

Entering Continuation of Services Data

Introduction

Continuation of Services (COS) is a set of provisions that allow former migratory children, who are no longer eligible, to continue receiving Migrant Education Program services for an extended period, but only under specific circumstances. The Every Student Succeeds Act of 2015 (ESSA) defines COS as follows:

- (e) CONTINUATION OF SERVICES. — Notwithstanding any other provision of this part—*
- (1) a child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term;*
- (2) a child who is no longer a migratory child may continue to receive services for 1 additional school year, but only if comparable services are not available through other programs; and*
- (3) students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.¹*

Furthermore, Non-Regulatory Guidance adds the following caveat:

[Note: Before the agency provides services under these provisions, it should consider whether the child's unmet special educational needs are addressed by the general school program and whether migrant children who have a priority for services have already been served.]²

In general, the COS provisions should be used sparingly. Though COS 1 could be common, given that children routinely lose their eligibility somewhere in the middle of a term, types 2 and 3 should be relatively rare. Within MSIN, COS 1-3 are considered special types of services for ineligible children and, given their uniqueness, they are captured in the same way as entering services for an individual child.

How to enter a COS 1 service record

MSIN Data Specialists and users with the Student Services role can access an additional button for COS in the child record modal under the Service Participation tab. The following steps begin on the MSIN home page and walk you through the process of entering an example COS 1 service record.

STEP 1: SEARCH FOR THE INELIGIBLE CHILD AND OPEN THEIR RECORD

From the MSIN home page, click on the “Children” menu and then click on the “Search Children” submenu.



¹ Every Student Succeeds Act of 2015, Pub. L. No. 114-95 § 114 Stat. 1177 (2015-2016).

² U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children, Washington, D.C., 2017. Pg. 57

Using the Search Children screen, find the correct child and click on the view icon to open their record.

Search Children

Basic Child Search Information

Last Name: example First Name: maria M.I.: M.I.

2nd Last Name: Second Last Name Legal Mother's First Name: Legal Mother's First Name Birth City: Birth City

Date of Birth: 03/12/2003 Region(s): 16

☒ Limit Age to under 22 ☐ Include Terminated Children

Search Results (1)

Region	Last Name	2nd Last Name	First Name	M.I.	DOB (Age)	Gender	LM Name	LF Name	MSD Number
16	Example		Maria		03/12/2003 (16)	M	Felicitas Example		06002837823

STEP 2: CONFIRM STATUS AND GO TO THE SERVICE PARTICIPATION TAB

Because COS is only for students who are no longer eligible, you must first confirm that they have a “Termination Date.” In this case, Maria Example’s eligibility ended on **09/02/2017** and she was terminated the next day.

Example, Maria - Region 16 - Terminated

Demographic Contact Info Enrollment Info Eligibility Status Move History Service Participation Special Groups Communication Events Assessments

Child's Last Name*: Example Second Last Name: Second Last Name Child's First Name*: Maria Middle Initial: M.I.

Child's Information

Suffix: - Suffix - Gender*: Male Race*: Declined to State

Date of Birth*: 03/12/2003 Birth Verification*: 07 - parent's affidavit, including Birth City: LOOMIS

