



State ID&R Plan 2021-2022



OSDE

OKLAHOMA STATE DEPARTMENT OF EDUCATION | 2500 N. LINCOLN BLVD. OKLAHOMA CITY, OK 73105

I. MISSION STATEMENT

The purpose of the Oklahoma Migrant Education Program (OMEP) is to locate migratory children, determine whether they are eligible for the program, and, if they are, provide them with the supplemental instructional and support services they need to succeed in school. The Oklahoma State Department of Education (OSDE), Title I, Part C Migrant Education Program (OMEP), through this State Identification and Recruitment (ID&R) Plan, will strive to meet and fully comply with all federal regulations and guidelines pertaining to the identification and recruitment of migrant children in the State.

The OSDE-MEP establishes the following measurable objectives to accomplish its mission.

II. MEASURABLE OBJECTIVES

Objective 1: The state will follow up 65% or more of the number of occupational surveys submitted by school districts.

Objective 2: The State will identify, contact and recruit at least 65% of all eligible migrant children present in the State during each program year from September 1 to August 31.

Objective 3: The identification, contact, and recruitment of all eligible children will be completed within three months of their arrival in 65% of the cases.

Objective 4: The state and the LEAs will follow up 65% or more of the number of MSIX online notifications.

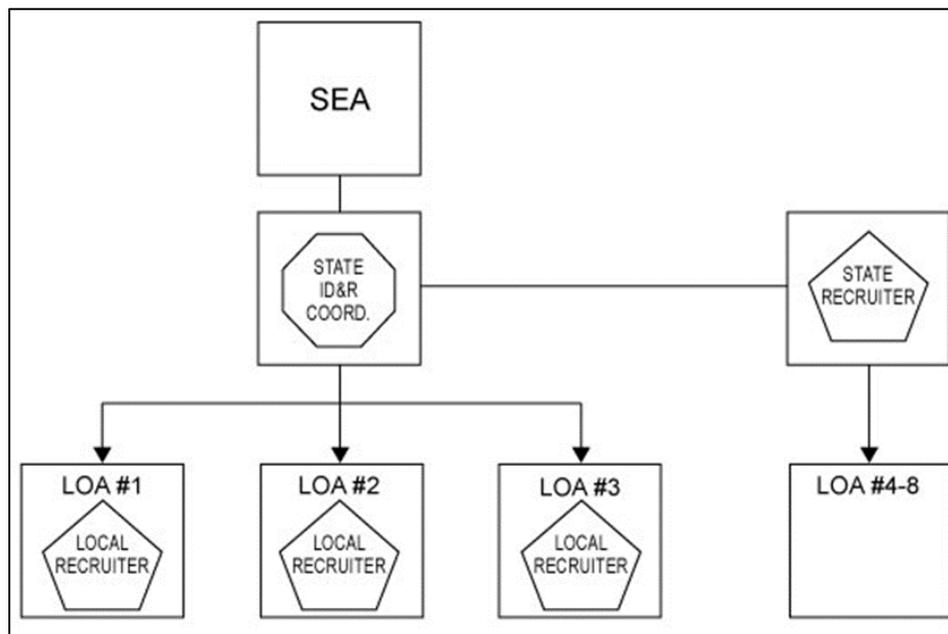
Objective 5: 100% of Oklahoma MEP recruiters will be certified through the IDRC Competency Skills Assessment Test.

III. STRATEGIES/ACTIVITIES

In order to meet the objectives of the State ID&R Plan, the following strategies will be used:

1. Recruitment Model

The State will use a Combination Recruitment Model, which consists of both state and district level recruitment efforts. The Statewide recruiter hired by the State and assigned to school districts not sub-granted with Title I, Part C funds. The statewide recruiter will be under the direct supervision of the Office of Federal Programs. District recruiters, hired by the school districts, will be monitored by both their district supervisors and the State Program Director. All recruiters will follow the Oklahoma MEP Identification and Recruitment guidelines.



In Oklahoma, the “State ID&R Coordinator” would be the Program Specialist (MEP Coordinator) position and the “State Recruiter” would be the Migrant Program Specialist (Recruiter) position.

2. ID&R Training

Personnel working for the Oklahoma MEP, in any capacity, will receive formal and informal trainings conducted throughout the year. Uniform training materials will be prepared by the Office of Federal Programs and will be based on the most current versions of the following publications: Migrant Education Program (MEP) Regulations, Office of Migrant Education (OME) Non-Regulatory Guidance, Oklahoma ID&R Handbook, and IDRC Certification Skills Assessment Test. The trainings will focus on appropriately applying the State’s ID&R policies and

procedures, as well as discussions regarding identified problem areas in the State's ID&R efforts and work. Such cases will be identified based on an on-going analysis of the Certificate of Eligibility (COE) Error Files maintained at each sub-granted school district office and reviewed by the Office of Federal Programs. They may also be identified during regular quality control monitoring procedures conducted by the State office. All staff members, including LEA-funded staff, are required to attend mandatory training sessions.

