



Florida Migrant Education Program Identification & Recruitment



Re-Interview Protocol

Purpose

The purpose of the re-interview process is to verify that a proper and timely eligibility determination of a student and/or out-of-school youth (OSY) was made based on Florida Migrant Education Program (FL MEP) regulations and guidance.

Selecting and Training Re-Interviewers

The re-interviewer should have knowledge and skill in the following areas:

- Understanding of the purpose of the migrant education program (MEP).
- Understanding of Florida's interpretation of MEP eligibility requirements.
- Ability to conduct interviews through the use of open-ended questions.
- Understanding of the systematic sequence that determines eligibility in Florida.
- Knowledge of the qualifying activities in the specific geographical area where re-interviews are conducted.

Preparing for the Re-Interview

- The local MEP should contact the ID&R Office to inform them that they will be conducting a re-interview.
- The local MEP will determine the target number of re-interviews and pull a sample with sufficient replacements should they have a case of non-response (selected child moved away or cannot be found).
- This list should be generated using the individual student ID. In other words, the universe is gathered at the student level not the COE level.
- The universe should include children who were at least 3 years old during the performance period.
- If needed or requested, the ID&R Office will assist the local MEP with the planning for the re-interview including sampling.
- The re-interviewer and local MEP staff will review the list of child/OSY selected for the re-interview and determine if the families are still in the area.
- No one from the re-interview team or local MEP should contact the child's family or OSY before the scheduled re-interview.
- If the re-interviewer is not a local district employee or is unfamiliar with the area, the local MEP may assist the process by having a local recruiter or MEP staff member accompany the re-interviewer.
- If the child's family or OSY is home, proceed to CONDUCTING THE INTERVIEW.
- If not, check the appropriate box (ATTEMPT, MOVED AWAY, etc.) in the questionnaire and proceed to next subject. Provide additional information, if available.

Conducting the Re-Interview

- The person who originally completed the COE cannot participate in the re-interview process at all.
- When necessary, a local program staff member who is familiar with where the family resides should accompany the re-interviewer.



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- Have the local MEP staff member introduce the re-interviewer to the family if necessary. After the introductions are made, the local recruiter should move to another room and not participate in the re-interview process.
- To put the family at ease, please say something close to the following:
 - *“The purpose of our visit is to ask a few questions that will be used to improve the Migrant Education Program in Florida and is a check of our system, not of individual families. May we visit with you?”*
 - *“El propósito de nuestra visita es para hacerles unas preguntas cuyas respuestas utilizaremos para el mejoramiento del programa de educación migrante en Florida. Las preguntas son para revisar nuestro sistema; no es con el propósito de revisar ciertas familias solamente. ¿Podemos hacerle estas preguntas?*(If the family/OSY declines the interview, thank them and move on to the next interview.)
- Follow the Re-Interview Form in the exact order that it appears. Ask open-ended questions to elicit a response. When necessary, ask for further explanation to the questions.
- Provide proper notations when documenting moves. List from/to city and state. Do not use comments such as “moved for work” or comments that refer legal status (e.g., visa).
- Use the comments boxes if needed to expand on information related to the re-interview.
- DO NOT leave any part of the questionnaire blank. If the family/OSY does not wish to respond, note DID NOT RESPOND in space provided.

Original COE Review

- Once the re-interviewer has completed the re-interview form, s/he must REVIEW THE COPY OF THE ORIGINAL COE.
- Review the COE to determine if the information provided by the family/OSY corroborates the information provided in the re-interview form.
- If the information is different or conflicting, ASK FOLLOW-UP QUESTIONS to clarify eligibility criteria.
- Note responses in the appropriate section of the form.
- Once the Re-Interview Form is completed, ask interviewee to sign the form.

After the Re-Interview

- Thank the interviewee for her/his cooperation.
- Secure the Re-Interview Form with all related information.
- Prepare for the next interview.