**State Steering Team (SST) Meeting**

**Clearwater, FL ● October 14, 2019**

**Participants**

**State Representatives:**

1. Arizona – Laura Alvarez, Merriam Massey
2. Delaware – Philip Keefer (virtual)
3. Georgia – Israel Cortez (virtual)
4. Illinois – Susana Das Neves
5. Iowa – Geri McMahon, Alex Johnson
6. Kansas – Doug Boline, John Farrell, Rachel Beech, Stacy Noll
7. Maine – Amelia Lyons (virtual)
8. Nebraska – Sue Henry
9. New Mexico – Laura Henry
10. New York – Will Messier, Odilia Coffta
11. South Carolina – Zach Taylor
12. Tennessee – Justyn Settles

**Consultants:**

Jessica Castañeda, IRRC Coordinator

Cari Semivan, IRRC Evaluator, META Associates

Barbara Patch – CIG Coordination

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**Handouts**

1. IRRC Contact Sheet
2. IRRC SST Meeting PowerPoints
3. IRRC Budget
4. Year 5 Fidelity of Implementation Index (FII)
5. Year 5 State Director Checklist
6. Year 5 Evaluation Data Checklist
7. Form 1: IRRC State Director/Coordinator Survey (Draft)
8. Form 2: Training, Technical Assistance, and Mentoring Evaluation Form (2019-20)

**TST Workgroup Updates (Jessica)**

Jessica presented a brief overview of work completed to date for each TST Workgroup as summarized below.

**Technology Workgroup**

* PCG conducted a feasibility study in/with NE, KS, and TN over several months in 2019. The project evolved from referral tool to recruitment tool and referral tool with electronic COE capabilities. In August, received notification from PCG about costs and steps moving forward. Cost was way too much for IRRC going forward - $99,000 minimum for pilot states and then comparable costs going forward for each state each year.
* The Technology Workgroup met - decision was made to seek other vendors or work to do the project in-house. The project was defined as a referral gathering tool instead of a recruitment tool specifically focused on electronic COEs. This was unanimously decided by the group. More vendors were sought.
* In September 2019, we received three proposals from three vendors - MIS2000, QuickBase, and Dana Johnson (cost $23,000 for as many users across the country with no additional fees). The Workgroup reviewed the three and determined the best choice. The project was then started by developer Dana Johnson. This electronic referral tool was to be completed by the end of October. We will be working on roll out of the tool with the IRRC states.
* Jessica shared the slides showcasing the MEP Referral System. Will be able to translate the system into different languages later on – in English and Spanish now. Questions include: Is there anyone in the household under the age of 22? Has anyone in the household moved or traveled for work in the last 36 months? Has anyone been employed in agriculture or fishing for that move? What’s the best time to get a hold of family?
* States decide – who is going to get the referrals when they come in.
* The tool has a universal link where anyone can make a referral. Once a referral is made and one or two “yes” responses are noted the referral is assigned to a recruiter who then contacts them and reports back if they were eligible. State administrators can assign new roles, and who gets what referral based on location of the referral. IRRC Administration can assign roles, help states, and recruiters.
* A sample can be found at the following link: <https://irrc.greengoblin.com/index.php>
* <https://irrc.greengoblin.com/admin>
* Suggestions made by the group follow:

-Weed out duplicates – if have same name and address.

-Will – too much stuff. Scale it back to make it more usable. (Send to each state director first to get feedback – develop a form for each state to use to respond)

-Disclaimer on the front that this is confidential (brochure and website)

-Put 1-800 number on there too – farmer may not want to bother with this system

-if already have an excel spreadsheet – want to be able to important – upload the information in a spreadsheet into their own system.

**- First page:** Start Here button big and in the middle/bottom of the. Want to say where the information is going to. Better disclaimer. On the first page, list a phone number for them to call or a place where they can ask someone to call them. Add phone number or email address and a link to the state directors.

- Second page: add employer to community agency/organization (click on picture instead of a button); “person referring information”

- Third page: Name and phone number of person referring. Make this clearer that it is the person making the referral

- Add a button at the end for people to add another referral.

- Three pages – 1 for opening/person referring, 1 for family info, 1 for work

- Can have a one pager and two pager for the pilot test.

- Family Info: parent name, address (separated out so it can be exported into a spreadsheet), phone, (address, city, state, phone) – get rid of county, zip, email and get rid of drop down. Put anyone under the age of 22 with the family info on the previous page.

- Combine the last two questions.

