MSIX: New State Director Orientation

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The mission of the Office of Migrant Education is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migratory children, youth, agricultural workers, fishers, and their families.
Agenda

• Legal References
• Migrant Student Records Exchange
• MSIX Regulations
• New Director Readiness for Transferring Migrant Student Records
• Resources
• Group Feedback
Objectives

• New Directors will understand:
  • What MSIX is,
  • How local and State data flows into MSIX,
  • MSIX roles and responsibilities for States, and
  • The benefits of using MSIX in delivery of Migrant Education Program (MEP) services.

• New Directors will be able to:
  • Identify steps to ensure prompt, accurate and complete data submissions,
  • Identify steps to protect MSIX data, and
  • Identify MSIX resources in their State and at the Department of Education (ED).
Legal References

**Statute**
Sections 1304(b)(3) and 1308(b) of the *Elementary and Secondary Education Act* (ESEA) of 1965, as amended by Every Student Succeeds Act (ESSA) of 2015

**Code of Federal Regulations**
34 CFR 200.81, 200.82(c) and 200.85

**Guidance**
Migrant Student Records Exchange

Needs
- Highly Mobile
- Short Notice
- Lack of Data
- Delayed Enrollment Placement Errors
- Loss of MEP Services

Challenges
- Disparate Databases
- Limited Records Exchanged
- Slower / Manual Methods
Why MSIX?

- In Section 1308(b)(1) of Title I, Part C of ESEA, as amended, Congress requires the ED to assist States in developing *effective* methods for the *electronic transfer* of student records and in determining the number of migratory children in each State.
- Further, Section 1308(b)(2)(A) of the statute requires ED to ensure the linkage of State migrant student record systems in order that *health and educational information* about all migratory students may be electronically exchanged among the States.
- To implement these requirements, ED implemented MSIX, which primary mission is to ensure the appropriate enrollment, grade and course placement, credit accrual, and participation in the MEP.
What is MSIX?

MSIX is a web-based platform that links States’ migrant student record systems to facilitate the national exchange of educational and health information for migratory children.

- Operational since 2007
- Produces a single “Consolidated Student Record” for each migratory child
- Contains 76 minimum data elements (MDEs) necessary to facilitate school enrollment, grade and course placement, credit accrual, and participation in the MEP
- System of Records covered under the Privacy Act
Data transferred from the States’ migrant databases into MSIX are used to generate a Consolidated Student Record.

- Info is collected from family, school, local and State databases
- Info is entered into State’s migrant-specific database
- State’s migrant – specific database uploads data to MSIX

MSIX creates a CONSOLIDATED STUDENT RECORD for MSIX users to view and use in order to place students in correct grade and classes, verify immunization history, and to give to parents/students upon withdrawal from school.
MSIX and Student Privacy

• MSIX is developed in accordance with federal requirements designed to safeguard the privacy and security of education data. MSIX only collects the MDEs necessary for:
  – Participation in the MEP, and
  – Enrollment, grade and course placement, and accrual of secondary credit.

• Only authorized personnel may access the MSIX system.

• Data disclosure requires written consent of the parent or student
Establish a Staffing Plan

Typically, the State education agency (SEA) will have an MSIX data administrator to coordinate and oversee the implementation of the statewide MSIX efforts. This individual works with the MEP State director and State data staff to:

- Establish policies and procedures,
- Define statewide roles and responsibilities,
- Coordinate the transfer of State migrant data to MSIX,
- Establish quality control processes and procedures, and
- Serve as the State MSIX liaison to the Federal MEP MSIX Team.
MSIX is intended to significantly help front-line educators who need access to current migrant student records to aid in enrollment, grade and course placement, credit accrual and participation in the MEP. Front-line educators are typically:

• MEP data entry staff,
• Recruiters/Advocates
• Guidance counselors,
• School registrars, and/or
• Teachers.
Parent Communication

Communicating to parents about the benefits of MSIX facilitates their involvement in obtaining and providing student records each time their children transition between school systems.

- Include information about MSIX in SEA and local operating agency (LOA) Parent Advisory Council (PAC) meetings.
- Assuage privacy concerns by providing information on Family Educational Rights and Privacy Act (FERPA) and Federal Information Security Modernization Act (FISMA) regulations.
- Provide parents with their child’s MSIX ID number.
- Provide parents with their child’s Consolidated Student Record upon school withdrawal.
MSIX Records Exchanged

Student Records Viewed

<table>
<thead>
<tr>
<th>Year</th>
<th>Records Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>1,490</td>
</tr>
<tr>
<td>2010</td>
<td>16,335</td>
</tr>
<tr>
<td>2011</td>
<td>19,191</td>
</tr>
<tr>
<td>2012</td>
<td>35,560</td>
</tr>
<tr>
<td>2013</td>
<td>62,087</td>
</tr>
<tr>
<td>2014</td>
<td>140,946</td>
</tr>
<tr>
<td>2015</td>
<td>176,476</td>
</tr>
</tbody>
</table>
MSIX Data Updated Frequently

43 States have data less than 30 days old

Days Since Most Recent Data Submission
(As of February 27, 2017)
MSIX REGULATIONS
MSIX Regulations

Final Regulations Published May, 2016

PURPOSE

• The electronic exchange of educational and health information according to standard timelines and procedures will help ensure that migratory children succeed academically.

