

Protocol for OSY/DO Services

First:

- *Recruit OSY/DO*

Upon Approval of COE:

- *Send/deliver OSY/DO acceptance letter*
- *Complete OSY/DO Profile found on Georgia MEP website. Be gently persuasive and encourage OS to participate in learning English, improving math skills or pursuing a GED.*
- *If OSY/DO indicates an interest in services, communicate with OSY/DO to begin coordinating/offering services.*
- *Complete Student Services Plan*

If OSY/DO is interested in learning English:

1. Refer OSY/DO to community English classes (if available) and arrange transportation, if needed.
 - a. If possible, accompany participant to the first class.
 - b. Contact participant at least once a month to conduct progress monitoring, provide encouragement, or to resolve any transportation or attendance issues that may exist.

OR

2. If SSP will be delivering English classes
 - a. Administer language screener (Georgia MEP website)
 - b. Schedule a mutually convenient time to meet at a safe location (follow IP guidelines regarding frequency and duration of lessons)
 - c. Discuss & resolve any transportation issues (confer with Contact before promising transportation)
 - d. Determine start and end date of services with OSY/DO
 - i. Short term could be 2-4 lessons/meetings
 - ii. Long term could be by unit for 2 months; then re-assess and move to second unit
 - e. Update contact information and discuss a process for communication should either party need to cancel/reschedule a lesson
 - f. Confer with Contact regarding what to teach
 1. ACRoS
 2. ELL Resources
 - g. Begin & continue lessons
 - h. Administer mid-service assessment (for long term classes)
 - i. Administer post assessment
 - j. Create a Certificate of Completion for each lesson successfully completed to present to participant in a celebratory manner or setting (if possible).
 - i. Templates available on GaDOE MEP website.

If OSY/DO is interested in improving Math skills:

1. If SSP will be delivering Math classes
 - a. Confer with OSY/DO regarding what s/he would like to learn.
 - b. Discuss the list of topics from “Math On the Move” (MOM) and “Math for Living” on the GOSOSY website and select the lesson.
 - c. Administer a pretest (use assessment provided for Math for Living or, if using MOM, have student complete the first “try it” questions as the pretest.
 - d. Schedule a mutually convenient time to meet at a safe location (follow IP guidelines regarding frequency and duration of lessons)

- e. Discuss & resolve any transportation issues (confer with contact before promising transportation)
- f. Determine start and end date of services with OSY/DO
 - i. Short term could be 2-4 lessons/meetings
 - ii. Long term could be by unit for 2 months; then re-assess and move to second unit
- g. Update contact information and discuss a process for communication should either party need to cancel/reschedule a lesson
- h. Confer with Contact regarding what to teach
 - i. Access resources on GOSOSY website
- i. Begin & continue lessons
- j. Administer mid-service assessment (for long term classes)
- k. Administer post assessment
- l. Create a Certificate of Completion for each lesson successfully completed to present to participant in a celebratory manner or setting (if possible).
 - i. Templates available on GaDOE MEP website

If OSY/DO is interested in pursuing a GED:

A. High School Equivalency Program

- 1. Obtain the most current HEP information
 - a. Recruiter contact info
 - b. Locations of programs
 - c. Dates of sessions
- 2. If OSY/DO is available to attend a High School Equivalency Program (HEP) in Tifton or satellite site, contact the HEP recruiter to schedule a screening. Stay in touch with the OSY/DO and recruiter. Work to help resolve any issues so that screening actually occurs. Request the results to be shared with you.
 - a. If OSY/DO passes the screening, stay in touch to assist with resolving any issues so that participant is able to arrive at and attend the program. Confer with contact person before promising any transportation. If at all possible, when participant graduates, attend and celebrate!
OR
 - b. If OSY/DO does not pass the screening, but would still want to attend HEP at some point, work with OSY/DO to improve academic level
 - i. To improve Math skills, refer to “If SSP will be delivering math classes” portion of this document
 - ii. To improve reading skills, refer to documents available on GOSOSY website (“Reading on the Move” and “ACReS”) or other free online resources. One such resources is listed here:
 - 1. Create an account on Newsela <https://newsela.com/>
 - 2. Ask HEP recruiter to tell you the participant’s reading level. Provide articles in English or Spanish (whichever language participant prefers) at the participant’s reading level.
 - 3. Meet with participant (follow guidelines from this document under the section titled, “If SSP will be delivering English classes” to set up the time and location.
 - 4. Continue classes and incrementally increase the reading level of Newsela articles until participant is able to read proficiently at a higher level.
 - iii. Reschedule HEP screening when OSY has improved academically.

B. Local GED Program (for an OSY/DO who is proficient in English)

- 1. Obtain the most current local GED information
 - a. Location and hours of classes
 - b. Days and times of initial testing
 - c. Requirements for testing and attendance (what types of identification are required)

2. If participant meets the requirements for attendance, discuss and resolve any transportation issues so that participant may participate in the initial testing. Confer with Contact before promising any transportation. If at all possible, accompany participant to initial testing. (This doesn't mean that you'll stay, just be there to offer moral support/congratulations on taking this step, and leave just before testing gets started).
3. Discuss and help resolve any attendance/transportation barriers so that participant may actually attend classes. Confer with Contact before promising any transportation. If at all possible, accompany participant to first class. (This doesn't mean that you'll stay, just be there to offer moral support, congratulations on taking this step, and leave once class gets started).
4. Contact participant at least once a month to inquire about progress and provide encouragement or to resolve any issues that may have arisen regarding attendance or transportation.
5. When participant is ready to test, if participant needs help funding the tests, confer with contact person regarding using migrant funds to pay for the tests. Work with contact person and the GED center so that tests may be paid-for if funds are available.
6. If at all possible, when participant graduates, attend and celebrate!

Contact your Regional Resource Specialist for additional information, suggestions, and strategies for support your OSY/DO.