



### Rolling Re-Interviews

Florida ID&R Statewide Training  
April 2018

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### Objectives

- ▶ Understand what is a rolling re-interview
- ▶ Draft a rolling re-interview plan
- ▶ Review re-interview documentation
  - ▶ Review the re-interview protocol
  - ▶ Re-interview Form
  - ▶ Re-interview Reporting Form

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### What is a rolling re-interview?

Code of Federal Regulations  
Title 34 – Subtitle B – Chapter II – Part 200.89

§ 200.89 (d)  
An SEA must establish and implement a system of quality controls for the proper identification and recruitment of eligible migratory children on a statewide basis.

§ 200.89 (2)  
As part of the system of quality controls identified in §200.89(d), 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.

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 What is a rolling re-interview?

- ▶ Through re-interviews, local districts systematically corroborate the information provided by the migrant family or child during the initial interview.
- ▶ Rolling re-interviews are conducted in an on-going manner.



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 Rolling re-interview vs independent re-interview

- ▶ Rolling re-interview
  - ▶ Implemented, ideally, as soon as possible after recruiters complete the Certificate of Eligibility (COE).
  - ▶ Never conducted before the COE is approved.
- ▶ Re-interviewers should be individuals who:
  - ▶ Were not involved in the initial eligibility interview;
  - ▶ Do not have prior knowledge of the COE details of the specific families that they will be interviewing; and
  - ▶ Do have knowledge of the MEP (either through prior experience or through training).

*(Reference)*

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 Expectations for rolling re-interviews

<p><u>Parameters</u></p> <ul style="list-style-type: none"> <li>▶ Children/OSY ages 3-21           <ul style="list-style-type: none"> <li>▶ Use student unique ID.</li> </ul> </li> <li>▶ New COE completed Sept. 1, 2017 to...           <ul style="list-style-type: none"> <li>▶ Do not use the QAD.</li> </ul> </li> <li>▶ Run random sample with sufficient replacements to reach target number of re-interviews.</li> </ul>	<p><u>Sample Size</u></p> <ul style="list-style-type: none"> <li>▶ 10% of the total population that fit the re-interview parameters;</li> <li>▶ No less than five(5) rolling re-interviews; and</li> <li>▶ No more than 50 rolling re-interviews.</li> </ul>
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**Expectations for rolling re-interviews**

- ▶ Only use the revised re-interview form and re-interview reporting form found in the FLRecruiter.org website. (<http://flrecruiter.org/node/210>)

**Re-Interview -**  
Materials focused on the process that validates eligibility determinations. The results of a re-interview process identify cases where an ID&R may need improvement.

- Re-Interview Protocol - Revised April 2018
- 2017-18 Re-Interview Form rev. 11-17-17
- 2017-18 Re-Interview Reporting Form **NEW DUE DATE - September 1**
- 2017-18 Re-Interview Reporting Form SAMPLE

- ▶ Copies of the re-interview forms and the re-interview reporting form should be submitted to the ID&R Office no later than September 1, 2018.

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**Re-interview Protocol**

**No one from the re-interview team or local MEP should contact the family/OSY before the scheduled re-interview.**

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**Re-interview Protocol**

**Have the local MEP staff member introduce the re-interviewer to the family if necessary. After the introductions are made, the local recruiter should move to another room (or wait in the car) and not participate in the re-interview process.**

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### Re-interview Protocol

**Re-interview Protocol**

**Person:**

- The purpose of the re-interview process is to verify the accuracy and validity of information provided by the applicant in their original application and to determine if the applicant is eligible for the program.

**Timing and Duration:**

- Re-interviews should be conducted within 30 days of the original application.
- Re-interviews should be conducted during regular business hours.
- The duration of the re-interview should be approximately 30-45 minutes.

**Preparing for the Re-Interview:**

- Review the original application and all supporting documentation.
- Review the applicant's file for any discrepancies or missing information.
- Prepare a list of questions to ask the applicant during the re-interview.
- Notify the applicant of the re-interview date and time.

**During the Re-Interview:**

- Begin the re-interview by welcoming the applicant and expressing appreciation for their original application.
- Review the original application and ask the applicant to explain any discrepancies or missing information.
- Ask the applicant to provide any additional documentation or information requested.
- Conclude the re-interview by thanking the applicant and providing information on next steps.

Once the re-interview has completed the re-interview form, s/he must review the copy of the original COE.

If information is different or conflicting, ask follow up questions to clarify eligibility criteria.

