only applies to grades NA and AD. Possible values are Spanish, English, Other, or blank (information not provided).
Youth (OSY) Type	May apply to grade NA. Possible values are Here-to-Work, Recovery, or blank (information not provided). For definitions, see the help text next to this item in the INA/ILP form.
Access to Transportation	Only applies to grades NA and AD. Possible values are Yes, No, or blank (information not provided).
Type of Transportation	May apply to grades NA and AD. If applicable, the type of transportation available to the youth.
Youth Housing	Only applies to grades NA and AD. Possible values are Farmworker housing; Transitional/Homeless; Hotel/Motel; House/Apartment; or blank (information not provided).

Export File Column	Definition
Youth Lives With	Only applies to grades NA and AD. Possible values are any combination of the following: With a crew; With friends outside of work; With parents/relatives; With spouse/children; and Other. May also be blank (information not provided).
Youth Interested In	Only applies to grades NA and AD. <i>This is a required field.</i> Possible values are None or any combination of the following: English (ELA, ESL, ELD); GED/HEP; Home language literacy; Job training/CTE; and Other.
Youth Availability	Only applies to grades NA and AD. Possible values are any combination of the following: Days; Evenings; Saturday; Sunday; and Other. May also be blank (information not provided).
Youth Received	Only applies to grades NA and AD. Possible values are any combination of the following: Educational materials; Health kit; Referral/Community Resources; and Other. May also be blank (information not provided).
Emergency Contact	Only applies to grades NA and AD. The name of the youth's emergency contact. May be blank (information not provided).
Contact Relationship	Only applies to grades NA and AD. The relationship between the youth and their emergency contact. May be blank (information not provided).
Contact Phone	Only applies to grades NA and AD. The emergency contact's phone number. May be blank (information not provided).
Health Insurance	Possible values are Yes, No, or blank (information not provided); indicates whether the child has health insurance.
Medi-Cal	If Health Insurance above equals Yes, then possible values are Yes or No, to indicate whether the child's health insurance is Medi-Cal.
Health Concerns	Possible values are Yes, No, or blank (information not provided); indicates whether the child has health concerns.
In Treatment	If Health Concerns above equals Yes, then possible values are Yes or No, to indicate whether the child is already receiving treatment for their health concern.
Health Needs	<i>This is a required field.</i> Possible values are None or any combination of the following: Medical; Dental; Vision; Mental Health; and Other.
Emergency Service Needs	Possible values are any combination of the following: Food; Housing; Clothing; and Other. May also be blank (information not provided).
Recommended Instructional Services	Lists the MEP-funded Instructional Services recommended for the child. May be blank if only support services are planned.
Recommended Support Services	Lists the MEP-funded Support Services recommended for the child. May be blank if only instructional services are planned.

The export file has one row per child/youth. Notice that many columns above only apply to certain grades, meaning that all children/youth will have some columns that are blank (either because they do not apply or because the information was not provided during the INA/ILP interview).

Additional Details

A major consideration when downloading reports in MSIN is protecting Personally Identifiable Information (PII). Notice that each export file contains the child's name, date of birth, and other sensitive information that falls under the Family Educational Rights and Privacy Act (FERPA). Therefore, we strongly advise that you regularly delete any MSIN export files from your "Downloads" folder (and any other folder where you store temporary files). If you need to keep or send files to another MEP staff member, remember to encrypt the files so they meet FIPS 140-2 standards. It is critically important that we establish sound habits to protect the privacy of the migratory child population and their families.



As always, we recommend that you practice using this report on the Training MSIN site to become familiar with it. If you have questions, please ask your local MSIN Power User(s) first. Any remaining questions can be submitted to the MSIN Service Desk (MSINsupport@wested.org or 1-800-342-2964, option 2).