

TOOLKIT



NEBRASKA
DEPARTMENT OF
EDUCATION

Conducting a Local Migrant Education Program Needs Assessment

**Nebraska Department of Education
Migrant Education Program
Sue Henry, *Education Specialist*
301 Centennial Mall South
Lincoln, NE 68509-4987
(402) 471-3440
sue.henry@nebraska.gov**

November 2013

GLOSSARY of ACRONYMS

CNA	Comprehensive Needs Assessment
COE	Certificate of Eligibility
ESEA	Elementary and Secondary Education Act of 1965
NDE	Nebraska Department of Education
LCC	Local CNA Committee
LEA	Local Education Agency
MEP	Migrant Education Program
OME	Office of Migrant Education
PAC	Parent Advisory Council
PFS	Priority for Service
OSY	Out-of-School Youth
SDP	Service Delivery Plan
SEA	State Education Agency (Refers to the NDE)

TABLE OF CONTENTS

- 1. What is the Purpose of the CNA Toolkit and Who is the Audience? 1
- 2. What is a CNA? 2
- 3. What are the Legal Requirements for CNA? 3
- 4. Who Participates in the Local CNA and When is it Conducted? 4
- 5. What are the Steps in Conducting the Local CNA? 5
- 6. What Tools are Needed to Conduct a CNA? 6
- 7. How do you Use the CNA Results? 7
- 8. What are the Key CNA Resources for Nebraska? 8

Appendix: Tools



1 What is the Purpose of the CNA Toolkit and who is the Audience?

The CNA Toolkit supports a process for collecting, examining, and analyzing data on migrant student needs that encourages a thorough review of the entire statewide Migrant Education Program (MEP).

- The process engages MEP staff, parents, and community members and creates readiness for change by establishing broad-based involvement to shape the MEP. Developing critical areas of focus for the program ensures that programming efforts are directed at the most needed and most effective services for migrant students.
- A needs assessment that is completed within the particular conditions and settings of Nebraska leads to actions responsive to the various stakeholders within the State.
- The CNA process provides a rational decision-making process for determining how funds are allocated. The CNA helps to clarify the areas of critical need, both for students identified as having Priority for Services (PFS) within goal areas, making it easier to sub-allocate funds properly.

The purpose of the CNA is to serve as a decision-making tool for making State migrant policy decisions and local program and services decisions. It benefits not only NDE administrators, but also district staff that are able to target services more closely to the needs of their migrant students. Most importantly, it directly benefits migrant students and their families. While the CNA should focus on the policy and program levels, a well-conducted CNA can lead to solutions that will directly benefit the instructional and supportive services needs of migratory children and youth.

This CNA Toolkit was designed for local education agency (LEA) staff with responsibilities for making decisions about which students to target for which migrant programs and services. It provides advice to stakeholders about how to conduct the local CNA, how to analyze the data, and how to use the results to plan services. Key to the process is making the connection between the local CNA and the local Service Delivery Plan (SDP).

As changes are made to the Nebraska MEP CNA and SDP, this Toolkit which will be posted on the NDE website (along with hyperlinks) will be revised and changes indicated in **red**.

2 What is a CNA?



A comprehensive needs assessment is a systematic assessment and decision making process that progresses through a defined series of phases to determine needs, examine their nature and causes, and set priorities for future action. A needs assessment focuses on the outcomes to be achieved, rather than the means or process. For example, graduation is an outcome, whereas the preparation of a graduation plan is a means to achieving an outcome. The *CNA Toolkit* (2012) produced by the U.S. Department of Education, Office of Migrant Education provides further resources and guidance for assessing the needs of migrant students. Specifically, a needs assessment:

- Gathers data by means of established procedures and methods that are thoughtfully selected to fit the purposes and context of the needs assessment;
- Sets criteria for determining how best to allocate available funds, staff, and resources;
- Sets priorities and determines criteria for solutions so that planners and managers can make sound decisions; and
- Leads to action that will improve programs, services, organizational structure and operations, or a combination of these factors.

According to the Guidance provided by the Office of Migrant Education (OME), a needs assessment is *comprehensive* as long as it reflects the factors below.

- Includes both needs identification and the assessment of potential solutions;
- Addresses all relevant performance targets established for migrant children (e.g., proficiency in reading and math, H.S. graduation, reduction in the dropout rate, and any other program goal set for migrant children by the State, including school readiness)
- Identifies the needs of migrant children at a level that is useful for program design;
- Is conducted on a statewide basis, collecting data from appropriate target groups (e.g., parents, teachers, administrators) and examines need data disaggregated by key subgroups.

The CNA should be used as a tool for decision making that will impact the operation of the MEP at all levels. It will allow administrators and program planners to target services to meet the needs of migrant children. The CNA process should involve broad-based representation (e.g., State MEP staff, parents, community members) in a participatory process to ensure that the unique needs of migrant students are identified. It should provide quantitative and qualitative data to guide programming and policy decisions.

Upon completion of the CNA process, a summary is included in a final CNA report which forms an action plan with educational strategies that inform the MEP Service Delivery Plan (SDP).

3 What are the Legal Requirements for the CNA?



The Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) is the statute that authorizes the Migrant Education Program (MEP) through **Title I, Part C**. This statute requires states to conduct a Comprehensive Needs Assessment (CNA). Section 1306 of the ESEA requires that a State that receives MEP funds ensure that both the State and its funded local education agencies (LEAs) address the unique educational needs of migratory children in accordance with:

- A plan that provides that migratory children will have an opportunity to meet the same challenging State academic content standards and academic achievement standards that all children are expected to meet (a)(1)(C).
- A State application for funds that includes (ESEA, Section 1304) a description of the State’s priorities for the use of funds and how those priorities connect with the needs assessment (b)(4).
- How the State will determine the amounts of subgrants to be awarded to local education agencies operating MEPs (b)(5).
- How the State identifies and assesses “*the unique educational needs of migratory children that result from the children’s migratory lifestyle*” and other needs that must be met in order for migratory children to participate effectively in school (a) (2) (i, ii).

