**Year 5 IRRC Consortium Incentive Grant (CIG) Fidelity of Implementation Index (FII)**

**October 1, 2019 – September 30, 2020**

|  |  |
| --- | --- |
| **GOAL 1: Improve States’ capacity to make recruitment decisions via technology.** | |
| **Project Objective 1** | By the end of Year 5, develop an electronic system that helps recruiters efficiently and effectively determine migrant student eligibility. |
| **Performance Measure 1a** | By the end of Year 5, a reliable electronic system for eligibility determinations will be developed, field tested, and revised. |
| **Performance Measure 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 migrant student eligibility. |
| **Performance Measure 1c** | By the end of Year 5, a sustainability plan for the electronic system will be developed, reviewed, and revised |

| **Year 5 Goal 1 FII (10/1/19-9/30/19)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj** | **PM** | **Activities** | **Timeline** | **Person(s)**  **Responsible** | **LoI** |
| 1 | **1a/1c** | * 1. Schedule/prepare meeting materials for 4 TST meetings/webinars/year | Quarterly | NE/D |  |
| **1** | **1a/1c** | * 1. **Participate in 4 TST meetings/webinars/year** | **Quarterly** | **NE/D/TST** |  |
| **1** | **1a/1b** | * 1. Identify/select recruiters in each State to pilot test the electronic system | 10/19 | **St** |  |
| **1** | **1a/1b** | * 1. **Pilot test the electronic system in each IRRC State** | **11/19-4/20** | **MEP** |  |
| 1 | 1a/1b | 1.5 Complete/submit pilot test data collection forms | 4/20 | MEP |  |
| **1** | **1a/1b** | **1.6 Oversee pilot test and submit data collection forms to META** | 10/19-9/20 | **St** |  |
| **1** | **1a/1b** | **1.7 Revise the electronic system based on field test feedback** | 5/19-7/20 | **C** |  |
| 1 | 1a | 1.8 Oversee the work of the contractor during Year 5 | 1/19-9/19 | NE/D |  |
| 1 | 1c | 1.9 Prepare materials for the TST and SST to consider in developing a sustainability plan | 9/19 | NE/D |  |
| **1** | **1c** | **1.10 Discuss and finalize the elements of a sustainability plan during TST/SST meetings** | **Fall 2019** | **St/TST** |  |
| **1** | **1c** | **1.11 Prepare a draft sustainability plan and share with States for feedback** | **Spring 2020** | **NE/D** |  |
| 1 | 1a/1b/1c | 1.12 Convene/prepare for the State Steering Team (SST) Meeting in Spring 2020 | Spring 2020 | NE/D/E |  |
| **1** | **1a/1b/1c** | **1.13 Attend the SST Meeting in Spring 2020** | **Spring 2020** | **St/C/NE/D/E** |  |
| **1** | **1c** | **1.14 Incorporate states’ feedback and finalize the short- and long-term plan** | **7/20** | **NE/D** |  |
| 1 | 1a/1b/1c | 1.15 Submit evaluation data on Objective 1 services, participation, effectiveness | 8/20-9/20 | St/MEP/NE |  |
| 1 | 1a/1b/1c | 1.16 Report on progress toward Objective 1 in the Final Performance Report | 12/20 | NE/D/E/C |  |

**NE**=Nebraska (Lead State); **D**=IRRC Director; **St**=State MEP Directors; **E**=Evaluator; **TST**=Technical Support Team; **C**=Contractor; **MEP**=MEP Staff/Recruiters

