Tennessee Migrant Education Program
Service Collection and Reporting Protocol
Updated 9.26.23

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.

What are services?

Services are a subset of all allowable activities that the MEP can provide through its programs and projects. Services are those educational or educationally related activities that:

(1) directly benefit a migratory child;

(2) address a need of a migratory child consistent with the state education agency (SEA) comprehensive needs assessment and service delivery plan;

(3) are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and

(4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State's performance targets.

What are allowable activities that are not services?

Examples of allowable activities that are not services are:

- identification and recruitment activities

- parental involvement

- program evaluation

- professional development

- administration of the programs

- Handing out leaflets to migratory families on available reading programs as part of an effort to increase the reading skills of migratory children

Although these are allowable activities, they are not services because **they do not meet all of the criteria above.**
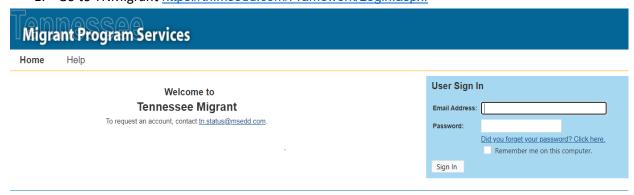
Important to Consider:

- Please only add services for eligible migratory children who received instructional or support services **funded whole or in part with MEP funds.**

- **Please use the Services Descriptions document** (found at tn-mep.net)

- **Instructional Services** include instruction provided by <u>MEP-funded teachers</u> or <u>MEP-funded instructors</u> such as tutors or other instructors who do not have a teacher certification. Includes virtual courses taken by a student.

- **Support Services** should be educationally related services that are provided to students. These services include, but are not limited to, health, nutrition, counseling, and social services for eligible migratory children, necessary educational supplies, and transportation.

- *According to CSPR Section 145, the one-time act of providing instructional leaflets to a child or family does not constitute an instructional or support service (leaflets can also be described as packets of materials, flyers, etc.) A lesson must accompany the provision of materials in order for it to qualify as a service.*

Collecting Services Data

➢ Best Practice: Have teachers and/or MEP-funded instructors document the services provided to eligible migratory students.

➢ Services should be entered **directly into** TN Migrant by the 5th of each month for services of the month prior. Example: September services entries need to be entered into TNMigrant by October 5.

➢ If no services are provided in a given month, notify TN MEP data at data@tn-mep.net by the 5th of each month indicating no services were provided to any migratory students.

➢ Please note all MEP funded services must be reported for the Consolidated State Performance Report (CSPR) purposes.
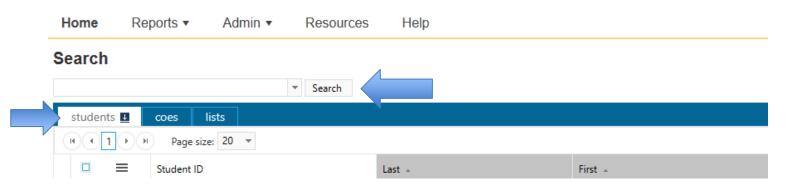
How to locate the service entry tab in TNMigrant:

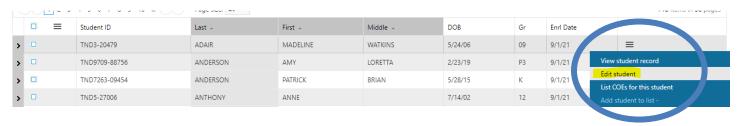1. Go to TNMigrant https://tn.msedd.com/Framework/Login.aspx.

2. After log-in, stay on the Home tab.
3. Use the Search box to find students. You can search a student-by-student ID or name. Note: Below the search box, make sure you are viewing students, which will appear white.

Search

4. When you identify the student, hover your mouse over the three horizontal lines in the right.

5. Select "Edit student"
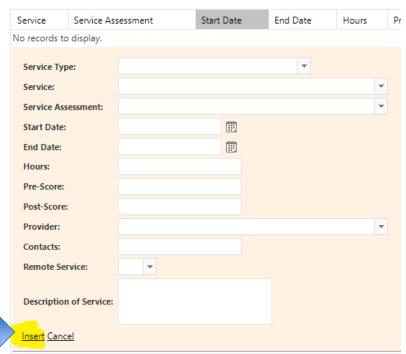6. A new page will open. Note there are different types of view options. You will need to select "Services."

