

# Arizona Migrant Education Program Identification and Recruitment Manual



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The Arizona Identification and Recruitment Handbook was produced by the Arizona Department of Education, Migrant Education Program with funds provided through Title I, Part C. The information herein reflects the Office of Migrant Education Policies and/or Procedures related to Identification and Recruitment.

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# Arizona Statewide Recruiting System

Identifying and recruiting eligible migrant children is a cornerstone of the Arizona Migrant Education Program (MEP). Identification means determining the presence and location of migratory children within a State. Recruitment means describing the benefits of the MEP to the child and his or her family and obtaining the necessary information to document the child's eligibility and enroll the child in the program. Identification and recruitment of migratory children are critical because:

- The children who are most in need of program services are often those who are the most difficult to find.
- Many migrant children would not fully benefit from school, and in some cases, would not attend school at all, if the State educational agencies (SEAs) failed to identify and recruit them into the MEP.
- Children cannot receive MEP services without a record of eligibility.

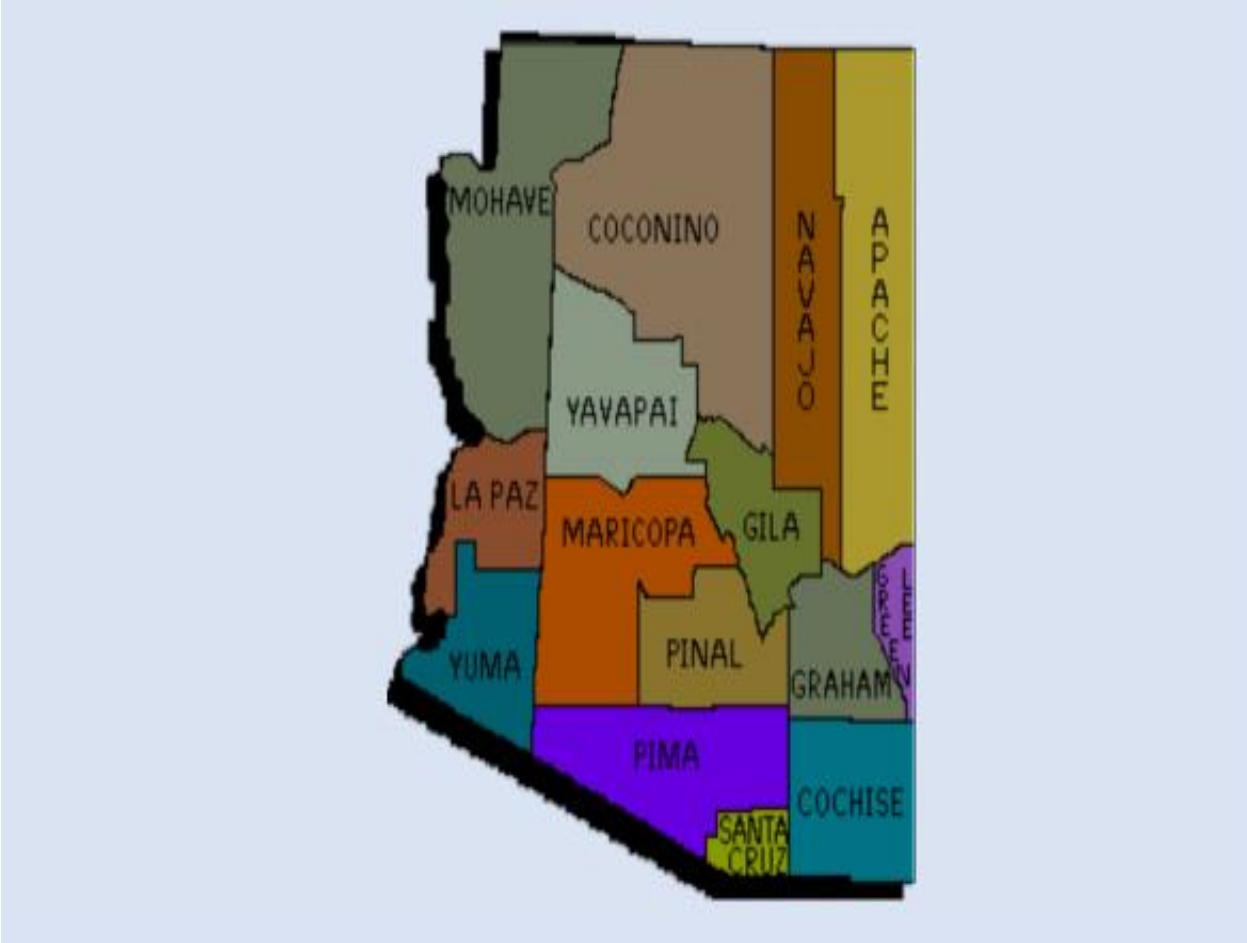
The Arizona State MEP is responsible for the proper and timely identification and recruitment of all eligible migrant children in the State, including securing pertinent information to document the basis of a child's eligibility. The Arizona State MEP and our LEAs record eligibility data on a Certificate of Eligibility (COE). Recruiters obtain the data by interviewing the person responsible for the child, or the child him/herself, in cases where the child moves on his or her own. The Arizona State MEP is responsible for implementing procedures to ensure the accuracy of eligibility information.

There are five counties where twenty-five LEAs identify and serve Migratory students. The counties are: Cochise, Maricopa, Pima, Pinal, and Yuma.

The ID&R plan continues to advocate a statewide perspective in the supervision and staff development of all ID&R personnel within the community, the local districts, and among the regional recruiters. The plan includes a State ID&R Coordinator who is responsible for the coordination of all recruitment efforts.

This statewide recruiting system; a) provides year-round recruitment, b) provides ID&R coverage on a statewide basis with a focus on all aspects of the migrant population and the support services required by the unique demands of the migrant lifestyle, and c) blends local and statewide perspectives into a substantial and resourceful system of migrant support. Not only does this ID&R plan fulfill federal regulations, but it also ensures all qualifying MEP children are identified and recruited in Arizona.

# Counties in Arizona



# Migrant Education Program Goals

## Mission

Through the State of Arizona Identification and Recruitment Plan, we strive to support the Local Education Agency (LEA) identification and recruitment personnel within the State through professional development and timely support to comply with all federal regulations.

## Goals

The State of Arizona MEP established the following goals to ensure the proper and timely identification of eligible migrant children.

1. **Professional Development:** To establish quality and consistency through training recruiters on how to identify and recruit migrant children and make appropriate eligibility determinations.
2. **Statewide Identification and Recruitment:** State MEP Staff will promote the efforts of statewide identification and recruitment and will provide resources to support local recruiters.
3. **Quality Control:** Implement quality control procedures to ensure the accuracy of eligibility determinations.
4. **Interstate and Intrastate Coordination:** The Arizona State MEP will ensure the coordination for the identification and recruitment of migrant children and youth including the use of the Migrant Student Information Exchange (MSIX).

## Strategies

1. **Professional Development—**The Arizona State MEP will provide monthly training webinars for recruiters to develop their skills to identify and recruit eligible migrant children. The webinars will focus on identifying and recruiting techniques, knowledge of local agricultural and processing activities, knowledge of all MEP eligibility definitions, and proficiency in accurately completing a COE. Recruiters will be surveyed as to their needs and those noted by the data specialist and ID&R Coordinator.
2. **Statewide Identification and Recruitment—** The Arizona State MEP ID&R Coordinator and data specialist will develop statewide recruitment procedures to effectively carry out and monitor identification and recruitment efforts. Included in these procedures will be effective use of mapping tools that help identify qualifying industries and work sites.
3. **Quality Control—**The Arizona State MEP will implement quality control policies and procedures to ensure that all documentation related to eligibility determinations was accurate and sound. Quality control procedures would also include a re-interview process for a random sample of five COEs on a monthly basis to validate and document the accuracy of the COEs at the LEA level. The State Data Specialist will send out monthly reports to confirm for each LEA the students in their programs. The State Data Specialist will receive from each LEA a signed agreement with the report. If there are any discrepancies, the State Data Specialist and the LEA will resolve the discrepancy.