• The full potential of the system will only be realized if it contains complete, accurate, and up-to-date information that’s readily accessible, and used on a regular basis.
Benefits

• The regulations help ensure the prompt availability of educational and health information of migratory children to facilitate:
  – Timely school enrollment
  – Appropriate grade and course placement
  – Accrual of secondary course credits
  – Participation in the MEP

• Ultimately will help ED to determine more accurate migratory child counts and meet other MEP reporting requirements
SEA Requirements

• As a condition of receiving a MEP grant, each SEA must:
  – Collect, maintain, and submit current and updated MDEs within established timeframes
  – Ensure that data submitted to MSIX are accurate and complete, with appropriate security safeguards in place
  – Establish procedures for using, and requiring each of its subgrantees to use, MSIX Consolidated Student Records
  – Establish procedures for MSIX data correction
General Data Submission Requirements

• SEAs must submit MDEs applicable to the child’s age and grade level (i.e., “applicable MDEs”) for all migratory children that the SEA considers eligible for the MEP, regardless of the type of school in which the child is enrolled (e.g., public, private, or home school), or whether the child is enrolled in any school.
<table>
<thead>
<tr>
<th>SEA TIMELINES</th>
<th>MSIX DATA SUBMISSION</th>
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</thead>
<tbody>
<tr>
<td>No later than 9/7/2016</td>
<td>• Start-up Data Submissions</td>
</tr>
</tbody>
</table>
| Within 10 working days of approving a new certificate of eligibility (COE) for the migratory child | • Subsequent Data Submissions: Migratory Children with Newly Approved COEs  
• Secondary School-aged Migratory Children with Newly Approved COEs – In-State Secondary School Records |
<p>| Within 30 calendar days of receipt of record by an LOA                      | • Secondary School-Aged Migratory Children with Newly Approved COEs – Out-of-State Secondary School Records                                                                                                           |</p>
<table>
<thead>
<tr>
<th><strong>SEA TIMELINES</strong></th>
<th><strong>MSIX DATA SUBMISSION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 30 calendar days of the end of a local education agency’s (LEA) or an LOA’s fall, spring, summer, or intersession terms</td>
<td>• End of Term Submission for migratory children eligible for the MEP during the term and for whom the SEA previously submitted data (For children whose MEP eligibility expires before the end of a school year, must submit through the end of the school year)</td>
</tr>
<tr>
<td>Within 4 working days of receiving notification from MSIX that migratory child has changed residence to a new LOA within the State or another SEA has approved a new COE for a migratory child</td>
<td>• Change of Residence Submission</td>
</tr>
</tbody>
</table>
MSIX REGULATIONS:
Policies and Procedures
Areas of Focus

SEAs must develop written procedures, guidance and training around the following areas:

1. Use of *Consolidated Student Record*
2. Data *quality*
3. Data *protection*
4. Data *correction*
   a) Response to parents, guardians, and migratory children
   b) Response to another SEA
   c) Response to the Department
Use of Consolidated Student Records

Each SEA must:

(1) Use, and require each of its LOAs to use, the Consolidated Student Record for all migratory children who have changed residence to a new school district within the State or in another State;

(2) Encourage LEAs that are not LOAs receiving MEP funds to use the Consolidated Student Record for all migratory children described above; and

(3) Establish procedures, develop and disseminate guidance, and provide training in the use of Consolidated Student Records to all authorized users.
MSIX Data Quality

*Each SEA must:*

(1) Use, and require each of its LOAs to use, reasonable and appropriate methods to ensure that all data submitted to MSIX are **accurate and complete**; and

(2) Respond promptly, and ensure that each of its LOAs responds promptly, to any request by the **Department** for information needed to meet the Department’s responsibility for the accuracy and completeness of data in MSIX in accordance with the Privacy Act.
MSIX Data Protection

Each SEA must:

1. Enter into and carry out its responsibilities in accordance with a Memorandum of Understanding (MOU), Interconnection Security Agreement (ISA), and other information technology (IT) agreements required by the Secretary;

2. Establish and implement written procedures to protect the integrity, security, and confidentiality of Consolidated Student Records;

3. Require authorized users to complete the User Application Form (or SEA documentation that contains the same information); and

4. Retain user access documentation for three years after terminating user’s access
Questions to Ask Yourself

• Do I have MSIX Policies and Procedures in place? What do they address?
• What strategies can be implemented to improve data quality issues?
• To what degree are schools accessing MSIX to generate an MSIX Consolidated Student Record when new migratory children enroll? When they withdraw?
New Director Resources

- New Director Toolkit
- MSIX Trainer’s Corner
- OME Program Officers and the MSIX team
- MEP LISTSERV – Biweekly
- MSIX Help Desk (866-878-9525)
Next Steps

• Log into MSIX
• Review online training material
• Identify any State-specific training
• Build a network with other directors
• Reach out to vendor (MAPS, MIS2000, NGS, TROMIK) contact and introduce yourself
• Attend MSIX webinars and other online meetings
GROUP FEEDBACK

QUESTIONS AND/OR COMMENTS
Thank You

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