

# CA MSIX User Guide 2.0

## MSIX Reports Categories Updates

### MSIX Reports

**Introduction:** The Migrant Student Information Exchange (MSIX) provides State and government personnel access to reports that provide aggregate information on the MSIX application and the migrant population. Reports are broken down into eight main categories:

1. **Dashboards** (New in April, 2021) (pg. 4)
2. **Student Information Reports** (New filters for MSIX ID Count, MSIX Child Count, Demographics, Enrollments (MDE type), Grade Retention, Course History, Assessment in March-December 2021) (pg.5-13)
3. **Worklist Reports** (Move Notices added)
4. **Data Quality Reports** (Updated File Submission Report in September 2021)
5. **Child Count Reconciliation Report** (Updated August, 2021) (pg.13)
6. **Student Mobility Reports**
7. **User Account Report** (Account Metrics Reports added in December, 2021) (pg.13-14)
8. **MSIX Usage Reports** (Only Available to Government Administrators)

The Reports in which an MSIX user can access and the level of detail they can view are determined by their MSIX user roles(s). This means that State-level users are restricted to viewing only their State-specific data and the aggregate national-level data.

### Reports Navigation

#### Accessing & Exporting Reports

1. Login to MSIX. Click the **Reports** link in the Left-side Navigation Menu.
2. This will take you to the “Reports” page, where you will see all the MSIX Reports available to you.
3. To open a report: click on the name of the report you wish to view.
4. After the report loads, you will have the option to **Filter** and **Sort** the report by various data elements.
5. To **Export** the report: click on **Export** in the upper right corner of the screen. This will open the export menu and give you the option to export the report as either a PDF file or a CSV file.

#### Sorting in Reports

Users can change the order of the reported data by clicking on a field name to designate that as the ordering factor. Clicking on the column heading will sort the data in reverse-chronological or reverse alphabetical order, as appropriate.

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## Learn More

Many of the MSIX Reports include a “Learn More” link at the end of the Report description. When MSIX users click this link, a window opens that provides additional details about the Report they are currently reviewing. These “Learn More” links are also present on the drill-down pages for many of the MSIX Reports. However, the “Learn More” link is not available while viewing MSIX through a Mobile device.

## Filtering in Reports

Most reports have filtering capabilities that allow users to refine the data with the user filter form. Each report has different filter parameters based on the data it contains.

### Steps to Filter:

1. Select the Report you wish to view.
2. Once the Report has loaded, click on the “**Filter**” button.
3. The Filter Form Window will then open. This window will appear in front of your open MSIX page and you must either click “**Submit**” or close the window via the X in the top right corner before you can return to your MSIX page.
4. Once the Filter Form Window is open, enter your chosen filter parameters into the Modal Filter Form and click the “**Submit**” button.

**Figure 3.0- Loading Enrollments (MDE Type) Report. Showing the Report on the navigation menu and Filter within the Report page.**



### Checkboxes versus Radio Buttons (AND versus OR)

When applying filters to MSIX Reports, users may notice that certain items utilize a checkbox while some utilize a radio button. Filter options that utilize a checkbox denote options that can be searched together. For example, see **Figure 3.1**; in the Merges & Splits by User Report, the checkboxes next to the various worklist “Types” options may be selected and deselected independently of each other. This means that you can search for both “Near Match” AND “User Initiate Merge” items simultaneously. On the other hand, see **Figure 3.2**, radio buttons denote options that can only be applied singularly; for example, in the Enrollments (MDE Type) Report, you can select the radio button for either “Student Records” OR “Enrollment Records,” but not for both.

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Figure 3.1- User Report of Merges & Splits by Age Filter using checkboxes.

Merges & Splits by Age Filter
✕

CREATION DATE RANGE:

UPDATED DATE RANGE:

TYPE:

Near Match

Near Match Validation

User Initiated Merge

User Initiated Split

User Initiated Merge Validation

User Initiated Split Validation

Reset Filters
SUBMIT

## Student-Level Information

Figure 3.3- Reports section displaying the different reports by MSIX User Role. The red outline highlights the reports accessible to the User Administrators. The purple outline highlights the reports accessible to the Secondary Users. The dark blue outline highlights the reports accessible to the Data Administrators. (Updated 2022)

Reports

User Administrators
Secondary Users
Data Administrators

MSIX reports provide information for Migrant Education Program (MEP) planning, data analysis, and compliance with MEP and MSIX regulations. The list of reports available depends on your user access role within MSIX. If you are looking for a report and do not see it in the list below, ask your State, Regional, or District Data Administrator, Contact the MSIX Help Desk to suggest new reports or request a one-time ad hoc report.

