

RECOMMENDED PROCEDURES FOR MIGRANT OSY DISTRICT DESIGNEE

Face-to-Face Interview to fill out an OSY Profile:

When completing OSY Profiles, there may be three situations.

1. OSY Profile is filled out by the recruiter when new COE is completed.
2. OSY Profile is filled out by the recruiter when completing residency verification (RV).
3. OSY Profile is filled out by OSY Designee if/when the recruiter is not able to make face-to-face contact with the OSY at time of completing COE or RV.

Note: The OSY Profile interview must be conducted with the OSY. Attempts must be conducted until contact has been made with the OSY.

OSY DISTRICT DESIGNEE RESPONSIBILITIES

Training:

1. Attend Region One ESC Training on OSY services and required documentation on the Migrant Out-of-School Youth System (MOSYS).
2. Turn Region One ESC Training around at district level to all personnel working with OSY.

Access to Student Records:

1. Request NGS and SIS access (e.g. Skyward, TxEIS).
2. Request and print NGS OSY Report monthly.
3. Make sure all names on your NGS OSY Report appear in MOSYS. If a record is not found in MOSYS, enter the new OSY using the NGS OSY Report.

Services to OSY:

1. Request transcripts for all OSY, if transcripts are available.
2. Review transcripts and use Student Service Referrals form to document academic history.
3. Determine instructional and support services for OSY.
4. Review all options that your district has to offer for OSY.
5. Review all out-of-district options for OSY.
6. Provide resources available with contact information to all OSY.
7. When visiting with the student, OSY Designee should already have a plan that is in the child's best interest, along with contact information for programs and services.
8. If OSY expresses interest in any service, connect him/her with the service, and document the referral on MOSYS, under *Service Referrals*. Inform the OSY that you will be following up on any referrals provided.



9. If OSY declines services, provide him/her with your contact information and inform the OSY that a follow-up will be conducted the following semester. Document the decline of services on MOSYS, on the OSY Profile.

Monthly Follow-ups:

1. Conduct monthly follow-ups with all OSY to:
 - a. Document if OSY have obtained any services as a result of referrals provided by you or other MEP staff. Any services that were obtained by the OSY will be documented in MOSYS, under *Services Received*, including enrollments into HSE and HS programs.
 - b. Assess new needs and interests and provide resources to address them.
 - c. Offer services to those OSY that you were not able to locate the previous month.
2. Enter all follow-ups and attempts on MOSYS, under *Contact Log*.

Note: Regardless of acceptance/denial of service from OSY, follow-ups must be conducted as per TEA MEP. Data will be used to complete the **2018-2019 Local Needs Assessment**.

NGS Documentation:

1. Provide your NGS clerk with the following information to be encoded on NGS:
 - a) OSY Profiles
 - b) Services Received Forms
 - c) MOSYS Exit Report

Local Needs Assessment Surveys:

1. As determined by your Migrant Administrator, distribute and collect the following surveys to an OSY Sample Group:
 - a) LNA OSY Needs Assessment Survey
 - b) LNA Student Survey for OSY

PFS OSY:

1. If assigned to work with PFS OSY, follow district procedures and guidelines to completing PFS progress reviews and entering them on the Region One Project P.R.I.D.E. system.

Note: As stated above, proper OSY documentation must be maintained and entered on NGS, MOSYS, and Project P.R.I.D.E. to meet TEA MEP Requirements.