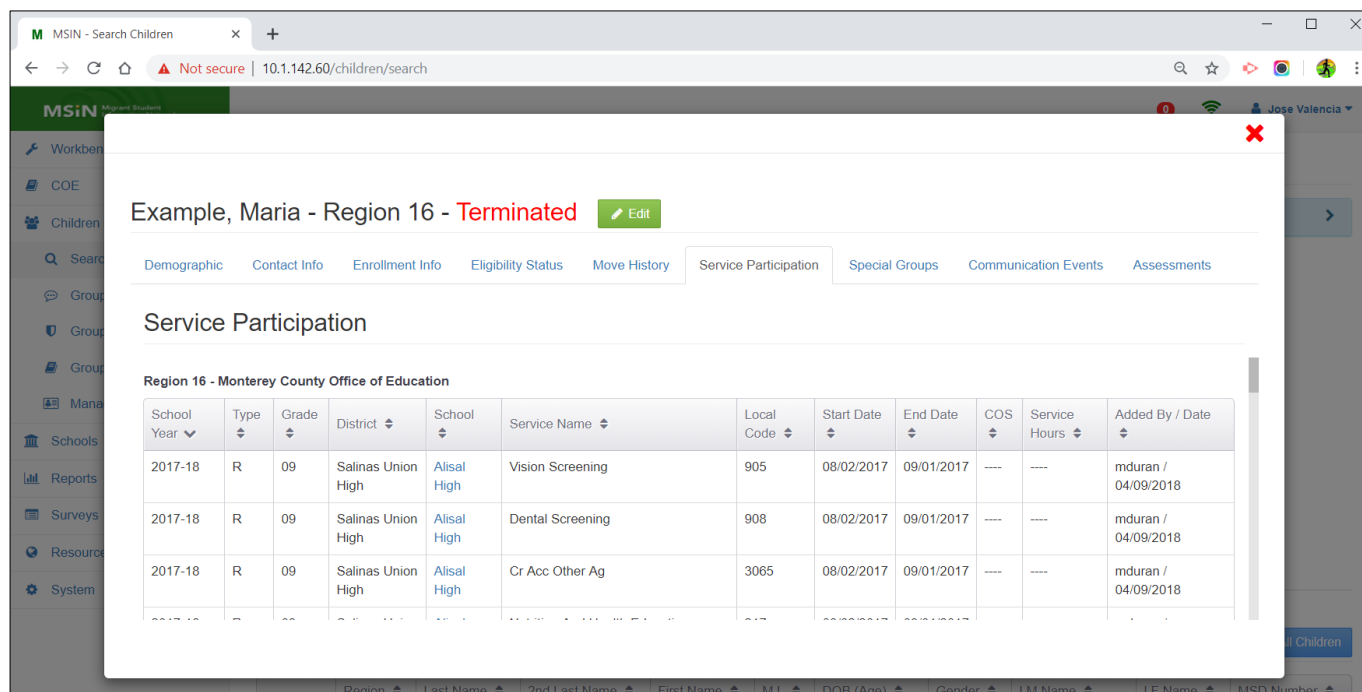
Birth State: California Birth Country: United States Medical Alert*: N - No identified problem

☒ Latino ☐ Health Note ☐ Multi Birth

This child is currently terminated

Termination Date: 09/03/2017
Reason: QAD Expired
Update on: 09/03/2017
Update by: System

Next, click on the Service Participation tab, which contains a running list of the student's services. Before proceeding, confirm that the service you want to add is not already present. In this example, we want to add a COS 1 entry because Maria received a math service during the entire semester even though her eligibility ended.



Example, Maria - Region 16 - **Terminated** [Edit](#)

Demographic Contact Info Enrollment Info Eligibility Status Move History **Service Participation** Special Groups Communication Events Assessments

