

Illinois Migrant Education Program Re-interview Protocol

Purpose

The IL MEP conducts re-interviews, in accordance with the requirements described in the Migrant Education Program (MEP) regulations and the *Technical Assistance Guide on Re-interviewing*, to ensure that eligibility determinations made by the State's recruiters are accurate based on regulations issued by the Office of Migrant Education.

The specific details for both the state and local re-interview initiatives are specified in the IL MEP State Quality Control Plan. In addition, each funded LOA creates a Quality Control Plan, which is approved by IMERP-Chicago and ISBE. The Quality Control Plans are submitted with the LOA's application for grant funding to ISBE.

All re-interviewers receive training on MEP eligibility requirements and procedures for conducting re-interviews through the use of open-ended questions. All re-interviewers must have a good understanding of the MEP. Training takes place at the annual ID&R Training and the annual Statewide MEP Workshop held prior to the arrival of migrant workers to the state.

The following procedures comprise the **Illinois MEP Re-Interview Process**:

Part I: Preparing for the Re-interview

1. The local MEP Administrator prepares a list of all COEs with a QAD within the last twelve (12) months and randomly selects those to be re-interviewed, as per the local Quality Control Plan. Large projects conduct at least ten re-interviews; small projects conduct three re-interviews.
2. Re-interviewers, working in collaboration with local MEP administrators and recruiters, develop a schedule for conducting re-interviews, taking into consideration geographic locations and work schedules of parents and youth.
3. Basic information on the questionnaire can be filled out in advance of the re-interview. However, information regarding MEP eligibility must be left blank until the re-interview.

4. A copy of the child(ren)'s/youth's COE must be available in a sealed envelope for each re-interview scheduled. The COE is reviewed with the family/youth after the re-interview.

Part II: Conducting the Re-interview

1. The re-interviewer begins with an introduction of himself/herself, being certain to inform the family/youth that s/he will be asking questions about their move in an effort to make certain that all children served in the MEP are eligible for the MEP. The re-interviewer explains that the random selection of families/youth to be re-interviewed is part of a plan to continually improve the quality of the MEP in Illinois.
2. If LOA staff accompanies the re-interviewer, the staff member introduces the re-interviewer to the family/youth. Under no circumstances may the individual who originally completed the COE participate in the re-interview process.
3. The Re-interview Questionnaire must be followed in the order that questions are displayed on the form. If the family/youth does not understand the questions as they appear on the form, the wording can be changed slightly, in an open-ended way, as long as the point of the question must remain the same.
4. ALL data elements must be completed on the Re-Interview Questionnaire. No part of the questionnaire should be left blank. If the respondent cannot answer a question, the re-interviewer documents what is said, using the comments section if necessary, and makes arrangements to get clarification on a subsequent visit.

Part III: Original COE Review

1. After fully completing the questionnaire, the re-interviewer removes the COE copy from the sealed envelope and compares the responses documented on the Re-interview Questionnaire with the information on the COE. If there are discrepancies, follow-up questions are asked to determine why the information is different.
2. If discrepancies are found, they are documented in the Comments section of the Re-interview Questionnaire.

Part IV: After the Re-interview

1. The re-interviewer thanks the family/OSY and makes certain the family/youth feels comfortable contacting him/her if there are any questions. The re-interviewer arranges for any necessary follow up.
2. The re-interviewer must ensure that ALL necessary information has been recorded on the Re-interview Questionnaire and the form is complete. When completed, the re-interviewer must sign the Re-Interview Questionnaire form.
3. All re-interviews attempted and completed should be recorded on the Re-interview Log Form.
4. All documentation including the re-interview questionnaire, COE copy and any other related information should be filed in accordance with LOA procedures and copies must be submitted to IMERP-Chicago.
5. Preparation for the next re-interview begins.

Submission of Documentation

Re-interview documentation for the complete random re-interview sample should be submitted to IMERP-Chicago no later than August 10th of the current program year. This includes:

- ✓ Re-Interview Log Form
- ✓ Re-Interview Questionnaire Forms
- ✓ COE for each child/youth selected for re-interview

If there are questions at any point in the re-interview process, IMERP-Chicago should be contacted for support.