| **Goal 1 Tasks** | **Year 5 Progress** |
| --- | --- |
| 1.1 Schedule/prepare meeting materials for 4 TST meetings/webinars/year | * The first TST meeting was held in Boston, MA on November 12-13, 2019, and the second meeting is scheduled for February 26-27, 2020 in San Diego, CA. |
| **1.2 Participate in 4 TST meetings/webinars/year** | * All IRRC States but Delaware were represented at the November 2019 TST meeting. |
| 1.3 Identify/select recruiters in each State to pilot test the electronic system | * State Directors will be trained on the Referral Tool pilot test process during the January 21, 2020 SST Meeting in Charleston, SC and will be responsible for selecting recruiters and administrators to participate in the pilot test. TST members were informed of the pilot test process during the Boston TST meeting and will also participate in the pilot test. |
| **1.4 Pilot test the electronic system in each IRRC State** | * The pilot test process will start January 21, 2020 and run until February 28, 2020. |
| 1.5 Complete/submit pilot test data collection forms | * Pilot test data collection forms are due to IRRC State Directors from recruiters and administrators on February 28, 2020 and all forms (including the State Director Pilot Test Data Collection Form) are due to META on March 6, 2020. |
| **1.6 Oversee pilot test and submit data collection forms to META** | * State Directors will oversee the completion of the Referral Tool pilot test in their states and will submit all data collection forms (Recruiter [x3], Administrator [x2], State Director [x1] Pilot Test Data Collection Forms) by March 6, 2020. |
| **1.7 Revise the electronic system based on field test feedback** |  |
| 1.8 Oversee the work of the contractor during Year 5 | * The IRRC Project Directors worked with the contractor during fall 2019 to create the system to be piloted and will work with the contractor after completion of the pilot test to ensure that the feedback received was incorporated into the revised Referral Tool. |
| 1.9 Prepare materials for the TST and SST to consider in developing a sustainability plan | * Components of the sustainability plan were presented to the SST in October 2019 and the TST in November 2019. |
| **1.10 Discuss and finalize the elements of a sustainability plan during TST/SST meetings** | * The elements of the sustainability plan were discussed and finalized at the SST Meeting in October 2019. |
| **1.11 Prepare a draft sustainability plan and share with States for feedback** |  |
| 1.12 Convene/prepare for the State Steering Team (SST) Meeting in Spring 2020 | * Preparations are under way for the January 21, 2020 SST Meeting in Charleston, SC |
| **1.13 Attend the SST Meeting in Spring 2020** |  |
| **1.14 Incorporate states’ feedback and finalize the short- and long-term plan** |  |
| 1.15 Submit evaluation data on Objective 1 services, participation, effectiveness |  |
| 1.16 Report on progress toward Objective 1 in the Final Performance Report |  |

|  |  |
| --- | --- |
| **GOAL 2: Improve MEP staff/recruiters’ capacity to identify and recruit migrant students.** | |
| **Project Objective 2** | By the end of Year 5, 90% of staff participating in IRRC professional development and technical assistance visits will report that they increased their capacity to conduct/support identification and recruitment. |
| **Performance Measure 2a** | By the end of Year 5, 90% of staff participating in IRRC professional development will increase their capacity to conduct identification and recruitment as measured by a statistically-significant gain (p<.05) on a pre/post assessment. |
| **Performance Measure 2b** | By the end of Year 5, 90% of staff participating in IRRC TRI visits will increase their capacity to conduct identification and recruitment as measured by a statistically-significant gain (p<.05) on a pre/post assessment. |

| **Year 5 Goal 2 FII (10/1/19-9/30/19)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj** | **PM** | **Activities** | **Timeline** | **Person(s)**  **Responsible** | **LoI** |
| 2 | **2a/2b** | 2.1 Schedule/prepare meeting materials for 4 TST meetings/webinars/year | Quarterly | NE/D |  |
| **2** | **2a/2b** | **2.2 Participate in 4 TST meetings/webinars/year** | **Quarterly** | **NE/D/TST** |  |
| 2 | 2a/2b | 2.3 Revise the needs assessment survey to determine training needs for Year 2 | 10/19 | NE/D/E |  |
| **2** | **2a/2b** | **2.4 Administer the revised needs assessment survey to novice and veteran ID&R staff** | **11/19** | **St** |  |
| 2 | 2a/2b | 2.5 Analyze the results of the revised needs assessment survey and review to plan Year 5 PD | 12/19 | E/NE/D/TST |  |
| 2 | 2a | 2.6 Identify new and experienced ID&R mentors and coaches from the IRRC States | 11/19-12/19 | NE/D/St/TST |  |
| **2** | **2a** | **2.7 Review/revise the 2-tiered ID&R training model (for veteran/novice staff)** | **1/20** | **NE/D/TST** |  |
| **2** | **2a** | **2.8 Conduct ID&R PD visits to IRRC States and beyond (as resources allow)** | **2/20-9/20** | **NE/D/TST** |  |
| 2 | 2a | 2.9 Provide requested PD at the ID&R Forum and other venues that support recruiters | 10/19 | NE/D/TST |  |
| **2** | **2a** | **2.10 Conduct/participate in 2 regional and/or virtual ID&R PD sessions** | **2/20-9/20** | **St/TST/MEP** |  |
| **2** | **2a** | **2.11 Conduct/participate in 2 virtual mtgs connecting MEP directors with ID&R resources** | **2/20-9/20** | **St/TST/MEP** |  |
| 2 | 2b | 2.12 Review/revise the pre/post staff survey to accompany technical assistance (TA) | 11/18 | NE/D/E/TST |  |
| **2** | **2b** | **2.13 Review/revise IRRC TA materials tailored for States (agendas, PPTs, activities, handouts)** | **1/20-9/20** | **NE/D/TST** |  |
| **2** | **2b** | **2.14 Conduct/participate in IRRC TA visits in States** | **1/20-9/20** | **St/TST/MEP** |  |
| 2 | 2b | 2.15 Complete surveys on IRRC TA visits in States | 1/20-9/20 | MEP |  |
| 2 | 2b | 2.16 Analyze and summarize TA survey results | 9/20 | E |  |
| 2 | 2a/2b | 2.17 Submit evaluation data on Objective 2 services, participation, effectiveness | 8/20-9/20 | St/NE |  |
| 2 | 2a/2b | 2.18 Report on progress toward Objective 2 in the Final Performance Report | 12/20 | NE/D/E/C |  |

