



# SAN DIEGO COUNTY OFFICE OF EDUCATION MIGRANT EDUCATION PROGRAM REGION 9

## REGIONAL QUALITY CONTROL PLAN

# REGION 9 QUALITY CONTROL PLAN FOR IDENTIFICATION & RECRUITMENT

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# REGION 9 QUALITY CONTROL PLAN FOR IDENTIFICATION & RECRUITMENT

## I. Introduction

Region IX is the southwestern most region of California, consisting of San Diego and Orange Counties. The regional office is located in San Marcos, located in San Diego North County, as most agricultural work and workers are in this area. Common crops in Region 9 are strawberries, tomatoes, avocados, oranges, lemons, green beans, floral crops and house plants.

The agricultural work varies from seasonal crops to temporary nursery crops that have peak seasons needing additional workers.

Region IX I&R staff consist of 1 I&R supervisor/coordinator, 2 SEA reviewer/data technicians, 6 regional full-time recruiters, 2 OSY advisors at .30 FTE recruitment, 1 district recruiter at .30 FTE recruitment and 4 temporary recruiters at .50 FTE during peak season recruitment, April through September. The region directly supervises these staff.

The region's I&R trainings, quality control plan, processes, and standards of practice are administered by the region. The region also reviews all submitted COEs and provides I&R technical assistance as needed.

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## II. Federal and State Requirements and Guidance

### Region 9 is directed by the following:

- The Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind (NCLB) Act of 2001 • U.S. Department of Education, Office of Migrant Education Non-Regulatory Guidance (NRG), August 2010 as amended by the Student Succeeds Act (ESSA). 12/10/2015
- U.S. Department of Education, Office of Migrant Education Non-Regulatory Guidance (NRG), August 2010
- California Migrant Education Program Identification & Recruitment Manual, 2011 and 2017 updated COE Eligibility Instructions
- U.S. Department of Education, Office of Migrant Education Technical Assistance Guide on Re-Interviewing, December 2010
- CA MEP Identification and Recruitment and Quality Control Plan, February 2012
- Updates via MSIN, MSIX and the Digital Chalkboard

## REGION 9 QUALITY CONTROL PLAN FOR IDENTIFICATION & RECRUITMENT

### III. Professional Development for Identification and Recruitment

#### **Regional I&R Trainings**

Region 9 Migrant Education Program I&R coordinator, 1 SEA reviewers and 2 Power Users provide monthly trainings to regional and district recruitment staff. This staff group contains the Region 9 five MSIN Power Users, which have been trained and continue to be trained by WestEd and CDE during the 2020-2021 school year. Changes in I&R Practice were introduced on March 2019 by WestEd and are implemented in Region 9 and shadowing from 4/1/19 and continuing.

#### **(COE Framework for Eligibility, page 15)**

Regional office staff meets a week prior to the training dates to discuss topics to be covered at the training. Several factors are used when selecting topics for trainings; based on the flow of the incoming COEs to the regional office and common errors, both qualifying and clerical, indicated on current COEs. Also any new directions or new guidelines given by CDE and/or WestEd are used for training purposes. The training materials used are the OME Migrant Education Training Support, the new MSIN 6.0 webinar series provided by WestEd and the newly updated CDE's 2017 I&R Draft Manual.

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### IV. Supervision, Annual Review and Evaluation

Region 9 I&R coordinator shadows each recruiter annually, evaluates and gives guidance to all recruiters using the same criteria of:

- Quality of work, recruitment practices, review of common qualifying and clerical COE errors, understanding and application of state and federal regulations.
- Quantity of acceptable work demonstrating time spent in recruitment, showing actual newly recruited or re-qualified migrant families and OSY.
- Up to date Annual Verification documentation, showing recent migrant family moves and migration patterns to inform training and recruitment direction.
- New and continued contacts in the community and at school sites for recruitment.
- Updated current calendar to show supervisor and staff teammates each other's whereabouts for safety purposes and best collaborative use of time.
- Observation of each staff giving presentations in English and Spanish of program services and requirements for qualifying into the Migrant Education Program.
- Cohesive working relationships with other MEP regional and district staff to maximize program services and recruitment efforts.

