March 13, 2020

ADDENDUM NO. 2

Your reference is directed to RFP #678PUR-3000014257, which has a deadline for the submission of proposals of April 17, 2020 at 2:00 PM CST.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No Changes:

For:_____ By:_____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Louisiana Department of Education, C/O Nicole Wilson, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

For:_____ By:_____

Addendum 2
RFP #678PUR-3000014257
Title I, Part C Migrant Education Support Services

The following changes are hereby made to the referenced solicitation, including the addition of Attachments IV, V, VI, VII, VIII:

1.6 Schedule of Events

Event	Date
RFP advertised in newspapers and post to LaPac	February 5, 2020
Pre-proposal conference (if applicable)	February 11, 2020 2:00 PM CST
Deadline for receipt of written inquiries	March 23, 2020
Deadline to answer written inquiries	March 31, 2020
Deadline for receipt of proposals	April 17, 2020, 2:00 PM CST
Presentations & Discussions (if applicable)	N/A
Notice of Intent to award announcement, and 14-day protest period begins, on or about	May 2020
Contract execution, on or about	June 2020

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

1.7 Proposal Submittal

Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in the section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the Proposer's expense to:

Nicole Wilson, Procurement Manager
Louisiana Department of Education
Office of Management and Finance
P. O. Box 94064
Baton Rouge, LA 70804-9064
Phone: (225) 342-3828
E-Mail: Nicole.Wilson2@la.gov

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Title I, Part C Migrant Education Support Services

For courier delivery, the street address is

Louisiana Department of Education
Purchasing and Contracts Section
1201 North 3rd Street, 5th Floor, Room #5-242
Baton Rouge, LA 70802
Phone: (225) 342-4955
Please write the name of the RFP on the outside of the envelope.

The responsibility solely lies with each Proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

1.14.2 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator at the RFP_LDE@la.gov e-mail address listed below.

Nicole Wilson, Procurement Manager
Louisiana Department of Education
Office of Management and Finance
P. O. Box 94064
Baton Rouge, LA 70804-9064
Phone: (225) 342-3828
E-Mail: RFP_LDE@la.gov

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential Proposers will be posted by the date specified in the Schedule of Events at https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm.

Only the RFP Coordinator has the authority to officially respond to a Proposer's questions on behalf of the State. Any communications from any other individuals shall not be binding to the State.

Addendum 2
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Title I, Part C Migrant Education Support Services

Note: LaPAC is the State's online electronic bid posting and notification system resident on the Office of State Procurement website http://www.doa.la.gov/Pages/osp/Index.aspx. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg.

Help scripts are available on OSP website under vendor center at:
http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx.

Attachments: Attachments IV, V, VI, VII, and VIII are hereby added to the referenced solicitation.

LOUISIANA

Student Records Exchange Policies and Procedures Manual

Migrant Education Program
Migrant Student Information Exchange (MSIX)

Janice M. Abbott
March 27, 2012

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This document is intended to provide a description of the Migrant Student Information Exchange Initiative as it relates to its use in the form of a Policies and Procedures manual for the state of Louisiana. Development of the manual shall be used as a guidance in portraying the proper use of the electronic transfer of student records in the daily operation of the Louisiana Migrant Education Program.

Louisiana

Records Exchange Staff Policies and Procedures

Executive Summary

This Technical Manual has been prepared by the Louisiana Department of Education Migrant Education Program. In accordance with the 2001 No Child Left Behind Act, the United States of Education was charged in assisting States in developing methods for the electronic transfer of records. The goal was to ensure the linkage of migrant student records; utilize existing migrant student data systems; and establish the minimum data elements (MDE) States must collect and maintain in order to carry out this transfer of student records.

As a result of these goals, the MSIX (Migrant Student Information Exchange Initiative) was established. MSIX is a web-based portal that links States; migrant student record databases to facilitate the national exchange of migrant students' educational and health information among the States. In order to provide for maximum efficiency of this electronic exchange of migrant student information, the Louisiana Migrant Education Program developed this state-specific Policy and Procedure manual as a form of governance for the State's Records Exchange efforts.

Document Overview

The purpose of this document is to assist the Migrant Education Program's national implementation of the Migrant Student Information Exchange (MSIX) records exchange initiative by providing a manual that will enable Louisiana to create and customize the policies and procedures set forth in the use of this electronic transfer of migrant student educational and health records.

The creation of this formal document for the state of Louisiana establishes a written and systematic approach to records exchange based on the proper adoption of agreed upon policies and procedures that would lead to the effective execution of interstate and intrastate transfer of migrant student records. The Louisiana Migrant Education Program can deliver professional, accurate, and timely student placement services to a highly mobile student population by following the policies and procedures outlined in this document.

MEP Records Transfer Requirements

Federal Level

The Migrant Education Program (MEP) is authorized under Sections 1301-1309 of Part C of Title I of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left behind (NCLB) Act to collect the necessary set of minimum data elements (MDE) to be transferred between State MEPs. The United States Department of Education (ED) developed and maintains the MSIX which State and Local Education Agencies use to transfer records on a national level.

State Educational Agencies (SEA)

In particular, State Education Agencies (SEAs) are required under Section 1304 (b)(3) and 1308 (b) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year. This responsibility includes carrying out activities that provide for educational continuity through the timely transfer of pertinent school records, including health information, for migratory children, whether or not they move during the regular school year.

For more information, please reference, Title I, Part C Education of Migratory Children Non-Regulatory Guidance.