-Two different paths: If parent, have more information and more pages may be necessary, if you are an employer/school, just need a very simple system. Self- referral or referring a possible migratory family.

-If says no, survey ends?

-For parents, pictures are important (school, farmer side don’t need)

- Toggle button, be better that they click on the pictures. Farmers would like the pictures. Add an “other” picture.

-Get rid of best time to contact page

-Specifying that if you don’t want to put information, need to put in N/A.

-Button to add additional referrals once the first referral is complete

-Develop both systems and let each state determine which one they want to pilot.

-Jessica will create a logo with a graduation cap or farmworker.

**Professional Development/Mentoring Workgroup**

* Originally, idea was to make some videos that would break down different elements of ID&R and be for veteran and novice recruiters. This idea was changed to look specifically at the areas of ID&R and what resources we had already and to put them in one place with a listing of all of those resources broken down by novice and veteran recruiters. <https://www.idr-consortium.net/ID&RNovice.html>
* Then we worked to put all of the mini quizzes into electronic form so new and veteran recruiters could take the tests and then see their results right away. <https://www.idr-consortium.net/MiniQuizzes.html>
* There also are training modules that can build skills addressed on the mini-quizzes.
* Also included on the site for novice and veteran recruiters is a listing we will be working on that includes good websites for recruiters. These are listed on the front page of the site. <https://www.idr-consortium.net/Websites.html>
* This group also hosted the Ag Census Informational Webinars

[https://www.idr-consortium.net/Knowing%20and%20Understanding%20the%20Ag %20Census.pdf](https://www.idr-consortium.net/Knowing%20and%20Understanding%20the%20Ag%20%20Census.pdf)

* This group hosted the Hemp Informational Webinars

<https://transcripts.gotomeeting.com/?utm_source=recordingReadyNotification&utm_medium=email#/s/2ca10235ce14e27eb9268ef49b70aa36a7f6d16e57ad5e3456e7a1e341f2ccfd>

* Maybe do webinars once a quarter based on need/wants.

**TRI Workgroup**

* Conducted TRI Visits in Delaware, Iowa, New York, South Carolina, and Tennessee.
* Some of these visits focused on ID&R, others were to assist with re-interviews.
* A couple of visits were backed with funding from IRRC plus state funding, some were specifically employee trades from one state to another.
* Want focus of Year 5 to include more ID&R training as needed.
* Created list of experienced ID&R mentors - we have 25.

**Dissemination Workgroup**

* Worked on the Ag Census Projects for each state which have all be compiled <https://www.idr-consortium.net/AgCensus.html>
* Worked on electronic versions of Mini Quizzes and put online on the Classmarker site
* Ag Trends newsletters, updates, and emails

**Review of the Year 4 Evaluation Results and Remaining Requirements (Cari)**

Cari presented an overview of some of the Year 4 evaluation results and facilitated the state sharing session in which each state was asked to respond to a prompt addressing stories from the field, professional learning, or interstate collaboration. In addition, Cari reviewed the remaining requirements including submitting the signed cover sheet for the Year 4 Annual Performance Report by Friday, December 6, 2019 and continuing to document (Form 1) and evaluate (Form 2) all ID&R training conducted in each state. Cari stated that she would send the cover sheets electronically by the end of October as well as a “draft” copy to use for obtaining signatures. The responses from the State sharing will be included in the Year 4 APR.

**IMEC Updates and Strategic Planning (Francisco Garcia)**

Francisco (Executive Director) has been with IMEC 8 years, and Nancy (Senior Associate for Membership) has been with IMEC for the past 28 years. IMEC represents migratory children by providing advocacy at the Federal level. Twenty-three states are members of IMEC. Member-driven organization that’s been around since 1983. An example of what IMEC does is when ESSA was being written, the writers of ESSA on the Hill asked IMEC to provide input into the law, so about 35 members of IMEC went to the Hill and met with the lead writers from the House and Senate. Also, IMEC is called upon by the Hill when they want IMEC’s stance on certain issues regarding migratory students.

Francisco stated that spending is very transparent with the budget shared at each meeting. IMEC works closely with the Council of Chief State School Officers (CCSSO) – their fiscal agent. They work with State Superintendents to be supportive of the MEP and IMEC so that they can advocate to other State Superintendents. One of the strongest pieces of membership is networking.

**Review of the Year 5 Workplan and Evaluation Reporting Requirements**

Jessica reviewed the draft budget for Year 5 with the group and asked if anyone had questions. Everyone agreed that the budget was good to go.