**Rolling Re-Interviews**

Florida Migrant Education Program  
2017-18 Re-Interview Form

<p><b>Student Information:</b></p> <p>Student Name: _____                  District: _____                  Address: _____                  City: _____ State: _____ Zip: _____</p> <p><b>Re-Interview Information:</b></p> <p>Re-interview No.: _____                  Date: _____ Time: _____                  Attempt: # _____</p> <p><b>Interviewer Information:</b></p> <p>Interviewer Name: _____                  Title: _____                  Phone: _____</p>	<p><b>Interview Questions:</b></p> <p>1. How did the student verify the accuracy of information provided in their original application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Are there any discrepancies or missing information in the original application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. How did you resolve any discrepancies or missing information? _____</p> <p>4. Are there any other questions or concerns regarding the student's eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. What are the next steps for the student? _____</p> <p>6. Are there any other questions or concerns regarding the student's eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. How did you resolve any discrepancies or missing information? _____</p> <p>8. Are there any other questions or concerns regarding the student's eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**Rolling Re-Interviews**

Florida Migrant Education Program  
2017-18 Re-Interview Form

Re-Interview No.: **1718 - 1234**

Student Name: <b>Maria Teresa Garcia Sanchez</b>	Qualifying Arrival Date: <b>01-12-18</b>
District: <b>Hillsborough</b>	Grade: <b>K</b>
Address: <input checked="" type="checkbox"/> Same as COE <input type="checkbox"/> Different from COE (include new address below)	
<p><b>Attempt #1</b> <input type="checkbox"/> <b>Attempt #2</b> <input type="checkbox"/> <b>Attempt #3</b> <input type="checkbox"/></p> <p>Date: <b>05-08-18</b> Time: <b>7:00 pm</b></p>	
<p><input checked="" type="checkbox"/> Home/Made Contact <input type="checkbox"/> Home/Made Contact <input type="checkbox"/> Home/Made Contact</p> <p><input type="checkbox"/> Declined Interview <input type="checkbox"/> Declined Interview <input type="checkbox"/> Declined Interview</p> <p><input type="checkbox"/> No one home/No Answer <input type="checkbox"/> No one home/No Answer <input type="checkbox"/> No one home/No Answer</p> <p><input type="checkbox"/> Moved away (select reason below) <input type="checkbox"/> Phone Call <input type="checkbox"/> Phone Call</p>	
<p><b>Moved Away</b> <input type="checkbox"/> New occupants in residence <input type="checkbox"/> Neighbor indicated family moved</p> <p>Indicate reason: _____</p>	
<p>Interviewer (print name): <b>Margot Di Salvo</b></p>	
<p>Person Interviewed (print name): <b>Teresa Sanchez</b></p> <p style="font-size: small;">(Check relationship to student)</p> <p><input checked="" type="checkbox"/> Father <input checked="" type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Self</p> <p><input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____</p>	

**Rolling Re-Interviews**

**Florida Migrant Education Program  
2017-18 Re-Interview Form**

Re-Interview No.: **1718 - 1234**

Student Name: **Maria Teresa Garcia Sanchez** Qualifying Arrival Date: **01-12-18**  
 District: **Hillsborough** (Target QAD) **05-20-11** Grade: **K**

Address:  Same as COE  Different from COE (include new address below)

Attempt #1	Attempt #2	Attempt #3
Date: <b>05-08-18</b> Time: <b>7:00 pm</b>	Date: <b>05-09-18</b> Time: <b>7:30 pm</b>	Date: _____ Time: _____
<input type="checkbox"/> Home/Made Contact	<input checked="" type="checkbox"/> Home/Made Contact	<input type="checkbox"/> Home/Made Contact
<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview
<input checked="" type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer
<input type="checkbox"/> Moved away (select reason below)	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Phone Call

Moved Away Indicate reason:  New occupants in residence  Residence empty/abandoned  Neighbor indicated family moved  Other:

Interviewer (print name): **Margot Di Salvo**

Person Interviewed (print name): **Teresa Sanchez** (Check relationship to student)  
 Father  Mother  Guardian  Self  
 Spouse  Other:

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**Florida Migrant Education Program  
2017-18 Re-Interview Form**

Re-Interview No.: **1718 - 1234**

Student Name: **Maria Teresa Garcia Sanchez** Qualifying Arrival Date: **01-12-18**  
 District: **Hillsborough** (Target QAD) **05-20-12** Grade: **K**

Address:  Same as COE  Different from COE (include new address below)