**Dashboards**  
Dashboards display charts containing data about key topics to help you make decisions about your migrant education program, manage your data in MSIX, and understand how users in your State use MSIX.

Account Management

Data Management

Records Exchange

Child Mobility      MEP Population      Student Achievement

**Student Information**  
Student Information reports display data made available for exchange among States, including student count, MSIX child count, demographics, enrollment details, course history, and assessments. [34 CFR § 200.85(b)(3)]

MSIX ID Count

Enrollments (MDE Type)

Grade Retention

MSIX Child Count

Enrollments (Multiple States)

Course History

Demographics

Potential Misled Enrollments

Assessments

**Worklists**  
Worklist reports display data on total worklist items, including outstanding worklist items. [CFR § 200.85(b)(3)(iii)]

Merges & Splits by User

Merges & Splits by Age

Data Requests by Age

Move Notices

**Data Quality**  
Data Quality reports help State and Regional Data Administrators verify data quality compliance levels by showing recent files submitted by States and displaying student records that contain incomplete or invalid data, potential duplicates, and data logic issues. [34 CFR § 200.85 (d)]

File Submission

Data Validity

Data Completeness

Potential Duplicates      Data Logic Issues

**Child Count Reconciliation**  
Child Count Reconciliation reports help you identify data quality issues in student records that may cause differences in child counts between MSIX and your State system.

Run Reconciliation

**Student Mobility**  
Student Mobility reports display data on children moving to and from different States. Use these reports to analyze patterns and plan identification and recruitment (ID&R) efforts.

General Move From

General Move To

**User Account**  
The Account List Report displays profile information for all MSIX users within your State, including roles and contact details, to facilitate accounts management and periodic reviews of user accounts. [CFR § 200.85 (f)(2)]

Account List

Account Metrics

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For Reports in which student-level information is available. Data Administrators and Secondary Users can drill down further into the Report and view Student Level Information for students in their State. This feature is accessed while in the State or district view by clicking on the specific data element in a row for which you wish to view the related student-level information. MSIX Users who can only view National Level Data cannot access student level information from within the Reports. It is important to remember that to protect the privacy of the information within MSIX, all MSIX Users must abide by the guidelines set out in the MSIX Rules of Behavior for the printing and storage of media containing MSIX information. For more information about these guidelines, please go to the Privacy and Protection of MSIX information section of the Online Help.

Additionally, if the student level information being viewed within the Report includes the MSIX ID, users may click the MSIX ID and be directed to the associated MSIX student record.

### Dashboards Reports Permissions by MSIX User Role

Enhancement- added in September, 2021

| Report Name         | Report Category | State and Regional Data Administrators | Secondary Users |
|---------------------|-----------------|--|-----------------|
| Account Management  | Dashboards      | ✓                                      |                 |
| Data Management     | Dashboards      | ✓                                      |                 |
| Records Exchange    | Dashboards      | ✓                                      |                 |
| Child Mobility      | Dashboards      | ✓                                      |                 |
| MEP Population      | Dashboards      | ✓                                      |                 |
| Student Achievement | Dashboards      | ✓                                      |                 |

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## Student Information Reports

Figure 3.2- Enrollment Report (MDE Type) Filter with radio buttons.

### Enrollments (MDE Type) Filter ✕

**ENROLLMENT DATA TYPE:**

Grade  Enrollment Type

MEP Project Type  COS

IEP  EL

PFS  Med Alert

Immunization Flag

**COUNT TYPE:**

Student Records  Enrollment Records

**DRILL DOWN LEVEL:**

National  California  California Regions  California Districts  California Schools

Use the search box below to enter the Region you would like to add to the report. As you enter characters into the search field, a list of suggestions that match your input will be displayed. Select your desired Region to add to the list of selected Region. Add multiple selections or "Select All" to add all Region in your State.

