

# Communication Events Report

## Introduction

The purpose of the Communication Events feature is to record activities that took place with a family or youth (e.g., Annual Verification, Home Visit, etc.), record notes related to these activities, and use the contact record(s) as evidence of a child or youth's presence in your region or Direct Funded District (DFD), if applicable. Note that having positive evidence of a child or youth's presence in a subgrantee area within California helps the State generate child counts for funding purposes. As a result, it is important to keep track of Communication Events and the purpose of this report is to facilitate that process.

Using the default filters, the Communication Events Report displays a list of migratory children who: 1) are enrolled in the selected school year, and 2) have one or more communication events 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 communication event information (e.g., Communication Type, Communication Date, Residency Verified, etc.).


## Running the report

The Communication Events Report is found in the Child Reports section of the navigation menu. Once you open the report screen, the system will select your region automatically (e.g., this screenshot is from a R14 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 "Search," 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 in Excel format.


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 without a communication event at all. The purpose of the third filter is to help subgrantees identify specific children who have an enrollment line, but have not received a family contact, such as their Annual Verification. The Grades dropdown menu allows the user to narrow the


### Communication Events Report


Search Criteria



14 Delano Joint Union High School District

15 Kern

Select a School District 


Select Schools 

School Year
2020-21 




Enrollment Type 
☐ Regular School Year - Attending
☐ Regular School Year - Not Attending


Search


Reset


Export 


Filters

☒ Include children without eligibility in period (EiP) 
☒ Include children with expired QAD 
☐ Include children without a communication event 

Grade(s) 

- Select Grade - 

Communication Type 

- Select Communication Type - 

results to one or more grades. The Communication Type dropdown menu allows the user to narrow the results to a specific type of contact event. There are four options, including Annual Verification, Home Visit, INA/ILP, and Other. Note that the statewide version of the Individual Needs Assessment/Individual Learning Plan (INA/ILP) was introduced as a combined form on September 16, 2020. This single Communication Type, INA/ILP, encompasses several legacy communication types that were INA/ILP-related. The legacy options were consolidated as follows:

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Annual Verification</li> <li>• Home Visit</li> <li>• Individual Learning Plan – Initial</li> <li>• Individual Learning Plan – Update</li> <li>• Individual Needs Assessment – Initial</li> <li>• Individual Needs Assessment – Update</li> <li>• Migrant Learning Action Plan</li> <li>• Other</li> </ul> | → | <ul style="list-style-type: none"> <li>• Annual Verification</li> <li>• Home Visit</li> <li>• INA/ILP</li> <li>• Other</li> </ul> |
|--|---|---|


After making search criteria selections, including filters, click on the “Search” button to retrieve matching results. The following example shows the on-screen results for a single school selection in Region 14, Albany Park Elementary.

Communication Events Report - (2020-21)

Filter Filter children below														
District	School	Grade	Enroll Type	MSD Number	SSID	Name	DOB	QAD	EoE	Departure Date	EIP	Comm. Type	Comm. Date	Residency Verified
Delano Union Elementary	Albany Park Elementary	02	R	06002762265	4018435964	ALBANY PARK, ALBANY	3/21/2019	01/10/2019	01/09/2022		Yes	Annual Verification	09/02/2020	Yes
Delano Union Elementary	Albany Park Elementary	04	R	06002804749	1392483025	ALBANY PARK, ALBANY	3/21/2019	01/10/2019	01/09/2022		No			

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 the communication event information. If a child or youth has multiple communication events in the same school year, you will see multiple rows for the same person, as each row represents a distinct event.

## Export function and field definitions

After completing a search, the information displayed on the screen 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 more columns, as shown below. The fields in italicized text only appear in the export file.

Field	Definition
<i>School Year</i>	<i>The school year in which the child received the communication event</i>
<i>Region</i>	<i>Region where the child received the communication event</i>
<i>County</i>	<i>County where the child was enrolled in the selected school year</i>
District	District where the child was enrolled in the selected school year
School	School where the child was enrolled in the selected school year

Field	Definition
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/DFD (only applies if they have moved away)
EiP	Indicates if the child is Eligible in Period (EiP) with a Yes/No
Communication Type	Indicates the type of contact that occurred with the family or youth
Communication Date	Date when the communication event occurred
Residency Verified	Indicates if the child or youth is/was living in the region/DFD on the Communication Date with a Yes/No
<i>Comments</i>	<i>Notes explaining the nature of the contact or other relevant details</i>
<i>Create by</i>	<i>Person who created the communication event</i>
<i>Created on</i>	<i>Date when the event was entered in MSIN</i>
<i>Updated by</i>	<i>Person who updated the existing communication event</i>
<i>Updated on</i>	<i>Date when the event was updated in MSIN</i>

## Additional Details

It is possible for an eligible child or youth (whose QAD has not expired yet) to have a communication event in their child record, but they are not enrolled in the selected school year. In these cases, the Communication Events Report will not include the child or youth because the report uses enrollment information to retrieve the data.

Note that MSIN contains a Data Monitoring Report that will include most of these cases, titled "EiP, Not Enrolled." If a child or youth's QAD has not expired and they have a communication event, this will often cause the child's record to be "Eligible in Period" (EiP). If this happens, and the child or youth is not yet enrolled in the selected school year, these two factors (EiP status and not having an enrollment line) will cause them to appear in the Data Monitoring Report "EiP, Not Enrolled." Local MEP staff can add an enrollment line, if appropriate, and the child or youth will appear in the Communication Events Report (assuming they actually have a communication event in their child record).