4. **Interstate/Intrastate Coordination**— LEA ID&R personnel will utilize MSIX when enrolling a new student in the MEP and will check MSIX for new students entering their school. LEAs will communicate with in-state districts and charters to coordinate move notifications for relocating families.

# Professional Development

## State Goal

To establish quality and consistency through training recruiters on how to identify and recruit migrant children and make appropriate eligibility determinations.

## Professional Development Opportunities

The Arizona State MEP provides an annual **MEP Coordinator Boot Camp** at the start of each school year. This training is foundational and provides basic information necessary to manage a local Migrant Education Program.

### Topics Covered Include:

- Migrant Education Program Overview
- Identification and Recruitment Basics and Qualifying Steps
- MEP Data (MIS2000 and MSIX)
- MEP Funding and Federal Guidance
- Comprehensive Needs Assessment
- Service Delivery Plan
- MEP Program Goals
- State Migrant Parent Advisory Council (SMPAC)

As an evaluative piece, attendees complete a survey to provide feedback on the training topics and measure their knowledge growth. The results of the survey are analyzed and help support future professional development opportunities.

The Arizona State MEP also provides monthly training webinars for recruiters to develop their skills to identify and recruit eligible migrant children. The webinars will focus on identifying and recruiting techniques, knowledge of local agricultural and processing activities, knowledge of all MEP eligibility definitions, and proficiency in accurately completing a COE. Recruiters will be surveyed as to their needs and those noted by the data specialist and ID&R Coordinator.

MEP webinars and resources can be found on the Migrant Education Program website:

<http://www.azed.gov/migrant/resources/>.

## Coordinator, Recruiter, and Data Clerk Technical Assistance

The Arizona MEP provides excellent customer service through technical assistance provided to LEAs and partner agencies. This support is provided through regular phone conferences and onsite meetings. The SEA MEP conducts onsite meetings at each LEA no less than two times per year. Technical assistance is provided on an as-needed basis and can vary depending on the needs of the local program.



# Statewide ID&R Procedures

## State Goal

State MEP Staff will promote the efforts of statewide identification and recruitment and will provide resources to support local recruiters.

## State Recruitment

Arizona's identification and recruitment plan considers changes in federal non-regulatory guidance, shifts in the migrant demographics of our state and the various needs of our migratory population.

State recruitment currently includes 25 Local Education Agencies (LEAs) with active Migrant Education Programs (MEPs). Each MEP must have a local recruiter who identifies eligible students within the LEAs established boundaries. Some LEAs support additional smaller districts, who alone do not have enough students to run a full MEP. In those cases, the LEA may have more than one recruiter working to identify migrant students in a larger region.

## Three Types of Recruitment

1. **School**-- Local recruiters identify migrant students as they or their siblings enroll in school.
2. **Field**-- Recruiters also use agricultural data to identify migrant families at the place of employment, i.e. farm, dairy, fishery, etc.
3. **Community**-- Migrant families are also identified in their community through events and visits to local businesses and service providers.

The goal of identifying migrant students is to be able to meet their educational needs in the preK-12 setting, as well as to provide health and other services necessary to be academically successful.

## State ID&R Coordinator Responsibilities

- Direct the identification and recruitment efforts for the Arizona State MEP
- Collaborate with the LEA Directors/Coordinators
- Develop and facilitate Statewide ID&R webinars and trainings
- Develop and provide training for LEA recruiters
- On-site visitation with each recruiter to address specific training needs
- Review of qualifying activities
- Review of recruitment logs of all recruiters
- Evaluate the effective use of webinars and trainings using surveys
- Plan recruitment efforts
- Guide and facilitate creation of District ID&R Plans