Attempt #1	Attempt #2	Attempt #3
Date: <b>05-08-18</b> Time: <b>7:00 pm</b>	Date: _____ Time: _____	Date: _____ Time: _____
<input type="checkbox"/> Home/Made Contact	<input type="checkbox"/> Home/Made Contact	<input type="checkbox"/> Home/Made Contact
<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview
<input type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer
<input checked="" type="checkbox"/> Moved away (select reason below)	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Phone Call

Moved Away Indicate reason:  New occupants in residence  Residence empty/abandoned  Neighbor indicated family moved  Other:

Interviewer (print name): **Margot Di Salvo**

Person Interviewed (print name): \_\_\_\_\_ (Check relationship to student)  
 Father  Mother  Guardian  Self  
 Spouse  Other:

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1. When and where was [insert name of worker on COE] living before moving here?  
 What was the type of work did he/she do? (Capture recent history of moves.)  
 ¿Cuándo y dónde vivió el trabajador antes de mudarse hacia acá? ¿Qué tipo de trabajo hizo?

Move A - current move; Move B - move before A (if occurred); Move C - move before B (if occurred)

When/Cuándo	From-To/Desde-Hacia	Work/Trabajo
Move A Date: <b>01-12-18</b> Within 36 months of [COE sec. III no. 4]? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Valdosta, GA to Plant City, FL</b>	<b>Picking strawberries</b>
Move B Date: _____ Within 36 months of [COE sec. III no. 4]? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Move C Date: _____ Within 36 months of [COE sec. III no. 4]? <input type="checkbox"/> Yes <input type="checkbox"/> No		

1a. IF [COE Sec. III No. 4 date] is not listed in question #1, ask for an explanation.

2. When the worker moved on [COE Sec. III No. 4 date], what type of work did he/she do or actively look for? (ask #2a if "temporary" is checked.)  
 ¿Cuándo se mudó el trabajador a \_\_\_\_\_, que tipo de trabajo hizo o buscó activamente? (pregunta #2a si marca "temporary")

Agricultural OR  Fishing AND  Seasonal OR  Temporary

2a. (ask if "temporary" is checked in #2) When the work first started, how long did the worker intend to work?  
 Cuando empezó el trabajo, ¿cuánto tiempo intentó trabajar? Length of employment: \_\_\_\_\_

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3. Did the worker move due to economic necessity, from one residence to another, and across school district lines? <i>¿El trabajador se mudó debido a necesidades económicas, de una residencia, y cruzando distritos escolares?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Did the child move due to economic necessity, from one residence to another, and across school district lines? <i>¿El niño/niña se mudó debido a necesidades económicas, de una residencia a otra, y cruzando distritos escolares?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3b./4a. If the response to #3 and/or #4 is "no", ask for an explanation.		
5. Did the child last move <input type="checkbox"/> AS <input checked="" type="checkbox"/> WITH <input type="checkbox"/> TO-JOIN or PRECEDE the worker? <i>(If TO-JOIN/PRECEDE, what was the last date the child moved?) Date: mm/dd/yyyy</i> <i>¿Se mudó el niño/la niña como, junto con, para unirse con o antes del trabajador? Si se unió con o antes del trabajador, con qué fecha se mudó el niño/la niña? Fecha:</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. List the full names and ages (at time of move) of all the children who made the move on [Target QAD]? <i>¿Cuáles son los nombres completos y las edades de todos los niños que hicieron la movida/mudanza en [Target QAD]?</i> Marta Teresa Garcia Sanchez - 5 Jose Angel Garcia Sanchez - 10		
7. Are the children that are living with you under 22 years old? <i>¿Los niños que viven con usted tienen menos de 22 años?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Under 22 years old?)</small>
8. Have any of your children graduated from high school or obtained a GED? If yes, when did they graduate? <i>¿Se han graduado de la escuela superior o han obtenido un diploma de equivalencia (GED) algunos de sus hijos? ¿Si? ¿Cuándo (mes, año)?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, when (MM/YY)
Re-interviewer notes (optional)		

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To the best of my knowledge, the information documented on this form is correct.  
*De acuerdo a mi conocimiento y entendimiento, la información estipulada en éste documento es verdadera.*

Signature of person interviewed: Teresa Sanchez Date: 05-08-18  
Signature of re-interviewer: Margot Di Salvo Date: 05-08-18

If re-interview is completed by phone -  
Location (city, state) of person interviewed: \_\_\_\_\_  
Phone number of person interviewed: \_\_\_\_\_

