



OSY Recruitment Protocol

Out of School Youth (OSY) have been consistently recruited into the Louisiana Migrant Education Program (LMEP) over the past three years. Since 2015, this population makes up 27% of students recruited into the LMEP. OSYs are a unique LMEP population requiring different strategies to recruit and serve them. Therefore, the LMEP has specific protocols when recruiting these students.

The following protocol describes the steps that each recruiter follows when recruiting an OSY. Some parishes in Louisiana have opted out of recruiting and serving OSY, so this protocol will not apply to them. However, these expectations apply to any recruiter that does recruit OSY.

Recruiters conduct several tasks upon recruiting an OSY. They provide services to the OSY using the materials provided by the OSY Center or by their parish MEP, document all appropriate information on the COE and thoroughly complete the OSY Profile.

When providing OSY Center Materials, the recruiter will select the OSY Center as the district for the COE.

The LMEP OSY Center was created to provide materials and support for OSY in Louisiana that are not being served by any parish MEP. To understand how many OSY are being served with OSY Center materials, any student that receives OSY Center materials will have the OSY Center as the district on the COE.

COE Draft School District OSY CENTER COE Date 5/17/2020

Search

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School District OSY CENTER COE Date 06/29/20



Louisiana Migrant Education Program ID&R Team



The recruiter must document services provided to the OSY in the OSY Profile.

MERIL 2 - LA1015

COE

Find Students

Student ID quick search

Student IDs

LA1017-828270

LA Secure ID

Enrollment Filtering

Showing data for 1 enrollment

OSY PROFILES

New OSY Profile

Connected to enrollment

Grade: OS, Enroll Date: 5/31/2020

OSY CENTER

Remove this Assessment

Date: 05/31/20

How long is youth planning to be in area: LESS THAN 3 MONTHS

Where will youth move next?: MEXICO

English Proficiency: N

Home Language: SPANISH

Services:

Health Skills Language Dev Skills Life Skills Hygiene Kit Only (No other services provided)

Comments: HYGIENE KIT, COVID -19 KIT AND TRAINING

Providing services to an OSY is more than providing a hygiene kit to the student. If a hygiene kit is supplied to a student, **in order for it to be counted as a service, a lesson must accompany that hygiene kit.** For example, the recruiter could conduct a mini lesson about dental care after handing the OSY their toothpaste and toothbrush.

A typical OSY recruitment service will include the following procedures:

1. Provide the OSY(s) with their OSY Kit full of all the materials provided by the OSY Center or local parish MEP.
2. Review the items in the hygiene kit.
3. Conduct a mini lesson based on what information the OSY(s) is most interested in.
4. Finally, demonstrate how to use the “Rapido y Practico” workbook for the students to practice English lessons on their own.

The following items are in the OSY Kit prepared by the OSY Center and given to the regional recruiters to disseminate to OSY.

- **Hygiene Kit:** Provide a hygiene kit to the OSY. This hygiene kit includes the following basic hygiene items: a bath towel, 2 wash cloths, a bar of soap, a bottle of shampoo, roll on deodorant, toothbrush & toothpaste, bug spray.
- **Mini lessons:** Mini lesson booklet in the OSY Kit that contain the following topics: Dehydration, Dental Care, Using a Street Map, Rape Prevention, Dangers of Marijuana, STDs, and Dangers of Sharing Needles.
- **Workbook:** Spanish & English workbook titled “Rapido y Practico” that the OSY can use to complete English lessons on their own.
- **Educational Supplies:** Notebook, pen and pencil that the OSY can use with the workbook.
- **Drawstring Bag:** All of the materials listed above are packed in a drawstring bag.



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The recruiter must document the following items on the COE and the OSY Profile. There are additional fields in the OSY Profile that can be completed but the following fields must be completed.

- **COE**

- a. **General Information**

- i. **District:** If this is an OSY Center COE, input the OSY Center as the School District.

COE Draft

School District: OSY CENTER

COE Date: 5/17/2020

Search

Navigation icons: back, forward, search, refresh, close

School District: OSY CENTER

COE Date: 06/29/20

- b. **Family Section**

- i. **Contact information:** Document the OSY's phone number on the COE. If a phone number for the OSY is unavailable, include the phone number of another person that can be used, with the OSY's permission, to contact them. If the phone number does not belong to the OSY, include the name of the person's phone number and include their relationship to the student.

