MEP Q&A #3
Workshop #140775
May 8, 2020

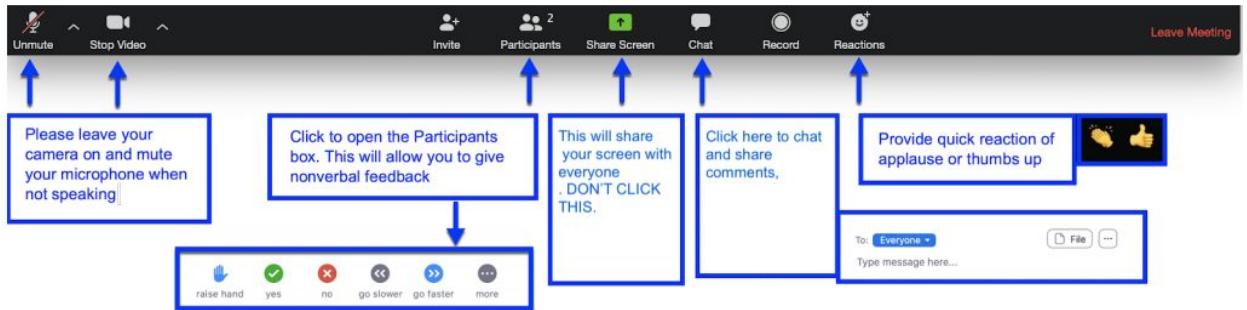## Zoom NORMS

- ❏ Check in - Workshop #140775 - Code: migrant
- ❏ Find a QUIET PLACE
- ❏ Stay on MUTE
- ❏ Be PRESENT and ENGAGED
- ❏ Enter questions on CHAT

Quick Review of Zoom Functionality

Please leave your camera on and mute your microphone when not speaking

Click to open the Participants box. This will allow you to give nonverbal feedback

This will share your screen with everyone. DON'T CLICK THIS.

Click here to chat and share comments,

Provide quick reaction of applause or thumbs up

Purpose

To provide continued support with Recruitment and NGS data entry

Objectives

❏ Provide live Zoom session with an MEP Specialist;
❏ Allot time for questions regarding eligibility;
❏ Allot time for questions regarding data entry;
❏ Discuss scenarios;
❏ Provide feedback.

Question and Answer #1

Q: Are districts able to conduct recruitment during COVID-19 and how?

A: School districts must identify and recruit children who live within their school district boundaries by completing a COE. Children do not have to be enrolled in the district.

Recruiters must adhere to district policy.

The TEA MEP is allowing phone or video interviews during the COVID-19 Pandemic.

Question and Answer #1- Continued

Office

☐COEs may be picked up over the phone or by videoconferencing.

✔COEs may be completed manually.

✔Follow ID&R Manual.

Home

✔COEs may be picked up over the phone or by videoconferencing.

✔COEs may be completed on the COE PDF.

✔Follow ID&R Manual.

✔Follow district's encryption requirements.

Question and Answer #2

Q: What does follow ID&R Manual mean?

A: Document all eligibility and clarifying comments.

Required Comments

Procedural Comments including critical components and economic necessity

Extenuating Circumstance

More than 1 Required Comment needs ESC Approval

COVID-19 Comment and COVID-19 RV Comment

Question and Answer #3

Q: For subsequent moves, do we need to request the COE from the previous district?

A: For Intrastate moves, we do request a copy of the previous COE if a previous district identified and recruited the children.

During COVID-19, request a copy from the previous district. It is acceptable to use NGS Screenshots if the previous district does not have access to their COEs. After normal activities resume, follow-up with the previous district.
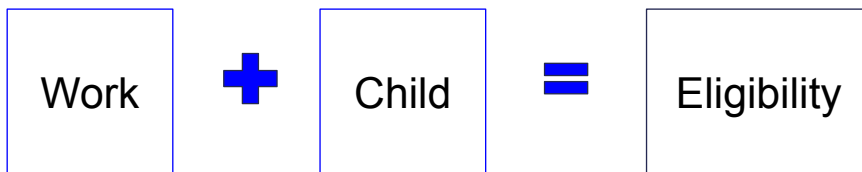
Question and Answer #6
Pp. 1.6-1.8

Q: When do we use the critical components?

A: There are 2 distinct situations.

1. Children with no migrant history. (No COE; No NGS)
2. Red Flags

Work **+** Child **=** Eligibility

Critical Components

Texas COE or MSIX Enrollment from location of migration

No further information needs to be collected with above.

- ❏ Written documentation or verbal statements (6 sample items; OR
- ❏ Check stub; OR
- ❏ Consult with ESC

COVID 19 Section F and G

COVID 19 SDF Comments

COMMENTS

Due to the pandemic, the interviewee, Wilma Flinstone-mother to the child, verified by phone interview the eligibility information on 05/07/20. The family could not afford to stay in the current location due to Shelter In Place orders.

The interview date will be the residency verification date for the COE.

