

May
2020



IRRC Resource

Electronic Survey Tool



Purpose

Electronic Survey Tool

- ▶ Our Technical Support Team was charged with developing a technology based tool to support ID&R and make eligibility based determinations.
- ▶ The group decided we needed a way to get referrals in an efficient manner.
- ▶ Something easy to use
- ▶ Could be used in lieu of a paper occupational survey or farm survey
- ▶ Cost effective
- ▶ Not a lot of costs to use the tool



Occupational Survey forms

- ▶ Used across the country
- ▶ Usually with school districts
- ▶ Essential part of developing a recruitment network and getting good referrals
- ▶ Schools often give us a ton and then we need to transfer them from paper to a format our recruiters can use.

- ▶ We usually are not super good at getting referrals from farmers or agribusinesses.
- ▶ We hope this tool assists in this process.
- ▶ Now with COVID-19 we have to find new ways of doing ID&R
- ▶ Having a simple way to get a referral is a great start to the process



Click here





Click here

- ▶ The Electronic Survey referral tool can be found at the following link
- ▶ <https://idrreferrals.net/>

- 
- ▶ Entering a new referral can take less than 2 minutes
 - ▶ Names of parents or guardians or possible OSY can all be added in
 - ▶ Address and contact information is also requested
 - ▶ Once this is entered in the recruiter assigned to that area can automatically receive an email that they have a new referral.



- ▶ Ideas of how this can be used
- ▶ Link can be added to brochures-websites-
- ▶ Added to the bottom of an email signature
- ▶ Mentioned when you share about other resources you have.

John Doe

121 Recruiter's Way

Dover, GA, 35671

Email: recruitersRUS@idr.org

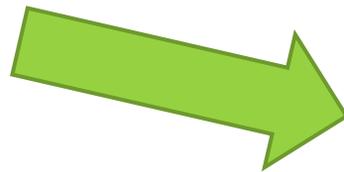
Know of someone who might be eligible send me a referral here:

<https://idrreferrals.net/>





- ▶ Maybe you have a supply bag like the COVID-19 bags and you mention to a farmer this resource and then say we can mail out bags to those who qualify. Do you think you have any workers who might be eligible. If so you can or they can put their contact information in at this link.



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PROTECT YOURSELF
FROM COVID-19



- Stay home
- Wash your hands well and often
- Use hand sanitizer
- Avoid touching your face
- Avoid public areas
- Avoid public transportation
- Stay away from others
- Call ahead before visiting your doctor
- Wear a face mask
- Cover your coughs and sneezes; dispose of tissues carefully
- Do not share household items (like dishes, bedding, towels, etc.)
- Wash those household items well and often
- Clean and disinfect household surfaces well and often



WANT TO LEARN ENGLISH?
WE CAN HELP.



There are many resources available for free on www.osymigrant.org. Visit the Student Page by simply clicking the link on the home page, or use the QR codes below to find the lessons.



English for Daily Life



Learn useful English to help in common situations like shopping, emergencies, car repair, finding your way around your community, and banking.

Living in America



These simple lessons have audio files that will help you learn more about necessary tasks like using the phone, shopping, and using money.

For Your Health



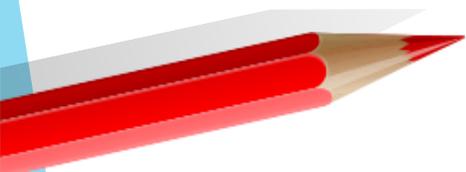
These life skills lessons have audio tools to help you learn more about taking care of your health while living and working.

www.osymigrant.org



The student page on this website has many more free and useful tools for you as you learn and practice the English language.

<https://www.idr-consortium.net/COVID-19%20Bags.html>





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Let's Take a Look!



Welcome to the MEP Referral System



This system has been set up to help you identify students who may be eligible for supplemental educational services in your state.

Completing this online form should take no more than 1-2 minutes.

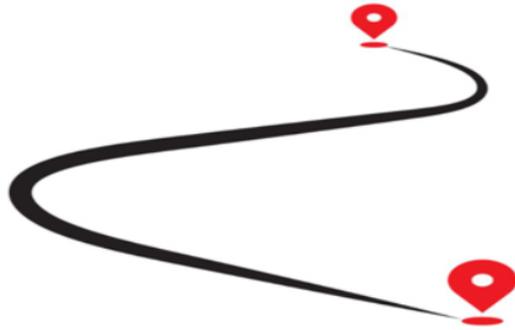


Start Here

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Welcome to the MEP Referral System



[Training Video for Referral Entry](#)
[Training Video for Admin Page](#)
[Referral Process Steps](#)
[Referral System Brochure](#)
[School District Brochure](#)
[Agribusiness/Farm Brochure](#)
[System Security](#)

Access the MEP Referral System

Purpose of the Tool

This electronic survey tool has been created to assist in identifying students ages 3 to 21 that are eligible for Title I Part C program. This program focuses on helping students overcome gaps they have in their education. This is done through supplemental programming such as tutoring, summer programs, in-home classes, etc.