The State CNA must be current (i.e., not more than three years old) and guide the overall design of the MEP on a statewide basis. It also must help LEAs and the State prioritize the needs of migrant children.

In Nebraska, the SEA requires that LEAs design a local CNA that assesses the needs of migrant children and youth that are served locally in accordance with the goals of the State CNA. This local CNA must occur prior to funding, and annually thereafter, in preparation for a new program year. The local needs assessment helps the LEA determine migrant student needs and develop a plan for delivering appropriate services based on students’ identified needs. This information is summarized in the MEP application for funds. Information on who participates in the local CNA, when it is conducted, and the steps in conducting the local CNA are found in the next two chapters of this Toolkit.

4 Who Participates in the Local CNA and When is it Conducted?

All local MEPs must participate in the CNA process. It is the responsibility of the State to ensure that its funded LEAs identify and address the unique educational needs of migratory children in the district or region in accordance with the State service delivery plan that specifies measurable program goals and outcomes. Ideally, the LEA should ensure that the local CNA:

- Involves district/school staff and MEP staff in the development as well as migrant parents, community members, and other stakeholders in conducting the local CNA;
- Provides a rationale for the decision making process to determine needs;
- Ensures that the unique needs of migrant students are identified using quantitative and qualitative information to guide programming and policy decisions;
- Develops key areas of focus based on the needs to ensure that local programs and services are directed at the most needed and most effective services for migrant students in the district; and
- Identifies areas of need for migrant students, first with those who have Priority for Services (PFS) and with respect to program goals to help ensure that MEP funds are properly used.



A general timeline will help you reflect on the activities of the local needs assessment, who will be responsible to accomplish these tasks, and how long each task will take to complete. The timeline below provides general information on key CNA tasks and the season in which they typically are conducted. A template for the local site timeline for use in planning along with one that contains more detailed dates is included in the *CNA Tools* section of this Toolkit (Tools 1-6).

← FALL	WINTER	SPRING	FALL →
<p>The district determines who participates on the local CNA Committee (LCC).</p>	<p>The LCC meets to review the needs assessment tools, timelines, and activities. The tools are revised, sent to staff, parents, etc. and the surveys collected.</p>	<p>District and MEP staff analyze and summarize survey data and prepare a local MEP profile. Need indicators are listed along with possible evidence-based solution strategies to close the migrant/non-migrant achievement gap.</p>	<p>MEP services are implemented to meet identified needs. Strategies are in place to close the migrant/non-migrant achievement gap.</p>

5 What are the Steps in Conducting the Local CNA?



Step 1 – Conduct Preliminary Work

- Develop a plan for conducting the local CNA in collaboration with district/school/region decision makers and parents to develop a plan and a general timeline
- Identify who will assist in data collection, what tools you will use, to whom they will be administered, and who is responsible for sending them out and collecting them
- Prepare and administer surveys (parent, staff, and older migrant students/out-of-school youth)

Step 2 – Gather, Analyze, and Summarize Data

- Identify any data that already exists related to the needs of migrant children and youth
- Summarize needs assessment survey results
- Disaggregate achievement/outcome data by migrant/non-migrant students, migrant students with Priority for Services (PFS); and by content areas and grade levels/clusters
- Prepare a data profile of migrant students
- Identify data-supported need indicators

Step 3 – Make Migrant Education Program/Services Decisions

- Review and determine the connection between each identified need and possible evidence-based solutions/strategies
- Prioritize the solutions/strategies focusing on closing educational gaps



Use the results of the local CNA to DESIGN, IMPLEMENT, and EVALUATE services to meet the needs of migrant children and youth!

6 What Tools are Needed to Conduct a Local CNA?



Tools are needed for all steps of the local MEP CNA: the preliminary work; gathering, analyzing, and summarizing needs assessment data; and making data-driven decisions about appropriate programs and services to meet the identified needs of migrant students. The tools described below are found in the Appendix.



Tools for Step 1 – Conduct Preliminary Work

- 1-1: MEP CNA Planning Checklist
- 1-2: Parent Survey
- 1-3: Staff Survey
- 1-4: High School Student/OSY Survey
- 1-5: Sample Focus Group Interview Questions (OPTIONAL)
- 1-6 Sample Timeline and Template for Conducting the Local CNA



Tools for Step 2 – Gather, Analyze, and Summarize Data

- 2-1: CNA Data Checklist
- 2-2: CNA Data Summary Sheet
- 2-3: Sample Data Table Frames
- 2-4: Data Profile Form
- 2-5: Need Indicator Form



Tools for Step 3 – Make Migrant Program/Services Decisions

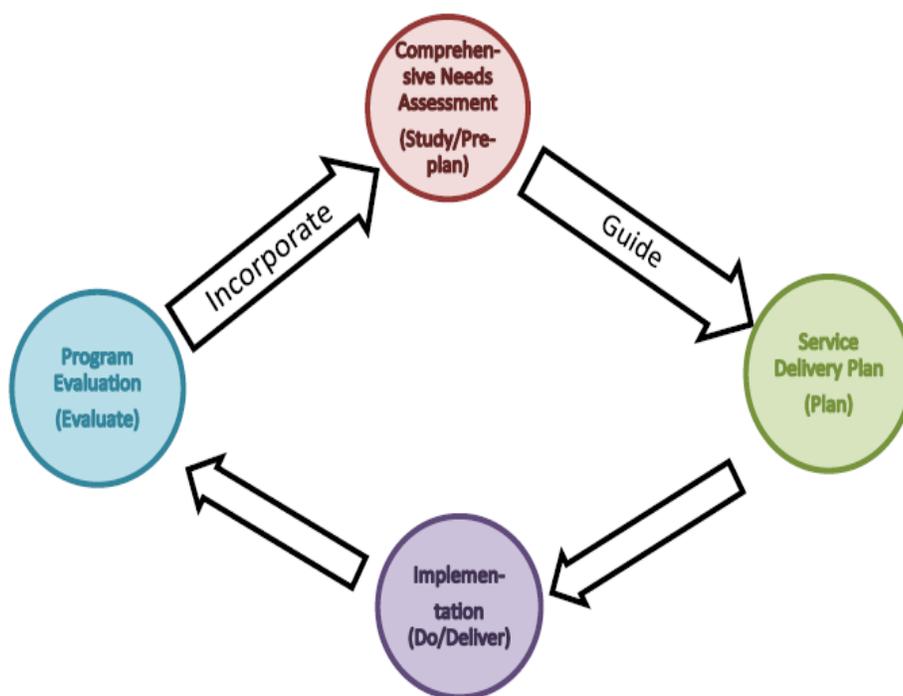
- 3-1: Need-Solution-Priority Matrix
- 3-2: List of Nebraska’s MEP MPOs and Solution Strategies (2013-14 school year)
- 3-3: Data/MPO/Program Improvement Chart (2013-14 school year)

7 How Do You Use the CNA Results?



In order to improve services and programs to meet the needs of migrant students, especially those identified as having Priority for Service (PFS), the results of the CNA should be used as part of the Continuous Improvement Cycle as illustrated in the *CNA Toolkit* produced by the U.S. Department of Education, Office of Migrant Education (2012).

The results can be used to inform the MEP application, design the kinds of activities that were contained in the MEP application, and determine how to improve services. In the Continuous Improvement Cycle graphic below, you see how **CNA** planning (Study/Pre-plan Phase) guides



the services delivered in the **SDP** Planning Phase, which then are delivered during the **Implementation** Phase, and finally evaluated during the **Program Evaluation** Phase.

The needs assessment results can be used to help inform the Action Planning Chart found in the Appendix (Tool 3-3) as well as guide local decision makers

who work with staff and parents to develop materials and resources to support migrant students' academic instruction as well as the delivery of supportive services.

Especially if you have limited resources, you can use the Need-Solution-Priority Matrix found in the Appendix (Tool 3-1) to prioritize what services are delivered and how. As stated previously, the CNA results should serve as the foundation for all your decisions about services, resource allocation, and staff and parent development.

8 What are Key CNA Resources?



1. Altschuld, J. W., & Witkin, B. R. (2000). *From Needs Assessment to Action: Transforming Needs Into Solution Strategies*. Thousand Oaks, CA: Sage Publications, Inc.
2. *Nebraska Migrant Education Program Comprehensive Needs Assessment Final Report*. (June 16, 2012). Lincoln, NE: Nebraska Department of Education.
[http://www.education.ne.gov/Migrant/Documents/CNA%209-24-12%20\(Revised\).pdf](http://www.education.ne.gov/Migrant/Documents/CNA%209-24-12%20(Revised).pdf)
3. *Migrant Education Comprehensive Needs Assessment Toolkit: A Tool for State Migrant Directors*. (Summer, 2012). Washington, DC: U.S. Department of Education, Office of Migrant Education. <http://results.ed.gov>
4. *Non-Regulatory Guidance for the Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education Act of 1965*. (October, 2012). Washington, DC: U.S. Department of Education, Office of Migrant Education. Guidance specific to the CNA is found on pages 55-61. <http://www2.ed.gov/programs/mep/mepguidance2010.doc>

A ppendix: Tools



Tools for Step 1 – Conduct Preliminary Work

- 1-1: MEP CNA Planning Checklist
- 1-2: Parent Survey (English and Spanish)
- 1-3: Staff Survey
- 1-4: High School Student/OSY Survey
- 1-5: Sample Focus Group Interview Questions (OPTIONAL)
- 1-6: Timeline Sample and Template for Conducting the Local CNA



Tools for Step 2 – Gather, Analyze, and Summarize Data

- 2-1: CNA Data Checklist
- 2-2: CNA Data Summary Sheet
- 2-3: Sample Needs Assessment Data Table Frames
- 2-4: Data Profile Form



Tools for Step 3 – Make Migrant Program/Services Decisions

- 3-1: Need-Solution-Priority Matrix
- 3-2: List of Nebraska’s MEP MPOs and Solution Strategies (2013-14 school year)
- 3-3: Data/MPOs/Program Improvement Chart (2013-14 school year)



Tool 1-1 NEBRASKA MEP LOCAL CNA PLANNING CHECKLIST



Members of the local CNA Committee (LCC) and Role:

_____	Chairperson
_____	Parent/PAC Representative
_____	District Representative
_____	MEP Representative
_____	_____
_____	_____
_____	_____
_____	_____

TIPS for Smaller Districts

- Combine roles (e.g., MEP coordinator also may be instructional staff)
- Adjust survey to contain fewer questions
- Rather than administering a survey, consider face-to-face focus groups or interviews (see Tool 1-5)

Planning/Implementation Checklist

1. __ Approval to begin the CNA process is received from all appropriate levels
2. __ Everyone is clear about their roles and responsibilities in the CNA process
3. __ A calendar is in place that contains meeting dates and important timelines
4. __ Dates and people responsible to monitor activities and procedures are in place
5. __ Parent survey is adapted and sent out
6. __ Staff survey is adapted and sent out
7. __ Secondary student/OSY survey is adapted and sent out
8. __ Survey results are compiled and analyzed
9. __ Existing achievement and outcome data are reviewed and analyzed, disaggregated by migrant/non-migrant, content areas, grade levels/clusters, and migrant students with PFS
10. __ Data profile of migrant students is prepared
11. __ Data-supported need indicators are identified and listed
12. __ Needs/evidence-based solutions/strategies chart is completed
13. __ Solutions and strategies are identified to close the educational gaps between migrant and non-migrant students

TOOL 1-2A MIGRANT EDUCATION PROGRAM PARENT NEEDS ASSESSMENT SURVEY

Directions: In each area below, please put an “X” by the top three (3) items that you feel will benefit your children MOST to help them be more successful in school.