IV. COMMENTS SECTION

General comments

DUE TO THE CORONAVIRUS PANDEMIC, THE INTERVIEWEE VERIFIED, FROM A 6 FT. DISTANCE, THE ELIGIBILITY INFORMATION, HAD THE FERPA RIGHTS READ TO THEM, AND GIVES PERMISSIONS AS SELECTED IN THE SIGNATURES SECTION. THE PHONE NUMBER BELONGS TO THE YOUTH'S FATHER, MR. SOTO.

- c. **Eligibility Section:** To/From School Districts are the local parish where the student is moving to or from. This allows us to demonstrate a move across district lines.
 - d. **Child(ren) section**
 - i. **Grade:** OS shall be selected to indicate the student is out of school.



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- ii. **Last Grade:** Document the last grade that the OSY completed in this field.

09

Last Grade

09

District of Residence

ACADIA MICHoudouche

AM

- iii. **District of Residence:** Select from the dropdown list the name of the parish in which the student currently resides.
- iv. **Advocate:** Input the name of the recruiter that recruited the student.
- v. **School and Facility Names:** IF this is an OSY Center COE, input the OSY Center as the School and Facility Names

e. **Signatures Section**

- i. **Relationship to child:** If the youth signs for themselves, select “SELF” as

Advocate

Tomi Soto

the “Relationship to Child”

- **OSY Profile:**

District of Residence

ALLEN

4 MONTHS OR MORE

NOT SURE

How long is youth planning to be in area

LESS THAN 3 MONTHS

- a. **How long is the youth planning to be in the area?** Select from the dropdown list the most appropriate amount of time that the youth plans to be in the parish.



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- b. **English Proficiency:** Select Y or N to indicate whether the student is proficient in English. This information is gathered through a conversation with the student.
- c. **Services:** Select the appropriate checkboxes for the services that are given to the OSY at the time of recruitment. These services are automatically recorded into their supplemental data section of MERIL2.

Student Data Edit Name [REDACTED]

Search [REDACTED]

M/F Birthdate Age Grade Parish
F 7/12/1999 20 OS OSY CENTER

Graduation/HSE Date/Ind [REDACTED]

Date Address/Camp* Housing Type* Phone* COE Number* District* *read only
3/8/2020 [REDACTED] Labor House [REDACTED] OSY CENTER

How long is youth planning to be in area? Where will youth move next?
4 MONTHS OR MORE MEXICO

English proficiency Home Language
N SPANISH

Services:
 Health Skills Language Dev Skills Life Skills Hygiene Kit Only (No other services provided)

Comments

MERIL 2 - LA1015

COE [REDACTED] Print Save My Work Cancel Changes Delete Student View COEs More Update Zoom 100%

Student Find Students Student ID quick search Approved

ESTABAN Middle JIMENEZ SAEHZ Suffix

Sex Birth Date Age Ethnicity and Race Ver. Code Alg 1 Ind. Graduation/HSE Date/Indicator
M 09/19/99 20 HI,WH 1007

Enrollment Filtering Showing data for 1 enrollment

OSY PROFILES New OSY Profile

Connected to enrollment Grade: OS, Enroll Date: 5/31/2020 OSY CENTER Remove this Assessment

Date How long is youth planning to be in area Where will youth move next? English Proficiency Home Language
05/31/20 LESS THAN 3 MONTHS MEXICO N SPANISH

Services:
 Health Skills Language Dev Skills Life Skills Hygiene Kit Only (No other services provided)

Comments
HYGIENE KIT, COVID -19 KIT AND TRAINING

- i. **Hygiene Kit Only (No other services provided):** The recruiter provided a hygiene kit to the OSY and provided no other services.
- ii. **Health Skills:** The recruiter conducted a lesson or a services regarding health skills to the OSY. These services may include the mini lessons on the following topics: Dehydration, Dental Care, Using a Street Map, Rape Prevention, Dangers of Marijuana, STDs, and Dangers of Sharing Needles.
- iii. **Language Dev. Skills:** The recruiter provided a lesson regarding English Language development. This may include instruction of how to use the Rapido y Practico workbook provided in the OSY Kit.
- iv. **Life Skills:** The recruiter provided a lesson regarding life skills.