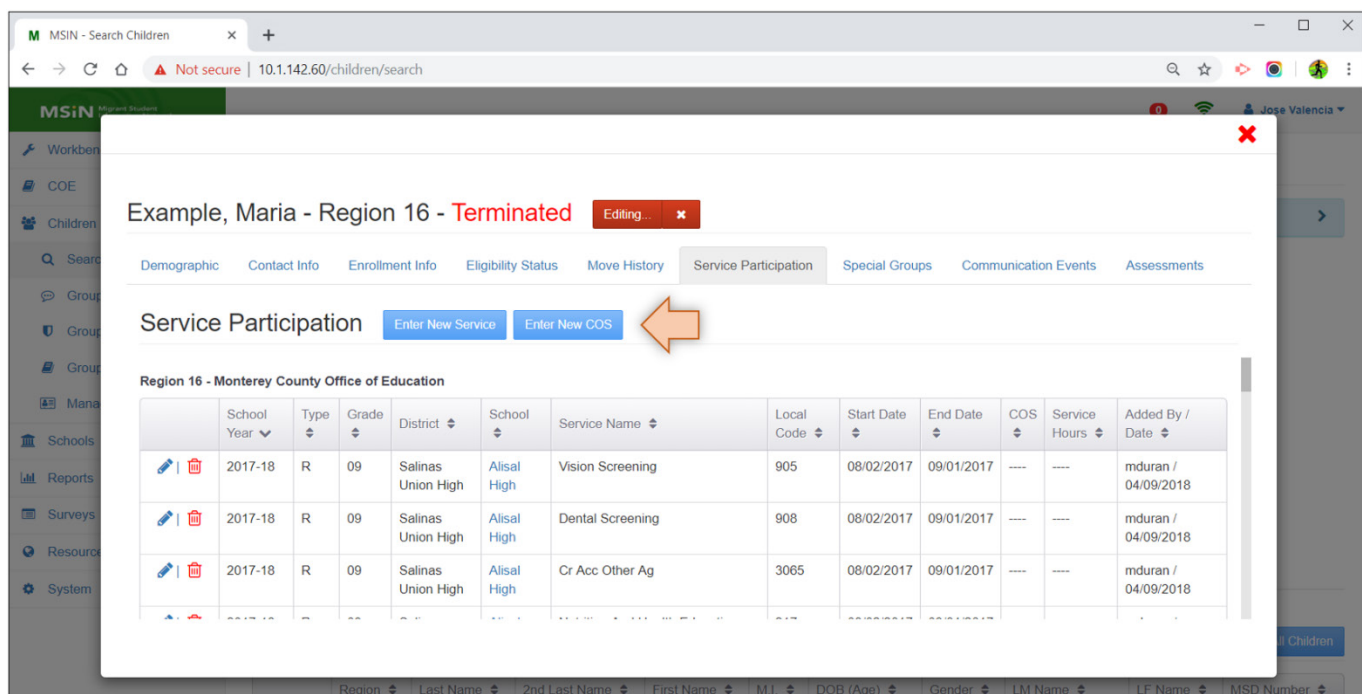
Service Participation

Region 16 - Monterey County Office of Education

School Year	Type	Grade	District	School	Service Name	Local Code	Start Date	End Date	COS	Service Hours	Added By / Date
2017-18	R	09	Salinas Union High	Alisal High	Vision Screening	905	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018
2017-18	R	09	Salinas Union High	Alisal High	Dental Screening	908	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018
2017-18	R	09	Salinas Union High	Alisal High	Cr Acc Other Ag	3065	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018

STEP 3: ENTER THE EDIT MODE TO ACCESS THE “ENTER NEW COS” BUTTON

Users with the Data Specialist and Student Services roles can access the edit mode to add or edit COS entries. Click on the green “Edit” button (above) to bring up the blue “Enter New COS” button, as shown below (see arrow).









Example, Maria - Region 16 - **Terminated** **Editing...**

Demographic Contact Info Enrollment Info Eligibility Status Move History **Service Participation** Special Groups Communication Events Assessments

Service Participation

[Enter New Service](#) [Enter New COS](#)

Region 16 - Monterey County Office of Education

	School Year	Type	Grade	District	School	Service Name	Local Code	Start Date	End Date	COS	Service Hours	Added By / Date
 	2017-18	R	09	Salinas Union High	Alisal High	Vision Screening	905	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018
 	2017-18	R	09	Salinas Union High	Alisal High	Dental Screening	908	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018
 	2017-18	R	09	Salinas Union High	Alisal High	Cr Acc Other Ag	3065	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018

STEP 4: FILL IN COS ENTRY OPTIONS COMPLETELY AND CONFIRM DATES

Make a selection in each field. Note that date restrictions (shown under the Start Date) are based on the School Year, Service Period, and the student's End of Eligibility (EoE) date. The red warning message is a reminder that the Start Date must be after the EoE date for a COS entry. In this example, COS 1 was selected because the student received a math service during the Fall term even though she was no longer eligible after 09/02/2017.

Click the green “Create” button (above) and confirm the start and end dates (below).

STEP 5: DOUBLE CHECK THE NEW COS SERVICE RECORD IN THE RUNNING LIST FOR ACCURACY

Notice that the new entry shows “COS 1” under the COS column. COS entries are distinguished from other services by having a value (i.e., COS 1, 2, or 3) in the COS column. In contrast, a blank field in the COS column means the row represents a normal service (i.e., the service was provided when the child was eligible).

Example, Maria - Region 16 - **Terminated** [Edit](#)

Demographic Contact Info Enrollment Info Eligibility Status Move History **Service Participation** Special Groups Communication Events Assessments

Service Participation

Region 16 - Monterey County Office of Education

School Year	Type	Grade	District	School	Service Name	Local Code	Start Date	End Date	COS	Service Hours	Added By / Date
2017-18	R	09	Salinas Union High	Alisal High	Mathematics Intervention	13	09/04/2017	12/22/2017	COS 1	----	jvalencia / 08/20/2019
2017-18	R	09	Salinas Union High	Alisal High	Vision Screening	905	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018
2017-18	R	09	Salinas Union High	Alisal High	Dental Screening	908	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018

How to enter a COS 3 service record

Let’s imagine that Maria continued to struggle with math in the second semester of 2017-18 and she really needed support in 2018-19. Because she is a secondary student, under the COS 3 provision Maria could participate in a credit accrual program to help her graduate, even though her eligibility has ended. According to Non-Regulatory Guidance, the subgrantee should first consider whether support is available from Maria’s general school program. In this case, let us suppose that serving Maria in 2018-19 did not affect the district’s priority for services (PFS) children and there was no comparable credit accrual program offered by her school.