Local Educational Agencies (LEA)

In particular, Local Education Agencies (LEAs) are required to use the MSIX consolidated record for the purposes of enrollment, placement, and credit accrual as outlined in the SEA's interconnection agreement (IA).

The requirements for interconnection between the U. S. Department of Education and the Louisiana Migrant Education Program housed at the Louisiana Department of Education are for the express purpose of exchanging data between the Migrant Student Information Exchange (MSIX), owned by the U. S. Department of Education, and the MERIL 2 (Migrant Education Records in Louisiana) data system, owned by the Louisiana Migrant Education Program/Louisiana Department of Education. The Louisiana Migrant Education Program required the use of the U. S. Department's MSIX and U. S. Department of Education required the use of the Louisiana Department of Education's Meril 2 data feed as defined in the MSIX state interface document. The expected benefit is to expedite the processing of data associated with MSIX in support of the Migrant Education Program.

Migrant Student Information Exchange (MSIX)

Records Exchange Background

The timely transfer of education records for migrant children between schools has been a longstanding challenge. Migrant children often enroll in multiple schools for varying amounts of time each year as their families migrate in search of temporary or seasonal work in agriculture or fishing. MEP staffs continue to find it difficult to share and consolidate student information that schools, local educational agencies, and states collect on migrant children in a timely and meaningful way that helps school personnel make appropriate decisions when the students arrive. These conditions and those shown below prompted the need for an exchange of student records.

- **High Movement** — Highly mobile migrant student population
- **Short Notice** — Students move from state-to-state often without notice
- **Lack of Data** — Timely and accurate educational information not always available
- **Placement Errors** — Students placed in incorrect courses or grades
- **Loss of MEP Services** — Students not provided the most beneficial MEP services

In response to this challenge and a Congressional mandate to link the existing migrant student information systems, the U.S. Department of Education (ED) implemented the Migrant Student Record Exchange Initiative. The goals of this initiative are:

- **Goal 1**: Create an **electronic exchange** for the transfer of migrant student education data among the States
- **Goal 2**: Promote the **use** of the MSIX application
- **Goal 3**: Ensure the use of the consolidated migrant student record for the purposes of **enrollment, placement, and accrual of credits** of migrant students
- **Goal 4**: Produce **national data** on the migrant population

At the heart of this initiative is the MSIX, the Migrant Student Information Exchange (MSIX) is an online system containing migrant student records from all participating states to facilitate the national exchange of migrant students' educational information among the states. MSIX is available to State and Local Migrant Education Program (MEP) staff along with other users from the MEP Community.

The MSIX does not replace existing state migrant student record systems. Rather, it links them in a minimally invasive manner to collect, consolidate, and make critical education data available. The MSIX also leverages available information provided by the states to ED's Education Data Exchange Network (EDEN)/ EDFacts system to ease the data collection burden on states. MSIX offers many benefits to promote its usability.

MSIX does the following:

- Retrieve and view student information
- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children
- Produces a single "consolidated record" for each migrant child that contains information from each state in which the child was ever enrolled

Responsibilities of MSIX Users

Rules of Behavior

Responsibilities

MSIX is an information system and is to be used for official use only. Users must read, understand, and comply with these Rules of Behavior. Failure to comply with the MSIX Rules of Behavior may result in revocation of your MSIX account privileges, job action, or criminal prosecution.

MSIX users must complete a basic security awareness training course prior to being granted access to the system. The security topics addressed in this document provide the required security awareness content, so it is important that you read through this entire text. Users must also complete annual security awareness refresher training. MSIX will prompt you to reread the Rules of Behavior annually (or more often due to changes in the system or regulations) to meet this requirement.

Monitoring

MSIX is a Department of Education computer system. System usage may be monitored, recorded, and subject to audit by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

System personnel may provide to law enforcement officials any potential evidence of crime found on Department of Education computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, RECORDING, and AUDIT.

MSIX Security Controls

MSIX security controls have been implemented to protect the information processed and stored within the system. MSIX users are an integral part in ensuring the MSIX security controls provide the intended level of protection. It is important to understand these security controls, especially those with which you directly interface. The sections below provide detail on some of those controls and the expectations for MSIX users.

MSIX security controls are designed to:

- Ensure only authorized users have access to the system;
- Ensure users are uniquely identified when using the system;
- Tie actions taken within the system to a specific user;
- Ensure users only have access to perform the actions required by their position;
- Ensure MSIX information is not inappropriately released; and
- Ensure MSIX is available to users when needed.

Examples of security controls deployed within MSIX include:

- Automated Session Timeout – Users are automatically logged out of MSIX after thirty minutes of inactivity. This helps ensure unauthorized users do not gain access to the system.
- Role-Based Access Control– User ids are assigned a specific role within MSIX. This role corresponds to the user's job function and restricts access to certain MSIX capabilities.
- Audit Logging– Actions taken within MSIX are captured in log files to help identify unauthorized access and enforce accountability within the system.
- Incident Response– If a user suspects their user id has been subject to unauthorized use, contact the MSIX help desk immediately.
- Communication Protection– Traffic between a user's web browser and the MSIX servers is encrypted to protect it during transmission.

The sections below describe several other security controls in place within MSIX. It is important that you understand and comply with these controls to ensure the MSIX security is maintained.

User Credentials

User credentials are the mechanism by which MSIX identifies and verifies users. These are your user id and password. User ids uniquely identify each MSIX user and allow the MSIX System Administrators to attribute actions taken within the system to a specific user. This tracking is important in enforcing accountability within the system. Passwords are used by MSIX to verify a user's identity. It is important for you to comply with the following rules governing user credentials:

- Protect your logon credentials at all times.
- Never share your user id and/or password with anyone else. You are responsible for all actions taken with your user credentials.
- Your passwords must:
    - Be changed upon initial login to MSIX;
    - Contain at least eight (8) characters;
    - Contain a mix of letters (upper and lower case), numbers, and special characters (#, @, etc.);
    - Be changed at least every ninety (90) days; and
    - Not reuse your previous six (6) passwords.
- Do not write your password down or keep it in an area where it can be easily discovered.
- Avoid using the "remember password" feature.
- User accounts are disabled after three (3) consecutive invalid attempts are made to supply a password.
- Reinstatement of a disabled user account can only be reinstated by a Help Desk technician or a system administrator.

Protection of MSIX Information

You are required to protect MSIX information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media (e.g. diskettes, tapes,

compact discs, thumb drives, etc.), or any other format. In order to ensure protection of MSIX information, you should observe the following rules:

- Log out of MSIX if you are going to be away from your computer for longer than fifteen minutes.
- Log out of MSIX or lock your computer before you leave it unattended by using the < Ctrl > < Alt > < Delete > key sequence when leaving your seat.
- Media (including reports) containing MSIX information should be removed from your desktops during non-business hours.
- Store media containing MSIX information in a locked container (e.g. desk drawer) during non-business hours.
- Store digital information in an encrypted format where technically possible.
- Media containing MSIX information should be properly cleansed or destroyed.
    - Shred paper media and compact discs prior to disposal.
    - Diskettes and other magnetic media should be cleansed using appropriate software or a magnetic field with sufficient strength so as to make the information unreadable.
        - Note that simply deleting files from magnetic media does not remove the information from the media.
        - Media containing encrypted information can be excluded from the cleansing process, although it is recommended.
- If the access which you have been granted within MSIX is more than required to fulfill your job duties, it should be reported to appropriate personnel.
- Do not disclose MSIX information to any individual without a "need-to-know" for the information in the course of their business.

Other Security Considerations

This section describes some additional security items of which you should be aware.

- Incident Response - If you suspect or detect a security violation in MSIX, contact the MSIX Help Desk immediately. For example, if you suspect someone may have used your user id to log in to MSIX, you should contact the MSIX Help Desk. Other warning signs that MSIX may have been compromised include, but are not limited to: inappropriate images or text on the web pages, data formats that are not what is expected, missing data, or MSIX is not available. While these may not be attributed to a compromise, it is better to have it checked out and be sure than to take no action.
- Shoulder Surfing - Shoulder surfing is using direct observation techniques, such as looking over someone's shoulder, to get information. An example of shoulder surfing is when a person looks over someone else's shoulder while they are entering a password for a system to covertly acquire that password. To protect against this type of attack, slouch over your keyboard slightly when keying in your password to block the view of a possible onlooker.
- Social Engineering - Social engineering is a collection of techniques used to manipulate people into performing actions or divulging confidential information. For example, a typical social engineering attack scenario is a hacker posing as an authorized user calling a system help desk posing as that user. The hacker, through trickery, coercion, or simply being nice coaxes the help desk technician into

providing the login credentials for the user he is claiming to be. The hacker then gains unauthorized access to the system using an authorized user's credentials.

The example above is one example of a social engineering technique. Another is when a hacker calls a user at random and pretends to be a help desk technician. Under the guise of purportedly fixing a problem, the hacker requests the user's login credentials. If provided, the user has unwittingly provided system access to an unauthorized person.

To defeat social engineering simply question anything that doesn't make sense to you. For example, a help desk technician should never ask a user for their login credentials to resolve a problem. If you receive a call from someone and you are not sure who they are, ask for a callback number. Hang up the phone and call back to the number provided. Hackers will typically provide a bogus number. Ask questions. If the answers you receive do not make sense, end the call and report the incident to your local security organization.

- Faxing - When faxing MSIX information, call the recipient of the fax and let them know it is coming. Ask them to go to the fax machine so they can pull it off right away so any sensitive information is not left lying around the office.
- Virus Scanning - Scan documents or files downloaded to your computer from the Internet for viruses and other malicious code. Virus scanning software should also be used on email attachments.

FERPA and the Privacy Act

The Family Educational Rights and Privacy Act (FERPA) permits SEAs, LEAs, and other local operating agencies to use MSIX to exchange personally identifiable information from education records on migratory children, without written parental consent, so long as the information is used only for official MEP purposes in accordance with these Rules of Behavior. See U.S. Department of Education *Memorandum to State Directors of Migrant Education* on FERPA and MSIX dated April 2, 2008, available at http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf. In addition, as a system of records under the federal Privacy Act, authorized users may use and disclose information from MSIX only for the "routine uses" published by the Department in its MSIX system of records notice, which allows disclosure to facilitate a student's 1) participation in the MEP; 2) enrollment in school; 3) grade or course placement; 4) credit accrual; and 5) unique student match resolution. See 72 Fed. Reg. 68572-76 (Dec. 5, 2007). *No other disclosures of a student's name or other personally identifiable information may be made from MSIX without the prior written consent of the parent or student.*

MSIX Use and Administration

Online training modules are available and segmented by user type:

User Type	Online Access
MSIX Government Administrator	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Primary User	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Secondary User	https://msix.ed.gov/msix/training/secondary/msix_user_training.htm
MSIX State Regional Administrator	https://msix.ed.gov/msix/training/sra/msix_user_training.htm
MSIX Data Administrator	https://msix.ed.gov/msix/training/da/msix_user_training.htm
MSIX User Administrator	https://msix.ed.gov/msix/training/ua/msix_user_training.htm

Louisiana MSIX Training

Training to use the MSIX web system is a vital part of the state's work in the electronic sharing of migrant students' educational and health records. The Louisiana Migrant Education Program staff has received a series of training on the use of MSIX as indicated below. Additional updated training is also planned for the future. State staff also provides technical assistance to local MEP MSIX users as needed.

