CEPI Helpful Hint: How to Exit Children from Early Childhood Programs

Here are helpful tips on how to exit children from Early Childhood (EC) programs in Michigan Student Data System (MSDS). For more information, you can refer to CEPI's [MSDS Collections Details Manual](#).

Who: EC programs collected in the MSDS include: Great Start Readiness Program (GSRP), GSRP/Head Start Blend, Head Start, Title I Preschool, Early Head Start, Section 32p Early Childhood Block Grant, and Section 32p(4) Home Visitation. Report exit information for <u>any</u> child who is no longer receiving EC services or participating in an EC program.

What: The following needs to be reported (indicated with blue arrows):

Characteristics Required for Reporting:

- Fiscal Entity Type Code
- Fiscal Entity Code
- EC Program
- EC Program Start Date
- EC Delivery Method

Characteristics Reported for Some Students:

- School Facility Number: Required only when services are provided in a school building.
- EC Delivery Schedule: Required only for EC programs: GSRP, GSRP/Head Start Blend or Head Start Programs but can be reported by other EC programs.
- EC Program End Date: The date (month, day and year) the child last participated in a program or received services through the early childhood program reported. This should be reported for any child no longer receiving EC services or participating in an EC program, but is required in the EC End-of-Program (EOP) collection for children participating in a GSRP and GSRP/HS Blend program and is required when an EC Program Exit Reason is reported.
- EC Program Exit Reason: Required when an EC Program End Date is reported.

Where/How: The following is required to Exit a Student from an EC Program (indicated with red arrows):

- ✓ Report the student record with the EC Programs Component, including appropriate data in the EC Program End Date and EC Program Exit Reason characteristics (see table below for exit reasons).
- ✓ Children not continuing in the same program the next school year should be reported with the appropriate program exit data in the EC EOP Collection.
- ✓ Children may be reported in the EC EOP Collection with program exit dates through September 14, 2017.
- ✓ Children exiting the programs after September 14 should be reported in the Fall Early Childhood Collection.
- ✓ Children who meet the age eligibility requirements to enroll in GSRP for a second year must reapply and their applications must be considered alongside all other applications when enrollment decisions are made. Therefore, these children MUST be exited no later than the EOP EC Collection and submitted with new program start dates in the Fall EC Collection if their renewal applications are approved. The 2017-18 school year is the last year for GSRP re-application. For questions regarding GSRP re-application, please contact the Office of Great Start at the Michigan Department of Education 517-335-4092.
- ✓ For Fall and Spring EC collections, the EC Program End Date must be on or before the last day of the reporting period for that collection. Program exits that occur after these collections' reporting periods have ended should be submitted in the next EC Collection.
- ✓ You must report an end date when a Fiscal Entity is closed in EEM. The date you report must be equal to or after the open date for the Fiscal Entity as recorded in the EEM.

Using Exit Codes (see codes below):

- Choose/Enter the code that best represents the reason the child is no longer participating in the early childhood program or service.
- You are required to report this characteristic when you report a valid date in the characteristic EC Program Exit Date.
- Do not report blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record it must contain a code.

WHY: Is it important to exit children from EC programs? When no program end date is reported, CEPI's reporting system assumes that a child continued receiving services through a program. As a result, missing end date information can:

- Cause confusion about the nature of services provided. Program end dates identify when children transition between types, amounts or frequencies of service (e.g., part time vs. full time). Reports and analyses that use these data are most accurate when end dates are reported.
- Create false gaps/overlaps in a child's history. Longitudinal analyses which consider children's early childhood experiences could be impacted by these patterns.
- Result in children being counted as participants beyond their actual service dates. For example, this happens when children from a prior school year are accidentally re-submitted during a current school year collection without end dates. These records are considered "active" and are included in child counts for that collection (e.g., fall or spring) and that program year.

Please refer to our MSDS User Manual for EC Exit Code Reasons on pages 149-150:

http://www.michigan.gov/documents/cepi/Collection_Details_SY1617_v1.0_524119_7.pdf