**NE**=Nebraska (Lead State); **D**=IRRC Director; **St**=State MEP Directors; **E**=Evaluator; **TST**=Technical Support Team; **C**=Contractor; **MEP**=MEP Staff/Recruiters

| **Goal 2 Tasks** | **Year 5 Progress** |
| --- | --- |
| 2.1 Schedule/prepare meeting materials for 4 TST meetings/webinars/year | * The first TST meeting was held in Boston, MA on November 12-13, 2019 and the second meeting is scheduled for February 26-27, 2020 in San Diego. |
| **2.2 Participate in 4 TST meetings/webinars/year** | * All States but Delaware were represented at the November 2019 TST meeting |
| 2.3 Revise the needs assessment survey to determine training needs for Year 2 | * The TST reviewed and revised the PD needs assessment survey during the November 2019 TST Meeting. |
| **2.4 Administer the revised needs assessment survey to novice and veteran ID&R staff** | * The link/QR code to the PD needs assessment survey was emailed to all IRRC States on December 17, 2019 with a completion date of January 13, 2020. A total of 117 ID&R staff responded to the survey from all but one of the IRRC States. |
| 2.5 Analyze the results of the revised needs assessment survey and review to plan Year 5 PD | * The results of the survey were analyzed by the evaluator and shared with the SST on January 21, 2020 and with the TST at the February TST meeting in San Diego, CA. |
| 2.6 Identify new and experienced ID&R mentors and coaches from the IRRC States | * To be done at January 2020 TST meeting |
| **2.7 Review/revise the 2-tiered ID&R training model (for veteran/novice staff)** | * The TST is asking IRRC States to submit 3-5 real life scenarios to include in the IRRC Scenario Bank that can be used during training to ID&R staff. The scenarios will be included in the mini-quizzes that were developed during Year 4. |
| **2.8 Conduct ID&R PD visits to IRRC States and beyond (as resources allow)** | * A TRI visit was conducted in Arizona from October 28, 2019 to November 1, 2019. Four recruiters participated in the visit – one from New York, two from Colorado, and one from Georgia. The recruiters worked with and modeled for Arizona recruiters how to approach and share information about the MEP moving beyond the school-based recruiting currently being done in the projects visited. The TRI team worked with recruiters from nine districts and visited (with the AZ recruiters), about 15 farms, six dairy farms, a school, and 11 agribusinesses. TRI team members felt the primary outcome of the visit was helping AZ recruiters establish relationships beyond the four walls of the schools. * Arizona has requested a 2nd TRI visit on agriculture trends that will be conducted in February 2020. |
| 2.9 Provide requested PD at the ID&R Forum and other venues that support recruiters |  |
| **2.10 Conduct/participate in 2 regional and/or virtual ID&R PD sessions** | * On January 10, 2020, the IRRC PD Workgroup presented a webinar on Qualifying Moves. A total of 125 participants attended from all IRRC States and 11 additional states. Participants were trained on the differences between Sections 4a and 4b of the COE. |
| **2.11 Conduct/participate in 2 virtual mtgs connecting MEP directors with ID&R resources** | * The TST will provide 3 webinars for veteran and novice staff. The webinars will focus on different aspects of ID&R. The first webinar was held on January 10, 2020 on Qualifying Moves. The other two webinars are scheduled for March 13, 2020 and during the NASDME Conference in May 2020. |
| 2.12 Review/revise the pre/post staff survey to accompany technical assistance (TA) | * The pre/post staff survey (Form 2) was reviewed and revised prior to the start of Year 5 and shared with IRRC States at the October 2019 SST and the November 2019 TST. |
| **2.13 Review/revise IRRC TA materials tailored for States (agendas, PPTs, activities, handouts)** |  |
| **2.14 Conduct/participate in IRRC TA visits in States** | * A TRI visit was conducted in Arizona from October 28, 2019 to November 1, 2019. |
| 2.15 Complete surveys on IRRC TA visits in States | * Surveys were completed for the first TRI visit in Arizona. |
| 2.16 Analyze and summarize TA survey results | * To be completed in preparation for the Year 5 Final Performance Report. |
| 2.17 Submit evaluation data on Objective 2 services, participation, effectiveness |  |
| 2.18 Report on progress toward Objective 2 in the Final Performance Report |  |