Following the same steps as the prior example, open the student’s record and navigate to the Service Participation tab. Click on the green “Edit” button to enter edit mode and bring up the blue “Enter New COS” button. Once in the COS entry screen, complete all the fields, as follows:

Use Only For COS

School Year * 2018-19

Region * 16 - Monterey County Office of Education

County * 27 - Monterey

School District * Salinas Union High

School * Alisal High

Grade * 10 (Tenth Grade)

Service Period * Regular Year

Service Name * Services: 1

Start Date * August 13, 2018

End Date May 24, 2019

COS Type * COS 3 - Serving secondary students through credit accrual programs

* Regular Start/End Dates: 7/1/2018 - 8/31/2019
Valid Dates: 09/03/2017 - 08/31/2019

Create

Notice that School Year 2018-19 is selected, and Maria's grade is now 10. Because this is a COS 3 entry, a credit accrual service must be chosen (i.e., not support services) to comply with the provision. In this case, service "3040 – CR ACC Math" was selected. After clicking "Create" and confirming the dates, Maria now has a COS 3 entry for 2018-19 and the prior COS 1 entry for 2017-18.

Example, Maria - Region 16 - Terminated

Service Participation

Region 16 - Monterey County Office of Education

School Year	Type	Grade	District	School	Service Name	Local Code	Start Date	End Date	COS	Service Hours	Added By / Date
2018-19	R	10	Salinas Union High	Alisal High	Cr Acc Math	3040	08/13/2018	05/24/2019	COS 3	----	jvalencia / 08/20/2019
2017-18	R	09	Salinas Union High	Alisal High	Mathematics Intervention	13	09/04/2017	12/22/2017	COS 1	----	jvalencia / 08/20/2019
2017-18	R	09	Salinas Union High	Alisal High	Vision Screening	905	08/02/2017	09/01/2017	----	----	mduran / 04/09/2018

Use the Student Services List to review all service records, including COS

As noted earlier, the Continuation of Services provisions cover rare exceptions when a former migratory child, or youth, can receive services after their EoE date. Because a COS entry is a special type of service, this information is integrated in the Student Services List. All services, including COS entries, are summarized in this report. Like the COS column in each child's Service Participation tab, the Student Services List has a column for COS to indicate the type (if applicable). A blank field in the COS column means the row represents a normal service (i.e., the service was provided when the child was eligible).

Service Name: CR ACC Math Service Code: 3040

Measurable Program Objective: N/A

SSDP Components: N/A

Chosen Filters: ☒ Expired Eligibility ☒ Expired QAD

Grades: N/A

Service Periods: N/A

Service Categories: N/A

3 / 3 Services Filter items below

Rows Per Page 10

School District	School Name	MSD Number	SSID	Name	Grade	Service Period (R,I,S)	Start Date	End Date	COS
Salinas Union High	Alisal High	06002865736	6272793674	XXXXXXXXXXXX XXXX XXXX	12	R	08/13/2018	05/31/2019	COS 3
Salinas Union High	Alisal High	06002544233	8162787418	XXXXXXXXXXXX XXXX XXXX	11	R	03/04/2019	05/24/2019	COS 3
Salinas Union High	Alisal High	06002865967	4193065889	XXXXXXXXXXXX XXXX XXXX	10	R	08/27/2018	05/10/2019	COS 3

Resources

Before entering COS data in the MSIN database, it is important to practice using the COS entry screen in the TrainingMSIN site (<https://trainingmsin.wested.org>). We recommend trying all the common scenarios found in your local area. Once you feel comfortable using the new features, entering real data in MSIN will proceed more smoothly.

If you have any questions or doubts regarding COS in general, such as what you should be collecting and reporting, please contact your Education Programs Consultant at CDE. They can provide direction regarding what you should do in terms of service entry practices to align with CDE's policies.

If you have specific questions about using MSIN, including the features described above, please reach out to the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 1).