1. SUPPLEMENTARY INSTRUCTIONAL SERVICES (Mark THREE)

<input type="checkbox"/>	more reading/literacy help	<input type="checkbox"/>	English language services	<input type="checkbox"/>	General diploma (GED)
<input type="checkbox"/>	more mathematics help	<input type="checkbox"/>	H.S. credit programs	<input type="checkbox"/>	Information about the Nebraska education system & requirements
<input type="checkbox"/>	summer programs	<input type="checkbox"/>	drop-out prevention programs	<input type="checkbox"/>	
<input type="checkbox"/>	pre-school programs	<input type="checkbox"/>	Programs for out-of-school youth	<input type="checkbox"/>	
<input type="checkbox"/>	instructional technology	<input type="checkbox"/>	graduation/career activities	<input type="checkbox"/>	other _____

2. SUPPORT SERVICES (Mark THREE)

<input type="checkbox"/>	interpreting/translating	<input type="checkbox"/>	parenting education	<input type="checkbox"/>	information for out-of-school youth
<input type="checkbox"/>	locating resources	<input type="checkbox"/>	counseling for students	<input type="checkbox"/>	career/postsecondary information
<input type="checkbox"/>	books/materials/supplies	<input type="checkbox"/>	health referrals (medical/dental/vision)	<input type="checkbox"/>	information on 0-4 yr. old services
<input type="checkbox"/>	transportation	<input type="checkbox"/>	referrals to community agencies	<input type="checkbox"/>	other _____
<input type="checkbox"/>	mentoring for my child	<input type="checkbox"/>	Information on how to help my child in reading and math		

3. What TOPICS would you recommend for greater PARENT INVOLVEMENT to help you support your children's learning? (Mark THREE)

<input type="checkbox"/>	promoting H.S. graduation	<input type="checkbox"/>	school safety (drug/gang awareness)	<input type="checkbox"/>	ways to help with reading & math
<input type="checkbox"/>	Info on options after H.S.	<input type="checkbox"/>	increasing family literacy	<input type="checkbox"/>	young child school readiness
<input type="checkbox"/>	helping with homework	<input type="checkbox"/>	finding community resources	<input type="checkbox"/>	services for binational migrant students
<input type="checkbox"/>	health/nutrition in the home	<input type="checkbox"/>	parent rights/school policies	<input type="checkbox"/>	other _____

COMMENTS:

TOOL 1-2B PROGRAMA DE EDUCACIÓN MIGRANTE
ENCUESTA PARA LOS PADRES

Instrucciones: En cada área a continuación, identifique con "X" los tres (3) elementos que más beneficiarán a sus hijos a tener éxito en la escuela.

1. SERVICIOS EDUCATIVOS SUPLEMENTALES (Marque TRES)

<input type="checkbox"/>	más ayuda con la lectura y escritura	<input type="checkbox"/>	clases de inglés	<input type="checkbox"/>	programas de GED
<input type="checkbox"/>	más ayuda con matemáticas	<input type="checkbox"/>	programas para crédito de High School	<input type="checkbox"/>	información sobre el sistema educativo y requisitos en el estado de Nebraska
<input type="checkbox"/>	programas de verano	<input type="checkbox"/>	programas para prevenir la deserción de la escuela	<input type="checkbox"/>	
<input type="checkbox"/>	programas preescolares	<input type="checkbox"/>	Programas para jóvenes que no asisten a la escuela	<input type="checkbox"/>	otros _____
<input type="checkbox"/>	tecnología	<input type="checkbox"/>	actividades de graduación/carrera	<input type="checkbox"/>	

2. SERVICIOS DE APOYO (Marque TRES)

<input type="checkbox"/>	traducción/interpretación	<input type="checkbox"/>	educación sobre la crianza de niños	<input type="checkbox"/>	información para jóvenes que no asisten a la escuela
<input type="checkbox"/>	identificar recursos	<input type="checkbox"/>	consejería para estudiantes	<input type="checkbox"/>	información sobre carreras y universidades
<input type="checkbox"/>	libros y materiales	<input type="checkbox"/>	referencia de salud (médica/dental/vista)	<input type="checkbox"/>	información sobre servicios para niños menores de 5 años
<input type="checkbox"/>	transporte	<input type="checkbox"/>	referencia a servicios comunitarios	<input type="checkbox"/>	otros _____
<input type="checkbox"/>	un mentor para mi hijo(a)	<input type="checkbox"/>	Información sobre como ayudar a mi hijo(a) en lectura y matemáticas	<input type="checkbox"/>	

3. ¿Cuáles TEMAS recomienda usted para incrementar la PARTICIPACIÓN DE PADRES para asistirle en apoyar al aprendizaje de sus niños? (Marque TRES)

<input type="checkbox"/>	promover la graduación de la high school	<input type="checkbox"/>	seguridad en la escuela (conciencia sobre las drogas y pandillas)	<input type="checkbox"/>	como ayudar a sus hijos con la lectura y matemáticas
<input type="checkbox"/>	información sobre opciones después de H.S.	<input type="checkbox"/>	incrementar la alfabetización de la familia	<input type="checkbox"/>	preparación escolar para niños pre-escolares
<input type="checkbox"/>	ayudando con la tarea	<input type="checkbox"/>	como identificar recursos comunitarios	<input type="checkbox"/>	Servicios para estudiantes binacionales
<input type="checkbox"/>	nutrición y salud en casa	<input type="checkbox"/>	derechos de padres/políticas de las escuelas	<input type="checkbox"/>	otros _____

COMENTARIOS:

TOOL 1-3 NEBRASKA MIGRANT EDUCATION PROGRAM STAFF NEEDS ASSESSMENT SURVEY

School _____ Migrant, ESL, Title I Teacher Classroom Teacher Principal
 Grade _____ Paraprofessional/tutor MEP Non-instructional Staff Other _____

Check all that apply

"I know enough about the Migrant Education Program to answer these questions with confidence."
 4= Totally true 3= Mostly true 2= Hardly true 1= Untrue*
 *(NOTE: If you check "1", do not complete the survey)

Directions: Please check the areas that you have found through observation or reviewing data that are needed MOST to help **migrant children** succeed in school.