3. ID&R Certification

All recruiters working for the Oklahoma MEP, will annually successfully complete the highest certification level available, the IDRC Competency Skills Assessment test and IDRC Quizzes.

All certification related policies and procedures will be documented in and made available through the Oklahoma MEP ID&R Handbook.

4. Recruitment Support

All recruiters will be informed of and will have access to task specific support materials; for example, program information handouts, State, and local contact information, bilingual support services information and any other assistance necessary for the normal fulfillment of their duties and responsibilities. The availability, oversight and distribution of materials and assistance will be managed by the Office of Federal Programs in collaboration with both the State MEP office and the school district offices. In addition, the Office of Federal Programs will clearly communicate the support structures in place for all recruiters and will serve as the primary source for relevant information pertaining to ID&R policies and procedures. The Office of Federal Programs Staff will be readily available to guide and support recruiters on eligibility issues and will serve as the point of contact for the resolution of such issues.

5. MSIX Move Notice Follow-up Process

MSIX Move Notice Follow up

Note: Sometimes the move notice includes the family's contact information and location. Sometimes it will only tell you that the family has moved to Oklahoma.

1. If the family's contact information was include in the move notification, contact the family to set up an appointment for the interview and ask them if they need a print out from MSIX. (This step will resolve enrollment delays)
2. Search the student's MSIX ID within the MSIX database
3. If the family's contact information was not included in the move notification, search the Wave for student enrollment
4. If the student is enrolled, get contact information and call the family and set up a time for interview.
5. If the family doesn't answer calls or returns your messages, drive to their homes. If they aren't home, leave a door hanger with your call back information
6. If the student is not found in the Wave, contact the person who sent the move notification to get more details about the family, last known phone number, and a copy of their COE
7. Plan the trip at the family's convenient date and time
8. Conduct the interview, complete, and submit the COE
9. Follow up with family

MSIX Move Notice Follow up Checklist

The family's contact information was include:

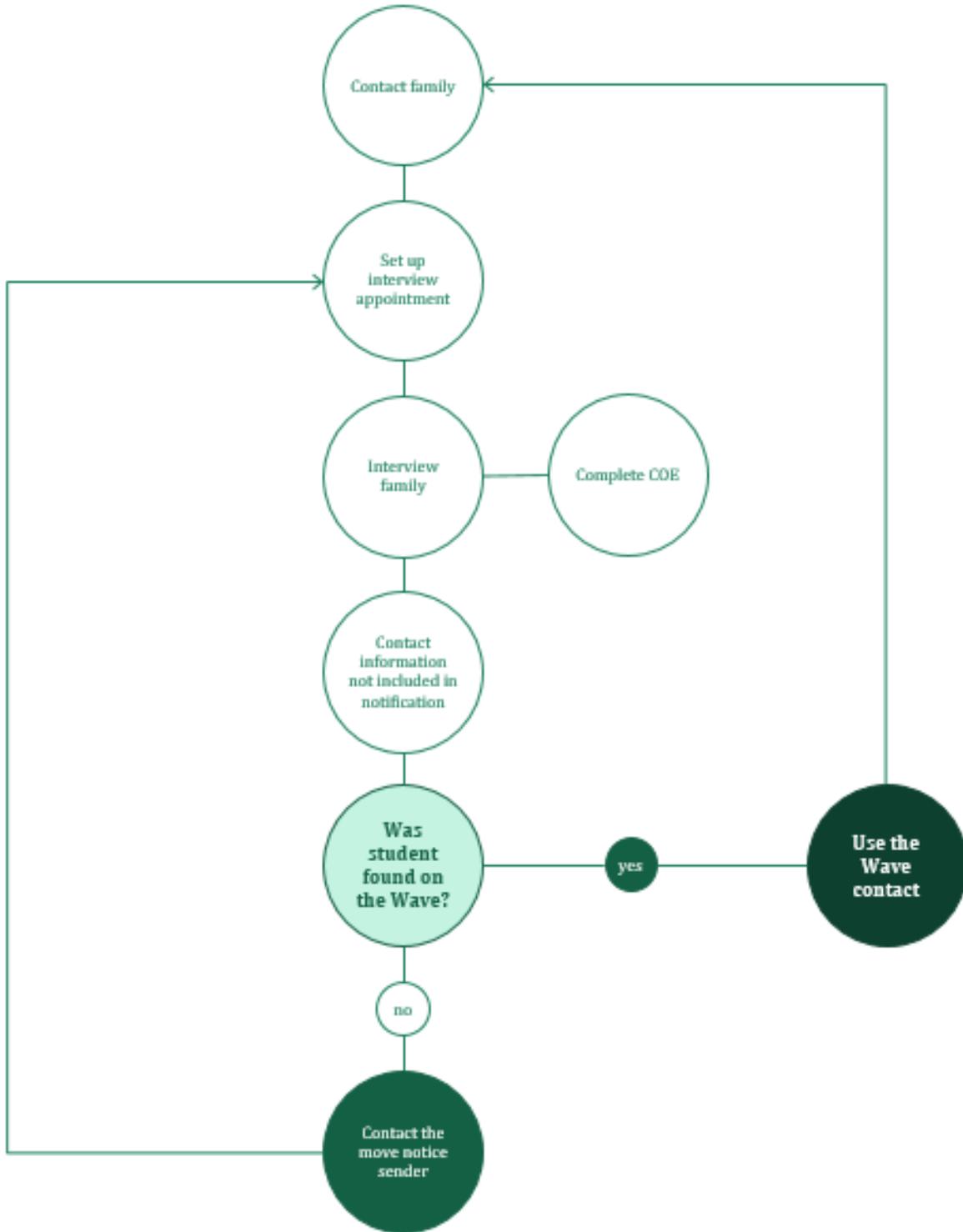
- Student was searched within the MSIX database
- Family was contacted
- Appointment was scheduled
- Family was interviewed
- COE was completed
- COE was not completed

