# **Recommended Practices for the State Service Delivery Plan Cycle of Continuous Improvement**

The State Service Delivery Plan (SSDP) continuous improvement cycle is an important aspect to addressing the unique needs of migratory students. Local Migrant Education Programs (MEPs) use this cycle annually for service development. In the Plan phase, subgrantees plan out services based on student data and then implement services during the Do phase. Towards the end of the service, subgrantees review the data from both the pre and posttest service assessments to measure student achievement during the Study phase. Lastly, subgrantees collaborate on potential actions to revise the service (e.g., instructional design, assessments) during the Act phase. Using all this information, the cycle begins again and subgrantees revise services in hopes of improving student outcomes. ­

## **Figure 1. State Service Delivery Plan Continuous Improvement Cycle**

***Image with the 4 steps of the continuous improvement cycle: Plan, Do, Study, Act surrounding 3 circles with Comprehensive Needs Assessment, Service Delivery Plan, Program Evaluation.***

In collaboration with MEP subgrantees, the Migrant Education Office (MEO) employs a similar process for student outcomes by adding the comprehensive needs assessment (CNA) and the SSDP into the Plan and Do phases. In preparation for the SSDP, the CNA/SSDP Stakeholder Committee reviewed the programmatic and assessment data to create the statewide CNA and SSDP during the Plan phase. In the Do phase, California’s local MEPs implemented the SSDP strategies while focusing on the measurable program objectives (MPOs), through delivery of program services and allowable activities. The Study phase is where the MEO collected service data from the Migrant Student Information Network (MSIN), MEO staff verified SSDP strategy implementation, and compiled the SSDP Annual Performance Progress Report for each subgrantee. Next, the MEO analyzes data from the reports against specific MPOs to see if MPOs were met or unmet. During the Act phase, the MEO develops action items to address any programmatic needs. Then the MEO starts over again planning for upcoming technical assistance, including professional development opportunities for MEP subgrantees that support improved student outcomes.

This document is to be used to assist the MEP subgrantees in the continuous improvement cycle for service delivery and to meet the MPOs in the SSDP. For each month, the MEO recommended practices that should occur to support the planning, development, and implementation of services. You will also find practices that support the planning and implementation of the required SSDP strategies, including setting up services that align to the SSDP MPOs and Components (i.e., English language development, social emotional, self-pride, and cultural-pride). Please note that some activities, such as implementing posttests, may vary depending on service dates. **Activities specific to the grant application are highlighted in blue.**

## **List of Additional Acronyms used in this Document:**

BR: Budget Revision

CAASPP: California Assessment of Student Performance and Progress

CDE: California Department of Education

CSU: California State University

DLL: Dual language learners

DSA: District Service Agreement

ELA: English language arts

ELD: English language development

ELPAC: English Language Proficiency Assessment for California

ESL: English as a Second Language

EPC: Education Programs Consultant

INA: Individual Needs Assessment

ILP: Individual Learning Plan

LACOE: Los Angeles County Office of Education

MSIN: Migrant Student Information Network

MOU: Memorandum of Understanding

OSY: Out of School Youth

PD: Professional Development

RSY: Regular School Year

SS: Summer Services  
UC: University of California

## ***Actions At-a-Glance:* Annual Continuous Improvement**

More details are found in the second table where you will also see activities specific to years when the grant application is due are marked with a \* after the month.

