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## Re-Interview Protocol

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### 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 (FMEP) regulations and guidance.

#### **Code of Federal Regulations Title 34 – Subtitle B – Chapter II – Part 200.89**

§ 200.89 (d) Responsibilities of an SEA [State Education Agency] to establish and implement a system of quality controls for the proper identification and recruitment of eligible migratory children on a statewide basis.

§ 200.89 (2) Prospective re-interviewing. As part of the system of quality controls identified in §200.89(d), an SEA that receives MEP funds must, on an annual basis, validate current-year child eligibility determinations through the re-interview of a randomly selected sample of children previously identified as migratory.

In Florida, Local Operating Agencies (LOAs) annually must carry out the task of re-interviewing a randomly selected sample of children in an ongoing manner for the FMEP to be in compliance with federal regulations.

### ROLLING RE-INTERVIEW PROCESS

LOAs should conduct re-interviews on a “rolling” basis during each Performance Period (September 1 to August 31). This means that re-interviews may be planned and conducted more than once during this period.

#### **The Office of Migrant Education (OME) MEP Policy Questions & Answers**

##### **Q 41. When should prospective re-interviewing commence for the year and how long should it continue?**

Prospective re-interviews may be carried out at any point during the year, but the State educational agency (SEA) is required to report the results of its re-interviewing as part of its Consolidated State Performance Report (CSPR) submission. The Office of Migrant Education (OME) recommends starting the process early enough to report the results with the State’s child count information for that year. To reduce non-response and improve data quality, it is advisable to begin the re-interviewing process early in the program year, and continue collecting data throughout the year (on a rolling basis).

To reduce non-response and improve data quality, LOAs should plan rolling re-interviews as shortly after the original eligibility interview as possible. This increases the likelihood that the child chosen in the sample is still residing in the district and will be easier to locate. This also ensures that any inaccuracies with the original eligibility determination and/or Certificate of

Eligibility (COE) documentation that are identified during the re-interview can be resolved promptly.

## THE UNIVERSE AND ROLLING RE-INTERVIEW SCHEDULE

The parameters for a rolling re-interview should only include the universe of children whose eligibility was determined during the current Performance Period (i.e., the date the new COE is signed by the Designated SEA Reviewer).

*Example:* For the 2020-2021 Performance Period, the newly completed COE for each child must be signed by the Reviewer between September 1, 2020, and August 31, 2021.

Children whose COEs were approved before this timeframe may not be included in the “universe”.

- This list should be generated using the individual student ID. In other words, the universe is gathered at the individual student level, not the COE level.
- The universe should include children who are ages 3-21 during this period.

The following is a sample rolling re-interview schedule.

- Phase I: Select a random sample of students (ages 3-21) that had a new COE approved 09/01/20 to 11/04/20 – Date range to conduct re-interviews is November 11-15, 2020.
- Phase II: Select a random sample of students (ages 3-21) that had a new COE approved 11/05/20 to 01/06/21 – Date range to conduct re-interviews is January 13-17, 2021.
- Phase III: Select a random sample of students (ages 3-21) that had a new COE approved 01/07/21 to 04/06/21 – Date range to conduct re-interviews is April 13-17, 2021.

## RANDOM SAMPLE SIZE

A Random Sample is selected from the “universe” of children that fit the parameters for the current Performance Period. Below is the total number of rolling re-interviews an LOA should plan to conduct during the Performance Period. Remember, the LOA may conduct the re-interviews in phases.

- 10% of the total population that fit the re-interview parameters; *or*
- No less than five (5) rolling re-interviews; *or*
- No more than 50 rolling re-interviews.

Contact the ID&R Office if assistance is needed in determining the Sample Size for the district.

## SELECTION AND TRAINING OF RE-INTERVIEWERS

The re-interviewer should have knowledge and skill in:

- Understanding of the purpose of the 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; and
- Knowledge of the qualifying activities in the specific geographical area where re-interviews are conducted.

## PREPARING FOR THE RE-INTERVIEW

- The LOA should contact the ID&R Office via email ([fl-idr-office@escmail.org](mailto:fl-idr-office@escmail.org)) to inform the office that the district will be conducting a re-interview; provide the rolling re-interview schedule.
- If needed or requested, the ID&R Office will assist the local MEP with the planning for the re-interview including the selection of the random sample.
- The LOA will determine the Target Number of re-interviews (e.g., the LOA wants to conduct 25 re-interviews). Refer to *Random Sample Size*.
  - Select the Main Sample (MS) the size of the target number (e.g., 25). The LOA is expecting to attempt a re-interview with everyone in the MS.
  - Select a sufficient Alternate Sample (AS) size (e.g., 15) to reach the target number if not every student in the MS is contacted. The LOA will draw from the alternates as needed. It is possible that not all alternates will not be needed to reach the target number.
- The LOA should prepare the Re-interview Forms.
  - Assign each student in the MS a Re-interview Number beginning with M. For example M1234, M1235, M1236, etc.
  - Assign each student in the AS a Re-interview Number beginning with A. For example A1237, A1238, A1239, etc.
- The assigned unique Re-interview No., student's Full Name, Target Qualifying Arrival Date (QAD), and Established Worker Date (EWD) should be prepopulated where indicated on the form.
- The re-interviewer and LOA will review the list of children/OSY selected for the re-interview and determine if the families/youth are still residing in the district.

## CONDUCTING THE RE-INTERVIEW

- The person who originally completed the COE cannot participate in the re-interview process at all.
- No one from the re-interview team or LOA should contact the child's family or OSY before the scheduled re-interview.
- 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?"*
- Follow the Re-Interview Form in the exact order that it appears. Ask open-ended questions. When necessary, ask for further explanation.
- Provide proper notations when documenting the migratory qualifying worker's moves.
  - List the "FROM" city, state (and country, if applicable), and the "TO" city, state.