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## V. Process for Resolving Eligibility Questions / Validation of Eligibility Determinations

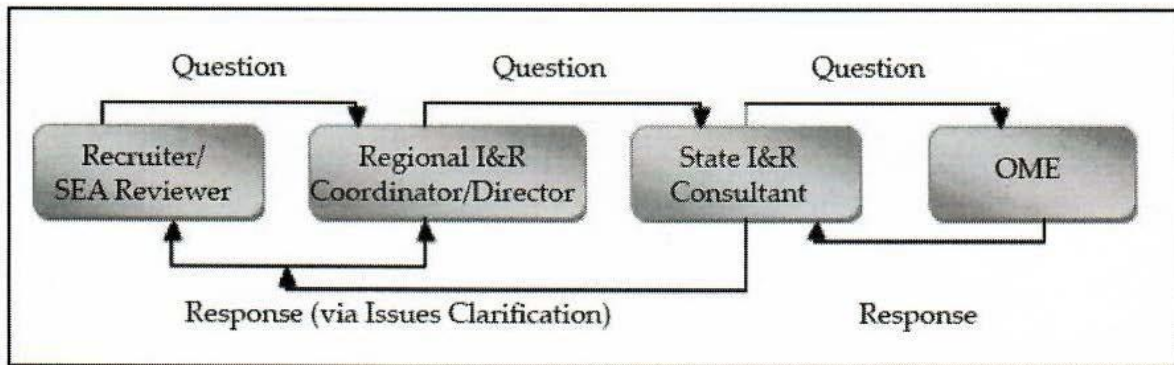
Region 9 SEA reviewers respond to each COE with questionable recruitment accuracy by sending an email to the recruiter, cc the I&R coordinator, showing the issue in question by referencing the COE section and the I&R manual.

If the issue is not resolved, the I&R supervisor discusses the I&R issue with the SEA reviewers and recruiters.

If still not resolved, the I&R supervisor or SEA reviewers consult the MSIN Support department at WestEd by email.

The resolved issue is used for training purposes. All I&R staff are encouraged to ask questions and be part of resolving I&R issues.

1 Process for Resolving Eligibility Questions



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### **VI. Certificate of Eligibility Quality Control Procedures**

Region 9 recruiters contact potential migrant families and update Annual Verifications with a phone call, asking questions regarding eligibility. Recruiters look up existing migrant family information on MSIN to cross reference data.

Region 9 recruiters meet in person with potential migrant families, reviewing facts and conducting the official interview. Recruiters request to see children's birth certificates to insure accuracy of clerical information.

Region 9 recruiters complete electronically or by paper the official COE, along with the WestEd Interview Framework Diagram indicating the family's qualifying move, qualifying work and reason of economic necessity. Copies of all information are stored in locked cabinets at the regional data office.

Region 9 recruiters leave each newly recruited or requalified family/OSY with a welcome letter, including individual qualifying facts that the migrant parent, guardian or OSY gave.

Region 9 recruiters let each parent know that they may be contacted by an independent re-interviewer, representing the state, to verify qualifying COE facts.

Region 9 SEA reviewers carefully review each COE and update questionable recruiter COE information, qualifying and clerical errors to a regional recruiter error database to inform trainings and individual recruiter's evaluation for the I&R supervisor.

Region 9 checks 10% of all COEs monthly with a phone call to the migrant families to confirm qualifying facts of the family's recent move, children that moved, reason of economic necessity, qualifying work and to insure accuracy of COE dates and clerical information. All results are used in trainings to improve Region 9 quality control procedures.

Region 9 recruiters review Annual Verifications with each family on the anniversary of their Qualifying Arrival Date (QAD) to ask if family/OSY has moved for qualifying work or economic necessity.



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Region 9 recruiters send an "End of Eligibility" letter to each family/OSY to let them know of services ending and remind them to notify their recruiter in the event of a qualifying move.

Region 9 I&R supervisor, SEA reviewers and Power Users meet month/y to review all I&R issues, in order to continuously improve training for I&R.

