

# Data Monitoring and Completeness Reports

## About

These reports were designed to help subgrantees ensure their data is complete and accurate. Most of the reports identify children who have the potential to be eligible and counted in the selected performance period. Others identify children who have not received services.

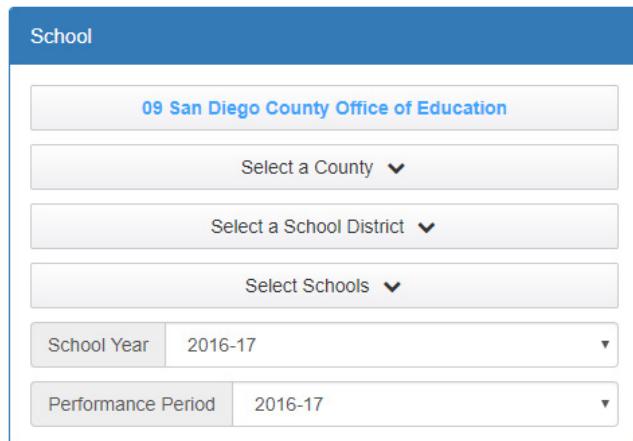
Each report creates a list of children based on the parameters described in the title and the drop-down menu selections. MSIN users are encouraged to use these reports as worklists because they include clickable MSD numbers (i.e., the statewide identifier used for migratory children) that open child records directly, without needing to leave the report window. Supervisors and managers can assign Migrant Education Program (MEP) staff to monitor and resolve issues for specific schools, districts, or counties. This approach (i.e., working within MSIN to enter the missing or incorrect data) is efficient and much safer than the commonly used alternative, which consists of downloading lists of children, sorting them in Excel, and then sending the lists containing personally identifiable information (via encrypted email or other secure transfer method) to MEP staff for resolution. Instead, working entirely within MSIN is preferred.

The Data Monitoring and Completeness Reports are available to individuals with the following MSIN roles:

- State Administrator
- Regional Administrator
- Data Specialist
- Program Manager
- I&R Manager
- Recruiter
- Student Services
- General User

## Filtering Options

Users may select several filters to control the results of each report. Note that the first drop-down menu, “Region,” defaults to the user’s region number. For example, the system automatically selected Region 9 in the screenshot below because the user’s account is linked to Region 9.



The screenshot shows the 'School' report interface. At the top, a blue header bar says 'School'. Below it is a white form with several dropdown menus and input fields. The first dropdown, 'Region', is set to '09 San Diego County Office of Education'. The second dropdown, 'Select a County', is empty. The third dropdown, 'Select a School District', is empty. The fourth dropdown, 'Select Schools', is empty. Below these dropdowns are two input fields: 'School Year' (set to '2016-17') and 'Performance Period' (set to '2016-17').

The options in the drop-down menus should be selected sequentially, from top to bottom, to narrow the results of the report. The following sections cover the drop-down menus individually.



## Region Drop-down Menu

This menu defaults to the user's region. If the drop-down menus for county, district and school are left unselected, the report will run for the entire region.

09 San Diego County Office of Education

## County Drop-down Menu

If a county (or counties) is not selected, the report will run for all counties in a region. Use this drop down to filter for a specific county (or counties).

Select a County ▾

## District Drop-down Menu

By default, the report will run for all districts in the selected county. To narrow the results further, use this drop-down to select one or more districts.

Select a School District ▾

## Schools Drop-down Menu

By default, the report will run for all schools in the selected district(s). To narrow the results further, use this drop-down to select one or more schools.

Select Schools ▾

## School Year Drop-down Menu

This menu defaults to the current school year. Changing this option will change which records are pulled by the report.