1. What Supplementary INSTRUCTIONAL SERVICES are needed most? (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Pre-kindergarten programs | <input type="checkbox"/> Extended-day tutoring |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Out-of-school youth services | <input type="checkbox"/> In-school tutoring |
| <input type="checkbox"/> Other content: _____ | <input type="checkbox"/> PASS or other H.S. programs | <input type="checkbox"/> Summer school services |

2. What Supplementary SUPPORT SERVICES are needed most? (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Books/materials/supplies | <input type="checkbox"/> Health services-medical/dental | <input type="checkbox"/> Nutrition services |
| <input type="checkbox"/> Clothing referrals | <input type="checkbox"/> Counseling for H.S. students | <input type="checkbox"/> Locating community resources |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Post H.S./Career counseling | <input type="checkbox"/> Out-of-school youth services |

3. What topics would you recommend for PROFESSIONAL DEVELOPMENT to increase educators' capacity to meet the needs of migrant students? (Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Program planning | <input type="checkbox"/> Identification & recruitment | <input type="checkbox"/> Involving migrant parents |
| <input type="checkbox"/> Program evaluation | <input type="checkbox"/> Health/medical/dental issues | <input type="checkbox"/> Supplemental ESL strategies |
| <input type="checkbox"/> Student assessment | <input type="checkbox"/> Reading/literacy strategies | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Curriculum & instruction | <input type="checkbox"/> Mathematics strategies | <input type="checkbox"/> Other _____ |

4. What topics would you recommend for MIGRANT PARENTS to help support their children's education/achievement? (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Postsecondary, career, workforce readiness | <input type="checkbox"/> Increasing family literacy | <input type="checkbox"/> Keeping your child safe |
| <input type="checkbox"/> Helping with homework | <input type="checkbox"/> Identifying community resources | <input type="checkbox"/> Other _____ |

5. What other ideas do you have to IMPROVE SERVICES to migrant students in Nebraska?

TOOL 1-4A NEBRASKA MIGRANT EDUCATION PROGRAM SECONDARY STUDENT/OUT-OF-SCHOOL YOUTH NEEDS ASSESSMENT SURVEY

Check one box: I am a high school student I am an out-of-school youth

Check all that apply: I would like help with...			
<input type="checkbox"/>	improving my academic skills	<input type="checkbox"/>	improving my English language skills
<input type="checkbox"/>	enrolling in career/technical education programs	<input type="checkbox"/>	learning about social health issues like STDs, drugs, pregnancy
<input type="checkbox"/>	taking a course to make up for credits I am missing	<input type="checkbox"/>	understanding the importance of staying in school
<input type="checkbox"/>	preparing for my end of course assessments	<input type="checkbox"/>	learning about career options
<input type="checkbox"/>	learning about preparing for college	<input type="checkbox"/>	receiving support services (such as free books, free dental care, free eye exam, etc.)
<input type="checkbox"/>	learning about paying for college		

Check the best answer to the following:

My Learning Experience	Not at all	A little	Some	A lot	Not Applicable
1) I need more help to progress in my studies.					
2) I need more help with learning English to do well in school.					
3) I need more instruction in basic financial tasks like keeping track of a budget or paying bills.					
4) I need more help to earn the high school credits I need to graduate.					
5) I need more information about my options after graduation (such as a career or college).					

What other ways could the Migrant Education Program help you?

.....

.....

.....

What suggestions do you have for improving the services you receive from the migrant education program?

.....

.....

.....

TOOL 1-4B PROGRAMA DE EDUCACIÓN MIGRANTE DEL ESTADO DE NEBRASKA
ENCUESTA PARA ESTUDIANTES

Marque uno: Soy un estudiante de “high school” Soy un joven que ha dejado sus estudios

Marca todos los que aplican: Me gustaría ayuda con...			
<input type="checkbox"/>	mejorar mis habilidades escolares	<input type="checkbox"/>	mejorar mi inglés
<input type="checkbox"/>	inscribirme en programas de carrera o educación técnica	<input type="checkbox"/>	aprender sobre temas de salud como enfermedades de transmisión sexual, drogas, y embarazo
<input type="checkbox"/>	tomar un curso que me falta	<input type="checkbox"/>	entender la importancia de terminar mis estudios
<input type="checkbox"/>	preparación con mis exámenes de fin de curso	<input type="checkbox"/>	aprender sobre mis opciones de carrera
<input type="checkbox"/>	preparación para la universidad	<input type="checkbox"/>	recibir servicios de apoyo como libros gratuitos y servicios dentales/visión gratuitos
<input type="checkbox"/>	preparación en financiar en los estudios universitarios		

Marca la mejor respuesta a lo siguiente:

Mi Experiencia Escolar	No de Nada	Un poco	Algo	Mucho	No me aplica
6) Necesito más ayuda para progresar con mis estudios					
7) Necesito más ayuda con el inglés para avanzar en mis estudios					
8) Necesito más instrucción en tareas básicas financieras como mantener un presupuesto o pagar las cuentas					
9) Necesito ayuda para obtener los créditos de high school que necesito para graduar					
10) Necesito más información sobre las opciones que tendré al graduarme (como carrera o universidad)					

¿Cómo más te puede ayudar el Programa de Educación Migrante?

.....

.....

.....

¿Qué sugerencias tienes para mejorar los servicios que recibes del Programa de Educación Migrante?

.....

.....

TOOL 1-5 NEBRASKA MIGRANT EDUCATION PROGRAM

SAMPLE FOCUS GROUP INTERVIEW QUESTIONS (OPTIONAL)

Sample Staff Focus Group Questions

- What do you feel are the greatest educational needs of migrant students that you serve? What evidence or data do you have to support your conclusions?
- What are the greatest support services needs of the students you serve? What evidence or data do you have to support your conclusions?
- What needs have you found that migrant children and youth have that prevent them from graduating from high school?
- What professional development do you need to help you better carry out your MEP duties?
- With what agencies or organizations does the MEP need to coordinate/collaborate to provide better services to the migrant children and youth you serve?