### **VII. Re-Interview Process**

Region 9 employs 2 regional re-interviewers to conduct re-interviews as indicated by CDE on a quarterly basis, re-interviews of 5% region wide. Regionally employed re-interviewers are trained by the I&R coordinator, with emphasis on language skills appropriate for conducting re-interviews with migrant families, review of the questionnaire, practice use of the questionnaire and interviewing techniques, maps of the local area of Region 9, letter of introduction in English and Spanish and questionnaires in English and Spanish.

The I&R coordinator works with a dedicated SEA reviewer for input of the re-interview findings on the CDE secure server website. The I&R coordinator and SEA reviewer work together to input requested information of regional trends, training of recruiters and methods for improvement for accuracy of COE information.

If the re-interviewer needs assistance to locate a family, the I&R coordinator communicates with the MEP staff attending to the families that the re-interviewer is there to verify facts given on the COE, and that this is a federal and state regulation to insure accuracy in enrollment of migrant families into the program.

At all PAC meetings, parents are reminded of the procedure and that they should not be fearful of any wrong doing. They are reminded to simply and honestly answer the re-interviewers questions regarding their move, who moved in the family and the agricultural work done. This same information is given at each new COE family/OSY interview.

CDE sends state trained and employed re-interviewers every 3<sup>rd</sup> year. All information from regional and state re-interviews is used to inform

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regional I&R trainings.

### **VIII. Appeals Process**

In the event of an appeal for an eligibility determination, Region 9 I&R supervisor works with the director, SEA reviewers and recruiters to create an appeal for the COE family in question. A detailed report is submitted to CDE with corresponding documentation to support qualifying facts for the family's COE. If the state determines that the supporting evidence is not sufficient to prove eligibility, the family is informed with an End of Eligibility letter, then the students are removed from the regional and state student databases. The family is supported to other local agencies for assistance needed.

### **IX. Process for Corrective Action**

In the event of Corrective Action, the region complies with all state requests and updates Quality Control Plan to insure proper procedures are in place for accurate eligibility determinations, trainings and follow-up procedures as defined by the state.

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## X. Quality Control Plan Tool A

### COE Corrections Database

This report indicates COE, recruiter, and narrative between SEA reviewer and recruiter to make necessary COE corrections. The information is used for regional trainings.

COE Number	SchoolYr	QAD	COEdate	RecruiterName	Reviewe	DateRece	Verified	Recruiter Comments	Reviewers Comments
	1718	08/05/2017	04/25/2018	Josie Arispe	Armando Martinez	5/8/2018		Recruiter agreed to redo COE	Recruiter crossed out Residency Date which is a protective field. Due to this we had to delete COE.
D915970	1718	08/05/2017	04/25/2018	Josie Arispe	Armando Martinez	5/8/2018	5/10/2017		
D915968	1718	08/10/2017	05/07/2018	Angelica Quezada	Armando Martinez	5/8/2018	5/11/2018	Recruiter came by office and fix conflicts.	Recruiter wrote relationship between worker and child in spanish.
D915968	1718	08/10/2017	05/07/2018	Angelica Quezada	Armando Martinez	5/8/2018	5/11/2018	Recruiter came by office and corrected all conflicts.	Recruiter on Sec. VI Line 1 : didn't capture full legal name of studeny. Section VII no district name. Sec IX relationship was written in spanish.
	1718	09/05/2017	05/02/2018	Angelica Quezada	Armando Martinez	5/8/2018		Recruiter agreed will redo COE.	Conflict between QAD and Enrollment date. COE had to be Deleted
D915974	1718	04/06/2018	05/11/2018	Fuensanta Lopez	Armando Martinez	5/15/2018	5/15/2018		

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## X.Quality Control Plan Tool B

### MSIN 6.0 Recruiter COE Report

The MSIN 6.0 Recruiter COE Report contains specific information of incoming COEs submitted by all Region 9 recruiters. This information is used to monitor recruiter and area productivity. Additionally, this report is used to check the status of COEs, i.e. Approved, COE Does Not Qualify, COE Ineligible, Fixed, Creation, Completed, etc.