The family's contact information was not include:

- The Wave was searched for student enrollment
- The student' contact information was obtained (follow step 1, 4, 7, 8, and 9)
- Unable to make contact with the family (follow step 5 and 6)
- Drove by family's home
- Door hanger left
- Move sender was contacted
- Family was located
- Family was missed

MSIX Move Notice Follow-up

MSIX Move Notice Follow up



6. Quality Control

The Oklahoma MEP will uniformly implement quality control policies and procedures to ensure that all documentation related to child eligibility, beginning with the COE, contains true and accurate information. The result of the various quality control policies and procedures will ensure, to an independent reviewer, that enough accountability and detail is in place and available to demonstrate a sound basis for the migrant eligibility determination being established and maintained.

- **COE quality and accuracy:** Local recruiters will submit their COEs to the Local Program Director for verification if it is complete and free of errors; it will be submitted to the State Migrant Program Specialist for revision. If the COE is incomplete and contains errors, it will be returned to the Local Recruiter for corrections. The state recruiter will review the COE and if it is acceptable, it will be submitted for final approval to the Office of Federal Programs. If it has errors, it will be returned for corrections to the Local Program Director.

The State's ID&R quality control policies and procedures contain protocols that target the following five areas:

1. Ensuring the accuracy and rationality of initial child eligibility determinations as documented on the COE.
2. Assessing and resolving complicated and questionable initial child eligibility cases.
3. Child eligibility decision appeals process.
4. Evaluating and conducting public requests for child eligibility re-interviews.
5. Conducting prospective child eligibility re-interviewing.

7. Interstate/Intrastate ID&R Coordination

The LEAs in the Oklahoma MEP will coordinate with in and out of State LEAs for the prompt and efficient ID&R of all eligible children arriving or departing to/from their LEA or State. All LEAs will complete Departing Forms and send, within 48 working hours, to the receiving LEA an MSIX online departure notification that the student is leaving the area. All MSIX online arriving notifications will be followed-up within 72 working hours of arrival.

8. Evaluation

The Oklahoma MEP will establish ID&R evaluation policies and procedures to measure and help ensure the State's capacity to meet the federal requirement that all eligible children present in the state are identified, recruited, and served. They are:

- The state will evaluate the five measurable objectives in the State ID&R plan. If major inconsistencies or changes are found to exist, the causes will be analyzed and evaluated so that corrective action plans can be developed and implemented for continuous program improvement.
- Evaluation of the Identification and Recruitment practices of individual recruiters at all OKMEP levels: Oklahoma MEP will evaluate the individual ID&R practices of state and districts recruiters. The state will evaluate the implementation and adherence of those individuals to the State's ID&R Plan.

9. STATE RESOURCES

The Oklahoma MEP will develop, adopt, maintain and, distribute resources to ensure that the State complies with all applicable federal requirements related to ID&R. These resources will be used to ensure the timely and accurate recruitment of all eligible children who meet the federal definition of migrant and to ensure and protect the integrity and legitimacy of all child rosters and child counts.