## Local MEP Coordinator Responsibilities to Support ID&R

- Identify training needs of their region
- Contact the State ID&R Coordinator to schedule local/regional ID&R trainings
- Coordination of activities of the local/regional recruiters
- Contact local school districts, charter and private schools within the region to discuss the MEP
- Assist the recruiters with making contacts to identify and recruit students in local districts, charter and private schools
- Develop District/Local ID&R Plan

## Arizona Recruiter Responsibilities

- Understand MEP eligibility requirements
- Practice cultural sensitivity to the cultures and languages of each family
- Possess knowledge of the cycles of seasonal and temporary work as they relate to agriculture and fishing work
- Be aware of instructional services available for migrant children and their families
- Be aware of MEP services offered by the other agencies that may provide services to migrant workers and their families, such as Migrant Health, WIC, and Migrant Head Start
- Be familiar with local roads and the locations of housing where migratory families reside
- Know where community organizations are located and the different types of services they offer
- Make determinations of eligibility
- Record information that establishes that a child is eligible for the MEP clearly and accurately on a COE
- Maintain an ID&R Plan to strategically recruit students in a region and manage time and effort
- Submit Move Notifications in MSIX
- Participate in State ID&R webinars and trainings

In every case, the recruiter determines the child's eligibility on the basis of statute, regulations, and policies that the SEA implements through formal procedures. Because the SEA is responsible for all determinations of MEP eligibility, the information the recruiter records should be specific enough to be understood by a knowledgeable independent reviewer.

# Quality Control

## State Goal

Implement quality control procedures to ensure the accuracy of eligibility determinations.

## Quality Control Procedures

The Arizona MEP will uniformly implement quality control procedures to ensure that all documentation related to child eligibility contains true and accurate information. The quality control process begins with the completion of a Certificate of Eligibility (COE) and continues through the COE review process. The State MEP team carries out quality control procedures to be sure that the eligibility determinations are sound and accurate.

The State ID&R Coordinator provides regular training and one-one technical assistance to be sure that local Recruiters understand how to accurately identify and qualify migrant children and families. The State Data Specialist has multiple procedures in place, including a process to ensure that data entered on the COE is valid and that information is accurately entered into the Electronic COE Data Collection System.

## Certificate of Eligibility Approval Process

Identification and recruitment (ID&R) of eligible migrant children is essential to the Migrant Education Program. Without effective ID&R many migrant students will not fully benefit from school and in some cases, would not attend school at all. This is particularly true for the most mobile migrant children who may be more difficult to identify than those who have settled in a community. Children cannot receive MEP services without a record of eligibility.

Identification is the process of determining the location and presence of migrant children.