Sample Parent Focus Group Questions

- What do you feel are the greatest educational needs of your children?
PROBE: educational needs such as reading, math, learning English.
- What are the greatest support services needs of your children?
- *PROBE: support services needs such as transportation, translating/interpreting, counseling, referrals to community agencies.*
- What needs have you found that your children have that prevent them from graduating from high school?
PROBE: graduation needs such as learning about scholarships, counseling about options after high school, visiting college/junior college campuses, understanding about credit accrual and graduation requirements.
- What parent development/training needs do you have to help you to help your children be successful in school?
PROBE: training topics such as helping with homework, strategies for reading with your child, strategies for doing math together as a family, parent involvement in school.
- What community agencies or organizations would be helpful for the migrant program to coordinate/collaborate with to provide better services to migrant families?
PROBE: health clinics, banks, faith-based organizations, .

Sample Student Focus Group Questions

- What do you feel are your greatest educational needs? Why?
PROBE: Tutoring or homework help in reading, math, other subject areas
- What do you feel are the greatest needs you have for support services?
PROBE: Transportation from tutoring or after school activities; tuition or fees to participate in specific school activities; medical, dental, health services; school materials or books
- Can you think of anything that could help you be more successful in school?
- Is there anything that you can think that the migrant program could assist with that would assist you to graduate from high school?

TOOL 1-6 NEBRASKA MIGRANT EDUCATION PROGRAM
SAMPLE TIMELINE AND TEMPLATE FOR CONDUCTING THE LOCAL CNA*



Fall	Winter	Spring	Summer
<p><u>October</u> - Form a local CNA committee - First meeting of the local CNA Committee <i>Tool 1-1, items 1, 2, 3, 4</i></p> <p><u>November</u> - Develop/adapt surveys/tools - Meet to go over final instruments <i>Tool 1-1, items 5, 6, 7</i></p>	<p><u>January</u> - Finalize CNA results Tool - Meet to go over the results And prepare a data profile <i>Tool 1-1, items 8, 9, 10</i></p> <p><u>February</u> - Develop solution strategies</p>	<p><u>March</u> - Select final solution strategies <i>Tool 1-1, items 11, 12, 13</i></p> <p><u>April</u> - Get feedback on strategies and finalize</p> <p><u>May</u> - Send CNA results to the State</p>	<p>Submit the CFSGA on the date specified by the Nebraska Department of Education</p>

*NOTE: This is a SAMPLE. Develop your own timeline using the template below.

Local CNA Timeline Template



Winter Activities	Spring Activities	Summer Activities	Fall Activities
<u>December</u>	<u>March</u>	<u>June</u>	<u>September</u>
<u>January</u>	<u>April</u>	<u>July</u>	<u>October</u>
<u>February</u>	<u>May</u>	<u>August</u>	<u>November</u>

**TOOL 2-1 NEBRASKA MIGRANT EDUCATION PROGRAM
CNA DATA CHECKLIST***

	✓	Data	Comments
1		Staff needs assessment survey results	
2		Parent needs assessment survey results	
3		Youth/student needs assessment survey results	
4		Staff interview/focus group results (Optional)	
5		Parent interview/focus group results (Optional)	
6		Migrant student language proficiency summary, by grade, by PFS	Compared to non-migrant
7		Migrant student State reading achievement summary, by grade, by PFS	Compared to non-migrant
8		Migrant student informal reading achievement summary, by grade, by PFS	
9		Migrant student State math achievement summary, by grade, by PFS	Compared to non-migrant
10		Migrant student informal math achievement summary, by grade, by PFS	
11		Migrant student graduation and dropout numbers/rate, by PFS	Compared to non-migrant
12		Migrant pre-K child language skills summary	
13		Migrant pre-K child developmental skills summary	
14		OSY Profile summary	
15		Other:	
16		Other:	
17		Other:	
18		Other:	

Checklist of Essential Needs Assessment Steps*

For your needs assessment, have you:



 Determined WHAT DATA you need to collect?

- What are the questions you need to answer regarding student needs?
- What is the purpose of the needs assessment?
- What information must you get?
- Who can help you determine where to find the information you need?
- What human and fiscal resources do you need to conduct the needs assessment?

 Decided on your data collection METHODS?

- What collection methods will you use?
- Are you collecting assessment, outcome, and perception data?
- Who will you need to talk to regarding needs? Who will be your data sources?
- How often will you need to collect data to get a representative picture?

 Decided how you will ORGANIZE your data?

- Can your collected data address questions about migrant students' with the greatest needs?
- Is there any missing data? If so, is it critical to providing a complete picture of student needs?

 Decided how you will ANALYZE your data?

- Can you define the services that are needed?
- Have you planned to break out data by Migrant with PFS, all Migrant, and non-Migrant?
- Can the information help you develop reasonable and appropriate MEP programs and services?

(*Adapted from: Kubinski, 1999)

TOOL 2-2 NEBRASKA MIGRANT EDUCATION PROGRAM
CNA DATA SUMMARY SHEET

Check all Areas that apply

	Need Indicator	Data Element	Data Summary <i>(Attach data/results for documentation)</i>
1	School Readiness		• • • •
2	Reading/Writing and Math		• • • •
3	Graduation and OSY		• • • •
6	Transportation		• • • •
7	Coordinating with the School on Translation/ Interpretation		• • • •
8	Other: <i>(specify)</i>		• • • •
9	Other: <i>(specify)</i>		• • • •

**TOOL 2-3A NEBRASKA MIGRANT EDUCATION PROGRAM
SAMPLE NEEDS ASSESSMENT DATA TABLE FRAMES**

Number/Percent of Students Proficient on the NePAS in Reading 2013-14

Grade	Non-Migrant		Migrant		PFS Migrant	
	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient	Number & % Tested	Number and % Proficient

Number/Percent of Students Proficient on the NePAS in Mathematics 2013-14

Grade	Non-Migrant		Migrant		PFS Migrant	
	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient

Number/Percent of Students Proficient on the ELDA 2013-14

Grade	LEP		Migrant		PFS Migrant	
	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient	Number & % Tested	Number and % Proficient

Number/Percent of Students Proficient on Local Assessment 2013-14

Grade	LEP		Migrant		PFS Migrant	
	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient	Number & % Tested	Number and % Proficient