Louisiana MSIX Training

Type of Training	Dates of Training	Users Receiving Training
MSIX On-Line Training	Dates varied as users participated in the on-line training upon gaining MSIX access.	State and local Migrant Education Program staff
MSIX Training provided by the Office of Migrant Education.	October 4 – 5, 2007 Chicago, IL	State Staff – Janice Dixon Local Migrant Education Program staff – Anita Walsworth (MEP Coordinator/Data Specialist)
MSIX Training provided by the Office of Migrant Education	April 2008 Washington, D. C.	State Staff – Patricia "Pat" Doucet
MSIX Training provided by the Office of Migrant Education.	March 31- April 1, 2011 Washington, D. C.	State Staff – Melanie Mayeux

MSIX/REACTS On-Site Consultation Visit provided by the Records Exchange Advice, Communication, and Technical Support (REACTS) team – Elvira Raya and Mallick Huggahalli.	May 24 – 25, 2011 Louisiana Department of Education Baton Rouge, LA	State and local Migrant Education Program staff
MSIX Hands – On Training provided by the Deliotte Consulting Team – John Carden and Mary Shumake	September 13 – 14, 2011 Louisiana Department of Education – Louisiana State Library – Baton Rouge, LA	State and local Migrant Education Program staff
MSIX Training and Future Trainings		
MSIX Hands-On Training provided by state staff, Janice Abbott and Pat Doucet	February 15, 2012	Local Migrant Education Program Staff in Tangipahoa Parish LOA 8
Updated MSIX Hands – On Training, Part 1. Training will be provided by state staff.	(Tentative Dates) 2012 Mid year	Local Migrant Education Program staff
MSIX Technical Assistance as needed that will be provided by state staff throughout the year.	On-going throughout the year as needed.	Local Migrant Education Program staff
Updated MSIX Hands – On Training, Part 2. Training will be provided by state staff for any new staff and school personnel (counselors,) if applicable.	(Tentative Dates) End – of- the year	Local Migrant Education Program staff and possible school personnel

User Manuals

User Manuals are available for the MSIX Application online at the MSIX Trainer's Corner at https://msix.ed.gov/msix/training.html.

Online Help

The MSIX Application provides online help to assist in the primary functions of MSIX.

MSIX Help Desk

The MSIX Help Desk is available for users with issues regarding your account such as password resets, updates to personal information, and general MSIX information. To receive a password reset, please contact your MSIX State User Administrator. You can find a User Administrator by using the User Administrator Search or by contacting the MSIX

Help Desk at MSIXSupport@deloitte.com or 1-866-878-9525. To maintain the security of MSIX data, the MSIX Help Desk cannot reset passwords.

MSIX Roles and Responsibilities

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or Migrant Education Program (MEP) specialists.

State MEP users also require access to MSIX; some of these users directly interface with migrant students and others provide administrative and technical support to the MEP. U.S. Department of Education (ED) personnel are also MSIX users; however, ED requires MSIX for national trend and statistical analysis purposes only.

The table below identifies the specific user roles and responsibilities for MSIX. It includes a description of the user's MSIX job responsibilities, role functions available within the system, and the potential kinds of individuals who may perform in each role. A second table follows that provides essentially the same information but in a snapshot, abbreviated form.

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
School and District Level Roles			
MSIX Primary	MSIX Primary Users can query student records in all states. This user can also initiate the merge and split process for student records in his or her state.	▪ Search, display, and print student records for students in all states ▪ Initiate merge and split of student records ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	▪ Search, display, and print student records for students in all states ▪ Email notification of an arrival or departure of a student	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
District Data Administrator	District Data Administrators can validate or reject near matches, merges and splits of student records. This user can also initiate the merge and split process for student records in his or her district.	▪ Search, display, and print student records for students in all states ▪ Generate Reports ▪ Initiate merge and split of student records ▪ Validate or reject record near matches, merges and splits ▪ Resolve data quality issues ▪ Respond to escalation requests ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ State MEP Administrators ▪ MEP Data Entry Staff
Regional Level Roles			

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
Regional Data Administrator	Regional Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in his or her region. This user will also serve as the secondary point of contact for escalation issues.	▪ Search, display, and print student records for students in all states ▪ Generate Reports ▪ Initiate merge and split of student records ▪ Validate or reject record near matches, merges and splits ▪ Resolve data quality issues ▪ Respond to escalation requests ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ State MEP Administrators ▪ MEP Data Entry Staff
Regional User Administrator	Regional User Administrators establish and manage user accounts for users in their region.	▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords	▪ State-identified
State Level Roles			
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in their state. He or she can also resolve data quality issues and serve as the primary point of contact for escalation issues.	▪ Search, display, and print student records for students in all states ▪ Generate Reports ▪ Initiate merge and split of student records ▪ Validate or reject record near matches, merges and splits ▪ Resolve data quality issues ▪ Respond to escalation requests ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ State MEP Administrators ▪ MEP Data entry staff
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords	▪ State-identified
State Region Administrator	State Region Administrator establishes and maintains the regional structure and associated districts for states that choose to use regions.	▪ Enable and disable regional structure ▪ Create new regions ▪ Associate districts to regions ▪ Edit regions	▪ State MEP Administrators ▪ MEP Data entry staff
U.S. Department of Education (ED) User Roles			
Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a State, Regional, or National level.	▪ Generate Reports	▪ OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	▪ Create user accounts ▪ Assign State User Administrator role ▪ Update user account information ▪ Deactivate user accounts ▪ Reset passwords	▪ OME
Privacy Act Administrator	Privacy Act Administrators can enter statements provided by students and parents that formally dispute the data contained in a student's MSIX record. They can also query and view student records from all states in order to comply with the privacy act requirements.	▪ Search, display, and print student records ▪ Enter dispute statements into a student's MSIX record	▪ OME

