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 SDPthis *Toolkit*results of the CNArecent MEP evaluation results, if availableprevious SDP and any related stakeholder feedbackconsultation 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 |