



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

Preparing for the Re-Interview

- The local MEP contacts the ID&R Office to inform them that they will be conducting a re-interview.
- The local MEP will prepare a list of all the COEs with a QAD within the last 12 months and randomly select those to be interviewed. Based on this list, the local MEP determines how many COEs will be selected.
- The local MEP will determine the number of replacement COEs needed should they have a case of non-response (selected families moved away or cannot be found).
- 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 families 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 family/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 should assist the process by having a local recruiter or MEP staff member accompany the re-interviewer.
- If the family/OSY is home, proceed to CONDUCTING THE INTERVIEW.
- If the family/OSY is not home, check the appropriate box (ATTEMPT, MOVED AWAY, etc.) in the questionnaire and proceed to next subject. Provide additional information, if available.



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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.
- 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.
- 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, he/she must review the copy of the original COE.
- Review the Child Eligibility Section on the COE to determine if the information provided by the family/OSY corroborates with 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 his or her cooperation.
- Secure Re-Interview Form with all related information.
- Prepare for the next interview.