**Region Search** Select **All**

The report output will only include data for the Region displayed in the Selected Region field below. Click on the 'x' to remove a selection. Click "Select None" to remove all selections. Check the Display Data By if you would like to see the data in your Region organized by .

**Selected Regions** Select **None**

[Reset Filters](#) **SUBMIT**

In February 2022, new filters have been available for:

- MSIX Child Count
- Demographics
- Enrollments (MDE Type)
- Grade Retention
- Course History
- Assessments

Figure 3.2A- New filters.

**DRILL DOWN LEVEL:**

National  California  California Regions  California Districts  California Schools

Use the search box below to enter the Region you would like to add to the report. As you enter characters into the search field, a list of suggestions that match your input will be displayed. Select your desired Region to add to the list of selected Region. Add multiple selections or "Select All" to add all Region in your State.

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### Tips and tricks for the new features:

- Users will see all Student Information Report filters updated to allow the user to filter and display the report data by region, district, or school.
- A new **type-ahead search** functionality has been added to allow the user to filter and display the report data by region, district, or schools. To **search for a region, district, or school** enter at least one character in the Search field to show a list of results that can be added to your selection.
- When selecting the drilldown of [State] Region, users will be presented a **checkbox to display the data** in the report by District within the selected Regions.
- When selecting the drilldown of [State] District, users will be presented a **checkbox to display the data** in the report by School within the selected Districts.
- To **remove** a selected region, district, or school from the selection, click on the **green 'x'**.
- Larger States with several regions, districts, and schools should exercise caution when using the Select All functionality as they may experience delays in response from the system as MSIX works to retrieve the large quantity of data.
- For best performance results, it is recommended that users access MSIX through a Chrome or Firefox 64-bit browser. Users can confirm this in their browser settings.

## Student Information Reports Updates

### Course History Report- added in November, 2021

The MSIX Course History Report provides the count of children and courses submitted to MSIX by each Course Type, MDE #59 (e.g., Advanced Placement, Dual Enrollment, etc.). Selecting a specific course type on the report page will bring MSIX users to a list of migratory children who were enrolled in that course type in their State. Using the filter button, users can narrow down this information by selected date range, Academic Year, MDE#60, and Grade Level, MDE #42.

The Course History Report can be used to:

- Assess the submission of Course History MDEs by your State.
- Identify gaps in the types of courses migratory children are enrolled in.
- Understand course history performance of migratory children within your State.
- Determine the academic area where additional services may be needed.
- Verify that children are being enrolled in the most appropriate courses.

As defined by the MSIX Minimum Data Elements list, the following Course Types (MDE 59) are submitted to MSIX and are available in this report:

- 01-Regular (Default)
- 02-Honors
- 03-Pre-Advanced
- 04-Advanced Placement
- 05-International Baccalaureate
- 07-Not Applicable

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- 08-Dual Enrollment
- 09-Concurrent Enrollment
- 00-Other

For further information regarding the Course Types included in MDE 59, refer to the MDE List available on the Resources page within the MSIX.

### Available to User Role(s)

- State Data Administrators
- Regional Data Administrators
- Secondary Users

**Figure 3.4- Displays the counts of children and courses by 'Course Type' in your State. The filter button is available to select other options in the report.**

Reports > Course History

### Course History

Export ▾

This report displays the counts of children and the counts of courses by Course Type in your State. The counts of children are unduplicated by MSIX ID for each Course Type. The total count of children is unduplicated by MSIX ID. Select the Course Type row to see further details on the children and courses for that Course Type. [Learn More](#)

Filter

| State ▲    | District    | Course Type        | Count of Children | Count of Courses |
|------------|-------------|--------------------|-------------------|------------------|
| California | -           | -                  | 2,231             | 42,269 ▲         |
|            | Abc Unified | Regular (Default)  | 14                | 223              |
|            | Abc Unified | Advanced Placement | 3                 | 8                |

**Figure 3.5- Pop-up menu of Course History Filter displaying performance period, academic year, performance category, course type, grade level, and drill down level.**

### Course History Filter

PERFORMANCE PERIOD:  No  Yes

ACADEMIC YEAR: Year From \_\_\_\_\_ Year To \_\_\_\_\_

Last performance period  
September 1, 2020 - August 31, 2021  Current performance period  
September 1, 2021 - August 31, 2022