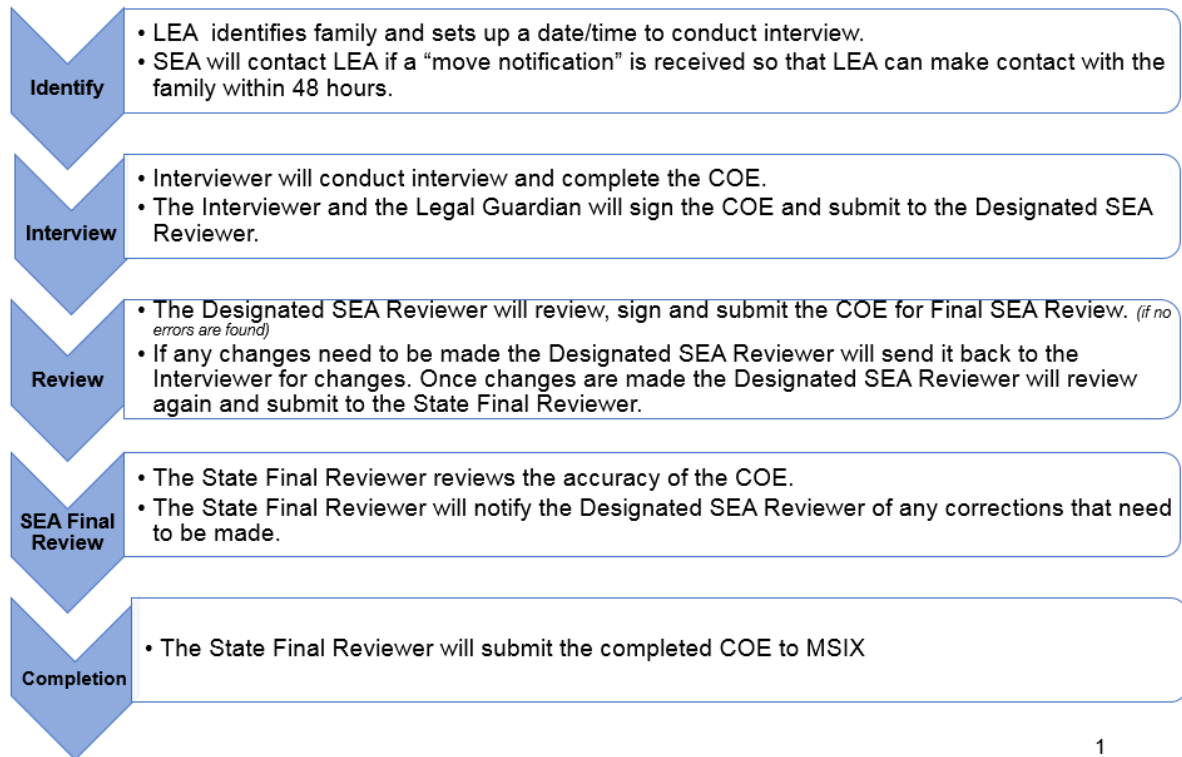
Recruitment means making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the program and recording the basis of the child's eligibility on a Certificate of Eligibility.

As part of the statewide ID&R process, the State Education Agency is responsible for implementing quality control procedures designed to ensure the reasonable accuracy of recruiter's eligibility determinations and written documentation.

Arizona uses the national COE created by the U.S. Department of Education as the official record to document eligibility determinations for each individual child. The Local Education Agencies (LEAs) submit COEs to the state migrant office for review, correction if necessary, and approval by the State Approver.



## PROCESS FLOW



1

### COE Approval

Once the COE is entered into MIS2000 and all of the data has been confirmed, the Local Approver reviews, and if accurate, signs and dates the COE. The COE is then submitted to the State Approver for review.

The State Approver serves as the second review, and if there are no questions and all data is validated, the State Approver will sign and date and upload into MSIX.

### COE Rejection

If there are problems with the COE, either the local or State Approver will pull up the log for the COE, where comments regarding any problems in the COE will be explained.

The approver needs to be as detailed as possible with the reason for rejection in order to aid the recruiter with correcting the errors.

A COE is a legally binding document. Any change legally requires a new signature from the parent. Minor changes that do not effect dates, timelines, or legal factors can be made without deleting the signatures.

## Validating and Verifying COE Information

Any required action on a COE needs to be completed by responsible party within 24 business hours.

- Recruiters will fill out a COE while making sure to complete all mandatory sections per Migrant Guidance.
- If questions arise during completion of COE, the recruiter is required to contact the State ID & R Coordinator for clarification and assistance.
- Recruiters will also check to see if students have history in MSIX, and note this on the general comments section of the COE.
- Once a COE is completed, it should be immediately submitted to the LEA Reviewer for verification and approval.
- LEA Reviewer will follow the procedures outlined in the ***MIS2000 Desktop App - COE Approval Instructions***, and ***MIS2000 Desktop App - Enrollment Updates & Service Code Instructions*** for completing the electronic student data information.
- The system has several built-in checks and balances to assist with assuring data accuracy and quality.
- Upon completion of the review, the LEA Reviewer will submit the COE to the State Approver for final verification and approval.
- Upon completion of the state review, the State Approver will approve the COE, and it will be automatically uploaded from MIS2000 into MSIX by MS/EdD each night.
- State and LEAs will follow procedures outlined in MEP Validating / Verifying Information for checking integrity of data entered via enrollment updates and service codes.