Table 1.1: MSIX User Roles and Responsibilities

Function	Primary User	Secondary User	District Data Admin	Regional Data Admin	State Data Admin	State Region Admin	Regional User Admin	State User Admin
My Account	X	X	X	X	X	X	X	X
Search, Display & Print Student Records in all States	X	X	X	X	X			
Export Student Records to File	X		X	X	X			
Generate Reports			X	X	X			
Send Student Move Notices	X	X	X	X	X			
Initiate Student Merges and Splits	X		X	X	X			
Validate / Reject Student Merges and Splits			X	X	X			
Access District Worklist Items			X					
Access Region Worklist Items				X				
Access State Worklist Items					X			
Create / Modify State User Level Accounts								X
Create / Modify Regional Level User Accounts							X	X
Create / Modify School or District Level User Accounts							X	X
Reset Passwords							X	X
Enable Regional Functionality						X		
Create / Modify Regions						X		

Table 1.2: MSIX User Roles and Responsibilities – A Snapshot View

Creating MSIX Users

MSIX Users	
Only staff identified by each MEP User Administrator will have access to MSIX in order to protect student information. Statutory Requirements: In accordance with the Privacy Act of 1974, the Family Educational Rights and Privacy Act (FERPA), and the Federal Information Security Management Act (FISMA).	
New Accounts	If a new account is needed, a SEA, LEA, or LOA user should contact their MSIX State User Administrator to receive instructions on what documentation is needed in order to gain access.
Passwords	Passwords are to be changed at least every sixty (60) days or they will automatically expire. Password resets can be done by your State User Administrator.
Closing Accounts	State MSIX users that no longer need access must notify the MSIX

MSIX Users	
	State User or District Administrator who will delete the user's account.

Louisiana MSIX User Accounts

In the state of Louisiana, the state Migrant Education Program staff has been given multi-user roles as it relates to MSIX. State staff will serve as State Data Administrators, State User Administrators, and State Regional Administrators. The purpose of the multiple level user roles is to allow any of the state staff to carry out the duties and responsibilities of matriculating through the MSIX system, as well as provide trouble shooting assistance to local Migrant Education Program staff in the event one or more of the state staff are away from the office attending meetings/conference for an extended period of time.

MSIX User Access

Each of Louisiana's Migrant Education Program MSIX users are granted access by completing the basic MSIX User Application. After the application process has been completed and approved, the State User Administrator creates the MSIX accounts access.

Listed below is a chart defining Louisiana's MSIX user access:

State Migrant Education Program Staff	**MSIX User Roles**
Melanie Mayeux	State Data Administrator; State User Administrator; State Regional Administrator
Local Migrant Education Program Staff	**MSIX User Roles**
Migrant Education Program Coordinators	District Data Administrator
Data Specialists	Primary Users; District Data Administrator Users
Recruiters	Primary Users
Advocates	Primary Users

MSIX Record Maintenance

L*ouisiana Data Upload Schedule*

Louisiana MEP upload times:	The Data Specialists working with the Louisiana Migrant student data uploads data to the state's Migrant Education Records in Louisiana (MERIL 2) database, featuring the MIS 2000 software, on a daily basis. This process in turns provides for the timely submission of student records to MSIX as the MERIL 2 database uploads submissions to MSIX each morning at 12:30 a. m., (CST).
Louisiana MEP staff upload times:	Data is uploaded as appropriate upon completion of the student's enrollment with the school district; immediately after the students have received their class assignments; at the end of every grade reporting period; at the end of every school term; and upon the student's withdrawal from school or from the Migrant Education Program.

Records Transfer Procedures

Upon creation of a MSIX account, users are required to change their passwords every sixty (60) days.

Each Migrant Education Program Local Operating Agency is responsible for sending records to the State migrant MERIL 2 database for timely submission to MSIX at the following times and in correlation with the completion of a Certificate of Eligibility:

- Upon completion of migrant students' enrollment within a school district;
- At the end of every grade reporting period;
- At the end of every school term; and
- Upon the students' withdrawal from school move to another state, and/or withdrawal from the state's Migrant Education Program as explained in the preceding Section – Louisiana Data Upload Schedule.

The Migrant Education Program Local Operating Agencies, upon notification of a migrant students' relocation, instructs the Data Administrator/Data Specialists to send the receiving state or district an email notification in MSIX notifying that state/district of the child's move. The email presents concise information to allow the state to properly identify the family without including personal student data.

When MSIX users in the state receive a worklist item notification (student merges/splits, or student records validation requests), the items are reviewed within MSIX and the MERIL 2 database and are resolved within five (5) business days.

Local Migrant Education Program staff provides updates to the State Data Administrator or the State User Administrator when changes in the staff have been made in order to facilitate changes/updates in a user account as appropriate.