PERFORMANCE CATEGORY:  
 Category 1 / Show all eligible  Category 2 / Summer only

COURSE TYPE:  
Select All | None

- Other
- Regular (Default)
- Honors
- Pre-Advanced
- Advanced Placement
- International Baccalaureate
- Not Applicable
- Dual Enrollment
- Concurrent Enrollment

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### Filter Options

Performance Period, Enrollment Date Range, Withdrawal Date Range, Eligibility Expiration Range, Academic Year From, Academic Year To, Open Enrollment Only, Course Type (Other, Regular, Honors, Pre-Advanced, Advanced Placement, International Baccalaureate, Not Applicable, Dual Enrollment, Concurrent Enrollment), Grade Level, National/State/District Drill Down Level.

When an MSIX User initially opens the pop-up Filter menu, the default filters are selected:

- Performance Period: No
- All Course Types
- All Grade Levels (except Courses Not Associated with Enrollment/Grade Level) State

When "Yes" is selected for the Performance Period filter option, MSIX Users are then given the following additional filter options:

- Academic Year (From/To)
- Performance Period-Last Performance Period OR Current Performance Period
- Performance Category- Category 1/Show all eligible OR Category 2/Summer only
- 

However, utilizing the Performance Period Filter option removes the availability of the option to filter reports based on Date Ranges (Enrollment, Withdrawal, Eligibility Expiration, and Academic Year From/To) and by Open Enrollment.

**Figure 3.5A- Course History Filter displays grade level and drill down level.**

The screenshot displays a filter menu with the following elements:

- GRADE LEVEL:** Select **All** | **None**
- Grade Level options (all checked):
  - P Values
  - Grade 2
  - Grade 5
  - Grade 8
  - Grade 11
  - Out-of-School
  - Kindergarten
  - Grade 3
  - Grade 6
  - Grade 9
  - Grade 12
  - Invalid/Not Submitted
  - Grade 1
  - Grade 4
  - Grade 7
  - Grade 10
  - Ungraded
  - Courses Not Associated with Enrollment/Grade Level
- DRILL DOWN LEVEL:**  National  California  California and District(s)
- Reset Filters** (text link)
- SUBMIT** (button)

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## Assessments Report

The Assessments reports provide the count of children and assessments submitted to MSIX by Assessment Type (MDE #52). By filtering the report to a specific Assessment Administration Date Range (MDE #52), you can confirm that assessments are being submitted to MSIX as expected. This report can assist with a Priority for Services (PFS) determination by filtering to a specific assessment type and viewing the Assessment Interpretation (MDE #56) for each child that took the assessment.

### Available to User Role(s)

- Secondary Users
- Regional Data Administrators
- State Data Administrators

Figure 3.6- Assessments Filter menu with options to select performance period, enrollment date range, withdrawal date range, eligibility expiration date range, assessment admin date range, assessment type, assessment interpretation, grade level, & drill down level.

### Assessments Filter ✕

PERFORMANCE PERIOD:  No  Yes

ENROLLMENT DATE RANGE:

WITHDRAWAL DATE RANGE:

ELIGIBILITY EXPIRATION DATE RANGE:

ASSESSMENT ADMIN DATE RANGE:

Show Open Enrollment Data Only

---

ASSESSMENT TYPE:  
Select **All** | **None**

|   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> State Assessment                            | <input checked="" type="checkbox"/> Advanced Placement Test                         | <input checked="" type="checkbox"/> Language Proficiency Test      |
| <input checked="" type="checkbox"/> Exit Exam                                   | <input checked="" type="checkbox"/> GED   | <input checked="" type="checkbox"/> Special Education Assessment   |
| <input checked="" type="checkbox"/> Early Childhood Development Assessment      | <input checked="" type="checkbox"/> Other Achievement Test                          | <input checked="" type="checkbox"/> State Assessment - Mathematics |
| <input checked="" type="checkbox"/> State Assessment - Reading or Language Arts | <input checked="" type="checkbox"/> State Assessment - English Language Proficiency |  |

