

**STATE IDENTIFICATION & RECRUITMENT PLAN**

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| 1. **MISSION STATEMENT**
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| *\*As defined by the State**\*\*Ensures compliance with federal guidance, laws, rules, and regulations*  |

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| **II. MEASURABLE OBJECTIVES** | **III. STRATEGIES/ACTIVITIES** | **IV. STATE RESOURCES** |
| PROFESSIONAL DEVELOPMENT | The State will provide at least \_\_\_ *(state identified number)* professional development opportunities for recruitment staff during the 2015-16 year. | **Train and guide recruiters on how to identify and recruit migratory children and how to make appropriate eligibility determinations.** |  |
| 1. **Training for recruiters should include, at a minimum**
	1. **Knowledge of MEP eligibility definition**
	2. **An understanding of the decision making process that recruiters should use to determine child eligibility**
	3. **Knowledge of local agricultural and fishing production/processing activities**
	4. **Familiarity with local growers, processors, and fishing companies**
	5. **Skill in determining if employment activities are temporary**
	6. **Proficiency in accurately, completely, and clearly filling out all sections of the COE**
	7. **Familiarity with situations that need additional narrative or documentation on the COE**
	8. **Safety and Emergency Preparation**

Additional suggested training topics: 1. Training/orientation for new hires
2. Needs-based trainings for a variety of recruiters’ skill levels
3. Field-based, job-embedded Training (shadowing)
4. Onsite Evaluations
5. Confidentiality Agreement
6. Use of Technology -Data Security issues
7. Cultural competency
8. Ethics

  | * National ID&R Curriculum
* State and local laws and policies
* Safety Policies
* Ethics Statement
* Recruiter Resources
* State or National ID&R Handbook
* OME Non-Regulatory Guidance
* National COE containing OME’s COE instructions
* Basic Interview Pattern
* ID&R Scenarios
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| 1. **Develop and implement State identification and recruitment practices through an ID&R Manual or Statewide Service Delivery Plan.**
 | * ID&R Manual
* Statewide Service Delivery Plan
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| 5. *Additional Strategies/Activities* |  |
| **II. MEASURABLE OBJECTIVES** | **III. STRATEGIES/ACTIVITIES** | **IV. STATE RESOURCES** |
| IDENTIFICATION AND RECRUITMENT | During the 2015-16 year, the identification and recruitment of all eligible children will be completed within \_\_\_\_\_ *(state identified monthly time period)* of their arrival in \_\_\_% of the cases. *\*\*Objectives should never establish a quota or specifies that more migrant children will be found next than were found in the current year* | **Implement a statewide ID&R process** |  |
| 1. **Develop a statewide recruitment plan to effectively identify and recruit all eligible migrant children.**
 | * State ID&R Map
* Statewide ID&R model
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| 1. **Deploy recruiters to carry out statewide ID&R efforts and**

 **monitor their efforts.** | * Monitoring Checklist
* Technical Assistance Form
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| 1. **Develop a formal mapping process including areas within the**

 **State where migrant families are likely to reside and/or work.**  | * A calendar with seasonal crop activities
* Profiles of major crops and employers--State Profiles
* A Statewide map of where migrant families live and work
* Employer Roster
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|  |  | 1. *Additional Strategies/Activities*
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| **II. MEASURABLE OBJECTIVES** | **III. STRATEGIES/ACTIVITIES** | **IV. STATE RESOURCES** |
| QUALITY CONTROL | The Migrant Education Program roster integrity will be measured through a quality control process with a discrepancy rate within a 95% confidence level during the 2015-16 year.  *.*  | **Implement Uniform Quality Control Procedures**  |  |
| * + - 1. **COE Approval Process**

A designated reviewer for each COE to verify that, based on the recorded data, the child is eligible for MEP services. This would also include a formal process for resolving eligibility questions raised by recruiters and their supervisors and for transmitting responses to all local operating agencies in written form.  | * Approval Procedure
* National COE
* Appeals Process
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| * + - 1. **Formal process to validate eligibility determinations**

 This process should include an examination by qualified SEA individuals to sample COEs for accuracy and implement a process for improvement, if needed, to eliminate the causes of common errors on COEs. It should also include a process for corrective action if the SEA finds COEs that do not sufficiently document a child’s eligibility for the MEP. | * Eligibility Determination Verification Worksheet
* Corrective Action Process
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| * + - 1. **Re-Interview Process**

The SEA should re-interview parents or guardians from a representative sample of COEs on an annual basis. SEAs are required to use an outside contractor to perform this task at least once every three years to validate that the data on the COEs are accurate. | * OME’s Technical Assistance Guide on Re-interviewing
* Request for Re-Interviews
* Re-Interview form
* Prospective or Retrospective

 Quality Control Guidelines* Re-Interviewers’ training procedure
* Re-Interview Process Observation Form
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| * + - 1. **Evaluation and Monitoring**

A plan for qualified SEA staff or SEA designee to monitor, at least annually, the identification and recruitment practices of individual recruiters. | * Technical Assistance Form
* Recruiters’ LEA visitation form
* Recruiters’ Calendars/Logs
* Re-Interview form
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|  *4. Additional Strategies/Activities* |  |
| **II. MEASURABLE OBJECTIVES** | **III. STRATEGIES/ACTIVITIES** | **IV. STATE RESOURCES** |
| INTERSTATE & INTRASTATE COORDINATION | During the 2015-16 year, the departing state will notify the receiving states of a child(ren)’s pending arrival \_\_\_\_% of the time.  | **Promote Interstate and Intrastate Coordination of services to migrant children.** |  |
| 1. **Utilize Migrant Student Records Exchange Initiative (MSIX) for the timely transfer of student records.**
 | * MSIX Move Notifications
* Verification Process
* Withdraw/ Move Notification/ Departure Process
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| 1. Establish a recruitment network through intrastate coordination.
 | * Community Resources Index
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| 1. Foster interstate coordination and professional development opportunities to ensure and promote comprehensive and thorough recruitment activities.
 | * Recruiter Competency Skills Assessment
* IRRC Targeted Response to ID&R Efforts and Activities
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| 1. *Additional Strategies/Activities*
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| **V. ACTION PLAN** Checklist of Activities to Support the ID&R Plan |
| **GOAL AREA** | **ACTIVITY/STRATEGY** | **STAFF RESPONSIBLE** | **TIMELINE** | **MONITORING & DOCUMENTATION** |
| **QUALITY CONTROL** |  |  |  |  |
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| **PROFESSIONAL DEVELOPMENT** |  |  |  |  |
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| **IDENTIFICATION & RECRUITMENT** |  |  |  |  |
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| **INTERSTATE & INTRASTATE COORDINATION** |  |  |  |  |
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