



Individual Needs Assessment (INA) Protocol

BACKGROUND

According to the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA) § 1306 Title I, Part C, state education agencies (SEAs) and local educational agencies (LEAs) must develop plans that:

- Provide migratory children with the opportunity to meet the same challenging State academic content standards and challenging State student academic achievement standards that all children are expected to meet.
- Specify measurable program goals and outcomes. Encompass the full range of services that are available for migratory children from appropriate local, State, and Federal educational programs.

Additionally, LEAs that accept Title I, Part C funds must give priority to migratory children who qualify for Priority for Service (PFS) status. The Individual Needs Assessment (INA) is designed to identify the needs of migratory students, inform services provided to the students, and serve as documentation that the LEA has met requirements.

Important things to consider:

- LEAs must complete the INA in TNMigrant (tn.msedd.com) by the end of September of the current academic year. For students that are identified throughout the performance period, please complete the INA within 2 weeks of enrollment.
- LEAs, regardless of Title I, Part C funding, must follow the procedures described in the [TN MEP INA Instructions](#).
- LEAs should review student records/INAs as needed and share changes or updates with teachers serving migratory students.

Following are the steps to enter the INA information into TNMigrant:

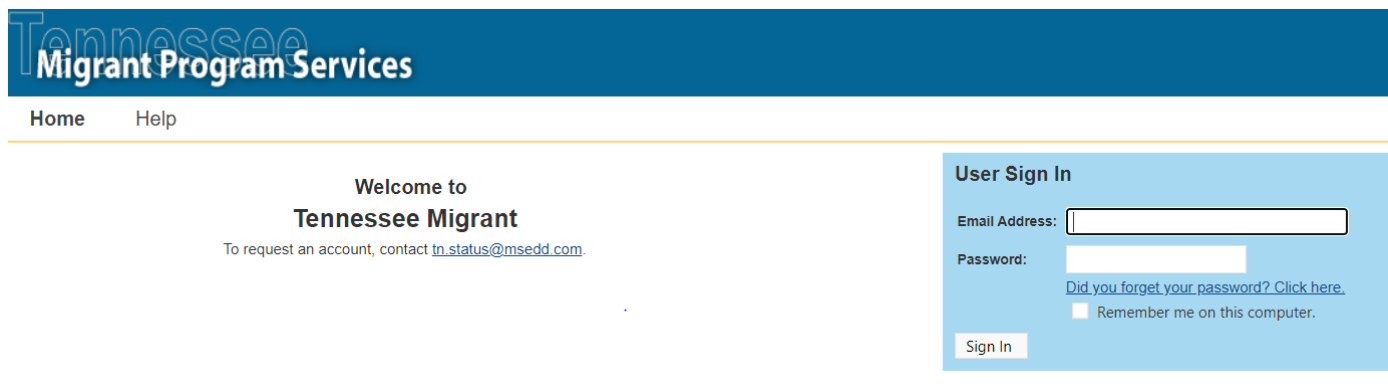
- When a Certificate of Eligibility (COE) is approved, TNMigrant will generate an email to the Migrant Liaison notifying them that a student record has been generated in TNMigrant. The record will include initial information such as Student Name, Student ID, LEA Name, etc.
- To complete the INA with academic information, the Migrant Liaison can share the INA electronically or print the form to share with school personnel who have the information necessary to address the information needed.
- Once the student's academic information is gathered, the Migrant Liaison must input the information into TNMigrant to complete the INA.
- Note that Priority for Service will be automatically determined based on the information completed in the INA.



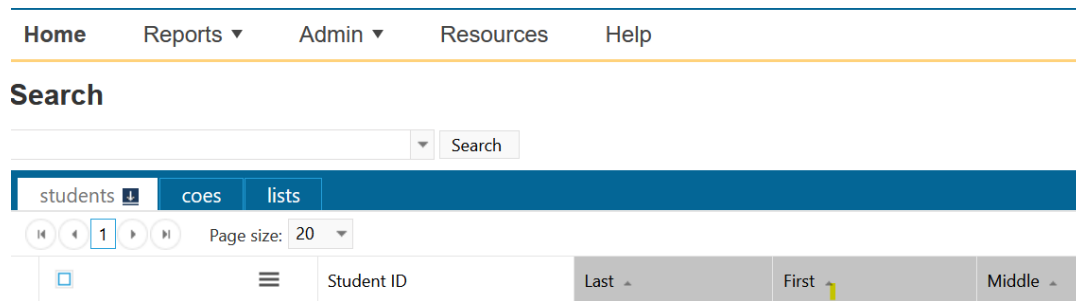
How to enter INA information into TNMigrant:

The purpose of the TNMigrant website is to safely exchange student data to and from Arroyo personnel and school districts. Please use the following instructions on how to enter the data collected through the INA process into TNMigrant.

1. Go to <https://tn.msedd.com/Framework/Login.aspx>



2. Once logged in, you will see a “Search” box. In that “Search” box type the name of the student for whom you want to enter information. You can type either the first or last name. You can also type the DOB or the student ID.



