

# **STRATEGIC PLANNING IN ID&R**

**The impact of Quality Control**



**“If it’s not written down, it didn’t happen”**



# Office of Migrant Education's (OME) Common Findings

- Failure to conduct prospective re-interviews annually, and/or not using independent re-interviewers at least once every three years.
- Lack of effort in recruiting a particular age group, such as Out of School Youth (OSY).
- Lack of evidence of training for new and/or experienced recruiters.
- No written procedures for resolving eligibility questions.
- Unauthorized changes to required sections of COE.

# Creating your District ID&R Plan

- The importance of an ID&R Plan
  - ✓ Washington State has made this a priority
  - ✓ Holds the state responsible and accountable to conduct ID&R
- Districts ID&R Plan (Handout) – Outline on MSDRS homepage
- Broad Yearly ID&R Plan
- Team effort
- Go over what is in the plan
- Quality Assurance in conducting ID&R
- District responsibility



# Creating your District ID&R Plan

## MAPPING THE SCHOOL DISTRICT

- School District Boundary Map
- City Map with streets
- City listings of ag/fishing employers
- Listing of HUD/Farmworker Housing
- Listing of Daycare providers



## TRAINING FOR RECRUITMENT STAFF

- New Recruiters
- State MEP Conferences
- Fall MSDRS Trainings
- Spring ID&R Academy
- Monthly ID&R Meetings
  - ✓ Topics concerning eligibility and recruitment.
  - ✓ Training on the differences between school based recruitment vs Community Recruitment.
  - ✓ Interviewing skills.





## DEPLOYING RECRUITMENT STAFF (SEASONAL/TEMPORARY CROPS TAKEN INTO CONSIDERATION)

- Local Agricultural Growers
- Fishing based employers
- Worksource
- Clinics
- HUD Housing
- Food Banks
- Churches
- ID&R Community recruitment

## QUALITY CONTROL

- Monthly MEP Staff District Meetings
- Monthly Monitor of ID&R District MSIS Eligibility Reports/Enrollments
- Recruiter Log Review by MEP Coordinator
- Random MSDRS Family Eligibility Reviews (FERs)
- COEs kept at local district
- District established COE review process before mailing or electronically sending to MSDRS
- Eligibility questions call MSDRS

## QUALITY CONTROL (continued)

### Quality Control for the COE and the MEP Recruiter

Does your office have a Quality Control Procedure in place for the MEP Recruiter and the COE?

#### Support for Recruiters

- ✓ MSDRS
- ✓ Required trainings

#### Reviewing COEs

Why might we want to have a process in place for reviewing COEs?

- ✓ Accurate eligibility information.
- ✓ Rapid COE process (enrollment in the MEP).



**Quality Control Policies and Procedures for Recruiters and the COE.**

## Quality Control (continued)

# Consolidated Program Review (CPR)

MEP State staff with the guidance of The Office of Superintendent of Public Instruction (OSPI) conducts The Consolidated Program Review (CPR) to evaluate Identification and recruitment activities at local school districts.

- ✓ Ensures that Identification and Recruitment is happening
- ✓ Evaluates the school districts migrant enrollments
- ✓ Ensures that all MEP staff that complete COEs are fully trained to make eligibility determinations
- ✓ Ensures the integrity of the MEP
- ✓ Ensures corrective action when problems are found to make sure they do not happen again



**The basic message that quality control should send to the recruiters is that someone will check your work.**

## Quality Control (continued)

# Preparing for the Consolidated Program Review (CPR)

### Recruiter Logs

- ✓ September through November Recruiter logs should be turned in by 12/15 each year to MSDRS. OSPI will review random month during review.

### District ID&R Plan

- ✓ District ID&R Plan should be completed by 9/15 and turned in by 12/15 each year for review to MSDRS.

### Recruiter COE error rate

- ✓ Evaluation of COE error rate. Evaluation of where the errors were made and corrective action is noted.





# Quality Control (continued)

## Evaluation of ID&R efforts in preparation for CPR

### 3-Year Comparison Report

- ✓ COE Generation Counts
- ✓ COE Revalidation Counts
- ✓ Unique Enrollment Counts

The image shows a tablet displaying a '3 YEAR COEENROLL COMPARISON SUMMARY' report. The report is a large table with many columns and rows, likely containing enrollment data for different categories over a three-year period. The MSIS logo is visible in the top left corner of the tablet screen.

MSDRS Reviews COEs accuracy  
and for completeness

- ✓ Double check COEs for accuracy
- ✓ Recruiters Guide to Determine Eligibility  
\*paper COEs
- ✓ Benefits of the eCOE
- ✓ COE Error Rate vs. Completion Rate

## EVALUATION RECRUITMENT EFFORTS (continued)

### Evaluation of ID&R efforts in preparation for CPR

#### Revalidation Report

- ✓ Revalidations should be done in a timely manner
- ✓ Complete revalidations on a monthly basis \*30 days
- ✓ Remember Revalidations produce new COEs and Priority For Service (PFS)
- ✓ Ensure continuation of free lunch program for migrant students

#### COE Timelapse Report

- ✓ Districts should be monitoring their identification rate. Remember crops last no more than 90 days \*Run Report –
- ✓ COE Generation Report will be reviewed by OSPI during CPR

## EVALUATION RECRUITMENT EFFORTS (continued)

- COE Revalidation Report
- Possible Missed COE Report
- Qualifying Arrival Date (QAD) Report
- COE Time Lapse Report
- 3 Year COE/Enrollment Comparison Summary

### Family Eligibility Review (FER) and Prospective Re-interviews

FERs and Prospective re-interviewing is the process of checking the eligibility determinations your district has made.