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### Assessments Filter

ASSESSMENT INTERPRETATION:  
Select **All** | **None**

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Advanced | <input checked="" type="checkbox"/> Proficient or Above   | <input checked="" type="checkbox"/> Proficient      |
| <input checked="" type="checkbox"/> Passed   | <input checked="" type="checkbox"/> Failed                | <input checked="" type="checkbox"/> Not Proficient  |
| <input checked="" type="checkbox"/> Basic    | <input checked="" type="checkbox"/> Below Basic           | <input checked="" type="checkbox"/> Far Below Basic |
| <input checked="" type="checkbox"/> Other    | <input checked="" type="checkbox"/> Invalid/Not Submitted |   |

---

GRADE LEVEL:  
Select **All** | **None**

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> P Values      | <input checked="" type="checkbox"/> Kindergarten          | <input checked="" type="checkbox"/> Grade 1                                     |
| <input checked="" type="checkbox"/> Grade 2       | <input checked="" type="checkbox"/> Grade 3               | <input checked="" type="checkbox"/> Grade 4                                     |
| <input checked="" type="checkbox"/> Grade 5       | <input checked="" type="checkbox"/> Grade 6               | <input checked="" type="checkbox"/> Grade 7                                     |
| <input checked="" type="checkbox"/> Grade 8       | <input checked="" type="checkbox"/> Grade 9               | <input checked="" type="checkbox"/> Grade 10                                    |
| <input checked="" type="checkbox"/> Grade 11      | <input checked="" type="checkbox"/> Grade 12              | <input checked="" type="checkbox"/> Ungraded                                    |
| <input checked="" type="checkbox"/> Out-of-School | <input checked="" type="checkbox"/> Invalid/Not Submitted | <input type="checkbox"/> Assessments Not Associated with Enrollment/Grade Level |

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DRILL DOWN LEVEL:       National     California     California and District(s)

[Reset Filters](#) **SUBMIT**

As defined by the MSIX Minimum Data Elements list, the following Assessment Types (MDE 52) are submitted to MSIX and are available in this Report:

- 01-State Assessment
- 02-Advanced Placement Test
- 03-Language Proficiency Test
- 04-Exit Exam
- 05-GED
- 06-Special Education Assessment
- 07-Early Childhood Development Assessment
- 08-Other Achievement Test
- 09-State Assessment--Mathematics
- 10-State Assessment—Reading or Language Arts
- 11-State Assessment—English Language Proficient

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### Potential Missed Enrollments Report (Updated 2021)

This report currently allows you to identify students without an Enrollment Date (MDE #28) following a qualifying move to your State. This report looks for Withdrawal Date (MDE #49), Residency Date (MDE #70), or Residency Verification Date (MDE #73) following a QAD to search for children who may reside in your State but have not yet been identified by your MEP. Users can use this report as a starting point to identify potentially missed children for bolstering identification and recruitment efforts. This report is available to Data Administrators under the Student Information section on the Reports page.

#### Filter Options

- **Count By:**
  - MSIX ID: The report output will be unduplicated; each child included in the report will be listed one time based on their MSIX ID.
  - QAD: The report output may include more than one line for any child if that child has more than one Qualifying Arrival Date in the range specified.
- **Qualifying Move Type:**
  - **Move To:** The report output will only count children with Qualifying Moves to your State.
  - **Move From:** The report output will only count children with Qualifying Moves from your State.
  - **Move To & From:** The report output will include children with Qualifying Moves to and from your State.
- **Qualifying Arrival Date Range:** Use the beginning and ending date ranges to narrow the report output according to when the children moved.
- **Residency Establishment Date Range:** Determines how much time must pass without the State submitting a residency establishing date following a qualifying move to consider your State as missing the identification of the child.  
This report defaults to a Residency Establishment Range of twelve (12) months. However, MSIX Users can filter the report for alternate Residency Establishment Ranges per the practices in their State.
- **Selected States:** Specifies which States' data will be included in the report output. Available to Government Administrators only

When an MSIX User initially opens the Filter form, the default filters are selected:

- Count By: MSIX ID
- Qualifying Move Type: Move To
- Residency Establishment Range: 12 Months
- Selected States: All

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Figure 3.7- Potential Missed Enrollments Filter.

### Potential Missed Enrollments Filter ×

**COUNT BY:**  MSIX ID  QAD **Step 1**

**QUALIFYING MOVE TYPE:**  Move To  Move From  Move To & From **Step 2**

**QUALIFYING ARRIVAL DATE RANGE:** MM / DD / YYYY MM / DD / YYYY **Step 3**

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**RESIDENCY ESTABLISHMENT RANGE:** No Limit **Step 4**

The selected Residency Establishment Range determines how much time must pass without an enrollment following a qualifying move to consider the enrollment to be missed.