| **Month** | **Tasks** |
| --- | --- |
| July | * Enter service data for spring services. * Monitor service implementation. * Save documentation for EPC verified SSDP strategies. * Collaboration with federal, state, and local programs. |
| Aug. | * Administer/review data for posttest for summer services. * Monitor service implementation. * Identify or develop service documents needed for RSY services. |
| Sept. | * Data Close: All service and child data must be completed and submitted for prior year. * Start conducting INAs/ILPs. * Provide PD prior to starting services requiring PD (e.g., ELA). * Save documentation for EPC verified SSDP strategies from summer services (regions and districts). * Monitor service implementation. |
| Oct. | * Monitor service implementation. |
| Nov. | * Review MSIN SSDP MPO Reports to identify and enroll students for services aligned to MPOs 1.0, 2.0, and 7.0. * Review SSDP Annual Performance Progress Report. * Monitor service implementation. * Review student attendance and adjust services if necessary through a BR or CDE preapproval. |
| Dec. | * Administer posttests for all fall services. * Monitor service implementation. * High school case management staff meet with students. |
| Jan. | * Review SSDP materials/reports to plan for upcoming application. * Enter fall term service data into MSIN. * Monitor service implementation. * Save documentation for EPC verified SSDP strategies from fall services. |
| Feb. | * Continue to meet with staff, including reimbursable districts, to plan for upcoming application. * Review reports provided by the CDE to plan for the upcoming grant application. * Get the SSDP Tracking Log ready to identify who (districts and or region) is going to implement which strategies. * Monitor service implementation. |
| Mar. | * Review DSAs and MOUs for SSDP alignment. * Monitor service implementation. * Develop grant applications that include all SSDP strategies. |
| April | * Review DSAs and MOUs for SSDP alignment. * Monitor service implementation. * Develop grant applications that include all SSDP strategies. |
| May | * Continue application review/revisions. * Monitor service implementation. * Review MSIN Reports to identify and enroll students for summer services aligned to MPOs 1.0, 2.0, and 7.0. |
| June | * Monitor service implementation. * Create master calendar to monitor service implementation. * Continue application revisions as needed. |