**Search By**

COE Number  Current City

Recruiter's Name  Interviewee's Name

Regions: 09 Select COE Status ▼

**COE Signature Date Range**

Start Date  End Date

Search
Reset

### Results (14)

Rows Per Page 10 ▼

Filter	Filter items below							
	COE Number	Date Submitted	Region	Current City	Recruiter	Interviewee	Current Editor	Current Status
	D916034	Jun 20, 2018	09	Santa Ana	Josefina Arispe	Micaela Ponce		Completed Approved
	D916050	Jun 19, 2018	09	San Diego	Flor Garza	Leticia Morales		Completed Approved
	D916051	Jun 20, 2018	09	Vista	Flor Garza	Candelaria Cruz		Completed Approved
	D916052	Jun 20, 2018	09	Anaheim	Carmela Vasquez	Maria Aguilar		Completed Approved
	D916053	Jun 20, 2018	09	San Diego	Flor Garza	Beatriz V Cruz		Completed Approved
	D916054	Jun 21, 2018	09	Vista	Flor Garza	Virginia Galicia		Completed Approved
	D916055	Jun 21, 2018	09	Vista	Flor Garza	Virginia Galicia		Completed Approved
	D916056	Jun 19, 2018	09	Fallbrook	Trino Sandoval	Zeferina Cervantes		Completed Approved
	D916057	Jun 22, 2018	09	Santa Ana	Josefina Arispe	Yasmin Catarino Parra	Armando Martinez	Review
	D916058	Jun 25, 2018	09	Vista	Flor Garza	Italive Elena	Armando Martinez	Review

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### X. Quality Control Plan Tool C Assigned Duties Staff Checklist

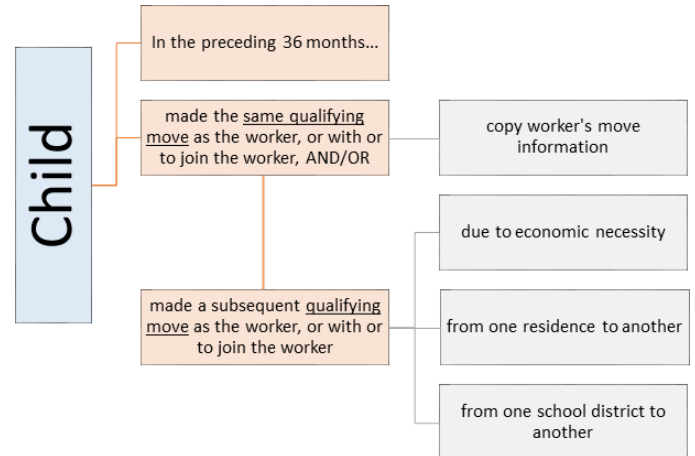
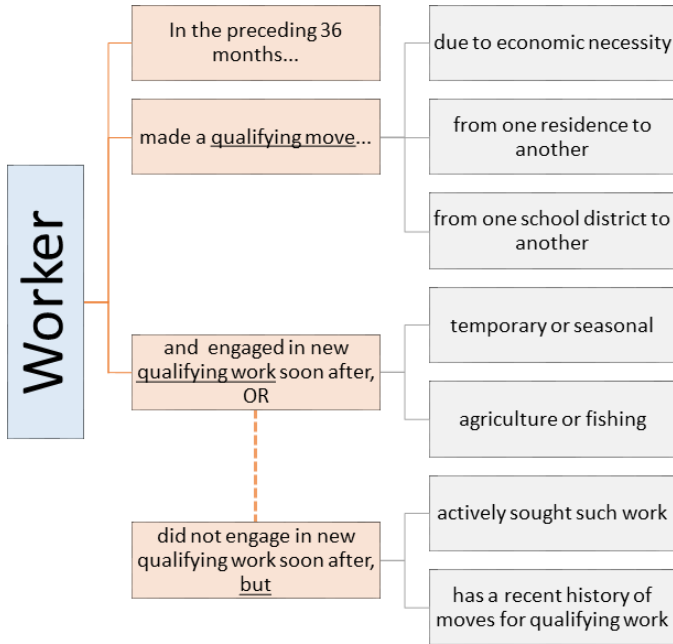
	Regional Director	I&R Coordinator	SEA Reviewer	Recruiter
<b>Plan and Implement Local I&amp;R Plan</b>	✓	✓	✓	
<b>Utilize Available Resources</b>	✓	✓		✓
<b>Selection and Hiring of Recruiters</b>	✓	✓	✓	
<b>Training I&amp;R Staff</b>	✓	✓	✓	
<b>Ensure Quality of Eligibility Determinations</b>		✓	✓	
<b>I&amp;R Supervision</b>		✓		
<b>Annual Review and Evaluation</b>		✓		
<b>Review Completed COE</b>			✓	