- Document the type of work such as “picking tomatoes”. Do not use comments such as “moved for work” or comments that refer to legal status (e.g., visa).
- If the EWD is captured in Move A there is no need to complete Moves B and C.
- Use the Re-interviewer Notes box to provide required explanations if needed.
- Use the Optional Notes box if needed to expand on any other information related to the re-interview.
- DO NOT leave any required part of the survey blank.
- If the family/OSY declines the interview, thank them and move on to the next interview. Make the proper notation on the form.
- If the family/OSY is not home, check the appropriate box (ATTEMPT, MOVED AWAY, etc.) on the form and proceed to the next sample. Provide additional information, if available.
- Up to three (3) attempts should be made to contact every student in the Main Sample. Make attempts to contact the Alternate Sample if needed to reach the target number.
- Every effort should be made to conduct the re-interview in person. Phone re-interviews should be conducted only if in-person contact is not feasible.

### **ORIGINAL COE REVIEW**

- Once the re-interviewer has completed the re-interview form, he/she must REVIEW THE COPY OF THE ORIGINAL COE before leaving the home (or meeting location).
- 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 the interviewee to review the information before signing the form. The re-interviewer should sign the form in the presence of the interviewee.

### **AFTER THE RE-INTERVIEW**

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

### **RE-INTERVIEW REVIEW BY THE LOA**

- After each phase of rolling re-interviews, the LOA Administrator will examine each completed re-interview form against the original COE to verify the child eligibility first and foremost but also to compare the re-interview form and the original COE for any possible inconsistencies.
- The LOA Administrator will examine the written responses of the re-interview and, if needed, may contact the family via a phone call or return with a different re-interviewer to evaluate the integrity of the first re-interview. It is common for families to change

their story if they do not feel comfortable with the re-interviewer; therefore, the LOA may reevaluate through a second re-interview if deemed necessary.

- If the LOA finds that the child is eligible but the COE was completed incorrectly, then corrections should be made according to COE correction procedures.  
NOTE: The correction may be that a new COE needs to be completed.
- It is not necessary to correct the COE if the EWD or the Target QAD is off by 30 days or less.
- If the LOA indicates that they “need more information to make a determination,” the LOA shall contact the ID&R Office for guidance on how to proceed with the sample.
- If a student is found to have been misidentified and is determined ineligible through the re-interview, the LOA must contact the ID&R Office immediately for guidance.
- For Local MEP Administrator Use Only section - The LOA Administrator shall sign and indicate the eligibility determination on each completed re-interview form. The selections are *Eligible as documented on COE; Eligible with corrections on COE required; Need more information to make determination; Not Eligible.*
- Within 30 days of each phase of rolling re-interview, the LOA shall mail the following documents to the ID&R Office. Please submit copies – LOAs should maintain the originals.
  - A copy of the Re-interview Reporting Form (refer to next section)
  - Copies of the completed re-interview forms and the forms for re-interviews that were attempted but contact was not made with the sample
  - Copies of the corresponding COEs
  - NOTE - The LOA should submit a copy of the original COE and a copy of the corrected COE when *Eligible with corrections on COE required* is checked.
- All forms must be submitted no later than September 1<sup>st</sup> of each year.
- It is not necessary to include the forms and COEs for any AS that was not used in the re-interview because the target number of COEs was reached.

## RE-INTERVIEW REPORTING FORM

- The LOA shall complete a Re-interview Reporting Form at the end of each phase of rolling re-interviews. Therefore, the LOA may complete the reporting form more than once during the performance period.
- Date range – The LOA should enter the start and end date for the rolling re-interview.
- The Target Number represents the total number of re-interviews the LOA planned to complete.
- Reminder – The MS size has to be the same amount as the Target Number. Enter that number.
  - Enter how many in the MS were re-interviewed and indicate how many of these were found eligible and ineligible.
  - Enter how many in the MS were not found. Of this number, indicate how many moved away, were not available (after multiple attempts), and how many declined to be re-interviewed.
  - MS re-interviewed + MS not re-interviewed = MS size AND = Target Number

- Reminder – The AS should be of sufficient size to help reach the Target Number. Enter that number.
  - Enter how many in the AS were re-interviewed and indicate how many of these were found eligible and ineligible.
  - Enter how many in the AS were not found. Of this number, indicate how many moved away, were not available (after multiple attempts), and how many declined to be re-interviewed.
  - Enter how many in the AS were not needed because the Target Number was reached.
  - AS re-interviewed + AS not re-interviewed = AS size
- Total MS re-interviewed + Total AS re-interviewed = Target Number

### RE-INTERVIEW REVIEW BY THE ID&R OFFICE

- The ID&R Office shall conduct a secondary review of every re-interview form and will make the final eligibility determination.
- The ID&R Office will contact the LOA to address any discrepancies with the re-interview forms.
- The ID&R Office will contact the LOA if the final eligibility determination does not agree with the determination made by the LOA.
- The ID&R Office shall schedule targeted ID&R training with the LOA if the final eligibility determination finds that a child was misidentified and is ineligible for the MEP.
- The ID&R Office shall tabulate the total rolling re-interview efforts for the Performance Period and report the results to the SEA.

### OFFICE OF MIGRANT EDUCATION GUIDANCE

- U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Technical Assistance Guide on Re-interviewing: Washington, D.C., 20202.  
The technical guide is available at:  
<https://results-assets.s3.amazonaws.com/tools/mep-reinterviewing-guide-dec-10.pdf>
- U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Legislation & Policy: Washington, D.C., 20202.  
The MEP Policy Questions & Answers are available at:  
[https://results.ed.gov/legislation/policy\\_qas](https://results.ed.gov/legislation/policy_qas)