## ***Tasks and Resources by Month:* Annual Continuous Improvement**

| **Month** | **Tasks** | **Resources** |
| --- | --- | --- |
| July | * Update service code map as needed * Enter service data into MSIN for spring services | * Service Set-up and Data Entry webinars on [MSIN](https://msin.wested.org/accounts/login) * Service Code Map * SSDP Data Collection Tool/attendance sheets |
| July | * Save documentation for EPC verified SSDP strategies from spring services (regions and districts) | * [SSDP](https://www.cde.ca.gov/sp/me/mt/statesrvcdelivrypln.asp) * SSDP Data Collection Tool |
| July | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * [Regional Application](https://cdemep.lacoe.edu/mep/) * [District Applications](https://cdemep.lacoe.edu/mep/) (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| July | * Collaboration with federal, state, and local programs (e.g., 21st Century After School Program, California Mini-Corps) | N/A |
| Aug. | * Administer posttests for all summer services: * Review results * Plan revisions for upcoming services | N/A |
| Aug. | * Identify or develop service documents needed for services: * Attendance documents (all services) * Data collection documents (MPOs 1.0, 2.0, 7.0) | * SSDP Data Collection Tool (sample from Region 6) |
| Aug. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Sept. | * Data Close: All service and child data must be completed and submitted for prior year | * Data Close webinars in the [MSIN](https://msin.wested.org/accounts/login) User Guide * Service Set-up and Data Entry webinars on MSIN * Service Code Map * SSDP Data Collection Tool/attendance sheets |
| Sept. | * Save documentation for EPC verified SSDP strategies from summer services (regions and districts) | * SSDP * SSDP Data Collection Tool * SSDP EPC Verification Checklist |
| Sept. | * Identify or develop service documents needed for services: * Attendance documents (all services) * Data collection documents (MPOs 1.0, 2.0, and 7.0) | * SSDP Data Collection Tool/attendance sheets |
| Sept. | * Implement SSDP PD prior to starting services | N/A |
| Sept. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Oct. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Nov. | * Review MSIN SSDP MPO Reports to verify enrolled students are below proficient or to identify and enroll additional students for services aligned to MPOs 1.0, 2.0, and 7.0: * Students below proficiency (MPOs 1.0 and 2.0) * Pre-K students (MPO 7.0) | * [MSIN](https://msin.wested.org/) SSDP MPO Reports 1.0, 2.0, and 7.0 |
| Nov. | * Review SSDP Annual Performance Progress Report: * Identify challenges and practices to address them * Set goals for the new school year | N/A |
| Nov. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Dec. | * Administer posttests for all fall services: * Review results * Plan revisions for upcoming services | N/A |
| Dec. | * High school case management staff meet with students to: * Identify students who should enroll in algebra * Encourage students to enroll in UC/CSU courses * Enroll students in MEP services including credit accrual | * High school case management documents: * Case management form * Student transcripts |
| Dec. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Jan.\* | * Review SSDP MPOs and Performance Targets | * Read SSDP * SSDP at a Glance |
| Jan.\* | * Review SSDP Webinars | * SSDP Webinar Series PowerPoints |
| Jan.\* | * Meet with staff, including reimbursable districts, to plan for upcoming application. * Review service data | * Pre/posttests * SSDP Annual Performance Progress Report * Grant application webinars on [LACOE website](https://www.lacoe.edu/Technology/MEP-Online-Systems) |
| Jan. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Jan. | * Enter service data into MSIN for fall services; update service code map as needed | * Service Set-up and Data Entry webinars on MSIN * Service Code Map * SSDP Data Collection Tool/attendance sheets |
| Jan. | * Save documentation for EPC verified SSDP strategies from fall services | * SSDP * SSDP Data Collection Tool * SSDP EPC Verification Checklist |
| Feb.\* | * Continue to meet with staff, including reimbursable districts, to plan for upcoming application | * Pre/posttests * SSDP Annual Performance Progress Report * Grant application webinars on the LACOE website |
| Feb.\* | * Get the SSDP Tracking Log ready to identify who (districts and or region) is going to implement which strategies | * SSDP Tracking Log |
| Feb.\* | * Review reports provided by the CDE to plan for the upcoming grant application at the regional and district levels | * WestEd subgrantee reports |
| Feb. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| Mar.\* | * Develop grant applications * Double check that grant applications include all SSDP strategies (for districts) * Double check that the district service agreements, memorandums of understanding, and Regional Applications as a whole include all SSDP strategies (for regions) | * Review grant application webinars on the LACOE website * All SSDP resources * SSDP Tracking Log * Planning documents identifying revisions to services based on data |
| Mar.\* | * Review district service agreements for SSDP alignment * Identify SSDP strategies implemented at all reimbursable districts | * SSDP * SSDP Tracking Log |
| Mar. | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| April\* | * Develop grant applications * Double check that grant applications include all SSDP strategies (for districts) * Double check that the district service agreements, memorandums of understanding, and Regional Applications as a whole include all SSDP strategies (for regions) | * Review grant application webinars on the LACOE website * All SSDP resources * SSDP Tracking Log * Planning documents identifying revisions to services based on data |
| April\* | * Review district service agreements for SSDP alignment * Identify SSDP strategies implemented at all reimbursable districts | * SSDP * SSDP Tracking Log |
| April | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| May\* | * Continue with application review/revisions | * All SSDP Resources |
| May | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) * Service Implementation Monitoring Log |
| May | * Review MSIN SSDP MPO Reports to identify and enroll students for summer services aligned to MPOs 1.0, 2.0, and 7.0: * Students below proficiency (MPOs 1.0 and 2.0) * Pre-K students (MPO 7.0) | * MSIN SSDP MPO Reports 1.0, 2.0, and 7.0 |
| June\* | * Continue with application review/revisions | * All SSDP Resources |
| June\* | * Document start date of upcoming services for region and districts | * Service Implementation Monitoring Log |
| June | * Monitor service implementation: * Services start on time according to the application(s) * Services are implemented as described in the application(s) * Review student attendance and adjust services if necessary through a BR or CDE preapproval * Ensure pre/posttests are administered; review data | * Regional Application * District Applications (district service agreements or memorandum of understanding) |

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