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	Regional Director	I&R Coordinator	SEA Reviewer	Recruiter
NRG – US Dept. of Education	✓	✓	✓	✓
CA MEP I&R Manual	✓	✓	✓	✓
Guide on Re-Interviewing		✓	✓	
MSIN 6.0	✓	✓	✓	✓
SEA Reviewer Training			✓	
I&R Webinars	✓	✓	✓	✓

## Interview Framework: COE 2017 (Version 2)

1. Determine if there is a child or self-qualifier present who meets the following criteria: **A) Age under 22 years old, and B) The child or self-qualifier is entitled to a free public education under state law or is not yet at a grade level where the LEA provides a free education.**
2. Determine if the parent/guardian or spouse (or child if self-qualifier) meets the definition of **Migratory Agricultural Worker or Migratory Fisher**. Obtain the most recent worker move that met the definition.
3. Then, determine if the child meets the definition of **Migratory Child**. Note that the child must move as the worker, or with or to join/precede the worker established in #2.



Diagram(s):

4. Derive the QAD from the child's most recent qualifying move as the worker, or with or to join/precede the worker. **QAD:** \_\_\_\_\_
5. Determine if there was a "Round Trip Move." If so, gather the information needed to complete Section IV of the COE.  
 Departure date: \_\_\_\_\_ # of days gone: \_\_\_\_\_

\*If the most recent worker move does not lead to meeting all criteria (#1-4), repeat this pattern for a prior worker move (and so on), until each worker move in the preceding 36 months has been considered. If none is found, exit the interview.

## **California Department of Education: Overview of Migrant Education in California**

The Migrant Education Program (MEP) is a federally funded program, authorized under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). The complete text of [ESSA](#) (PDF) is located on the U.S. Department of Education Web page. MEP is administered in all 50 states including Hawaii, Alaska, District of Columbia, and Puerto Rico. MEP is authorized by Part C of Title I and is designed to support high quality and comprehensive educational programs for migrant children to help reduce the educational disruption and other problems that result from repeated moves.

California's MEP is supported by both federal and state laws. Although the state law does not provide funding for the program, it does set out the administrative framework for delivering local MEP services through regional offices. The California MEP is the largest in the nation. One out of every three migrant students in the United States lives in California. In the 2015-16 school year, there were over 96,750 migrant students attending California schools during the regular school year and 42,570 attending summer/intersession classes.

According to ESSA the purpose of Migrant Education is:

1. To assist States in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods, that address the unique educational needs of migratory children.
2. To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards.
3. To ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.
5. To help migratory children benefit from State and local systemic reforms.

**Eligibility Requirements for Participation:** A child is considered "migratory" if the parent or guardian is a migratory worker in the agricultural, dairy, lumber, or fishing industries and whose family has moved during the past three years. A "qualifying" move can range from moving from one residence to another or across school district boundaries due to economic necessity. A young adult may also qualify if he or she has moved on his own within the past three years to engage in qualifying work or sought to obtain qualifying work (with a history of qualifying moves). The eligibility period is three years from the date of the last move. Eligibility is established through an interview conducted by a Migrant Education recruiter who visits both home and employment locations where migrant workers are employed. The law states that migrant education services are a priority for those students who have made a qualifying move within the previous one-year period and who are failing or are most at risk of failing to meet state academic standards, or who have dropped out of school.

**Questions: Migrant Education Office | 916-319-0851**

Last Reviewed: Tuesday, December 11, 2018