Service Delivery Plan: Process Overview

Table A.1 Service Delivery Plan: Process Overview

| Actions | Recommended Activities | Outcomes | Personnel |
| --- | --- | --- | --- |
| PRE-PLANNING PHASE | | | |
| Reviewing Information to Inform the Process | * Review relevant information that will inform the scale and focus of your SDP planning effort, including the following:   current requirements for the SDP  this *Toolkit*  results of the CNA  recent MEP evaluation results, if available  previous SDP and any related stakeholder feedback  consultation with PAC /migratory parents   * Identify and recruit Management Team members * Draft an outline of your SDP | * List of Management Team members * Proposed SDP Outline | State Director |
| Planning the SDP Development Process | * Develop a timeline for developing the SDP which will support a collaborative process. * Identify SDP Planning Team members. * Develop a schedule of meetings, establish purpose and goals of each meeting, and set agenda items. * Develop a system for collecting information generated throughout the planning process. | * SDP Development Timeline * List of SDP Planning Team members   Meeting schedule and draft agendas | State Director; Management Team |
| SDP DEVELOPMENT PHASE | | | |
| Launching the Planning Process | * Orient the SDP Planning team to the SDP purpose; the planning process; and results of the CNA and MEP evaluation. * Ensure the SDP Planning team understands the unique needs of migratory children identified to receive priority for services, preschool migratory children, and migratory children who have dropped out of school. * Gather additional details about migratory children in the state, including root causes of concerns, based on the perspectives of SDP Planning Team members. * Review the solution strategies proposed in the CNA; consider implementation challenges and identify additional strategies. | * Additional information on migratory children in your state to supplement the CNA and MEP evaluation * List of solution strategies finalized from the proposed strategies in the CNA with recommendations for implementation | State Director; SDP Planning Team |
| Developing Aligned Components | * Develop and chart the aligned components that are required in the SDP:   + Long-term goals and measurements of interim progress   + Needs assessment information   + Service delivery strategies   + MPOs   + Evaluation Plan * Develop a project plan based on the aligned components * Review the alignment chart and project plan using the checklist (see *Section B, Overview of Statute, Regulations and Non-Regulatory Guidance Related to Service Delivery Plans*) to ensure that all requirements have been met. | * Completed alignment chart * Completed project plan | State Director; SDP Planning Team |
| Addressing the Needs of Migratory Children | * Develop strategies and plans to include the following required and suggested SDP elements:   + Addressing the needs of migratory children identified to receive PFS (information is suggested for the SDP)   + Addressing the needs of preschool migratory children and migratory youth who have dropped out of school (information is required for the SDP)   + Identification and Recruitment (ID&R) of migratory children (suggested to include in the SDP)   + Exchange of student records (suggested to include in the SDP)   + Consultation with the State Parent Advisory Council (PAC) or with migratory parents for SEAs not operating programs for one school year in duration (required for the SDP) | * Draft strategies and plans for required and suggested elements of the SDP | State Director; SDP Planning Team |
| Planning local monitoring and support | Based on the SDP, develop strategies to ensure implementation and accountability in local projects which can be included in the SDP. | Plans for the following:   * Communication with local projects * Technical assistance and training * Local subgranting processes * Local monitoring | State Director; SDP Planning Team |
| Creating the SDP | * Develop a project plan with activities, timeline, persons or agencies responsible, and resources to operationalize the strategies. * Compile the information developed throughout the planning process and, using the draft outline developed during the pre-planning phase, draft the SDP. * Gather feedback on the draft SDP from various stakeholder groups and revise the SDP based on their review. | * Project plan * Draft SDP * Stakeholder feedback on the draft SDP * Final SDP | State Director; SDP Planning Team |
| SDP Dissemination and Review | | | |
| Planning for engagement | * Develop a plan for “Looking Forward” that includes how to communicate the SDP and create buy-in, revisit the Plan to keep it relevant, and build and maintain collaborations. | * Plan for “Looking Forward” | State Director; SDP Planning Team |
| Sharing, Using, and Updating the SDP | * Communicate the SDP and begin implementation, according to plans. * Gather feedback from stakeholders on the SDP as part of the Continuous Improvement Process. | * Stakeholder feedback on the effectiveness of the SDP to improve outcomes for migratory children | State Director; MEP staff; local operating agencies; migratory parents |