



## 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 choose the OSY Center as the student's advocate on 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. In order 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 Advocate in the COE.

|                      |   |                      |                      |                      |                      |                      |
|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Last Name            | Last Name2                                      | First Name           | Middle               | Suffix               | DOS Transcript       |                      |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |
| Ethnicity and Race   | Sex   | Birthdate            | Age                  | Mult. Birth          | DOB Code             | Advocate             |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | 0                    | <input type="text"/> | <input type="text"/> | OSY CENTER           |
| Birth City           | Birth State                                     | Birth Country        | Relationship         |                      |                      |                      |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | <input type="text"/> |                      |                      |                      |
| School Name          | <input type="checkbox"/> Display all facilities | Enr. Date            | Type                 | Grade                | Dropout/Last Grade   | Homeschool           |
| <input type="text"/> |   | <input type="text"/> |
| Res. Date            | District of Residence                           | Med Alert            | Imm Avail            | Medical Alert        |                      |                      |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |                      |
| LA Comments          | <input type="text"/>                            |                      |                      |                      |                      |                      |



## Louisiana Migrant Education Program ID&R Team



The recruiter provides services to the OSY using OSY Materials provided by the OSY Center or their parish MEP.

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.



## Louisiana Migrant Education Program ID&R Team



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. **Contact information:** Document the OSY's phone number on the COE. If a phone number for the OSY is unavailable, the following must be documented in the comments section of the COE
    - i. Next of kin phone number
    - ii. H2A work order number in the OSY Profile comments
    - iii. Farm name/farm owner in the OSY Profile comments
  - b. **Grade:** OS shall be selected to indicate the student is out of school.
  - c. **Last Grade:** Document the last grade that the OSY completed in this field.

|                      |   |                      |                      |                      |                      |                      |
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| Birth City           | Birth State                                     | Birth Country        | Relationship         |                      |                      |                      |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | <input type="text"/> |                      |                      |                      |
| School Name          | <input type="checkbox"/> Display all facilities | Enr. Date            | Type                 | Grade                | Dropout/Last Grade   | Homeschool           |
| <input type="text"/> |   | <input type="text"/> | <input type="text"/> | OS                   | <input type="text"/> | <input type="text"/> |
| Res. Date            | District of Residence                           | Med Alert            | Imm Avail            | Medical Alert        |                      |                      |
| <input type="text"/> | <input type="text"/>                            | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |                      |
| LA Comments          | <input type="text"/>                            |                      |                      |                      |                      |                      |



# Louisiana Migrant Education Program ID&R Team



- **OSY Profile:**

- 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.
- 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.
  - i. Services
    1. **Hygiene Kit Only (No other services provided):** The recruiter provided a hygiene kit to the OSY and provided no other services.
    2. **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.
    3. **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.
    4. **Life Skills:** The recruiter provided a lesson regarding life skills.

|   |   |                     |               |                      |             |
|---|---|---------------------|---------------|----------------------|-------------|
| Date                                      | Address/Camp*   | Housing Type*       | Phone*        | COE Number*District* | * read only |
|   |   |                     |               |                      |             |
| How long is youth planning to be in area? | Where will youth move next ?  | English proficiency | Home Language |                      |             |
| LESS THAN 3 MONTHS                        |   | N                   |               |                      |             |
| Services:                                 | <input type="checkbox"/> Health Skills <input type="checkbox"/> Hygiene Kit Only (No other services provided) <input type="checkbox"/> Language Dev Skills <input type="checkbox"/> Life Skills |                     |               |                      |             |
| Comments                                  |   |                     |               |                      |             |

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



## Louisiana Migrant Education Program ID&R Team



After the OSY is recruited and served, there are several things that will take place in order to maintain accurate student records

- **Maintaining withdrawals and enrollments**
  - a. The LMEP Data Manager downloads quarterly OSY reports which will show which OSYs that are currently enrolled and which ones are due to be withdrawn (via the OSY Profile). This report is sent to the ID&R Specialist and they follow up on it with the recruiters.