What information is needed?

The following information is requested in the process- the name and phone number of the person providing the referral, the contact information of the person/family being referred, when the person/family moved (if known), how many children in the household, what type of work they came for (if known), and optional is the best time to contact the person/family being referred. It only takes a minute or two to fill out the survey.

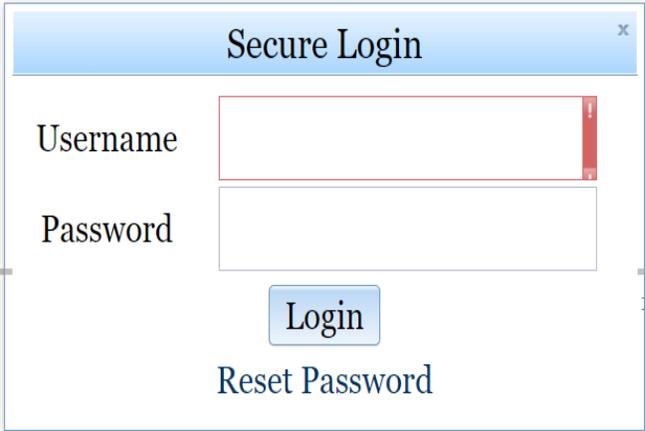
What happens once the information is entered?

Once this information is entered into the secure system a program contact from the area of the person/family referred will be notified and will get in contact with the person/family referred.

Who is eligible for Title 1 Part C programming?

Children between the ages of 3-21 who have not yet graduated that have moved in

<https://idreferrals.net/admin>



A dialog box titled "Secure Login" with a close button (x) in the top right corner. It contains two input fields: "Username" and "Password". Below the fields is a "Login" button and a "Reset Password" link. To the left of the dialog is a language selector showing the US flag. To the right is a timestamp: "11, 2020 4:10pm C".

Secure Login x

Username

Password

Login

Reset Password

11, 2020 4:10pm C

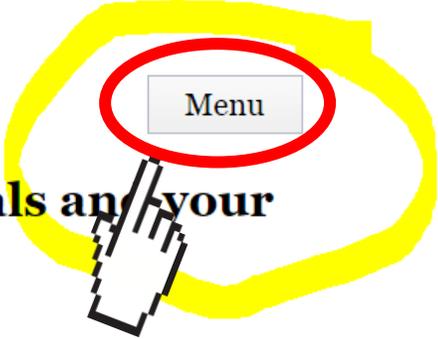
Training Resources

- ▶ All users need to be comfortable accessing the admin page to view their referrals.
- ▶ [This video](#) explains the process of how to use the admin tool.



Welcome!

Please click on the menu button to access referrals and your account options.

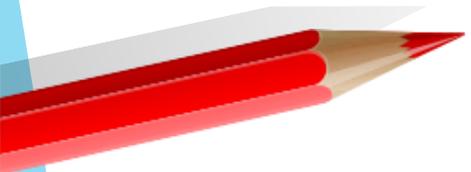


User Roles



- ▶ **State Admin- Super User for the state**
- ▶ Access to: Set up State Supervisor Accounts as well as recruiters. View all referrals in the state and all accounts, assign areas, assign referrals and close out referrals.
- ▶ **State Supervisor-** set up recruiter - assign recruiter areas, close out referrals, assign referrals.

- ▶ **Recruiter-** view assigned referrals, close out referrals



Referrals

Menu

Name

State

County

Assigned

Inactive



Show

6

Page of 0

First Prev Next Last



<https://idrreferrals.net/admin>



Mon May 11, 2020 4:18pm

Remember these tools



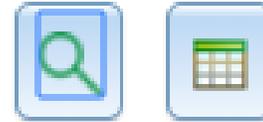
Name State County
Page of 0 First Prev Next Last

- ▶ You can search by name of referral and county for your state.



Assigned Inactive Show 6

- ▶ You can see only those assigned to you or those who are no longer active.



- ▶ You need to use the magnifying glass to see everything and the reporting icon to see the excel sheet of the file.



- ▶ These icons help you know what to do with the referral such as see the history, the referral detail, and change the eligibility status.



Accounts- 3 per non IRRC state

If your state is wanting access we need someone from the state level to reach out. For now we can grant access to three accounts in the state. Once trained and using it if more are needed we can then establish those.



Glitches- Let us know immediately!

As you come across something not quite working right please take a screenshot and provide as much detail as possible about the problem you are experiencing. Email this to jcastanedaidr@gmail.com Please do not wait but let us know immediately. This will allow us to fix problems quicker.



If you have questions about this tool please email jcastanedaidr@gmail.com or call 931-668-4129.

Thank you!