**TOOL 2-3B NEBRASKA MIGRANT EDUCATION PROGRAM
SAMPLE NEEDS ASSESSMENT DATA TABLE FRAMES (CONTINUED)**

Number/Percent of Children Meeting Developmental Milestones 2013-2014

Area	Non-Migrant		Migrant		PFS Migrant	
	Number & % Tested	Number & % Proficient	Number & % Tested	Number & % Proficient	Number & % Tested	Number and % Proficient
Language Dev						
Pre-literacy						
Fine Motor						
Gross Motor						
Social/Emotional						
Numeracy						
Other: _____						

Number/Percent of Students on Track for Graduation 2013-2014

Grade	Non-Migrant		Migrant		PFS Migrant	
	Number	Percent	Number	Percent	Number	Percent
9						
10						
11						
12						

Parent Needs Assessment Survey Responses 2013-14*

Area	% of parents indicating their child has a need				Priority Area (✓)
	Low Need	Low/Medium Need	High/Medium Need	High Need	
Parents reporting that their child has educational needs in reading					
Parents reporting that their child has educational needs in mathematics					
Parents reporting that their child has educational needs in English language development					
Parents reporting that their child has in medical/dental/health needs					
Parents reporting that their child has clothing or supplemental school supplies needs					
Parents reporting that they have needs for interpreting or translating into English					
Parents reporting that their child has need for transportation to attend before/after school tutoring					

**Use the same format for staff needs assessment survey*

**TOOL 3-1 NEBRASKA MIGRANT EDUCATION PROGRAM
NEED-SOLUTION-PRIORITY MATRIX**

Depending on the availability of staff and other resources needed to provide services, as well as the availability of resources from other programs, check one of the priority boxes (high, medium, or low) after entering the identified need and possible solution. This Matrix will help you target the greatest need.

	Need identified in the Local CNA	Solution	Priority		
			Low	MED	HIGH
1					
2					
3					
4					
5					
6					
7					

TOOL 3-2 NEBRASKA MIGRANT EDUCATION PROGRAM**LIST OF NEBRASKA'S MPOs AND SOLUTION STRATEGIES – 2013-14 SCHOOL YEAR**

MPO	Goal 1.0 – School Readiness	Strategy
1a	By the end of the 2013-14 school year and each year thereafter, 90% of 3-5 year old migrant children enrolled in a PK MEP-sponsored program will demonstrate proficiency in readiness skills on designated district assessments.	1-1 Plan or coordinate with existing parent-teacher conferences at least twice each year 1-2 Require two progress monitoring home visits by MEP staff annually to solicit parent observations of student needs and provide strategies for school readiness 1-3 Disaggregate and interpret district-reported test results and include results in needs assessments
1b	By the end of the 2013-14 school year and each year thereafter, 70% of migrant preschool parents surveyed who participated in MEP-sponsored parent development will report growth in their ability to help their young child be ready for school.	1-4 Identify and implement appropriate curricula, books, materials, and instructional strategies 1-5 Provide young learners and parents with age-appropriate educational resources for home use 1-6 Advocate for migrant children to receive priority for open slots in PK programs 1-7 Ensure small pupil/teacher ratios and highly qualified personnel 1-8 Provide needs-based parent education programs and presentations 1-9 Promote or provide family literacy services 1-10 Collaborate with other agencies whose mission is to promote school readiness 1-11 Provide needs-based PD to staff through State MEP sponsored regional trainings on migrancy/mobility, language/social/cognitive development, culture of poverty, and culturally-responsive pedagogy 1-12 Provide appropriate needs-based support services aimed at increasing student achievement and family involvement
1c	By the end of the 2013-14 school year and each year thereafter, 90% of early childhood educators surveyed who received MEP-funded or MEP-sponsored PD will report an increased ability to meet the needs of migrant children as measured by a staff survey.	1-11 Provide needs-based PD to staff through State MEP sponsored regional trainings on migrancy/mobility, language/social/cognitive development, culture of poverty, and culturally-responsive pedagogy 1-12 Provide appropriate needs-based support services aimed at increasing student achievement and family involvement
MPO	Goal 2.0 – Reading/Writing & Math	Strategy
2a	By the end of the 2013-14 school year and each year thereafter, the percentage of migrant <u>students</u> in grades 3-11 meeting proficiency on the state reading assessment OR language proficiency assessment will increase by 1%.	2-1 Disaggregate and interpret reading and mathematics assessment results to plan programs, strategies, and differentiated instruction for migrant students 2-2 Implement a student learning plan for all migrant students at risk of not attaining proficiency or not making substantial growth in reading and math 2-3 Provide extended learning opportunities (e.g., before and after school/weekend/summer program) for migrant students at risk of not meeting proficiency in reading and mathematics
2b	By the end of the 2013-14 school year and each year thereafter, the percentage of migrant <u>students</u> in grades 3-11 meeting proficiency on the state math assessment will increase by 1%.	2-4 Collaborate with the LEA to provide PD and migrant program coaching to instructional staff on research-based strategies, promising practices, and culturally-relevant instruction in reading and math to benefit migrant students 2-5 Provide parent education/family literacy to assist parents to better support their child's success in reading and mathematics
2c	By the end of the 2013-14 school year and each year thereafter, 90% of MEP <u>staff</u> participating in MEP-sponsored PD will increase their knowledge of evidence-based practices in reading and mathematics as measured by a staff survey.	2-6 Increase the amount of time students are reading at home on a regular basis through a take-home reading program 2-7 Increase the amount of time students are practicing math at home on a regular basis through a take-home mathematics program 2-8 Provide appropriate needs-based support services aimed at