Records Transfer Collaboration

Records Transfer Inter/Intrastate Collaboration	
The Louisiana Migrant Education Program, (local Migrant Education Program Operating Agencies) has remarkable working relationships and collaborations within the respective school districts, and school staff that serve migrant students. Migrant recruiters and advocates are well received within the school districts where school personnel eagerly assist with the identification and recruitment of migrant children and their families, and the provisions of services. Migrant Education Program staff queries MSIX data on a daily basis. Each time a new migrant student is located and a COE is completed for that student, before the COE is inputted into the Meril 2 data system, the Data Administrator/Data Specialist will query that student within MSIX to review the student's movement activity within the state and/or throughout the States as appropriate. The MSIX Consolidated Record is viewed on the student to ensure mobility status, as well as educational and health records information. By using this method in a timely and systematic manner, personnel beyond the SEA will be knowledgeable about records transfer, and ensure the continuity of services for children who migrate from one State or school district to another. The statutory requirements are further explained in Title 1, Part C., Sections 1304 (b) 1 (B) and (C); 1304 (b) (3); 1304 (b)(1)(B) and (C); 1304 (b)(3); 1304(c)(1)(B); 1306(a)(1)(A), (F), and (G); 1308(a), (b) and (d); Section 3124 of Title III, Part A.	
Alerting student moves via MSIX emails	When the local operating agency (LOA) is aware of a migrant student relocating, the program designates the Data Administrator/Data Specialist to send the receiving State/LOA an email notification via MSIX. The MSIX email to the receiving/State LOA provides as much information as possible to ensure that the proper family and student(s) are notified efficiently and effectively assisted. Additionally, the sending user also notifies the receiving state/LOA, when possible of the student's move. The Louisiana MSIX user is careful not to include social security numbers or other personal identifiable information (PII) in the notification email message.
Emails on student moves Email notification	In Louisiana, when an MSIX (State or District Data Administrator) user receives notification from a State/LOA that worklist items need to be addressed in MSIX, initial contact in the form of a simple reply is sent to the sender of the MSIX email within a 24 hour period. The Louisiana MEP MSIX users are diligent in their commitment to ensure that all worklist items are resolved within five (5) business days. If additional information or assistance is needed in resolving the worklist items, the state staff is contacted for directional procedures.

Use of the MSIX Consolidated Record

In the Louisiana Migrant Education Program, MSIX users rely on the MSIX Consolidated Record to provide a complete review of migrant student records interstate and intrastate as migrant students and their families travel throughout the United States.

The first rule of thumb for searching and displaying migrant student records in Louisiana is to use the MSIX Student Search link in the Navigation area of that page. When MEP staff clicks on Student Search, the basic student search page appears which allows users to enter a student's name; MSIX ID; or state ID in the appropriate fields to constitute a search for that particular student.

Louisiana MSIX users are also encouraged to enter additional optional information in the appropriate fields, i. e. student DOB (date 0f birth); gender; or state, to further refine a search. Once the information entered displays the results, the user can readily view the consolidated record, which will reveal the student's most recent demographic enrollments, course history, and assessment information, if applicable. The user can click on the various demographics, enrollments, course history and assessment tabs to view this pertinent information of the migrant students.

In order to provide quality and concise data, all of the migrant student's enrollment, placement, course history, credit accrual and assessment data are entered into the State's migrant data system, entitled Meril 2 (Migrant Education Records In Louisiana) and is uploaded to MSIX during its nightly uploading process.

In addition to reviewing a migrant student's MSIX consolidated record upon completion of a new COE for informational purposes as to the students demographical/enrollment history from other states, MSIX users in Louisiana also regularly review the consolidated records of migrant student to ensure that data entered into the Meril 2 system has been uploaded correctly into the MSIX system. This process serves as a "check and balance" technique used to promote good data quality.

Minimum Data Elements (MDEs)

Minimum Data Elements	
Minimum Data Elements (MDEs) are data fields that Louisiana collects and maintain in our migrant student database in order to transfer that data to other States via MSIX. The MDEs are transmitted on an agreed schedule from our Meril 2 data base to MSIX. Louisiana transmits the MDEs at 12:30 a.m. each morning on any new migrant student or for students whose information has changed since it was originally transmitted to MSIX. The MDE enables Louisiana to exchange a minimum set of data elements that have been identified as necessary for fulfilling the requirements of the MEP for continuity of instruction.	
Recruiter responsibility	It is the responsibility of the MEP recruiter/advocate to collect the initial information on the migrant family. All recruiters/advocates collect information for the COE electronically via the use of tablet computers. The electronic COE is installed on the tablet computer and migrant family information is entered on the tablet accordingly. The migrant parent/guardian is also able to sign the COE electronically using the attached stylus. Once the information is collected on the certificate of eligibility (COE) the MSIX district data administrator/data specialist will ensure that all data are entered correctly into the migrant database (MERIL 2), and then electronically uploaded to MSIX on a daily basis.
Initial enrollment	It is the responsibility of the MEP recruiter/advocate to initially enroll the migrant family. Once all the applicable information is collected it is transmitted to MSIX within five (5) days of the date the child is initially identified as eligible for the MEP.
School or program update	It is the responsibility of the MEP advocate/data specialist to update school or program records. Once all the applicable information is collected it is transmitted to MSIX within 30 days after the end of a school or program term.
Interstate child update	It is the responsibility of the MEP recruiter/advocate and data specialist to update the child's MSIX record within 4 days of a MSIX request for data based on a child's interstate move.

