

Idaho Migrant Education Program Re-interview Protocol and Guide

Part I: Preparing for the Interview

- Prepare as much of your questionnaire as you can ahead of time.
- Share with the local Migrant Education Program staff member the names of the subjects to be interviewed.
- **DO NOT** call the subject ahead of time to prearrange a time for the interview.
- Simply review the list with the Migrant Education Program staff member in a logical fashion and prepare to visit the first subject of the interview.
- If the subject is home, proceed to **PART II**.
- If the subject is **NOT** home, check the appropriate box on the questionnaire and proceed to next subject on the list. (You must make **NO MORE THAN 2 VISITS** before the subject is removed from the sample.)
- If the subject has moved, check the appropriate box on the questionnaire.

Part II: Conducting the Interview

- Introduce yourself or have the local Migrant Education Program staff member introduce you to the subject.
- Explain the purpose of the visit and any risks to the respondent. For example:

The purpose of our visit is to ask you a few questions that will be used to improve the Migrant Education Program in Idaho and to check our system, not to check on individual families. However, to make sure that children are receiving the correct services, children who are found to be ineligible for migrant education services may be removed from the migrant education program. Your family was randomly selected for this interview. May we visit with you?

(If the subject declines the interview, thank the subject and move on to the next interview)

- Follow the questionnaire in the order it appears.
- **DO NOT** leave any part of the questionnaire blank. If the subject does not wish to respond, not **DID NOT RESPOND** in the space provided.

Part III: Original COE Review

- Remove a copy of the subject's COE from the sealed envelope and compare answers from the interview. If different, explore why.

Part IV: After the Interview

- Thank the subject for his or her cooperation and participation in the re-interview process.
- Present the subject with the book provided by Idaho MEP.