School Year 2017-18 ▾

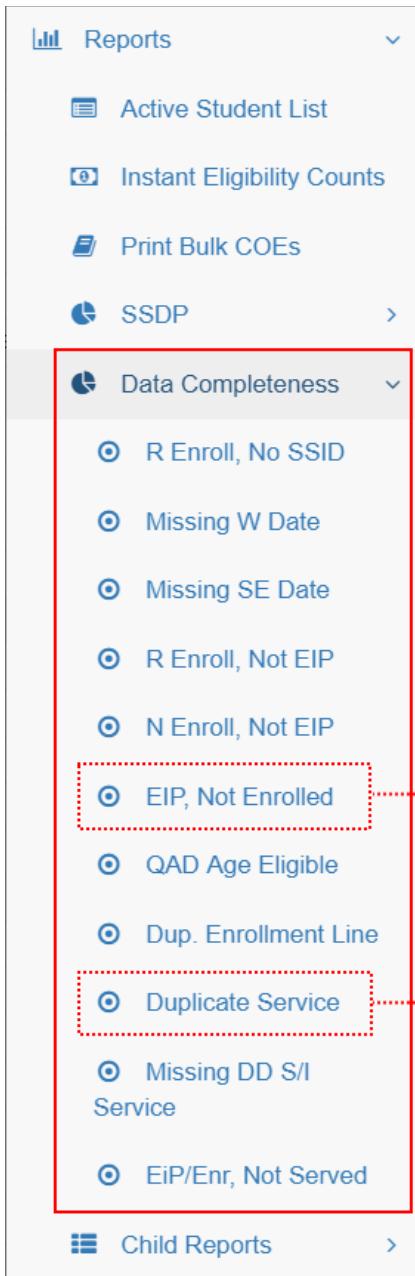
## Performance Period Drop-down Menu

This menu defaults to the current performance period. Changing this option will change which records are pulled by the report.

Performance Period 2017-18 ▾

## The Reports

The Data Completeness Reports are a subset under the Reports menu. They currently include eleven reports that are listed in order of importance for federal and state reporting. Subgrantees are encouraged to prioritize and resolve data issues in this sequence before the annual “data close” deadline.



Reports >

- Active Student List
- Instant Eligibility Counts
- Print Bulk COEs
- SSDP >
- Data Completeness >
- R Enroll, No SSID
- Missing W Date
- Missing SE Date
- R Enroll, Not EIP
- N Enroll, Not EIP
- EIP, Not Enrolled New in 2019-20
- QAD Age Eligible
- Dup. Enrollment Line
- Duplicate Service New in 2019-20
- Missing DD S/I Service
- EiP/Enr, Not Served

Child Reports >

## Regular Enrollment and No State Student Identifier – R Enroll, No SSID

This is a list of children who have a Type= R (regular) enrollment line in the selected School Year, but do not have a Statewide Student Identifier (SSID). Note: When adding an SSID to a child's record, the entry must be 10-digits (no letters) and it must not have a leading zero.

## Missing Withdrawal Date – Missing W Date

This is a list of children that have an enrollment date in the selected School Year, but the enrollment line is missing a Withdrawal Date. It is designed to facilitate completing the school enrollment cycle. School enrollment dates are also used to establish performance period eligibility and are reported to MSIX.

#### Missing Service End Date – Missing SE Date

This is a list of children who have a service in the selected School Year, but the service is missing a Service End Date. The duration of the service(s) a child received is reported in the Consolidated State Performance Report (CSPR). It is also one of the dates evaluated for determining eligibility in the corresponding performance period.

#### Regular Enrollment and Not Eligible in Period – R Enroll, Not EIP

This is a list of children who have a Type=R (regular) enrollment line in the selected School Year, but they are not Eligible-in-Period because they are missing a date in the selected performance period (9/1 to 8/31) to show they are or were present. These children may be counted if evidence of their presence is entered, such as a service date(s), an Annual Verification, or other Communication Event.

#### Non-Attending Enrollment and Not Eligible in Period – N Enroll, Not EIP

This is a list of children who have a Type=N (non-attending) enrollment line in the selected School Year, but they are not Eligible-in-Period because they are missing a date in the selected performance period (9/1 to 8/31) to show they are or were present. These children may be counted if evidence of their presence is entered, such as a service date(s), an Annual Verification, or other Communication Event.

#### Eligible in Period and Not Enrolled – EIP, Not Enrolled

This is a list of children who have EIP status (are eligible and present) in the selected school year, but they do not have an enrollment line in that school year. The most common reason children/youth are listed in this report is because a Communication Event (such as an Annual Verification) was completed for a child or youth, but they do not have an enrollment line for that school year.

#### QAD Age Eligible

This is a list of children who were enrolled in the recent past, but they do not have an enrollment line in the selected School Year. They could be enrolled (and counted) if they are present because they still have an eligible COE and they are under 22 years old.

#### Duplicate Enrollment Line – Dup. Enrollment Line

This is a list of children who have 2 (or more) similar enrollment lines in the selected School Year. This may or may not be an error.

#### Duplicate Service Line – Duplicate Service

This is a list of children who have two or more service lines in their statewide child record that appear to be duplicates. It is important to delete duplicate service lines because they may negatively affect subgrantee's Measurable Program Objective (MPO) results for the State Service Delivery Plan (SSDP).

#### Missing Departure Date, no Summer or Intersession Services - Missing DD S/I Service

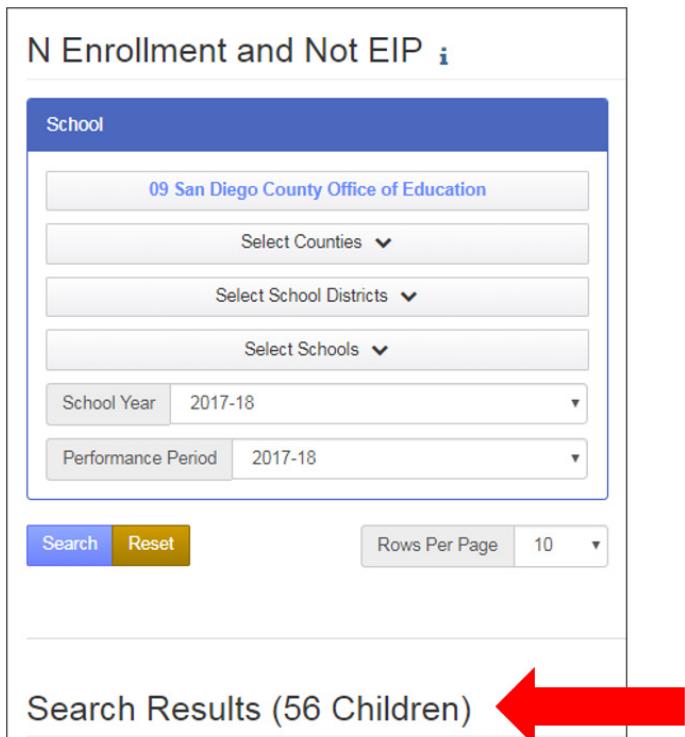
This is a list of children who have not received a Summer or Intersession service in the selected performance period (per MSIN records) and they are or were potentially still present because they do not have a Departure Date in the selected School Year.

#### Eligible in Period, Enrolled and Not Served - EIP/Enr, Not Served

This is a list of children who have not received a service (per MSIN records) and they are or were potentially still present because they are Eligible-in-Period (in the selected performance period) and they have an enrollment line (either Type=R or Type=N) in the selected School Year.

## The Results

The reports will return the number of records found in the report header, as shown below.



N Enrollment and Not EIP [i](#)

School

09 San Diego County Office of Education

Select Counties [▼](#)

Select School Districts [▼](#)

Select Schools [▼](#)

School Year 2017-18

Performance Period 2017-18

Search [Reset](#) Rows Per Page 10 [▼](#)

Search Results (56 Children) 

## Enhancements in 2018-19

The MSIN update released on June 27, 2019 included several enhancements to the reports, as follows:

- A new column for DOB was added to "R Enroll, No SSID." Subgrantees requested this information to more quickly identify the child in local district databases or on CALPADs.
- New columns for DOB and EOE were added to all remaining reports (with the exception of "Duplicate Enrollment Line"). This information is meant to help users add dates (for residency verification) to maximize child counts. Under the new MSIX child count rules, a date can count as a residency verification date only if it falls within the period of time that the child is still eligible (e.g., between their 3<sup>rd</sup> birthdate and their EOE date, or other termination date).

## Enhancements in 2019-20

For the 2019-20 Performance Period, the MSIN development team added two new reports meant to improve data quality around enrollments and service participation.

- "EIP, Not Enrolled" will help regions/DFDs receive accurate child counts in the correct districts. It will also improve the State's grade level data for federal reporting purposes.
- "Duplicate Services" will help regions/DFDs receive accurate Measurable Program Objectives (MPO) reports for the State Service Delivery Plan (SSDP). Many MPO reports depend on service data to calculate whether or not subgrantees met their objectives.