[Reset Filters](#) [SUBMIT](#)

### Step 1) Determine how MSIX should count Potential Missed Enrollments.

**MSIX ID:** returns a list of children with no date that establishes residency following the qualifying move (unduplicated)

**QAD:** returns a list of QADs with no date that establishes residency following the qualifying move (duplicated)

### Step 2) Determine the type of move MSIX searches for:

**Move To:** children who have “moved to” your State

*Using Qualifying Move To State (MDE #25)*

**Move From:** children who have “moved from” your State

*Using Qualifying Move From State (MDE #22)*

### Step 3) Tell MSIX when to look for Qualifying Moves.

Give MSIX a Qualifying Arrival Date Range to narrow down the timeframe you are interested in.

Otherwise, MSIX will evaluate all historical data, which may be less precise than you need.

### Step 4) Tell MSIX how long after each identified Qualifying Arrival Date to look for residency or enrollment.

(i.e., an Enrollment Date, Withdrawal Date, Residency Verification Date, or Residency Date)

submitted by your State. This is called the Residency Establishment Range. Applying an Enrollment Range with “no limit” means the residency establishment range extends to the present day.

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**Figure 3.8- Table of migratory children who moved to your State but do not have a date that establishes residency within the filtered date range following a QAD.**

Reports > Potential Missed Enrollments > California: Potential Missed Enrollments

### California: Potential Missed Enrollments Export ▼

The table below lists migratory children who moved to your State but do not have a date that establishes residency within the filtered date range following a QAD. If the child does not have a date submitted by your State that establishes residency (Enrollment Date, Withdrawal Date, Residency Date, Residency Verification Date) after a qualifying move to your State, that child should be reviewed for a potential missed enrollment. The qualifying move to your State may have been submitted by another State. [Learn More](#)

| MSIX ID ▲ | First Name | Last Name | DOB | QAD        | Move From City | Move From State | Move From Country | Move To City | Move To State | Parent 1 Last Name | Parent 2 Last Name |
|-----------|------------|-----------|-----|------------|----------------|-----------------|-------------------|--------------|---------------|--------------------|--------------------|
|           |            |           |     | 06/14/2020 | YUMA           | Arizona         | United States     | COACHELLA    | California    |                    |                    |
|           |            |           |     | 06/30/2019 | MESA           | Arizona         | United States     | NUEVO        | California    |                    |                    |

### Child Count Reconciliation Report

The report is available to users with the Data Administrator role and is found on the Reports page. In this report, you can view and export your current Category 1 and Category 2 MSIX Child Counts for comparison to your State counts, find the MSIX Child Count logic, and view the potential duplicate and near match reports that contain student records with issues that may be affecting your child match reports that contain student records with issues that may be affecting your child count. Use the “Children Excluded” list to search for children not included in your MSIX count and select their excluded child detail page to understand the reason they were not included.

The Child Count Reconciliation Recommended Guidance is available to get a full technical overview of the Child Count Reconciliation Report and learn how to complete the Child Count Reconciliation Report and learn how to complete the Child Count Reconciliation process within MSIX. The guidance can be under the Technical References section on the MSIX Resources page.

### User Account Reports

The MSIX User Report is a user account management tool. The purpose of this report is to assist Regional MSIX User Administrators in:

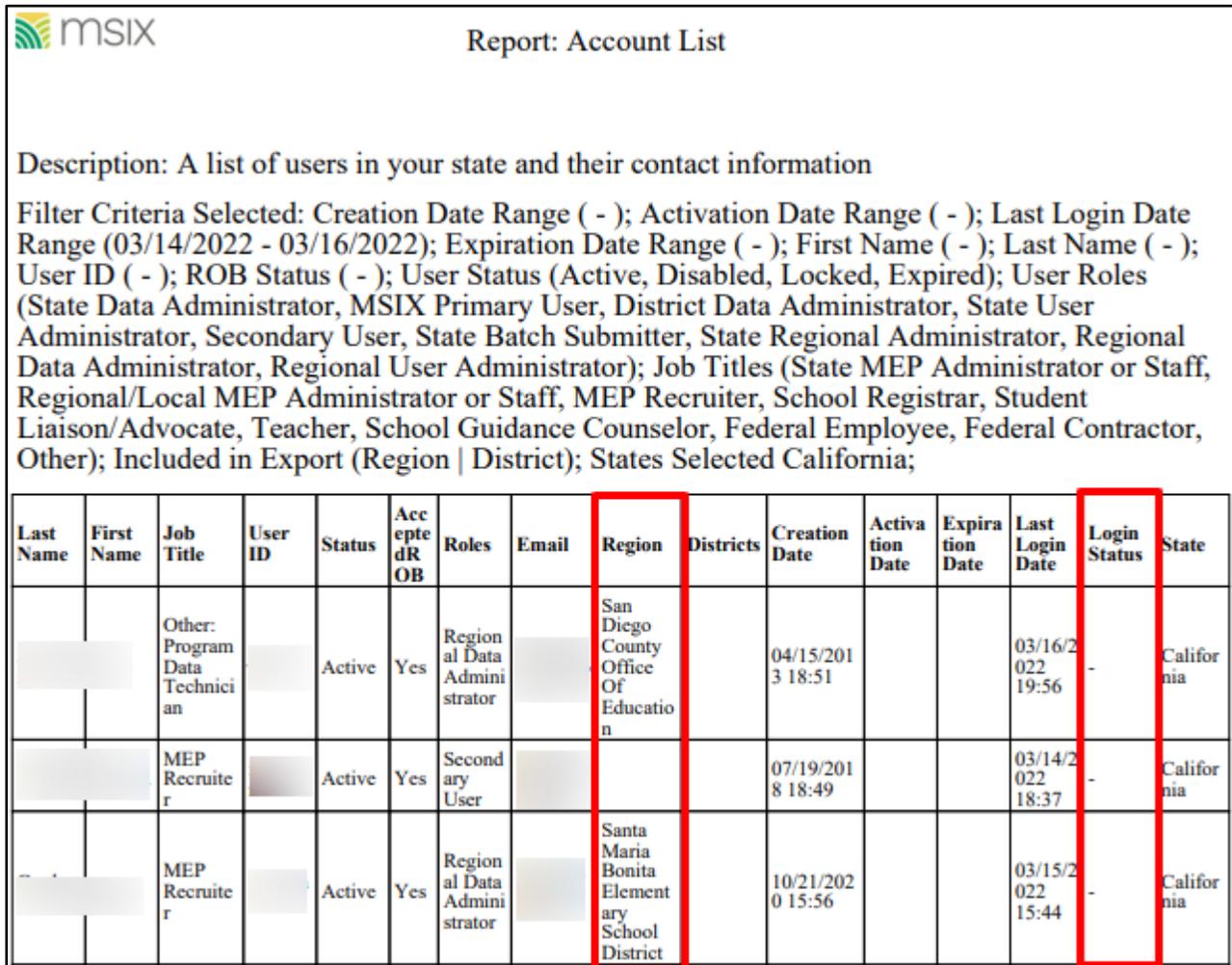
- Closely monitoring MSIX usage
- Maintaining an accurate list of MSIX Users in their region
- Keeping the MSIX User list up to date and avoiding “dormant” Users (i.e., user accounts infrequently accessed)
- Minimizing the risk of unauthorized MSIX use via unmonitored user accounts.

The following table describes the “User Status” section of the MSIX User Report. If there are any questions or concerns, or if assistance with individual accounts is needed, please contact the State

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MSIX User Administrator via the California MSIX Help Desk at 800-342-2964 extension 3 or at [CA\\_MSIXsupport@wested.org](mailto:CA_MSIXsupport@wested.org).

Figure 3.3- User Account List Report.



