Oklahoma Migrant Education Program

Identification & Recruitment
Technical Assistance/Visitation Summary

Date of Visit_____

_____   _____
School District Name & Number   Migrant Program Director

_____   _____
Address   Lead Reviewer

_____   _____
City   State   Zip   Recruiter

_____   _____
MEP E-Mail Address   MEP Telephone

Onsite Review Participant/s:_____

ID&R Coordinator:_____

1. Review & discuss new guidance/NRGs   ☐ Yes   ☐ No

2. a. Number of families contacted_____

   as of (date)_____

   b. Number of COEs submitted_____

   as of (date)_____

   c. Number of COEs approved_____

   as of (date)_____

   d. Number of eligible children_____

   as of (date)_____

3. Migrant Education Program - ID&R Office:

- *Are all COEs filed properly and orderly?* ☐ Yes ☐ No

- *Are all file forms in locked file?* ☐ Yes ☐ No

- *How many past years are on file?* _____

- *Do recruiters have updated agribusiness list and local employers list?* ☐ Yes ☐ No

- *Are all training manuals and memos on hand and current?* ☐ Yes ☐ No

- *List of referrals/resources given to families upon visit (government, health, social, education)* ☐ Yes ☐ No

List:

Comments:

4. Migrant Education Program - ID&R Risk Management:

- *Reviewed COE error rate and common errors per recruiter* ☐ Yes ☐ No

- *Is project utilizing COE approval process and feedback effectively?* ☐ Yes ☐ No

- *Is COE checklist being utilized by project lead reviewer?* ☐ Yes ☐ No

Comments:

5. Are MEP project site/recruiters utilizing ID&R resources effectively?

- *Log forms* ☐ Yes ☐ No

- *Website* ☐ Yes ☐ No

- *Conference Attendance* ☐ Local ☐ State ☐ National

- *Mentoring* ☐ Yes ☐ No ☐ N/A

6. What suggestions does the ID&R coordinator have for improving technical assistance for this project?

Suggestions: