



## RE-INTERVIEW PROCESS

1. Re-interviews will be conducted on bimonthly basis
2. Reports will be run to find all students 3-21 years old who were entered into MIS 2000 in the previous months.
  - a) Sets will be requested from the MIS 2000 Program Analyst
  - b) In order to draw a systematic random sample the Nebraska program specialist ran a list using the following website. <https://randomizer.org>. Program Analyst obtained a random set of numbers. Using these random numbers corresponding COEs are pulled from the list.
    - a. Two sets of 14 unique number per set that range from least to greatest are selected
    - b. These sets will be used to achieve a minimum of 50 re-interviews to a maximum of 80 re-interviews annually.
    - c. Set 1 will be use as a primary list
    - d. Set 2 as a backup list
      - i. These families will only be contacted if the attempts to contact the family from the set 1 failed
3. A meeting will be scheduled with the MEP Director Sue Henry to present a tentative schedule of interview visits.
  - a. The travel request will be sent to the Quality Control supervisor
  - b. Project directors will be contacted of specific interview dates and places. They will not be informed of the families to be interviewed nor will be the Recruiters.
4. If families are located in project areas a great distance from the Quality Control Coordinator headquarters, those COEs will be stored, and grouped for a future date.
  - a) This will increase the efficiency of travel costs
5. Attempts will also be made to schedule visits during the times that migrant workers in the project areas are most likely to be available
  - a) To achieve this some visits will be held after regular office hours
6. The selected COEs will be placed in envelopes and will not be opened until the interview process is underway.



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7. The date of the re-interview, the Quality Control Coordinator will contact a migrant education staff member requesting assistance to receive updated address information or other necessary information to complete the re-interview in the project area.
  - a) The family will be contacted at their address
  - b) They might also be called if they are unavailable at their listed address
8. Re-interviews will be conducted without the aid of the migrant education recruiter.
9. Every attempt will be made to contact families for an in-person interview
10. Three attempts should be completed before moving on to the backup list.
  - a) No more than 3 attempts contacts are necessary
11. The COE will be reviewed after the interview is underway in the event that the migrant family member is obviously speaking of a move different from that on the COE.
12. A report of the entire process will be made after the visits on a bimonthly basis and for NDE.
  - a) An annual report will also be compiled at the end of each regular school year for NDE.
13. At the end of the school year, before Child Count, a yearly report will be compiled from the bimonthly reports collected throughout the year.
  - a) This will be completed by mid-October.
14. This report will be presented at a meeting scheduled with the MEP Director after the visits are completed.
15. If any children were found to be ineligible, a panel will review the interview and COE to determine if the ineligibility determination was correct.
16. Then, the MEP Director will contact the recruiter of the project area and inform them of the procedure for the appeals process.
17. If the child is found ineligible, the COE will be removed from MIS 2000 and the files and the family will no longer receive services.