The re-interviewing is a process that allows problems to be identified early and to know what steps are needed to correct them.

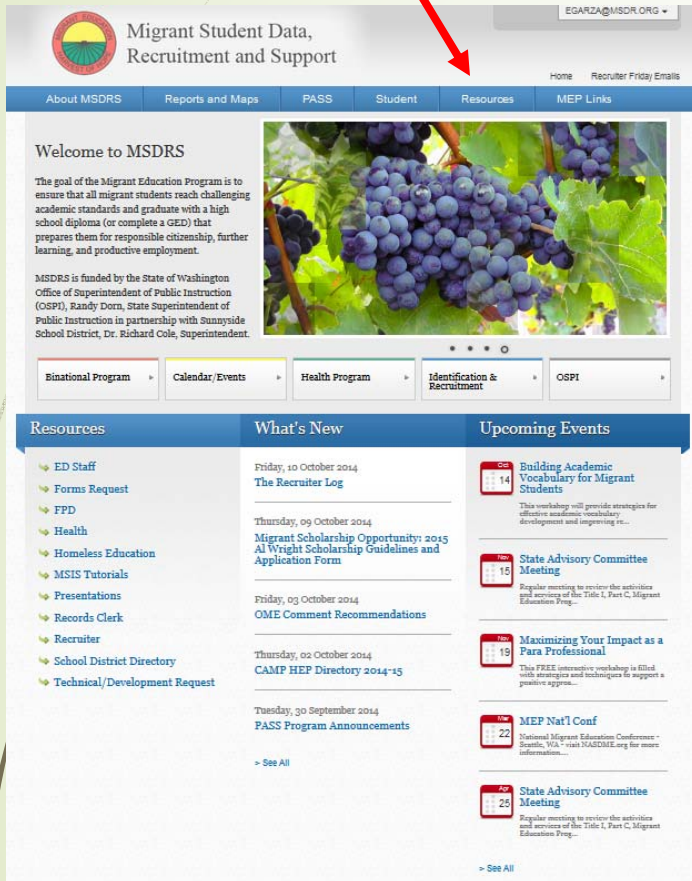
Office of Migrant Education (OME) requires annual FERs and for an outside review every 3<sup>rd</sup> year.

### 2013-2014 Prospective Re-interview findings

75 family Prospective Re-interviews conducted

3 Did Not Qualify (DNOs)

# MSDRS Home Page Click Resources then Recruiter



Migrant Student Data, Recruitment and Support

Home Recruiter Friday Emails

About MSDRS Reports and Maps PASS Student Resources MEP Links

Welcome to MSDRS

The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment.

MSDRS is funded by the State of Washington Office of Superintendent of Public Instruction (OSPI), Randy Dorn, State Superintendent of Public Instruction in partnership with Sunnyside School District, Dr. Richard Cole, Superintendent.

Bilingual Program Calendar/Events Health Program Identification & Recruitment OSPI

Resources What's New Upcoming Events

- ED Staff
- Forms Request
- FPD
- Health
- Homeless Education
- MSIS Tutorials
- Presentations
- Records Clerk
- Recruiter
- School District Directory
- Technical/Development Request

Friday, 10 October 2014  
The Recruiter Log

Thursday, 09 October 2014  
Migrant Scholarship Opportunity: 2015 Al Wright Scholarship Guidelines and Application Form