Residency Verification
Working from Office

Two Year Olds Turning Three Document on SDF

Residency Verification for P2s Turning P3 (Complete when applicable.)	Wilma Flinstone	05/08/20	COVID-19 Interview
	Person Interviewed	Date	Place of Interview

SDF or Continuation of SDF Comments

Due to the pandemic, the interviewee verified by phone the residency of the following child, Pebbles Flinstone.

Residency Verification Working from Home

COVID 19 Contact Log

Parent:	Wilma Flinstone
Phone #:	956-345-6345
Address:	345 Cave Stone Rd. Edinburg, TX 78541
Children:	Tap to enter text.

Date	Migrant Contact	Contact Reason	Family Concerns	Actions	Pending	Comments/Notes
05/0 8/20	Maria Elena Cortez	Residency Verification for Two Year Old Turning Three	Parent asked for a laptop.	Spoke to Mrs. Flinstone, Pebbles is residing with her.	Need to follow-up with district office.	Due to the pandemic, the interviewee verified by phone the residency of the following child, Pebbles Flinstone.

Either the Contact Log or an Email from the Recruiter to the NGS Clerk with the information needed may serve as a data source.

Question and Answer #4

Q: What data does NGS need to document residency verification on NGS if it is conducted by phone?

A: For NGS, we need the name and/or NGS#, RV date, Recruiter,Method Used and comment.

Residency Verification Date 1   for   by Whom (search)   Method Used

05/08/2020   2019/2020   MCORTE12345

Home Visit
Office Visit
School Records
The NGS Clerk will select Other. →   Other

Question and Answer #4- Continued

Q: Does NGS need to document a comment on NGS?

A: Yes, in addition to the prior information, we need to enter the residency verification comment on NGS.

Comments (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves and Work Section, if applicable)

Due to the pandemic, the interviewee verified by phone the residency of the following child, Pebbles Flinstone.

Approximate characters remaining: 250

Question and Answer #5

Q: What is the difference between the PDF COE Copy and the Electronic Certificate of Eligibility (ECOE)?

A: The PDF Copy of the COE is what we are currently using to complete eligibility determinations either manually or directly on the PDF.

The ECOE is not yet available. All personnel who work with the COE will need to complete and submit an NGS Oath Form specifying ECOE Access.

ECOE

NGS Home Page	Approve ECOEs	Recruiter ECOEs	NGS User Forums

Help Contents	Screen Help	Facility	State Plan	Recruiter

What's New	Contact	Supplemental Programs/Designations	Reports

Multiple Enrollment	Multiple Withdrawal	Multiple Termination	Multiple Residency Verification	ECOE Search	Family Enrollment	Family Address

Electronic Certificate of Eligibility Training

Provide three (3) windows that would meet your district's training needs in the months of June 2020 through August 2020, (e.g., June 22-26, August 17-21, August 24-28), concerns and recommendations.

ECOE-Phase I
2019-2020 NGS Oath Form

- ❏ Complete Form.
- ❏ Leave Training Date Blank.

TEA — Texas Education Agency

NGS Oath of Student Record Security and Confidential Integrity

Instructions: Texas districts must mail the original to their ESC; however, in addition to mailing, they may email this form to their ESC for faster processing. The ESC will mail the original to TEA.

Applicant Information

Name (First and Last Name)	Manuel Salinas
Title	Recruiter
Work Email	mansalinas@esc1.net
Work Telephone	Work Fax Number	956-984-6251 956-984-7656
District/ESC Name	Raymondville ISD
State	Texas
Region Number	County Number	District Number	01 245 903

NGS Account Information—Security Level (choose one) + Training

NGS Access	ECOE Access	ECOE Role	Applicant's Training Date:
☒ Write	☐ No Access	☐ Approver	_____
☐ Read Only	☒ Access	☒ Recruiter	
		☒ Both	

Applicant Acknowledgement

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with requirements concerning the New Generation System security and confidential integrity of migrant student record data entry, maintenance, and transference in compliance with the Family Educational Rights Privacy Acts of 1974 (FERPA).

Applicant →

Applicant Signature: Manuel Salinas	Date: 05/01/20

Verifying Authority and Acknowledgement (completed by applicant's supervisor)

Name (First and Last)	Maria Elena Cortez
Title	Specialist
Work Email	mecortez@esc1.net
Work Telephone	Fax Number	956-984-6252 956-984-7656

I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for NGS information; 3) I have confirmed that he or she completed appropriate training; and 4) the above-mentioned individual is requesting the correct level of NGS access.

Applicant's Supervisor →

Verifying Authority Signature: Maria Elena Cortez	Date: 05/04/20

ESC Review and Verification (completed by the ESC Migrant contact for LEA applicants)

ESC →

ESC Migrant Contact Name: Martha Hinojosa	ESC Migrant Contact Signature:	Date: 05/04/20

ECOE–Phase I
ECOE Designation Form

- ❏ Administrator must indicate which Recruiters will be assigned to Reviewers.

- ❏ Multiple forms may be submitted.