Cari presented an overview of the Year 5 IRRC workplan using the Fidelity of Implementation Index (FII) including the Year 5 goals, objectives, and performance measures, and tasks/ activities which follow.

**Goal 1:** **Improve States’ capacity to make recruitment decisions via technology.**

* Objective 1: By the end of Year 5, develop an electronic system that helps recruiters efficiently and effectively determine migratory student eligibility.
* Performance Measure (PM) 1a: By the end of Year 5, a reliable electronic system for eligibility determinations will be developed, field tested, and revised.
* PM 1b: By the end of Year 5, 75% of field test recruiters surveyed will report that the electronic system helped them more efficiently and effectively determine migratory child eligibility.
* PM 1c: By the end of Year 5, a sustainability plan for the electronic system will be developed, reviewed, and revised.

Goal 1 Key Activities

* Field test the electronic system in each IRRC State (State Directors/ recruiters)
* Revise the electronic system based on field test feedback (Technology Workgroup/ Contractor)
* Discuss and finalize the elements of a sustainability plan for the electronic system during TST/SST meetings (TST/SST)
* Prepare draft/final short- longer-term sustainability plan (Lead State/IRRC Director/TST/SST)
* Convene/participate in 4 TST meetings/webinars (IRRC Director/TST)
* Convene/participate in 2 SST meetings (IRRC Director/Evaluator/SST)

**Goal 2: Improve MEP staff/recruiters’ capacity to identify and recruit migratory students**

* Objective 2: By the end of Year 5, 90% of staff participating in IRRC professional development and TRI visits will report that they increased their capacity to conduct/support ID&R.
* PM 2a: By the end of Year 5, 90% of staff participating in IRRC professional development will increase their capacity to conduct ID&R as measured by a statistically-significant gain (p<.05) on a pre/post assessment.
* PM 2b: By the end of Year 5, 90% of staff participating in IRRC TRI visits will increase their capacity to conduct ID&R as measured by a statistically-significant gain (p<.05) on a pre/post assessment.

Goal 2 Key Activities

* Create/administer the updated needs assessment survey to determine staff training needs (PD Workgroup/Evaluator/State Directors)
* Identify new and experienced ID&R mentors and coaches from the IRRC States (Leadership Team/State Directors)
* Review/revise the 2-tiered (veteran/novice staff) ID&R training model (PD Workgroup)
* Conduct ID&R professional development/TRI visits to IRRC States and beyond (TRI Workgroup)
* Conduct/participate in 2 regional and/or virtual ID&R PD sessions (IRRC Director/State Directors/TST/MEP Staff)
* Conduct/participate in 2 virtual meetings connecting MEP directors with ID&R resources (IRRC Director/State Directors)

**Goal 3: Increase States’ capacity to conduct ID&R through the dissemination of high quality ID&R models, methods, and materials through mentoring, modeling effective practices, and vetted updates to the IRRC website.**

* Objective 3: By the end of Year 5, 90% of IRRC State Directors surveyed will report that IRRC dissemination activities increased their State’s capacity to implement effective and promising practices in ID&R.
* PM 3a: By the end of Year 5, 90% of IRRC State Directors surveyed will report that IRRC dissemination activities increased their State’s capacity to conduct effective and efficient ID&R.

Goal 3 Key Activities

* Maintain and update the IRRC website to increase access to effective and promising practices in ID&R and improve State’s efficiency and effectiveness (Director/Dissemination Workgroup/Leadership Team)
* Provide links on the website to successful resources and information for recruiters and their administrators (Director/Dissemination Workgroup/Leadership Team)
* Feature newly created product(s) on the website (Director/Dissemination Workgroup)
* Disseminate ID&R materials across IRRC States based on recruiter/administrator needs
* Disseminate successful ID&R strategies at the ID&R Forum and other MEP-related conferences and meetings

Jessica reported that she would continue to update the website to include resources and information applicable to ID&R such as from the RESULTS website. We will be more deliberate in the information we share on the website.

Cari then reviewed upcoming IRRC meetings with the group.

