

Idaho Migrant Education Program

District Rolling Re-Interview Guide

Updated: 6/8/17

Part I: Before the Interview

District Steps to prepare for re-interviews:

1. Run a random sample using the MSIS Re-Interview Randomized List Worksheet and select the first 2 names on the list.
2. Contact the re-interviewer for availability.
3. Contact the families selected to schedule re-interviews at parents' convenience.
4. If the family has moved or is not able to be contacted, select the next name on the list as an alternate student (see sampling instructions) and contact that family for availability.
5. Copy the COE of the family selected and highlight the name of the student to be re-interviewed.
6. Provide a packet for the re-interviewer that includes:
 - a. Questionnaire (English and Spanish)
 - b. Sealed copy of COE in an envelope
 - c. Write the name and EDUID of the student selected on the outside of the envelope containing the COE copy.
7. The initial qualifying family liaison accompanies the re-interviewer to introduce the re-interviewer to the parent(s).

Re-interviewer Steps to Prepare for the re-Interview:

1. Provide the days and times that you are available to the district requesting that you re-interview families.
2. DO NOT call the subject ahead of time to prearrange a time for the interview. The original liaison will schedule the appointment and inform you the date and time.
3. Determine a place to meet with original liaison before the re-interview (i.e. school, at the family's home, etc.).
4. When you arrive at the home, if the subject is home, proceed to **PART II**.
5. If the subject is **NOT** home, check the appropriate box on the questionnaire. The district will attempt to reschedule the re-interview and contact you to proceed.
6. If the subject has moved away, check the appropriate box on the questionnaire and return documents to the district.

Part II: Conducting the Interview

1. Whenever possible have the initial qualifying family liaison introduce you to the parent(s).
2. The original liaison should leave the immediate area during the re-interview itself. Decide where this will be in advance if possible (i.e. car, other room, etc.)
3. Explain the purpose of the visit and any risks to the respondent. For example:

The purpose of our visit is to ask you a few questions that will be used to improve the Migrant Education Program in Idaho and to check our system, not to check on individual families. However, to make sure that children are receiving the correct services, children who are found to be ineligible for migrant education services may be removed from the migrant education program. Your family was randomly selected for this interview. May we visit with you?

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(If the subject declines the interview, thank the subject and mark it on the questionnaire.)

4. Follow the questionnaire in the order it appears.
5. DO NOT leave any part of the questionnaire blank. If the subject does not wish to respond, write DID NOT RESPOND in the space provided.
6. Remove a copy of the subject's COE from the sealed envelope and compare answers from the re-interview.
 - o If any answer received during the re-interview is different than the original COE, explore why by asking parents further questions on any differences. Note the follow-up comments by the parents on the additional page provided for differences. You may ask follow up questions if an answer is unclear or ambiguous.
7. Obtain signatures.
8. Make the final determination and record any notes as needed after completing the interview.

Part III: After the Interview

1. Bring the original liaison back into the room
2. Ask the parents if they have any questions for either of you. (The district should follow up as needed.)
3. Thank the subject for his or her cooperation and participation in the re-interview process.
4. You may wish to leave a district program brochure, children's book or information on the district PAC with the parents.

Part IV: Back at the Office – District responsibilities

If the child is found to be eligible:

1. Complete part 1 and start part 2 of the Annual Migrant Re-Interview Summary. If you add names and results as you complete the re-interviews, the final report takes only a few minutes of reflection at the end of the process.
2. Be sure you complete each part. Don't forget to include your district Name and Number.
3. In May, post your Annual Migrant Re-Interview Summary to the secure site folder for your district.
4. Then email the MEP Coordinator at the SDE and your Regional ID&R Coordinator to let them both know that it is completed.

If the child is found to be ineligible:

1. **CONTACT THE REGIONAL ID&R COORDINATOR AND MEP COORDINATOR FOR ASSISTANCE IN MOVING FORWARD.**



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