3. Once you enter the name or DOB, click on “Search.” A list of students matching the search should populate at the bottom of the screen.



Search

students | coes | lists

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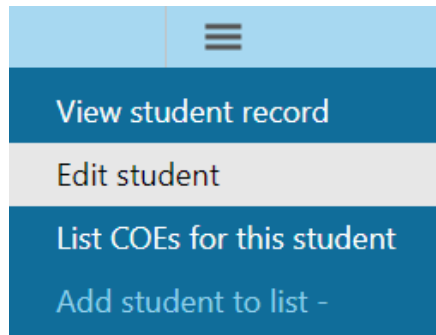
Student ID	Last -	First -	Middle -	DOB	Gr	Enrl Date
TND8-9965	BARNES					
TND77-4548	BARNES					
TND7-09077	BARNES	ANDREA		1/12/11	04	9/1/19
TND8-64653	BARNES	CONNIE		7/25/14	K	9/1/19

The above students are not actual students but a demo to demonstrate an example

4. Click on the student that you want to select. The line with the student information will turn blue. On the far right of that line will be an icon with three horizontal lines. It looks like this:



5. Hover over the three horizontal lines symbol to see options. Click on the "Edit student" option.



6. Once you click on "Edit student," the system will take you to a screen where you can select different tabs: Assessments, Course History, Family, Instructional Plan, Needs, OSY Profile, and Services.



Needs ▼

- Needs
- OSY Profile
- Services

Admin Date:

7. Select Needs to enter INA information. On this screen, you will be able to fill out a student’s INA. Please try to add as much information as possible but do not worry if you do not have every item.

NOTE: You must add the date you are completing the INA in the Admin Date section.

Created by: N/A Last edited by: N/A Last updated: 2/25/2022 3:41 PM

Admin Date:

Part II: Student Needs Assessment (information in Part II should be completed by the LEA and entered into TNMigrant)

1. Drop Out Information

- Dropped out of US school

2. Academic Risk Factors

- 1a. Below proficient on one or more TN assessments
- 1b. TNReady ELA marked as below or approaching
- 1c. TNReady MA(Math) marked as below or approaching
- 2. Identified as English learner based on WIDA Screener and/or WIDA ACCESS 2.0 annual assessment
- 3. Repeated a grade or course
- 4. Student has missed ten (10) or more days of school
- 5. 'D' or 'F' grades in more than one subject
- 6. Individualized Education Plan(IEP) - student identified as needing special education
- 7. Missing credits for graduation
- 8. Student's age does not match grade level
- 9. ACT score below 20

3. Medical and Humanitarian Needs (Information in this section will auto-populate in TNMigrant but can be updated by LEA as needed)

- 1. Vision
- 2. Hearing
- 3. Dental
- 4. Physical
- 5. No Medical Insurance
- 6. Clothing
- 7. Food
- 8. Housing



4. MSIX Required Minimum Data Elements (Information in this section should be completed by the LEA and entered into TNMigrant)

a. Are immunization documents available :

b. Medical Alert :

c. Algebra 1 Indicator (Secondary Students - student has received full credit in a mathematics course that is Algebra 1 or it's equivalent) :

d. Out-of-State Transcript Indicator (Secondary Students - student has transcripts from another state or country other than his/her current enrollment) :

Part III: QAD and PFS Status (This section is automatically calculated within TNMigrant)

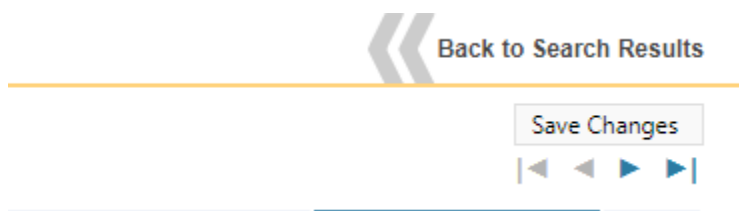
1. Recent Qualifying Arrival Date(QAD)

Student has a QAD within one (1) year of enrollment date (calculated by TNMigrant)

Student is Priority for Service(PFS) (PFS is calculated by TNMigrant based on QAD and academic risk factors)

IMPORTANT!! Please note that some of the fields are “Read Only” since some of the data has been already collected in the system. For example: **1. Recent QAD** will be automatically calculated by TNMigrant.

8. Once all information has been input, select **Save Changes** on the top right corner. You must select **Save Changes** for it to be saved in the system.



9. Repeat steps 2-8 for all of your eligible migratory children.

If you have questions or need assistance entering the INA data on TNMigrant, please contact:

Odilia Coffta, Data odilia.coffta@tn-mep.net or (585) 208-8555 or

Elena Cruz, Data elena.cruz@tn-mep.net or (931) 212-9539

If you have questions or need assistance with the INA, please contact:

Terry Garrett, TN MEP Consultant at terry.garrett@tn.gov