

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-40
SUPERSEDES: N/A		Sheet 1 of 3
SUBJECT: MIGRANT EDUCATION PROGRAM RE-INTERVIEW PROCESS		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-40

I. PURPOSE

To provide uniformity, consistency and accuracy in the Migrant Education Program Child Count submitted to the Federal Government.

II. BACKGROUND

Local Education Agencies (LEA) are responsible for identification and recruitment of eligible student within their district's boundaries. The Arizona Department of Education (ADE) contracts with Statewide Services to monitor each LEAs process and procedures for determining eligibility of Migrant Education Program (MEP) student. As needed, the Arizona Department of Education Migrant Education Program Specialist will conduct a re-interview process as an audit of both the LEA's MEP and Statewide Services.

III. PROCEDURE

Timeliness:

- Statewide Services conducts reviews of each Local Education Agency's (LEA) procedures for determining each year's program eligibility. This is done through alternating on site and desk reviews of various materials.
- Below is the process that the Arizona Department of Education (ADE) has adopted to facilitate the Office of Migrant Education (OME) suggested re-interviews process. There is no suggested timeframe included in the process to conduct another re-interview. This process can be used when needed.

Student Selection Procedure:

- The US Department of Education, Office of Migrant Education (OME), in their letter dated July 9, 2004, recommended procedures and the sample size for states who volunteered to conduct a re-interview initiative to determine validity of Certificates of Eligibility (COE) in the 2004 school year. The memorandum recommended that Arizona sample 376 Certificates of Eligibility (COE). This sample size would establish an acceptable validity rate for the study of plus or minus 5%.
- To arrive at the required random sample of COEs, the MEP used the COEstar data collection system to randomly select 576 students with ID numbers and names selected from 16,060 migrant students determined to be eligible for funding on August 23, 2004 for the 2003-2004 school year. This greater number of COEs was required to accommodate "non contacts" during the re-interview process and arrived at the recommended number of COEs where several attempts to contact the party in question was made and no contact was possible. Thus no interview was conducted. In this instance, the next COE in the random sample was contacted. COEstar software and technical support from its developer TROMIK were utilized in aggregating

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both student counts.

- The list of student ID numbers was imported into Microsoft Excel. The numbers generated were decimal values of 0 and 1. The list of students was resorted into the order of the random numbers which scrambled the student names into random order. The number was copied and pasted as text into another column and the list was sorted using that column of numbers. The first 576 students were selected from the randomly sorted list and selected for the sample. The ID numbers were matched to the data from the student locator at WESTED to obtain names, date of birth, identification number match and school of attendance.

Description of Site Visit Process:

- The names of the students were categorized by LEA and assigned to a State Migrant Education Program Specialist.
- School districts were sent letters notifying them of the Child Eligibility Initiative Study and were advised of the procedures to be followed. The State Migrant Program Specialist and the LEAs established a time and date for the site visit. Migrant Education Program Specialists contacted the LEAs by telephone or email to schedule a time and date for the re-interview process that the specialists conducted at their assigned LEAs.
- The State Migrant Education Program Specialist, with the list of student names for the COE to be reviewed, visited the LEAs on the scheduled date. The LEAs Migrant Education Program (MEP) Home School Liaison was assigned to accompany the specialist. The role of the district's MEP Home Liaison was to provide guidance as to where the parents lived. The specialist conducted the interviews and asked the parents all the pertinent questions on the survey document.
- When the parent interviews were completed at eh sire, the results were evaluated by the State Migrant Education Specialist. The Migrant Education Program Specialist conducted an exit interview with school district staff. The initial findings were discussed.
- A letter was sent to individual LEAs containing the list of COEs that were identified with potential errors. In an effort to minimize possible verification errors, district staff was asked to provide data or documentation used to further determine the students' eligibility. LEAs were notified that data used to support the eligibility determination were to be submitted to the State Migrant Education Program Director within two seeks from the date of the letter. Districts were notified that failure to submit the eligibility data requested would result in the COEs in question being determined ineligible for Migrant Education Program services.
- The State Migrant Education Program Specialist reviewed all migrant eligibility data submitted by the LEAs. COEs found to be ineligible were categorized by LEA. A letter was sent to the LEAs with a list of ineligible COEs. LEAs were instructed to remove all students listed on the COE from the Migrant Education Program.

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Description of Quality Control:

- The State Migrant Education Program staff will continue to monitor and provide training and technical assistance to LEAs migrant staff to ensure that all identified children meet eligibility requirements.
- The State Migrant Education Program asked all migrant school district clerks to review all COEs for possible errors and to provide parent home visits for updating COE information.
- During the re-interview home visits with parents, program specialists used an interview form containing five questions relating to parent employment, primary means of livelihood (PMOL), length of residence at current address, type of employment and mobility. Interview forms were completed by the specialist and findings were discussed with the LEA migrant staff at the school. Copies were attached to the student COE copy.

Conclusion:

- This process of collection, review and process of information eligibility and ineligibility enabled us to maintain the quality of checks necessary for the integrity of the Migrant Education Program in Arizona.