MSIX Support Staff

The chart below provides a brief descriptive listing of each Louisiana MEP staff member that is responsible for supporting MSIX by specific role type.

Job Responsibilities	State MSIX Lead	Technical Lead/ State MERIL 2 Database Contractor	State User Administrator	District Data Administrator	ID&R Coordinator	MEP Data Specialist
Coordinate the development and implementation of MSIX training and information.	X					
Create user accounts and resets passwords	X		X			
Attend meetings hosted by OME	X			X	X	
Work with the MSIX Contractor to address technology concerns and keep up-to-date on statewide database system issues	X	X				
Develop policies and procedures on "how to" implement records transfer within the state	X		X			
Work closely with I&R staff at SEA and LOA on implementing records exchange	X		X	X	X	X
Manage and support worklist items			X	X		X
Create MSIX user reports	X		X			

Job Responsibilities	State MSIX Lead	Technical Lead/ State MERIL 2 Database Contractor	State User Administrator	District Data Administrator	ID&R Coordinator	MEP Data Specialist
Develop strategies to collaborate as inter/intrastate users	X		X	X		
Work with end users, parents and students to promote MSIX as a viable tool for records exchange.	X		X		X	
Work closely with the MSIX State Lead to implement MSIX				X	X	X
Coordinate the I&R of MEP staff on how to implement records transfer procedures and best practices	X		X	X	X	
Provide I&R training for current/enrolled students and appropriately updating MSIX information in a timely manner	X		X		X	
Train staff on using and becoming knowledgeable MSIX users such as training staff on how to work with incoming/outgoing MSIX email notifications	X		X			
Develop procedures for staff to prioritize MSIX responsibilities	X		X			
Initiate the I&R of new/current MEP students and then upload their information to MSIX in a timely manner				X	X	X

Job Responsibilities	State MSIX Lead	Technical Lead/ State MERIL 2 Database Contractor	State User Administrator	District Data Administrator	ID&R Coordinator	MEP Data Specialist
Focus on the "re-signature" (e.g. re-interviewing) process for current/enrolled students by using MSIX data to facilitate the processing of information.	X				X	X
Establish MSIX as a valuable recruitment and placement tool by keeping student information current	X			X	X	X

References

Title I, Part C - Education of Migratory Children, Section 1304(b)(3) (URL)
Title I, Part C - Education of Migratory Children, Section 1308 (b) (URL)
MSIX Rules of Behavior
MSIX PIA (PDF)

Appendices

Minimum Data Elements (current list of MDEs as of March 1, 2011)
MSIX User Administrator Guide for Managing User Accounts (scroll down to appropriate section)
User Application for Access to MSIX (scrolled down to User Access Form)

Acronyms

Term	Definition
I&R	Identification and Recruitment
LEA	Local Education Agency
LOA	Local Operating Agency
MDE	Minimum Data Elements
MEP	Migrant Education Program
MSIX	Migrant Student Information Exchange
PII	Personal Identifiable Information
REACTS	Records Exchange Advice, Communication and Technical Support
REI	Records Exchange Initiative
SEA	State Education Agency
SSN	Social Security Number
MERIL 2	Migrant Education Records In Louisiana Data System

FEE FOR SERVICE COST TEMPLATE

Proposer shall specify all costs for performance of tasks, including travel. Proposal shall include all anticipated costs of successful implementation of all deliverables outlined. Proposer shall include a detailed budget for each year showing breakdown of costs reflected in totals shown on Fee for Service Cost Proposal. Detail should, at a minimum, include costs for salaries, travel, sub-contractor or consultant costs, computer and technical supplies, and other relevant costs.

Scope of Work			
	Year 1	**Year 2**	**Year 3**
TASK 1- Manage ID&R Total costs associated with accomplishing Scope of Work found in Section 2.1(1) of RFP			
TASK 2 –Data Collection and Reporting Total costs associated with accomplishing Scope of Work found in Section 2.2(2) of RFP.			
TOTALS			

Attachment VI

Data Timeline

(REVISED 01/24/19)

Data Specialist Responsibilities

ONGOING DATA ENTRY:

- Initial Needs Assessments for new students
- Updating changes in addresses
- Students drop out or end of eligibility
- New or updated Needs Assessments (NA)
- Supplemental Svcs.(SP), as they change

RESIDENCY VERIFICATION:

- All students **NOT** enrolled in school must have their Residency Verified a minimum of once during the year - preferably on the anniversary of their Residency Date

May

Data Specialist will provide to staff for completion:

- Mass Withdrawal Lists
- Final Students NA
- Final SP Tracking Forms
- All HS Credits and Graduation information

Data Specialist will enter transcripts & tests scores

Needs Assessments & Supplemental Data should be entered no later than 2 weeks after the grading period in MERIL2

Summer

If you have a summer program funded by MEP, staff should provide a list of attending students with the following info:

- Enroll & Withdraw Dates
- New SP Tracking forms

All Summer enrollment and Supplemental Data should be entered in MERIL2 within 2 weeks of completing the program

August & Sept.

After school starts, Data Specialist will print:

- Mass Enrollment
- Needs Assessment
- SP Tracking Forms

- These forms should be given to staff for completion and returned to you within 2 weeks

Enter all data into MERIL2 within 2 weeks of receiving

January

- Staff provides paper copies of HS student transcripts
- Check all transcripts to verify HS students are on track with credits

Purchase Order #: _____

LOUISIANA STATE DEPARTMENT OF EDUCATION
PROFESSIONAL SERVICES BILLING FORM

Approved Contract Total _____ **Contract Dates** _____

Services Performed _____

_____

_____

COST ITEMIZATION

Unique Invoice Number _____ **Final Bill** **YES** **NO** **(Please Circle.)**

Dates of Services Billed _____

Amount Requested _____

***Travel Requested** _____ ***Attach the Travel Expense Account Form and Receipts.**

Total Amount Requested _____

I, the Undersigned, hereby certify that the above services have been performed; that all documents have been prepared as specified; that this claim is a true and correct claim for necessary expenses incurred by me; and that no payment has been received by me for the billed period.

