

Section M: Making the Best Use of the Comprehensive Needs Assessment

Step 5: Transition to the Service Delivery Plan		
Activities	Recommended Tasks	Highly Recommended
Disseminate the CNA report	<ul style="list-style-type: none"> Establish a time and procedure for getting the Service Delivery Plan planning team up to speed on the CNA Ensure that the CNA will be reviewed on an annual basis and updated as needed Communicate the plan to stakeholders 	<ul style="list-style-type: none"> Develop a communication plan for the CNA that entails disseminating briefs and conducting presentations to stakeholder groups Invite NAC committee members to continue to serve for CNA updates or to serve on the SDP planning team

M.1 Sharing the Plan with the Service Delivery Plan Planning Team

As part of the Continuous Improvement Planning Process (See *Section A: Introduction and Overview*), the completed Comprehensive Needs Assessment (CNA) will be the starting point for the development of the state Migrant Education Program (MEP) Service Delivery Plan (SDP). When the SDP planning team begins its work, we suggest that you provide the CNA report and facilitate a process that involves a thorough review and discussion of the CNA.

M.2 Updating the Comprehensive Needs Assessment

To be useful, the Comprehensive Needs Assessment (CNA) must reflect the most current needs and data on migrant children and youth in your state. State education agencies (SEAs) and local operating agencies (LOAs) are required to design and operate their program based on a *current* comprehensive needs assessment. Because a needs assessment is an extensive undertaking and many of the needs and solutions do not change significantly from one year to the next, it is not practical to conduct a *complete* needs assessment every year. The *Guidance* recommends conducting a complete needs assessment every three years, or more frequently if there is evidence of a change in the needs of migrant children.

There are some exceptions to the general rule stated above. Key sections of the CNA should be updated annually to ensure that the results of the needs assessment remain current. Information that is typically updated on an annual basis includes the data required for the SEA's subgrant process, and the LOA's project application. The SEA should make sure LOAs have access to and are familiar with the CNA when developing their local project applications.

M.3 Using the CNA in the Migrant Education Program

The *Guidance* states that SEAs and LOAs are required to design and operate their program based on a current CNA. Therefore, all state and local activities should be directly related to the findings and recommendations in the CNA.

In addition, we recommend the following uses of the CNA:

1. Use your CNA in the development of your application package for LOAs.
 - Make the CNA available to LOAs in hard copy, or online. Conduct outreach to make sure they understand the CNA.
2. When the Office of Migrant Education (OME) monitors your state, provide OME staff with the most recent copy of the CNA and provide documentation that illustrates how you have used the CNA and coordinated with LOAs in implementing your CNA. Demonstrate how the CNA was used to develop the SDP.
 - If you are cited by OME due to not using your CNA properly, be prepared to reconvene your Management Team and NAC, revisit the CNA process, make any suggested adjustments by OME staff, and then update your CNA and SDP.

M.4 Communicating the CNA to Stakeholders

There are a number of reasons for sharing the findings of the CNA, including program planning, accountability, collaboration, and advocacy. Following is a table that lists several stakeholder groups, reasons for sharing the CNA, and questions to discuss with these stakeholders.

Table M.1 Recommendations for Sharing the CNA with Stakeholders

Stakeholders	Reason for Sharing the CNA	Discussion Questions
SEA administrators	To make administrators aware of the challenges migrant students face in your state	<ul style="list-style-type: none"> • Were there any findings that surprised you? • Are there programs and services of which you are aware in the SEA that could provide additional support to meet the needs of migrant students?
State Title I coordinator and coordinators from other Federal programs that serve migrant students (Title III, Title X Part C, IDEA, Child Nutrition)	To increase coordination with other Federal programs in the SEA	<ul style="list-style-type: none"> • What services are available for or being provided to migrant students? • What specific services could be provided through Title IA and other Federal programs that meet the specific needs of

Stakeholders	Reason for Sharing the CNA	Discussion Questions
		migrant students identified in this report? <ul style="list-style-type: none"> • How can we increase program coordination?
State-level agencies (e.g., housing, health, social services)	Increase awareness of the needs of migrant children and youth in the state in order to enable them to improve services and identify areas of collaboration with the MEP	<ul style="list-style-type: none"> • Does the CNA align with needs that your agency has identified for migrant children and youth? • In what ways can you improve services to meet the needs of migrant children and youth identified in the CNA? • What are areas in which we can coordinate services more effectively?
Programs that serve migrant students (e.g., HEP CAMP)	Increase awareness of the needs of migrant children and youth in the state in order to enable them to improve services and identify areas of collaboration with the MEP	<ul style="list-style-type: none"> • Does the CNA align with needs that your agency has identified for migrant children and youth? • In what ways can you improve services to meet the needs of migrant children and youth identified in the CNA? • What are areas in which we can coordinate services more effectively?
Local school district superintendents	Increase awareness of the needs of migrant children and youth in their schools and ensure that services are provided	<ul style="list-style-type: none"> • Are there any challenges in educating migrant students that you feel were not captured in the CNA? • In what ways can the needs of migrant children and youth identified in the CNA be met within the scope of the LEA's mission to serve all at-risk children and youth?
School and school district role groups that serve migrant students (principals, school social workers, school counselors, special education coordinators, school nurses, ELL specialists, drop-out prevention specialists, child nutrition staff)	Increase awareness of the needs of migrant children and youth in their schools and ensure that services are provided	<ul style="list-style-type: none"> • Are there any challenges in educating migrant students that you feel were not captured in the CNA? • How can you be more equipped to meet the needs of migrant children and youth?
Local migrant project	Ensure that project	<ul style="list-style-type: none"> • Do the findings in the CNA