**msix** Report: Account List

Description: A list of users in your state and their contact information

Filter Criteria Selected: Creation Date Range ( - ); Activation Date Range ( - ); Last Login Date Range (03/14/2022 - 03/16/2022); Expiration Date Range ( - ); First Name ( - ); Last Name ( - ); User ID ( - ); ROB Status ( - ); User Status (Active, Disabled, Locked, Expired); User Roles (State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, Secondary User, State Batch Submitter, State Regional Administrator, Regional Data Administrator, Regional User Administrator); Job Titles (State MEP Administrator or Staff, Regional/Local MEP Administrator or Staff, MEP Recruiter, School Registrar, Student Liaison/Advocate, Teacher, School Guidance Counselor, Federal Employee, Federal Contractor, Other); Included in Export (Region | District); States Selected California;

| Last Name | First Name | Job Title                      | User ID | Status | Accepted ROB | Roles                       | Email | Region  | Districts | Creation Date    | Activation Date | Expiration Date | Last Login Date  | Login Status | State      |
|-----------|------------|--------------------------------|---------|--------|--------------|-----------------------------|-------|---|-----------|------------------|-----------------|-----------------|------------------|--------------|------------|
|           |            | Other: Program Data Technician |         | Active | Yes          | Regional Data Administrator |       | San Diego County Office Of Education          |           | 04/15/2013 18:51 |                 |                 | 03/16/2022 19:56 | -            | California |
|           |            | MEP Recruiter                  |         | Active | Yes          | Secondary User              |       |   |           | 07/19/2018 18:49 |                 |                 | 03/14/2022 18:37 | -            | California |
|           |            | MEP Recruiter                  |         | Active | Yes          | Regional Data Administrator |       | Santa Maria Bonita Elementary School District |           | 10/21/2020 15:56 |                 |                 | 03/15/2022 15:44 | -            | California |

The User account list report contains the following information:

- Last Name
- First Name
- Job Title
- User ID
- Status
- Accepted ROB (Rules of Behavior)
- Roles
- Email
- **Region (Updated March 2022)**
- Districts
- Creation Date

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- Activation Date
- Expiration Date
- Last Login Date
- **Login Status (Updated March 2022)**
- State

### Key Terms and Definitions

#### Minimum Data Elements (MDEs)

For MSIX, the term “Minimum Data Elements” or “MDEs” are the educational and health information for migratory children that States are required to collect, maintain, and submit to MSIX. For further information on the MSIX Minimum Data Elements, please refer to the MDE List document available under the “Technical references” section of the Resources page of the MSIX Application.

#### Open Enrollment

Select MSIX Reports having the option to filter the report by “Open Enrollment Only.” When applied, this filter results in a report in which the counts of MSIX student records provided meet both the overall report criteria and contain enrollment records that do not have a corresponding withdrawal date.

#### Performance Period

Select MSIX Reports to have the option to filter by “Performance Period.” When this option is selected, MSIX Users will receive the following two options:

- Last Performance Period
- Current Performance Period

The last performance period is the 12-month period from September 1-August 31 of the previous year. While the current performance period is the 12-month period from September 1-August 31 of the most recent and/or current year. The start and end dates for Performance Periods traverse two calendar years.

For Reports that have the option to Filter by Performance Period, when “Yes” is selected for the Performance Period Option, MSIX User’s may then be given one or both of the following additional filter options:

- Performance Period-Last Performance Period OR Current Performance Period
- Performance Category- Category 1/Show all eligible OR Category 2/Summer only

Utilizing the Performance Period Filter option, removes the availability of the option to filter reports based on Date Ranges (Enrollment, Withdrawal, Eligibility Expiration, etc.) and by Open Enrollment. However, the changes to the filter options caused by applying the Performance Period filter vary slightly between the reports.

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## Category 1

Category 1 refers to the 12-month unduplicated statewide total of eligible children to be counted for funding purposes. It consists of all the migratory children ages 3 through 21 who, within 36 months of making a qualifying move which generated a new qualifying arrival date, resided in the State for one or more days during the September 1 to August 31 performance period.

## Category 2

Category 2 refers to the unduplicated statewide total summer/intersession count of eligible migratory children who can be counted for funding purposes. It consists of all the migratory children served for one or more days in MEP-funded summer or intersession programs in the State during the performance period. The Category 2 child count is a subset of the Category 1 child count; thus, a child must be included in the Category 1 child count in order to appear in either the Included or Excluded lists for the Category 2 child count.

## Longest Continuous Enrollment

For the purposes of the MSIX Child Count Report, eligible migratory children are grouped into grade levels based on the single grade level associated with their “Longest Continuous Enrollment” during the selected Performance Period. It is important to note that this enrollment may not always be the most recent.