

Revised 11/20/08	ARIZONA DEPARTMENT OF EDUCATION  <b>POLICY &amp; PROCEDURE</b>	NO. EX-30
SUPERSEDES N/A		SHEET 1 of 3
<b>SUBJECT:</b> MIGRANT EDUCATION PROGRAM: REVIEWING, VALIDATING, AND VERIFYING CERTIFICATE OF ELIGIBILITY (COE) DATA		<b>FILING INSTRUCTIONS</b> (Policies & Procedures Manual) Section: External As item: EX-30

## I. PURPOSE

To establish roles and responsibilities in the reviewing, validating, and verifying of all Migrant Education Program data, specifically Certificate of Eligibility (COE) data, collected for various reports, including but not limited to, the Consolidated State Performance Report.

## II. BACKGROUND INFORMATION

The Arizona Department of Education (ADE) Migrant Education Program (MEP) contracts with Local Education Agencies (LEAs) to Identify and Recruit (ID&R) eligible Migrant students. LEAs are responsible for the initial review, validation, and verification of all data, both COE data and non COE data used within the MEP. The ADE MEP also contracts with the service organization, Statewide Services, to oversee the data collection at the LEA level. Statewide Services is responsible for the review, validation, and verification of all data entered at the LEA level. The ADE MEP oversees the monitoring of both the LEA MEPs as well as Statewide Services. The ADE MEP is responsible for the review, validation, and verification of both LEAs and Statewide Services data reported.

## III. PROCEDURE

### **Timeliness:**

On a continuous basis, Local Education Agencies (LEAs), Statewide Services, and the Arizona Department of Education (ADE) Migrant Education Program (MEP) are all responsible for completing various tasks relating to the review, validation, and verification of MEP data, as it specifically relates to COE data.

### **Local Education Agencies:**

- Local Education Agencies (LEAs) who are deemed eligible to operate a Migrant Education Program (MEP) enter into a contract with the State MEP office through the grant application process. The application contains a budget and numerous narratives regarding the implementation of various components of the MEP. When the application (budget and narratives) has been approved and funds are released to the LEA, the LEA is entering into an agreement with the State MEP that they will administer an MEP in compliance with Federal Regulation and State Guidelines, including but not limited to, the review, validation, and verification of data.
- The LEA is responsible for the initial collection of all COE student level data and entering this data into the MEP data collection system COEstar.
- The LEA is responsible for obtaining documentation, as it relates to the COE, regarding all parts of individual student data and maintaining all documentation individual student files as verification of said information.
- The LEA is responsible for the review of monthly reports produced by Statewide Services, as it

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applies to COE data.

- The LEA is responsible for the validation of all individual student COE data that is recorded within the various information systems used to generate various MEP reports.
- The LEA is responsible for maintaining accurate records for all aspects of the MEP, including but not limited to, data collection, review, verification, and validation, as it applies to COE data.
- The LEA is responsible for creating, administering, and updating as needed, policies and procedures for all aspects of the MEP, including but not limited to, data collection, review, verification, and validation, as it applies to COE data.

**Statewide Services:**

- Statewide Services is a contracted data collection and maintenance service.
- Statewide Services is responsible for creating, operating, and updating as needed policies for the review, verification, and validation of all data collection aspects as they relate to the relationship between Statewide Services and LEAs, as it applies specifically to COE data.
- Statewide Services is responsible for the initial training and continuing professional development of LEA MEP staff, as it applies specifically to COE data.
- Statewide Services is responsible for producing and distributing monthly reports for LEAs to review and verify information entered into the information system COEstar. Statewide Services is responsible for resolving any data discrepancies, as it specifically relates to COE data.
- Statewide Services is responsible for the data verification for each eligible LEA, as it specifically relates to COE data.
  - COEstar will generate a total list of eligible MEP students. Statewide Services will randomly select a predetermined number of student files to do a thorough review of all COE data.
- Statewide Services is responsible for producing various reports from the data collection system COEstar. Statewide Services is responsible for analyzing and resolving data discrepancies prior to the submittal to the ADE MEP, as it specifically relates to COE data.
- Statewide Services is responsible for being in compliance in all areas relating to the contract between the ADE MEP and the Statewide Services managing body, including but not limited to, the review, validation, and verification of COE data as monitored through various parts of the definition of monitoring (telephone calls, meetings, review of documents, technical assistance, onsite monitoring, and regular contact with the LEA making appropriate inquiries concerning program activities).

**Arizona Department of Education Migrant Education Program:**

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- The Arizona Department of Education (ADE) Migrant Education Program (MEP) is responsible for the review of all grant applications submitted by LEAs eligible for MEP funding.
- The ADE MEP is responsible for the approval or rejection of all MEP grant applications. The ADE MEP is responsible for technical assistance to all LEAs eligible for MEP funding.
- The ADE MEP is responsible for the monitoring of eligible LEAs, including but not limited to the review of all processes used to carry out the review, validation, and verification of all MEP data, as it specifically applies to COE data.
- The ADE MEP is responsible for conducting secondary data verification, similar to that of Statewide Services, during onsite monitoring visits, as it specifically applies to COE data.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications, as it specifically applies to COE data.
- The ADE MEP is responsible for the monitoring of Statewide Services, including but not limited to, the review of all processes used to carry out the review, validation, and verification of all MEP data, as it specifically relates to COE data.
- The ADE MEP is responsible for the analyzing of all reports submitted from the LEAs and Statewide Services. The ADE MEP is responsible for working with Statewide Services to resolve any data discrepancies found, as it specifically relates to COE data.