- ID&R Handbook: The Oklahoma ID&R Handbook is used by the Oklahoma MEP to ensure the availability and distribution of the State's policies and procedures regarding the identification and recruitment of migrant children Oklahoma. The handbook is revised, as needed, to reflect any changes in the MEP.
- OME Non-Regulatory Guidance: The Oklahoma MEP bases its ID&R policies and procedures on the March 2017 publication. It is made available to all personnel during the State's initial ID&R training and when updates have been made

Connecting the State ID&R Plan to Local Educational Agencies Each LEA in Oklahoma receiving MEP funds is required to create a yearly ID&R plan connected to this state plan. The following pages show the ID&R plan template that LEAs use and submit for approval along with the yearly federal programs consolidated application.

School District: Enter your school district here School Year: Enter current school year (i.e., 2016-2017)

All school districts in Oklahoma follow the state MEP ID&R Plan as well as the Oklahoma MEP *IDR Handbook*. The plan below describes how the school district will implement ID&R requirements aligned to the state ID&R plan.

1. How often will the MEP contact meet with local ID&R staff (recruiters and supplemental service providers) to monitor the implementation of this ID&R plan (minimum of once a semester and summer)?

Enter your answer here

2. How will the district manage and coordinate local staff year-round (regular school year and summer) ongoing recruitment efforts for enrolled and out-of-school youth (OSY) including pre-school aged children? Please describe and include flexible staff schedules, peak periods of agricultural activity, and use of the ID&R Activities checklist.

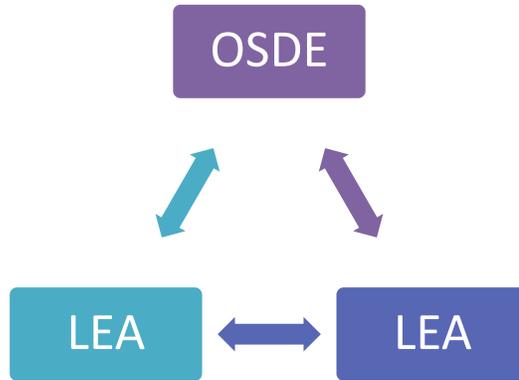
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3. How will the district coordinate with regional and state MEP staff for identifying and contacting potentially eligible migrant families, targeting enrollees and non-enrollees (ages 0 to 21), and ensure COEs are completed as needed (within two days)?

Enter your answer here

4. How will the district contact currently eligible migrant children and youth to determine if new qualifying moves have occurred and ensure COEs are completed as needed?

Enter your answer here



ID&R ACTIVITES CHECKLIST

School-Based ID&R	Staff Responsible	Timeline	Documentation	Date(s) Completed
Contact school district Federal Programs Director to ensure efficient use and transfer of occupational surveys.	Recruiters	January 1 and July 1	Productivity Report or Recruiter Contact Log	
Identify opportunities to present to counselors, Title I staff, and other key contacts at school district and make a plan to collaborate for ID&R.	Recruiters	January 1 and July 1	Productivity Report or Recruiter Contact Log	
Contact potentially eligible children and youth based on Family Surveys.	Recruiters	Monthly	Completed COEs	
Contact families referred via MSIX Move Notifications.	Recruiters	Monthly	Completed COEs	
Review current H-2A orders. Contact	Recruiters	Quarterly	Productivity Report or	

employers and arrange collaboration to contact workers.			Recruiter Contact Log	
Review and update agricultural map with local employers and areas where workers may reside	Recruiters	January 1 and July 1	Completed and updated maps	
Community-Based ID&R	Staff Responsible	Timeline	Documentation	Date(s) Completed
Make efforts for ongoing contact and coordination with local agencies that serve migrant families/OSY to identify potentially eligible individuals.	Recruiters	Ongoing	Productivity Report or Recruiter Contact Log	
Complete an agency info sheet on each organization in the area that provides services to migratory populations.		Annually	Agency Info Sheets on file	
ID&R Training	Staff Responsible	Timeline	Documentation	Date(s) Completed
Notify State MEP staff of all newly hired district MEP staff.	LEA Program Directors	By the end of the first week of employment.	Email	
Complete new staff training modules on the MSIX Web site.	Newly hired recruiters and LEA Program Staff	By the end of the first week of employment.	Complete an MSIX application	

Attend all Oklahoma MEP ID&R training and webinars.	Recruiters	As provided	Sign-in sheets & Evaluations	
Quality Control	Staff Responsible	Timeline	Documentation	Date(s) Completed
Record all effort on time and effort log.	Recruiters	Weekly	Time and Effort Log	
State Recruiter will conduct rolling re-interviews.	Recruiters	January 1, April 1, July 1, October 1	Re-interview Notes and Summary Report	
State will coordinate rolling re-interviews.	Program Director	January 1, April 1, July 1, October 1	Re-interview selection process documentation	