Note: A separate form must be completed for each designated Approver/Reviewer

Migrant Administrator →

ESC →

ECOE Designation Form | Approver & Recruiter(s)

Instructions: Texas districts must mail the original to their ESC; however, in addition to mailing, they may email this form to their ESC for faster processing. The ESC will mail the original to TEA.

Approver Information—Enter the information for the designated approver.

Name (First and Last Name)	Manuel Salinas
Title	NGS Specialist
Work Email	mansalinas@esc1.net
Work Telephone	Work Fax Number	956-984-6251 956-984-7656
District/ESC Name	Raymondville ISD
State	Texas
Region Number	County Number	District Number	01 245 903

Assigned Recruiter(s)—Specify the recruiter(s) to add to this approver.

First Name	Last Name	Add	Remove
Maria Elena	Cortez	✓	☐
Priscilla	Olivarez	✓	☐
Beatriz	Garcia	✓	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Verifying Authority and Acknowledgement (completed by the supervisor)

Name (First and Last)	Maria Elena Cortez
Title	Specialist
Work Email	mecortez@esc1.net
Work Telephone	Fax Number	956-984-6252 956-984-7656

I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for NGS information; 3) I have confirmed that he or she completed appropriate training; and 4) the above-mentioned individual is requesting the correct level of NGS access.

Verifying Authority Signature	*Maria Elena Cortez*	Date:	05/04/20

ESC Review and Verification (completed by the ESC Migrant contact for LEA applicants)

ESC Migrant Contact Name:	ESC Migrant Contact Signature:	Date:
Martha Hinojosa	*Martha Hinojosa*	05/04/20

Designation Form Practice

Reviewer	Manuel Salinas	Maria Elena Cortez
Recruiter	Maria Elena Cortez Martha Hinojosa Beatriz Garcia Priscilla Olivarez	Manuel Salinas Martha Hinojosa Beatriz Garcia Priscilla Olivarez

1. How many Reviewers does this district have?
2. How many Recruiters does this district have?
3. How many Designation Forms will need to be submitted?

Designation Form Practice

Reviewer	Homer Simpson	Lois Griffin
Recruiter	Peter Griffin Meg Griffin Cris Griffin Stewie Griffin Brian Griffin	Marge Simpson Bart Simpson Lisa Simpson Maggie Simpson

1. How many Reviewers does this district have?
2. How many Recruiters does this district have?
3. How many Designation Forms will need to be submitted?

NGS Data Management Requirements

Items reviewed in January:

- ❏ Missing Credits and Partial Grades
- ❏ Fall Semester Grades
- ❏ Alternate Student IDs
- ❏ Continuation of Services
- ❏ Supplemental Services - MEP and Non-MEP Funded

NGS Support Form	NGS End of Year Support Form
1. COEs and Residency Verification 2. OSY 3. Graduation Plans 4. LEP/EL 5. Early Withdrawals 6. Alternate IDs 7. Fall High School Transcripts 8. Medical Alerts 9. Immunizations 10. Facility Updates 11. Contact Information 12. Special Needs 13. PFS Reports and PFS Tracking Reports 14. Supplemental Services	1. COEs and Residency Verification 2. OSY 3. Early Withdrawals 4. End of Year Withdrawals 5. Recommended Courses 6. Special Needs 7. Spring High School Transcripts 8. Middle School Report Cards 9. PFS Reports and PFS Tracking Reports 10. Not On Time for Graduation 11. At Risk of Non-Promotion 12. Terminations (Graduates and HSE) 13. Drop Outs 14. State Assessments 15. Supplemental Services

MSIX Accounts

❏ Continue to send MSIX Move Notifications.
❏ If access is expired, an MSIX Application will need to be submitted.
❏ If password is forgotten, **Email your assigned ESC Specialist for assistance.**

Do NOT contact the number listed on the website.

Project SMART

Part I - Curriculum

Pre-recorded

✓ Participant will use the interactive agenda for the training

✓ Click on 148462 to register via Email

✓ Recommended time frame: 05/08-14/20

✓ Can view at any time that is convenient to the participant if unable to follow time frame

✓ Prerequisite for Part II

Part II - Portal, Documents and Submission

Live

Will be recorded

EXIT Forms will be taken into account to participate in 148184

Will be released once Part I is completed

Project Smart Curriculum Overview
Workshop # 148462
May 8, 2020

Division of Instructional Leadership, School Improvement, and College Readiness Support

Interactive Agenda

I. **Self-Paced Instruction**
   a. **Curriculum Overview**
   b. Unit Overview
   c. Component Review
   d. Assessments

II. **Workshop Attendance**
   Exit Form

III. **Register for 2020 Project Smart – Part II**
   Workshop # 148184

1900 W. Schunior Edinburg, TX 78541 | (956) 984-6000 | www.esc1.net

This may take 2-4 hours depending on the individual.

Sign-Out - this is time stamped

Register for Part II.

Questions or Comments?

Remote Check-In: migrant   ©2020 Region One Education Service Center   31

Thank You for your Kindness

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