The COE Process

Quality Control

Module 8 Level 3

Materials

- Module 8 Level 3 Outline
- Handouts, as needed
- Pen or pencil
- Highlighters
- Post-its

Level 3: Quality Control

Goal

The recruiter will know how to implement quality control activities.

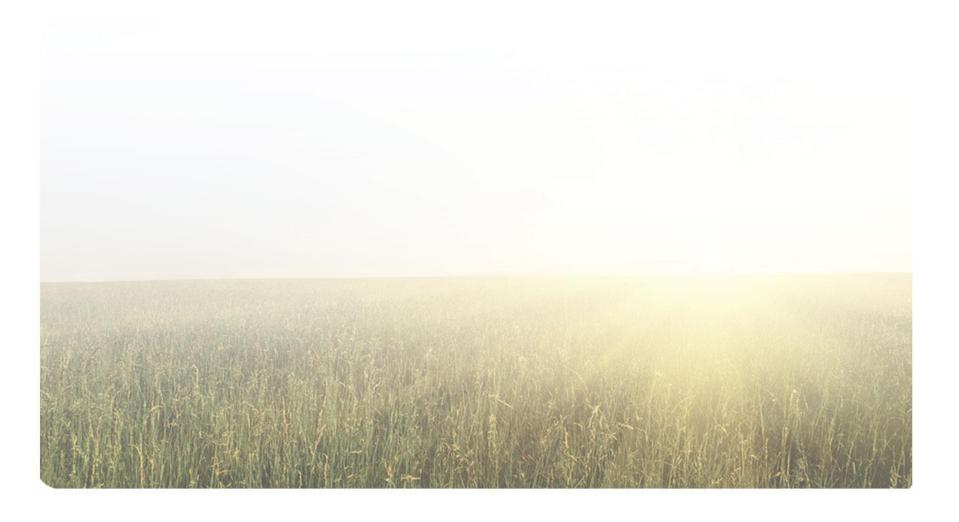# Level 3: Quality Control

Objectives

Participants will be able to:

- Explain what quality control means within the ID&R system.

- Identify the components of an effective quality control system.

- Explain the benefit of an effective quality control system and the consequences of an ineffective system.

Agenda: Level 3

- What is Quality Control?

- Quality Control in the ID&R System

- Components of an Effective Quality Control System

- Benefits and Consequences

- What is Quality Control? – Revisited

- Assessment

What is Quality Control?

MEP Quality Control Goals

- To develop efficient and cost-effective strategies for identifying all eligible migrant children.

- To make proper and timely MEP eligibility determinations confirmed via routine checks and balances.

Jigsaw: Quality Control in the ID&R System

1. Number off 1-4.
2. Stand with your Outline and something to write with.
3. 1s form a group; 2s form a group, etc.
4. Read your assigned passage.
5. Discuss the questions in your Outline for your passage as a group. Record your answers.

Jigsaw: Quality Control in the ID&R System

1. Basic Principles

2. Federal and State Requirements

3. Quality Control of MEP Processes

4. Quality Control of MEP Products

Be prepared to discuss your reading and responses.

Debrief: Quality Control in the ID&R System

- Form a group with a 1, 2, 3, and 4.

- #1, discuss your reading and share the responses to the questions.

- As the reading and responses are shared, other members of the group record the responses.

- Continue sharing all readings in the same format.

Debrief: Quality Control in the ID&R System

- Return to your original seat.

- Review the responses you recorded.

- Highlight all responses you would like to remember.

Components of an Effective Quality Control System

- Support for recruiters.

Support for Recruiters

What type of recruiter support is needed in my district?

- Currently in place
- Would like to see happen
- Next steps

Components of an Effective Quality Control System

- Support for recruiters.
- **Reviewing COEs.**

Reviewing COEs

Why might we want to have a process in place for reviewing COEs **after** they have been entered in the state's database?

Reviewing COEs

What might this process look like?

- Brainstorm ideas.

- Record on chart paper.

- Be prepared to share.

Reviewing COEs

Considerations:

- Who

- When

- What

- How

Debrief- Reviewing COEs

Carousel Walk

- Visit each process with your group.
- Take your Outline.
- Discuss how the process differs from yours.
- Record any ideas you would like to use.

Debrief- Reviewing COEs

What information did you learn that you value most?

Components of an Effective Quality Control System

- Support for recruiters.
- Reviewing COEs.
- **Re-interviewing families.**

Components of an Effective Quality Control System

- Support for recruiters.
- Reviewing COEs.
- Re-interviewing families.
- **Recordkeeping.**

Recordkeeping

- MEP requires a high degree of accountability and recordkeeping.

- Should be maintained as paper or electronic file.

- Records should be readily available.

Recordkeeping – Required Practices

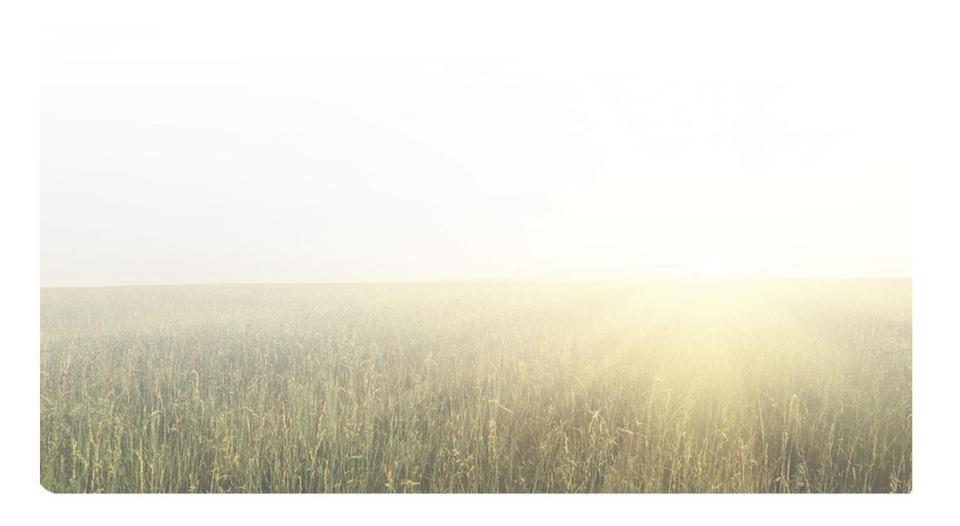|	
What records do we need to keep?	
Where should records be kept?	
How long should we keep records?	

Components of an Effective Quality Control System

- Support for recruiters.

- Reviewing COEs.

- Re-interviewing families.

- Recordkeeping.

Are there any other components you would like to add? Is there any piece of the ID&R process that was not addressed?

Benefits and Consequences

What is Quality Control? - Revisited

- Stand up with your Outline and something to write with.

- Find a partner from another table group.

- Determine who is person A and person B.

What is Quality Control? - Revisited

- Person A should explain what quality control is to person B. Person B will jot down key points made by person A.

- Reverse roles.

- Together, write a final summary of what quality control is in your Outline, including key points from both speakers.

Final Thoughts...

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

Level 3 Assessment

- Please complete the assessment independently.
- When all participants are done, discuss answers with a partner; revise answers if needed.
- We will review as a whole group and you will grade your own.