2d	By the end of the 2013-14 school year and each year thereafter, 70% of migrant <u>parents</u> participating in MEP-sponsored hands-on parent interactive PAC activities will report on a survey that they are better able to support their child's school success in reading and mathematics.	<p>increasing student achievement in reading and math and family involvement</p> <p>2-9 Participate in MEP Consortium Incentive grant activities to support binational migrant children through the use of instructional technology</p> <p>2-10 Participate in MEP Consortium Incentive Grant activities to support the participation and graduation of out-of-school youth</p>
MPO	Goal 3.0 – Graduation & Services to OSY	Strategy
3a	By the end of the 2013-14 school year and each year thereafter, the migrant <u>student</u> dropout rate will be reduced by 2%.	<p>3-1 Educate parents and students about graduation requirements and available credit accrual options</p> <p>3-2 Educate parents and students about post-secondary and career options</p> <p>3-3 Partner with community-based organizations to increase opportunities and leverage resources for migrant students</p> <p>3-4 Develop and implement student leadership programs and organizations</p> <p>3-5 Conduct inter/intrastate coordination for youth leadership and graduation enhancement</p> <p>3-6 Provide guidance and mentoring to migrant secondary students and OSY</p> <p>3-7 Provide career exploration and education that clarifies the steps/pre-requisites needed for desired careers</p> <p>3-8 Provide credit accrual, life skills learning, and career exploration opportunities for migrant secondary students and OSY</p> <p>3-9 Utilize the resources from and participate in the migrant consortium incentive grants and binational initiatives</p> <p>3-10 Provide evidence-based professional development for staff on resources and strategies to help migrant students graduate and meet their learning needs, including career goals</p> <p>3-11 Provide appropriate needs-based support services for migrant secondary youth and OSY aimed at increasing student achievement and family involvement</p> <p>3-12 Participate in MEP Consortium Incentive Grant activities to support the participation and graduation of out-of-school youth</p>
3b	By the end of the 2013-14 school year and each year thereafter, 5% more high school migrant <u>students</u> will receive credit accrual services leading to graduation.	
3c	By the end of the 2013-14 school year and each year thereafter, 5% more high school <u>students</u> will receive instructional services leading to graduation, GED, and/or meeting their learning needs, including life skills, and/or career goals.	
3d	By the end of the 2013-14 school year and each year thereafter, 5% more <u>OSY</u> will receive instructional services leading to graduation, GED, and/or meeting their learning needs, including life skills, and/or career goals.	
3e	By the end of the 2013-14 school year and each year thereafter, after participating in migrant-related PD, 90% of migrant and other designated <u>staff</u> will report gaining knowledge of resources and strategies to help migrant students graduate and/or meet their learning needs including life skills and/or career goals.	
3f	By the end of the 2013-14 school year and each year thereafter, 70% of migrant <u>parents</u> surveyed will report gaining knowledge of graduation requirements, and post-secondary or career opportunities.	

**TOOL 3-3 NEBRASKA MIGRANT EDUCATION PROGRAM
DATA, MPOs, PROGRAM IMPROVEMENT CHART**

SITE: _____ **PERSON COMPLETING THE FORM:** _____

Note: Complete only for the MPOs that were not met.

ACTION PLAN FOR MEP IMPROVEMENT – 1.0: SCHOOL READINESS			
Measurable Program Outcome (MPO)	Data indicating the need for Improving Program Quality	Design Solutions	Resources Needed/ Resource Provider
<p>1a By the end of the 2013-14 school year and each year thereafter, 90% of 3-5 year old migrant children enrolled in a PK MEP-sponsored program will demonstrate proficiency in readiness skills on designated district assessments.</p>			
<p>1b By the end of the 2013-14 school year and each year thereafter, 70% of migrant preschool parents surveyed who participated in MEP-sponsored parent development will report growth in their ability to help their young child be ready for school.</p>			
<p>1c By the end of the 2013-14 school year and each year thereafter, 90% of early childhood educators surveyed who received MEP-funded or MEP-sponsored PD will report an increased ability to meet the needs of migrant children as measured by a staff survey.</p>			

Note: Complete only for the MPOs that were not met.

ACTION PLAN FOR MEP IMPROVEMENT – 2.0: READING/WRITING AND MATH			
Measurable Program Outcome (MPO)	Data indicating the need for Improving Program Quality	Design Solutions	Resources Needed/ Resource Provider
2a By the end of the 2013-14 school year and each year thereafter, the percentage of migrant <u>students</u> in grades 3-11 meeting proficiency on the state reading assessment OR language proficiency assessment will increase by 1%.			
2b By the end of the 2013-14 school year and each year thereafter, the percentage of migrant <u>students</u> in grades 3-11 meeting proficiency on the state math assessment will increase by 1%.			
2c By the end of the 2013-14 school year and each year thereafter, 90% of MEP <u>staff</u> participating in MEP-sponsored PD will increase their knowledge of evidence-based practices in reading and mathematics as measured by a staff survey.			
2d By the end of the 2013-14 school year and each year thereafter ,70% of migrant <u>parents</u> participating in MEP-sponsored hands-on parent interactive PAC activities will report on a survey that they are better able to support their child’s school success in reading and mathematics.			

Note: Complete only for the MPOs that were not met.

ACTION PLAN FOR MEP IMPROVEMENT – 3.0: GRADUATION AND SERVICES TO OSY			
Measurable Program Outcome (MPO)	Data indicating the need for Improving Program Quality	Design Solutions	Resources Needed/ Resource Provider
3a By the end of the 2013-14 school year and each year thereafter, the migrant <u>student</u> dropout rate will be reduced by 2%.			
3b By the end of the 2013-14 school year and each year thereafter, 5% more high school migrant <u>students</u> will receive credit accrual services leading to graduation.			
3c By the end of the 2013-14 school year and each year thereafter, 5% more high school <u>students</u> will receive instructional services leading to graduation, GED, and/or meeting their learning needs, including life skills, and/or career goals.			
3d By the end of the 2013-14 school year and each year thereafter, 5% more <u>OSY</u> will receive instructional services leading to graduation, GED, and/or meeting their learning needs, including life skills, and/or career goals.			
3e By the end of the 2013-14 school year and each year thereafter, after participating in migrant-related PD, 90% of migrant and other designated <u>staff</u> will report gaining knowledge of resources and strategies to help migrant students graduate and/or meet their learning needs including life skills and/or career goals.			
3f By the end of the 2013-14 school year and each year thereafter, 70% of migrant <u>parents</u> surveyed will report gaining knowledge of graduation requirements, and post-secondary or career opportunities.			