Quarterly, the LEA MEP should randomly select five students from that quarter's Supplemental Services List Report and complete an in-house data verification on those students.

This is an excellent quality control mechanism that will assist with catching trends and errors in the hard copy MEP Student Data Files.

These electronic reports can be kept at the LEA and are not required to be submitted to the MEP State Data Specialist.

## Validating and Verifying Codes in Electronic Data Collection System

The MEP State Data Specialist will provide a Current Enrollment Report, Supplemental Services List, EOE List, Three-Year-Old List, and Re-Enrollment Report monthly out of the MIS2000 data system.

The process below outlines the responsibility of the LEA in validating and verifying information:

- The LEA will need to verify that student enrollment information is correct, and electronic codes entered into the MIS2000 system (from report) match codes showing in student files on data input sheets.
- Supporting documentation needs to be present in student file for any service code showing up electronically in MIS2000.

- If service codes are missing, it is the LEA Approver's responsibility to enter those codes electronically into the MIS2000 desktop application.
- Likewise, if electronic codes are showing up that should not be assigned to a student, they should be removed.
- The LEA MEP will need to review students nearing End of Eligibility (EOE) Status to see if new qualifying activities have occurred to extend Migrant Eligibility for the students.
  - If such activity is found, a new COE will need to be completed.
  - If not, the student will need to have a MEP Termination of Services Date entered in MIS2000.
- The LEA will also need to review the Three-Year-Old List to identify any students who are coming up on eligibility for Preschool Services.

Upon completion of the monthly data verification, the LEA needs to sign off on the reports and submit them via e-mail to the MEP State Data Specialist using a password secured PDF with password provided in separate e-mail.

- Please mark the corrections the LEA Approver is making in MIS2000 on the reports with a pen so the MEP State Data Specialist can see what changes have been made.
- Printing the reports upon receipt, and scanning them to a PDF is the easiest method for this process. Upon receiving the signed copies with corrections noted on original reports, the MEP State Data Specialist will run new reports to check information against the report signed off on by the LEA.
- If no additional discrepancies are found, the data and student information verification for that month will be complete.
- If problems are encountered while verifying codes and data, it is the LEA's responsibility to contact the MEP State Data Specialist for assistance with resolving the discrepancies.
- The MEP State Data Specialist will notify the LEA if problems are found when the second round of reports are run.

## Re-interview Process

A core responsibility of each State Education Agency is to identify all eligible migrant children/youth in the state. As part of the system of quality controls, 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 conducting these re-interviews, at least once every three years an SEA must use independent re-interviewers. Independent re-interviews will be used to validate child eligibility determinations made in the previous program year.

The re-interview process is important in protecting the integrity of the program and discovering and correcting any eligibility problems and ensuring only eligible migrant students are served and counted for MEP funding. Re-interviewing allows Arizona to identify any ID&R issues before child-count is submitted to the Office of Migrant Education. It also identifies any specific recruiters or projects who may require additional training and/or technical assistance.

### Re-Interviewing:

- Is completed every year on the current year's eligible migrant students
- Is representative of all our eligible students and selected randomly through the MIS2000 database
- Is designed to describe, find, and fix any problems with the eligibility determination process before they impact reported numbers

# Interstate and Intrastate Coordination

## State Goal

The Arizona State MEP will ensure the coordination for the identification and recruitment of migrant children and youth including the use of the Migrant Student Information Exchange (MSIX).

Interstate and intrastate coordination between States and LEAs ensure the continuity of services for children who migrate from one State or school district to another, including but not limited to, the transfer of student records. Interstate and intrastate coordination helps reduce the effects of educational disruption that migrant children suffer as a result of repeated moves. Examples of inter/intrastate coordination includes some of the various activities listed as follows:

- Notifying “receiving” school district about migrant families who have moved to those districts;
- Promoting the exchange of student educational records;
- Exchanging information on health screenings and health problems that interrupt a student’s education;
- Meeting with other States to discuss issues related to the MEP

Arizona is currently involved with the following consortium in order to promote interstate coordination and possibly impact identification and recruitment practices.