**FOR LOCAL MEP ADMINISTRATOR USE ONLY**  
LDA Administrator Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_  
 Eligible as documented on COE  Eligible with corrections on COE required  Need more information to make determination  Not Eligible

**FOR STATE ID&R OFFICE USE ONLY**  
State ID&R Office Staff Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_  
 Eligible as documented on COE  Eligible with corrections on COE required  Need more information to make determination  Not Eligible

FL MEP CONFIDENTIAL 2 Revised 11/17/17

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**Review Process**

- ▶ Compare information captured during re-interview with information captured during initial interview

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To the best of my knowledge, the information documented on this form is correct.  
 De acuerdo a mi conocimiento y entendimiento, la informac[i]o[n]e documentada en este documento es verdadera.

Signature of person interviewed: Teresa Sanchez Date: 05-08-18  
 Signature of re-interviewer: Margot Di Salvo Date: 05-08-18

If re-interview is completed by phone –  
 Location (city, state) of person interviewed: \_\_\_\_\_  
 Phone number of person interviewed: \_\_\_\_\_

**FOR LOCAL MEP ADMINISTRATOR USE ONLY**

LOA Administrator Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

<input checked="" type="checkbox"/> Eligible as documented on COE	<input checked="" type="checkbox"/> Eligible with corrections on COE required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible
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**FOR STATE ID&R OFFICE USE ONLY**

State ID&R Office Staff Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible
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**Florida Migrant Education Program  
 Re-Interview Reporting Form**

March 2016, Office ID&RIS

Note: Random sample of migrant children ages 6 to 21 years old whose eligibility was each assessed (i.e., COE required date, from September 1, 2017 to August 31, 2018).

Re-interview Date(s): December 13-14, 2017

<b>Main Random Sample Size</b>		21
How many from the main sample were re-interviewed:	(Enter total number of re-interviewed, include eligible/ineligible/never seen)	18
How many were re-interviewed and found eligible:	18	
How many were re-interviewed and found ineligible:	0	
How many from the main sample were not re-interviewed:	(Enter total number not re-interviewed and give reason(s) below)	3
Not available:	2	
Decided to be re-interviewed:	1	
<b>Alternate Random Sample Size (if needed to reach target number):</b>		21
How many of the alternate sample were re-interviewed:	(Enter total number re-interviewed, include eligible/ineligible/never seen)	6
How many were re-interviewed and found eligible:	1	
How many were re-interviewed and found ineligible:	5	
How many from the alternate sample were not re-interviewed:	(Enter total number not re-interviewed and give reason(s) below)	15
Not available:	1	
Decided to be re-interviewed:	1	
Not contacted (reasons needed target number):	1	

Form completed by: Jessalyn Galt, District Coordinator, The Center for Statewide Data Collection and Reporting (CSDR), 1000 University Blvd., Tallahassee, FL 32304-6000  
 Please submit Reporting Form and reason for inability (if applicable) to the FL ID&R Office at [fidr@fldoe.org](mailto:fidr@fldoe.org).  
 If you have any questions, please call the office at 904.963.6877.  
 FL ID&R Office 05/2018 27

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To the best of my knowledge, the information documented on this form is correct.  
 De acuerdo a mi conocimiento y entendimiento, la informac[i]o[n]e documentada en este documento es verdadera.

Signature of person interviewed: Teresa Sanchez Date: 05-08-18  
 Signature of re-interviewer: Margot Di Salvo Date: 05-08-18

If re-interview is completed by phone –  
 Location (city, state) of person interviewed: \_\_\_\_\_  
 Phone number of person interviewed: \_\_\_\_\_

**FOR LOCAL MEP ADMINISTRATOR USE ONLY**

LOA Administrator Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible
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**FOR STATE ID&R OFFICE USE ONLY**

State ID&R Office Staff Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

<input checked="" type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible
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 Reference

- ▶ U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, ***Technical Assistance Guide on Re-interviewing***: Washington, D.C., 20202.
- ▶ ***Special Edition: MEP Q&As on Prospective Re-interviewing***, Office of Migrant Education, February 2015.
- ▶ The ***Florida ID&R Manual*** (draft) – Revised February 2018

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 Questions and Attendance

Questions...contact via phone or email:  
ID&R Office | Tampa, FL  
Phone: 866-963-6677  
General email: [fl-idr-office@escmail.org](mailto:fl-idr-office@escmail.org)



Submit attendance via email:  
ID&R Office | Tampa, FL  
General email: [fl-idr-office@escmail.org](mailto:fl-idr-office@escmail.org)



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