_____ _____

Contractor's Name (Typed or Printed) **Tax I.D. or Social Security Number**

_____ _____

Signature **Date**

_____

Address **City** **State** **Zip Code**

Office Use Only

I confirm that the above named consultant has satisfactorily fulfilled the approved contract service provisions.

APPROVED: _____ _____

Negotiating Program Person **Date**

_____ _____

Division Director **Date**

** SUBMIT AN ORIGINAL AND ONE COPY. **

FOR STATE USE ONLY

LaGov #_____**Acct. Period**_____**Schedule Pay Date**_____ **Single CK**_____

Agcy. _____**Org.** _____**Object**_____**Sub. Object**_____**Rept. Cat.** _____

Prepared by_____**Approved By**_____

Check #_____**Check Date**_____

Rev. February, 2008

Louisiana Title I, Part C Project Progress Report

Project Details

INSTRUCTIONS: Complete the following table with details of the project.

Reporting period	
Report compiled by	
Date submitted	
Professional Billing Form #	

Summary

INSTRUCTIONS: Insert a one paragraph summary of progress made in all 4 task areas during the reporting period.

Activities & Outputs

INSTRUCTIONS: Complete the following table for each activity and/or accomplishment in the project) during billing period. If task was not performed during billing period, put NA in Status. Describe progress with the activity and the outputs generated. Choose a status for each activity (complete, in progress, delayed, not started). If delayed, please include reason for delay and expected completion date

#1: Identification and Recruitment (ID&R): Manage ID&R activities and procedures to effectively identify and recruit all eligible migrant students in the state:

Task Area	**Coordinate state-wide processes and procedures used to identify all eligible migratory children and youth.**
Status	
Objective	
Activity dates	
Progress	
Outputs created	

Task Area	Training on all aspects of ID&R process, procedures, and regulations for all ID&R personnel in state, including local staff, including a minimum of two (2) face-to-face trainings
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Maintenance, including creation when applicable, of all necessary ID&R documents, including Louisiana's Quality Control Policies and Procedure Manual, brochures, handouts, and other applicable documents
Status	
Objective	
Activity Dates	
Progress	
Outputs Created	
Task Area	Maintenance and update of program website;
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Implement eligibility and quality control processes and procedures, to include monitoring of individual recruiters' ID&R efforts, local re-interviewing protocols, and required independent re-interview;
Status	
Objective	
Activity Dates	
Progress	
Outputs Created	
Task Area	Support of Louisiana's electronic Certificate of Eligibility (COE) system. The software used for the system was developed and is maintained by MSEdD. In support of this system, contractor will: serve as first point of contact for questions and technical issues from local MEP ID&R staff: facilitate acquisition, set-up, and activation of tablets for regional and local recruiters; and coordinate with MSEdD to make any applicable changes to system;
Status	
Objective	
Activity dates	

Progress	
Outputs created	
Task Area	Review, approval, and verification of Certificates of Eligibility within 24 hours of upload from recruiter, except on weekends and official holidays.
Number of COEs Approved During Period	
Task Area	Communication and reporting protocols between contractor and local staff and between contractor and LDOE, including annual evaluation of ID&R results
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Remaining knowledgeable and current on all regulations and requirements regarding ID&R of migratory students
Status	
Objective	
Activity dates	
Progress	

2: Coordinate procedures and processes designed to ensure the efficient and accurate electronic collection of data on identified migrant children in Louisiana's MERIL2 database and report minimum data elements (MDE) to the Migrant Student Information Exchange (MSIX).

Task Area	Implement standardized data collection and quality control procedures
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Assist LDOE fulfill all program reporting requirements and deadlines, including the Consolidated State Performance Report (CSPR);
Status	
Objective	

Activity dates	
Progress	
Outputs created	
Task Area	Coordinate training and technical assistance to local staff to ensure: efficient and effective use of MERIL 2; accurate child counts that reflect only eligible migrant children; avoidance of duplication of students; and accurate and up-to-date student data;
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Maintenance and implementation of Louisiana's Student Records Exchange Policies and Procedures Manual and coordinate user records and training;
Status	
Objective	
Activity dates	
Progress	
Outputs created	
Task Area	Manage electronic COE system to ensure maintenance of accurate inventory records and up-to-date operation of software.
Status	
Objective	
Activity dates	
Progress	
Outputs created	

Partners & Stakeholders

INSTRUCTIONS: Complete the following table describing your collaboration with each of the partners / stakeholders involved in the project, including OSY Coordination Center.

Partner / Stakeholder	Description

Challenges & Lessons Learned

INSTRUCTIONS: Complete the table below with challenges that were encountered during the reporting period and the lesson learned. Include any solution that you plan to implement in the next reporting period.

The following table summarises the challenges we have faced during the reporting period and the lessons learned / solutions for each challenge.

Challenge	Lessons learned / solutions
<Insert>	<Insert>
<Insert>	<Insert>
<Insert>	<Insert>
<Insert>	<Insert>
<Insert>	<Insert>
<Insert>	<Insert>