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| --- | --- |
| SST Meetings:  1. October 14, 2019 in Clearwater, FL  2. January 21, 2020 in Charleston, SC | TST Meetings:  1. November 12-13, 2019 in Boston, MA  2. February 26-27, 2020 in San Diego, CA  3. Virtual Meeting (Date TBD)  4. Virtual Meeting (Date TBD) |

Cari presented an overview of the Year 5 evaluation and shared the State Director Checklist that lists all responsibilities of States for the Year 5 evaluation. Cari also reviewed the evaluation reporting requirements for Year 5 which include the forms below. Form 2 can be found on the IRRC website at the following link: <http://www.idr-consortium.net/DataCollection.html> The remaining forms will be placed on the website after they have been finalized.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form** | **Performance**  **Measures**  **Addressed** | **Person(s)**  **Responsible** | **Person**  **Completing** | **Due to**  **META** |
| **Form 1:** IRRC Director/Coordinator Survey | 1a/2a/2b/3a | St | St | 9/18/20 |
| **Form 2:** ID&R Training, Technical Assistance, and Mentoring Evaluation Form | 2a/2b | T | MEP | After each training |
| **Form 3:** IRRC Professional Development Needs Assessment Survey (online) | 2a | St | R | 12/15/19 |
| **Form 4:** Recruiter Field Test Survey | 1b | St | R | TBD |

**St**=State Directors/Coordinators, **T**=Trainers, **R**=Recruiters; **MEP**=MEP Staff

**Planning Ahead**

Cari and Jessica facilitated an activity for participants to provide feedback and their wants/needs for future IRRC activities and products. The group received the needs identified by the SST during the SST meeting in Phoenix, AZ in January 2019 and ideas from the TST. The group was divided into four groups (Website/Dissemination, TRI/Capacity Building, Technology, and

Coordination). Each group was given time to brainstorm ideas for future IRRC activities. Then each group reviewed the other three groups’ ideas and made modifications/suggestions and addition. Following are the responses for all four groups.

**Technology**

* A way to track and identify farms, processing plants, etc. within a state (database)
* Online training module for recruiters, school staff, etc. to learn basic information about the MEP, eligibility, and data specialist training on using the data collected.
* Organize resources on the website in a more categorized way to make it easier to search and find the content. Group resources by task or audience.
* Xcel training for recruiters
* Link each state’s website to the IRRC website.

**TRI/Capacity Building**

* Educate on potential areas where we can recruit.
* Shadowing training opportunities
* Apply to re-interviewing
* Review new guidelines
* Have IRRC conduct re-interviews
* Consider reaching out to agencies that are working with detention center
* Consider receiving temporary/seasonal/guidelines.
* Do not have recruiters who provide services to kids
* Flag kids as migrant eligible in school districts
* IRRC model 3 ID&R plans on website (1 model for all states?)
* Use more of the ag census data
* Review current recruitment regions and adjust accordingly.
* Data to drive ID&R
* Know your crops
* What is the value to farmers, and processing plants. Develop relationships
* Take advantage of mobile consulate and set up a booth
* Enhance services and dissemination of services
* Rethink hiring of recruiters (skills, availability, job descriptions)
* New hire training checklist
* MSIX
* Make a manual or resource that outlines some of the above mentioned items.
* Re-think job title for recruiters (i.e., eligibility specialist)

**Website/Dissemination**

* Promotional materials for IRRC
* 5 minute how to videos about website topics/navigation/resources
* Tables at ID&R Forum to explain IRRC resources (and other national meetings)
* Mentoring program for new states (mentors would be state directors and/or ID&R coordinators)
* More training and PD based around IRRC products
* Expert list enhanced to show expertise (e.g., recruitment, agribusiness, refugees) and languages spoken
* Suggestion: Resources need to be easier to search and navigate

**Coordination**

* Optimize states’ current relationships with agribusinesses (i.e., if a state has an existing relationship, how could they plug another state)
* Identify MEP staff with specialized skill sets to assist with data-driven ID&R
* Categorized list of agencies/organizations for collaboration (What does the collaboration model look like? How?)

**Follow-up for State Directors:**

\_\_\_\_\_ Submit signed Year 4 Annual Performance Report Cover Sheets by **December 6, 2019**

\_\_\_\_\_ Continue to provide ID&R training in your states (use Form 2’s to evaluate and document on Form 1)

\_\_\_\_\_ Coordinate with IRRC and other CIG states through resource sharing, mentoring, sending recruiters to assist/provide technical assistance, and providing joint training. Document collaborations on Form 1

**Follow-up for the IRRC Leadership Team:**

\_\_\_\_\_ Email to all States the IRRC SST meeting notes, PowerPoint presentations, and materials

\_\_\_\_\_ Update the IRRC contact list and email to all states/all contacts on the list

\_\_\_\_\_