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

Actions	Recommended Activities	Outcomes	Personnel
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			

Actions	Recommended Activities	Outcomes	Personnel
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

Actions	Recommended Activities	Outcomes	Personnel

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

Actions	Recommended Activities	Outcomes	Personnel
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

Actions	Recommended Activities	Outcomes	Personnel
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