Friday, 03 October 2014  
OME Comment Recommendations

Thursday, 02 October 2014  
CAMP HEP Directory 2014-15

Tuesday, 30 September 2014  
PASS Program Announcements

> See All

Building Academic Vocabulary for Migrant Students

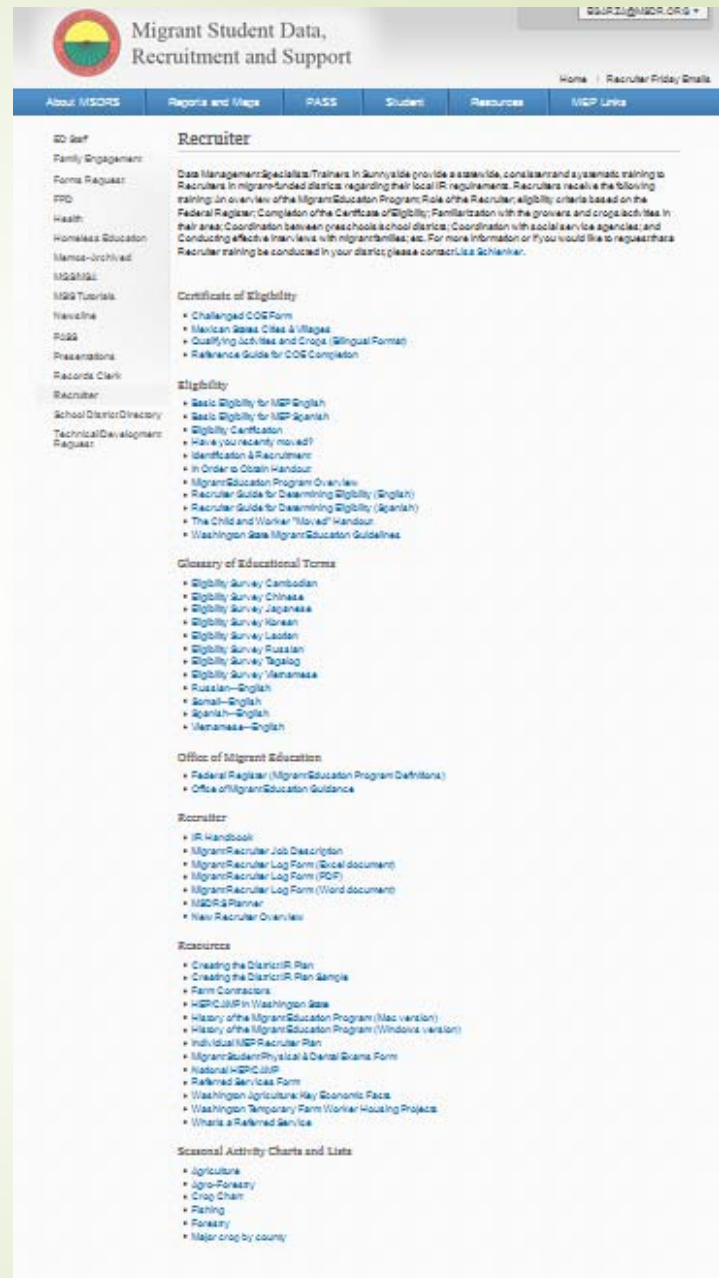
State Advisory Committee Meeting

Maximizing Your Impact as a Para Professional

MEP Nat'l Conf

State Advisory Committee Meeting

> See All



Migrant Student Data, Recruitment and Support

Home Recruiter Friday Emails

About MSDRS Reports and Maps PASS Student Resources MEP Links

Recruiter

Data Management Specialists/Trainers in Sunnyside provide a statewide, consistent and systematic training to Recruiters in migrant-funded districts regarding their local IR requirements. Recruiters receive the following training: An overview of the Migrant Education Program; Role of the Recruiter; eligibility criteria based on the Federal Register; Completion of the Certificate of Eligibility; Familiarization with the growers and crop activities in their area; Coordination between preschool/school districts; Coordination with social service agencies; and Conducting effective interviews with migrant families, etc. For more information or if you would like to request that a Recruiter training be conducted in your district please contact Lisa Schenker.

Certificate of Eligibility

- Challenged COE Form
- Mexican Areas Cities & Villages
- Qualifying Activities and Crops (Bilingual Format)
- Reference Guide for COE Completion

Eligibility

- Basic Eligibility for MSP English
- Basic Eligibility for MSP Spanish
- Eligibility Certification
- Have you recently moved?
- Identification & Recruitment
- In Order to Obtain Handout
- Migrant Education Program Overview
- Recruiter Guide for Determining Eligibility (Spanish)
- Recruiter Guide for Determining Eligibility (English)
- The Child and Worker "Moved" Handout
- Washington State Migrant Education Guidelines

Glossary of Educational Terms

- Eligibility Survey Cambodian
- Eligibility Survey Chinese
- Eligibility Survey Japanese
- Eligibility Survey Korean
- Eligibility Survey Laotian
- Eligibility Survey Russian
- Eligibility Survey Tagalog
- Eligibility Survey Vietnamese
- Russian-English
- Spanish-English
- Spanish-English
- Vietnamese-English

Office of Migrant Education

- Federal Register (Migrant Education Program Definition)
- Office of Migrant Education Guidance

Recruiter

- IR Handbook
- Migrant Recruiter Job Description
- Migrant Recruiter Log Form (Excel document)
- Migrant Recruiter Log Form (PDF)
- Migrant Recruiter Log Form (Word document)
- MEDR Planner
- New Recruiter Overview

Resources

- Creating the District IR Plan
- Creating the District IR Plan Sample
- Farm Contractors
- HEP/IR in Washington State
- History of the Migrant Education Program (Mac version)
- History of the Migrant Education Program (Windows version)
- Individual MSP Recruiter Plan
- Migrant Student Physical & Dental Exam Form
- National HEP/IR
- Refined Services Form
- Washington Agriculture Key Economic Facts
- Washington Temporary Farm Worker Housing Projects
- What's a Refined Service

Seasonal Activity Charts and Lists

- Agriculture
- Agro-Forestry
- Crop Chain
- Planting
- Forage
- Major crop by county

[www.msdr.org](http://www.msdr.org)



**Thank you on  
behalf of MSDRS.**

**Have a great  
day.**