Stakeholders	Reason for Sharing the CNA	Discussion Questions
administrators	administrators consider the documented needs of migrant students and utilize proposed solutions to meet their needs as they develop project applications	align with the needs your program has identified for migrant children and youth? <ul style="list-style-type: none"> • What additional needs have you documented? • How will the findings of the CNA be reflected in your project application?
Parent Advisory Committees	Ensure that parents feel that their perspectives are adequately reflected in the CNA	<ul style="list-style-type: none"> • Are migrant parents' needs and concerns adequately reflected in the CNA? • If not, what additional information can you provide on the needs of migrant children and youth that should be considered for services to increase their academic performance?
SEA and LEA school reform specialists	<ul style="list-style-type: none"> • Ensure that migrant students are included in school reform initiatives 	<ul style="list-style-type: none"> • In what ways does the SEA or LEA collect data specifically on migrant students? For example, are data disaggregated for PFS students? • How are the specific needs of migrant students identified in the CNA addressed in school reform initiatives? • How could these needs be targeted more effectively? • With whom and with what programs should you increase collaboration for meeting the needs of migrant students?
Preschool programs, including Head Start and Early Head Start	<ul style="list-style-type: none"> • Awareness of the needs of young migrant children • Ensure that appropriate services are targeted toward preschool-aged migrant children 	<ul style="list-style-type: none"> • How do the data and needs included in the CNA on preschool migratory children align with your program's data and awareness of the needs of this population? • How do services in your program target the needs of preschool migratory children? • How could services be improved?

Stakeholders	Reason for Sharing the CNA	Discussion Questions
		<ul style="list-style-type: none"> • With whom and with what programs should you increase collaboration for meeting the needs of preschool migratory children?

M.5 Creating Venues and Formats for Sharing the CNA

In addition to developing the full CNA report, we recommend that you develop briefs and presentations that are customized for specific stakeholder groups. Most groups will need to be familiar with only the portion of the CNA that relates to their interests and are not likely to read the whole report. Briefs can target information to their interests and yet provide a means for accessing the full report. Bulleted findings, charts, and graphs are an effective way to convey key points in a quickly readable format.

You should consider posting a link to the CNA report online, and send notification of its availability to local program coordinators, recruiters, migrant service providers, Parent Advisory Committees, LEA superintendents, local Title I coordinators, and anyone else who provides services to migrant children and youth.

You might also want to develop presentations so that you can provide a summary of the CNA at state education conferences (e.g., Title I, superintendents, student achievement, school social workers, school counselors, local homeless liaisons), SEA meetings (e.g., Committee of Practitioners), and conferences of state or local agencies (e.g., Head Start and Early Head Start). Being proactive in disseminating the information in the CNA will result in increased awareness of the needs of migrant children and youth, which will form the basis of new and strengthened partnerships and more informed services.

Appendix M.1 Template for a Comprehensive Needs Assessment Dissemination Plan provides a template for you to complete which is a plan for sharing the CNA. We encourage you to complete this template and initiate discussions with various stakeholders on the needs of migrant children and youth.

M.6 Archiving Information for the CNA

We encourage you to keep the following on file:

- Briefs and PowerPoint presentations on the CNA
- Communication and Dissemination plan for the CNA
- Notes on stakeholder discussions of the CNA
- All updates for the CNA
- Notes and meeting proceedings for planning revisions to the CNA

- List of CNA planning team members willing to continue to serve on the team for updating the CNA or willing to serve on the SDP planning team

M.7 Manager’s Checklist and Reflection

Here are some key accomplishments for *Section M: Making the Best Use of the Comprehensive Needs Assessment*. Take a moment to jot down your progress on the items below. Also, note any issues or challenges.

Manager’s Checklist

- Plan for transitioning the CNA to the SDP planning team
- Plan for revisiting the CNA annually and updating it on emerging issues
- List of NAC members willing to continue to serve on the team to update the CNA and/or to serve on the SDP planning team
- Plan for familiarizing local migrant projects with the CNA
- Communication plan for key stakeholders
- CNA briefs and presentations customized for specific stakeholders
- CNA report posted on state MEP website

Reflection

1. With what stakeholders is it important to share the CNA?
2. What do you foresee as areas in which the CNA will require periodic updates?
3. What plans have you made to reconvene the NAC or gather stakeholder input for periodic updates to the CNA?
4. How will you ensure continuity from the CNA to the SDP planning process?

M.8 Resources and Tools in Appendix M

Appendix M.1 Template for a Comprehensive Needs Assessment Dissemination Plan

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Stakeholder or Stakeholder Group	Reason for Sharing	Venue for Sharing	Date	Discussion Items