|  |  |
| --- | --- |
| **GOAL 3: Increase States’ capacity to conduct identification and recruitment through the dissemination of high quality ID&R models, methods, and materials through mentoring, modeling effective practices, and vetted updates to the IRRC website** | |
| **Project 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 identification and recruitment. |
| **Performance Measure 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 identification and recruitment. |

| **Year 5 Goal 3 FII (10/1/19-9/30/19)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj** | **PM** | **Activities** | **Timeline** | **Person(s)**  **Responsible** | **LoI** |
| 3 | 3a | 3.1 Schedule/prepare meeting materials for 4 TST meetings/webinars/year | Quarterly | NE/D |  |
| **3** | **3a** | **3.2 Participate in 4 TST meetings/webinars/year** | **Quarterly** | **TST** |  |
| **3** | **3a** | **3.3 Maintain and update the IRRC website to increase access to effective and promising practices in ID&R and improve States’ efficiency and effectiveness** | **10/19-9/20** | **D/TST** |  |
| **3** | **3a** | **3.4 Provide links on the IRRC website to successful resources and information for recruiters and their administrators** | **10/19-9/20** | **D/TST** |  |
| 3 | 3a | 3.5 Feature the newly-created product on the IRRC website after SST review | 9/19 | D/SST |  |
| **3** | **3a** | **3.6 Disseminate ID&R materials across IRRC States based on recruiter/administrator needs** | **10/19-9/20** | **NE/D/TST** |  |
| **3** | **3a** | **3.7 Disseminate successful ID&R strategies at the ID&R Forum and other MEP-related conferences and meetings** | **10/19-9/20** | **D/St/TST** |  |
| 3 | 3a | 3.8 Submit evaluation data on Objective 3 services, participation, effectiveness | 8/20-9/20 | St/NE |  |
| 3 | 3a | 3.9 Report on progress toward Objective 3 in the Final Performance Report | 12/20 | NE/D/E/C |  |

**NE**=Nebraska (Lead State); **D**=IRRC Director; **St**=State MEP Directors; **E**=Evaluator; **TST**=Technical Support Team; **C**=Contractor; **MEP**=MEP Staff/Recruiters

| **Goal 3 Tasks** | **Year 5 Progress** |
| --- | --- |
| 3.1 Schedule/prepare meeting materials for 4 TST meetings/webinars/year | * The first TST meeting was held in Boston, MA on November 12-13, 2019, and the second meeting is scheduled for February 26-27, 2020 in San Diego. |
| **3.2 Participate in 4 TST meetings/webinars/year** | * All States but Delaware were represented at the November 2019 TST meeting |
| **3.3 Maintain and update the IRRC website to increase access to effective and promising practices in ID&R and improve States’ efficiency and effectiveness** | * SST and TST members will be asked for suggestions on content to be added to the IRRC Website, ways to restructure it to be more user-friendly, etc. |
| **3.4 Provide links on the IRRC website to successful resources and information for recruiters and their administrators** | * Referral Tool pilot test instruction, online tutorials, brochures, and forms were put on the IRRC website in December 2019 to be used for the pilot test. |
| 3.5 Feature the newly-created product on the IRRC website after SST review |  |
| **3.6 Disseminate ID&R materials across IRRC States based on recruiter/administrator needs** | * Monthly Ag Trends Articles and IRRC Resources newsletters are distributed through the IRRC listserv and placed on the IRRC website. |
| **3.7 Disseminate successful ID&R strategies at the ID&R Forum and other MEP-related conferences and meetings** | * IRRC submitted two proposals for presentations on IRRC resources, strategies, and tools at the National Migrant Education Conference in Albuquerque, NM in May 2020. * On January 10, 2020, the IRRC PD Workgroup presented a webinar on Qualifying Moves. A total of 125 participants attended from all IRRC States and 11 additional states. Participants were trained on the differences between Sections 4a and 4b of the COE. |
| 3.8 Submit evaluation data on Objective 3 services, participation, effectiveness |  |
| 3.9 Report on progress toward Objective 3 in the Final Performance Report |  |