7. Under services, you will select "Add Service" at the bottom right of the page.

8. A service entry box appears.
9. Enter all MEP funded services given to eligible migratory students individually.

10. Required fields that must be filled out: **Service Type, Service, Start Date, End Date, Provider, and Description of Service**
   - o **Service Type:** Instructional, Math, Reading, Support, Counseling, High School Credit Accrual
   - o **Service:** View **Services Description** for a list of allowable services (found at tn-mep.net).
   - o **Start Date:** Month in which the service was provided. Example: Student received services in September, Start Date would be 9/01/2022
   - o **End Date:** Month in which the service was provided. Example: Student received services in September, End Date would be 9/30/2022
   - o **Provider:** Select: "LEA Funded"
   - o **Description of Service:** Brief summary of the service provided
11. Save entry be selecting "Insert" at the bottom left of the page.
12. Repeat steps 8-11 for each additional service provided during the month

Service	Service Assessment	Start Date	End Date	Hours	Pr

No records to display.

Service Type: _____ ▼

Service: _____ ▼

Service Assessment: _____ ▼

Start Date: _____ 📅

End Date: _____ 📅

Hours: _____

Pre-Score: _____

Post-Score: _____

Provider: _____ ▼

Contacts: _____

Remote Service: ___ ▼

Description of Service: _____

Insert Cancel

Remember, the simple act of providing information or handing information or materials to a student does not constitute a service

SERVICE CODES AND DESCRIPTIONS

Service Type	Service	Scope	Description
Instruction by Teachers			
HS Credit Accrual	HS Credit Accrual provided by a teacher	Do not include instruction provided by a paraprofessional Report only students in grades 8, 9, 10, 11, 12, ungraded or out-of-school	Instruction in courses that accrue credits needed for high school graduation provided by a teacher for students on a regular or systematic basis, usually for a predetermined period of time. Includes correspondence courses taken by a student under the supervision of a teacher. **This instruction is provided by a certified teacher only.**
Math	Math instruction provided by teacher	Do not include instruction provided by paraprofessional	Instruction in reading for individuals or groups of students. **This instruction is provided by a certified teacher only.**
Reading	Reading instruction provided by teacher	Do not include instruction provided by paraprofessional	Instruction in reading for individuals or groups of students. **This instruction is provided by a certified teacher only.**
Instruction by Teachers and Paraprofessionals			
Instructional Services (Any type of MEP funded instructional service)	English Language Learner (ELL)	Provided by teacher or paraprofessional	Supplemental instruction that supports listening, speaking, reading, and writing skills as an ELL.
	Mathematics Instruction	Provided by paraprofessional	Supplemental instruction in math for individuals or groups of students.
	Reading and Language Arts Instruction	Provided by paraprofessional	Supplemental instruction that support listening, speaking, reading, and writing skills
	Science Instruction	Provided by teacher or paraprofessional	Supplemental instruction in science for individuals or groups of students.
	Social Studies Instruction	Provided by teacher or paraprofessional	Supplemental instruction in social studies, government, and/or civics for individuals or groups of students.
	Life Skills	Provided by teacher or paraprofessional	Instructional services to assist students in acquiring skills to meet the challenges of daily

			living including (but not limited to) health education.
	Preschool/Kindergarten	Provided by teacher or paraprofessional	Supplemental developmental instruction provided to pre-kindergarten children (P3-P5).

Counseling and Support Services

Counseling	Counseling	MEP funded counseling services	Counseling services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or a personal crisis resulting from the culture of migrancy
Support Services	Essential Supplies	Includes MEP funded support services	Must be: 1) necessary goods, supplies or materials that would otherwise not be obtained by migratory children 2) obtained for migratory children to enable them to benefit from educational programs and services provided through MEP-funded personnel or funded directly with MEP funds 3) based on a need expressed by the student, family member, student's teacher or other school staff *Example*: *A mother indicates to a tutor that she needs diapers and formula for her eligible migratory P1* *A teacher notes that his eligible migratory student does not have appropriate school supplies. The district does not provide supplies to its students. The MEP can provide the supplies. (Be sure to note what the supplies are when recording this service)*

	Health/Nutrition/Safety Education	Includes MEP funded support services	Services designed to develop knowledge and awareness of physical, social and environmental factors affecting health and safety of the individual student
	Lending Library (This is only applicable for LEAs that have Lending Libraries)	Includes MEP funded support services	Books lent to migratory children as part of a MEP Lending Library with the purpose of increasing their access to literature and increasing their literacy directly with MEP funds. This should involve discussing the book selection with students and afterward reflecting on the book
	School Enrollment	Includes MEP funded support services	Assisting migratory students with school enrollment
	Social Work/Outreach/Advocacy	Includes MEP funded support services	Coordination, referral, and linkage with other agencies or school services to ensure that children receive available services.
	Student Engagement Activities	Includes MEP funded support services	Programs/workshops geared towards nurturing socio-emotional skills and leadership with students K-12. Programs are designed to increase academic excellence through student engagement; provide students with the purpose, tools, and direction necessary to achieve personal and academic success.
	Transportation	Includes MEP funded support services	Transportation of students to and from MEP activities or support services.