Identification and Recruitment Rapid Response Consortium (IRRC) is a consortium of 14 States with the priority focus of providing services designed to improve the proper and timely identification of eligible migratory children who education is interrupted (AZ, CO, DE, GA, IA, IL, KS, ME, NE-lead state, NM, NY, OK, SC, and TN).

## Interstate Coordination:

### MSIX Interstate Move Notifications

Move Notifications are an integral part of the records transfer and the ID&R process in the Migrant Education Program. The process helps with Interstate recruitment of migrant students. Move Notices should be processed as soon as the LEA/State is aware of a move. When a Move Notice is received, contact should be made with the family within 48 hours of receiving the notice.

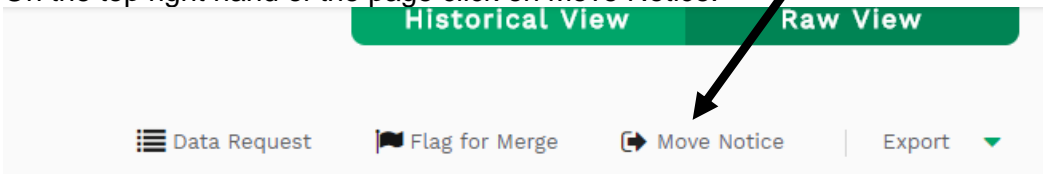


LEA Migrant Education Program Staff is responsible for sending a “Move Notification” when students have been flagged as either moving to, or from, your area. Move Notifications can be used to send a notice to a state or district where a family has notified you they will be moving to. Be sure to give detailed information without compromising the family’s Personally Identifiable Information. You can disclose the name of the city or town (if known) the family will be moving to.

The Move Notification can also be used to contact the state the family has moved from. You can request they send you additional information such as a contact number. If you communicate with another state via email reference the child’s MSIX number rather than their name or date of birth. A copy of the Move Notice can be kept in the migrant student folder.

## Steps to Create a Move Notice:

1. Go to the Student Record.
2. On the top right hand of the page click on Move Notice.



3. Once you click on Move Notice you will see the Move Notice box pop up.
4. In this section, you will click on the drop-down menu and choose whether this student is “moving from our area to your area” or “has recently moved to our area”.
5. You can then type in the “Comments” section and enter up to 250 characters.
6. Give/request information about the student’s move.
7. Below that box you can select the state you wish to send this information to.
8. When all the fields are complete click on the “Submit” button and you are all done.

A screenshot of a 'Move Notice' pop-up form. The form has a green header with the title 'Move Notice' and a close button (an 'x' in a square). Below the header is a dropdown menu with the selected option 'This student is moving from our area to your area'. Underneath is a large text area labeled 'Comments' with a character count '0 / 250' at the bottom right. Below the text area is a warning message: 'To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' Below the warning is a section titled 'Recipient' with the instruction 'Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.' Underneath this is a dropdown menu with the selected option 'State'. At the bottom left of the form is a green 'Cancel' link, and at the bottom right is a rounded rectangular 'SUBMIT' button.

# Intrastate Coordination

## Intrastate Move Notification Form

When a migrant family moves away from your district, please make every attempt possible to find out where they are moving to. Use that information to complete this form when it is a move within the state of Arizona. This will help expedite the identification and recruitment efforts that will allow us to continue serving families when they are most in need of our assistance. Mail this form along with a copy of the most current COE on file to the Migrant Education Program Coordinator in the district the family will be relocating to. Be sure to keep a copy for your records.

**Information for the LEA submitting the request.**

Form Completed By: \_\_\_\_\_ Date form completed: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student Information**

MIS Student ID#: \_\_\_\_\_ MIS COE #: \_\_\_\_\_  
MSIX ID#: \_\_\_\_\_ AzEDS #: \_\_\_\_\_  
Approximate Move Date: \_\_\_\_\_

**Move Information**

Moved From Address/City/Zip: \_\_\_\_\_  
Moved To Address/City/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact #: \_\_\_\_\_